



Parent Handbook

Our Mission and Vision Statement:

"We are a ministry of Wildwood Baptist Church. We believe our mission is to provide a safe and secure learning environment; as well as, provide quality child care for all families. Our teachers and our church value the uniqueness of each child and will strive to develop them with early education programs that enhance them spiritually, emotionally, academically, physically, and socially. Most importantly, we believe that all children are gifts from God and that we are entrusted to care, love and teach them about His world. We reach this goal not only by the lessons we so carefully plan but also by our actions, words, and attitudes. We are blessed and privileged to help shape the lives and futures of the little ones who pass through our doors."

"Children are a gift from the Lord; they are a reward from Him."

Psalm 127:3

Administration

Email: wildwood_childcare@yahoo.com

Phone: (601) 922-7215

Director

Candace Morgan

Assistant Director

Alexis Mills

Hours of Operation:

Monday – Friday

6:30_{AM} – 6:00_{PM}

Center Closures

We will be closed for the following Holidays:

MLK Jr. Day

Spring Break/Professional Development

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas

New Years

You will be notified of the exact days and times of center closures.

Fees:

Non-Refundable Annual Registration Fee: \$75 (per child)

Infant-4 Year Olds	Afterschool (School Year)	Afterschool (Summer & Holidays)
<u>Regular:</u> \$165 weekly	<u>Regular:</u> \$90	<u>Regular:</u> \$165

Enrollment Requirements:

- ∞ In order to be enrolled in our Childcare, the following must be on file in the office on or before the first day:
 1. Completed Enrollment form
 2. Non-refundable registration fee
 3. Immunization record including the child's name, date of birth, address, dates of each immunization and the name of the health provider. This record must be on a Form 121, approved by the Mississippi State Department of Health. The 121 form should remain up to date in your child's file. If Wildwood Childcare Center is charged a fee due to an outdated 121 form, you may be responsible to pay the fee.
 4. Handbook Agreement Form
 5. Tuition Agreement Form
 6. Transportation/School Pick Up Form*
 7. Infant Schedule*
 8. Doctor's Release (in the event of allergies)*
- ∞ A spot for a newborn or sibling will not be guaranteed to parents who have children already enrolled in our program. Consideration and priority will be given when space is available.
- ∞ You will be required to update your child's information, as needed, throughout the year.

Tuition Policy:

- ∞ Tuition is due on or before each Monday and will be considered late if not paid by Wednesday at pick-up. A late fee of \$25 will be added to your account.
- ∞ All tuition paid is non-refundable.
- ∞ Post-dated checks are not allowed.
- ∞ If your account is two weeks behind, your child will be dropped from our program.

- ∞ Make checks payable to Wildwood Childcare Center.
- ∞ There will be a \$25 charge on all returned checks. Accounts with two checks returned will be placed on a cash only basis.
- ∞ Tuition is to be paid whether your child is **absent/present**.
- ∞ The tuition will remain the same for days missed or center closures.

Visiting/Observation Policy:

- ∞ Parents or legal guardians, who are on the pick-up authorization form, are welcome to visit throughout the day except during their child's scheduled nap time. You will be asked to refrain from visiting if it becomes too much of a distraction.
- ∞ If at any time a parent/guardian would like to observe their child in their classroom, we ask that you call and schedule a time for observation. If you are observing for behavior issues, we will contact an impartial party to observe the classroom and report any notes that were made.
- ∞ Parents/guardians will be limited to one hour for observations/visits. You will be required to sign in and out each time you visit.

Arrival and Departure Policy:

- ∞ Your child must be accompanied by a guardian to their classroom each morning.
- ∞ You are responsible for clocking/signing your child in/out of the center every day.
- ∞ You must complete the pick-up authorization section of the enrollment form. We ask that you come to the office if any changes need to be made to your child's pick-up authorization form. No one will be allowed to pick up your child if they do not have authorization. Person **MUST** stop at the office to show ID before going to get the child.
- ∞ We will not release a child to anyone who is suspected to be under the influence and will be forced to call the authorities.
- ∞ We will charge \$1.00 to your account every minute after closing until 6:30pm. At 6:30pm, if your child is still in our care, he/she will be taken to the police department and we will call DHS. Our hours of operation are 6:30am-6:00pm.
- ∞ We ask that you call before 6:00pm to let the director know if you will be late picking up your child.

Late Drop-Off/Absent Policy:

- ∞ To prevent interruptions during our lessons, your child will not be allowed to come to our center after 8:30 am unless they have a doctor's excuse or have contacted the director beforehand.
- ∞ You will be responsible for your child's breakfast if they arrive at our center after 8:30 am.
- ∞ A \$5 fee will be added to your account if the director has not been notified that your child will not ride the vans from school.

Part-Time Policy:

- ∞ Your child is considered part-time if they are present at least 1 day of the week every week if enrolled in our program before June 1, 2020.
- ∞ If your child is part-time, you are required to pay for 3 days of the week (even if your child does not attend all three days).
- ∞ You will be required to pay the registration fee.
- ∞ If your child attends our center more than 3 times a week, you will be required to pay the full-time weekly fee.

Severe Weather Policy

- ∞ In case of severe weather, you will be notified of center closures via Facebook and the Procure Parent Engagement App. We will follow Clinton schools' emergency closures. This will ensure safety for all our families and staff who attend our center.

Vacation Policy

- ∞ If your child has been enrolled in our program for a consecutive 6 months and have no outstanding balance, you are allotted a 5 day tuition free vacation week per year. Your child may not attend the center during this week, and a two week notice must be given before taking the vacation week.
- ∞ This may not be used during the week of Christmas or the week of Thanksgiving.

After-School Holiday Policy

- ∞ During the holidays (Summer, Spring Break, Thanksgiving, and Christmas), parents/guardians are required to pay the full-time weekly fee. This is labeled under the "Fees" section on page 3.

Removal from Center Policy

- ∞ Wildwood Childcare Center reserves the right to permanently withdraw a child or family from our center. A child or family will be requested to leave our center if problems cannot be successfully resolved or if our policies are continually violated. Removal from the center will be left to the full discretion of the director.
- ∞ Wildwood Childcare Center will withdraw your child from our center if your child is enrolled but has not been present for 2 weeks and no communication was made to the director. After your child has been withdrawn from our center, you may pay the registration fee and resubmit the necessary paperwork in order to reregister your child. If there is a waiting list then you will be added to the list. This does not apply to the children who have been removed due to behavioral issues.

Withdrawal Policy:

- ∞ A two week notice should be given in writing before pulling your child out of our center.
- ∞ If your child is removed or withdrawn from our center, you will **not** receive a refund if there is a credit on your account. (Regardless if a notice was given.)

Food Policy

- ∞ Parents of children who cannot eat regular table food are responsible for providing baby food and formula/breastmilk. All necessary baby food, bottles, and pacifiers should be properly labeled with the child's first and last name. Bring written instructions concerning feedings. Per Health Department, we are not allowed to give any bottles that have baby cereal/food mixed in with the formula/breastmilk unless a doctor's note is given to the director. All bottles and baby food must come premixed.
- ∞ All classes will eat a morning snack in their rooms from 7:30 a.m.-8:30 a.m. You are responsible for your child's morning snack if they arrive at our center after 8:30 a.m.
- ∞ **NO** outside food is allowed in our facility unless accompanied with a note **FROM YOUR PEDIATRICIAN** regarding a food allergy.
- ∞ We serve a morning snack, lunch, an afternoon snack and a late snack. Menus are approved by the Mississippi State Board of Health. Please check your child's monthly calendar for the menu.

- ∞ On special occasions, such as parties, there will be a sign-up sheet requesting goodies. Unfortunately we cannot accept any homemade goods, only store bought items in their original packaging.
- ∞ **NO GUM, CANDY, COINS, OR OTHER SMALL OBJECTS THAT MAY BE HAZARDOUS TO YOUR CHILD ARE ALLOWED!!**

Discipline Policy:

- ∞ Wildwood Childcare Center operates on the principle that discipline is teaching children acceptable behavior.
- ∞ Corporal punishment will never be allowed on the childcare premises by our staff or by parents/guardians. Our staff will not use humiliating or frightening discipline techniques. We will show the children our love and care for them even during disciplinary actions.
- ∞ Any child who has an object that would be classified as a weapon in his/her possession while on Wildwood Childcare Center property will be suspended immediately and will not be allowed to return unless the parents attend a conference with the directors.
- ∞ If a student's behavior becomes severe and interferes with the atmosphere of the classroom, the child may be suspended and a conference consisting of the parents, teacher, and the directors will be held in order for the child to return.
- ∞ The following disciplinary procedures are a suggested course of action but are not a requirement for the removal of a child from our program.

2-4K	After school
Changing Colors Discipline/Incident Reports Parent/Director Meeting Removal from Center	Discipline Reports Parent/Director Meeting Removal from Center

The director of the center has authority to ask the parents to remove their child from the center at any time.

Parent Expectations:

- ∞ At our center, we are very mindful of every action that we take and we understand that children are very impressionable. We have certain expectations of our staff that we expect our parents to uphold as well. Listed below are the expectations:

- All staff and parents are to dress modestly when on Wildwood Childcare Center's premises.
 - Tobacco of any kind is not allowed in Wildwood Childcare Center's property.
 - All communication with staff and directors are to be held in a civil and amicable manner.
- ∞ Any family that proves to be unable to follow the expectations listed above is subject to be removed from the center. This will be left to the full discretion of the director.

Illness Policy:

- ∞ Wildwood Childcare Center will depend on parents to help maintain a healthy place for all children. Parents will be called to pick up your child from the center and/or asked to keep your child at home if there seems to be any of the following symptoms:
- Fever- Temperature of 101.0 degrees - **Your child must be fever free without taking any medication for at least 24 hours before returning to the center. Medication must not be given to reduce fever while attending the center.**
 - Vomiting and/or diarrhea- **Your child must be free from all these symptoms for at least 24 hours before returning to the center.**
 - Contagious Diseases such as chicken pox, mumps, measles, scarlet fever, croup, etc.
 - Sore throat
 - Rash/Skin infection (ringworm, impetigo, hand foot and mouth)
 - Thrush
 - Pink eye and other eye infections
 - Severe coughing
- ∞ **Contagious Diseases**
- If your child has a contagious disease, **please contact the childcare office as soon as possible.** A letter will be sent home allowing other parents to be aware of the possibility of a communicable disease. We will need a doctor's note stating the condition of the child and when he/she is allowed to return to the childcare center. The child will not be allowed to return unless he/she is symptom free for more than 24 hours without taking any medication. In the event the Health Department Regulations state the child can't return for a period of time, a doctor's note will not be accepted. We will enforce the Health Department regulations over a doctor's note.

∞ Allergies

- If a child has chronic allergies, and is under the care of his/her physician, a written statement from the physician must be presented specifically stating the nature of the child's condition and that the condition is not contagious. Guidelines regarding the care of the child should be provided by the physician. If medication is required, specific step-by-step instructions from your child's physician should be submitted to the director of the center. The parent will be asked to sign and date a Medical Form. If your child has an allergic reaction while at the center, action will be taken to follow the outlined instructions of the physician and 911 will be called immediately. You will be notified of any such occurrences. If your child has a special diet then we will expect you to supply the center with the information on what your child can and cannot eat. If your child cannot eat the food served at the center, due to allergies, a statement from your physician is required by The State Department of Health before any food can be brought in from the outside.

∞ Lice

- When a child has lice and/or nits for the first time at our center, we will send him/her home for the rest of the day to be treated.
- If the child has lice and/or nits for the second time in 30 days, he/she will need to get a prescription from the doctor for shampoo.
- If there is a third re-occurrence of lice and/or nits within 60 days the child will not be allowed to return to the center.

~ When the child returns to the center after being sent home with head lice and/or nits, he/she will need to be checked by the office staff before returning to the classroom. If lice and/or nits are spotted they will not be allowed to return for the remainder of the day.

∞ Emergencies

- In the event of a life threatening injury or illness, we will call 911 and your child will be transported to the hospital that you have specified on the Enrollment Form. If there is not a hospital indicated on their form, they will be taken to the UMC Child Emergency Room. A representative from the center will accompany your child either in the ambulance or will follow by car. A copy of the Medical Form will be given to the attending physician in the emergency room. Parents or legal guardians will be contacted immediately of the emergency.

- In the event of a non-life threatening injury or illness, the center will contact the parent immediately to come and get the child. We will administer the First Aid procedures until the parent or emergency contact arrives.

Medication Policy:

- ∞ If your child needs prescribed medication during the hours they are at our center, we will need a signed doctor's note and medical release form stating the name of the medication, date, child's name, dosage, and times given clearly indicated.
- ∞ For any other medications that are not prescribed by a doctor, the parent will be required to complete a medical release form.
- ∞ We will not give out any medication if there is not a doctor's note or completed medical release form. Medication must be provided by the parent along with the medicine cup or syringe.

Field Trip Policy:

- ∞ Field trips are meant to be a fun and learning experience for our children who attend our childcare center. **A signed permission slip must be given to the child's teacher or director before he/she is allowed to attend the field trip.**
- ∞ If no permission or money has been given before the field trip, the child must stay at the center and will not be allowed to go on the trip. The field trip fee will be added to your account to make payments easier.
- ∞ If there are behavior issues with your child throughout the trip he/she may be required to be picked up during the trip. He/she will not be allowed to attend the next field trip
- ∞ Field trips are a privilege and can be taken away. If there are behavior issues beforehand, the parents will be notified that their child will not be allowed to attend the field trip.

Birthday and Holiday Parties:

- ∞ Birthdays are a very special occasion and we welcome any parent who wants to celebrate with their little one. We do ask that you call the office beforehand so that we can inform you of any allergies that may be in the classroom and to ensure that it does not conflict with our daily activities.
- ∞ We love celebrating holidays at our center and find it to be a very joyous occasion. Your child's teacher may request parents to bring special snacks or treats for the entire class. Parents' involvement is very important

to us and we encourage you to participate in all of these events with your child.

- ∞ On special occasions, such as parties, there will be a sign-up sheet requesting goodies.
- ∞ Please avoid hard candies, suckers, and any small toys due to choking hazards. We cannot accept any homemade good, only unopened store-bought items in their original packaging.

Classroom Information:

- ∞ We request that the following items be brought to the center every day for your child:
 - Bag – This bag must contain the appropriate contents depending on their needs. This includes diapers/pull-ups, wipes, extra clothing, baby food, formula/breastmilk, pacifier with holder, etc. The MS Health Department states that formula bottles must come **pre-mixed** and **without** baby cereal.
 - Naptime – Infants are always allowed to sleep as needed but as the child grows there will be scheduled naptimes during their time at the center. In order for them to have a more restful nap they will need to bring a mat, pillow, and blanket. We will allow them to bring **one** sleep toy that will help them sleep. You will be expected to bring your child's blanket and pillow every Monday and take them home to wash every Friday. If you choose to pick up your child during their scheduled naptime, please call the center and we will have your child ready for you so that the other children will not be disturbed.
- ∞ **Daily reports** will be sent home every day for age's infants through 2 year olds. These reports will give parents information about their child's day. This will include how they ate, sleep, times of bottle and amount they drank, diaper changes, etc.
- ∞ **Accident and Discipline Reports:** We like to keep our parents involved in everything that happens during the day. Therefore, if there is an accident with their child, a written report will be sent home with the explanation of the incident, care given to the child, and a signature from the teacher and director. If there is a behavior problem we will follow our discipline policy and a report will be sent home stating the actions taken, and signatures from the teacher and director.

Personal Belongings:

- ∞ Parents of infants and toddlers must provide diapers, wipes, change of clothing including underwear and socks. All these items must be provided in a labeled bag. An extra set of clothing must be sent for each child of all ages in a labeled bag to be left at the center. **Wildwood Childcare Center will not be held responsible for ANYTHING lost, broken, or stolen.**
- ∞ Reminders will be sent home if diapers and wipes are needed or running low for your child. If your child runs out of diapers and wipes, we will call parents to bring necessary supplies to the center during the day.

Potty Training:

- ∞ When your child begins to show the signs that they are ready to begin potty training, we will arrange a conference with the parents, teacher, and director. Consistency is very important when raising a child, so we ask that you participate in the potty training process at home. During the conference, the parent and the director will sign a Potty Training Consent Form. We request that the parent provide several sets of extra clothing along with pull-ups (if you decide to use them). Your child will be allowed to move up to the older 2 year old room once they have completely achieved potty training. In order to be completely potty trained, your child must not have had any accidents for a period of two weeks.

Transportation Policy:

- ∞ The children of Wildwood Childcare Center will be transported by the vans that belong to Wildwood Baptist Church. In order to provide safety for all children and our staff, we have set the following guidelines:
 - All drivers have a valid driver's license and hold a safe driving record.
 - All vehicles are in good working order and have up-to-date insurance cards.
 - Children board or leave the vans on the curbside and are safely accompanied to their destination.
 - All children and adults will wear their seat belts properly or will be restrained in their car seat properly the entire time they are on the vans.
 - All children must have a signed permission form before they are allowed on the vans for any field trip.
 - Staff to child ratio is maintained at all times on vehicles while transporting children.

- In the event of severe weather, field trips will either be cancelled or cut short.
- If a child's behavior becomes severe enough to interfere with the safety of others while on the vans, they will no longer be allowed to ride the vans.

Evacuation Policy:

- ∞ If there is ever a need to evacuate the building, the children will be safely transported to Pineview Baptist Church located at 1288 Clinton Raymond Rd, Clinton, MS 39056. If, for any reason, this location is not available, the children will be transported to Parkway Baptist Church located at 802 N Frontage Rd, Clinton, MS 39056. All parents will be contacted immediately explaining the situation and the location of their child. Parents will be expected to pick up their child as soon as possible and notices will be sent giving the closures or openings of the childcare center.

Social Media Policy:

- ∞ Wildwood Childcare Center loves to keep families involved and never wants parents to miss a moment in their child's life. On the Child Enrollment Form there is a section for parents to approve or disapprove pictures being posted of their child on social media. We do ask that you be aware of the other children in your child's picture and refrain from posting other children, who attend our center, on your personal page. This is to keep other children's privacy safe. You are always more than welcome to email the center of any pictures you take during special days and we will make sure they are loaded on the Wildwood Childcare Center page.

Kindergarten Readiness:

- ∞ Kindergarten Readiness is our goal for all preschool children who attend our center. We carefully plan lessons and assessments for our 2-4 year olds based on the Abeka Curriculum and MDE Standards.
- ∞ Our curriculum also incorporates daily Bible lessons and Bible verses.

Liability Insurance:

- ∞ Wildwood Childcare Center does not carry liability insurance. It is the responsibility of the parent to maintain a health and accident policy for their children.

Parent/Guardian Agreement Form

We are dedicated to provide the best care for every child who walks through our doors.

I, _____, parent/guardian of _____,
have read and agree to abide by the rules, regulations, and policies of
Wildwood Childcare Center that have been specified in the parent handbook.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____