

2023-2024

PARENT HANDBOOK



“Where Life-Long Learning Begins!”

Vestavia Hills Baptist Church
Child Development Center
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www.vhbc.com/child-development

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Mission Statement:

The Vestavia Hills Baptist Church Child Development Center provides for each child quality care within a Christian environment. Each child is valued and therefore participates daily in a setting which enables and equips each child to grow and learn. We acknowledge that every child is part of a family to whom we desire to give support and encouragement.

CENTER ESTABLISHMENT

The Vestavia Hills Baptist Church Child Development Center (CDC) began with a vision. Under the leadership of Dr. Otis Brooks, Vestavia Hills Baptist Church responded to the vision of providing a ministry for children and families of our church and community. This ministry became the CDC in 1978 and has as its goal to provide quality care for preschoolers in a nurturing environment.

Throughout the past 44 years the CDC has seen many faces, and yet the overall vision has not changed: to continue the work of those who have gone before us, to strengthen the ties between the community and the church, and always to maintain the integrity of what we do on a daily basis.



***Welcome to the
Vestavia Hills Baptist Church
Child Development Center***

It is our goal to provide a safe and nurturing place for your child to spend his or her day. We strive for each classroom to be a safe, loving and stimulating environment for children, with staff who are committed to helping children grow and learn.

Please read this handbook carefully, then sign the **Handbook Acknowledgement and Agreement** and return to the CDC office.

Thank you for the opportunity to learn and grow with your child!

Tye Hill, Director



PHILOSOPHY

The philosophy of Vestavia Hills Baptist CDC is based on a set of strongly held beliefs:

WE BELIEVE THAT EACH CHILD IS A UNIQUE INDIVIDUAL. We teach each child that God made him, that He loves him and that he was made for a purpose. We are sensitive to a child's social, emotional, intellectual, and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help children enjoy successful experiences. We encourage not just learning, but the love of learning.

WE BELIEVE IN PROVIDING A PHYSICAL ENVIRONMENT THAT IS SAFE, CLEAN, HEALTHY, AND ORIENTED TO CHILDREN. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Activity areas allow children the opportunity to explore, to experience and most importantly, to succeed.

WE BELIEVE THAT THE STRENGTH OF OUR PROGRAM IS IN THE DEDICATION OF OUR TEACHING STAFF. We support our teachers with training, resources, and freedom to create a unique learning experience for children. We provide many opportunities for teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere and foster each child's creativity and positive self-image.

WE BELIEVE IN POSITIVE METHODS OF DISCIPLINE. We establish consistent, age-appropriate limits to help children function in their world. Our program is designed to develop in children a sense of independence and responsibility. We desire to strengthen each child's own cultural identity, while instilling a respect for others.

WE BELIEVE PARENTS ARE THE MOST SIGNIFICANT ADULTS IN A CHILD'S LIFE. We strive to create mutual respect between parents and teachers: a partnership for the benefit of the child. We encourage daily communication between parents and center staff. Our doors are always open to parents. Vestavia Hills Baptist CDC is a center that values people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us.

WE BELIEVE THAT THE CDC IS A MINISTRY OF VESTAVIA HILLS BAPTIST CHURCH, PROVIDING A PLACE WHERE PRESCHOOLERS CAN GROW AND LEARN, AS WELL AS BE NURTURED AND LOVED. The support the church congregation exhibits toward the program and the families who attend the CDC reflects their desire that each person who enters this building experience the love of Christ.

Governing body

The Vestavia Hills Baptist Church elects its members to the Child Development Center Committee and invests in the committee the authority and responsibility for establishing policies and setting tuition and fees. The Center's director is under the direct supervision of the CDC Committee and the Minister to Preschool and Children. The director and Minister to Preschool and Children are ex-officio members of the Child Development Center Committee. It is the responsibility of the committee to ensure that the CDC ministry operates in a way that is consistent with the overall goals and directions of the church.

The Vestavia Hills Baptist Church CDC Committee reserves the right to make changes to this handbook as it deems necessary. This handbook is issued and approved by the Vestavia Hills Baptist Church Child Development Center Committee, effective September 2023.

Center Organization

Infant Classes serve children 8 weeks to approximately 14 months. The two infant classes are grouped by developmental age and promotion take place based on completed skill sets. Both classrooms emphasize the unique and individual nature of each child and teach them through providing sensory stimuli designed to meet their interests and needs. Each child is taught that God loves them and that He made them special.

Toddler Classes serve children approximately 14 months through those children turning 2 years old. Toddlers enjoy a daily routine that includes sensory play, art, music, story time, manipulatives, large motor play, and outdoor play. Toddlers hear that God made them special and that Jesus loves them.

Preschool Classes serve children who are 2, 3, and 4 by September 1. The preschool classrooms provide opportunities for children of these ages to grow cognitively, socially, emotionally, physically, and spiritually. The curriculum includes: art and creative exploration; science and nature discoveries; language arts and early literacy activities; math awareness through hands-on manipulation of objects in their environment; and social settings where role playing is encouraged. Daily group times provide opportunities for sharing, books/stories, calendar, weather reporting, and music/movement. Each child is taught that God made them, Jesus loves them, and that we are to live like the Bible tells us.

The CDC remains in compliance with the Jefferson County Department of Health and the Vestavia Hills Fire Department. The CDC meets the licensing requirements of the Department of Human Resources. However, we have elected to use the church exemption status.

Staff

The CDC is staffed with a Director, an Assistant Director, a Lead Teacher for each classroom, and several co-teachers. The staff has been carefully chosen for their experience and ability to teach children and relate to parents and co-workers.

The CDC staff values a collaborative effort to best meet the needs of the families we serve. Our roles may be different, but they are interdependent, and all play an integral part in fulfilling the goals of the program. Giving and receiving support from one another is a vital component for the well-being of our entire staff.

Hours and Days of Operation

The CDC is open from 7:30-5:30pm, Monday through Friday, year-round.

We are closed on holidays and twice a year for Teacher Workdays.

Holidays and Teacher Workdays – We are closed on these days

The Center will be closed for the following holidays and teacher workdays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day (Teacher Workday)
- Good Friday
- Memorial Day
- Juneteenth Holiday
- Independence Day (when the 4th falls on a Tuesday or Thursday, the day prior to or following will also be closed.)
- Friday before Labor Day (Teacher Workday)
- Labor Day
- Thanksgiving, the day before, and the day after
- Week or more at Christmas

GENERAL POLICIES

ENROLLMENT AND RE-ENROLLMENT

- The Vestavia Hills Baptist Church Child Development Center will be open to children ages eight weeks through four years of age, regardless of race, creed, color, or national origin. Our Center is not equipped to handle children with excessive emotional, visual, speech, hearing, or other severe limitations and illnesses. Therefore, the Center reserves the right not to enroll a child for whom proper care could not be provided. The director, in counsel with the CDC Committee, makes these determinations. Any special care needs should be discussed with the director during the interview process. Any special instructions for the care of any child must be given in writing to the director and teachers.
- Children currently enrolled with the Center must re-enroll for the upcoming school year during the designated re-enrollment period.
- Infants enrolled in the Infant 1 classroom are eligible to begin at eight weeks. If a later start date is desired, tuition payment must begin at 8 weeks to hold the space.

WAITING LIST APPLICATION POLICIES

Applicants to be placed on the waiting list for enrollment are received throughout the year. Children are admitted to the Child Development Center according to the number of available spaces.

- At the time of application, a non-refundable application fee of \$40 is due. Make checks payable to VHBC CDC.
- When a space is offered, the parent has 48 hours to accept the space. A one-time, non-refundable Registration Fee of \$175 must be paid to accept and hold the space.
- Enrollment for the Infant class begins at 8 weeks of age. If you decide to begin after that date, you will still need to pay tuition beginning at 8 weeks of age to hold your child's spot.
- If the registered child is unable to begin at the Child Development Center when the space becomes available, tuition payment must begin immediately to hold the space.
- A non-refundable Enrollment Fee of \$100 is required to secure your child's spot for the school year.
- All enrolled children attending the CDC must have an up-to-date immunization record; exemptions are not accepted. It is our goal to provide a safe and healthy environment for all.

FORMS REQUIRED FOR ENROLLMENT AND RE-ENROLLMENT

1. All parents are required to fill out and turn in the following forms to the director before the child will be admitted into the Center. All documents are updated annually during the Re-enrollment period except for the Immunization forms which are updated throughout the year. The child will not be allowed to attend the CDC until these forms are on file in the director's office.
 - a. Pre-admission Record
 - b. Financial Agreement
 - c. Family Information
 - d. Handbook Acknowledgement and Agreement
 - e. Immunization Record: updated throughout the year
 - f. Medical Release
 - g. Church Exemption Affidavit
2. Parents are required to keep the appropriate forms updated. The Center and the Jefferson County Department of Health mandates that the medical forms be on file and up-to-date for all enrolled children. The Immunization forms must be on file in the CDC office before a child can begin at the Center.
3. Children's files are kept in the director's office and are considered confidential. Information shall not be used or disclosed for any purpose not directly concerned with the well-being of the child.

TUITION AND FEES

1. A monthly tuition fee is required for continued enrollment for each child. Two monthly payment options are available:
Option 1: Total monthly tuition paid by 12:00 noon on the first day of each month.
Option 2: One-half of the monthly tuition shall be paid by 12:00 noon on the first day of the month and the balance shall be paid by 12:00 noon on the fifteenth day of the month.
2. An Auto Withdrawal payment option is available for tuition payments. Enrollment forms are available in the CDC office.
3. The Child Development Center Committee (the "CDC Committee") reserves the right, upon sixty days written notice to the Responsible Parties, to increase the above-stated monthly tuition(s) during the term of this Financial Agreement in the event it is determined by the CDC Committee that such change is warranted.
4. Vestavia Hills Baptist Church has delegated to the CDC Committee the authority and the responsibility for establishing policies and amounts regarding the tuition and fees that are to be charged by the Center.
5. **Withdrawal Policy**: No less than two weeks' prior written notice must be delivered to the Director of the Center prior to withdrawal of a child.
6. Tuition for infants enrolled in Infant One begins at 8 weeks of age.
7. **Weekend/Holiday Dates**: If the first or the fifteenth day of the month is a Saturday, Sunday, or legal holiday observed by the Center, payment is due on the first business day of the month.
8. **Delinquent Tuition and Fees**: For both payment options, payment is delinquent if received on the 2nd and/or 16th of the month. A late fee of \$5 per day (including weekends and holidays) will be charged on all delinquent payments until the date that the delinquent payment and all late fees are paid in full. Written late notices will go out after the third day.
9. **Waiting List Application Fee**: A one-time non-refundable application fee of \$40 is required for each child.
10. **Registration Fee**: A one-time non-refundable registration fee of \$175 is required for each child at the time of registration. The registration fee is a separate fee from the enrollment fee.
11. **Enrollment Fee**: A non-refundable fee of \$100 is required to secure your child's spot for the September -August school year.
12. **Re-enrollment Fee**: Children currently enrolled with the Center must re-enroll for the next-ensuing school year no later than the re-enrollment date set by the Center. A non-refundable fee of \$150 is required for each child at the time of re-enrollment. The regular school year of the Center commences on September 1 and concludes on August 31.
13. **Late Pickup Fee**: The Child Development Center closes at 5:30p.m. Children are to be picked up no later than 5:30 PM. Please call if you see you are going to be late for any reason. Make firm arrangements with a relative or friend for back-up care. Late fee charges: 1st time: \$10/first five minutes; \$1/each minute after. 2nd time: \$15/first five minutes; \$1/each minute after. 3rd time: \$25/first five minutes; \$1/each minute after. The late payments are to be paid directly to the teacher with your child/children.
14. **Holidays/Inclement Weather Day/Sick Days/Family Vacation Days**: No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, illness, or any condition which creates an unhealthy or unsafe environment (i.e., loss of power, etc.). The Center is a year-round facility and accordingly, tuition and fees are not reduced or pro-rated during absences or closures.

15. Partial Month Fees: If a child enrolls at the Center on a date other than the first day of a month, or withdraws from the center on a date other than the last day of a month (and appropriate notice of withdrawal is given), tuition will be prorated on a weekly rate based on the number of weeks in that month.
16. Returned Check Fee: The Center will charge a \$25 fee on all checks returned to the Center for insufficient funds. The \$25 fee and the amount of the returned check shall be paid to the Center promptly upon request by the Center. If two or more checks are returned to the Center during the same school year or if the amount of a returned check and the \$25 returned check fee are not promptly paid, the Center may require all future tuition and fee payments to be made by money order, cashier's check, or cash.

WITHDRAWAL POLICY

A two-week written notice must be delivered to the Director of the Center prior to withdrawal of a child.

MINISTRY ASSISTANCE FUND

The Sue Edfeldt CDC Ministry Assistance Fund was developed to help enrolled CDC families who cannot fulfill their financial obligations to the Center due to sickness, unemployment or other significant catastrophes. Any family may apply for assistance with the office of Childhood Ministries of Vestavia Hills Baptist Church. The amount of assistance may be determined by the amount of available funds. An application form may be obtained from the CDC office.

POLICIES REGARDING CARE OF CHILDREN

SAFETY

The front doors to the center and the stairwell door are entered with a security code. This code is to be treated with importance. Please do not give out the code except to persons dropping off/picking up your child. Please, adults only, operate the keypad. This is for the child's safety.

The parking lot is a potentially dangerous place. Please remember:

- **FOLLOW THE DIRECTIONAL SIGNS AND ARROWS IN THE PARKING LOT.**
This is very important!
- DRIVE SLOWLY! The speed limit in the parking lot is 10 mph.
- Be aware of speed limits in the neighborhood as well. (20mph on Vestavia Drive and 30mph on Shades Crest Rd)
- Turn your car engine off while parking in the lot.
- *Please do not use your cell phone while driving in the parking lot or while in the building dropping off or picking up your child.*



The door located at the end of the hallway is for Emergency Exit Only. This is what we teach our children that the door is to be used for.

ARRIVING AND DEPARTING

1. Enter and exit through the front entrance of the Center, using the security key pad. Please – adults only use the keypad.
2. Children must be brought into the Center and picked up by a parent, guardian, or authorized person. If a child is to be picked up by someone other than parent or guardian, the parent must complete a Child Release Form, located at the front desk.
3. If a form was not completed and left at drop off, contact the CDC office and e-mail a written authorization, giving the name and description of the person picking up the child. A photo ID is required. We cannot release children to an unauthorized person.
4. Authorized persons must be nineteen years of age or older.
5. Arrival: Record the time, and bring your child to the classroom. Drop off/Pick up at the classroom door/blue line.
6. Please no cell phone use during drop off or pick up times.
7. Departure: Write in the time of departure and sign your legal signature in the space provided. **This system provides vital information regarding your child's presence/absence in case of an emergency.**
8. After saying good-bye, simply leave. The teachers will immediately try to create interest in a toy or activity and give assurance that you will return after work.
9. Avoid long conversations with teachers when dropping off and picking up your child due to their current responsibility in the classroom. Instead, make an appointment so the teacher can focus on you and your concerns.
10. Contact the Center if you are going to be late to pick up your child.
11. If a child is not picked up at the appropriate time, the parent will be contacted. If the parent cannot be reached, the person listed on the emergency section of your child's information sheet will be contacted and asked to pick up your child. Make firm arrangements with a relative or friend for backup care. (See page 9 for late fee charges.)
12. Please do not allow your child to run in the halls. Keep your child with you as you leave the building. It is not appropriate for them to enter another classroom nor safe for them to be in the parking lot unsupervised.
13. ***Please call the Center by 9:00a.m. if your child will not be at the Center for any reason.***

Child Release Policy

- Parents must provide written permission for children to be picked up by someone other than a parent.
- Child Release forms are located at the front desk.
- Persons other than parents, even those on the "Child Release To" list, must present a photo I.D.

CLOTHING & PERSONAL BELONGINGS

1. Children should wear washable, comfortable play clothes.
2. Clothes should also be easy to put on and take off so children will not become frustrated while learning self-help skills.
3. For health and safety reasons, shorts should be worn under dresses for girls in Preschool Two and up.
4. Each child should bring an extra change of seasonally appropriate clothing (two changes for infants and toddlers) labeled with his or her name to be left at the Center.
5. Children who are walking should wear **tennis shoes** (BEST CHOICE). **Sandals (without a back strap), flip-flops, cowboy boots, crocs, or dress shoes are not allowed.** This is a safety issue and you will be asked to bring the correct shoes if others are worn.
6. Outside time is an important part of our program and is planned in the schedule each day. Please consider the weather when planning your child's attire.
7. **Please do not allow your child to come to the CDC with toys, money, jewelry, gum, or candy. Please check children's pockets before entering the Center.**

ITEMS PROVIDED BY PARENT

⇒ **Please label all items with your child's name!!**

⇒ Teachers will alert parents when items need to be replenished.

1. Infants
 - a. All food. According to Jefferson County Health Department regulations: please label all baby food jars and bottles (no glass bottles); open baby food jars will not be accepted; food left in baby food jars at the end of the day will be discarded.
 - b. Bottles shall be provided daily by parents, fully prepared or ready-to-feed. Any excess formula or breast milk remaining in a bottle shall be discarded after 2 hours of the start of a feeding.
 - c. It is recommended that parents of infants send in extra breast milk in the event of spillage.
 - d. Disposable diapers (Wipes provided by the center)
 - e. Two LABELED changes of clothing should be in your child's diaper bag or kept in their cubby at all times.
2. Toddlers and 2-year-olds
 - a. Disposable diapers or pull-ups
 - b. Two LABELED changes of clothing left in his/her cubby
3. Toddlers, 2, 3, and 4-year-olds:
 - a. A nap mat and a small blanket or large beach towel are required for nap-time.
 - b. The Center requires that all nap mats and blankets be taken home every Friday, washed, and returned to the Center on Monday. Mats and blankets should also be taken home and washed if your child goes home sick.
 - c. A LABELED change of clothing, kept in your child's cubby
 - d. Parents may also be asked to bring items for classroom use.
4. **Toys: Children in the toddler through four-year-old classes are asked not to bring toys into the Center. Only items requested by the teacher should be brought into the classroom (i.e., Show and Tell).**

INFANTS: BIRTH-12 MONTHS - SLEEPING ENVIRONMENT

1. In accordance with recommendations from the American Academy of Pediatrics, unless the infant has a note from a physician specifying otherwise, each infant younger than twelve (12) months, shall be placed in a supine (on his/her back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).
2. In accordance with recommendations from the American Academy of Pediatrics, when an infant can easily turn over from the supine (back) to the prone (front) position, he/she shall be put down to sleep on his/her back, but allowed to adopt whatever position he/she prefers for sleep.
3. In accordance with recommendations from the American Academy of Pediatrics, unless a physician specifies the need for a positioning device that restricts movement within the child's bed, such devices shall not be used.
4. Soft objects, such as pillows, quilts, comforters, bumper pads, sheepskins, large stuffed toys, and other gas-trapping objects shall be kept out of the infant's sleeping environment.
5. Soft materials or objects, such as pillows, quilts, comforters, or sheepskins, shall not be placed under a sleeping infant.

FOOD

1. Good nutrition and a healthy lifestyle are included in a large part of our planning. Please join us in providing nutritious foods for your child to help him feel his best at school! Please do not send candy, gum, or high-sugared snacks with your child to school.
2. **Breakfast is not served at our Center but a morning snack is provided daily.** *Please do not bring take-out meals to the Center.*
3. Infants should be given their first bottle before arriving at school.
4. Lunch is provided each day by Majestic Catering. Lunch menus are published in the Center's monthly newsletter and posted on the website, www.vhbc.com/child-development.
5. Milk or water with a snack will be served at mid-morning and mid-afternoon.
6. Please include all information on food allergies on your child's Admission Record. Please communicate all pertinent allergy information with teachers and the director.
7. **NO NUT PRODUCTS ARE ALLOWED IN THE CDC.** This includes both ground nuts (peanuts) and tree nuts (almonds, cashews, hazelnuts, pecans). This includes items brought from home for any reason.
8. A list of children with food allergies and intolerances are posted in the CDC kitchen and the classroom.

HEALTH

The VHBC Child Development Center is a center for well children. We do not have provisions or personnel to care for sick children. Parents must make provisions for alternative child care when a child is sick or may be contagious to other children and staff.

It is the duty of the VHBC Child Development Center to

- Protect children from disease while they are in our care.
- Provide a healthy environment for children and staff.
- Give clear guidance to parents concerning the Center to keep disease risk as low as possible.

Forms

Health Forms: A current immunization form must be on file in the Center's office at all times the child is enrolled in the center. Parents are required to keep the appropriate forms updated. The Jefferson County Department of Health has the authority to send children home if immunizations are not current. The Center is periodically audited for these forms.

Medication and Medical Procedures Authorization

Medication is defined as anything given orally or applied topically, including but not limited to diaper creams, sunscreens, or ointments.

If it is absolutely necessary for your child to be given medication while at the CDC, please follow these guidelines:

1. No medication (prescription or over-the-counter) shall be administered without a written, signed authorization, on the required form, from the child's parent(s)/guardian(s)
2. Parents must complete an **Authorization for Administering Medication/Medical Procedure** form located at the front desk that includes specific instructions that match the prescribed dosage, method, and time. The form is valid for no more than one week unless accompanied by a written physician's statement directing a longer course of action. A separate form is required for each medicine. The form must be correctly and thoroughly completed or medications (including diaper cream and sunscreen) cannot be administered.
3. **We can have NO open-ended directions, i.e., 'give as needed'.**
4. Any prescription or over the counter medication sent to the CDC shall be in its original container and in a sealed plastic bag. Label the medication and the plastic bag. A measuring device should be provided for each child's medication.
5. Medications will not be dispensed in a child's bottle or sippy cup. Do not send bottles or a sippy cup with medications added.
6. Medications should not have exceeded the expiration date. The CDC cannot dispense out of date medications.
7. Medications shall be left with the director, the assistant director, or a designated staff member. Medications are stored in a lock box in the director's office. (Exception: sunscreens are in an upper cabinet in your child's classrooms.)
8. Medication will not be shared among siblings, including sunscreen. Each child must have their own medications.
9. The CDC staff is required by law to dispense as written on the prescription label or medicine container.
10. Medicines should be picked up on Friday afternoons (exceptions: sunscreens, diaper creams, and emergency medications).
11. Emergency medications for allergies and/or asthma (i.e., Benadryl, Epi-Pens, inhalers) should be accompanied by a doctor's note and/or plan of action form. These medicines are stored in the lock box in the director's office. The Epi-Pens kept at the CDC must be checked every 6 months by your child's pediatrician since dosing is based on weight.

Administering Medication Policy

In order to be compliant with the *Baby Douglas Law* and the Jefferson County Department of Health, and to provide the safest procedures for our staff and the children in our care, these policies must be followed explicitly and faithfully. While we acknowledge occasional inconvenience, the policies have been thoroughly researched and are in place to ensure your child receives the best possible care.

12. First sunscreen application should be done at home. The second application will be applied at parents' directive at a time after 2:30 pm. Sunscreens must be in a lotion form. Spray sunscreens are prohibited at the CDC.

SICKNESS POLICY

Exposure to many contagious diseases is a normal part of childhood. The most common illnesses are associated with the upper respiratory system, including ear infections, and the gastrointestinal system. Preschoolers under the age of 2 are particularly vulnerable to some illnesses because certain components of their general immune system are not fully developed.

The VHBC Child Development Center is a center for well children. We do not have provisions or personnel to care for sick children. Parents must make provisions for alternative child care when a child is sick or may be contagious to other children and staff.

General Guidelines

1. The Vestavia Hills Baptist Church Child Development Center will follow the policy of **The American Academy of Pediatrics** and the **Jefferson County Department of Health** which recommends that children be **excluded** from child care for the following reasons:
 - a. The illness prevents the child from participating comfortably in program activities.
 - b. The illness results in greater care than the staff can provide without compromising the health and safety of the other children.
 - c. The child has any of the following conditions: fever at or above 100.4°; lethargy, irritability, persistent crying, difficulty breathing, or other signs of severe illness.
 - d. Diarrhea that is **not contained by diapers** or toilet use or stools that contain blood and/or mucus. The Center acknowledges that this is a difficult standard to apply but adheres to the definition of diarrhea as two loose movements within an hour. Children should not return as long as symptoms persist unless stool sample has been cultured and found negative. The presence of fever with diarrhea, of course, requires exclusion until child is free of fever and symptoms.
 - e. Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
 - f. Mouth sores associated with the inability of the child to control his or her saliva, unless the child's physician states the child is noninfectious.
 - g. Rash with fever and behavior change until the physician has determined it is not a communicable disease.
 - h. Pink or red conjunctivitis with white or yellow discharge until the child is checked by a physician, under treatment for 24 hours, and completely free of discharge.
 - i. Has undergone a procedure requiring anesthesia.

2. Disease-Specific Guidelines

Following is a partial list of infectious diseases and conditions for exclusion:

- a. Strep throat until 24 hours after treatment has been initiated
- b. Impetigo, until treatment is complete
- c. Head lice until treatments have been administered AND scalp is free of nits.
- d. Ringworm if the lesion cannot be covered and until treatment is initiated.
- e. Ear infection, unless the child is fever free and can participate in the classroom routine.
- f. Fifth Disease, until the child can participate in the classroom routine.
- g. Hand, Foot, and Mouth Disease, until fever is no longer present and blisters have dried up
- h. Respiratory Infections (viral), until fever is no longer present and child can participate in daily activities.
- i. RSV (Respiratory Syncytial Virus), until fever is no longer present and child can comfortably participate in a group setting.

(Reference: Jefferson County Department of Health, "Infection Control in the Child Care Center and Preschool" 4th Edition, 2017)

j. Covid-19: Children with Covid should stay out for five days with the first day of symptoms being day zero. As always, children need to be fever free for 24 hours before returning to the Center.

3. **A child should remain at home if he/she:**

- a. Is sent home from the Center the day before with fever, vomiting, or diarrhea. This would mean that a child sent home anytime during the day on Monday would not return to the Center until Wednesday, provided the child has not had any more episodes for a minimum of 24 hours.
- b. Is infectious and until he or she is free of fever without medication after an illness. This would mean that a child leaving school during the day with a fever at or above 100.4° would not be able to return for **48 hours**.
- c. Has undergone a procedure requiring anesthesia.

4. **If a child develops symptoms of illness while at the Center:**

- a. The child will be isolated and parents will be contacted to pick up the child within one hour. If the child is sent home from the Center ill, a physician's note authorizing the child's return to group care may be requested, depending on the specific situation.
- b. This measure is necessary in order to comply with state law and curtail the spread of infection. The Center reserves the right to refuse care due to illness.

5. Please notify the CDC if your child becomes ill. We will notify parents of the presence of a contagious illness in the child's classroom. This is necessary in order to keep the spreading of illnesses to a minimum.

ENVIRONMENT

- 1. Classrooms are cleaned daily and weekly. Used toys and surfaces are washed and sanitized regularly.
- 2. Teachers will use good hygiene practices when changing diapers, handling food, and cleaning surfaces as recommended by the Jefferson County Department of Health.
- 3. Good hygiene practices are communicated with children during hand washing and bathroom use.
- 4. Please encourage your child to always wash hands before eating and after bathroom use.
- 5. The CDC Staff is required by the Jefferson County Department of Health to complete a Safe Food Handling Training class or the Health and Safety class, renewable every two years.
- 6. No smoking is allowed on church property or in church vehicles.

Pre-training skills include:

- Showing interest in the bathroom
- Sitting on the potty
- Awareness of the sensation of going to the bathroom in the diaper

POTTY TRAINING

Potty training is an important time in a preschooler's development. Potty training requires consistency, patience, and a positive attitude. For preschoolers to be successful with potty training they need your encouragement and loving support. (See Appendix for Resources.)

- ✓ It is the parent's role to potty train and the Center's role is to support parent's efforts.
- ✓ Before you begin potty training, talk with your child's teacher about readiness.
- ✓ Go slowly. Learning these skills takes time.
- ✓ We want your child to succeed and for the experience to be positive for the child, parent, and Center.

Readiness skills include:

- Vocabulary and language skills present to communicate needs
- Diapers staying dry for extended periods of time
- Willingness of the child to follow a potty routine

INJURY AND EMERGENCY CARE

1. Minor Injuries
 - a. A minor injury will be treated at the discretion of the teacher and staff. The teacher will complete an Incident Report Form which parents will receive at the end of the school day. Parents may also be contacted by phone by the teacher or staff.
 - b. Please remember that beginning walkers are always apt to fall more than other children. An Incident Report Form will be completed but parents may not receive a call if the teacher and director feel it is not warranted.
2. Serious Injuries
 - a. In the event of a serious injury, the child will receive immediate first aid from the teacher.
 - b. The parents will be notified immediately. If neither parent can be notified, the person(s) designated by parent on the Admission Form will be notified.
 - c. The parent or designated person will be asked to come to the Center immediately to transport the child to the appropriate medical facility.
3. Critical and Severe Injuries
 - a. The staff will **call 911** in the case of severe injuries and then will contact the parent or designated person.
 - b. The Medical Release Form will authorize the Center to secure and authorize any medical attention, treatment, or services that may be necessary for a child whose parents cannot arrive immediately at the Center.
 - c. The child will be transported by ambulance to Children's Hospital.
4. Insurance
 - a. When medical attention is required, the parent's insurance will act as the primary coverage.

EMERGENCY CLOSINGS

Reasons for emergency closings include but are not limited to: inclement weather; fire damage; loss of power or water; the center is inaccessible.

1. The following policies will be in effect should hazardous conditions occur:
 - a. The Center will close when the Vestavia School System announces closings. If the schools are not in session, the CDC will make an independent decision about closing.
 - b. Tune to local news outlet such as Fox 6 News or ABC 33/40 for closing announcements. (www.myfoxa.com; www.abc3340.com)
 - c. Call the Center to check for updated messages regarding openings and closings.
 - d. In the event of a late opening, please bring a sack lunch for your child if possible.
 - e. If your place of employment will not require your services, please do not bring your child to the Center.
2. When the CDC announces a closing during business hours, we will send a notification email. Please respond back to the email that it has been received. If we do not get a response, we will call you.
3. Parents will be called if there is no response to the email.
4. When a closing is announced, parents are to pick up immediately or arrange for immediate pick up. This ensures getting our families and staff home safely.
5. The closing announcement will also be posted on the CDC Facebook page at VHBC Child Development Center.

EMERGENCY PLANS

1. Regular drills for severe weather and fire safety are conducted. Classes move to the Activity Room (our designated Safe Place) for severe weather drill and to the lower parking lot for fire drill. Emergency Maps in all rooms designate evacuation routes.
2. In the case of severe weather:
 - a. If there is sufficient warning, parents should pick up children as soon as possible.
 - b. Children must be signed out by the parent, guardian, or authorized person.
 - c. Children who are at the CDC during tornado warnings will be kept indoors and taken to the Activity Room.
 - d. Parents may not drop off children at the Center when classes have moved to the Safe Place (Activity Room).
3. In the case of fire:
 - a. CDC staff will transport/lead children quickly from the building.
 - b. The parent or designated person will be contacted if needed.
 - c. If allowed, children will return to the building by the same route by which they exited.
 - d. If children must be re-located, parents will be advised where to find their child and must sign them out before leaving the premises.
4. In the case of loss of power or water:
 - a. Parents will be notified to pick up children when the Center can no longer operate and/or provide proper care for children.
5. If the Center is not accessible due to storm damage, etc.:
 - a. Parents will be notified, as much as possible, of an alternate location for pickup.
 - b. Please listen to a local news outlet for possible announcements.
 - c. Parents must sign-out children at the time of pick-up from the alternate location.
6. In the event of an active threat:
 - a. Teachers assess whether it is safer to exit the building or stay in the classroom. They will relocate to a safe place until help arrives.
 - b. If it is not safe to exit, teachers move their class immediately to the room. A SureStop strap is placed over the door handle to secure the door. The teachers position the class away from the door and windows and remain there until help arrives and or the situation is deemed safe.

POLICIES REGARDING CURRIUCLUM AND LEARNING ENVIRONMENT

CLASS ORGANIZATION GROUPINGS

Because children develop at differing rates, the groups of children are defined by developmental tasks as well as by age. The director will notify parents in writing when their child will move to a new classroom. The director in consultation with the teachers will make the determination for moving children.



The following notes the maximum numbers of preschoolers in each classroom:

Infant 1: 8 infants	Preschool 2*: 12 children: 2 teachers
Infant 2: 8 infants	Preschool 3*: 12 children
Toddler 1: 8 children	Pre-K 4*: 12 children
Toddler 2: 8 children	<i>*By September 1st</i>

OVERVIEW OF DAILY SCHEDULE

Morning Snack

Served between 8:00am and 8:45am

Curriculum

Planned activities, learning centers, outdoor play, circle time

Lunch

Lunch is served at 11 am.

Naptime: Lights out at 12:00pm and lights on by 2:00pm. (Toddler classes and up)

Afternoon Snack: 2:15-2:30pm

Curriculum: Planned activities, learning centers, outdoor play, circle time

Outdoor play, transitional activities and learning center times vary by classroom. Each classroom is required to post and follow a daily schedule. Parents can review the daily schedule, lesson plans, and calendar posted in each classroom. As children develop throughout the year the daily schedule as well as lesson plans will go through several changes to reflect their increased attention span.

Note: Infant I and Infant II daily schedule is set according to individual infant needs.

CURRICULUM

The foundation for our curriculum is to help each child become a *life-long learner*. We want to help them become independent, self-confident, and inquisitive learners. To achieve this, our Center uses the **WEE Learn Curriculum**. This curriculum provides a framework for organizing developmentally appropriate classroom experiences for babies through 5-year-olds.

The Wee Learn Curriculum is based on the philosophy that young children learn through active exploration of their environment. Daily lesson plans create an atmosphere where each child's physical, social, emotional, cognitive and spiritual needs are met. Teachers plan according to the Center's monthly theme. Included in the selection of hands-on activities, math, science, art, music and language arts are integrated. An emphasis is placed on the process rather than the final product. This curriculum provides a framework for organizing classroom experiences for babies through 5-year-olds.

1. Infant classrooms include cribs, swings, exersaucers, and a mat for floor play. Each infant is assigned to their own crib while he is in the classroom. Throughout the day, the child is rotated within the room to provide stimulation. Babies and 1-year-olds learn by doing. They need to move, reach, stretch, crawl, walk, run, roll over, and climb. Our goal is to provide stimulation and to actively involve the child in discovering self, her or his senses, family, food, nature, and animals. The activities provide stimulation through sensory experiences, as well as through teacher-child interaction.
2. Toddler classrooms include age-appropriate furnishings as well as lots of space! As they move about the room, they develop their coordination of large and small motor skills. Older toddlers are introduced to the concept of Learning Centers as well as a simple group time. Reading, singing, and conversation all encourage language development and comprehension.
3. Each preschool classroom is arranged in designated areas of learning called Learning Centers. These centers are homeliving, art, blocks, books, nature, puzzles and manipulatives, and music and movement. Older preschoolers learn by doing. Activity teaching offers firsthand experiences for preschoolers. Through activities, the preschooler uses his or her five *senses* to learn. *Curiosity* motivates a preschooler to search and discover. *Repetition* sharpens acquired skills and develops new ones. The doing is the child's play, and play is the preschooler's full-time occupation.
4. One of the approaches we include here at the CDC is to encourage a *growth mindset*. It is the belief that a person's abilities and intelligence can be developed through practice, hard work, dedication and motivation. Children who have a *growth mindset* are more likely to learn from their mistakes, be motivated to succeed, put forth more effort, take challenges head on, seek feedback, learn more and learn faster.
5. Children begin discovering the world around them from the moment they are born. We focus on STEM (Science Technology Engineering and Math) activities as a means to encourage children to learn problem solving, asking questions, and exploring the world around them. STEM learning is important for all ages!
6. The Pre-K Four class incorporates **Get Set For School** into their daily curriculum. **Get Set For School** is a readiness program and a part of the **Handwriting Without Tears** curriculum. **Get Set For School** is a unique multisensory program that teaches young children key readiness skills for school and lifelong learning. This fun, interactive curriculum uses building, playing, drawing, and music to help young children gain foundational skills they need to get set for school. The program emphasizes key social, physical, emotional and language skills as well as teaches early literacy and math skills including letter and number recognition, print awareness, counting, vocabulary and more.



PREPARATION FOR KINDERGARTEN

It is the goal of our Center to help your child to grow and learn as well as to be ready to absorb the intellectual information presented to him or her in Kindergarten. This is not done by "pre-teaching" information but by developing skills to help each child be ready to succeed in school and launch them in their next phase of learning. We strive to help each child:

- To listen attentively.
- To follow directions.
- To verbalize needs and questions.
- To become an independent thinker able to make choices and decisions.
- To develop confidence in individual achievements.
- To develop curiosity about the world around him or her.
- To express creativity.
- To care for his or her own bodily needs.
- To keep up with personal belongings.
- To recognize safe people and places.
- To share and cooperate with others.
- To respect others.
- To function as a group.
- To recognize several shapes and colors.
- To develop readiness to process written symbols and language.

ASSESSMENTS

First and foremost we recognize that each child is unique and individual in their growth patterns. We observe them as they grow physically, socially, emotionally, cognitively and spiritually. Teachers observe and record progress of children at different times of the year. In the spring, Parent-Teacher conferences are held for parents of Preschool 2, Preschool 3, and Pre-K Four during which the child's progress is discussed. This assessment allows us to observe where the child is on his or her journey.

PRESCHOOL LEARNING CENTERS



Homeliving/Dramatic Play

The Homeliving area allows boys and girls to use their imagination and "try on" various roles from the adult world. Through play, children try to make sense of the events happening around them and deal with the feelings surrounding them. Social skills grow as preschoolers choose definite roles to "play" whether it be playing house, school, restaurant, cowgirl, or outer space!



Blocks

As a preschooler builds with blocks, she is developing control of the small muscles of fingers and hands as blocks are added to a structure. Understanding of size, weight, and shape is developing as language skills are growing as preschoolers discuss what they are building. Cooperation and planning skills develop as children work together.



Art

When preschoolers are free to use a variety of art materials, they learn to make choices, practice thinking skills, and be creative. The process of working with the materials is more important than what is actually made. Preschoolers make choices as they select paper, colors of paint, and experiment with the way paints are applied. Preschoolers develop a vocabulary of words such as: soft, hard, squishy, smooth, rough, striped, checkered, pastels.



Books/Literacy

As preschoolers explore books on their own or with an interested adult, they begin to notice that print goes from left to right and top to bottom, that pictures often tell a story, and that the story stays the same as it is read over and over. Listening, paying attention, sequencing, and thinking skills are all being used as boys and girls enjoy a story. Preschoolers become acquainted with new vocabulary words and the style of formal written English as they listen to stories.



Nature and Science

Preschoolers' interest grows as they think about everyday items in new ways. Counting shells, sorting leaves by size or shape, growing seeds, and classifying rocks by type are examples of activities young children can do here. We will become science detectives as we explore such questions: "How are these alike? Different?" "Is this bigger? Smaller?" "How does this change when it becomes wet? Heated? Frozen?" STEM (Science, Technology, Engineering, Math) activities are incorporated in the monthly curriculum for all ages.



Puzzles, Games, and Manipulatives

Playing with games and working puzzles develop controlled movements of the fingers and hands, which enable preschoolers to master the muscles necessary for writing. As boys and girls work with color and patterns, they develop visual discrimination and memory. When preschoolers pretend with manipulatives, they are taking their first steps in using symbols which are important as they begin to read and write.



Math Activities

Four major math concepts include: Counting; Addition and Subtraction; Measurement and Data; and Geometry. Counting is done all day, as a group or in individual centers. Addition/Subtraction is introduced and often taught in the context of stories to appeal to young children. Measurement and Data includes activities where children classify, sort, and group objects. Older children add the awareness of positional words: in front of, behind, next to, below, etc. Geometry concepts begin with naming simple 2-D shapes, then adding 3-D shapes (cubes, cones, cylinders).



Writing Center

Preschoolers explore a variety of materials to strengthen small muscles used for writing. These materials and activities include markers, crayons, playdough, tracing, cutting, and hole punching. Children are given the opportunity to write as their interests grow and develop.



Music and Movement

Music activities invite participation by preschoolers and exercise their ability to follow directions, work together and take turns. It fosters creativity and self-expression. Verbal, listening, and memory skills are developed as preschoolers sing and listen to music. Movement activities such as dancing with scarves and playing instruments facilitates the development of coordination and exercises fine and gross motor skills.



Large Motor Play

Preschoolers need time to be free to run, jump, climb, and explore. Outside play allows preschoolers to release energy. In the process, they also stimulate their minds, develop large motor skills, make choices, and develop a healthy self-concept through exercising their imaginations. Children go outside twice a day (30-45 minutes per session). They visit the gym on Fridays.



Helping Others Projects

Preschoolers as early as two and three begin to show signs of empathy toward others who are in distress. Opportunities for parents and teachers to model helping others provide ways to teach preschoolers this value.

Projects often include filling stockings for children in need at Christmas time; collecting canned food; putting together health kits; collecting mittens and books for children in the area who need them.

OUTDOOR PLAY

Since children learn through active use of their senses, many great opportunities for learning occur outside. Outdoor play, particularly during the winter months, allows children to breathe fresh air, free of airborne infectious germs. Children play outside every day unless it is raining, below 45° or above 95°. Some days outdoor time may be shortened but not eliminated. The playground schedule is adapted to the season changes.



OTHER ACTIVITIES

1. Each month, 3 and 4-year-old classes attend Chapel. We share a Bible story, songs, prayer, and Bible thoughts with the children.
2. Music Class for Preschool 2, 3 and Pre-K 4 is held weekly. During this time children are exposed to the many values of music:
 - a. Exposure to different types of music
 - b. Exposure to instruments
 - c. Self-expression
 - d. Auditory discrimination
 - e. Following directions and tasks
 - f. Fun!
3. Field trips are planned for the Pre-K Four class to enhance the curriculum.
 - a. When field trips require fees, the fees will be collected prior to the trip.
 - b. Written permission forms must be collected prior to leaving the church property.
 - c. Parents may be asked to accompany the class to help with transportation and provide the appropriate number of adult chaperones.
 - d. Children must use appropriate car seats/booster seats. Parents are responsible for providing seats on the day of the field trip.
 - e. Children wear I.D. bracelets which show the name of the center and phone number (not the child's name).
 - f. The van driver must be a CDC staff or church staff employee, must have a valid Alabama driver's license, and must have completed the required safe driver's course.
 - g. The Medical Release for each child will accompany the group who leaves church property.



EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are offered to 2, 3, and 4-year-old classes. These activities are provided by outside agencies.

1. A separate fee is charged for each activity. The agency will notify you of program fees and schedules.
2. Parents must sign up for their child to be included.
3. Fees for extra-curricular activities must be paid directly to the agency. Activities include:
 - a. Ballet: for Preschool Two, Preschool Three, and Pre-K Four
 - b. Soccer Shots: for Preschool Two, Three and Pre-K Four
 - c. Little Genius' Chess: for Preschool Three and Pre-K Four



BIRTHDAYS

1. Coordinate birthday parties with your child's teacher.
2. Parents may bring cookies, plates, napkins, cups, for their child's class beginning in the one-year old room. **NO NUT PRODUCTS!**
3. Include only non-food items in goodie bags, such as stickers, crayons, small drawing pad, matchbox cars, small cans of Playdoh. For safety reasons, do not include items that can fit inside a film canister!
4. No Balloons!! Balloon pieces present a choking hazard for young children.
5. Remember, simplicity is best!!
6. Remember also, if you take photos of your child's class and plan to post them on Facebook, that not all families want their child's photo posted. Please check with families before posting. (The CDC has acquired permission of all we post)

CONFERENCES and COMMUNICATION

1. It should be understood that parents are the primary influence and caretakers of the child. The best assurance for the success of your child's experience is the close cooperation and understanding of parents and staff.
2. We make every effort to answer the phone. When we cannot, we check messages immediately upon returning to the desk or ending a phone call. Please leave a message and we will return your call as soon as possible. (If you cannot reach the Center's office in case of an emergency, you may call the VHBC office, 979-5920.)
3. Please contact the Center by 9 a.m. when your child will not be attending school that day.
4. Respectful interaction between the parents and teachers is encouraged.
5. Parents are asked to direct all questions, comments, and suggestions concerning policies of the Center to the director or to the CDC Committee.
6. Please communicate to the child's teacher and the director significant happenings in your home such as a move, the death of a relative or pet, illness, or divorce.
7. Communication with the teacher should be face to face or by written note. **Texting is not an option.** The CDC office can get a word to the teacher via email or a phone message as well.
8. Conferences may be scheduled as needed by the parent, teacher, or director.
9. Daily Report Sheets are sent home informing you of your child's activities during the day.
10. A monthly newsletter and classroom calendar will be sent via email.
11. Notes and announcements may also be left on the outside wall of your child's classroom and/or at the sign in table.
12. The CDC's e-mail address is cdc@vhbc.com. The Director's e-mail address is thill@vhbc.com.
13. Information regarding the center can be accessed at the church's website, www.vhbc.com/child-development. On the page you will find the annual calendar, monthly calendar and newsletter, and a weekly Parent Notes section with updated information as well as the Parent Handbook.
14. The CDC has a Facebook page, accessible at VHBC Child Development Center. Information is posted there as well as photos of special events (with parental permission).

GUIDING BEHAVIOR

1. Our positive guidance policies and procedures will help children learn appropriate behavior. Children are presented with positive models of acceptable behavior. Behavior guidance standards are based upon the developmental needs of children. Redirection and constructive solution techniques will be used by the staff. All children and staff members will be protected and provided a safe and secure environment.
2. Biting is common in a child care environment. Reasons for biting include teething, sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, and curiosity. It occurs most frequently when a child is not feeling well, tired, frustrated, or over-stimulated.
 - ◆ What do we do when it happens? Attend to the recipient first. Complete a Biting Report form for both the biter and the recipient. However, neither the parents of the bitten child nor the parents of the biting child will be given the name of the other child involved in the incident.
 - ◆ The biting child will be redirected to appropriate activities.
 - ◆ When a child has bitten several times in a short period of time, an intervention plan will be developed by the teachers, the director, and the child's parents.
 - ◆ See Appendix for additional resources.

DISCONTINUATION OF SERVICES

1. If serious behavior problems arise and continue, parents and teachers along with the Center's director work as a team to develop a plan of action to guide the child toward more appropriate and acceptable behavior.
2. If in the sole opinion of the Center, the child's behavior is disruptive and harmful to children and teachers, and/or is beyond the expertise of the Center to offer a therapeutic environment, and/or continues to exhibit unacceptable or inappropriate behavior, the Center may suspend or discontinue services for that child. Such termination of services will be effective immediately upon the determination by the Center that such action is warranted.
3. If a parent or guardian continually fails to abide by the guidelines as set forth in this handbook or continues to exhibit inappropriate behavior as determined by the Center, the Center reserves the right to discontinue services for the child. Such termination of services will be effective immediately upon the determination of the Center that such action is warranted.

OFF-SITE BABY-SITTING

1. Because of the unique classroom relationship between teacher and child, the Center discourages the child's actual teacher being called to baby-sit.
2. The Center requests that parents not contact teachers during working hours regarding baby-sitting.
3. The VHBC Child Development Center cannot be held responsible or liable for any teacher who provides baby-sitting services for an enrolled child.
4. The VHBC Child Development Center cannot be held responsible or liable for any teacher who provides transportation for an enrolled child to or from the Center.

APPENDIX A – POTTY TRAINING: READY OR NOT?

Helping a child learn to use the toilet is easiest when the child is physically and emotionally ready. Individual children mature physically at different rates. However, girls tend to gain control over their bowel and bladder muscles before boys do.

The secret to success is patience, timing and consistency. Emotional readiness is a key factor. Many bright, normal, and healthy two-year-olds may not be interested in learning to use the toilet. Learning is a full-time job for this age! A toddler who resists now may be ready to try again in 3 to 6 months.

Can my child:

- Follow simple directions?
- Remain dry at least 2 hours at a time during the day?
- Walk to and from the bathroom, pull down pants, and pull pants up?

Does my child:

- Remain dry during nap time?
- Seem uncomfortable with soiled or wet diapers?
- Show interest in the potty?
- Ask to wear underwear?

If you answered yes to most questions, you may want to try toilet training. If no, wait a while longer. Rushing a child through toilet training will only result in tears and frustration (for both parent and child!).

Steps to Potty Training

1. Establish a routine by putting the child on the toilet for a few minutes after he gets up in the morning, before nap, after nap, after meals, and before bedtime. Realize that they may not always use the potty.
2. Encouragement and praise are appropriate when the child is successful!
3. You may want to continue using a diaper or pull-up for sleeping. Nighttime control generally comes many months after daytime control.
4. Treat accidents casually. Avoid punishing, scolding or shaming.
5. Remember too that this process is about control for the child. If they do not feel they are in control, they may not be successful at this time. Give your child support by keeping an upbeat, positive attitude.
6. If you are anticipating a new baby, moving to a new home, transitioning to a new class, or another major life event, you may want to wait a few months so everyone can devote their attention to the process.

BOOKS FOR CHILDREN

My Big Girl Potty, by Joanna Cole; Ashley learns to use the toilet with some help from a favorite stuffed bunny.

My Big Boy Potty, by Joanna Cole; In the boys' version, My Big Boy Potty, Michael's stuffed bear does the honors.

A Potty For Me! by Karen Katz

Potty Superhero, by Mabel Forsyth

APPENDIX B – ADDITIONAL INFORMATION ABOUT WHY YOUNG CHILDREN BITE

Biting is fairly common among young children. It is a very emotionally charged topic for parents and caregivers alike. Examine different kinds of biting:

1. **Experimental biting** – Biting is the way infants and young toddlers explore their world. At times it seems to be a game to the child. What to do: Say firmly, “No! Biting hurts!” Reposition them so they cannot continue to bite you or another child. If a child is teething, give them appropriate toys or teething rings to relieve sore gums.
2. **Frustrated biting** – Young children become frustrated when they get into a situation they cannot handle. Their language skills are not yet developed enough to say what they want or need and so biting is a reaction to the situation. What to do: Examine the environment and schedule to determine areas of frustration. Closely supervise small groups of children. Intervene as quickly as possible. Say firmly, “We do not bite! Biting hurts our friends.” Identify feelings of frustration or anger. “You wanted to play with the truck. You were mad that it was not your turn.”
3. **Biting because a child feels powerless** – Sometimes younger or small children in a group feel powerless. They discover biting gives them a false sense of power in the situation. What to do: Examine the situation to determine when and why the child feels powerless. Talk about feelings. Separate ages if necessary. Firmly say, “No! Biting hurts our friends.” Remove them from the situation.
4. **Biting under stress** – Young children often cannot distinguish what they are feeling. They just act! Biting under stress is an expression of distress and pain or anger. What to do: Try to determine cause of stress. Communicate with parents and teachers to determine if a family or classroom situation is causing stress. Help children learn to express their frustration through words. Offer comfort.

BOOKS FOR CHILDREN

Teeth Are Not For Biting, Elizabeth Verdick

No Biting! Karen Katz

Today I Feel Silly, Jamie Lee Curtis

When Emily Woke Up Angry, Riana Duncan

**The 2023-2024 HANDBOOK ACKNOWLEDGEMENT/AGREEMENT
the back of this page
is to be signed by both parents and/or guardians
and turned into the CDC office.**

The signed form must be on file in the CDC office.

Thank you.

2023-2024 HANDBOOK ACKNOWLEDGEMENT/AGREEMENT
Vestavia Hills Baptist Church Child Development Center

*This acknowledgement and agreement is to be signed by both parents and/or guardians
and turned into the CDC office.*

I have read and understand the policies in the Vestavia Hills Baptist Church Child Development Center
Parent Handbook and agree to abide by the outlined terms.

Signature

Signature

Name (printed)

Name (printed)

Relationship to Child

Relationship to Child