



**POLICIES AND PROCEDURES OF THE
HOMEWOOD CHURCH OF CHRIST DAY
SCHOOL
2025 - 2026**

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HOMEWOOD, AL. 35209

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Day School Operating Hours

August 7, 2025 – May 16, 2026

Please understand that changes could be made to our policies and procedures during the year. We will update you when/if changes occur.

OPERATING HOURS	
7:00 - 9:00 am	Morning Extended Care
9:00 - 9:15 am	Gym door drop-off for Nursery
1:00 - 3:00 pm	Carpool for Nursery 4 – 4K
12:45 - 1:00 pm	Gym Door pick- up for Nursery
1:00 - 3:00 pm	Carpool for Nursery 4 – 4K
1:00 - 5:00 pm	Afternoon Extended Care

- We are open Monday - Friday. We are closed during Thanksgiving week, Christmas holidays, Spring Break, and other holidays listed in the School Closings and Important Dates section.

Additional Information:

- **The curriculum begins promptly at 9:15 am! After 9:30 am the doors will be locked, and no students will be allowed to report to class unless prior arrangements, such as Doctor’s appointments, have been made with the director. We must minimize distractions/interruptions once the school day has begun.**
- Children must be picked up by 5:00 pm! **NO EXCEPTIONS!** See the Extended Care Fees section.
- If your child is riding home with someone other than you, we must have notification by phone, email, or writing.
- The Day School reserves the right to de-enroll any child whose social, physical, and emotional needs are beyond the resources and training of our current staff.

2025-26 School Closings and Important Dates

2025:	
July 31 st	Meet the Teacher; Come and go
August 7 th	First Day of School
September 1 st	SCHOOL CLOSED - LABOR DAY
September 11 th - 13 th	School Pictures
October 14 th	SCHOOL CLOSED-COLUMBUS DAY

November 11th	SCHOOL CLOSED-VETERAN'S DAY
November 25th - 29th	SCHOOL CLOSED-THANKSGIVING
December 3rd	Milk and Cookies with Santa
December 6th	PTO: Santa Visit
December 20th	Early Dismissal 12:00 (No Extended Care)
December 20th - January 5th	SCHOOL CLOSED-CHRISTMAS

2026	
January 6th	School Reopens
January 20th	SCHOOL CLOSED-MLK DAY
January TBA	In-house Registration for 2025 - 2026
February TBA	4K Cap & Gown Pictures
March 24th - 28th	SCHOOL CLOSED- PRESIDENT'S DAY
April TBA	Teacher Appreciation Week
April 18th	SCHOOL CLOSED- Good Friday
April 30th - Tentative	3K Muffins and Moms
May 2nd	4K Field Day
May 14th	4K Graduation 10:00 am
May 16th	LAST DAY-EARLY DISMISSAL 12:00 pm

Early Dismissal:

- If Hoover or Homewood are dismissed early, we will follow suit. Please be mindful that our teachers must get to their children as well.

Delayed Opening:

- If Hoover or Homewood has a delayed opening (ex.2-hour delay) the Day School will open at 9:00 am and there would be no extended morning care available in this scenario.

School Closing:

- In the event of severe weather, the Day School will follow Hoover AND/OR Homewood School System closings.

Tornado/Severe Weather Warnings:

- Children will be taken into the inner hallways and remain with teachers until an “all clear” is issued. If the weather looks threatening, stay tuned to your local radio and television stations.

- You must get here as quickly as possible if the school does close early. It is imperative that we have current phone numbers and emails. In the event of an early dismissal, delay, or emergency during school hours, we will send an email/text.

Tuition

Class	T/TH	MWF	M-F
Nursery 1, 2	\$350	\$400	\$500
Nursery 3, 4	\$320	\$380	\$480
2K	-	\$350	\$450
3K	-	\$315	\$420
4K	-	\$300	\$400

- Monthly tuition fee is figured on a year’s total tuition divided into ten payments.
- Tuition is due on the 1st of each month. A \$25.00 late fee will be applied weekly after the 10th.
- Statements will be sent via email within the first few business days of each month.
- Statements include the current month’s tuition and extended care charges, milk, ice cream and miscellaneous charges from the previous month.
- We accept cash, checks and money orders. However, we are pleased to offer Brightwheel a free online portal for you to access account information and easily pay tuition.

Registration Fees:

- \$50 plus May 2026 tuition (NON-REFUNDABLE). If your child remains enrolled in May 2026, the May tuition will be credited to your May 2026 bill.
- To clarify, if your child withdraws from the Day School before May 2026, you will forfeit all money paid.

Supply Fees:

- Supply fees cover consumable and non-consumable items appropriate for each age level.
- This does not include field trips, class parties or special class activities. Charges for special activities, parties, or field trips will be applied as appropriate.
- Supply fees are billed bi-annually in August and January for \$100 per child. If you’re paying by check, you can hand it to a teacher at carpool or extended care.

- For cash or money order, call the Day School office and Bari Walton will meet you at the door; your receipt will be emailed to you.
- Special note for May: Any prior or anticipated charges (like ice cream or extended care) must be pre-paid by the 10th. The May 1st bill won't include these charges, so please plan. Remember, May tuition is already covered by your registration fee.

Miscellaneous Fees

Schedule Change Fee:

- A \$25 fee will be charged for any changes initiated by a parent after registration forms have been submitted.

Late Tuition Fee:

- A \$25.00 fee will be charged each week so that the tuition is late.
- If the balance is not paid by the 10th of the following month, your child's enrollment may be terminated.

Extended Care Late Pick-Up Fees:

- Day School closes promptly at 5:00 pm (OUR CLOCK). Any pick-ups after 5:00 pm will result in the following charges.
- First offense: \$7.00 a minute for every minute after 5:00 pm.
- Second offense: \$8.00 a minute for every minute after 5:00 pm.
- Third offense: \$10.00 a minute for every minute after 5:00 pm.

Returned Check Fee:

- A \$30 fee will be charged to your account for any returned check. After 2 returned checks, you will be asked to pay by cash, cashier's check, money order, or Brightwheel. If the returned check results in a late fee, your child's enrollment may be terminated.

Activity Fees:

- Very depending on the class and activity. This will be added to your bill.

4K Field Trips:

- 4K Field Trips will be on campus. Fees will be added to your account.

Ice Cream:

- Ice Cream - \$0.50 Friday only for 2K - 4K.

ABSENCES

- Pro-rating will not be given for illness, vacation, scheduled holidays, early withdrawals, or inclement weather. Monthly tuition is non-refundable and not pro-rated. There will be no make-up days for illness or inclement weather.

WITHDRAWALS

- If your child withdraws from the Day School, you must submit it in writing to Day School 30 days prior to the withdrawal. You are responsible for tuition payments, extended care, ice cream and subsequent late charges until written notification is submitted.
- The fees paid at registration are non-refundable and will be forfeited if your child is not enrolled at the Day School in May of the current school year.

REGISTRATION

Registration requirements:

- Registration application.
- Non-refundable registration fee- \$50 PLUS the following May's tuition.
- Up to date immunization form as required by the State of Alabama.
- Medical form submitted by the child's first day of school as required by DHR.
- Required DHR Exempt school affidavit to be signed and notarized. A notary service is available through the Day School Registration takes place in January for the following school year. If you are currently enrolled, your child and any siblings will have priority placement for the subsequent school year.

DHR Exemption:

- Each school year, DHR requires each family to acknowledge that they are aware that Homewood Church of Christ Day School is exempt from DHR inspection and regulation.
- The form is part of our registration process and is to be notarized. A copy is kept annually in the student's file and the original is mailed to DHR in Montgomery. The Day School will adhere to DHR policies and guidelines whenever possible.

Waiting List:

- After registration takes place for the subsequent school year, the Day School fills any student openings from the online waiting list. Waiting list forms are kept until registration for the following school year. The waiting list form is located at www.homewooddayschool.org.

New Student Registration:

- New students registering after the current school year begins will be accepted on a 2- week probation period. After the probation period, the child will be evaluated based on input from the child's teachers.
- If the child is from a family whose primary language is not English, he or she must be able to understand and follow direction given in English when appropriate.
- The Day School reserves the right to de-enroll any child whose social, physical, and/or emotional needs are beyond the resources and training of our current staff.

EXTENDED CARE

Extended Care Fees:

- Per hour extended care charge: \$6.00 for Nursery 1 - 4K. Any child enrolled in the Day School program is eligible to use the morning/afternoon extended care program.
- Make sure your clock/watch is set to the official Day School Clock in the office. Per hour charges are billed weekly and paid the following month.
- Exception: Estimated per hour use for May must be pre-paid.
- Morning/afternoon extended care fees are billed by the hour, for any part of the hour. For example, you will be billed for 2 hours if your child is here from 1:00 pm to 2:15 pm.
- If your child arrives in the gym/classroom before 9:00 am, you will be charged a minimum of \$6.00.

Morning Extended Care Sessions: 7:00 am - 9:00 am:

- Children may be dropped off no earlier than 7:00 am.
- **In the morning, Nursery 1-3 Can be dropped off in the Nursery and Nursery 4 - 4K can be dropped off at the Gym Entrance or walked to their classroom.**
- **Car Seats will be left by the Gym door and will not be allowed into your child's classroom.**
- In the morning, the teacher will sign your child into the extended care log.
- Nursery 3 - 4K need to have breakfast BEFORE coming to school.
- Nursery one and Nursery 2 may eat breakfast at school.

- Nursery 3 - 2K will get a snack shortly after they get into their classroom.

Afternoon Extended Care Sessions: 1:00 - 5:00 pm:

- If your child needs to use the afternoon extended care program on an occasional basis, please notify the teacher or the Day School Office ASAP. THIS IS CRITICAL TO consistently maintain the best possible care for your children.
- There is only one phone line available in the afternoons. DO NOT LEAVE A MESSAGE. Extended care has no way to retrieve messages from the office phone. Please continue to call until you have spoken with someone.
- N1 - N3 will rest in cribs as needed.
- N3 - N4 nap will begin at 12:45 pm.
- 2K will have naptime at 1:00 pm.
- 3K - 4K will have nap/rest time at 1:00 pm.
- After a period of quiet time, there is an option to watch an approved age-appropriate movie.
- N4 - 4K must have a “napper” with an attached covering and pillow.
- These coverings will be sent home **daily** for the parents to wash.
- It is important to remember to send these nappers back to school.
- After rest time, the children will be given a snack and a juice provided by the Day School.
- The remaining time until 5:00 pm will be spent on organized play activities in the gym or out on the playground.
- Children participating in an after or before school enrichment program will not be charged for that hour.
- Siblings will be charged for the hour.
- **The pickup time will be listed according to the official Day School clock.**

LUNCHES

- Most classes serve lunch between 11:00 and 11:30 am. Refer to your child’s class schedule for the specific time. Lunches need to be nutritious. Lunches will be served only during each class’s designated lunchtime.
- N1 - N3 have access to a refrigerator.
- **N4 - 4K should bring items that are easy for your child to open. This will help in creating a safer environment from cross contamination. Please try to send easy to open covered cups, or easy-to open thermoses instead of juice boxes for their drinks. NO CARBONATED DRINKS OR GLASS CONTAINERS. Milk, juice or water only. There is no access to microwaves or refrigerators so pack accordingly. Please try to send all food items in easy to open containers and practice opening these items with your child. Examples but not limited to:**



- Lunchables containers are hard for a child to open, so please place all Lunchables items into a Ziplock bag or an easy to open food container.
- Teachers cannot leave the room to warm food, so finger foods are most appropriate. Finger foods need to be already chopped and ready to serve. For example, boiled eggs should be shelled, and meat sticks skinned and cut up. Teachers will encourage children to eat “growing” foods first. Please send only tiny amounts of sweets/dessert if any.
- 2K - 4K may purchase ice cream on Friday for \$0.50. Your teacher may pre-arrange with you to have a “standing” order.
- If your child has no lunch in their backpack, you will be contacted to bring your child lunch.

CHILD MEAL PATTERN

Lunch or Dinner:

- Select One from each Food Components Category for Meals.

Food Components	Ages 1-2	Ages 3-5	Ages 6-12
Milk (fluid)	½ cup whole	¾ cup 1% or skim	One cup 1% or skim
Two fruits/vegetables	¼ cup	½ cup	¾ cup
Juice, fruit and/or vegetable			
bread	½ slice	½ slice	One slice
cornbread, biscuit roll, or muffin	½ serving	½ serving	One serving
Cold dry cereal	¼ cup	1/3 cup	¾ cup
Hot cooked cereal	¼ cup	¼ cup	½ cup
Pasta, noodles, or grains	¼ cup	¼ cup	½ cup
One meat/meat alternate meat	1 ounce	1 ½ ounces	2 ounces
Poultry, fish or alternate	1 ounce	1 ½ ounces	2 ounces
Protein product or cheese	1 ounce	1 ½ ounces	2 ounces
Egg	½ egg	¾ egg	½ cup
Cooked/dry beans or peas	¼ cup	3/8 cup	½ cup
Peanut or another nut or seed	2 TB	3 TB	4 TB
Butters or nuts and/or seeds	½ ounce	¾ ounce	1 ounce
Yogurt	4 ounces	6 ounces	8 ounces

- Children aged 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.
- Fruit or vegetable juice must be full-strength and may only be served per day.
- Bread and grains must be made from whole-grain enriched meals or flour. Cereal must be whole-grained or enriched or fortified.
- A serving consists of an edible portion of cooked lean meat, poultry, or fish.
- Nut and seeds may meet only ½ of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. 6. Yogurt may be plain or flavored, unsweetened, or sweetened.

CHILD MEAL PATTERN

Breakfast:

- Select One from each Food Components Category for Meal.

Food Components	Ages 1-2	Ages 3-5	Ages 6-12
Milk (fluid)	½ cup whole	¾ cup 1% or skim	One cup 1% or skim
Two fruits/vegetables Juice, fruit and/or vegetable	¼ cup	½ cup	¾ cup
Bread	½ slice	½ slice	One slice
Cornbread, biscuit roll, or muffin	½ serving	½ serving	One serving
Cold dry cereal	¼ cup	1/3 cup	¾ cup
Hot cooked cereal	¼ cup	¼ cup	½ cup
Pasta, noodles, or grains	¼ cup	¼ cup	½ cup

- Children aged 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.
- Fruit or vegetable juice must be full-strength and may only be served per day.
- Bread and grains must be made from whole-grain enriched meals or flour. Cereal must be whole-grained or enriched or fortified.

CHILD MEAL PATTERN

Snack:

- Select One from each Food Components Category for Meal.

Food Components	Ages 1-2	Ages 3-5	Ages 6-12
Milk (fluid)	½ cup whole	½ cup 1% or skim	1 cup 1% or skim
Two fruits/vegetables	½ cup	½ cup	¾ cup
Juice, fruit and/or vegetable			
Cold dry cereal	¼ cup	1/3 cup	¾ cup
Hot cooked cereal	¼ cup	¼ cup	½ cup
Pasta, noodles, or grains	¼ cup	¼ cup	½ cup
One meat/meat alternate meat	½ ounce	½ ounce	1 ounce
Poultry, fish or alternate	½ ounce	½ ounce	1 ounce
Protein product or cheese	½ ounce	½ ounce	1 ounce
Egg	½ egg	½ egg	½ egg
Cooked/dry beans or peas	1/8 cup	1/8 cup	1/4 cup
Peanut or another nut or seed	1 TB	1 TB	2 TB
Butters or nuts and/or seeds	½ ounce	½ ounce	1 ounce
Yogurt	2 ounces	2 ounces	4 ounces

- Children aged 12 and older may be served larger portions based on their greater food needs. They MAY NOT be served less than the minimum quantities listed in this column.
- Fruit or vegetable juice must be full-strength and may only be served per day.
- Bread and grains must be made from whole-grain enriched meals or flour. Cereal must be whole-grained or enriched or fortified.
- A serving consists of an edible portion of cooked lean meat, poultry, or fish.
- Nut and seeds may meet only ½ of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. 6. Yogurt may be plain or flavored, unsweetened, or sweetened.

CARPOOL/ DROP OFF & PICK UP PROCEDURES

Morning Carpool/Drop-Off is from 9:00 am - 9:15 am

Afternoon Carpool/Pick-Up is from 12:45 pm - 1:00 pm

- If you arrive after 9:30 am, **YOU MUST** call the Day School office and have a **DOCTOR'S EXCUSE**, and we will come to the gym door and escort your child to his/her room.
- **UNDER NO CIRCUMSTANCES OR AT ANY TIME IS A CHILD OF ANY AGE TO BE DROPPED OFF AND ALLOWED TO WALK TO HIS CLASSROOM UNESCORTED BY AN ADULT.**
- Please remember to drive slowly as parents with young children will be walking to the building.
- All children must be in an approved car seat or booster seat according to Alabama State Law.
- The driveway behind the church to the left is one way only.

Nursery 1 - 3:

- Drop off: 9:00 - 9:30 am.
- When pulling into the church entrance, follow the Day School sign to the right. Park car under the covered entrance marked Gymnasium. Walk your child in through the glass coded doors and to his/her classroom. You may leave your car seat inside the entrance doors and be clearly marked with your name. Your car seat will be sprayed down with an approved germ fighting spray.
- Pick-Up: 12:45 - 1:00 pm. When picking up your infant, you may enter the gym doors and go directly to his/her classroom.

Nursery 4 - 2K:

- We strongly encourage you to use the carpool. Your child will feel more independent and self-assured if he leaves you instead of you leaving him.
- Morning carpool: 9:00 - 9:15 am.
- When pulling into the church entrance, follow the Day School signs to the left. Carpool drop-off will be the 2nd covered entrance by the playground. **During carpool, please stay in your car.** Our teachers will be there to help get your children out of the car for you.
- Afternoon carpool: 12:45 - 1:00 pm When pulling into the church entrance, stay to the left. Carpool pick up will be the 1st covered entrance for 2K, and 2nd covered entrance by the playground for 3K - 4K. When exiting, please be mindful that 3K and 4K carpool is located at the next covered entrance by the playground.
- We ask that you drive slowly for the safety of our teachers and children.

- **Our teachers will be there to assist your child in the car. It is the responsibility of the person picking up your child to restrain your child in an approved manner per Alabama State Law.**
- If your child is riding home with someone other than you, we must have notification by phone, email, or writing.

3K - 4K:

- We strongly encourage you to use the carpool. Your child will feel more independent and self-assured if he leaves you instead of you leaving him.
- Morning carpool: 9:00 - 9:15 am.
- **When pulling into the church entrance, follow the Day School signs to the left. Carpool drop-off will be the 2nd covered entrance by the playground. During carpool, please stay in your car. Our teachers will be there to help get your children out of the car for you.**
- Afternoon Carpool: 12:45 - 1:00 pm When pulling into the church entrance, follow the Day School sign to the left (back of church) and go to the 2nd covered entrance. Carpool pick up will be by the playground. During carpool, please stay in your car. Do NOT block the entrance or exit from the first covered entrance, where Nursery 4 and 2K will have carpool.
- **Our teachers will be there to assist your child in the car. It is the responsibility of the person picking up your child to restrain them in an approved manner per Alabama State Law.**
- If your child is riding home with someone other than you, we must have notification by phone, email, or writing.
- **The driveway behind the church to the left is ONE WAY ONLY.**

Arriving after 9:30 am:

- N1-4K: **You must have prior approval to bring your child after 9:30 am.** Please bring your child to the door entrance and call the Day School 205-945-1015 and a teacher will come and escort your child to his/her classroom.

Authorized Pick-Up

- Children may not be picked up by anyone not listed on our “Contact List” which was listed on the registration form. This information (along with emergency telephone numbers) **MUST BE KEPT UP TO DATE.** Changes to contact information can be made on the Brightwheel app. Submit any contact changes to the office in writing, by phone (205-945-1015) or by email, dayschool@homewoodchurch.org.
- **Picture I.D. may be required to pick up a child Car Safety Restraint.**

- Per Alabama State Law, we ask that you use the most appropriate child restraint based on your child's age and weight.

Sick Policies of the Homewood Day School

- Each teacher will be responsible for cleaning and disinfecting during the day.
- If a staff member or child has a fever of 100.4 degrees or more, they will be sent home and will not be able to return until 24 hours fever free without medication. If a child is present with a temperature of 99, he /she will be allowed to stay, and his/her temperature will be checked every 30 minutes. If his/her fever rises to 100.4, the parents will be contacted and asked to pick up their child immediately.
- Our sick policy is up to 72 hours (about 3 days) fever, vomit, and diarrhea free without medication or a doctor's note saying they are safe to come back.
- We will continue to follow CDC guidelines regarding all illnesses, but we reserve the right to make the necessary adjustments when needed.
- We will use a chemical sprayer filled with our approved sanitizing solution to enable us to spray larger areas of play faster.
- Parents will be allowed in the building for drop-off from 7:00a.m.-9:15a.m. and for pick-up from 12:45p.m.-1:00p.m. We reserve the right to amend or change these times if we feel there is a rise in sickness.
- Car seats will be left by the gym door and not be taken to the classroom.
- Nappers will go home each day to be washed and return the following day.
- Children will go outside to play whenever possible.
- **If there are 2 or more positive Covid, RSV, or Flu cases from one class in a week, that class may be closed for cleaning.**
- **If Covid, RSV, or the Flu, has been diagnosed in your child's classroom, and your child starts presenting symptoms, your child will be sent home and cannot return until your child has a negative test result.**
- **If an infant (N1-N3) is diagnosed with RSV, that child will have to stay home for 5 days or until all symptoms have cleared.**

Policies of the Homewood Day School

The Day School reserves the right to de-enroll any child whose social, physical, and/or emotional needs are beyond the resources and training of our current staff.

Security:

- If your child must arrive or depart before the designated carpool times, you must call the Day School office (205-945-1015), and a staff member will take your child to the Gym Entrance Doors.

- All doors are locked.
- **Door codes will not be issued at this time. If a code is given during the school year your teacher or the Day School Office will give you the code verbally.**
- The only Day School entrance is the door by the gym.
- Please be mindful that we share our facility with the Homewood Church and there will be times when the doors are unlocked due to Church activities. As always, our first line of protection is our teachers.
- **DO NOT KNOCK ON A LOCKED DOOR AND EXPECT A TEACHER TO OPEN THE DOOR.** This is for the protection of your children.
- **DO NOT OPEN THE CODED DOOR OR ALLOW ANYONE TO WALK THROUGH THE CODED DOOR UNLESS YOU PERSONALLY KNOW THE PERSON HAS A REASON TO BE IN THE DAY SCHOOL.**
- We have classroom cameras in rooms 119 - 140 (Nursery1-4K) as well as the hallways, gym, and playground. We have access through a monitoring service located in the Director's Office.

Classroom Instruction Ratios:

Ratios	
Nursery 1 - Nursery 3	4(child): 1(teacher)
Nursery 4	6(child): 1(teacher)
2K	8(child): 1(teacher)
3K	10(child): 1(teacher)
4K	12(child): 1(teacher)

Curriculum:

- Each class has a developed curriculum appropriate to his age. Simple Bible stories are taught in all classes.
- **Classes that participate in reading the entire Bible in a school year will receive a special treat at the end of the year.**

Resource Classes:

- A variety of resource classes are offered each week for 2K - 4K.
- **If your class is meeting with a resource teacher when your child arrives at Day School, you must remain with your child until the resource class time is over.**
- N4: Resources classes include Music, PE, and Library.
- 2K - 3K: Resource classes include Chapel, Music, PE, and Library.
- 4K: Chapel, Music, PE, Library, Enrichment, and Spanish.

Birthday/Class Parties:

- We do not pass out birthday invitations unless all the children in the class receive one.
- You may send only cookies to be served by the teacher (NO CUPCAKES); however, this must first be cleared up with the individual teacher, not the office.
- Balloons, presents, or goody bags are not allowed.
- Check with the office for a class directory.

Naps:

- Naps are provided as needed in Nursery 1 and 2. Naps for all other ages will be given during the afternoon extended care session.

Illness:

- If your child becomes ill at school, we will call immediately.
- Arrangements must be made to pick up your child immediately! We will call/email the authorized contacts from your registration form in the order listed. PLEASE KEEP US UPDATED ON CONTACT INFORMATION CHANGES.
- Your child will be given a “Return to School” form by the teacher listing the earliest possible date your child may return to school assuming they are symptom free.
- **If your child has a fever of 100.4 degrees or higher, you will be called to pick up your child immediately and your child will not be allowed to return to school until they are fever free without medication for up to 72 hours (about 3 days) or they have a doctor’s note allowing your child to return.**
- **WHEN YOUR CHILD HAS BEEN ILL, YOUR CHLD MUST BE FREE FROM VOMITING, DIARRHEA, AND/OR FEVER FOR UP TO 72 HOURS WITHOUT THE USE OF FEVER.**
- **REDUCING MEDICATIONS BEFORE RETURNING TO SCHOOL.** If your child returns to school in less than 72 hours (about 3 days), a written doctor’s note or approval by the Director or Assistant Director must be provided.
- **If your child is ill with a contagious illness, please notify us of the illness. This helps us stay informed about contagious illnesses affecting other children.**
- **RSV.**

Prescription Medicines:

- WE WILL DISPENSE ONLY PRE-MEASURED MEDICATIONS WITH WRITTEN PARENTAL CONSENT, SIGNED AND DATED BY THE PARENT.
- Complete all the medical forms before arriving at school.

- Both Prescription and Emergency Medicine Forms are available on our website. The parent will receive the original form noting the time of medication and the teacher's initials.
- If your child has medical or allergy issues that require medicine to be always with your child, an Emergency Medicine Form must be on file in the office. Copies will be provided to the teacher, extended care staff, and placed in your child's backpack or diaper bag. Medication will remain in your child's backpack.

Child Injury Reports:

- If your child sustains an injury while at school, a "Child Injury Report" will be sent through the Brightwheel app.
- Your teacher will treat each accident appropriately.
- Antibiotic ointment, soap and water, hand sanitizer, adhesive bandages, etc. will be applied where appropriate (per signed permission found on the Registration Form).

Behavior per-signed:

- A "Behavior Report" may be sent home if a teacher needs to use a time-out to address negative behavior.
- Biting: Occasionally we will have a child who repeatedly bites, or We will work with these children and their parents on an individual basis. o Names of children who bite or who they bite will not be disclosed.
- If biting continues, you may need to pick up your child immediately, and they will require approval from the Director before returning.

Potty-Training:

- Teachers will assist your child in potty training. 2K-4K has designated potty time built into class time.
- Children who are potty trained or in training should wear clothing that they can easily remove by themselves. Pants with elastic waists are best. No belts please. We encourage independence as much as possible, which includes wiping their own bottoms. If you send your child in pull-ups, please send pullups that have Velcro sides.
- N1 - 4K must have at least one extra set of seasonal appropriate, labeled clothing (including socks) for the occasional accident.
- We do not keep extra clothing here in the Day School.
- **WE REQUIRE YOUR 3K CHILD TO BE WORKING ON POTTY-TRAINING WHEN THEY ENTER.**

- **THE 3K. AFTER THE CHRISTMAS HOLIDAY, WE EXPECT YOUR CHILD TO BE FULLY POTTY-TRAINED and if there is an accident, the parents will be responsible for changing any soiled pullups/underwear and clothing. If the accidents no longer become occasional, the child may be sent home and not allowed to return until potty training has been mastered.**
- **Every child MUST be completely potty trained in the 4K!** While we understand there may be an occasional accident, the policy will be that the child will be removed from the class, to prohibit embarrassment for the child. The parents will be notified to come to the school and change the child. If accidents become frequent, the child may be sent home and will not be permitted to return until potty training is successfully completed.

Backpacks/Diaper Bags:

- Your child's name must be clearly visible in all backpacks or diaper bags.
- Re-check periodically in case the name wears off.
- Nursery 4 classes must have only 1 bag per child.
- 2K - 4K must have a backpack large enough to accommodate a take home folder, lunch box, change of clothes, diapers, artwork, show and tell item, etc.
- Students should bring their backpacks to school every day.
- It is highly recommended that children manage their own bags.

Diaper Changing:

- Children should have sufficient diapers for the entire day.
- Children must have diapers or pullups with Velcro! NO tear away!
- Children in diapers must have gripper snaps on their pant legs. Snaps must go all the way down to the ankle. NO CUFFS! This includes separate pants such as blue jeans.
- Children in diapers must have clothing that does not require the removal of shoes to change diapers. NO CUFFS!
- Send diapers daily. We cannot stockpile diapers due to limited storage space.
- Please send 2 changes of season appropriate, labeled clothing every day.

Appropriate Clothing:

- We do painting, various craft projects as well as we have a playground, so please dress your child in appropriate clothing. Avoid wearing clothes you don't want damaged during these activities.
- Children will go outside every day unless we have inclement weather. Please send labeled jackets in chilly weather.

- Children should arrive dressed for the day.
- **LABEL EVERYTHING!**
- Earrings: Only stud-type earrings are permitted.
- **Pacifiers must be on a “leash” with the child’s name on both the pacifier and leash!**
- In N3 and N4, pacifiers are only allowed during naptime. Pacifiers can interfere with the development of verbal skills.
- 2K children will place their pacifiers and blankets in their backpacks until naptime.

Sip cups:

- Ensure that the leak guard is correctly positioned. Cups should not leak when tilted sideways or upside down.
- Please make sure to label cups! It is always good to check all cups periodically to make sure a name is still visible.

Toys:

- During carpool, it is requested that your child leave any toys from home in the car. Our day is so busy with activities that the toy is quickly forgotten and often lost.
- **NO TOY WEAPONS!**
- Example: guns or swords are ever allowed since we are discouraging any form of violence.
- Toys are permitted only on designated Show and Tell days and must be compact enough to fit in your child’s backpack.

Lost and Found:

- Items do get misplaced. Please check with us as soon as you realize something is missing.
- There is a lost and found tree located outside the library.
- We share all our facilities with the church, so multiple individuals are involved in tracking something down.
- Label all personal items, clothing, backpacks, lunch boxes, containers, diaper bags, sweaters, jackets, cups, etc.
- If you do not label at home, the teacher will label your items. Remember it is very taxing to identify every item each child brings to school.
- Lost items will be donated at the end of the semester.

School Pictures:

- You are under NO obligation to purchase these pictures.

- Individual pictures will be taken in the fall.
- 4K Cap and Gown pictures will be made in the spring.
- Black & White pictures will be made in the spring.
- Children must arrive at school dressed for their pictures. We will not be able to change your child's clothing.

PARENTS OF NURSERY CHILDREN

Note the following Recap:

- LABEL EVERYTHING!
- Make sure to send enough diapers and 2 changes of clothes daily.
- Sip cups must not leak. Test the cup for leaking by turning it on its side as well as holding it upside down.
- Medicine forms need to be filled out before dropping off your child, not at the doorway.
- Conference times may be scheduled with the Director.
- Schedule changes for nursery children should be written down and given to the teachers.
- Babies with pacifiers must have a labeled, "leash" attachment.
- Finger foods should already be cut up. For example, boiled eggs need to have the shell removed. Meat sticks should have skin removed and cut up.
- Because we are a school and not a Day Care, ALL children Nursery 3 - 4K are expected to eat breakfast before arriving at school.
- No tomato-based foods. They are too messy.
- ll Nursing Babies are required to take a bottle when they begin school. Please send an extra bottle in case of accident, spill or need.
- **Due to the new DHR/Health Department Regulations, we will be unable to swaddle your baby unless you have given written permission, and it has been notarized by the Day School Office.**
- NO GLASS BOTTLES.
- NO CLOTH DIAPERS.

PARENT VOLUNTEER OPPORTUNITIES

The success of the Homewood Day School depends on parent volunteers. Your participation is vital. We thank you in advance! You will be notified of upcoming events through fliers and emails.

PARENT TEACHER ORGANIZATION (PTO):

- The PTO is essential in providing many of the “extras” at the Day School. For example, playground renovations, classroom supplies, teacher appreciation week, Santa visit, etc.

COMMUNICATION

- We want you to know about all the wonderful programs going on at the Homewood Day School, your child’s classroom, and the Homewood Church.
- We send emails and letters home as they are needed, but we realize that sometimes papers do not make it home to the parents.
- Website: www.homewooddayschool.org.
- We are constantly updating, and you should find the most current information here for our calendar and the Parent Policy book.
- Facebook: “Like” the Homewood Day School Parents Page on Facebook. We use this as another tool to communicate essential information such as school closings/delays, fundraisers, and other miscellaneous items. It is maintained by Bari Walton, Assistant Director.
- Followers will be deleted as families leave school.

Teacher to Parent:

- N1 - N4 will send home a daily “Cuddle gram” listing your child’s eating, sleeping and bathroom habits each day. This will follow them to extended care as well so you can have a snapshot of the day.
- 2K - 4K will send home a weekly newsletter via backpacks, Homeroom App, or email. Information may include upcoming unit studies, activities, student recognition, etc.
- Take Home Folders- Most teachers will use a daily take home folder to send various papers, artwork, etc. Please check EACH day, removing the day’s papers.

Parent to Teacher:

- Teachers will let you know the best way to reach them whether it is email, notes, or a phone call.
- Any changes in your child's schedule should be communicated to the teacher verbally and written. Ex: your child woke up extremely early, changes in family situations, illness.
- Schedule a conference. To alleviate bottlenecks, please do not have an extended conversation with your teacher during carpool/pick up times.

Parent to Day School Office:

- Office Hours are Monday-Friday, 8:00 -3:00 while the Day School is in session. There are no scheduled office hours during the summer months; however, phone messages and emails will be checked periodically.
- The office phone number is 205-945-1015. The answering machine will pick up after 3 rings.
- **CALLING DURING EXTENDED CARE- DO NOT LEAVE A MESSAGE! THEY CANNOT RETRIEVE A MESSAGE FROM THE OFFICE PHONE. PLEASE CONTINUE TO CALL BACK UNTIL SOMEONE ANSWERS.**
- The email is dayschool@homewoodchurch.org.
- This will be the Day School office computer. An Email will be forwarded to the Director and Assistant Director, as necessary.
- If you ever have any concerns about your child, policy, teacher etc., we would love to have an opportunity to talk to you.

EMERGENCY PLAN 2024-2025

Personnel Chain of Command:

- Director and Assistant Director report to the Homewood Church appointed Board of Directors. The Teachers report to the Director. The floaters report to the Directors • During an emergency, the Day School Office will be the command post.
- The Director will be in charge in case of an emergency. If the Director is not available, the Assistant Director will be in charge. If neither person is available, the Day School Supervisors will be in charge.

Staff Training and Drills:

- Staff Training will be held annually during the Teacher's In-Service. It will be conducted by either the Director or appropriately trained staff. Training will include:

- Reviewing the actual plan ○ Outlining each staff person’s responsibilities during an emergency or Reviewing emergency exit and evacuation routes ○ Ensuring that everyone has important emergency contact information in their emergency bags.
- Providing staff with opportunities to ask questions. ○ Participating in a Fire, Severe Weather and Lockdown drills

Communications:

- The Day School has a weather emergency radio. In case of an emergency, the Day School will monitor weather alerts on cell phones and internet as well as radio stations in the area.
- The Day School will use the Classroom Walkie-Talkies to alert for severe weather and Lockdown emergencies. During a fire emergency, the alarm bells will sound, and the fire drill protocol will be followed.

Lockdown:

- It is an emergency alert and response to imminent danger in the Day School or on the campus. Teachers and Students will report to the nearest securable location.
- The Day School Office will call 911 for immediate help.
- Students, staff, and visitors will remain secure until the police have controlled the situation.

Severe Weather:

- Severe Weather is an emergency alert and response called by an office staff when it is too dangerous to leave the school.
- Students and staff are required to proceed to the designated secure area until the Day School Office confirms that the emergency has been resolved.

Power, Water & Gas Outages:

- In the event of a power, water or gas outage, students, faculty, and staff will be sent home.

Announcing Emergencies within the facility:

- The fire alarm will be activated to signal an evacuation within the Day School. In case of a lockdown or severe weather, the Director or Assistant Director will alert the staff through the Walkie-Talkies located in each classroom.

Announcing Emergencies and Communicating with Parents outside the Day School:

- Notification of Parents: Depending on the nature of the emergency and the communication capabilities of the Day School during and after the event, the Day School will endeavor to inform and provide instructions to parents/guardians through multiple methods.
- An email message will be sent to the primary contacts by the Assistant Director
- A text message will be sent by the Teachers to PRIMARY emergency contact numbers given to the school by the parents.
- Once the emergency status has changed or is lowered, the emergency contact will receive either a second text or email from the Teacher or Assistant Director informing him/her of the change in status.

LOCKDOWN:

LOCKDOWN

- LOCKDOWN is an emergency alert and response to imminent danger in the school or on the church campus. Such situations may arise due to a localized emergency, such as an individual presenting a threat within the vicinity or on the premises. This signals an emergency requiring building security.
- LOCKDOWN means that the students and staff will remain in the Day School building until the Director determines it is safe to release the students to authorized adults. Staff members will stay with the students until each student has been released into an authorized adult listed on the Pick-up List.
- A text message or email will be sent to all parents and guardians listed in the emergency notification section of the registration form. This message informs parents of a lockdown. Please do not come to school.
- Another text message or email will follow when the LOCKDOWN has been lifted, and they can proceed to come to the school.
- The building's exterior doors will be locked, with no entry or exit allowed.
- Parents and guardians cannot enter the school to retrieve students until emergency personnel lower the emergency status.

SEVERE WEATHER/SHELTER:

- SHELTER is an emergency alert and response called when it is too dangerous to leave the school.
- Severe Weather Shelter is utilized when a high wind warning has been issued for the area near the school. All students, staff, and visitors are escorted into the building. If necessary, staff and students will find shelter in designated weather-safe areas.
- Long-term Shelter is when students need to be sheltered in the school for a period beyond the regular school day. The Day School will do its best to ensure the safety of the students. This preparation includes having enough food and water on site to support the students for a length of time. The school's disaster supply kit will include:
 - Child appropriate items to help entertain and calm the students for potentially extended periods of time.
 - First Aid kit or General supplies including non-perishable food, water, blankets, flashlights, lighters, tools, etc.
 - Emergency bags containing class rolls, emergency contact information, etc.

FIRE/EVACUATE:

- EVACUATE is an emergency alert and response called by office staff when it is too dangerous to remain in the building.
- The Director will determine whether to evacuate.
- When evacuation is necessary, the Day School staff and students will evacuate to the soccer field located at the bottom of the hill (to the right of the playground)
- If an evacuation is necessary, the Director will sound the Fire Alarm.
- All Day School staff will follow the evacuation procedures practiced during the drill.
- In every instance of emergency, including evacuation, the personnel chain of command and responsibilities remain the same as outlined above.
- Teachers will evacuate with their Emergency Bags which include Class Rolls, Emergency Contact Information, first aid items, etc.
- If the building is no longer safe for return, the Staff will send a text and/or email to the parents/guardians listed on the emergency contact portion of the Registration form. The text will include directions on where to pick up the child. The staff will stay until every student has been picked up by a parent/guardian listed on the approved Pick-Up list.

Homewood Church of Christ Information

Since we share the facility with the Homewood Church of Christ, we are invited to all church activities. Periodically you will receive information concerning dedicated events taking place at Homewood Church. Please consider yourself to be an honored guest.

You may also visit the church website @ www.homewoodchurch.org

- The mission statement of Homewood Church of Christ is “Love, Connect, Serve.”

Contact Information

- Our Minister is Bret Walters. His email is: bwalters@homewoodchurch.org.
- Our children’s minister is Morgan Ary. Her email is: morganary@homewoodchurch.org.
- Our Day School Board president is John Hill. His email is: johnroberthill527@gmail.com.

HEALTH DEPARTMENT POLICIES & REGULATIONS

Employee Health Policy:

- No employees shall be permitted to work at Homewood Day School while experiencing any of the following symptoms:
 - Vomiting
 - Diarrhea
 - Jaundice
 - Sore Throat with Fever
 - An open and draining purulent lesion, such as a boil or an infected wound, which cannot be adequately covered.
- All employees shall report such symptoms to their Homewood Day School supervisor and shall not return to work until symptoms disappear.
- Any employee diagnosed with a communicable disease that can be transmitted by foods or other means or who is a carrier of organisms that cause such a disease shall not be allowed to work in a Homewood Day School in any capacity in which there is all likelihood of such person transmitting disease to other persons.
- Common Communicable Diseases (The Big “6”):
 - Hepatis A Virus
 - Norovirus
 - Shigella, Shigella spp
 - Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
 - Salmonella Typhi
 - Nontyphoidal Salmonella (NTS).

Smoking Policy:

- **Smoking is not permitted.**
- At all times in Homewood Day School; including before and after operation.
- Within 10 feet of any entrance or exit.
- In any vehicles used by centers to transport children.
- Within sight of the children.
- Signs indicating “No Smoking” must be prominently displayed in all facilities and vehicles utilized for the transportation of children.
- Staff who smoke before their shift or during a break off-site must thoroughly wash their hands. Staff and volunteers should avoid bringing clothes that smell of smoke into the building, or into the playground.

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 2 ½ hours per week
 - Prohibited during meal or snack time.
 - It is prohibited for children younger than 2 years.
- Computer use shall be limited to no more than 15 minutes increments, except for school age children completing homework.
- Daily schedules including daily screen time shall be prominently posted in each classroom.

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 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.
- 12 months to 3 years; at least 60 minutes per 8-hour day.
- Infants to 12 months; caregivers shall make provision for the promotion of physical development daily, including varied activities appropriate to each child’s development.
- Each classroom must prominently post daily schedules, including physical activity time.

- Children who exhibit out of control behavior during active play may be given a time out of no longer than 5 minutes. Children should not be required to stay indoors or remain seated as a consequence for previous classroom behavior.

Nutrition Policy:

- All food served at Homewood Day School shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available for all meals and snacks.
- No sugar sweetened beverages shall be served to children.
- Only 100% juice o No more than six ounces per day o Only served at meal or snack time o Only for children over 12 months.
- Milk with 1% or less milk fat for children 2 years and older (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, Vitamin A, C, and fiber o Legume – for protein, iron, B vitamins.
- At least half of the grams served each week shall be whole grains.
- Menus shall be.
- Posted in view of parents and food preparation staff. o Prepared at least 2 weeks in advance.
- Special diet needs and food allergies should be kept in 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.

Policy for Prevention of Communicable Diseases:

- Common Communicable Diseases
 - No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to:
 - Norovirus
 - Hepatitis A virus
 - Shigella, Shigella spp
 - Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
 - Salmonella Typhi
 - Nontyphoidal Salmonella (NTS)
- Detection of Illness

- To control the spread of communicable disease in Homewood Day School, it is important that the caregiver recognizes illnesses early. Isolate the child immediately and contact a parent or guardian so the child can be removed from the center as soon as possible. Staff should be alert to the following symptoms:
 - Severe coughing.
 - Child gets red or blue in the face.
 - Child makes high-pitched croupy or whooping sound as he coughs.
 - Breathing trouble – especially important in an infant under 6 months old
 - Yellowish skin or eyes.
 - Pinkeye/Conjunctivitis; tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus.
 - Unusual spots or rashes.
 - Lesion such as a blister, boil, pustule, or infected wound that is open or draining.
 - Feverish appearance.
 - Lethargy.
 - Diarrhea.
 - Vomiting.
 - Unusual behavior.
 - Child is cranky or less active than usual.
 - Child cries more than usual.
 - Child feels general discomfort or just seems unwell.
 - Child pulls at ear.
 - Child has difficulty swallowing.
 - Frequent scratching of the body or scalp (may be sign of scabies).

Brightwheel

Getting Started with Brightwheel:

- You can easily stay connected with your child’s school using Brightwheel. Here’s how to begin:
 - Download the Brightwheel app from your device’s app store or visit the Brightwheel website.
 - Start the sign-up process and make sure to select “Parent” when prompted.
 - Have your child’s unique 10-digit ID code ready. This code is what links your account to your child’s profile—think of it as your digital connection to their daily activities.
 - Enter your basic details (name, email, password) and use the 10-digit code to connect your account to your child.
 - Follow the prompts, and you’ll be ready to access your child’s information in no time.

Updating Your Child’s Profile:

- Keeping your child’s profile current is important for both teachers and the office staff. Please take a moment to update all information, answer custom questions, and double-check emergency contacts and authorized pick-ups.

On the Mobile App:

- Tap the ≡ icon in the upper left.
- Select “Edit Profile” to review and update your information.

On the Web:

- Click the profile icon (bottom left, or top right if your window is small).
- Choose “Profile” to edit your child’s details.
- Thanks for helping us keep your records up to date!

Changing Your Pick-Up Code:

- Guardians and approved contacts can update their pickup codes at any time.

On the Mobile App:

- Log in to Brightwheel.
- Tap the three horizontal lines in the top-left corner and select “Edit Profile.”
- Scroll to the Check-In Code and tap it.

- Enter a new 4-digit code.
- Tap “Set Code” to save.

On the Web:

- Log in to Brightwheel.
- Click “My Profile.”
- Find the CHECK-IN CODE section and click “Edit.”
- Enter your new 4-digit code.
- Click “Save.”
- If your new code matches someone else’s, you’ll see a warning. You can still save and use it, but for security, it’s best to choose a unique code.
- We’ll be using these codes to check children in and out.

Setting Up Payments:

- To add a payment method as a parent:
 - Log in to your Brightwheel account.
 - Go to the “Payments” section.
 - Select “Payment Settings” or find the option to add a payment method.
 - Add a credit/debit card or bank account.
 - Follow the instructions to complete the setup.
- If you have trouble verifying your payment, contact Brightwheel support at help@mybrightwheel.com or message them via the app.
- You can add a payment method anytime, even if your child’s program hasn’t set up billing yet, this way you’ll be ready once online payments become available.

Other Reminders:

- Keep your contact and pick-up information up to date in your profile.
- You can print receipts, tax forms, and statements directly from your account.
- Thank you for helping us keep everything running smoothly!