



@ Living Word Church
2900 Dawes Road
Mobile, AL 36695-9025
www.livingwordmobile.com

Dear Parents,

Welcome to World of Friends Daycare! We are excited you have chosen us to care for your child. World of Friends is a ministry of Living Word Church. World of Friends is committed to providing a caring environment with many activities for your child to enjoy.

The following pages contain policies and general information for children enrolled at World of Friends daycare. Please read the policies carefully, and keep the booklet for future references.

Sincerely,

Tina Holcomb

Director

WORLD OF FRIENDS DAYCARE POLICIES AND PROCEDURES

World of Friends is an extension ministry of Living Word Church. World of Friends operates on an exempt status granted by the Department of Human Resources (DHR). We must maintain our exempt status by reporting to DHR annually. We are approved by the Fire Department and the Mobile County Health Department. Inspections are held regularly to insure safety and cleanliness.

Teachers are required to take a physical and be cleared by the Alabama Department of Human Resources State Registry on Child Abuse.

ADMISSION POLICY

We accept children regardless of race, creed or nationality.

REGISTRATION & INSURANCE FEES

The registration and insurance fees are due upon the entrance of your child to the daycare. These fees are due annually every August 1st.

TUITION

Charges are posted to accounts one week in advance. Payments need to be made in advance or on a weekly basis in order to avoid a \$5.00 per day per child late fee. Deductions are not given for holidays, absentees, or daycare closing due to inclement weather (tornadoes, tropical storms, hurricanes or floods). Late fees will be assessed daily beginning Thursday at noon for the following week's care on any balance not paid in full. All returned checks will be subject to a \$18.00 fee. We reserve the right to refuse any other payments by check. We reserve the right to refuse care for families whose financial obligations have not been met.

HOURS

World of Friends is open Monday through Friday from 6:30a.m. to 5:30p.m. A late pick-up fee of \$5.00 will be assessed for every 10 minutes past your contract time.

ARRIVAL AND DEPARTURE

Upon arrival to World of Friends, you must accompany your child into the facility. Every child must be signed in and out daily—no exceptions. If someone other than you will be picking up your child, written or oral permission must be given by you in order for us to release your child. Please let individuals picking up your child know that a picture I.D. may be required when picking them up.

SNACKS AND LUNCH

A good breakfast is needed to start the day right. The meal should be served at home and completed BEFORE arriving for daycare. Lunches and snacks should be something that your child can eat independently once they start eating on their own. All lunches must be prepared and ready to serve. A lunch box is required for each child. No paper bags allowed. Please remember to supply napkins, spoons, or any other needed items. A bib is also necessary at this time. All items must be clearly labeled with your child's name. Please bring the number of prepared bottles or cups that your child will need each day. No refill containers please.

PERSONAL ITEMS

World of Friends provides fun, educational toys for your child to play with everyday. Therefore, we ask you to keep your child's toys and other special personal items at home to prevent loss or breakage.

If your child happens to lose something at World of Friends, please contact us immediately. We will search for the item, however, we cannot be held responsible for lost or damaged items.

CLOTHING & SUPPLIES

Your child's day at World of Friends will be filled with a variety of fun-filled activities such as singing, indoor and outdoor play, painting and eating. Please make sure your child has comfortable and washable clothes. Each child must have a change of clothes in a bag that remains at the daycare if needed. Please label each item with their name. We cannot be held responsible for lost or damaged clothing. Infants and toddlers should keep a supply of diapers and wipes at the daycare. Please keep a check of these supplies. All nap pads must be vinyl (waterproof) with a two-inch thickness. These can be purchased at Wal-Mart or Davie's School Supply.

HOLIDAYS

We will be closed the following holidays:

New Year's Day	July 4 th
Mardi Gras Day	Labor Day
Good Friday	Thanksgiving Day & Friday
Memorial Day	Christmas Day, Dec. 25 th & 26th

When a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday. A full week's tuition will be charged during holiday weeks.

SEVERE WEATHER CONDITIONS

In the event of daycare closing due to inclement weather please tune to local television and radio stations. No deductions are given for closings due to tornadoes, tropical storms, hurricanes, or floods. If during the day weather conditions become severe, you may pick up your child at your discretion.

The basic guideline is if public schools are closed due to severe weather, we will close as well.

WITHDRAWAL

A one-week written notice to the Director is required for parents to withdraw their child from World of Friends. Contract fees will be charged until one week after a notice is given. World of Friends reserves the right to cease care for a child (after giving a one-week notice) for serious behavior problems or non-payment of fees. On the day of the withdrawal if there is an account balance, it must be paid in full. After a child is withdrawn, re-admission can be arranged by repeating the admission procedure.

MEDICAL INFORMATION

Current immunizations (blue cards) are required by the State Health Department and World of Friends daycare.

If your child is ill, he/she may not be brought to World of Friends. If your child becomes ill while at World of Friends, you will be contacted to pick up your child. If your child is running a fever or vomiting, you are required to wait twenty-four hours before returning your child to us unless there is a doctor's note permitting the earlier return.

In the event of an emergency medical treatment, parents will be contacted immediately. If necessary, paramedics will be called and your child will be taken to the nearest emergency room.

If your child has come in contact with a contagious illness (flu, chicken pox, etc.) please report it to our staff. We will report any illness reported to us as well.

Please do not send medication to daycare unless it is absolutely necessary. The daycare is not able to administer any medication without written instructions from the parent/guardian. If a child has medication (prescription or non-prescription) that is to be administered during the day the parent should bring the medication in its original bottle/package, labeled clearly with the child's name and specific instructions about time and dosage. Medication forms are provided at the sign-in station. No medication, prescription or non-prescription, is to be kept or taken by the child himself.

Policies for Staffing and Child/Staff Ratio

1. Child/Staff Ratio

- | <u>Age</u> | <u>Ratio</u> |
|-----------------------------|--------------|
| Infants to 1 year | 1-6 |
| Toddlers: 1 year to 2 years | 1-8 |
| 2 years to 3 years | 1-12 |
| 4 years to 6 years | 1-20 |
| 6 years to 8 years | 1-22 |
| 8 years and older | 1-25 |
- b. When multiple age grouping is used, child/staff ratio shall be according to the age of the youngest children in the group if more than 20%. If the children in the youngest age category make up 20% or less of the group, child/staff ratio shall be according to the next highest category.
 - c. Staff such as director and service staff, shall be counted in the child/staff ratio only during the time that they are giving full attention to the direct supervision of the children.

2. Staff Coverage

- a. All children shall have staff supervision at all times.
- b. When a regular staff person is absent, there shall be a substitute present in order to maintain the regular child/staff ratio.
- c. During the director's absence, an adult staff person, meeting at least childcare worker qualifications shall be designated as the responsible person in charge.
- d. One staff person shall be present in each room of children during napping/resting time. The number of napping/resting children shall not exceed 40 per staff person.
Infants remain on a 1-6 ratio at all times.
- e. A staff person at least 19 years of age shall be present in the building or on the premises during all hours of operation.
- f. Volunteers meeting qualifications may assume responsibilities of a child care worker and shall be counted in the child/staff ratio.

3. Supervision of children in vehicles

- a. Staff in addition to drivers needed per age group and number of children in the vehicle shall be as follows:

<u>Number of Children</u>	<u>Age</u>	<u>Number of Adult Riders</u>
1-14	4-5 yrs	0
15-20	4-5 yrs.	1
21-30	6-12	0
30 or more	6-12	1

- b. Children shall not be left unattended in a vehicle.
c. All children and adults shall be properly secured in an individual seat belt.
d. Vehicles used for transporting children shall be equipped with operational ventilation and heating systems.

4. Supervision of children swimming and wading

- a. There shall be continuous supervision by a minimum of 2 persons.
b. Child/staff ratio for swimming and wading:

<u>Age</u>	<u>Child/staff Ratio</u>
1-3	1 staff to 5 children
4-8	1 staff to 10 children
8 and older	1 staff to 15 children