



**The Church at GrantsMill Children's Center
(GMCC)**

Parent-Student Hand Book

Revised: July 2024

Hours of Operation

7:00 a.m.—5:30 p.m.

205•968•1011

denise.grantsmillcc@gmail.com

**The Children's Center
is a Ministry of
The Church at GrantsMill
6001 Old Leeds Road
Irondale, AL 35210**



WELCOME / MISSION / PURPOSE of HANDBOOK:

We are thrilled that you have chosen GMCC to care for your children! Thank you for the opportunity to care for and love your children and family!

The mission of the Children's Center is to provide quality education and childcare while loving others as Christ loves us. We strive to have our kids ready for "big school" in all levels of development; social, emotional, language, literacy, physical and cognitive by the time they leave our 4K program. This process begins when a baby leaves our nursery and continues through each age level building on what was learned the preceding year.

The purpose of this handbook is to provide you with our policies and procedures for the protection and benefit of you, your child, other children and our teachers.

GMCC staff works hard to teach, mentor, train and make a difference in the families we serve.

GMCC is a DHR Licensed Center and we operate under the "Child Care Licensing and Performance Standards for Day Care Centers and Nighttime Centers Regulations and Procedures Prescribed by: State of Alabama Department of Human Resources An Affirmative Action/Equal Opportunity Employer Effective September 13, 2021".

GrantsMill Children's Center is a Mission of The Church at GrantsMill.

HOURS OF OPERATION:

Open at 7:00 a.m. / Close at 5:30 p.m.

Picking up children after 5:30 p.m. is considered a late pick-up. Late pickup fee is \$1.00 per minute per child. The fee is doubled \$2.00 per minute per child if the late pickup occurs on an afternoon before a holiday when the center is planned to close the following day or on a Friday.

In case of severe weather, we follow Jefferson County School System for closures. GMCC will notify its parents through Brightwheel.

SCHOOL CALENDAR / CLOSED DATES:

An annual school calendar is available on our information table in the main hallway and also in the Children's Center hallway adjacent to Nursery 1. We reserve the right to make changes in the school calendar, closed dates or holidays as needed. This includes the closure of classes due to student illnesses or teacher absences. Any changes will be communicated to parents in Brightwheel.

We are a year-round Children's Center but we do close in honor of the following holidays:

- New Year's Day (Plus Possibly New Year's Eve)
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4th Holiday
- Teacher Workday (TBD August or September)
- Labor Day
- Early Closing Day before Thanksgiving
- Thanksgiving Day
- Black Friday (day after Thanksgiving)
- Christmas Week

COMMUNICATION:

We use the Brightwheel App as our communication tool for parent-teacher communication, lesson plans, reminders, inclement weather conditions, closures, notices, billing, etc. This is also a tool teachers use for sending pictures of your children. For Nursery 1 and Nursery 2A & B the tool is used to send daily reports with details of feedings, diaper changes, naps, etc. The older the child becomes however, the less information is entered into Brightwheel, i.e., the details entered into Brightwheel for Nursery 1 will not be to the same detail level as Nursery 2B or Toddler 1, etc.

Parents are responsible for ensuring children's profile information is updated in Brightwheel which includes all contact information, home address, pick up persons, allergies, food preferences, etc.

SCHEDULING:

Schedules help maintain order and give children a sense of security and consistency. **Each child should arrive no earlier than 7:00 a.m. and no later than 8:30 a.m. every day in order to benefit from our planned activities and meal and snack plans.**

All absences due to illness require a message in Brightwheel, to Administration ONLY, with the reason the child is absent.

If your child is going to be absent, late or has an appointment, parents must message us through Brightwheel prior to or by 8:30am on the day of occurrence. If we are not notified by 8:30am your child will be counted absent and will not be allowed for the day.

When a child arrives later, it causes disruptions in the classroom. In addition, lunch counts for the day are taken at 8:30 a.m. Children who have appointments must arrive by 10:30 a.m. in order to benefit from lunch count for the day. If the appointment runs later, parents must feed children prior to coming to the center. Use the keypad on the brick wall to notify someone you need entrance into the building after 8:30 a.m. Use of the keypad also applies to early pickup prior to 2:00 p.m.

ADMISSION PROCEDURES / REQUIREMENTS:

The following documents are required for children to be enrolled in our program:

- “Child’s Preadmission Record” DHR-CDC-739 form
- Updated immunization form
- Copy of parent driver’s license
- Parent’s email
- Photo consent form
- Child’s Medical Report complete by pediatrician

A registration fee of \$100 and a \$70 supply fee must be paid in advance to hold the child’s spot.

If the child has any type of allergy or if there is a food, diaper or wipe preference the parent must provide a written care plan with preadmission documents. Additional information is needed for babies; refer to the section “Bottles/Food, etc. for Infants”.

DROP OFF / PICK UP / OPEN DOOR POLICY:

All children brought to and picked up from GMCC should be in a safe appropriate restraint system. Staff is not allowed to secure children in car seats with the exception of chartered vehicles for field trips; applicable for 4K and Day Camp only. For more information <http://dps.alabama.gov/>

Parents should always bring their child into the Center each morning to ensure that they are under the supervision of a staff member before leaving the premises. Each child must be checked in/out daily on Brightwheel and ensure the process is complete on their phone or the iPad provided by the Center before leaving. Checking in/out includes a full legal signature, no initials on the digital screen. Each person checking a child in/out must be listed in the Brightwheel App and have their own individual check in/out code. Codes must not be shared.

Part of our Covid Protocols include;

- Nursery 1 thru Toddler 2 Children are taken to their rooms and picked up in their rooms or alternative locations by parents.
- Y2K thru 4K Children are sent to/from their rooms or alternative locations by staff.
- Any special instructions, such as your child being picked up by someone else or leaving early must be noted at the time of check in. Children can only be released to people who are on the registration form and listed under "Person(s) the child may be released to" and/or those entered on the Brightwheel App.
- GMCC has an open-door policy and parents are welcome to visit at any time.

WHAT TO BRING:

Items to bring will vary slightly by age. The Director, Assistant Director and Teachers will provide more details on items to bring by age. Below is a list of minimum items needed.

- All items must be labeled with the child's name.
- All age children must be dressed appropriately for the season with shoes that permit safe play; Sandals are okay but flip flops are not permitted. Dress according to the weather; we will go outside each day, weather permitting. Ensure your child has a jacket for outdoors. Sunscreen or bug spray should be applied by parents/guardians before coming to school. If there is a reason for your child to remain indoors during outside time, information must be provided at drop off and in writing in Brightwheel.

- (2) Sets of full change of clothing for Toddler 1 thru 4K and Day Camp.
- (4) Sets of full change of clothing and bibs for Nursery 1 and Nursery 2.
- Nap Mat or (2) Blankets and small pillow for nap time for Nursery 2 thru 4K. All items must be labeled. Items will be sent home on Fridays for washing and should return on Mondays.
- Stuffed animals can be brought for nap-time.
- While your child is in diapers/pull-ups you must supply all items such as diapers, pull-ups and wipes.
- All items such as formula, juice and food must be supplied in bottles, sippy cups and containers by the parent in a small lunch type bag or child-size backpack (no large diaper bags or backpacks).

WHAT NOT TO BRING:

- Large diaper bags or backpacks (only child size allowed)
- Toys, money, small objects that could be a choking hazard
- No carbonated drinks, no water additives, no red juices
- No flip flops or shoes with wheels

BREAKFAST / LUNCH / SNACK / NAPTIME:

We provide a breakfast snack, hot lunch and afternoon snack for children 12 months thru Day Camp. A monthly menu is provided on the information table in the main hallway. Outside food is not permitted unless pre-authorized by the Director. Breakfast snack is between 8:00 a.m. and 8:30 a.m. If your child plans to eat breakfast at the Center, they need to arrive no later than 8:15 a.m. Lunch is served between 10:40 and 11:00 a.m.; varies by age. Afternoon snack is between 2:10 p.m. and 2:40 p.m. Nap time is 12:00 p.m. till 2:00 p.m.

When a parent(s)/guardian(s) chooses to provide food for their child, a written signed statement indicating this shall be on file in the center and noted in Brightwheel and must be pre-approved by the Director.

FOOD ALLERGIES

Each child with a food allergy should have a written care plan provided by the parents/guardians that includes: (a) Instructions regarding the food(s) to which the child is allergic and the steps to be taken to avoid that food. (b) A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses and methods of prompt administration of any medicines.

We will notify parents/guardians immediately of any suspected allergic reactions, as well as the ingestion of or contact with the problem food even if a reaction did not occur. Each child's food allergies will be readily available and known by the child's teacher(s) by the written care plan and in Brightwheel.

BOTTLES / FOOD, ETC. FOR INFANTS:

Infants must have a written schedule when they start.

Bottles and food for infants shall be served according to parental request. If a parent requests bottles to be warmed, they will be warmed in a slow-cooking device, or by placing them in a container of warm water.

If formula is provided by the parent(s)/guardian(s), it shall be sent ready to feed and labeled with the child's name and stored in the refrigerator. All bottles shall be sent home, or the contents discarded at the end of the day. Expressed human milk should be sent in a bottle or container that is properly labeled with the infant's full name and date and should only be given to the child specified. Parents must provide written instructions on how to prepare, store, and use the expressed human milk. Unused breast milk should be returned to the parent in the bottle or container. Infant formula for a breastfed infant should only be used with parental consent. If food for infants/toddlers is provided by the parent(s)/guardian(s), all jars/containers shall be labeled with the child's name. No previously opened jars of baby/toddler food shall be accepted. All opened jars/containers shall be sent home or discarded at the end of the day. Frozen expressed human milk must have child's first and last name and date milk was expressed. Written directions must be on file as to when to use frozen milk, how to thaw and when to discard.

Each infant's solid foods shall be fed/eaten from a dish. Dishes and bottles used shall be unbreakable. Drinking water with no added sweeteners or carbonation shall be brought.

In the event that breast milk is spilled or unsuitable to serve infants, we will notify the parents and the milk will be discarded.

We have several rooms that can be used for feeding and/or pumping.

HEAD START AGES&STAGES ASQ-3/ASQ-SE2 QUESTIONNAIRE:

Effective May 2024 we started a new screening and monitoring program from Head Start-Ages & Stages Third Edition ASQ-3 & ASQ-SE2 Social Emotional Questionnaires. This program can be used for children from 1 month to 5 ½ years old.

Because your child's first 5 years of life are so very important; this time sets the stage for success in school and later life. During infancy and early childhood, your child will gain many experiences and learn many skills. It is important to ensure that each child's development proceeds well during this period.

This monitoring program helps both you and us keep track of your child's development. A questionnaire will be provided every 2-, 4- or 6-month period. Both you and your child's teacher will be asked to answer questions about some things your child can and cannot do. You will only need 10-15 minutes. It's that quick and easy. The questionnaire includes questions about your child's communication, gross motor, fine motor, problem solving and personal-social skills.

Here's how ASQ-3 & ASQ-SE2 works:

- You will answer each question "yes", "sometimes" or "not yet", based on what your child is able to do now. Your answers help show your child's strengths and areas where he or she may need practice.
- To answer each question, you can try fun and simple activities with your child. These activities encourage your child to play, move around and practice day-to day skills.
- Results of the questionnaire will be provided.

If the questionnaire shows that your child is developing without concerns, there is nothing more you will need to do. We will provide the next questionnaire at the appropriate time. We will provide some activities designed for use with ASQ-3 & ASQ-SE2 to your child's teachers to encourage your child's development.

If the questionnaire shows some trouble with some skills, we will help you with next steps which includes setting up a parent conference to review the results and talk more about action steps needed for your child.

You are an active partner in your child's learning and development. We are hopeful you will complete a questionnaire alongside our teachers. We will provide you with the questionnaire either at the appropriate time with a hard copy of the confirmation letter as to whether you choose to complete the questionnaire. If so, you will check the appropriate selection on the back of the

confirmation letter page and return this form to the Director or Assistant Directors.

If you choose not to complete a questionnaire, please check the appropriate selection on the back of the confirmation page and return to the Director or Assistant Directors.

We will still complete on our end and share the results with you.

We look forward to your participation in our program!

BEHAVIOR / DISCIPLINE POLICY:

All children are good, they are never bad. Like us though, they make good choices and bad choices. A colored chart (shown below) is posted in all rooms (except nursery and toddler classes) for the children to visually understand the difference in good and bad choices. Teachers review the classroom rules at the beginning of the school year and consistently remind children on how to make good choices on a daily and/or weekly basis.

All children will occasionally act inappropriately at times. Refusal to share, not listening, talking during learning time, not sitting still and limited “temper tantrums” are some examples of typical appropriate childhood behaviors that have to be corrected.

When these behaviors occur, our teachers:

- First: We try to verbally redirect.
- Second: We offer the two-choice method; A positive choice to redirect or a teacher choice, i.e., time-out chair. If your child doesn't make a choice within a count to 5, he/she has decided to have the teacher make the choice for them.
- Third: Go straight to time-out. 1 minute per child's age.

If the behavior continues after 3-time out processes or if the behavior is disruptive to the class the Director or Assistant Directors may be called to intervene. The child's behavior will then either be corrected in the classroom or during a brief supervised separation from the class.


If the child needs to be removed from the classroom, parent(s) will be notified via Brightwheel or a phone call. If the behavior continues, parent(s) may be required to speak to the child via phone call or an in-person visit to the Center to discuss and assist with behavioral correction. If the child is uncontrollable;

the parent will be contacted to pick the child up immediately and the child will be suspended for the day and the following day.

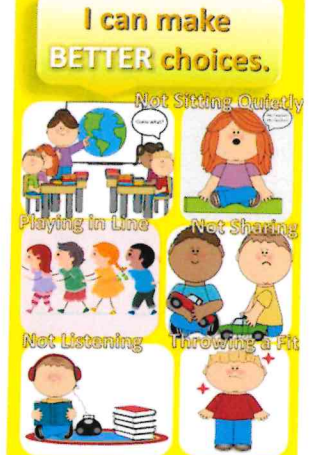
The P3K through 4K classes use the green, yellow, red stick system on a daily basis to help children visually see the choices they are making.

It's critical for parents to help reinforce good choices at home.


Green Stick: I made good choices all day

 <p>I am doing my BEST to learn.</p> <p>Sitting Quietly</p> <p>Standing in Line</p> <p>Sharing</p> <p>Listening</p> <p>Speaking Kindly</p>	<ul style="list-style-type: none"> • Sitting Quietly • Standing in Line • Sharing • Listening • Speaking Kindly
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Yellow Stick: I mostly made good choices but I can do better

 <p>I can make BETTER choices.</p> <p>Not Sitting Quietly</p> <p>Playing in Line</p> <p>Not Sharing</p> <p>Not Listening</p> <p>Throwing A Fit</p>	<ul style="list-style-type: none"> • I Was Not Sitting Quietly OR • I Was Playing In Line OR • I Was Not Sharing OR • I Was Not Listening OR • I Threw A Fit <p>I Was Doing 1 Or More Of These Bad Choices</p>
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Red Stick: I Did Not Make Good Choices Today

	<ul style="list-style-type: none">• I Made Multiple Bad Choices Today and Went to Time Out Multiple Times• My Words Were Not Kind To My Friends or Teachers• I Hit, Kicked, Scratched, Etc.• I bit
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If the behavior becomes consistent, we will attempt to correct the behavior by working together with the child and parent. The Director will provide times the staff is available for a parent-teacher-director conference. If the parents cannot come to an agreement on a meeting time the Center is available, the student will have to stay out of school until a meeting can occur.

If the behavior does not improve or if the parent does not take the behavior seriously and take the recommended steps by the center, the child will be dropped from enrollment without notice. The safety of our staff and other children is always our main concern.

“Inappropriate Behavior”

There is a difference between “Typical Undesirable Behaviors” and “Inappropriate Behaviors”.

Inappropriate Behaviors are potentially harmful to children and staff and are not tolerated at our childcare center and are defined but not limited to the following descriptions and corrective actions.

Inappropriate Child Behaviors: All of the below applies to classmates, teachers or staff and in some cases the child abusing themselves.

- Touching, hitting or slapping in a private area of their body or a child hitting themselves on a private area to get attention from a classmate or teacher.
- Intentionally "exposing" themselves i.e., lifting their shirt or dress up or pulling pants down, disrobing themselves or disrobing a classmate with the intent to show private part(s). Consistently leaving the bathroom undressed.
- Physically hitting, kicking, punching, scratching, choking.

- Verbally indicating they will cut, shoot, punch, or otherwise harm another person.
- Using profanity.
- Consistently screaming or screaming profusely hateful language.
- Damaging classroom property
- Consistently Biting (refer to specific biting policy)
- Showing general aggression, i.e., pushing, pulling hair, throwing objects or toys, etc.
- Consistently arguing with teachers, telling teachers “No”, refusing time-out, falling out on the floor, running away from teachers, ignoring teachers.
- Spitting, licking or intentionally rubbing body fluids on others.
- Consistently having hands in pants.
- Excessive lying and tattling causing conflicts or chaos.
- Excessive consistent daily tantrums.

Corrective Actions:

Discipline can and will vary based on the degree of the incident and based on the age of the child. In all cases, the child is removed from the class by the Director or Assistant Directors and has a conversation with the child about why the behavior is inappropriate. The child completes the appropriate amount of time-out before returning back to class.

Warning: A message is sent in Brightwheel to the Parent with details of the “Inappropriate Behavior”

1st Offense: An “Inappropriate Behavior Report” is completed and signed by the teacher, sent by administration in Brightwheel and signed by the parent at the end of the day. Parent receives a copy of the report and the second copy is filed in the child’s file.

2nd Offense: Parent is called or maybe asked to come to the Center to talk to the child. An “Inappropriate Behavior Report” is completed and signed by the teacher, sent by administration in Brightwheel and signed by the parent at the end of the day. Parent receives a copy of the report and the second copy is filed in the child’s file. A mandatory parent/teacher/director conference is scheduled. The student may be suspended for the remainder of day and the following 3 days at administration’s discretion depending on the severity of the inappropriate behavior.

3rd Offense: An “Inappropriate Behavior Report” is completed and signed by the teacher, sent by administration in Brightwheel and signed by the parent at pick up. Parent receives a copy of the report and the second copy is filed in the child’s file. The student will be suspended for the remainder of day and the

following week at administration's discretion depending on the severity of the inappropriate behavior.

4th Offense: The child is removed from the class by the Director or Assistant Directors. Parent is called to pick-up child. Director has a last conversation with parent about why behavior is inappropriate. An "Inappropriate Behavior Report" is completed and signed by the teacher, sent by administration in Brightwheel and signed by the parent at pickup. Parent receives a copy of the report and the second copy is filed in the child's file. The student will be dismissed from the program.

Children will never be shaken or spanked by a teacher or staff member.

GMCC reserves the right to dismiss a child from the program at any given time.

BITING POLICY:

- If a child bites and it breaks the skin or if the bite is extremely severe, the child who bit will be sent home immediately and suspended for the following day
- Bite Incidents Not Severe in The Course of a Day:
 - 1st Bite Incident; Child will be verbally corrected and parent notified in Brightwheel
 - 2nd Bite Incident; Child will be verbally corrected and parent will be notified via phone call
 - 3rd Bite Incident; Child will be sent home and suspended for the following day
- Consecutive Bite Incidents Not Severe;
 - If a child bites consecutively once a day for 3 days, the child will be sent home and suspended for the following day

We will work with the child and parent to help correct the biting; if we are unable to correct the behavior or if the parent does not take the behavior seriously and is unwilling to work with us on the behavior challenge, the child will be dismissed from our roll without notice.

HEALTH / MEDICAL / MEDICINE GUIDELINES:

GMCC is required by law to keep on file an up-to-date immunization record or exception paperwork on each child. A child cannot be allowed to begin class without all of the required forms. You will be notified when your immunization form is about to expire.

No child who is ill shall be admitted to the center. Determinations of illness may be based on: the child's inability to participate in the center's activities; the need for additional care that center staff cannot provide without taking time and attention away from the other children; signs of serious or contagious disease or condition, such as but not limited to;

- Food and allergic reactions
- Fever 100.4 or higher
- Diarrhea (2 episodes)
- Vomiting (1 episode)
- Unexplained rash
- Head lice

We isolate and remove any child in attendance who becomes ill. If children are sent home for an illness or fever or if one occurs overnight or over the weekend, the child must be free of illness or fever for 24 hours without medication before returning to the center. In some cases, a doctor's note may be required prior to returning to the center.

Guidelines for administering medication;

- No medication (prescription or over the counter) shall be administered without being ordered by the child's health professional or without a written, signed authorization, on the required form, from the child's parent(s)/guardian(s). Blanket authorization forms are prohibited. The authorization form shall include time(s) and date(s) to be administered, dosage, storage instructions (refrigerated or unrefrigerated), and specific directions for administering the medication/medical procedure, such as given by mouth, apply to skin, (such as but not limited to sun-screen, bug spray, hand sanitizer), inhaler, drops in eyes, etc. An authorization form shall be valid for no more than seven (7) days unless accompanied by a written physician's statement.
- Any prescription drug or over the counter drug sent to the center shall be in its original container. Prescription drugs shall have a pharmacy label and shall be accompanied by a physician's written instructions. Over the counter drugs shall be clearly labeled with the child's name and directions for administering the drug. Medication should not be used beyond the date of expiration. A measuring device (if the medication requires measuring) shall be provided for each child's medication. Medication shall be administered to the child by the designated staff.

- Locked storage, inaccessible to children, shall be provided for all medication or drugs.
- Medicines/drugs shall be returned to the parent(s)/guardian(s) or disposed of properly when no longer needed.
- Time and date of all medication dosages or medical procedures administered at center shall be documented, in writing, signed by the staff person administering the medication or medical procedure and kept in the child's file. Copies shall be made available to the child's parent(s)/guardian(s) on request. For additional information on health policies refer to information posted in the Center.

POTTY TRAINING:

Children in the Y2K, 2K and P-3K classes will be potty training. We typically start around the age of 24 months give or take. Some children are not ready to begin training at this age so children are never forced but encouraged. Both teachers and parents should communicate through Brightwheel on the progress of potty training. To successfully potty train, it's important to have consistency between school and home.

To help with proper training, parents must provide pull-ups that attach on the sides; these are the only type of pull-ups we use. Children must wear proper clothing: overalls and one-piece outfits are cute but they are not helpful when trying to teach a child to use the potty. Please keep clothing as simple as possible.

Children must be fully potty trained to enter the 3K class.

CLASSES / CURRICULUM - LESSON PLANS:

Our classes are organized by age group. Within each age group we teach and encourage social, emotional, language, literacy, physical and cognitive skills including activities that promote development of fine and gross motor skills necessary for your child's current and next age level. Our lesson plans are educationally appropriate but also include biblical lessons with weekly Bible stories, Bible verses and worship songs. For ages 2 and up we come together in the sanctuary once a week for praise and worship.

ACCIDENTS / INCIDENTS:

If your child has an accident or incident at school, you will be informed in the following ways:

- Minor Accidents: An “Accident” form will be completed with details and sent to you in Brightwheel prior to pick up.
- Bigger Accidents: Parents will be notified by phone and/or a picture of the affected area will be sent in Brightwheel immediately following the accident. In addition, an “Accident” form will be completed with details and sent to you in Brightwheel prior to pick up.
- Incidents: Typically, these are behavior related and will be communicated in Brightwheel. If the incident requires more details an “Incident” form will be completed and a picture sent in Brightwheel prior to pick up.

When an “Accident/Incident” form is completed, it will be placed on the “Accident/Incident” table in the main hallway. It is the parent’s responsibility to sign the form and take the top white copy. The colored copy will be filed in the child’s file at the center.

TUITION / REGISTRATION / ANNUAL FEES / WITHDRAWAL:

Tuition can be paid on a weekly, bi-weekly or on a monthly basis. However, we bill on a weekly basis. Your payment time-frame should be determined at time of enrollment with the Director, i.e., whether you are paying weekly, bi-weekly or monthly. If any changes need to be made to your payment time-frame communicate to the Director as soon as possible. We are unable to give deductions for absences for any reason. Full tuition is expected whether your child attends or not.

- If paid weekly, tuition is due each Monday and is considered late if not paid by Tuesday before 5:30 p.m.
- If paid bi-weekly, tuition is due every two weeks and is considered late if not paid by the second Tuesday before 5:30pm.
- If paid monthly, tuition is due every four or five weeks depending on the month and is considered late if not paid by the last Tuesday before 5:30pm of the month.

We use Brightwheel for on-line payments. In-house we accept checks and cash payments. If you pay by check, write the child’s name on the memo line. Cash payments are only given to the Director or Assistant Directors. Transaction fees in Brightwheel are paid by the parents/guardians.

Tuition fees are as follows effective 8/12/2024:

Full-Time

- Nursery 1 - \$195 per week
- Nursery 2 A & B - \$190 per week
- Toddler 1 & Toddler 2 - \$180 per week
- Y2K thru P3K - \$180 per week
- Preschool (3K & 4K) - \$180 per week
- *Preschool Social/Emotional Class (3K & 4K) - \$200 per week
- School Age - \$150 per week
- 2nd Child Discount is \$20 and is applied to the oldest child's tuition.
However, discounts do not crossover between Daycare, Preschool and School Age

*If it is determined your child needs to be in a smaller classroom setting based on social/emotional or behavior needs.

Nursery 1 thru Preschool are eligible for one week vacation per year after a full year of attendance.

Tuition Late Fees:

- Weekly: \$20 If not paid by due date
- Bi-Weekly: \$20 If not paid by due date
- Monthly: \$40 If not paid by due date

Registration Fees:

- Nursery 1 thru Preschool; \$100 registration fee to enroll and hold the spot for the first child / \$50 for the second child and each additional child. The following year, this fee becomes an annual registration fee and is due the first week in August.
- School Age - \$50 per family. Discounts do not apply to siblings in Nursery 1 thru Preschool.

Annual Supply Fees:

- Nursery 1 thru Preschool - \$70 supply fee at time of enrollment / \$35 for the second child and each additional child.
- The following year this fee becomes an annual supply fee and is due the first week in August.

Educational Summer Hold Fee:

- Half of monthly tuition limited to 2 months

4K & Pre-Day Camp and Day Camp Field Trips; Parents are responsible for the cost of the field trip. Prices will vary based on the destination. Occasionally parents may be asked to contribute to the cost of the charter bus.

Withdrawal:

Advance notice of two-weeks is expected with full payment each week.

LATE PICKUP FEE:

Picking up children after 5:30 p.m. is considered a late pick-up. Late pickup fee is \$1.00 per minute per child. The fee is doubled \$2.00 per minute per child if the late pickup occurs on an afternoon before a holiday when the center is planned to close the following day or on a Friday. The fee will be billed in Brightwheel and expected to be paid by the due date.

RETURN CHECK FEE:

A handling fee of \$15.00 will be charged for all returned checks. If you have insufficient funds more than two times your check will no longer be accepted. Payments will have to be made by cash, money order or debit card. Accounts with outstanding balance will be turned over to a collection agency.

CHILD CARE CENTRAL:

The following guidelines have been revised by Child Care Central as of July 1, 2022...

Parents/Guardians must swipe students in and out each day on the terminal. We will advise if any swipes are missed and the parent/guardian must plan time to correct the missed swipes during normal business hours. Students not swiped within a 10-day period will be dropped from the Child Care Central Program by the State.

All full-time students must have a minimum of 26 hours in attendance. If the student does not have the appropriate number of hours per week, the parent/guardian is at risk that the state will change your student's status from full-time to part-time which will result in higher parent fees.

Students are allowed 5 absence days per month; these absences must be swiped. If students exceed the 5 absence days, parents/guardians must still swipe for absences even if the terminal denies the absence. A doctor's note must accommodate any absences over 5 days. Parents/guardians are responsible for any amount the state does not pay.

If a parent/guardian knows that a student will be absent for more than 10 days for any reason the parent/guardian and the Center must report the absence to the local CCC representative prior to the 10th day with documentation backing up the reason for absence.

The only days that should not be swiped are holidays or planned closed days by the Center.

Parents/Guardians are responsible for keeping up with your CCC Card. The Center cannot have cards in our custody at any time. Lost cards must be reported within 3 days to your local representative. If the lost card is not reported on a timely basis, parents/guardians are responsible for any amount the state does not pay.

If parent fees are not paid on a consistent basis, the Center will report the parents/guardians to the state.

If a student leaves our Center, parents/guardians shall report the change in status to your local representative on a timely basis. If the student does not drop from our report the following business day after their last day, we will report the change in status to the local Child Care Central office.

EMERGENCY PLANS:

Posted on the doors of each classroom are our emergency preparedness response plans for:

- Tornado / Straight Line Winds / Flooding / Hurricane / Earthquakes / Thunderstorm Warnings / Ice & Snow
- Power Outage
- Fire / Gas Leak
- Lock Down
- Location map of how the classroom exits the center

The details for each plan with the exception of the lock down plan can be found on the church website. In the event of an emergency the first priority is to ensure children are in a safe environment. The next priority is to contact the parents. This will first be communicated through Brightwheel. Phone calls are the next step in communication if the Brightwheel App is not working.

In the event of a power outage for more than two hours, the center is required by DHR to close for the day or until the power can be restored.

TRANSPORTATION / FIELD TRIPS:

GMCC does not own a vehicle for transportation. We use chartered buses for field trips.

NO SMOKING / NO WEAPONS:

No smoking, vaping or tobacco products are allowed to be used on the premises of GMCC. This also applies to field trips for 4K and Day Camp.

No weapons of any type are allowed on the premises of GMCC.

**PARENT/GUARDIAN SIGNATURES REQUIRED ON SEPARATE CONFIRMATION
PAGE ACKNOWLEDGING RECEIPT & AGREEMENT OF HAND BOOK**

The Church at GrantsMill

www.churchatgrantsmill.org

Church Office: 205•956•9533

Sunday Mornings

Sunday School / Small Groups @ 9:45 a.m.
Morning Worship @ 11:00 a.m.

Wednesday Night

Bible Study @ 6:00 p.m.
Family Worship 2nd or 3rd Wednesdays @
Meal 5:30pm / Service 6:30pm

Nursery provided for church services

*Our mission is to become a Catalyst for Advancing
the Kingdom of God by Transforming Our Church
and Communities Through Making Disciple Makers*