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## PHILOSOPHY STATEMENT

As Gods word says in Psalm 127:3, children are a heritage from the Lord. We understand that the Bible clearly teaches Children belong to God and he has loaned them to parents to rear. Parents are the God-ordained authority in the lives of their children. Upon enrollment Brooklane Baptist Daycare is entrusted with this authority by parents just as parents receive it from the Lord. We do not take this stewardship lightly and will strive to bring them up in the nurture and admonition of the Lord.

## MISSION STATEMENT

Brooklane Baptist Daycare is a non-profit Baptist day care and is a ministry of Brooklane Baptist Church. Our emphasis is placed on helping families train and care for their child(ren) in a Christian environment.

## NONDISCRIMINATORY STATEMENT

Brooklane Baptist Daycare admits children of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the day care.

## STATEMENT OF FAITH

We believe in the inerrant, verbal, plenary inspiration of the sixty-six books of the Bible. It is the sole authority in all matters of faith and practice. We believe in a literal interpretation of the Scriptures unless otherwise indicated by the context. (II Tim. 3:16, 17; Isa. 8:20, Rev. 22:18, 19)

We believe there is only one true God, existing in three persons - Father, Son and Holy Spirit. These three are co-equal and co-eternal, each with distinct personalities, but of one essence. (Matt. 3:16, 17; 28:18-20, II Cor. 13:14, Heb. 1:8, Acts 13:2, 4)

We believe that the Genesis account of creation refers to 6 literal 24 hour days. (Genesis 1; Exodus 20:11)

We believe Jesus Christ to be the Son of God (Luke 1:35), Co-creator (John 1:1-3), and Redeemer (I Peter 1:18, 19), and that He took on humanity through the virgin birth (Matt. 1:22, 23, John 1:14). He paid sins full penalty vicariously with His blood (Eph. 1:7, Isa. 53:5, 6). He was buried and rose again bodily and ascended to the right hand of the Father. (I Cor. 15:3-8, Luke 23:39-43)

We believe in the person, divinity and work of the Holy Spirit that includes conviction of sin (John 16:7-11), regeneration of sinners (Titus 3:5) and indwelling of believers (I Cor. 6:19, Rom. 8:9). We believe that the "baptism of the Holy Spirit" at Pentecost is set forth in the Scripture in two aspects, the experiential and the positional. In the experiential, Christ baptized the disciples with (or in) the Holy Spirit. In the positional the Holy Spirit baptized the disciples into the Body of Christ (Rom. 6:3, I Cor. 12:13, Col. 2:12). The experiential is that which John the Baptist (Matt. 3:11) and the Lord Jesus (Acts 1:5) had promised and was realized by the waiting disciples in the initial "filling of the Spirit" (Acts 2:1-4). This is identical with "receiving the Holy Spirit" (Acts 2:38, John 7:37-39, Acts 2:32, 33). Since Pentecost each new believer shares or participates in this baptism positionally by being incorporated by the Holy Spirit into the "one body" (I Cor. 12:27) and experientially by being "filled with the Spirit" (Eph. 5:18). We reject the charismatic movement with its claim of restoration of the sign gifts of I Cor. 12:8-10 including tongues (I Cor. 13:8-12).

We believe a soul is saved when accepting Christ as personal Lord and Savior and the Holy Spirit imparts eternal life (John 1:12). This means that the repentant and believing sinner is judicially declared righteous before God (Rom. 4:5) and in experience is born again (John 3:3). We believe the good works of a Christian are the results of salvation and contribute nothing toward saving him or keeping him saved (Eph.2:8-10).

We believe it is the plan of God for each believer to walk after the Spirit and not fulfill the lusts of the flesh (Gal. 5:16). There is to be separation unto God and from the world (II Cor. 6:14-18). This separation would be evidenced in attitude, conversation, conduct, dress and habits (I Cor. 10:31, Rom. 14:13, I Tim. 2:9, I Cor. 8:13).

We believe that water baptism and the Lord's Supper are the only two ordinances of the church. Baptism consists in immersion in water to signify Christ's death, burial and resurrection and the believer's identification with Him (Col. 2:10-14). We believe that the Lord's Supper is for the saved and baptized (Acts 2:41). We believe in "open communion" and that each participant is to examine himself (I Cor. 11:27-30).

We believe the Church exists universally and locally. The universal Church includes all the saved from Pentecost to the Rapture. It is identified in the New Testament as the Body (Eph. 1:22, 23), and Bride (Eph. 5:23-32), of Christ and as the Temple of the Holy Spirit (Eph. 2:19-22). We believe that a local church is a group of baptized believers united for instruction, fellowship and the spread of the Gospel with worldwide missions receiving equal emphasis with home ministry. We believe the local church is completely self-determining and responsible only to Christ, the head, that it is completely independent with no other person, group or body having any authority, right of intervention or control in any form whatsoever (Acts 2:41-47, 6:1-7, Gal. 1:2, Rom. 16:1,4,5,16, Acts 1:8).

We believe in the premillennial view of Scripture relating to the return of Christ. We believe in two bodily resurrections, one for the saved and one for the unsaved (John 5:28, 29). These are separated by 1,000 years (Rev. 20:1-15). We believe in an endless and literal Heaven (Rev. 21, 22) for all the redeemed and literal endless and conscious punishment for the lost (Mark 9:43-48, Rev. 14:1, 11).

We reject, as unauthoritative, the Revised Standard Version, Good News for Modern Man and all other perverted translations of the original languages. We believe that association or participation with all forms of modernism, whether in the National Council of Churches or otherwise, is wrong and demands separation on our part (II John 9-11).

## DAY CARE HISTORY

Brooklane Baptist Daycare was founded as a ministry of Brooklane Baptist Church and a service to Brooklane Baptist Academy and the community. The daycare was founded in 1974 and has served the city of Hueytown since that time.

## SERVICES OFFERED

Brooklane Baptist Daycare provides a safe and happy environment where children, ages 12 months through 4<sup>th</sup> grade can receive developmental care during the hours of 6:00 a.m. through 6:00 p.m. (all children must be off the bottle and walking.) All age groups have a daily routine, which includes educational time, naptime, physical activity time, and social interaction as appropriate for their age. After school care is available for school age students and a summer activity schedule is available during the summer months

## STAFF QUALIFICATIONS

BBA childcare professionals are expected to have at least the following qualifications:

- Childcare workers must be professing Christians in agreement with the BBA doctrinal statement.
- Childcare workers must demonstrate a love for children.
- Childcare workers must be at least 19 years of age.
- Childcare workers must have earned a high school diploma or its equivalent.
- Childcare workers must have the required DHR background check.
- Childcare workers must have professional training including CPR and first aid, Food handler's permit (if serving food) and other mandated professional development.
- Childcare workers must have a current *MEDICAL HEALTH REPORT for PRESCHOOL STAFF*.
- Childcare workers must receive appropriate instruction in child abuse prevention practices.

Childcare workers are encouraged to expand their professionalism with additional training in childcare as opportunities present themselves.

## STAFF-CHILD RATIO

### WHILE AWAKE

- 18 months to 2 ½ years----- 1 to 7  
( 1-8 if all children are 24 to 36 months)
- 2 ½ years to 4 years ----- 1 to 11
- 4 years to school age----- 1 to 18
- School age to 8 years ----- 1 to 21
- 8 years and older----- 1 to 22

In combined groups, when all children in the youngest age category make up 20% or less of the group, staff-child ratio shall be according to the next highest age category.

### DURING NAP TIME

- 18 months to 2 ½ years-----1 to 14
- 2 ½ years and older-----1 to 36

## CHRISTIAN TRAINING AND CURRICULUM

As a ministry of Brooklane Baptist church our first objective is to create a Christian environment where our students learn about the Bible and its precepts on an age appropriate level. We employ various tools including Christian children’s music, Bible stories and other stories that teach Biblical values, Christian curriculum and coloring books, and videos that teach biblical values. We encourage all of our students to a belief in Jesus Christ and the salvation that He freely offers to all who call upon Him. It is our firm belief that the Biblical foundation that is laid in the hearts and minds of these young children will not return void.

## LUNCH PROGRAM

We offer lunch that meets the JCDH guidelines (listed in the Nutrition Policy) including healthy orange and green vegetables. 😊 Lunch is served daily and is included in the daycare tuition rate. Lunch may be sent from home if desired.

## ADMISSIONS

All required forms must be completed and returned to the business office prior to the child's first day.

Registration for day care requires:

- Enrollment Application - completed in its entirety.
- Medical History Form - signed by doctor.
- Current, original Record of Immunization.
- Copy of birth certificate
- Social Security Number (optional)

Children with physical and/or mental disabilities will be considered for admission to the day care, if it is felt that the child will be able to participate in and benefit from the type of care and daily program the day care offers.

## FINANCIAL:

- The first week's tuition is due upon registration or no later than the first day of day care.
- Weekly payments are due each Friday for the following week.
- Payments are considered late on Monday and are subject to a \$10.00 late fee.
- No reductions of fees will be made for absences, except in extreme situations such as extended illness, serious health conditions or hospitalization of the child (one week or more). This must be verified with written documentation from the child's doctor.
- Part-time fees are not available. Full fees will be due for weeks in which holidays are given.
- Each child is allowed a one- week no-fee required absence from day care per year.
- Due to the potential impact of additional energy costs and/or health insurance and taxes, rates are subject to change during the fiscal year. If such an eventuality does happen, advance notice will be given.

## RATES

Brooklane Baptist Daycare has extremely competitive rates which are listed on a rate list and are available on the school website or in the office.

## LATE PICK-UP CHARGE

Children are to be picked up by 6:00 p.m. After 6 p.m., the following charges will apply: \$1.00 per child per minute if picked up after 6:00 p.m. Pickup times are recorded by parents on pick up sheets and any overage charged to their account.

## PAYMENT PROCEDURES

All payments are to be made in the office or placed in the payment box located by the day care entrance. No cash should be left in payment box. Please do not leave money or checks with teachers. Teachers are not responsible for money left in the room.

The day care does not accept post-dated checks and we do not hold checks. Checks are deposited, as they are received. Once an account is two weeks past due and payment is not made or acceptable arrangements made with the administration parents must withdraw their child. Attendance will not be permitted until any late balance is paid in full. Habitual late payments may result in permanent dismissal.

## RETURNED CHECK FEE

A \$25.00 returned check fee will be charged for each returned check. If a check is returned, the person who wrote the check will be contacted and a date agreed upon to replace the check. The time for replacement will not exceed one week. If a second check is returned for any reason, that family will be placed on a cash-only basis.

## CAMPUS HOURS

The day care is open for toddlers from 6:00 a.m. - 6:00 p.m. Monday through Friday. During school months before and after care is available.

## ARRIVAL AND DEPARTURE OF CHILDREN

- Upon arriving, the child must be accompanied into the day care, must be signed in by the childcare professional and left in the care of a teacher. The day care cannot be responsible for the child's safety if this policy is not adhered to.
- Children will be released only to properly identified persons who have been listed on the approved pick-up list in the registration papers. Everyone must be prepared to show identification upon request.
- The names of persons who may pick up the child and other information must be kept current by the parent(s). If someone is picking up your child that is not on the pick-up list, please call the day care that day to let us know. That person should be prepared to show photo identification when they come to pick up the child.
- When picking up your child, you will be asked to sign your child out.
- Staff will log in each child when he/she arrives. It is crucial for accountability, especially in an emergency or evacuation situation. The daily tracking sheet, which is with the teacher at all times, will be used throughout the day in order to track and record the child's coming and going from the daycare center.

## DRESS CODE

Brooklane Baptist Daycare's goal is to create a comfortable, positive atmosphere for children. Simple play clothes and shoes (including appropriate clothing for the weather conditions and outdoor play) are recommended. Clothes with convenient fastenings are recommended and encourage self-help. A complete change of clothing (appropriate for the season) including underwear and socks should be kept at the day care at all times in case of accidents. Please label each piece of clothing with the child's name. All children are required to wear tennis shoes or casual shoes with closed toes and backs. Girls

who wear dresses to day care will need to wear a pair of shorts underneath the dress; this will help with modesty on the playground.

Your child will go outside to play, even on cold days. The director will use discretion on bitterly cold days. This means your child should have a coat if the weather is cold.

Brooklane Baptist Daycare discourages children from wearing jewelry, which could become a choking hazard to your child or others.

## HEALTH AND SAFETY

Exposure to a new group of children may cause more illness during the first few weeks of day care until immunity is developed. Keep in mind you may need an alternate plan for childcare in case of illness. Brooklane Baptist Daycare takes every precaution to safeguard your child against illness.

Children will be observed daily for their health status. Staff will evaluate signs of illness. Sick children are not to be brought to the day care and shall not be allowed to remain. Children in attendance must be well enough to participate in all program activities, both inside and outside. This regulation is not intended to require the exclusion of children in violation of the Americans with Disabilities Act (ADA).

When contacted by the day care staff regarding your child's illness, please make every effort to pick your child up within an hour of the call. It is suggested that you have an alternate plan for someone to pick up your child in the event that you are unable to come immediately.

Determination of illness may be based on the child's inability to participate in the day's activities, including outdoor play. If a child cannot go outside with the rest of the children the child cannot attend day care.

To protect the health of the children and staff at Brooklane Baptist Daycare, we will abide by Jefferson County Health Department guidelines. Following is a partial exclusion list of certain illnesses that will make temporary removal of a child from day care necessary, such as but not limited to:

- Fever - Child must not attend or remain at day care if fever is 101.2 or higher. May return when fever-free for 24 hours without the aid of medication.
- Diarrhea - Child may not attend or remain at day care if diarrhea has occurred twice in one hour. May return 24 hours after last occurrence.
- Vomiting - Child may not attend if vomiting has occurred within 24 hours. May return 24 hours after last vomiting occurrence.
- Unexplained rash - Staff will notify parent when rash is observed. If rash spreads or is accompanied by another symptom. The child must leave day care.
- Conjunctivitis/pink-eye (Diagnosed by a doctor) - Child may not attend with white, yellow or green discharge. May return 24 hours after beginning medical treatment.
- Respiratory infection - Child may not attend with uncontrolled cough, difficulty breathing, or wheezing.
- Strep - Child may return 48 hours after beginning antibiotic treatment as long as fever-free. Child may return 24 hours after antibiotic injection as long as fever free.
- A physician's diagnosis requiring that the child is separated from the other children.

Parents must keep the name of the child's doctor and the name of other adults to contact current, in the event a parent cannot be reached.

Contagious Disease - Please do not bring your child with a contagious disease. Keep your child home for at least 24 hours or until symptoms subside. We require parents to notify the day care if their children contract and are diagnosed with a contagious disease or illness. Brooklane Baptist Daycare reserves the right to require a physician's note for the child to return to day care at any time after an illness.

Brooklane Baptist Daycare will notify parents of illness, injury, and exposure to a communicable disease or a noticeable adverse reaction to medication.

## MEDICATION

In order for over-the-counter or prescription medications to be given to a child, BROOKLANE BAPTIST DAYCARE must have a written, signed, and dated parental request as mandated by the Jefferson County Health Department. Medications may only be given to the child for whom it is labeled and shall not be given in excess of its recommended dose. All medications must be kept in their original labeled containers. Medicine slips are available in all classrooms as well as the day care office. These slips MUST be filled out completely in order for your child to receive medication. Parents are not to leave medication in the child's cubby or backpack.

Asthma inhalers, EpiPens, and nebulizer treatments are subject to the same procedure. Breathing treatments must be accompanied by written instructions from the child's physician.

All prescription medicines are kept in the medicine box in the day care kitchen.

Food Allergies - Be sure to notify your child's teacher and the director of any allergies i.e., food, environment, or drug. An allergy form must be on file in the day care office as well as the kitchen.

## PLAYGROUND ACCIDENTS

If anything other than a very minor playground injury should occur, the parent will be called to determine the parent's wishes for further medical attention.

## MEDICAL EMERGENCIES

Medical emergencies that would require immediate medical care by a health care professional may include but not limited to the conditions listed below.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when head is moved
- Hives that appear quickly

- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- abdominal pain after a blow to the abdomen
- Possible broken bones

Steps followed in a medical emergency:

Staff is trained in CPR and first aid so they can recognize signs and symptoms of conditions that require immediate medical attention. 911 will immediately be called upon recognizing signs and symptoms that require immediate medical attention. Child's parent/guardian will be called after calling 911 to inform them of the child's symptoms and where they will be transported for medical care. Brooklane Baptist Daycare staff will provide first aid as trained in an approved training course until emergency personnel arrive. A staff member from Brooklane Baptist Daycare will ride to the hospital with your child and stay with your child until you arrive.

## SECURITY

Our number one priority is the safety of your child. Should situations arise that include homeland security, we will respond as directed by the community emergency authorities. Children will be kept in a safe and secure area of the facility unless directed by emergency authorities to evacuate the building.

For the safety and security of all day care children, enter and exit using the glass doors at the front entrance of the daycare center. Ring the bell to be admitted. If the children are participating in an activity in another area of the facility a sign will be posted to direct parents where to go for pick-up. These areas may include the gymnasium, theatre, or playground. Please do not drive into the parking lot by the playground. To reduce risk of injury there should be no traffic in this lot during playground use.

These policies may seem to cause inconveniences at times. We thank you for cooperating with our regulations. We must strive to enforce these rules 100% of the time, even when we know you. The security system will apply to everyone at all times or it can quickly become faulty and compromise the safety of your children and our staff.

Phone system – to reach the daycare call (205) 497-0967 and your call will be transferred from the school office. After the office closes the calls will automatically be forwarded to the daycare.

Employees - All employees go through an extensive state-mandated background check.

## FIRE, TORNADO AND LOCKDOWN PROCEDURES

## FIRE EMERGENCY PLAN

In case of fire, children exit through the rear exit (If this exit is not accessible the front entrance will be used.) and will be taken to the rear area of the playground near Crystal Avenue. Teachers will carry the pick-up list to ensure all children are accounted for. Fire drills are conducted and logged as required.

## WEATHER EMERGENCY PLAN

In the event of bad weather, the day care director and staff keep track of the weather on the Internet and TV stations. In case of a tornado or significant thunderstorms with strong straight line winds children are evacuated to the downstairs hall and rec room of the school building. Tornado drills are conducted and logged as required

## LOCKDOWN PROCEDURES

Staff is aware of lockdown procedures and will implement them when the signal is given. Classes will be notified through a specified signal when the lockdown is over.

## TOILET TRAINING

Our staff will work with you on potty training your child. We ask that you start this process with pull-ups first, preferably with the closable tabs. When your child potties with few accidents and is able to tell you when he or she needs to use the restroom, he or she may wear underwear or panties. The success of this training process will be aided if children wear clothes that they can get off and on easily and quickly. Children will not be promoted to the three year old class until they are potty trained. Parental partnership with Brooklane Baptist Daycare is vital for your child's potty success. Any child who is not potty trained by three years of age will not be allowed to attend K3.

## Day Care Cooperation

- Promotion of children to the next age-appropriate class will depend on space availability.
- Children should wear comfortable clothing suitable for indoor and outdoor play. Children are encouraged to help themselves as much as possible; therefore clothing should be easy to get on and off.
- Items of significant importance to your child or family should not be brought to day care. Items could be misplaced, and we do not want that to be upsetting to you or your child.
- All children one year of age and older must come to the day care fully dressed, including shoes. Each child should have a marked set of seasonal clothing (outfit, underwear, and socks) at the day care at all times in case of accidents. All coats, hats, etc., must be marked with the child's name.
- Children may not bring toys from home for playtime. Toys cause confusion and misunderstanding for children and teachers. Toys are often broken, and the day care cannot be responsible.
- Parents must provide a nap mat for their children 1 year and older. In accordance with Jefferson County Department of Health, nap mats must be laundered weekly.
- Toddler Parent/guardian will provide diapers, pull-ups with reusable tabs, wipes, and a complete set of clothes including socks. All items should be labeled.
- 3 years old: Parent/guardian will provide a complete change of clothes and nap mat.

- A monthly menu of meals will be posted on the day care website. Lunch and snack will be provided by the day care but may be brought from home if the parent desires. Milk juice or water will be served with meals.
- Lunch begins at 10:30 a.m. and snack is served after the child's nap. Food exceptions are not made for individual children except in case of medical necessity.

## BITING

We at Brooklane Baptist Daycare know that children may bite or try to bite another child. If your child bites another child we will discipline in the form of a time out or by contacting you to help with the problem.

The teacher reports all biting to the director. After excessive biting, parents will be notified and asked to meet with the director to establish a plan of corrective action. If these measures are not successful, the child may be asked to withdraw from the day care.

## DISCIPLINE

Discipline methods are intended to help each child develop self-control and assume responsibility for his or her actions. We practice time-out various other methods of managing our classrooms. Discipline is viewed as a basic developmental process. To help children with this process, Brooklane Baptist Daycare will:

- Develop and enforce clear, concise rules and limits that are age- appropriate and promote safety.
- Anticipate and redirect inappropriate behaviors.
- Remind children of expectations, rules and limits.
- Assist children in verbalizing the conflict resolution process.
- Speak to children in a friendly-never angry, firm voice as a role model and disciplinarian.
- Remove the child from an activity when inappropriate behaviors persist and redirect the child to appropriate activities.

Corporal punishment (spanking or any form thereof) is not administered at Brooklane Baptist Daycare except with express written approval from the parent or legal guardian.

## DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life that affect the day care's responsibilities to its children. The following policies have been adopted to assist the day care in situations where a noncustodial parent wishes to become involved in day care-related activities of a child or wishes to have contact with or take custody of the child while at day care.

- Ordinarily, the day care will not resist or interfere with a noncustodial parent's involvement in daycare - related affairs, or access to a child's records, unless the day care is presented with a

court order or comparable legal document that restricts such involvement or access. The day care will not otherwise "choose sides" between parents.

- In cases where legal documents restricting access have been presented, the day care will not permit the noncustodial parent to take custody of a child or remove the child from the day care premises unless the parent presents a written court order or a written authorization signed by and presented by the custodial parent permitting such custody.
- If the actions of parents, custodial or noncustodial, become disruptive to the operation of the day care, the day care has the right to restrict access by such parent(s) and to take other reasonable necessary action.

## JCHD POLICIES

### Nutrition Policy

- All food served at Brooklane Baptist Daycare shall comply with USDA recommendations for meals and snacks.
- Water shall be available at all meals and snacks.
- No sugar-sweetened beverages shall be served to children.
  - Only 100% juice will be served.
  - no more than 6 ounces per day
  - only served at meal or snack
  - only for children over 12 months
  - children 2 years and older (milk with 1% or less milk fat)
  - unless medical documentation is provided for child
- Food items that shall be served at least once a week
  - orange vegetable for vitamin A
  - dark green vegetable for iron, vitamins A and C, and fiber
  - legume for protein, iron, vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
  - Posted in view of parents and food preparation staff
  - Prepared at least two weeks in advance
- Menus and receipts shall be retained for at least 90 days and shall be organized and maintained.
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area.
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

## Physical Activity Policy

Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when the weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.

- 3 years and older (preschool children) - at least 90 minutes per day
- 12 months to 3 years - at least 60 minutes per day
- infants to 12 months - caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development children who exhibit out-of-control behavior during active play may be given a timeout of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

## Screen Time Policy

Screen time is the use of television, videos, video games, and computers.

Screen time shall be:

- offered as a free choice
- limited to no more than a total of 2½ hours per week
- prohibited during meal or snack time
- Prohibited for children younger than 2 years computer use shall be limited to no more than 15-minute increments, except for school age children completing homework.

## SMOKING POLICY

Smoking is prohibited:

- At all times in Brooklane Baptist Daycare including before and after hours of operation
- Within 10 feet of any entrance or exit
- In any vehicle used by Brooklane Baptist Daycare transport children
- within sight of the children

## TRAFFIC

The traffic pattern is one way around the building at all times.

## PARKING

Parking is available at the day care entrance and around the front of the church. Do not park along the front entrance stairs. Please park in a parking space. It is imperative to turn off your car engine before you enter the building.

## DAY CARE CLOSURE INFORMATION

The day care will be closed on the following days:

- New Year's Day

- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- July Fourth
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on a weekend, an alternate observation date will be assigned. Any week containing one of the above holidays is considered a full week and is payable as such.

## EMERGENCY DAY CARE CLOSINGS

Brooklane Baptist Daycare may on occasion have an unscheduled closing due to providential or safety related issues. The administration will attempt to inform parents in advance of such closings. If the day care does close, the director will initialize a rapid notification system. The message will be sent by phone and will be broadcast on Fox 6. It is imperative that parents keep all phone numbers updated in the day care office.

If you have any questions regarding the closing of the day care, you can call Brooklane Baptist Daycare at (205) 497-0967 or tune in to a local media station for information.

## WITHDRAWAL OF A CHILD

Parents may withdraw their child from enrollment at any time. As a courtesy we ask that you give as much advance notice as possible.