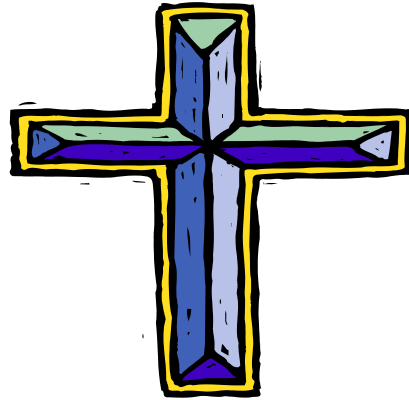




Parent Handbook



CEC's Purpose:

TEACH children to love God and others.

NURTURE individual, intellectual development.

CREATE a safe, loving environment.

**Point your kids in the right direction—when they
are old they won't be lost.**

Proverbs 22:6 (MSG)

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Health

The following medical information must be on file for each child:



1. An Emergency Medical Treatment form, which includes a medical consent authorizing those in charge to obtain emergency care.
2. A "Blue Card" (certificate of immunization from your child's physician.

We can only accept well children. We depend on you to help us maintain this policy.

In order to control the spread of communicable diseases in the CEC when a child has the following symptoms below the child cannot be brought to the center or if the symptoms are discovered after arrival on campus your child will be isolated immediately and you will be notified to pick up your child.

- ⊗ Severe cold, persistent coughing, breathing trouble, sore throat and/or colored drainage from the eyes and/or nose.
- ⊗ A fever (101 degrees or greater), lethargy, unusual behavior (cranky or less active than usual, crying more than usual) vomiting and/or diarrhea within the last 36 hours.
- ⊗ A rash of undetermined origin, yellowish skin or eyes.
- ⊗ Any contagious or communicable diseases, such as:

Flu, Strep throat, Croup, Chickenpox

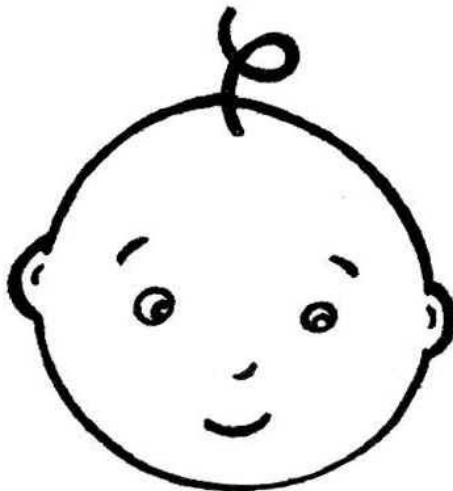
Measles, Thrush, Lice, Pinkeye, etc.

Health Continued

Parents are urged to notify the CEC when their child is known to have or has been exposed to a communicable disease outside the CEC so that we can take the appropriate actions, such as notifying parents, disinfecting the toys and disinfecting the classrooms.

If your child is sent home with any of the mentioned symptoms, they must remain at home until they are symptom free for 36 hours (without the aid of medication). Please note that even with a doctor's excuse, the CEC 36 hour policy will remain in place.

The Child Enrichment Center sick policy has been created through a combination of information from the CDC (Centers for Disease Control) and the Jefferson County Board of Health.



Health continued

The following are guidelines for the number of days a child should wait before returning to school:

- **Chicken Pox**-5-7 days after onset of rash or when sores have dried.
- **Strep Throat**-48 hours following initial use of prescribed medication and discontinuation of fever.
- **Head Lice**-Student must remain at home during the treatment for head lice. Child will be checked by CEC staff to ensure removal of all nits before being permitted back to class.

In the event your child becomes ill at CEC we will make every effort to contact you or the person you have designated. **You must pick up your child within 1 hour of being notified.**

Your child MUST be symptom free for a thirty-six (36) hour period before returning to the CEC for any illness. After having a communicable disease, there may be instances when a doctor's release will be required before your child can return to CEC.



HELP US KEEP OUR
CHILDREN HEALTHY

Medication

If your child requires medication during his/her time at the CEC, an AUTHORIZATION FOR ADMINISTERING MEDICATION form must be completed and signed by a parent or guardian before the medication can be given.

All medications must be in original containers with labels intact and legible, be labeled with the child's full name, and have directions for administering the medication. Medication will only be given **ONCE** per day at lunch or before nap time. Exceptions will be made for special cases. These exceptions must be arranged and approved by the Director.

For infants and crawlers (ages 6 weeks to 12 months), the Authorization for Administering Medication forms will be available from your child's teacher. Medications will be kept and administered in the classroom.

For Toddlers and up, the Authorization for Administering Medication forms will be available in the CEC kitchen. Medications will be kept in the kitchen and administered by your child's teacher.

Medicine will only be administered to children that is a prescription for your child, has a doctor's note, or is age appropriate for your child. Due to the Baby Douglas Law we are not able to give medicine to children that is not age appropriate.

In the event of suspected child abuse, the teacher will report this to the Director, who in turn, is required by law to report the same to the Department of Human Resources, and the local Chief of Police or Sheriff.



SAFETY

Safety is always the primary concern when planning daily activities, field trips and special events. The CEC is prepared to take care of minor scrapes and bumps with cleaning, a Band-Aid and tender care. Accident reports will be written on **ALL** injuries. The report will go to the parent or guardian and a copy will be placed in the child's file.

Major Injuries: In case of an injury that needs a physician's care, we will first notify the parent or guardian for further instructions. If the parent or guardian is unavailable and can not be contacted, the physician on the registration form will be contacted and every effort will be made to continue to make contact with the parent or guardian. In case of an injury that needs immediate care, the CEC will first call 911 then contact the parent or guardian.

The CEC Staff is CPR certified.

CEC is a fragrance free facility. Staff, children and parents are asked to not wear any of the following: cologne, after shave lotion, perfume, perfumed hand lotion, fragranced hair products, and/or similar products. This is for the health and safety of the staff, children, and parents who may have severe allergies or asthma.

Smoking is prohibited at all times in the center including before and after operation. Smoking is not allowed within 10 feet of any entrance or exit. It is not allowed in any vehicles used by the center to transport children or within sight of the children.

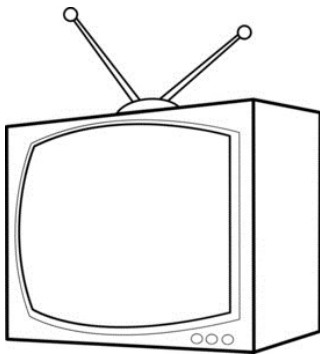




Physical Activity

Your child will have the opportunity for active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.

- 3 yrs. and older shall have at least 90 minutes per 8 hour day
- 12 months to 3 yrs. shall have at least 60 minutes per 8 hour day.



Screen Time

Screen time is offered as a free choice and is limited to no more than a total 2 1/2 hours per week. Screen time is not allowed during meal or snack time. Screen time is not allowed for children younger than 2 years.

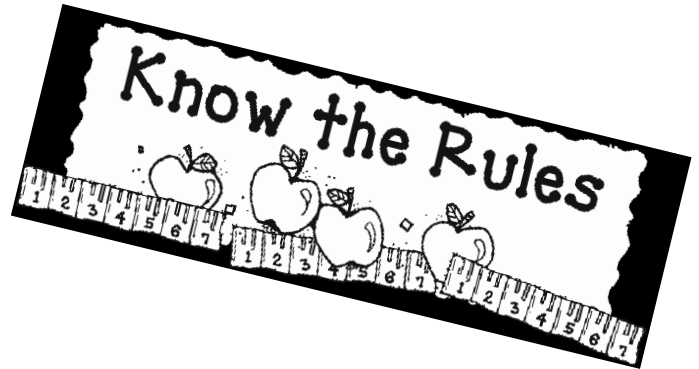
GUIDANCE AND DISCIPLINE

Through discipline, we want to help children grow, mature and develop self-control.

1. Limits and rules shall be few and they shall be understood by the children to whom they apply.

Rules:

- Do not run in the building
- Use inside voices in the building
- Keep your hands and feet to yourself
- Do not push or shove
- Listen to your teacher
- Obey all rules



2. Staff shall agree on acceptable and unacceptable behavior and set limits.
3. Acceptable behavior shall be set according to the child's age level.
4. No corporal/physical punishment shall be used.
5. Discipline shall be consistent and fair.
6. No verbal abuse, threats or derogatory remarks about the child or his/her family shall be used. Only a kind, firm voice shall be used.

DISCIPLINARY PROCEDURES

The following are the disciplinary procedures established and followed by the CEC staff:

1. First offense, teacher or caregiver will give the child a warning.
2. Second offense, child will be put in "Time Out".
 - 2 minutes for 2 year olds,
 - 3-5 minutes for 3 year olds.
 - 5-10 minutes for 4 and 5 year olds.
3. Third offense, the child will be taken to the Director's office for counseling and possible "Time Out".
4. Fourth offense, the parent or guardian will be notified to correct the problem.
5. If the child continues to be unable to obey and respect their teachers, or is demonstrating destructive or harmful behavior directed toward other children, the staff or themselves, the CEC reserves the right to dismiss the child.



WHAT TO BRING

1. Infants and toddlers will need the following:

- Disposable diapers
- Baby wipes
- Formula in unbreakable bottles
- Drinking cup (when off bottle)
- Unopened baby or junior foods (if not on table foods)
- Pacifier (if needed)
- Two complete changes of clothing
- Blanket
- Diaper Bag



Please mark all items that come to the CEC with your child's name.

2. Twos and threes will need the following:

- Disposable diapers or pull-ups if not potty trained
- Baby Wipes
- Two complete change of clothing (including socks)
- Blanket (if staying through nap time)

Please mark all items that come to the CEC with your child's name.

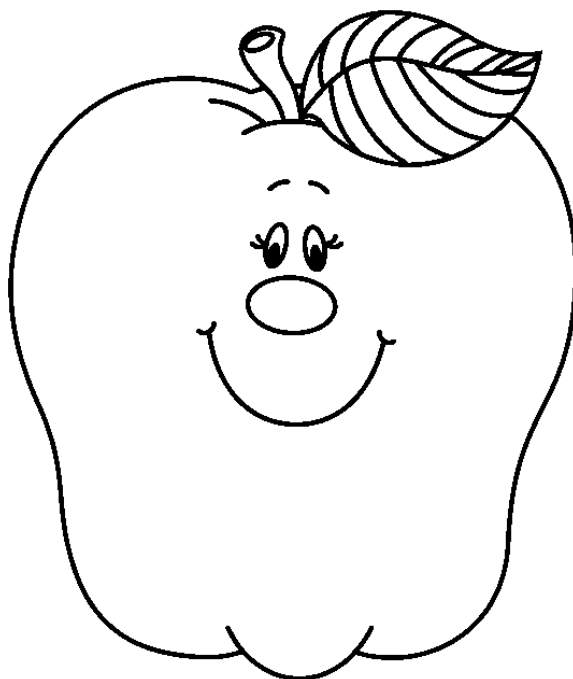
3. Fours and fives will need the following:

- One complete change of clothing (including socks)
- Blanket (if staying through nap time)

Please mark all items that come to the CEC with your child's name.

WHAT TO BRING Continued

4. Each child will be assigned a cubby for above belongings that will stay at the CEC.
5. Do not bring child's belongings in plastic grocery bags! These are dangerous and need to be kept out of the reach of children.
6. Security toys are allowed for naptime. Books, video tapes, special toys, and other items of interest to your child's class may be brought with the permission of the teacher.
7. Do not allow your child to bring toy guns, sharp objects, small pocket toys, gum, candy, or money to the CEC. If your child brings these to the CEC they will be taken away.



WHAT TO WEAR

1. Dress your child in comfortable, washable play clothes that allow freedom to participate in all activities.
2. Dress your preschooler in clothes that can be managed alone. **This is especially important if your child is potty training.**
3. Non-marring rubber-soled tie on or Velcro shoes (tennis shoes) are the best for playing. **No flip-flops, cowboy boots, cleats, or stiff dress shoes please.** These shoes **CANNOT** be worn in the gym.
4. Dress your child in the appropriate clothing required to make him/her comfortable while playing outside. Example: Winter - hat, coat and mittens; Fall/Spring - lightweight jacket or sweater; Summer - shorts and light clothing.

MEALS

Breakfast:

A variety of breakfast foods will be served each morning from 7:00 a.m. till 7:30 a.m. for full day children.*



Lunch:

A hot lunch is provided for each child in the full-day or extended afternoon programs. Menus are sent home monthly in the "Tattler". *

Please call the CEC Office by 9:30 a.m. if your child will be coming in late but will be arriving in time for lunch. We want to be sure he/she is included in the lunch count.

Snacks:

Wholesome and nutritious snacks will be served to children each morning and afternoon.*

**Infants and toddlers not on table food need to bring snacks, juice, formula, and baby or junior foods.*

Please look over the charts on the following pages for our meal patterns

Meals continued

Child Meal Pattern Breakfast

Select One from Each Food Components Category for Meal

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk	1/2 cup	3/4 cup 1% or skim	1 cup
fluid milk	whole		1% or non-fat
1 fruit/vegetable	1/4 cup	1/2 cup	1/2 cup
juice, ² fruit and/or vegetable			
1 grains/bread³	1/2 slice	1/2 slice	1 slice
bread or			
cornbread or biscuit or roll or	1/2 serving	1/2 serving	1 serving
muffin or			
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup

1 Children age 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength and may only be served once per day.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Meals Continued

Child Meal Pattern Lunch or Dinner

Select One from Each Food Components Category for Meal

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk	1/2 cup	3/4 cup 1% or skim	1 cup
fluid milk	whole		1% or non-fat
2 fruits/vegetables	1/4 cup	1/2 cup	3/4 cup
juice, ² fruit and/or vegetable			
1 grains/bread ³	1/2 slice	1/2 slice	1 slice
bread or			
cornbread or biscuit or roll or	1/2 serving	1/2 serving	1 serving
muffin or			
cold dry cereal or	1/4 cup	1/3 cup	3/4 cup
hot cooked cereal or	1/4 cup	1/4 cup	1/2 cup
pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
1 meat/meat alternate meat or	1 ounce	1 1/2 ounces	2 ounces
poultry or fish ⁴ or alternate	1 ounce	1 1/2 ounces	2 ounces
protein product or cheese or	1 ounce 1/2	1 1/2 ounces 3/4	2 ounces
egg or	egg 1/4 cup	egg	1 egg 1/2 cup
cooked dry beans or peas or	2 Tbsp. 1/2	3/8 cup	4 Tbsp.
peanut or other nut or seed	ounce 4	3 Tbsp. 3/4 ounce 6	1 ounce
butters ⁵ or nuts and/or seeds ⁵ or	ounces	ounces	8 ounces
yogurt ⁶			

1 Children age 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength and may only be served once per day.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

4 A serving consists of the edible portion of cooked lean meat or poultry or fish.

5 Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

6 Yogurt may be plain or flavored, unsweetened or sweetened.

Meals continued

Child Meal Pattern Snack

Select Two of the Four Food Components for Snack

<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12¹</i>
1 milk fluid milk	1/2 cup whole	1/2 cup 1% or skim	1 cup 1% or non-fat
1 fruit/vegetable juice, ² fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
1 grains/bread³ bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
1 meat/meat alternate meat or poultry or fish ⁴ or alternate protein product or cheese or Egg ⁵ or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt ⁶	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1/2 ounce 1/2 ounce 1/2 ounce 1/2 egg 1/8 cup 1 Tbsp. 1/2 ounce 2 ounces	1 ounce 1 ounce 1 ounce 1/2 egg 1/4 cup 2 Tbsp. 1 ounce 4 ounces

1 Children age 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.

2 Fruit or vegetable juice must be full-strength and may only be served once per day. Juice cannot be served when milk is the only other snack component.

3 Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

4 A serving consists of the edible portion of cooked lean meat or poultry or fish.

5 One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

6 Yogurt may be plain or flavored, unsweetened or sweetened.



ARRIVAL AND DEPARTURE

Arrival: Parents should bring children into the building and see that they are in the proper room. All children must be signed in and out. Parents are responsible for

signing their child in, noting the time of arrival and who will be picking the child up. Parents are responsible and required by DHR to take their child to his/her classroom.

Departure: Parents are responsible and required by DHR for signing their children out. Please notify the staff person in charge before taking the child from the classroom.

Card Access System: Our Card Access System helps us provide a safe and secure environment for your child. Each family will receive two fobs that will open the doors of the CEC. It is important that you bring your fob with you, this is the only way you will be able to open a door. If you lose your fob you will have to purchase a replacement which will cost \$25.00. If you forget your fob or another family member or friend picks up your child you will need to come to the main door of the CEC by the playgrounds and there you can push a button that will contact the CEC office that will let you in.

If someone other than the person on the sign-in sheet is picking up the child, please call and notify the office of the change. If the person picking up the child is not someone the staff is familiar with, they will ask for ID, and if necessary call the parent or guardian, before the child is released from the CEC's care.

ARRIVAL AND DEPARTURE Continued

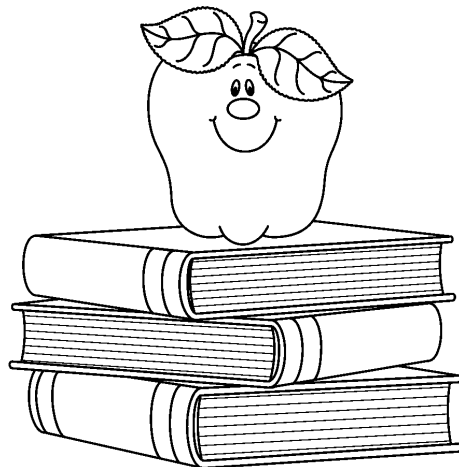
In accordance with Department of Human Resources guidelines, parents or guardians must furnish to the CEC, in writing, a complete list - including name and telephone number - of those who are permitted to pick up a child at any time. A child will not be released to anyone not listed.

If we are unable to communicate with the parent/guardian the child will not be permitted to leave the premises. This is not meant to be inconvenient but rather a safety precaution for the care of your child

CEC closes at 6:00 p.m. If a child is late being picked up, a late charge of \$1 for each minute will be charged to their account. The late fee will **ONLY** be waived in cases of emergency. If you see that you are running late, please call the CEC office to notify the staff.

If you have an emergency and cannot get to the CEC on time, please call the office to notify the staff.

631-0433



Enrollment Policy

Please note that ALL registration papers in the registration packet must be properly filled out, signed and notarized and all fees must be paid before your child is considered "Enrolled" in the Child Enrichment Center.

In order to make enrollment changes you must:

- ⇒ Check with the CEC office to see if there are openings on the days you require.
- ⇒ Submit a notice in writing to the CEC office two weeks prior to any changes being made. Original weekly fees are still required during this two-week period.
- ⇒ Fill out and sign new "Payment Agreement" papers.

ATTENDANCE

Please notify the CEC office if your child will be out more than two days due to illness, vacation (a "Vacation Form" must be filled out two weeks prior for your child's account to be credited), death in the family, etc. If your child has to be admitted to the hospital for any reason, please notify the CEC Office as soon as possible.

WITHDRAWAL

A two week written notice is required if you should wish to withdraw your child from the CEC. Weekly fees are still required during this two-week period.

The CEC reserves the right to drop your child from enrollment if the staff determines that the program is not meeting the needs of your child or your child's presence poses a threat to the welfare of others. Failure to pay fees may also constitute dropping a child from enrollment. Refer to the Payments and Fees: Late Payments section of the handbook.



Payments and Fees

Payment Policy: Tuition may be paid weekly, biweekly, monthly or *annually, and is to be paid in advance. Tuition must be paid online. Please check with the office to set online payments up for your account. All payments are due on Monday of each week, and is considered delinquent on Wednesday at 6:00 p.m. If you pay monthly, unless you have made other arrangements with the CEC office, your payment is due by the 10th of each month and late on the 15th.

*if you pay annually you get a 10% discount, if you pay for the school year (August-May) it is by Aug. 28th, or by the year (January-December) by Jan. 30th.

Late Payments: If an account is delinquent for two weeks, the appropriate late fees will be charged in the amount of \$10.00 per week until the balance has been brought current. A letter will be issued from the bookkeeper to the family informing them of their current balance.

If the CEC office is not contacted within 3 days of receiving the delinquent letter and a payment plan is not agreed upon, or if there is no clear parental response, the child/ren will be dismissed from the CEC until all fees are current.

Insufficient Funds: If a check or online payment should be returned due to insufficient funds, a \$35.00 returned non sufficient fund fee will be assessed to your account. A time, not to exceed one week, will be given to cover the returned check plus the returned check fee.

If a second check is returned within a two year period, that family will be placed on a CASH ONLY basis.

Discounts:

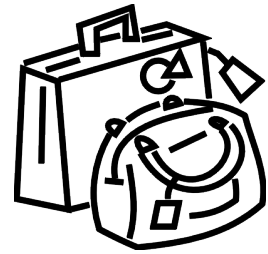
Full Time (five days): Full tuition for the first child and a \$10.00 weekly discount for each child beyond the first.

Kindergarten and Preschool (five days): Full tuition for the first child and a \$5.00 weekly discount

Afterschool (five days): Full tuition for the first child and a \$3.00 weekly discount for each child beyond the first.



Vacation Policy



Vacation Policy:

Parents of full time children (those that attend 5 days a week, twelve months a year, 7:00 a.m.—6:00 p.m.), after having been enrolled in the CEC six months, are given 2 weeks (10 days) "vacation time" per year. A Vacation Form, available in the CEC office, must be completed and returned to the CEC office at least two weeks prior to the requested day(s) off. This will insure that your account is properly charged and that tuition can be properly credited. Vacation time runs from Jan. 1st-Dec. 31st. Unused vacation days cannot be rolled over to the next year.

Parents of Preschool Children (those that attend 8:00 a.m. to 12:00 p.m.) of the four (4) weeks listed below, two may be taken as vacation, the other two must be paid. The choice is up to the parent/guardian which two weeks will be taken as vacation. A "Vacation Form" must be filled out and turned into the CEC office two weeks prior to days off so that your account can be properly assessed. "Vacation Forms" may be picked up in the CEC office.

*Thanksgiving, Two Weeks at Christmas Break, and Spring Break

Parents of afterschool children during the weeks listed below if the child/ren are not here they will not be charged for that week. If the child/ren come they will be charged \$30.00 per day. If Afterschool children attend full time (5 days a week) during the school year and summer care the child/ren receive one week (5 days) of vacation during summer care. A Vacation Form, available in the CEC office, must be completed and returned to the CEC office at least two weeks prior to the requested days off. This will insure that your account is properly charged and that tuition can be properly credited.

*Two weeks at Christmas, and Spring Break

Children that do not attend Preschool (8-12) or are not Full Time (those that attend 5 days a week, twelve months a year, 7:00 a.m.—6:00 p.m.) do not receive vacation.

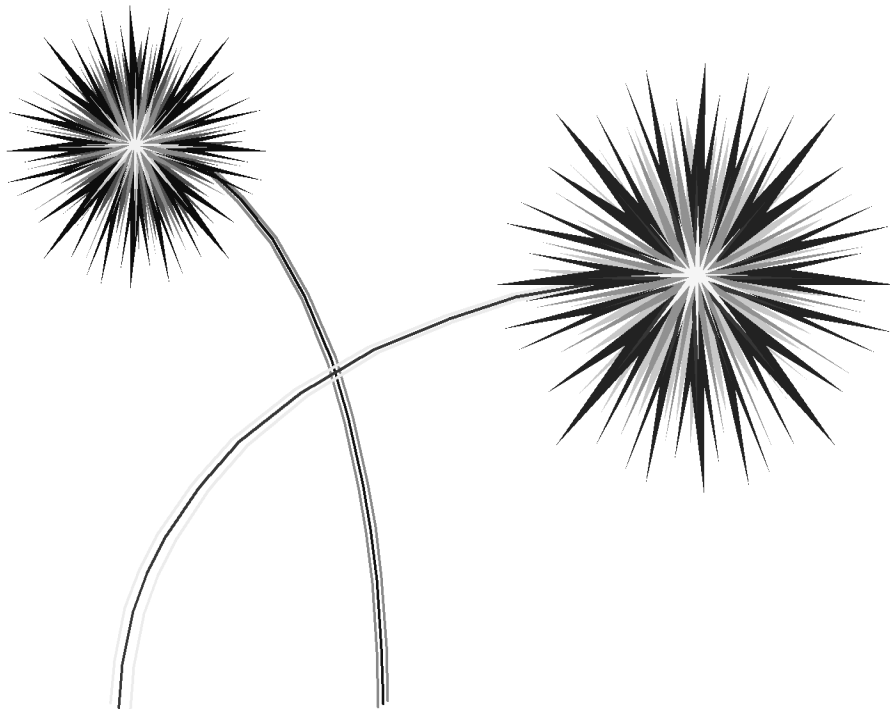
Please DO NOT deduct days of absence from your child's tuition payment, due to illness, bad weather, holidays, school closings or vacation. Other than the vacations mentioned above, all other days must be paid.

HOLIDAYS

The CEC will be closed on the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday After
- Christmas Eve
- Christmas Day

When a holiday falls on Saturday it will be observed on the previous Friday. If the holiday falls on Sunday, it will be observed the following Monday



CLOSING PROCEDURES DUE TO SEVERE WEATHER

In the event of severe weather, you should receive communication in the form of a phone call and text message through School Cast (automated messaging system).

As a normal rule, in the event of severe weather the CEC will follow the Jefferson County Board of Education procedures in determining whether the CEC will be open; i.e. if Jefferson County schools are closed due to weather, the CEC will be closed.

However, in the event that Jefferson County declares school opening delay the CEC will make a judgment call whether to follow Jefferson County School's delay in opening dependent on whether the CEC feels it is safe for children, parents, and staff to travel on the roads. You will receive notice from the CEC through our School Cast system, Facebook and Fox 6.

If Jefferson County schools close during the day due to severe weather the CEC will not pick up school kids and bring them to the CEC. Parents/guardians will be responsible for picking up their school age child. We want to keep the children and staff of the CEC safe at all times.

In the event of a long term school closing by Jefferson County School System for inclement weather the CEC will make a judgment call based on the communities we serve to make sure it is safe for children, parents, and staff to travel on the roads. We will communicate it through our school cast system, Facebook, and Fox 6.

If you have any questions as to whether or not the CEC will be open, the CEC will post closings on local media outlet: Fox 6 *and Facebook*

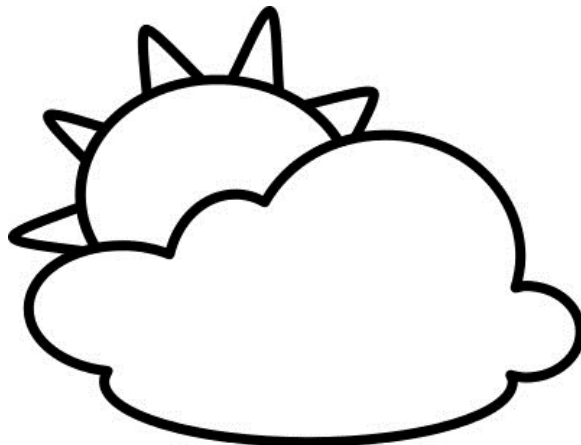
TORNADO, FIRE AND EMERGENCY EVACUATION PROCEDURES

The CEC is equipped with a weather monitor alert system.

TORNADOS: If conditions warrant, the CEC is partially underground and a safe shelter. The children are taken into the inner hallways. The children will be instructed and will have tornado drills regularly. In the event of a power failure, the school is equipped with emergency lighting.

FIRE: The CEC has set aside a week each school year for Fire Safety. The children will have fire drills regularly and will be instructed on how to evacuate the building in a calm and orderly manner should the need arise. In the event of a small fire, the school is equipped with fire extinguishers mounted on the walls in the hallways and kitchen. The Fire Marshall inspects these extinguishers annually.

EMERGENCY/ INTRUDER PLAN: Our teachers have been trained by the Gardendale Police Department on how to react incase of an emergency or if an intruder enters CEC. We will act quickly and calmly to protect the children until the Gardendale Police Department arrives. Once the Gardendale Police Department arrives they will be in charge of the situation completely.



FIELD TRIPS AND TRANSPORTATION

Only children four years and older will participate in field trips.

The utmost care will be taken to ensure your child's safety at all times.

Transportation will be provided by the Church vans.

In order to participate in field trips or to be transported to or from school each child is required to have a current signed Field Trip & Transportation Authorization in their file.

We not only welcome, but encourage, parents to help in many ways, especially on field trips or other special classroom activities.

Any child whose behavior during a field trip puts themselves or anyone else in jeopardy may not go on the next field trip. If a child should misbehave a second time they will not be permitted to go on any other field trips unless his/her family provides an adult to go along and be solely responsible for that child. If the child continues to misbehave he/she will not be permitted to go on any other field trips for the remainder of the year.



SEATBELTS MUST BE WORN AT ALL TIMES.

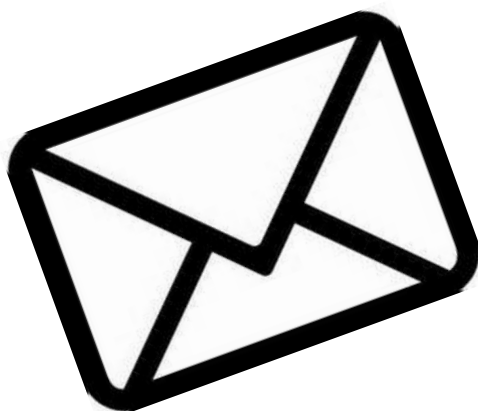
Lines of Communication

Once a month the CEC newsletter "The Tattler" will go out to all parents to keep them informed. "The Tattler" will have current and upcoming events that you may want to mark on your calendar. It will also include the lunch menu for the month.

The staff caring for infants and crawlers will provide daily written information for each parent or guardian concerning their child's sleeping, eating and toilet habits while at school.

Also check the CEC Parent Info boards located in the hallway outside the CEC office and in the hallway in the Kindergarten building, for current happenings, important info, and upcoming events.

Keeping the lines of communication open between the staff and parents is essential in providing the best quality care possible. We are committed to keeping you informed on your child's progress and overall evaluations. If you have any needs or concerns please feel free to call on us at anytime.





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