



Day School  
Parent Handbook 2024-2025

205-222-2038

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## **I. Mission**

The Day School Programs are dedicated to leading all children in the pursuit of a personal relationship with Jesus Christ while providing a safe and joyful environment for care and education.

We will strive to meet the educational, spiritual, physical, and emotional needs of our children and their families.

It is our desire that every child experience the love of Jesus Christ each day as they are surrounded by the Word of God, songs of praise, excellent curriculum, and Christian leadership in a safe environment.

**Start a child off on the way they should go, and even when they are old, they will not depart from it. Proverbs 22:6**

We also desire that every child will come to know Jesus Christ as their personal Savior and grow in their relationship with Him.

**Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14**

We require each member of the Education Programs staff to maintain a positive attitude and exhibit good Christian morals. It is our expectation that each staff member sets a good example for the children in speech, attitude, and actions.

**Whatever you do, work at it with all your heart, as working for the Lord, not for men. Colossians 3:23**

As a staff, it is our belief that there is no more worthy cause than influencing children to become the best that they can be and to grow in the knowledge of our Lord and Savior, Jesus Christ.

**I have no greater joy than to hear that my children are walking in the truth. 3 John 1:4**

## **II. Day School Programs**

**Director (205) 222-2038**

### **A. Introduction to Program**

Welcome to the Day School Program. It is our desire to assist your child in their educational development. The Day School consists of three individual programs that work together to assist your family during these important educational and developmental years.

While the programs are independent of each other, they are also interconnected to each other. This helps our K4 and Kindergarten students transition into Summer Camp and/or the After School Program. We know as programs grow; they can become a little confusing. It is our hope that this handbook will answer your questions and make joining our program as simple as possible.

The following introduction to each program will let you know some of the activities our students participate in each day. The activities for each program may differ, however our mission and our goals are the same. We are happy you have chosen to make the Day School part of your child's educational experience.

### **B. Preschool Program / K4 and Kindergarten**

#### **1. Introduction**

Because a child's play is their work, we have incorporated a variety of age-appropriate activities during their day. These activities include instruction time, Bible lessons, arts and crafts, story time, indoor and outdoor play time, and other extracurricular activities. Various field trips will be scheduled throughout the year for our K4 and Kindergarten classes.

The Day School teaches the ABeka curriculum, as well as other enrichment activities. Your child's class will be determined by their age on/or before September 1<sup>st</sup>. Placement of each child in a classroom will be at the discretion of the Director.

Evaluation forms will be sent home twice during the school year. This form is to help you and the teacher monitor your child's progress.

## 2. Hours of Operation

K4 half day Preschool hours: 8:00 a.m. - 11:45 a.m.  
Monday -Thursday

K5 half day Preschool hours: 8:00 a.m. - 1:30 p.m.  
Monday - Friday

K4 and K5 All Day Preschool

(Students who attend Preschool and the After-School Program)  
hours: 7:00 a.m. - 6:00 p.m.  
Monday - Friday

## 3. Arrival Times

K4 and K5 half day students - 8:00 a.m.

K4 and K5 all day students - 7:00 a.m.

It would be to your child's advantage to be at the school by 8:00 a.m.

**All classes begin at 8:00 a.m.** Having students enter late can be a distraction to others during instructional time.

## 4. Car Line

Please have your child's car tag visible as you pull up in the car line. Your child should always enter from the passenger side of the vehicle. If someone other than you will be picking up your child, they will need your child's security number. **Please, do not park or get out of your car in the car line.** If you need to get out of your car for any reason, please pull up and park in the parking spots provided. This will help keep the car line moving and our children safe.

## C. After School Program / K4-5<sup>th</sup> Grade

### 1. Introduction

The After-School Program is available for the Day School children in our K4 and K5 classes, and public-school children, K5 through fifth grade. We pick up from four area schools including Bryan Elementary, Gardendale Elementary, Mt. Olive Elementary and Snow Rogers Elementary.

Our K4 and K5 classes move into the After-School Program as soon as their morning classes dismiss each day.

It is our goal to provide a safe, active, and educational environment for your children. After School activities include devotion, game time, arts, and crafts, movie time and outside/inside play time. Children are encouraged each day to visit our homework room. A helpful staff member is on hand to answer questions, assist children and keep them on task. Should you enlist a private tutor, we would be happy to provide a spot for them to work.

## **2. Hours of Operation**

11:45 a.m. – 6:00 p.m.

## **3. Arrival Times**

K4 all day – 11:45 a.m.

K5 all day – 1:30 p.m.

After school – 3:00 p.m.

## **4. Riding the Bus**

A few things to remember for your bus rider:

1) Call the Director before 2:00 p.m. when your child is not going to ride the bus. This is **VERY** important.

2) Our drivers will be allowed to wait for your child for a few minutes to give the school time to call them. If your child does not report to the bus in a timely manner, our bus driver will be instructed by the school staff that they cannot wait any longer.

3) If your child misses the bus, you will be responsible for transportation to the program. All schools are required to provide supervision for thirty minutes after the bell rings.

4) Children must follow all the safety rules when riding the bus.

## **5. Car Line**

1) The car line pickup for after school begins at 3:00 p.m.

2) If you need to pick up before 3:00 p.m., please call the Director so your child will be ready.

3) Have your child's car tag visible as you approach the door.

4) We will call for your child and get them out to your car as quickly as possible.

5) Your child should always enter the vehicle from the passenger side.

**6) If you need to come into the school for any reason, please park in a parking space. Do not park in the drive-thru line.**

## **D. Day Camp Program / K5-5<sup>th</sup> Grade**

### **1. Introduction**

The Day Camp Program is open to students in the After-School Program. The days for camp will change each year. Each camp will have a special theme or activity. You will be asked to pre-register your child for each camp day to help us plan and schedule activities. Spots are limited and a late fee of \$10.00 is charged to anyone that does not register on time. **Payment for each camp day should be turned in with the registration form.** It is our goal during the camp days to provide a safe, fun, active and educational environment for our students.

### **2. Hours of Operation**

7:00 a.m. – 6:00 p.m.

Monday - Friday

### **3. Arrival Times**

Participants should arrive between 7:00 a.m. and 8:30 a.m.

**Please do not send your child into the school alone after 8:30 a.m.** If you need to arrive after 8:30 a.m., please ring the doorbell or call the Director, she will meet you in the lobby, check-in your child and get them to their scheduled activity.

### **4. Car Line**

Car line drop off on Camp Days will run from 7:00 a.m. – 8:30 a.m.

After 8:30 a.m., you will need to walk your child into the school.

Car line pick up will run from 3:00 p.m. – 6:00 p.m.

If you need to pick up before 3:00 p.m., please call the Director and she will have your child ready to meet you at the car line entrance.

### **5. Camp Day Lunch**

You will need to send your child with lunch on Camp Days. Please make sure you send a lunch that is ready to eat. We will not have a way to heat or cook outside food items. A morning and afternoon snack will be provided. Some Camp Days the students will make their own edible snack. If your child has food allergies, please make sure the staff is aware.

## **E. Summer Camp at GFBC/ K4 – 5<sup>th</sup> Grade**

### **1. Introduction**

Welcome to the Day School Summer Camp Program at GFBC. Our Summer Camp usually runs from the end of the school year in May until the last full week before school begins in August. Our goal is to provide a safe, fun, and educational place for your children to spend the summer. Our camp offers many opportunities for children to learn and grow in a Christian environment. Children at the camp will engage in activities such as arts and crafts, music, theater, dance, physical and educational games, as well as attend a weekly Bible class.

### **2. Hours of Operation**

7:00 a.m. – 6:00 p.m.

Monday - Friday

The Summer Camp at GFBC schedule for 2024 is as follows:

- Week #1                      May 28-31, 2024 (Closed Monday, May 27<sup>th</sup>)
- Week #2                      June 3-7, 2024
- Week #3                      June 10-14, 2024
- Week #4                      June 17-21, 2024
- Week #5                      June 24-28, 2024
- Week #6                      July 1-3, 2024 (Closed Thur. & Fri. July 4<sup>th</sup> & 5<sup>th</sup>)
- Week #7                      July 8-12, 2024
- Week #8                      July 15-19, 2024
- Week #9                      July 22-26, 2024
- Week #10                     July 29 - Aug. 1, 2024 (Closed Friday, Aug. 2<sup>nd</sup>)

### **3. Arrival Times**

7:00 a.m. – 8:30 a.m.

The Director will be in the lobby to greet and check students in from 7:00 a.m. - 8:30 a.m. each morning during the summer. Please park and walk your child into the center. If you are going to arrive after 8:30 a.m., you will need to call the Director or ring the bell in the lobby so that someone can get your child checked in and to their class. **Please, do not send children into the building alone.**



#### **4. Pick Up**

Car line pickup is from 3:00 p.m. – 6:00 p.m. each day.

Please contact the Director (205-222-2038) if you need to pick up or drop off your child between the hours of 8:30 a.m. and 3:00 p.m.

**For your safety, ALL children should load on the passenger side of the vehicle.**

**Please do not leave your car unattended in the drive-thru lane.** If you need to come into the building for any reason, other than an emergency, please park your car in the available parking spaces, **not in the car line area.** This will allow our pick-up service to run smoothly for everyone.

#### **5. Special Activities**

Each summer the groups will have a variety of special activities. It is important that all children behave and follow the rules on all outings. If a student does not conduct themselves in a responsible manner, they will not be allowed to participate in special activities.

#### **6. Lunch**

Students will bring their lunch from home each day during the summer. Lunches need to consist of ready-to-eat items. We will provide two snacks during the day so please make us aware of any food allergies your child may have.

### III. Registration Process

Registration for K4, Kindergarten and After School begins in February. Summer Camp registration begins in March. Participants already enrolled in a program will have a week to register their child before open registration begins. We will not be able to hold a spot for your child once open registration begins.

#### A. Step by Step Process

Registration for the Day School program requires:

- Completed registration form
- Registration, supply, and activity fees paid (fees non-refundable)
- Signed Acknowledgement of Risk and Waiver
- Signed DHR Exemption Letter
- Signed Acknowledgment of Weekly Payments & Inclement Weather Policy
- Updated Record of Immunization (for K4 and K5 participants)
- Custody Agreement (if applicable)

A few things to remember when registering...

- Both the registration form and fees must be turned in to the Day School Director at least forty-eight (48) hours before the child begins any service of the Day School Program.
- The registration form must be completed in its entirety (front and back) before it will be accepted.
- The emergency contact must be someone other than the parent/legal guardian of the child and must be a local person with a local number.
- The registration form must be signed by the child's parent/legal guardian and notarized on the signature.
- You will need your Driver's license and your **unsigned** registration papers if you would like someone at the Day School to notarize the forms for you.
- **Any false or inaccurate information on the registration form will forfeit the registration of any child.**
- All students entering K4 and K5 must be self-sufficient in the restroom.

## **B. School Year Registration**

School year registration includes all Preschool and After School participants. Students enrolled in the school year program are registered for **all weeks** between August and the end of the school year in May. **Vacation weeks are not given for all day students during the school year.** Vacation weeks can be taken during the months of June and July.

## **C. Summer Camp at GFBC Registration**

Summer Camp usually runs from the first full week after school is out to the last full week before our pre-school begins. At the time of registration, you will be asked to sign up for the weeks your child will attend. You will have the opportunity before camp begins to change your weeks without penalty. **You are obligated to pay for the weeks you reserved, even if your child does not attend.**

## **IV. Payment Policy Guidelines**

### **A. Payment Policy**

**Weekly payments are due on Friday by 6:00 p.m. for the upcoming week and are late on Monday. Payments made after 6:00 p.m. Friday will incur a late fee of \$25.00.** The Day School accepts MasterCard, Visa, and Bank drafts. **For your convenience we can process your payments, weekly, bi-weekly, or monthly, through Tuition Express. There is no charge to use Tuition Express.** Contact the Financial Office (488-8650) for more information. Payments are due each week regardless of your child's attendance that week. **There are no deductions to the weekly payment for absences due to illness, inclement weather, etc.**

**If your account is delinquent more than two weeks, the Day School reserves the right to temporarily withdraw your child/children from the program until your account is up to date. If your account has been two weeks past due more than four times in a fiscal year, we reserve the right to withdraw your child/children from the program.**

**Credit/Debit card payments that are declined will incur a \$10.00 charge.**

### **B. Withdrawal Policy**

A two-week notice must be given in writing (withdrawal card) or via email ([lisam@gfbc.org](mailto:lisam@gfbc.org)) when withdrawing from the program. A financial penalty may result if a two-week notification is not given.

## C. Fee Schedule

### Day School May 2024 – May 2025

#### **K4 and K5 Classes** (all fees are non-refundable)

Registration fee	\$120.00 per year
Supply fee (K4 and K5)	\$140.00 annually
4-year-old Activity Fee	\$70.00 annually
5-year-old Activity Fee	\$100.00 annually

#### **K4 and K5 with After School Care** (August 2024 - May 2025)

4-year-old – 5-year-old classes	\$158.00 per week
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#### **1/2 Day K4 and K5 Classes** (August 2024 - May 2025)

4-year-old - 4 days a week	\$75.00 per week
5-year-old – 5 days a week	\$95.00 per week

#### **After School** (August 2024 - May 2025)

Registration fee (non-refundable)	\$120.00 per school year
Supply Fee	\$40.00 per school year

#### **After School and Day Camps** (August 2024 - May 2025)

K5 – 5 <sup>th</sup> grade	\$65.00 per week
Day Camp during a school week	\$20.00 per day
Day Camp not during a school week	\$30.00 per day, X the number of days offered that week

#### **Summer Camp at GFBC** K5 – 5<sup>th</sup> grade (May 2024 - August 2024)

Registration for Summer only participants	\$120.00 per summer
Supply Fee	\$40.00 per summer
4 – 10 weeks reserved	\$146.00 per week
1 – 3 weeks reserved	\$156.00 per week

#### **Late Pick-Up Fee**

The Day School closes **at 6:00 p.m.** If you will be late, please call the Director. You will be subject to a late pick-up fee of \$1.00 per minute and will be required to sign a late card at the time of pick up. While we understand that things can happen from time-to-time, if you are habitually late, your child could be removed from the program.

## V. Information for Parents

### A. Personal Belongings

When deciding what to let your child/children bring to Day School, please remember the following:

- Toys and other items that may cause a distraction to the program in any way are not allowed.
- Items of significant importance to your child or family should *NOT* be brought to the Day School. These items could be misplaced and we at the Day School do not want that to be upsetting to you or your child.
- Your child should not be allowed to wear anything that could be damaged or cause injury to another child such as watches, bracelets, and other jewelry. **The Day School is not liable for any lost or broken personal items.**
- Media items such as games, tablets, phones, cameras, etc. should not be brought to the Day School.
- Items such as toy guns, swords, knives, and any other toy of this nature cannot be brought to the Day School.

If the Day School Director finds these items, she will hold them with her until the child is picked up at the end of the day.

### B. Clothing

Children should wear clothes and shoes that will allow them to participate in all activities in the Day School program. This includes going outside to the playgrounds as well as to the gym. The Director will use discretion on bitterly cold days. This means your child should have a coat and hat if the weather is cold. Remember to put your child's name on their coat. **Please make sure your child's clothing is modest. We do not allow children to wear short shorts, overly revealing shirts or shirts with slogans that would be deemed inappropriate by the church.** If a child arrives at the Day School inappropriately dressed, the parents will be notified and asked to bring appropriate clothing.

All children in our **Preschool Program** must have a change of clothes, including underclothes, to be left at the school. These items must be in a gallon-size Ziploc bag with their name written on the bag as well as on their clothes and coats. In case of an accident, please bring another set of clothes the next day. Remember also to change extra clothing with the seasons.

### **C. Birthdays**

Please feel free to bring something special for your child's class on his/her birthday. We encourage you to keep it simple with cupcakes and chips or similar refreshments. Contact your child's teacher in advance to let her know of your plans. **Because of a choking hazard, we ask that you *DO NOT* bring latex balloons for any event.**

### **D. Illness Policy**

**The Director reserves the right to withdraw any child from the program if this Illness Policy is not followed. The Director also reserves the right to request a doctor's excuse upon a child's return to school from an illness or surgery.**

Exposure to a new group of children may cause more illness during the first few weeks until immunity is developed. Keep in mind you may need an alternative plan for childcare in case of long illness. The Day School takes every precaution to safeguard your child against illness.

**Due to the Coronavirus outbreak, the Health Department and CDC have required changes to childcare center health policies.**

**If your child has a temperature of 100.4 degrees or more or has other Coronavirus symptoms, a parent will be called to take the child home. Your child *CANNOT* return to the Day School Program until he/she has been seen by a healthcare provider, tested, and given a return to school form.**

The Director will evaluate the child on an individual basis and will send a child home for the following reasons:

- Vomiting
- Diarrhea (loose bowel movements with or without a fever)
- Eye infections
- Throat infections such as Strep
- Chicken Pox
- Rashes with fever
- Ringworm
- Head lice (Lice and eggs must be completely clear, and the child must be seen by the Day School Director before returning to the program.)
- Ear infections
- Thick nasal discharge
- Hand/Foot and Mouth
- And any other contagious illness

Your child should not return to the Day School Program until twenty-four (24) hours after they are symptom free without the aid of medicine, are well enough to participate in the daily activities and are no longer contagious. If your child has been out sick, we will take their temperature when they return to school. If your child is out of school for three or more days due to illness, the office may require a return to school form from your doctor upon their return.

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

**In the event of an emergency, the parent and/or emergency contact person will be notified. If the Day School staff cannot reach the parent and/or the emergency contact, 911 will be called. If it is necessary for your child to be transported and the parent and/or emergency contact cannot be reached, a member of the Day School staff will ride with your child.**

## **E. Medications**

On occasion your child may need to have medicine given by the Day School staff. You *MUST* do the following steps for your child to be given their medicine while in the Day School program.

- The child's parent/legal guardian must complete a medicine authorization form. This form must be used for all prescription and non-prescription medicines.
- We require a doctor's authorization to give prescription and non-prescription medication to all children.
- **All medicine must be in its original container.**
- Asthma inhalers and Epi pens are subject to the same procedure.
- You should never send medication of any kind in your child's bag or backpack.

Please see the Director to obtain a medicine form.

## **F. Holiday Closings**

The Day School program will observe/close for the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day and the Friday following
Memorial Day	Christmas Eve & Christmas Day
July 4 <sup>th</sup> & 5 <sup>th</sup>	

If any of these days fall on a weekend, the Executive Staff of Gardendale First Baptist Church will determine which day of the week we will be closed. All holiday closings will be on the Day School calendar.

## **G. Closing Due to Inclement Weather**

If area schools are closed due to inclement weather, we will make every effort to be open. The Director's phone, (205)222-2038, will have a message stating if we are open, will open late or will be closed for the day. You can also watch ABC 33/40, look for Gardendale First Baptist: ELC/Day School, check our Facebook page and be sure to sign up for our text alert system.

We send out important information via text message. This is a great way to stay updated on what is happening with our GFBC Education Programs such as weather updates and reminders. To follow us just text the following keywords to 844-764-2017 to receive updates for your child's program.

Day School (K4 and Kindergarten)	dayschool
After School	dsafter
Summer Day Camp	daycamp

For After School participants if public schools dismiss early due to the weather **and we can pick up safely**, we will pick up at the revised dismissal time. We will keep the children until you can safely pick up.

## **H. Participation**

We ask that all children participate in all activities. Due to the size and nature of the program, we cannot allow children to choose whether they participate. This causes them to be separated from the group where they cannot be actively supervised. This is considered unsafe, as well as a distraction to the other children. We have found that it encourages good morale and unity within the group when everyone participates. If there is a physical concern that prohibits your child from participating on a certain day, we must receive a note from a parent or guardian explaining the situation.



## **I. Parent Teacher Conferences**

At any time during the year, a teacher may ask the Director to set up a conference with parents to discuss the progress, health, or behavior of a child. If a parent has concerns about their child's progress, they can contact the Director at any time to set up a conference. All conferences must be set up by the Director. Teachers will not be allowed to leave a class unattended to discuss issues with a parent. Communication between parents and the school will be key to helping your child be successful.

## **J. Discipline Policies and Procedures**

We expect the children in any Day School Program to be well behaved. Children will always be expected to follow the staff's instructions and observe all rules. The Day School staff asks for parents to encourage this by supporting our rules with their children at home. Fighting, bullying, hitting, spitting or any other aggressive behavior will not be tolerated. Respect and appropriate language are expected at all times within the Program.

**Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest time, or toileting. Spanking or any other form of physical punishment will not be allowed on the premises of Gardendale First Baptist Church.**

When having difficulty with a child's behavior, the staff person will:

- 1) Talk with the child
- 2) Take away time from a desired activity
- 3) Send notes, communicate at pick up and or call a parent
- 4) Complete a discipline form with details about the incident and send the child to the Director.

There are several forms of discipline the child may encounter until the behavior is stopped. If the classroom teacher is unable to affect a change in behavior and after speaking with the Director the behavior continues, we will call for a parent conference to go over other options. If said behavior continues your child will face a suspension or expulsion from the Day School Program.

**Any incident of physical fighting will result in a suspension.**

**You will *NOT* receive a refund for your child's tuition if they are suspended or expelled.**

Important things to remember when dealing with discipline:

- Discipline issues will *ONLY* be discussed with the parent or legal guardian of the child.
- In the event you wish to speak to a staff person regarding your child, you *MUST* have the Director present.
- If at any time, a parent disrupts or disturbs day-to-day operation by arguing, yelling, using inappropriate language, or exhibiting aggressive behavior, he/she will be asked to leave the premises immediately as this can be frightening for many children.
- Parents who choose not to comply with the above stated procedures will be asked to withdraw their child from the Program.

It is our hope that we can help you with any concerns you may have about our discipline policies. Please feel free to set up a meeting with us and we will be glad to speak with you at an agreed-upon time.

**Important Note:**

**Parents or legal guardians are required to disclose any physical, emotional, or behavioral limitations, needs or concerns about their child in writing prior to registration. The Director reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Furthermore, the Day School reserves the right to withdraw any child from the Program at any time if behavioral and/or emotional problems with a child disrupt the day-to-day operations, if another person's safety is jeopardized, or if the Day School staff determine the child makes it unreasonably difficult to meet the needs of the other children in the program.**

**K. Emergency Action Plan**

In the event of an emergency, the Education Programs will follow the plans outlined in this section. Should we need to evacuate the school or shelter in place:

- 1. Evacuation routes/exits:** Are posted in each classroom. In the event of an emergency, the teachers will line the class up, count the children, and walk the children out using the closest, unimpeded exit. Count the children again as soon as you have safely evacuated the building.
- 2. Notification:** Once all children are safely evacuated 911 will be called. Parents will be notified in the event of an evacuation by text message system. Further information will be posted on our Facebook/web page.

- 3. Emergency Kits/Information:** Emergency kits will be taken by the Director or Assistant Director during an evacuation. Emergency kits are in the office and at the main exits. Kits contain each child's emergency contact information and security numbers.
- 4. Evacuation Sites:** Are determined by the situation at hand. Parents will be notified by text when we are secure, and it is safe to pick children up.
- 5. Shelter-in-Place:** Each classroom has an emergency plan/map posted on the wall as you enter the room. Children will be taken to an interior room or hallway. The first aid kits are stored in the ELC Assistant Director's office, in the Day School work room and behind the Control Desk in the gym. Flashlights and radio along with emergency contact information are kept with emergency supplies. Parents will be notified by text as soon as the immediate threat has passed.
- 6. Reuniting parents and children:** Children will only be released to contacts listed on the child's form with proper identification. Parent/guardian contact numbers are in the emergency kit, in the Day School binder, ELC binder and in our computer records program.
- 7. Fire Plan:** As soon as the alarm sounds, line your class up, count your children, look for smoke in the hall, exit the building through the closest, non-impeded door. Report to the Director your class count.
- 8. Tornado Plan/Earthquake:** As soon as you are given notice that we are under a tornado watch/warning, count your children and walk them to the hallway. Have the children sit against the wall and close all doors. If we are experiencing an earthquake, have children sit in the hall, close doors, and stay clear of all glass and windows.
- 9. Lockdown/Shelter In Place:** Lock all outside doors and windows, close and secure interior doors, close blinds and curtains, turn off lights, stay out of sight, remain calm, the Director will contact 911 and will give the all-clear when it is safe to return to the classrooms.

## **L. Security Policies and Procedures**

We take the safety and wellbeing of your children very seriously. This may seem to cause some inconveniences. We thank you for cooperating with our regulations. We must strive to enforce them 100% of the time, *even when we know you*. The security system must always apply to everyone, or it can quickly become faulty and compromise the safety of your children and our staff.

If you need to enter the Day School facilities between the operating hours of 7:00 a.m. and 6:00 p.m. you must contact the Director or ring the doorbell in the lobby and a staff member will let you in the door. The Director's number is (205) 222-2038.

After your child is registered, you will be given car signs and a card with their security number. You will need to have the car sign or know this number to be able to pick up your child. You may give this number to anyone you wish with the understanding that if they produce this number your child will be released to them.

If you forget your child's security number or need to change it, you **MUST** come to the Day School office. You will need to have identification for us to release the number to you. These security numbers will be kept confidential and will not be given out over the phone.

For added security, we have included a space on the registration form so that you may list any person(s) **NOT ALLOWED** to pick up your child. We will need legal documentation for cases in which a legal guardian or *biological parent* is not allowed to pick up their child. All of this is for the safety of your child. We will not release a child without proper identification. If you have any questions regarding this procedure, please feel free to give us a call.

We look forward to a wonderful year and greatly appreciate the opportunity to work with you, your child, and your family.