

Calvary Weekday Ministry

Parent Handbook

Program Policies & Procedures



For God. For Dothan. For the World.

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Vision Statement

Calvary Weekday Ministry exists to glorify God by partnering with families for the spiritual success of future generation.

Mission Statement

In partnering with families to educate children we assist in their emotional, social, spiritual, and intellectual growth. We also desire to help families live out a biblical worldview at home and in the community. To accomplish this, we desire the following:

- Provide ministry to families.
- Provide a witness of Christ and His church to the children and their families.
- To instill in each child a love of God, all that He has created, to praise Him and live by His word daily.
- To help each child develop a positive self-image and positive attitude toward school.
- To assist the child in developing good expressive and receptive language skills, sensory-perceptual skills, gross and fine motor skills, and skills necessary for effective interpersonal relationships.
- To aid the child in achieving life skill independence.
- To work in harmony with parents to provide supportive services if needed.

History of the Ministry:

Calvary Child Development Center and Preschool was established in 1973 under the direction of the Strengthening of the Church Committee appointed by the session of Calvary Baptist Church. It is a nonprofit school, which is operated as an integral part of the objectives and goals of the Calvary Baptist Church. The school was established as an educational service to the community.

In a continuing effort to better serve the church and our community, Calvary Child Development Center and Preschool reestablished the Childcare Program as an extension of the Preschool Ministry in January 1996. The name was changed to better incorporate all the different services provided for parents of Preschoolers during the week. The program is now called The Calvary Weekday Ministry. In 2019, Calvary Baptist Church separated the preschool program from the weekday ministry. It is called Calvary Preschool and Kindergarten.

Ages we Serve

We provide care for children 6 weeks through Kindergarten in our year round programs.

Each child is assigned to a class based on age and/or developmental level. Children will be placed with their school-age group or who they would attend school with but may also be based on the child's developmental needs as well. A September 1st cut-off will be used to ensure proper placement for K2. With the infants to one year old classes, the Director or Ministry Assistant will notify you when your child developmentally approaches time to promote. Promotion of children will also be based on availability in the next classroom. The class guide will be structured as follows:

Tiny 6 weeks to 6 months

Infant 6 months-11 months

Toddlers 6 months to 12 months

Ones 13 months to 24 months

K2 Must be 2 years old by September 1st of the current year.

Extended Day:

K3 Must be 3 years old by September 1st of current year and potty trained.

K4 Must be 4 years old by September 1st of current year and potty trained.

Kindergarten Must be 5 years old by September 1st of current year and potty trained.

Times of Operation

Operating hours are Monday through Friday from 7:00 a.m. until 5:15 p.m.

Enrollment Procedures

Parents may apply for enrollment at any time throughout the year by contacting the Weekday Ministry office during business hours of (8 a.m. to 5:00 p.m.). (In-house Enrollment is in February/Open Enrollment for next school year is April.)

- Enrollment applications must be returned at least one week before the first day of attendance unless otherwise arranged with the Director or Ministry Assistant.
- Before a child can enter our program they must complete the checklist to complete their registration.
- The final step in registration is payment of the \$250 registration fee (non-refundable) through Procare. Set up your account through link sent by director. Once paid your registration is complete and your child's spot is secured.

The forms include:

- Pre-Admission Record
- Immunization Form (Expiration Date in Top Right-hand Corner)
- Photo Release
- Signed agreement page of Parents' Handbook (If child is in extended day you will need to sign both handbooks for Weekday and Preschool/Kindergarten.)
- Signed page of Emergency Procedures

Parents are encouraged to have a pre-admission tour (by appointment only) and/or a phone conference with the director/ministry assistant. We encourage the child/children to meet their teacher prior to first day. This meeting may be by appointment/phone conversation/video. This will give your child an opportunity to meet the teachers before the first full day of attendance.

It is the responsibility of the parent or guardian to report to the Weekday Ministry Director or Ministry Assistant (not the child's teacher) any change of address, telephone numbers (home, work, cell, etc.), employment, emergency contact person (s), medical information, or persons the child may be released to.

Waiting list

Occasionally we will have inquiries concerning a class and the ratio will be at the limit. In this case, a child can be put on our waiting list. We will need the parent/guardian name, contact number, child's name and birthdate. This list starts on April 1 and last until March 31 of the next year when registration starts. Names are not carried over to the next year.

Waiting List Fee for expecting families

- Parents will need to fill out family information and pay \$50 (check/cash) to reserve their expectant child's spot. This fee is non-refundable. Once \$50 is received your spot will be secured.

Enrollment

At the time of enrollment, parents must submit all required paperwork and forms, sign a tuition agreement, and pay the registration fee of \$250. The registration fee will be paid through Procare. The registration fee is non-refundable and is used for purposes of purchasing classroom supplies, materials, and curriculum books. The enrollment fee is due in full upon your child's first day attending the Weekday Ministry for those who register after our yearly registration time. If your child is enrolled for less than a full school year.....no proration of this fee will be considered. Thereafter, the Enrollment Fee will be due

annually every February/March during in-house registration and will be automatically billed to your account. You are required to log in to your account to pay this fee. No enrollment will be accepted if any account has a balance.

Curriculum

Tiny Curriculum-Activities based on age and ability. Tinys will have floor time and tummy time. They also enjoy music and one on one play.

Infant curriculum-Activities for the infants and toddlers will be provided in accordance with each child's developmental level and the ALDHR Child Care Licensing and Performance Standards. Each child will receive frequent personal contact and attention from the staff such as being held, sung to, rocked, and taken on walks. Children will be provided with regular opportunities for verbal interaction, freedom of movement outside their cribs, and a "hands on" exploration of their world. In compliance with ALDHR, infants and toddlers will spend time outdoors daily, weather permitting.

Toddlers' curriculum-Activities for our creeper room is hands on learning, singing, exploring- their environment and their world. They travel outside regularly as our weather permits. They are exposed to all types of textures, shapes, and new faces. They are learning to be more independent and lots of life lessons.

1's and K2 curriculum-our toddler teachers realize that this stage of development is emotionally and physically taxing on children as they go from babyhood to be a preschool child. Teachers will help children learn to be loving and kind toward one another. Even though most toddlers are non-verbal, they do understand conversations. Therefore, language development is taking place each day by talking with the children, encouraging them to use their words to express themselves, and through reading books. Teachers transition children from the baby class into a more structured environment by providing self-directed play, planned activities and outside play times which are incorporated into each day's routine. We use the A Beka Curriculum.

Preschool Extended Day Program (afternoons only)- K3, K4, K5-they will have nap time and playground time each day. They also incorporate table toys, crafts, reading, and movie time.

K3-K4 Summer Program (Full-time Students Only) This program provides new experiences and fun for students.

School-Age Summer Program (Completed Kindergarten-5th Grade) The summer provides time for participation in activities. Vacation Bible School, field trips and other planned activities and outings by the teacher allow for summer fun.

Holiday Care-provided for school age children during holidays/breaks for Dothan City Schools.

Employee Requirements

- The Weekday Ministry of Calvary Baptist Church require all teachers to be 18 years of age or older and have a high school diploma or equivalent.
- The Weekday Ministry employees are required to have twelve (12) hours of training in childcare and development per year. They also complete state/federal required classes in health and safety each year.
- The Weekday Ministry is required to have one person always trained in CPR and first aid on duty.

Clothing and Personal Belongings

- Calvary Weekday Ministry is a place where children can run, jump, explore, learn, and get dirty. Therefore, send your child in comfortable, washable play clothes and sturdy, comfortable shoes that will allow them to walk, run, jump, and play safely. **No** flip-flops or shoes that do not stay on their feet well will be allowed.
- We ask that your child bring a **LABLED** bag with at least one full change of clothes which includes shirt, bottoms, socks, and underclothes. Please put your child's name on all personal belongings. If your child is in the Preschool and Extended Day, they will need 2 sets of clothes.

- **Potty Training-Potty training is different for each child. However, we ask that your child be completely potty trained before they promote/enter the Three-Year Old class. Our teachers will assist you when you feel your child is ready. During this time, please send your child in clothing that is appropriate for training. (Appropriate clothing allows the child to remove his/her clothing quickly, with little or no assistance.) To aid in training, please do not send your child in overalls, pants with belts, and outfits with snaps in the crotch. Children must be potty-trained to enter our K-3 program.**
- Toys, money, jewelry, or candy should not be brought to class unless requested for a special occasion. **NO** chewing gum.
- Please make sure all your child's items are clearly **LABLED** with their name. This includes jackets. Calvary Weekday Ministry is not responsible for lost or stolen items.
- Bottle Bags and Lunch Boxes are the **only** bags allowed in the building on a daily basis.
- All bottles **must** be labeled with a name (no initials). If you use labels, they must be dishwasher safe, or you can use the Inch Bug labels (inchbug.com)
- Any items brought in the building please put in a **Labeled** plastic bag.

Arrival (NO CELLPHONE USAGE DURING DROP-OFF/PICK-UP)

***Procedures will be directed by the administration if unusual circumstances occur**

Normal Arrival Procedures:

Per the Alabama Department of Human Resources-Child Care Licensing and Performance Standards, all children enrolled must be:

1. Accompanied into and out of the building by a parent/guardian or other designated person 16 years of age or older.
2. Signing your child In/Out -You can sign-in/out with your Procare account or us the tablet provided at the front desk. All people who are allowed to pick-up must be added to your child's profile. Security cards will be distributed at the appropriate time and usage will be directed by the administration. Please use the doorbell when you arrive, and someone will assist you. Security card replacement cost is \$8. Security Cards are to be turned in once your child leaves our program.
3. Drop-off time:
All Weekday students: 7:00-8:30 am (After 8:30 will require a school excuse)
MMO students: 7:45-8:30 am (After 8:30 will require a school excuse)
K3, K4, K5 Early-birds: 7:00-7:39 am (In Weekday Building)
4. During times when parents are allowed in the building, please wait in the lobby for a staff person to come and escort your child to their room. The Alabama Department of Human Resources Child Care Licensing and Performance Standards for Daytime Centers states that the Weekday Ministry may only assume responsibility for a child after he/she has been delivered to a staff member by a responsible adult. Please make sure a teacher has made contact with your child before you leave them in the lobby.

Departure (NO CELLPHONE USAGE DURING PICK-UP/DROP-OFF)

***Procedures will be directed by the administration if unusual circumstances occur**

Normal Departure Procedures:

In compliance with the ALDHR-Child Care Licensing and Performance Standards, a written authorization from the child's parent/guardian must be submitted to the Weekday Ministry office before the child can be released to any person other than the parent/guardian or persons designated on the child's enrollment form and Procare account. Any authorized individuals who are unfamiliar with the Weekday Ministry Staff will be asked to show photographic identification, such as a driver's license, prior to releasing the child. **Release of a child to either natural parent cannot be denied unless a legal custody document prohibiting such release is on file in the Weekday Ministry Office or no natural parent is on the application form.**

Normal Checkout Procedures:

1. Children must be accompanied out of the building by a parent or designated person 16 years of age or older.
2. Must be signed out upon departure at the desk or on Procare App.
3. **Calvary Weekday Ministry Staff WILL NOT release a child to any person who is visibly impaired due to alcohol consumption, substance abuse, prescription drugs, or other like substances or if court documents are in place detailing the release of a child.** The police will be called if an individual insists upon such a release.
4. **DO NOT ALLOW** your child the freedom to run or roam the building, classrooms, or the hallways. Calvary Weekday Ministry will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of our Staff. When children are released from the class to the parent/guardian, they are no longer under the care of Calvary Weekday Ministry Staff.

Subsidy Parents

Parents with children on subsidy will need to scan the QR Code at the desk at drop-off/pick-up. If not done, Family Guidance will terminate your child from the program, and you will be responsible for the entire tuition amount.

Illness

Please do not send your child when he/she is sick or has signs of possible contagious illness.

Children who have any or all the following symptoms will not be permitted to remain at the center: fever (100.5 or above), vomiting, diarrhea, constant cough, or constant green runny nose. **This is for the well-being of your child as well as the other children and our staff. Should your child become ill, we will call you to come pick him/her up** within 30 minutes of the phone call.

If your child gets sent home because of illness, we ask that he/she not return the next day.

- Only Well-child visits will be allowed to return to Calvary Weekday once they leave the building. You will need a school excuse from the doctor to show you were at the doctor's office.
- If your child leaves to go to the doctor due to sickness they will not be allowed back in the building that day. If they are not contagious, not showing symptoms listed below and doctor approves, the child may return the next day and will need the doctor's note stating they are not contagious.

We will send your children home for the following:

- Fever of 100.5 or higher.
- Vomiting.
- Diarrhea which is defined as watery and does not stay within the confines of the diaper.
- Constant, unexplained cough
- A constant green runny nose
- An unexplained rash
- Any symptoms of a communicable disease or condition
- Any symptoms of Hand, Foot, and Mouth-To return your child must be at least 24 hours fever/medicine free and all blisters/bumps etc. be dried and/or scabbed over. New blisters will require a child to go home.
- Any symptoms of Pinkeye-So, if they are sent home on Monday Morning they cannot come back to school until Wednesday.

If your child is sent home for fever, diarrhea, vomiting, pinkeye, HFM they will be required to stay home the next full day after being sent home from school. For example: if your child is sent home on Monday (regardless of time) for fever, etc. they will not be able to return to school until Wednesday.

Your child must be symptom free (fever, diarrhea, vomiting, etc.) without medication for 24 hours prior to returning to Weekday.

To return before the next full day period, you will be required to present a doctor's written note that your child is free from contagious disease. We reserve the right to request a doctor's written instructions if your child continuously exhibits any of the above symptoms and the doctor says this is normal behavior.

If you take your child to the doctor for any sickness such as Hand, Foot, And Mouth, Pinkeye, rashes, any sickness which may be contagious requires a doctor's note to come back to daycare. A doctor's note stating your child is free from any contagious disease.

Medication Policy

We are a **No Medication Facility**.

Emergency Medications Only:

Emergency Medications: We will administer only emergency medications such as EpiPens and prescription diaper creams.

- **EpiPens:** Must be in their original packaging with the prescription attached. The prescription serves as a doctor's note. A medication form must be completed and filed to log any usage of the EpiPen. The EpiPen will be stored in a locked cabinet until needed.
- **Prescription Diaper Cream:** Must be in its original packaging with the prescription attached. The prescription serves as a doctor's note. A medication form must be completed and given to the teacher. This form is valid for one week only. Medication will be discarded at the end of the day on Friday, if not picked up. All remaining medication will be discarded by Monday.

Important Notice:

We do **not** administer prescription or over-the-counter medications, including Tylenol, bug spray, diaper rash cream, sunscreen, eye drops, and ear drops. If your child needs medication during school hours, you are welcome to come and administer it. Please avoid coming during naptime. Please make arrangements to administer medications outside of naptime hours.

Nutrition Policy: Meals and Snacks

- Only children arriving **WELL before 8 a.m.** can bring a breakfast meal and **must be finished by 8 a.m. Ready to start class.** If you bring breakfast, please help us and make it easy to eat/clean-up. All remaining food will be discarded at 8 a.m.!
- The Weekday Ministry will provide nourishment three times each day (lunch/ 2 snacks 5 days per week and it is included in your tuition): morning snack, lunch, and afternoon snack will be given to the children. All meals and snacks are prepared based on the Recommended Dietary Allowances contained in the Food Pyramid and follow the Alabama Department of Health Standards. A menu will be sent home each month. The menu is subject to change as circumstances warrant.
- We ask you please do not send/buy carbonated/sugary drinks for your children to start their day.

Diapers/ Formula

- Please bring diapers and wipes to the classroom by the bag or container clearly marked with child's name, rather than a daily supply. When running low, a 2-3-day notice will be given through ProCare and/or verbal contact. If you fail to bring diapers after multiple attempts, Calvary Weekday Ministry holds the right to purchase the necessary items for your child and add them to your account.
- Formula should be brought **pre-mixed from home and ready to feed.** Bottles can be stored in the refrigerator. All formula must be discarded if not taken within one hour.
- Breast milk needs to be premeasured, so it is ready to pour in a bottle once defrosted. It also needs the date it is pumped and the child's name on the bag.

- Prescription diaper cream will need a properly filled out medicine form. Medicine form covers one week only, and dates cannot be changed on form. A new form is required each week.

Daily Rest Periods

Provisions will be made each day for each child to rest. A minimum of 45 minutes per day and a maximum of 2 ½ hours rest time will be available for each child. Children are not required to sleep. However, we ask that they lay on their nap mat quietly so the other children in the classroom can nap. If you need to pick-up/drop-off we ask that it be before nap or after nap if possible.

Nap Mat and Nap Time Procedures

- Each child at Calvary Weekday Ministry, except infants and toddlers, needs to have his/her own nap mat to use for rest time. A nap mat is a mat with a pillow and sheet sewn together. Due to limited storage space, please do not send sleeping bags, bulky blankets, separate pillows, etc.
- Please bring a nap mat in a LABLED white garbage. This serves as storage for the week and will go home at the end of the week.
- Nap mats must be picked up each Friday afternoon to be laundered and brought back to the Weekday Ministry on Monday morning.
- If your child has a naptime accident, you will need to take their nap mat home. Please wash and return the following day.
- If your K3 student needs to wear a pullup during naptime, we will be glad to assist in this way by December 1st. After this time, we will not use pullups during naptime.
- K4 and Kindergarten will not use pullups during naptime.

Behavior Policy

Purpose

Our goal is to foster a safe, caring, and positive learning environment where each child feels valued and supported. We believe in guiding children toward making positive choices while helping them develop self-control, empathy, and responsibility. Our approach emphasizes understanding, consistency, and collaboration between school and home.

1. Behavior Expectations

To maintain a positive and respectful environment, children are encouraged to:

- Use gentle hands and kind words.
- Listen and follow directions from teachers and staff.
- Show respect for others, their belongings, and the classroom environment.
- Move safely in all areas of the school and playground.
- Share, take turns, and participate cooperatively in group activities.

2. Positive Guidance

Our approach to behavior management focuses on teaching appropriate behavior through positive reinforcement and modeling. Teachers support children by:

- Demonstrating respectful and caring interactions.
- Providing clear, consistent expectations and boundaries.

- Redirecting behavior toward more appropriate activities.
- Recognizing and praising positive choices and efforts.

3. Addressing Challenging Behavior

When a child experiences difficulty following expectations, staff will respond calmly and consistently to help the child reflect and learn. The following steps may be taken:

1. **Reminder/Redirection** – The teacher reminds the child of the expectation and provides guidance toward a more appropriate behavior.
2. **Calm-Down Space** – The child may be offered a short break in a designated quiet area to regulate emotions and regain self-control.
3. **Reflective Conversation** – Once the child is calm, the teacher will engage in a brief discussion to help the child understand what occurred and identify positive choices for the future.

4. Parent Communication and Support

Open communication between home and school is essential for each child's success. If a child's behavior requires additional support:

- Parents will be contacted to discuss strategies for helping the child succeed.
- If two contacts occur within one day due to ongoing challenges, the child may need to go home for the remainder of the day to reset. Before returning, a meeting with the director will be scheduled to develop a behavior support plan.
- If a child is sent home on three occasions for behavioral reasons, a conference will be held to determine whether the program continues to meet the child's needs.

Note: Parent contact refers to instances when a child's behavior is significantly disruptive or unsafe and requires additional support beyond daily communication.

5. Unsafe or Harmful Behaviors

For the safety of all students, certain behaviors will result in immediate parent contact and may bypass the preceding steps. These behaviors include, but are not limited to:

- Physical aggression (hitting, kicking, biting).
- Intentional destruction of property.
- Leaving the classroom or playground without permission.
- Behavior that endangers the safety of the child or others.

6. Partnership with Families

We believe that consistency between home and school supports children in developing positive behavior. Families are encouraged to:

- Reinforce school expectations in a supportive manner at home.
- Communicate openly with teachers regarding any changes or circumstances that may influence

behavior.

- Collaborate with staff on strategies that promote the child's social and emotional success.

Our Commitment

We are committed to guiding each child with patience, respect, and understanding. Our policies are designed to protect the well-being of every student while promoting a nurturing environment where all children can learn, grow, and thrive.

Biting Policy

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try biting, to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a surefire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, feeling a sense of power, and even hunger. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Calvary Weekday Ministry, after consulting childcare experts and manuals, and submitting to the Weekday Committee has developed the following plan of action to be used if, and when biting occurs in any of our rooms.

Before biting occurs:

1. Information on biting is given to parents as their child enters the 1's room.
2. Distribute written policy to all families and include the written policy in the enrollment packet.

When the child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as "biting is not okay-it hurts" Avoid immediate response that reinforces the biting or calls attention to the matter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and has a conversation about biting, on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people" OR "That hurts Johnny when you bite him. He is sad."
3. Redirect the child to other play.
4. Accident Report is written to inform the parents about the bite. This is done through Procare or written reports.

For the victim.

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. The accident Report is written to inform the parents of the victim who was bitten. This is done through Procare.

If biting continues:

1. Have a conference with the Director on a routine basis for advice, support, and strategy planning. At this point, should the biting continue, parents will receive a call from the director and the child will be given a "day of rest" at home from his classroom environment. This should be explained in the very first conference.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedure that will be followed to deal with it.
4. "Shadow" children who indicate a tendency to bite.
 - a. Head off biting situation before they occur.
 - b. Teach non-biting responses to situations and reinforce appropriate behavior.
 - c. Adapt the program to better fit the individual child's needs.
5. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop joint strategies for change.
6. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed. At this point, Early Intervention may need to be called for a more expert opinion and suggestions of how to handle the biting issue on a personal level.
7. Consider early transition of a child "stuck" to a biting behavior pattern for a change of environment, if developmentally appropriate.
8. Prepare the parents of the biting child for the possibility that the child may have to be removed from the center and help them make contingency plans.
9. If it is deemed in the best interest of the child, center, and other children, termination of the child from center enrollment for the duration of the biting stage may occur. Verbal/Written warning will be given to the parents of the biter.

Reporting Child Abuse and Neglect

We understand the importance of family unity, however, if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention we are required by law to report it to the Houston County Department of Human Resources. We are mandatory reporters.

Holiday and Birthday Celebrations

We celebrate Thanksgiving, Christmas, 100 Days of School, Valentine's Day, St. Patrick's Day, Easter, 4th of July, Spring and Fall.

Celebrations may include special food, activities, and/or special guests. We also love to celebrate birthdays!

Please make plans with your child's teacher if you would like to bring a special party snack.

NOTE: Make sure to ask your child's teacher if any children have allergies, special diets, or medical concerns. Because they present a choking hazard, latex balloons are not welcome. Mylar balloons are a much safer choice. If you would like to send invitations to a party through Calvary Weekday Ministry, invitations must be for ALL children in your child's class. A list of names can be obtained by contacting the office.

Staff-Parent Communication

We are your child's surrogate family unit while you are away at school, work, etc. Communication is a vital part of this relationship. Our staff strives for open, continuous, and growing communication with each child's family. As the staff, it is our responsibility to communicate with you about your child's progress throughout the school year. As the parent/guardian, it is your responsibility to inform your child's teacher about any family events (i.e. parent out of town, grandparents visiting, parents separating, parent surgery, death of a pet, or a child being on a particular medicine, etc.) As these events may affect the behavior of your child. Parents are urged to talk with the staff and/or administration about any problems that may arise concerning the classroom or the child. However, **please do NOT engage a**

teacher while ANY child is in that teacher's care. Written messages, emails, or phone calls can be used to arrange a conference. Please inform your child's teacher if your child is on antibiotics or is teething, due to a change in their bowel movements, eating habits, etc.

Communication methods include the following:

- **Initial meeting with parents** - Prior to enrolling your child into our program, the Director and/or Ministry Assistant will show you around the center and answer any questions you may have. Depending on circumstances, this may be by appointment and after hours. This is a good time to share any concerns you may have about your child with us as well as if he or she is on any type of medication or has special needs of which we need to be aware.
- **Email** -Items sent via email include important reminders, announcements, etc. Please ensure we have your most current email address on file.
- **Facebook** - Our Facebook page is Calvary Weekday Ministry. Please like our page, we post important announcements and reminders on this venue.
- **Weekly/Monthly Calendar** - All classes will send home a weekly or monthly calendar/menu.
- **Classroom Schedule** - Each classroom has a schedule posted inside the classroom to inform parents of their child's daily activities.
- **Procare/Daily Reports** – All daily reports will be going through Procare. Please make sure your account is set up for you to get text/emails.
- **Parent/Teacher Conferences** - Conferences between parents and teachers are encouraged to keep the lines of communication open. If you desire a conference with your child's teacher, please contact the office and we will assist you in scheduling a meeting at a time convenient to you and the teacher. Conferences will be held at least twice a year.
- **Remind.com**-Please join your child's class for important announcements, etc. through text on your cell phone. You will be given the number to join the class by the administration. All announcements of sickness in your child's class will be announced on Procare/Remind only.

Newsletters, notes from your child's teacher, and important notes from administration are sent home regularly in your child's bottle bag/stapled papers/ticket folders. Please check often for these items. **You are responsible for this information.**

Emergency Procedures

The Weekday Ministry has emergency procedures to deal with fire and inclement weather. Tornadoes and fire drills are executed on a regular basis.

- **Fire**
In case of fire, each teacher has been instructed as to the evacuation plan. Parents will be notified ASAP.
- **Inclement Weather**
If there is inclement weather, the children will line up in the hall. If the weather warrants dismissal of students, parents will be notified in the best and quickest manner possible. Should the staff be unable to reach the parents, the person(s) listed on the emergency contact form will be contacted. As a rule, the Weekday Ministry closings due to inclement weather will correspond with Dothan City School System closings. Should the center need to close for any reason, tuition will not be refunded or reduced for closures.

PARENT CODE OF CONDUCT We require the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this environment is not only the responsibility of the employees of Calvary Weekday but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

- **Swearing/Cursing** No parent or adult is permitted to curse or use other inappropriate language on our property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. At NO time, shall inappropriate language be directed toward members of the staff.
- **Threatening** of employees, children, or other adults' threats will not be tolerated and will be reported to the appropriate authorities. Parents must be responsible for and control their behavior.
- **Physical/Verbal Punishment** While reprimands may be necessary while at the Center, it is not appropriate for parents to physically or verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss behavior issues with the teacher and/or Director to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing children, for correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or the Director. Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavioral concerns should be discussed with the classroom teacher or Director. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are prohibited from discussing anything about another child with you. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center. While it is understood that parents may not always agree with the employees of Calvary Weekday or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are prohibited.

Concerns

If you have concerns about your child's classroom, please talk with your child's teacher first. If the problem is not resolved, please speak with the Weekday Director, if further assistance is needed. We also encourage you to set up a parent-teacher conference at least once a year to check on the progress of your child. This will need to be scheduled for the afternoon nap period. If you have a concern about a center-wide decision or policy, please talk to the director or ministry assistant. Our teachers are not responsible for center-wide decisions or policy, please refrain from complaining to them about a subject that is beyond their control.

DISMISSAL FROM PROGRAM Calvary Weekday Ministry reserves the right to dismiss any child at any time. The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the property in a calm and respectful manner, immediately. Reasons for dismissal from the Calvary Weekday Ministry include, but are not limited to:

- Continuous negative or disruptive behavior by the child
- Bullying, racial slander, or belittling by the child.
- Failure to pay tuition & fees on time.
- Routinely late picking up your child
- Failure to complete all required forms.
- Physical or verbal abuse of any person/child or property
- Our inability to meet the child's needs.
- Lack of compliance with handbook regulations

Field Trips

Summer Camp and Calvary Preschool and Kindergarten are the only programs for students who go on field trips.

Parents will be notified prior to each field trip. A signed permission form is required for each field trip. If the children go on a field trip, the Weekday Ministry will provide transportation on the church bus/van. All children who require a car seat are required to bring a labeled car seat to travel. **No siblings are allowed on field trips.**

***The Department of Human Resources does not inspect away-from-facility activities, including swimming, transportation, or any other activities. The licensee shall assume full authority and responsibility for activities away from the facility.**

Accidents

Should a child receive an injury requiring professional medical treatment while in attendance in the Weekday Ministry, notification will be given to the parents and the church's current insurance.

The church's insurance will cover most medical expenses up to \$5,000.00 after your personal insurance has been filed.

Holidays

The Weekday Ministry tries to remain open as much as possible to be a benefit to parents. We follow the Dothan City School Calendar and the Calvary Baptist Church Office Schedule.

The following holidays will be observed, and we will be closed:

- Martin Luther King Jr.
- Good Friday
- Memorial Day
- July 4th Day-1-2 days before/after may be taken also if on a Tuesday/Wednesday/Thursday.
- Teacher In-service Day (TBA)
- Labor Day
- Wednesday before Thanksgiving Close at 12:15pm
- Thanksgiving Day
- The day after Thanksgiving
- We will be Closed starting on Christmas Eve - New Year's Day. We will return the next business day after January 1, if not on Friday. If the holiday falls on a Wednesday, we reserve the right to close 1-2 days prior/after due to the closing of preschool and/or church office closing.

In the event these days fall on a weekend, we may be closed Tuesday, or Thursday. Calvary Weekday Ministry will determine which days during the week to be closed.

Closing/Quarantine

In the event our area or state requires us to close and quarantine you will be notified by one or more of the following ways:

- Call/text from child's teacher.
- Note from school.
- Procare message/email/text
- Facebook Page
- Remind
- Note on the door at pick-up.

During these times of quarantine, we will inform you through Facebook, Procare, and Remind of all information related to closing and re-opening. We are in constant contact with officials who guide us through these perilous times with up-to-date information.

Billing

Bills will be sent through Procare and managed by Calvary Weekday and Calvary Preschool and Kindergarten. Invoices will be sent on the 1st of every month and funds will draw out of the account on the 15th. A 3% charge will be added to your account if you choose to use a debit/credit card. Withdrawing from your bank account is free. Fees are not prorated.

Penalty Charges

- If your tuition amount will not allow Procare to withdraw we will add a \$20 fee to your bill.
- Late Pickup Fee \$4/minute
- A late pickup fee will be charged if a student is picked up after operating hours. The operating hours are from 7:00 a.m. until 5:15 p.m., Monday through Friday. A grace period of 5 minutes will be given to allow for traffic and clock differences. If your child is not picked up by 5:20 p.m., a late pickup fee of \$4.00 per minute will be charged to your account. Phone calls to notify of late arrivals are appreciated but will not exempt a late pickup charge. This grace period is only given 3 times. If it persists, you will be charged \$4 starting at 5:15 p.m. **Consistent late pickup could jeopardize your child's enrollment.**

Delinquent Accounts

If an account becomes two (2) weeks overdue, it will be necessary to deny the privilege of keeping your child unless prior arrangements have been made. It is our desire to maintain an open line of communication with all parents.

Withdrawal Policy

If a parent decides to withdraw from the program, a two-week paid notice is required in writing with payment. When withdrawing your children, the Director must be notified, to stop accruing tuition notifying teachers is appreciated, but will not exempt the charge. If registration is already paid for the next school year it is non-refundable.

CONCLUSION Again, we truly appreciate having the opportunity to serve your family and be a part of your child's life. If you have any questions regarding the program and/or our policies and procedures, please feel free to contact Calvary Weekday.

Calvary

Weekday/Preschool & Kindergarten

Fee Information

Effective 8/1/2026

| | |
|-----------------------------|----------------------|
| Registration | \$250/child/annually |
| Newborn Secured Reservation | \$50 |

| | |
|----------------------------------|-------------|
| Full-Time Care~6 weeks~K2 | \$650/month |
|----------------------------------|-------------|

*Lunch and snacks provided when child begins eating off menu

| Preschool Only (snack provided for all preschool classes) | Time:8am~12pm |
|--|----------------------|
| 3-year old 5-day (M-F) | \$325/month |
| 4-year old 5-day (M-F) | \$325/month |
| Kindergarten (M-F) | \$325/month |
| Preschool Supply Fee | \$150/annually |
| Extended Day (12~5:15 w/lunch and snack) | \$350/month |
| Additional Child Discount | \$20/month |

| Mother's Morning Out (1 & 2 year olds) | 8am~12pm w/snack & lunch |
|---|--------------------------|
| 2-day | \$175/month |
| 3-day | \$225/month |
| 4-day | \$275/month |
| 5-day | \$325/month |

| | |
|--|------------------------|
| School Age Care: (Kindergarten~5 th grade) | snacks/lunch included |
| Summer Camp (completed K5~5 th) | \$1450 (entire summer) |
| Registration | \$250~Due April 15 |
| June & July Tuition (until school starts) | \$600/mon on 15th |

| | |
|---------------------------------------|------|
| Holiday Care (school holidays) | \$28 |
|---------------------------------------|------|

Calvary Weekday Ministry Parent Handbook

Parent Agreement

Please sign and date this page and return to the Weekday Ministry office along with all your child's or children's paperwork.

I agree to adhere to the policies of the Calvary Baptist Church Weekday Ministry as outlined in the Parent Handbook.

Name of Parent/Guardian

Date

Name of Child

Birthdate

Please initial the following statements:

- I understand that all tuition and registration fees are non-refundable.
- I agree to use the security card system when in use. Lost cards will be replaced for \$10.00 per card.
- A \$4.00 per minute/per child late charge will be charged to my account if my child/children are picked up after operating hours. A grace period of 5 minutes will be given. After 3 times, the charge will start at 5:15 p.m. If lateness persists it could jeopardize my child's enrollment.
- I understand that if I fail to comply with teachers request to bring necessary items, such as diapers and wipes, Calvary Weekday Ministry has the authority to purchase such items and charge them to my account.
- I understand that I must give two weeks' written and paid notice before withdrawal and that I'm responsible for those two weeks of childcare payment.
- I understand that a 3% charge will be added to my recurring charges each month if I choose to use a debit/credit card to pay tuition.
- I understand that I am responsible for following all rules and regulations in the parent handbook.
- I understand that Calvary Weekday Ministry is a medicine-free facility.