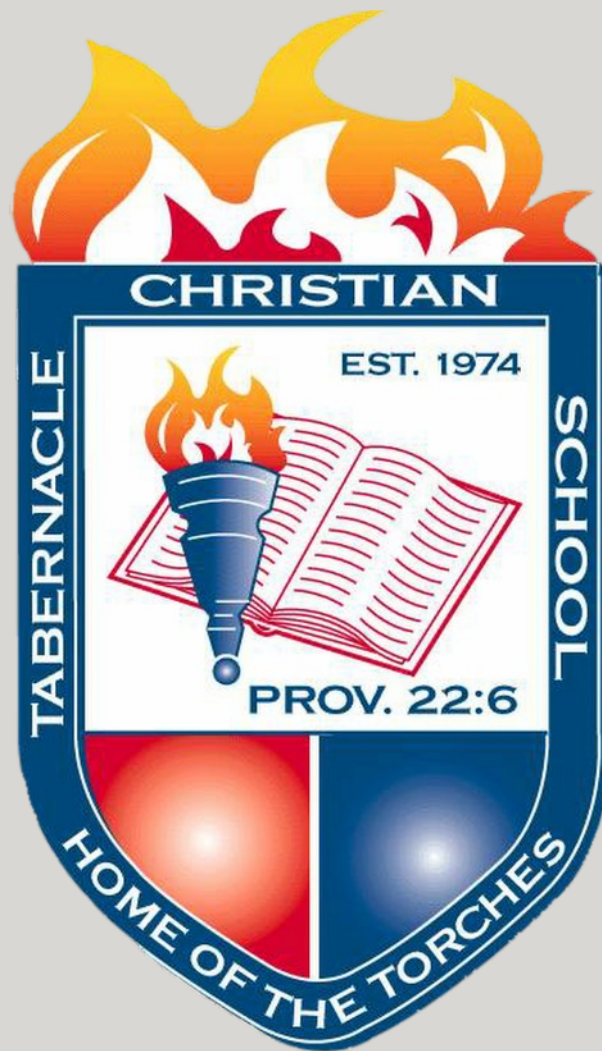


# Tabernacle Christian School

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## Childcare Parent/Student Handbook



# Welcome!

Dear Parents:

We would like to welcome you and to thank you for entrusting us with your children. Tabernacle Christian School Childcare strives to give your child the very best care. We offer a loving Christian environment as a base on which your child can grow. We understand that we cannot replace the home, but we sincerely want your child to feel as safe, as secure, and as loved as possible.

Since 1974, Tabernacle Christian School has been committed to educational excellence founded in the Word of God. Our Mission Statement is

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**To provide an excellent education,  
through academic rigor that establishes a  
Biblical worldview, to prepare students to  
pursue God’s calling in their lives.**

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Our goal is that your child will learn to respect themselves and others in the same way that our Heavenly Father wants us to respect each other and ourselves. We will provide a loving and encouraging atmosphere for your child. We invite and cherish parental involvement!

The purpose of this Handbook is to explain daily procedures and to be a help when it comes to Childcare policies. We ask that parents/guardians read through the Handbook, and if there is any need for clarification, please feel free to call the Childcare office.

Please remember to fill out an Enrollment Form, a Childcare Parental Commitment Form, and a DHR Form. We also need to have a current “Blue Form” (State of Alabama Certificate of Immunization) on file. This can be obtained from your pediatrician. These forms must be filled out entirely and kept on file in the Childcare office before attendance is allowed.

We are here to assist you in any way. Thank you again for entrusting us with your child. Our prayer has been, and will continue to be, for the Lord’s blessing, protection and provision, as well as for God’s will, to be done at Tabernacle Christian School Childcare.

*Brittany Ennis*

Brittany Ennis  
Childcare Director

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**Train up a child in the way he should go:  
and when he is older, he will not  
depart from it.**

*Proverbs 22:6*

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# School Information

## Mission Statement

The mission of Tabernacle Christian School Childcare is to help your child grow spiritually, mentally, physically, and socially through the guidance of the Holy Spirit at work in our hearts.

## School Verse

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

## Tabernacle Christian School History

Brother Ronny Dabbs and the members of Gardendale Baptist Tabernacle founded Tabernacle Christian School in 1974 as an educational ministry. The school was founded for the purpose of assisting the home in training young lives in accordance with sound Biblical principles that will contribute to the spiritual, academic, and social growth of the students. Year in and year out, the Lord has blessed this Christian school. To God be the glory!

## School Profile

Tabernacle Christian School operates a complete program for the concerned parent. We serve North Jefferson County with a Childcare, Kindergarten, Elementary and Secondary School. Since the first graduating class of 1979, Tabernacle Christian School has seen hundreds of graduates go on to further their education at Christian colleges, public universities and community colleges. By emphasizing a Christian education that trains the heart as well as the mind, Tabernacle Christian School graduates are providing Christian leadership in a variety of fields across our nation and around the world.

## School Affiliations

Tabernacle Christian School is a member of the Alabama Christian Education Association. Within this conference, we participate in academic and fine arts competitions and inter-scholastic sports. Tabernacle Christian School is also a member of the American Association of Christian Schools, a nationally recognized organization for Christian Schools.

## Statement of Faith

1. We believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is inerrant and is our only rule in matters of faith and practice.
2. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God.
3. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures, and that all men are born in sin.
4. We believe in the Incarnation, in the Virgin Birth, and in the Deity of our Lord and Savior, Jesus Christ.
5. We believe in the vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the cross.
6. We believe in the resurrection of His body from the tomb, in His ascension to Heaven, and that He is now our Advocate and that He is personally coming again.
7. We believe in His power to save men from sin, in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit.
8. We believe that salvation is by grace through faith, plus nothing minus nothing, in the atoning blood of our Lord and Savior, Jesus Christ.

## Our Purpose

In keeping with our Mission Statement, our purpose is to be a place where

**Children Experience** the love of God made known in Jesus Christ through caring teachers, inspirational music and stories, and fellowship with one another.

**Children learn to share** the love of God with others in a cooperative spirit of concern for others and for the world in which they live as God's children.

**Children are enabled** to discover their God-given gifts of intellect, personality, and talent, with opportunities provided to develop and to use these gifts.

# Program Information

## General Childcare

This program is for children 6 weeks to 3 years of age. We offer daycare Monday through Friday, from 7:00am to 6:00pm. Please dress your child comfortably each day. We have heated and air conditioned rooms that we keep at a constant temperature for your child's comfort.

### Infant I

1. For ages 6 weeks to 9 months old
2. Please bring diapers, wipes, and an extra change of clothes daily.
3. Please send baby food for the day and bottles already prepared.
4. Please label all items with your child's name.

### Infant II

1. For ages 9 months to 18 months old
2. Please bring diapers, wipes, and an extra change of clothes daily.
3. Please send baby food for the day and bottles already prepared.
4. Please label all items with your child's name.

### Toddler I

1. For ages 18 months to 24 months old
2. Please bring diapers, wipes, and an extra change of clothes daily.
3. Please send your child's breakfast and lunch daily.
4. Snacks and juice will be provided each day.
5. Each child will need a nap mat for naptime. The mats can be purchased in the Childcare office.
6. Please label all items with your child's name.

### Toddler II

1. For ages 2 years to 3 years old
2. Potty training begins in this class (Please see *Potty Policy*).
3. Please bring plenty of diapers, pull-ups, or underwear each day.
4. Please send your child's breakfast and lunch daily.
5. Snacks and juice will be provided each day.
6. Each child will need a nap mat for naptime. The mats can be purchased in the Childcare office.

## Schedules

### Infant I & Infant II

7:00 - 8:00	Arrival/Breakfast
8:00 - 8:45	Playtime
8:45 - 9:00	Diaper Change
9:00 - 10:45	Naptime
10:45 - 11:00	Diaper Change
11:00 - 12:00	Lunch
12:00 - 1:45	Playtime
1:45 - 2:00	Diaper Change
2:00 - 3:30	Naptime
3:30 - 3:45	Diaper Change
3:45 - 4:15	Snack Time
4:15 - 5:00	Playtime
5:00 - 5:15	Diaper Change
5:15 - 6:00	Playtime

### Toddler I & Toddler II

7:00 - 8:00	Arrival/Breakfast
8:00 - 9:00	Diaper Change/Bathroom/Playtime
9:00 - 9:45	Teaching Time/Activities
9:45 - 10:45	Playground
10:45 - 11:00	Lunch Prep
11:00 - 11:30	Lunch
11:30 - 12:00	Playtime
12:00 - 12:30	Diaper Change/Bathroom
12:30 - 2:30	Naptime
2:30 - 3:00	Diaper Change/Bathroom
3:00 - 3:30	Snack Time
3:30 - 4:30	Playtime
4:30 - 5:00	Diaper Change/Bathroom
5:00 - 5:30	Clean Room
5:30 - 6:00	Playtime

## Drop off/Pick-up Policy

Please sign your child in and out each day with the teacher. Discuss any changes in the time of pick-up with the teacher. If there is to be a change in the person who will pick up your child, please let the teacher know by way of note or phone call before time for the child to be picked up. We will not let anyone pick up your child who is not on the pick-up list.

## Withdrawal

In the event you need to withdraw your child, we ask that you submit a two-week notice in writing.

## Allergies

Please make the Childcare office aware of any serious allergies to food or other allergens. Your child's health and well-being are our first and foremost concern.

## Birthdays

Your child's birthday is very important to him/her, and it is to us as well! If you would like to send cookies, brownies, or cupcakes to celebrate this big day, we will offer these goodies to the class at snack time.

## Biting Policy

We realize that children may bite or try to bite another child. If your child bites another child, the incident will be reported to the Childcare Director. If your child bites three (3) times in one day, your child will be dismissed for the remainder of that day. After excessive biting, parents will be notified and asked to meet with the Childcare Director to establish a plan of corrective action. If these measures are not successful, the child may be dismissed from our Childcare.

## Childcare Teachers

We have dedicated and loving Childcare teachers to care for your child. Our teachers attend workshops and in-house training to better qualify them to do their job. Our teachers have received CPR training, as well as training in what to do in cases of emergencies such as fire or severe weather.

## Communication

Parents are encouraged to communicate directly with their child's teacher regularly. Open communication usually prevents problems from occurring. Should a matter not be satisfactorily handled with the child's teacher, please contact the Director to discuss the matter. The Director has an open door policy and would like for you to feel as welcome here as your child is.

## Discipline

Children who stay in our Childcare program are expected to obey and to respect all of our staff. Discipline includes loss of privileges, loss of playtime, counseling, and notes sent home to be signed. If there should be a situation severe enough, you will get a call home. Any serious discipline problems will be discussed with the parents. Our staff will seek to find a good solution to the problem.

## Emergency Closings

In case of inclement weather that would necessitate the closing of school, or early dismissal from school, a School Alert would be sent via email, text message and phone calls. Parents must their contact information stays up to date in FACTS so that all emergency phone numbers can be reached. Tabernacle Christian School also utilizes social media to alert the school family of closings. Information will also be posted on the school website ([www.tabernaclechristian.org](http://www.tabernaclechristian.org)) and its Facebook page.

Generally, if Jefferson County schools close, then Tabernacle Christian School will also close. However, in some cases, Tabernacle Christian School will remain open if the weather permits in the Gardendale area, or we will close if we deem it necessary.

## Entertainment

We furnish toys and games that contribute to your child's growth and entertainment. For this reason, we ask that you not allow your child to bring toys from home. These have a tendency to get lost or broken, and that can be upsetting to a child. Tabernacle Christian School Childcare is not responsible for toys that get lost or broken. Children may bring a stuffed animal if it helps him/her sleep during nap time. Books, sing-along tapes, or movies may be brought for the entertainment of the whole class. Please label any item that you send. Movies must be G-rated only.

## Financial Information

Questions concerning tuition rates, fees, and other financial details should be referred to the Tabernacle Christian School Financial Office. It is the parents' responsibility to see that these fees and/or fines are paid.

### Financial Policies

All payments are to be made in the Financial Office. A drop box is provided before and after office hours. Payments are due weekly. The late fee is \$20.00. A \$10.00 charge will be applied for returned checks. Two insufficient checks within a nine-week grading period will result in a cash basis for the remainder of the year. Any account not paid in accordance to specified terms is past due. A student whose account is more than sixty days past due is ineligible to enroll or to return for the following semester until satisfactory payment arrangements have been made.

### Late Pick-up

Students picked up after 6:00pm will be charged a late fee of \$1.00 per minute.

## Parties

Traditional holidays will be celebrated with special activities, decorations, and food. Parents are welcome and encouraged to participate. Invitations to private parties will be passed out in class when every child in the class is invited.



## Potty Policy (for Toddler II)

Our Potty Policy is how we train more than one child at a time. Each child is given enough time to adjust to his/her new environment, usually two to three months. With learning new class rules and meeting new friends and teachers, we do not want to add any more stress. We only use pull-ups to begin with due to health concerns. The new “trainers” are taken every thirty to forty minutes until they can begin telling the teacher when they need to go. We will let you know how they are doing and when we think they are ready to try underwear. Even then, pull-ups will be used at nap time until we believe it is time to transition them to underwear. As long as we have the same routine at school and at home, it usually not a long process. The key is to not rush the child. Some take longer than others, so do not let this concern you. We want this time of learning to be as pleasant as possible for everyone.

## Sickness Policy

If your child develops any of the following symptoms, or has any of these illness, he/she will not be allowed to stay in Childcare until they have been completely symptom free, without medication, for 24 hours or have written permission from his/her pediatrician stating they are no longer contagious. You will be called to pick up your child should they develop any of these symptoms while already at school.

1. Fever of 100 degrees or more
2. Vomiting
3. Diarrhea
4. Strep throat (or complaining of sore throat)
5. Tonsillitis
6. Flu
7. Severe cold or colored drainage from nose for more than two days
8. Chicken pox
9. Pink eye or drainage from the eye
10. Rash of any kind
11. Obvious intense pain anywhere
12. Any other contagious illness

If your child needs to take medicine while at Childcare, we require a form on file with pertinent information concerning the medication. For more details, please see the *Medication Policy*.

## Medication Policy

### General Statement

Parents/Guardians should check with the child’s physician to see if a dose schedule can be arranged that does not involve the hours the child is in Childcare.

### Intent Statement

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses, or special health needs for whom a plan has been made and approved by the Director.

## Background

As a result of the Baby Douglas Law, we operate knowing that the administration of medication poses a liability and an extra burden for the Childcare staff, and having medication in the facility is a safety hazard.

By this law, we are required to have clear, accurate instruction and knowledge of why a child needs medication. Childcare providers need to be aware of what the child is taking, when it is to be given, how to read the label directions in relation to the measured doses, frequency, and expiration dates, and to be aware of any side effects. This policy applies to all medication administered for any child within the facility.

## Procedure/Practice

### A. Written Authorization

1. Medication will be administered only if the parent or legal guardian has provided written, signed, and dated consent to include
  - Child's first and last name
  - Name of the medication
  - Time the medication should be given and how often
  - Time of last dose
  - How much medication to give
  - Manner in which the medication should be administered (e.g., oral, topical, injection)
  - Medical conditions or possible allergic reactions
  - Length of time the authorization is valid
2. The length of time the consent is valid
  - 12 months for over-the-counter topical ointments, gels, lotions, or creams
  - 10 days for prescriptions, unless prescription states otherwise
  - 1 day for over-the-counter medication

### B. Prescription Medication

1. Prescription medication must be administered only to the child for whom they were prescribed.
2. Prescription medication must be in its original child resistant container, labeled by a pharmacist, including
  - Child's first and last name
  - Name of medication
  - Date prescription was filled
  - Expiration date and storage information
  - Name of healthcare professional who prescribed medication
  - Instructions on administration (dosage, frequency, etc.)

### C. Over-the-Counter Medication

1. Over-the-counter medications must be in the original container, labeled by the parent/guardian with the child's first and last name.
2. Over-the-counter medications must be accompanied by written instructions signed and dated by the parent/guardian, and administration of medication cannot exceed the recommendations of manufacturer.
3. If the manufacturer's instructions include consultation with a physician for dose or administration instructions, written dosage instructions from a licensed physician is required.

- D. Receipt, Storage, and Disposal
  1. All medications brought in to Childcare should be given to the Director.
  2. Medication will be stored in the Director's office.
  3. Medication will be stored at the temperature recommended for that type of medication.
  4. Emergency medication may be left unlocked so long as it is stored out of the reach of children.
  5. Non-prescription diaper creams shall be stored in the child's diaper bag, out of the reach of children.
  6. Any remaining medication after the course of treatment will be returned to the parent/guardian.
- E. Documentation
  1. A medication log will be maintained in the Director's office to record any time a medication is administered by a staff member.
  2. Medication forms will be kept in the child's file.
  3. Spills, reactions, and refusals will be noted on both the log and the form.
  4. Documentation of topical ointments, gels, lotions, and creams will be noted on the sign in/out sheet in the comment column.
- F. Medical Error
  1. In the event of a medication error, the appropriate first-aid or emergency action will be taken.
  2. The Director will notify the parents/guardians, and, if needed, medical professionals will be called.
  3. The Director will prepare an incident report detailing the event.

## Liability Waiver

By enrolling your child in Tabernacle Christian School Childcare, including After-School Care and Summer Daycamp, you agree to release and hold harmless Tabernacle Christian School and Gardendale Baptist Tabernacle and their owners, directors, officers, advisors, employees, agents, instructors, volunteers, teachers, and all other persons associated with either ministry from any and all suits, claims, demands, costs, and charges associated with or arising from Childcare service, including, but not limited to, personal injury, bodily harm, or property damage occurring while your child/children is/are in the care of Tabernacle Christian School Childcare or Gardendale Baptist Tabernacle.

## Replacement of Milk/Formula

In the event that there is a spillage of breast milk or formula at school, the parents will be notified to come to school with a replacement bottle. Health regulations do not allow us to prepare another bottle for Childcare students.

## After-School Care

### Kindergarten

We offer after-school care for children in K3-K5 from 12:00pm until 6:00pm. Afternoon activities will include a nap, snack, organized games, story time, and free play in the gym or playground. Snacks and drinks will be provided. Please send an extra set of clothing daily in your child's backpack. Your child will need a nap mat for nap time. Mats can be purchased in the Childcare office. Please label all items clearly with your child's name.

## K3-K5 After-School Care Schedule

11:45 - 12:15	Lunch
12:15 - 12:30	Bathroom Break
12:30 - 12:45	Story Time
12:45 - 2:45	Nap Time
2:45 - 3:15	Bathroom Break
3:15 - 3:30	Snack Time
3:30 - 4:15	Indoor Activity
4:15 - 5:00	Playground/Gym
5:00 - 5:30	Indoor Activity

## Elementary

We offer after-school care for children in grades 01-06 from 12:00pm until 6:00pm. Afternoon activities will include a snack, organized games, crafts, and playtime. Snacks and drinks will be provided. Time is allotted for homework to help lessen the work needed to do at home. Please label any items clearly with your child's name.

### Elementary After-School Care Schedule

2:45 - 2:55	Arrive from Classrooms
2:55 - 3:15	Bathroom Break
3:15 - 3:45	Snack Time
3:45 - 4:00	Clean Up Time
4:00 - 4:30	Homework/Quiet Time
4:30 - 5:30	Playground
5:30 - 6:00	Prepare for Home

## Summer Daycamp

Summer Daycamp is offered for children in K3 through 6<sup>th</sup> Grade. We have two separate programs in the summer. One is for Kindergarten, and the other is for Elementary. Calendars are provided listing all activities for the summer.

### Kindergarten Summer Daycamp

Kindergarten students will have a Bible story time each day. They will also enjoy craft time, as well organized games and puzzles. Children should eat breakfast before arriving. Please send a lunch with your child, unless noted on the calendar. Nap mats will be needed for nap time. Mats may be purchased in the Childcare office. Hours for Kindergarten Summer Daycamp are 7:00am - 6:00pm.

### Elementary Summer Daycamp

Elementary students will have Bible based devotional time each day, as well as songs/music. They will also enjoy organized games, puzzles, and sports. Children should eat breakfast before arriving. Please send a lunch with your child, unless noted on the calendar. Field trips are planned for each week. Hours for Elementary Summer Daycamp are 7:00am - 6:00pm.