

Bethesda Baptist Childcare Center
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Dear Parents,

Thank you for your interest in Bethesda Baptist Childcare Center. This ministry began years ago in hope that it would provide Christian Care and outreach to all that graced its doors.

The most important decision you will ever make is childcare. Where do I start? Do I want my child in a Christian atmosphere?

BCC is a center with a Christian based curriculum and Christian staff. We hire staff with a special “calling” to the ministry of children and families. Our staff is certified in CPR and first aid.

We believe that “children are the greatest in the Kingdom.” As a matter of fact, Jesus used a little child as an example of who we should be like in order to see heaven. That is why we at Bethesda count it all a joy and a privilege to be a part of the teaching and nurturing of God’s special gifts.

Thank you for the opportunity to minister to you and your family.

In His Service,

The Staff of BCC

Mission

Bethesda Baptist Childcare Center is a ministry of Bethesda Baptist Church, a Southern Baptist Church. The center's main mission is to assist families by providing Christian childcare in order to "train up a child in the way he should go" (Proverbs 22:6). It is also to give quality Christian childcare that meets the child's spiritual, mental, and physical needs. We desire to assist parents in leading their children to a saving knowledge of Jesus Christ at an early age, therefore setting a foundation for strong Christian walk and life.

The objective of our center is to personally educate each child through the use of a Christian curriculum which prepares them for the developmental stages moving toward the elementary level. It is stated in 1 Corinthians 13, "love is patient, kind, it does not envy, it does not boast, it is not proud, it is not rude, it is not self seeking, not easily angered, it keeps no records of wrongs, love does not delight in evil, but rejoices in truth." This center will be considered an extension of a Godly and Christian home and therefore we will work with the parents to meet the good and proper goals they have for their children. It is also to be an arm of the church, leading families into its fellowship. The BCC is to be an ever-burning light for Jesus Christ, sharing his love with all who come in contact with us.

Philosophy

This center offers an enriched program, meeting the highest standard of early childhood education. This program is geared to the individual needs of each child, which we believe to be the following:

1. The need to be loved and accepted unconditionally.
2. The need to feel secure by being accepted as a member of a group.
3. The need to develop a positive self image by getting to know one's self.
4. The need to gain approval and receive praise from peers as well as adults.
5. The need to develop independence by assuming responsibilities and making choices.
6. The need to be creative.
7. The need to express ideas and emotions in a constructive way.
8. The need to develop in all areas: social, emotional, physical, spiritual, and intellectual at one's own pace.

Enrollment

All families wishing to enroll should submit an application, medical history and immunization record, travel and activity form, and discipline statement (signed by parent). These items are state mandated. On each application, we require that you submit any and all phone numbers where you may possibly be reached in case of emergency. We should be able to reach you at any time of the day. Call the office in the event that your work number changes, if you will be at another number for the day or your address changes.

Prior to your child's start date, we ask that you bring your child and spend some time with him/her in order that they might feel more comfortable on their actual first day.

Hours of Operation

The hours of operation are from 6:30 am until 6:00 pm, Monday through Friday. We ask that all children be at the center by 9:00 am if they are going to attend that day. The start time is critical so the children can be involved in their daily activities and to start their curriculum and it helps them to adjust to the routine of the schedule. The 4 year old classes may start as early as 8:30 to get through their curriculum. We also need an accurate head count by that time, so that lunch can be provided for your child. We will allow late arrivals for doctor's appointments, dentist appointments, etc., if notified in advance. Your child needs to arrive at school before noon so that nap time will not be disturbed. If your child comes in after 11:00, you must make arrangements for his/her lunch. There will be no one to sit with your child after 11:00 so their lunch would need to be off campus. Part time children must leave the center no later than noon. At any rate, please call if your child is not going to be in school before 9:00 am. Children are not allowed to come in after 12:00 noon.

Late Pick Ups

Picking up your child after 6:05 will result in a late fee of \$1.00 per minute per child. The fee will be assessed to your next week's tuition.

No children can remain in the center longer than 10 hours a day.

Outside Play

We go outside everyday, weather permitting. These are state regulations. If, for some reason, you do not want your child to go out, you must keep them home or make other arrangements for his/her care.

Holidays

The BCC is closed for the following holidays:

New Year's Day	Good Friday
Easter Monday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day, the previous Wednesday and the following Friday	
Christmas Eve	The week of Christmas

Inclement Weather

Our closings or delay schedule will be aired on Channel 11, WTVD, and also on Channel 5, WRAL and will appear as Bethesda Baptist Child Care Center. If you do not see our closings on these channels, we will be open on regular schedule. In the event we are closed three or more days in the same week, the charges will be 50% of the regular rate for that week. When we close early, the same rules will apply as late pick up. For example, if we close at 3:00, you will have until 3:05 to pick up your child before late fees start to accrue (\$1.00 per minute).

Children Served

The center will serve children 2 years through 4 years.

The center is not staffed or equipped to serve children with serious special needs. Children with minor special needs will be considered on an individual basis. If you withdraw your child for any reason, we require a 2-week notice as a courtesy to our center. Likewise, if for any reason we cannot keep your child here in the center, we will, in most cases, give you a 2-week notice to give you time to look elsewhere.

Safe Arrival and Departure

Parents must accompany children into the center and leave them with the teacher in charge. In the afternoons, parents must make sure the teacher sees them pick their child up. Only those people indicated on the application will be permitted to pick up a child. Written permission may be sent in on a day to day basis, or you may phone the director during the day about whom your child is to be released to. The person must provide identification before taking a child from the classroom or leaving the playground. This identification may be shown more than once, depending on whether the same teacher is in charge. Your child must be picked up at the gate of their playground. They will not be allowed to leave the fenced area and travel across the parking lot to a parent.

Parking Area

Please do not park in front of the doors when picking up or dropping off your child. Do not leave the engine running or a younger sibling in the auto at arrival or departure. The entrances are very busy and can be very dangerous. Please use caution when entering and exiting the center. **Please refrain from fast driving through the parking lot and please do not enter through the exit driveway.**

Sickness

Any child who shows signs of illness should not be sent to the center. These signs include but are not limited to:

1. Fever over 100 degrees
2. Diarrhea (no matter the frequency)
3. Vomiting
4. Rash
5. Conjunctivitis or other eye infections
6. Sore throat or deep thrush
7. Impetigo
8. Roseola
9. Chicken pox (running sores)

Children with colds and rashes that are not contagious may attend the center with a written doctor's note and if the child is able to participate in all activities. Parents must notify the center of any communicable disease their child has or has been exposed to. **Your child must be fever free, diarrhea free, and vomiting free for twenty-four (24) hours before returning to the center. This is not 24 hours from the time they leave the center, but from the last episode of the above.**

Aspirin in any form will not be given at the center. Tylenol or any other patented fever reducing medicine will only be given with the written permission from the child's doctor. Tylenol will only be given for pain (never to reduce fever). All other medications must be in their original container, with the child's name, date of the prescription, expiration date and name of pharmacy. Over the counter medications will be given only by written permission of the parent. The child will only be given the recommended dosage for his/her weight/age as indicated on the medication. Please check the labels on over the counter medication that you bring in for your child. If there is no dosage for your child's age, we must have a doctor's note for the dosage to be given.

Injuries

A staff person will handle slight injuries occurring at the center. In the event of a serious injury, parents will be notified and necessary steps taken to obtain medical attention. In the case of an emergency, the following will be notified in this order: 911, parents, and/or emergency contact indicated on the application form and physician. For this reason, please keep all records updated. Please let the center know if you will not be at your work number on any given day and where you may be contacted.

Discipline Policy

BCC is an extension of your home and we wish to work with the parents in training their children in the way of the Lord. Therefore, the following discipline policy will be used in each classroom. The teacher has the authority in the classroom to administer discipline according to this policy.

1. Children must obey their teachers. When they do not, they are placed in time out.
2. When a child receives three time outs, then he/she will be brought to the office and their parents will be notified by phone or in writing at the director's discretion.
3. After three office visits, a conference with the director is required and enrollment at the center is jeopardized.
4. Physical aggression from a student toward a teacher will result in automatic dismissal. This includes intentionally hitting, kicking, cursing or spitting.
5. Weapons of any kind, whether real or toys, will result in automatic dismissal. This includes, but is not limited to, guns, knives, swords.

Curriculum

In the fall, the preschool division, ages two and three will be using the HIGH REACH curriculum and the four year olds will be using the ABEKA curriculum. These curriculums prepare the children for academic excellence. All children will also enjoy a wide variety of music, arts and crafts, games, and language development.

Nutrition

For a young child, eating a well balanced diet is very important. For this reason, the center serves two meals and one snack daily. Breakfast will be served for children arriving before 8:00 am. Lunch and snack consists of one or more of the following: milk, meat, bread, fruit or juice, and vegetable. Teachers eat their meals with the children to provide a positive role model for good eating habits. A menu is posted on the bulletin board outside the office so you may know what is being served. Our menus are approved by the state.

Abuse and Neglect

We are required by law to report any and all signs of abuse and neglect. All reports are made through the Department of Social Services Protective Service Unit.

Parent Involvement

Parents are an important part of the center. You are always welcome and encouraged to visit at any time. Parents are invited to make suggestions and share their talents with the center. You may schedule a conference with your child's teacher at any time. We want and encourage you to celebrate your child's birthday at the center. We ask that you keep it as simple as possible. Make all arrangements through your child's teacher in advance.

Clothing/Personal Belongings and Supplies

1. Children should wear loose and comfortable clothing that can be washed.
2. **Clothing must be marked with the child's name.** We cannot be responsible for lost clothing.
3. Each child must bring an extra change of clothes to be left at the center. This includes underwear, socks, pants, and shirt. Two sets will be needed if your child is in the process of potty training. Please remember to include socks and underwear.
4. Each child may bring a blanket to be used only at nap time. **Be sure your child's name is on everything you bring to the center.** We do not encourage stuffed animals, as they tend to cause problems with the other children.
5. Pull-ups are to be provided by the parents for those not yet potty trained. Wipes are supplied by the center. If your child is being potty trained, please send extra underwear. Please do not go back to pull ups once training has started unless you have determined that training has started too early. This tends to confuse the child. Please communicate with the teacher concerning when training has started.
6. Jackets of different weights for the spring and fall are essential.
7. Each child will have his/her own cubby to store their belongings.
8. No backless shoes/sandals.
9. Please do not send toys to school with your child. This creates problems for the other children, the teacher and the child.

Tuition

Registration fee is forty dollars (\$40.00) and is due and payable on the child's first day of school. Registration fee is due annually on the first of September.

Weekly Rates

Two's Class.....	\$140.00
Three's Class.....	\$140.00
Four's Class.....	\$140.00
*Part Time.....	\$105.00
*(3 full days or 5 half days - picked up by 12:00)	

** NOTE: Active Bethesda Baptist Church Members receive a 10% discount.

Tuition is due and payable on Monday of each week. If you pay monthly, your tuition is due and payable by the first Monday of the month. If tuition is not received by Friday of that week, a reminder will be sent home. If tuition is not received by Friday of the next week, your child will not be able to return to the center until your account is brought current.

You are required to pay tuition 51 weeks per year. A free vacation week is given during the Christmas holiday. 100% of the tuition is due even in the event of vacations, sickness, holidays, inclement weather, etc, except as discussed in the inclement weather section.

The BCC board has decided that no account will be more than one (1) week late or the child will not be able to return until the account is caught up.

Returned Check Fees

A twenty-five dollar (\$25.00) charge will be added for all returned checks. Please pay by check or money order. No cash will be received at the center.