



# *Open Door Baptist Church* Child Development Center

7000 Gloryland Way, Denham Springs, LA 70726 225-791-0480  
[www.opendoordaycare.com](http://www.opendoordaycare.com)

Dear Friend,

Thank you for your inquiry regarding Open Door Baptist Church Child Development Center. We have enclosed a handbook for your convenience and believe it contains most answers to typical questions. However, if you need me or have any questions not covered, please feel free to call me at your convenience. Also, in this packet you will find the necessary enrollment forms.

The registration fee is \$80.00 per child plus the first week's tuition. Our tuition is as listed in the handbook. To ensure your child a secured place in our center, quickly return the pre-registration form back to us. Please make your check payable to ODBC-CDC.

Again, thank you for your interest. We look forward to hearing from you and hope to be a blessing to you and your child.

Sincerely,

Rita Jackson  
Daycare Director  
225-791-0480 ext 106



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Date: \_\_\_\_\_

I, \_\_\_\_\_, do hereby reserve my child/children a position in the ODBC-CDC. I understand my deposit is \$80.00, plus the first week's tuition, per child, and is only to hold my child's position and is non-refundable.

Their name(s) and birthday(s) are listed below:

| Name  | Birthday | Class |
|-------|----------|-------|
| _____ | _____    | _____ |
| _____ | _____    | _____ |

| Name  | Birthday | Class |
|-------|----------|-------|
| _____ | _____    | _____ |

My child's start date is \_\_\_\_\_

| Address | City  | State | Zip   |
|---------|-------|-------|-------|
| _____   | _____ | _____ | _____ |

Mother's E-Mail: \_\_\_\_\_

Father's E-Mail: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

Rita Jackson, Director

### OFFICE USE ONLY

**Non-refundable** Registration Fee Pd:  Cash  Check # \_\_\_\_\_ Date: \_\_\_\_\_

A **non-refundable** Book Fee of \$200 (2yrs and up) or \$100 (1 yr olds) is required of all students at enrollment.

Book Fee Pd:  Cash  Check # \_\_\_\_\_ Date: \_\_\_\_\_

A **non-refundable** payment of the first weeks tuition is due at time of enrollment.

Tuition Paid:  Cash  Check # \_\_\_\_\_ Date: \_\_\_\_\_



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### Price List Effective – September 1, 2012 – August 31, 2013

#### Registration Fee

\$80 Each New Student/First Week's Tuition  
 \$25 Each Returning Student-Registration begins 09/01/12

#### Weekly Rates

Infants – 1 year \$140 per child  
 2, 3, & 4 years \$130 per child

(Discount for multiple children - \$15 after first child)

#### Curricular Activity Fee

\$100 per year/per child – one year olds  
 \$200 per year/per child – Ages 2 and up  
 Due August 17, 2012

This fee includes curriculum materials, Spanish classes, and school supplies. Tumble Time will be offered as a separate option for each child for \$18 a month.

#### Before and After School Prices

B/A – public school \$90 per week/per child-includes bus fare to/from bus service to Lewis Vincent, Denham Springs, Juban Parc, Southside, South Fork, & Gray's Creek Elementary Schools.

B/A – Lewis Vincent Students \$80 per week/per child – B - \$60 & A - \$25  
 After school only – public school \$70 per week/per child  
 Before school only – public school \$35 per week/per child  
 B/A SCA \$75 per week/per child  
 After school only – SCA \$60 per week/per child  
 Before school only – SCA \$25 per week/per child  
 SCA – K4 & K5 Special discounted rates

\*Additional daily fee's will be announced for school age children attending the Center all day during school holidays.

\*No discount is allowed for illness, holidays, or school closure due to bad weather.

\*Full weekly tuition is due as long as the child remains enrolled.

\*\* A late fee of \$10 will be charged each day that your account is past due. \*\*

## ATTENDANCE

Hours of operation are 6:00 am until 6:00 pm. If you pick up your child up after 6:00 pm, there is a late fee of \$1.00 per minute you are late. In the same manner, our center does not open until 6 am. We will not have adequate staff to watch your child until we open.

Discounts for more than one child are the first child pays regular price, each additional (full time only) child gets a \$15 per week discount off. If the additional child is a before and after schooled child, there is no discount (unless enrolled full-time at SCA). Any changes in pricing will effect new students starting from effective date 09/01/12. We would ask that all children be at school no later than 9:00 a.m. However, teaching for the K2 & K3 classes begin at 8:30 a.m. If your child is in either class, please attempt to have them here by 8:30 to ensure they do not miss any lessons. This policy is to help get the children on a structured schedule and helps with student/staff ratios. Please contact the daycare office if your child is going to be late to school for any reason. We appreciate your help. Thank you for allowing us to help take care of your precious gift(s) from God!

## PENALTY FEES

Tuition is payable in advance, either weekly or monthly. No exceptions will be made unless you receive approval from the director. Accounts not paid in full by Monday afternoon of each week will be charged a late fee (see price list for amount). If you account is not paid on Monday morning, you have until Friday morning of that same week to bring your account current. If accounts are not paid within the allotted time due your child will not be accepted into the center the following Monday.

## AFTER HOURS CHARGES

**ODBC-CDC's policy is that children are not allowed to stay at the daycare longer than 10 hours.** The closing hour is promptly at 6:00 pm. A late charge of \$1.00 per minute will be made for a child who remains in the center after 6:00 pm.

## RECEIPTS

Make checks or money orders payable to ODBC – CDC. If you pay cash, please have the correct amount and wait for a written receipt before leaving the center. We are not responsible for cash payments that are left and not receipted.

## INSUFFICIENT CHECKS

A \$25 charge will be applied to all NSF checks. After the second NSF, tuition will be accepted on a cash/money order only basis.

## REQUIREMENTS FOR ENTRANCE

The center provides care for children between the ages of 6 weeks and 15 years old. State requires the following forms to be completed and returned to the office before entrance of a child:

1. Master Enrollment
2. Permission for Emergency Care
3. A current shot record with a current expiration date
4. Third Party agreement
5. A Copy of Birth Certificate

## WITHDRAWAL FROM CENTER

A minimum of two (2) weeks written notice is required when you plan to withdraw your child from enrollment at the center. If written notice is not given, you are held responsible for one additional weeks tuition cost.

### DISMISSAL FROM CENTER

Should consistent discipline problems such as, but not limited to, erratic and/or abusive behavior, such as biting, kicking or any other behavior that would put himself or another child in danger; the director will notify parents. It is the parent's responsibility to offer complete cooperation with the center in order to resolve these issues. Only by working together will we be successful in handling each child's needs. Consistent misbehavior of a child and/or parental lack of involvement and if all attempts made to curb the misbehavior are unsuccessful, this center will no longer be able to care for your child. The center will give two weeks notice if a child is dismissed from the center.

### DISCIPLINE POLICY

Discipline is a form of guidance and shall be constructive, its purpose being to help the child learn acceptable behavior through understanding rather than forcing him/her to conform to adult standards. The child's age, intelligence, emotional makeup, and his/her past experience will be considered when redirecting and guiding the child's behavior. Children need patience and understanding if they are to establish habits which make for good citizenship. Discipline should be fair and consistent, and every effort should be made to help the child see it as such. Encouragement and praise of good behavior is more effective than punishment. The child's acceptance of discipline and his ability to profit by it depend largely upon his feelings that he is liked and accepted. At this center, the following guidelines will be used concerning discipline:

1. No child will be subject to physical, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children. Derogatory remarks shall not be made in the presence of children about family members of children in care, or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline, even though it may not be specifically mentioned as forbidden, is prohibited.
2. If the parents have specific desires concerning discipline, they should consult the child's teacher or the director.
3. No child or group of children shall be allowed to discipline another child.
4. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member. When a child is in time-out, he/she will be in time-out for one (1) minute per his/her years of age.
5. No child shall be deprived of meals or snacks or any part thereof for disciplinary reasons.

### ABUSE & NEGLECT POLICY

Any employee of this center is required by state law to report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the Department of Social Services-Child Protection Agency. This statement as well as the local Child Protection Agency telephone number shall be posted.

### MEDICINE AND MEDICATION FORMS

1. Medication shall not be administered to any child in the daycare if not prescribed and recommended by a licensed health care provider.
2. Prescribed medication brought into the daycare by the parent shall be dated, kept in the original container, labeled by a pharmacist, and include the following:
  - a. The child's first and last name.
  - b. The date the prescription was filled.
  - c. The name of the physician who wrote the prescription.

- d. The medication's expiration date.
  - e. Specific, legible instructions for administration, storage and disposal.
3. Medications with instructions such as "as needed" or "PRN" shall be accompanied by a clear written explanation defining when the medication is to be administered. Also side effects need to be listed. Every medication has a side effect.
  4. For long-term medications, child care providers shall obtain a medication authorization form with signature of parent every three (3) months.
  5. All aerosol medications (breathing treatments) shall be delivered to the child care facility in a pre measured dosage.
  6. All prescription medications shall not be kept at the child care facility overnight. All unused medications (including liquid meds such as cough syrup or other unused meds such as topical ointments-diaper rash cream) shall be locked in a cabinet at all times when at the Center.

You will need to fill out an authorization form that includes the following:

(Please have this information ready to put on the form)

1. The child's name
2. The name of the medication
3. The physician's name, business address, office telephone number and emergency numbers
4. The pharmacist's name, business address, and telephone number
5. The frequency (how often) and time the medication is to be administered
6. The route (mouth, eye, ear) and dosage of medication
7. Directions for storage
8. A written statement of the desired effects, side effects and specific instructions (pharmacy papers will be fine)
9. Signature of parent and date
10. Duration of medication (how long-4 days, 7 days?)

\*\*In addition to a parent's authorization, a written/faxed physician's recommendation including your child's name, medication, method of delivery, frequency of dosage, dates to be given, any special instructions, as well as your physicians' signature and office stamp must be presented before we can administer the medicine. To obtain a form requesting this information, please request one in the office. \*\*

The state forbids Pedialite or Gatorade in the daycares. They feel if your child needs these, they need to be home with the parent. Parents are not allowed to put any medication in baby's bottles or cups.

When a child has fever: if taken under the arm, and its 100 degrees or more, the child has to go home. We cannot give over the counter Tylenol to prevent fever. The only way we can give over the counter meds is if a doctor can fax an order in to us or if you go and pick up a prescription for certain medications. The order will need to include how often it needs to be given and side effects. Also, if your child leaves with fever, they have to stay home the next day and/or at least 24 hours from when fever stops. When your child is sent home because of fever, rash, vomiting, etc, you have to have a doctor's written note saying they are not contagious before coming back to daycare. When medication is prescribed for 3 or more times daily we are only allowed to administer at 10am and 2pm only, unless specific times are required and approved by the doctor. No medications can be left in a diaper bag.

#### MEDICATION STORAGE

Medicines shall be stored in a locked medicine cabinet at all times. No medicine will be left outside the cabinet. No medication may be kept in any room or in a diaper bag according to State Licensing regulations.

## ILLNESSES

The center is a place for WELL children, so please do not send your child when he/she is sick or has signs of a contagious illness. Children with the following illnesses or symptoms shall be excluded from the center based on potential communicability of the disease. Periods may be extended beyond this depending upon individual conditions. (see bulletin board for information)

## CURRICULUM

The A Beka Book curriculum and workbooks, written from a Christian perspective, are used as the primary curriculum. Workbook fees are announced at the beginning of each school year. It is our desire that all children (K-2, K-3, and K-4 classes) be at school by 9:00 a.m. when class begins.

## EMERGENCY CLOSURES

In the event we encounter an emergency situation such as bad weather conditions (hurricanes, tornadoes, tropical storms, etc.) Power outages, hazardous road conditions, etc., we will close the center. We will try to alert parents in the event of closure. If we close the center, we will leave a message on our voice mail to inform parents. We will also announce closures on radio stations, 101.5, 103.3 FM & 1150 WJBO - AM  
Note: Television stations may not always alert the public about daycare closures! If we need to close during regular hours of operation, we will notify parents through emails, phone calls, and texts as soon as possible. In addition to contacting parents, we will have a recording set on our voicemail with closure details. If you suspect we are going to close the center, call or text the director, as well as listen to the radio or television.

## EMERGENCY PLANS

A written plan is provided to all employees at the beginning of employment. The office stores an emergency container which includes all items which may be needed during any emergency. This container will be transported with all children in the event of an emergency. All emergency events and closers will be posted on our website, [opendoordaycare.com](http://opendoordaycare.com), mass emailed, and posted on Facebook. Please maintain up to date records with us to ensure you receive all communication.

Fire Plan – The Fire Plan is activated by the automatic fire alarm system. Each teacher will bring the clipboard with roll and master records. They shall follow the fire escape plan posted in his/her room, bringing the children to the designated areas for safety. The teacher will take roll. The director will call 911 and check all rooms.

Building Evacuation Plan – The Building Evacuation Plan is activated by the fire alarm system or verbal communication by the office staff from room to room. Everyone proceeds as quickly as possible away from the building. We will relocate to other ministry building if possible, if not, we will relocate to one of the following places:

- Northside Baptist Church  
200 Cockerham Road, Denham Springs  
225-664-3161
- Walker Baptist Church  
10696 Florida Blvd., Walker 225-667-4139
- First Assembly of God church  
9027 Florida Blvd, Denham Springs 225-791-9101
- Hebron Baptist Church  
24063 LA HWY 16, Denham Springs  
225-665-6278

Tornado Plan – The Tornado Plan is activated verbally. The words “Teachers, move to your safe place” will be used to signal the onset of the plan. Employees will quickly gather children into hallways or bathrooms

avoiding outside walls and windows. The teacher will take roll. Children will be instructed to crouch down and put their heads between their legs, covering their head with their hands. The director will listen to the radio for weather updates.

Hurricane Plan – Employees will listen to the radio for the latest weather news. If time permits, we will contact parents to pick up the children. Flashlights and batteries will be available. The staff will use the same procedures as they use for tornadoes, if necessary (Hurricanes spawn tornadoes).

Chemical Spill – The staff will close all windows and doors. They will cover and tape all cracks around the windows and doors and turn off the air conditioners and heaters so there is no outside ventilation. If necessary, the staff will cover the children's mouth and nose with wet cloths. They will listen to the radio for instructions and will not go outside until otherwise told to do so. If ordered to evacuate, they will cover the children's mouths as previously described.

Flood – The staff will listen to the weather reports. If time permits, we will contact parents to pick up the children. If severe flooding occurs, we will get the children to the highest point possible using tabletops or roofs if necessary.

#### FEEDING SCHEDULE

We serve breakfast until 8:15 am. All children must be at daycare by 8:15 a.m. to eat breakfast. Lunch is served between 11 am – 11:15 am. Juice/Milk and snacks are served between 2:00 pm – 2:30 pm. No food shall be brought from home or fast food restaurants. ODBC –CDC policy for arrival time is before 9:00a.m (1 and under) and 8:30a.m. (2 and up), unless your child has a medical appointment, at which time you need to bring an excuse. Please make sure all children who arrive after 8:15 a.m. have received their breakfast, and after 11:30 a.m. have received their lunch unless prior arrangements have been made at the center.

#### PERSONAL BELONGINGS

Please mark all belongings with your child's first and last name. Our center is NOT responsible for lost clothing and items. We will do our best to see that all children's items are put away in their assigned place. All children ages 1 year – 4 years, must have a large white towel with their name on it. This will be kept at school and laundered weekly. Please do not allow your child to bring toys, food, gum, or money into the center.

#### BIRTHDAY PARTIES

If your child wishes to celebrate his/her birthday here at the center and you wish to bring cookies, ice cream or cookie cakes, etc., we will be delighted. The state requires all food to be store bought. No homemade food is allowed. Keep in mind that red dye has been linked to hyper activity and may cause allergic reactions for some children. Therefore, we ask that all icing be light colored, preferable white. Please check the number of children in your child's class and bring enough for that number. All parties will be at 2:00 pm after nap time unless special permission is obtained from the director.

#### WATER ACTIVITIES

All water activities that the children participate in meet the guidelines of the "Class A" regulations for our center.



## PARENTAL COMPLAINT PROCEDURE

At ODBC Child Development Center, we strive to provide the best possible care for your child while he/she is with us. If you ever have any questions or concerns, please feel free to discuss your concerns with the director or leave a message and the director will call you immediately. It is our desire that you feel comfortable and secure about your child's care and we will attend to your needs.

Our center is governed by the Department of Social Services – Bureau of Licensing. Their telephone number is 225-342-9905. They are available to answer any questions or concerns if we have failed to satisfy you.

## CONFIDENTIALITY

The center shall maintain the confidentiality of all children's records. Children's records will not be released without your written informed consent. Pictures of the children are often used in our preschool program for instructional as well as decorative purposes. We will not release your child's photographs without your written informed consent as well.

## CHILD CARE ASSISTANCE

We are "Class A" and we do accept CCA payments. Full tuition amount is due each week until we receive a confirmation letter from the state confirming payment date and amount. CCA allows 5 missed days in a month before they will start deducting from the amount they pay. It is the parent's responsibility to pay the remaining balance each month after the CCA check has been posted. It is the parent's responsibility to make sure their child is scanned/checked in. Failure to do so will be the cause of non-payment from the state.

## VISTORS

We request that all visiting times to the center be coordinated with our supervised program. We prefer that the children are not disturbed during their lunch and naptime. Parents are welcome at all times. We have an open door policy. Consultations are available upon request.

## TRANSPORTATION POLICY

1. Lewis Vincent Elementary School is the only school that picks up and returns children to our center. SCA students walk to and from school through our secured playground. Our center provides transportation to and from Lewis Vincent, Denham Springs, Juban Parc, Southside, South Fork, & Gray's Creek Elementary Schools.
2. ODBC Child Development Center provides transportation for field trips taken by the center.
3. Transportation arrangements conform to State Laws. Students must be 4 years of age to ride the bus/van.
4. We provide a cellular phone on each bus/van.
5. The driver of the vehicle shall be currently CPR and First Aid trained and certified.
6. Children are under the direct supervision of staff at all times. The driver shall not leave the children unattended in the vehicle at anytime while transporting the children.
7. Each child shall board or leave the bus/van from the curbside of the street and/or shall be escorted safely across the street.
8. ODBC -CDC does not provide or arrange transportation to or from the child's home.
9. Each child is delivered to a responsible person authorized in writing by the parent.
10. Designated staff person shall be present when the child is delivered to the center.
11. Good order shall be maintained on the van and/or bus.

12. The driver shall check the vehicle at the completion of each trip to ensure that no child is left on the vehicle, and all children were picked up and dropped off at the correct locations.
13. The bus/van shall be maintained in good repair.
14. The use of tobacco in any form, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet BB guns in the bus/van while transporting the children is prohibited.
15. Children shall not be transported in the back of a pickup truck.
16. The number of persons in the bus/van shall not exceed the manufactures recommended capacity.