



# **POLICIES AND PROCEDURES OF THE HOMEWOOD CHURCH OF CHRIST DAY SCHOOL**

**2021 - 2022**

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HOMEWOOD, AL  
35209

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8/2/2021

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## Day School Operating Hours

August 9, 2021 – May 20, 2022

*Caution: The risk of contracting COVID-19 cannot be completely eliminated even if each of these guidelines are followed. You must use your best judgment when choosing whether and when to send your child to school, understanding that you are assuming that risk. We encourage all people who are in high-risk groups to stay in self-quarantine.*

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 a.m.	Morning Extended Care
9:00 – 9:15 a.m.	Gym door drop-off for Nursery 1 – 3 Carpool for Nursery 4 – 4K
12:45 – 1:00 p.m.	Gym Door pick- up for Nursery 1 – 3 Carpool for Nursery 4 – 4K
1:00 – 5:00 p. m.	Afternoon Extended Care

- We are open Monday – Friday. We are closed during Thanksgiving week, Christmas holidays and Spring Break as various other holidays as listed on page 5

### Additional Information:

- Children must be picked up by 5:00 p.m., NO EXCEPTIONS (see Extended Care Fees pg. 8)
- 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

## 2021-22 School Closings and Important Dates

### 2021

August 5	Meet the Teacher TBD Come and go.
August 9	First Day of School
September 6	SCHOOL CLOSED - LABOR DAY
September 22-24	School Pictures
November 11	SCHOOL CLOSED-VETERAN'S DAY
November 22-26	SCHOOL CLOSED-THANKSGIVING
December 4	PTO: Santa Visit
December 17	Early Dismissal 12:00 (No Extended Care)
December 20-January 2	SCHOOL CLOSED-CHRISTMAS

### 2022

January 3	School Reopens
January 17	SCHOOL CLOSED-MLK DAY
January TBD	Registration for 2021-22
January TBD	4K Cap & Gown Pictures
February 21	SCHOOL CLOSED- PRESIDENT'S DAY
March 28-April 1	SCHOOL CLOSED-SPRING BREAK
April TBD	Funky Junk Black & White Photography
April TBD	Teacher Appreciation Week
April 29	4K Pizza, Pops, &PE
May 6	3K Muffins and Moms
May 18	4K Graduation 10:00 a.m.
May 20	LAST DAY-EARLY DISMISSAL 12:00 p.m.

### Early Dismissal:

- If Hoover or Homewood dismiss 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 a.m. and there would be no morning extended 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:

- Monthly tuition fee is figured on a year’s total tuition divided into 10 payments
- Tuition is due the 1<sup>st</sup> of each month. After the 10<sup>th</sup>, a \$25.00 late fee (see miscellaneous fee section) will be assessed each week
- Statements will be emailed within the first few working 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 only. No debit cards. Due to our covid restrictions, if you are paying by check you may mail your check to the Homewood Day School or HDS to 265 West Oxmoor Road, 35209, ATTN: Bari Walton, or you may hand your check to a teacher at carpool. If you are paying by cash or money order, please call the Day School office and Bari Walton will meet you at the door and the receipt will be emailed**
- Exception – In May, any previous charges and any anticipated charges (May milk/ice cream, extended care), must be pre-paid by the 10<sup>th</sup>. To clarify, the bill you receive the 1<sup>st</sup> of May will not have any upcoming May charges added to it, so try to anticipate any extended care and miscellaneous charges you might accumulate during May. You WILL NOT pay a May tuition which was pre-paid with your registration fee

	<u>T/TH</u>	<u>MWF</u>	<u>M-F</u>
Nursery 1, 2	\$270	\$330	\$430
Nursery 3, 4	\$245	\$275	\$385
2K		\$255	\$355
3K		\$245	\$335
4K		\$235	\$320

## Registration Fees:

- \$50 plus May 2022 tuition (NON-REFUNDABLE). If your child is still enrolled in May 2022, the May tuition will be credited to your May 2022 bill
  - To clarify, if your child withdraws from the Day School before May 2022 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. Fees for special activities, parties, or field trips will be billed accordingly
- Supply fees are billed bi-annually in August and January at \$75 per child.

	Supply Fees	
	<u>2/3 days</u>	<u>5days</u>
Nursery 1 – 4	\$75	\$75
2K	\$75 (MWF)	\$75
3K	\$75 (MWF)	\$75
4K	\$75 (MWF)	\$75

## Miscellaneous Fees

### Schedule Change Fee:

- \$25 fee will be charged if a change is initiated by parent (after registration forms are submitted)

### Late Tuition Fee:

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

### Extended Care Late Pick-Up Fees:

- Day School closes promptly at 5:00 p.m. (OUR CLOCK). Any pick-ups after 5:00 p.m. will result in the following charges
  - **1<sup>st</sup> offense: \$7.00 a minute for every minute after 5:00 p.m.**
  - **2<sup>nd</sup> offense: \$8.00 a minute for every minute after 5:00 p.m.**
  - **3<sup>rd</sup> offense: \$10.00 a minute for every minute after 5:00 p.m.**

### 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, or money order. If the returned check results in a late fee, your child’s enrollment may be terminated

### Activity Fees:

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

### 4K Field Trips:

- All off-campus 4K Field Trips will be cancelled at this time

### Milk & Ice Cream:

- Milk Only - \$0.50/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. **We will continue to follow CDC guidelines regarding travel, which could result in at home quarantine up to 14 days or negative covid test.**

## WITHDRAWALS

- If you are withdrawing from the Day School, you must submit in writing to the Day School 30 days prior to the withdrawal. You are responsible for tuition payments, extended care, milk, 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 2022

## 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
- 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 first 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](http://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: \$4.75 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 p.m. to 2:15 p.m.
- If your child arrives in the gym/classroom before 9:00 a.m., you will be charged a minimum of \$4.75

### Morning Extended Care Sessions: 7:00 a.m. – 9:00 a.m.

- Children may be dropped off no earlier than 7:00 a.m.
- **In the morning, Nursery 1 – 4K can be dropped off at the Gym Entrance**
- **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 1 and 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 p.m.

- 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 1 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 will begin naptime at 12:45p.m.
- 2K will have naptime at 1:00 p.m.
- 3K-4K will have nap/rest time at 1:00p.m.
- 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. T

- 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 p.m. will be spent in 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 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:**



- Not that Lunchable containers are hard for a child to open, so please place all lunchable 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 small amounts of sweets/dessert, if any
- Milk may be purchased daily for \$0.50.
- Availability is subject to change
- 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 a lunch

## CHILD MEAL PATTERN

### Lunch or Dinner

**Select One from Each Food Components Category for Meal**

*Food Components*

*Age 1-2*

*Ages 3-5*

*Ages 6-12'*

<b>Milk</b> (fluid)	½ cup whole	¾ cup 1% or skim	1 cup 1% or skim
<b>2 fruits/vegetables</b>	¼ cup	½ cup	¾ cup
Juice <sup>2</sup> , fruit and/or vegetable			
<b>1 grains/breads<sup>3</sup></b>			
bread or	½ slice	½ slice	1 slice
cornbread, biscuit roll or muffin	½ serving	½ serving	1 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
<b>1 meat/meat alternate meat</b>	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	1 egg
cooked/dry beans or peas	¼ cup	3/8 cup	½ cup
peanut or other nut or seed	2 Tb	3 Tb	4 Tb
butters or nuts and/or seeds <sup>5</sup>	½ ounce	¾ ounce	1 ounce
yogurt <sup>6</sup>	4 ounces	6 ounces	8 ounces

1. Children age 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.
2. Fruit or vegetable juice must be full-strength and may only be served per day.
3. Breads and grains must be made from whole-grain enriched meal or flour. Cereal must be whole-grained or enriched or fortified.
4. A serving consists of the edible portion of cooked lean meat, poultry or fish.
5. 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

<i>Food Components</i>	<i>Age 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12<sup>1</sup></i>
<b>Milk</b> (fluid)	½ cup whole	¾ cup 1% or skim	1 cup 1% or skim
<b>2 fruits/vegetables</b>	¼ cup	½ cup	¾ cup
Juice <sup>2</sup> , fruit and/or vegetable			
<b>1 grains/breads<sup>3</sup></b>			
bread or	½ slice	½ slice	1 slice
cornbread, biscuit roll or muffin	½ serving	½ serving	1 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

1. Children age 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.
2. Fruit or vegetable juice must be full-strength and may only be served per day.
3. Breads and grains must be made from whole-grain enriched meal or flour. Cereal must be whole-grained or enriched or fortified.

## CHILD MEAL PATTERN

### Snack

Select One from Each Food Components Category for Meal

<i>Food Components</i>	<i>Age 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12<sup>1</sup></i>
<b>Milk</b> (fluid)	½ cup whole	½ cup 1% or skim	1 cup 1% or skim
<b>2 fruits/vegetables</b>	½ cup	½ cup	¾ cup
Juice <sup>2</sup> , fruit and/or vegetable			
<b>1 grains/breads<sup>3</sup></b>			
bread or	½ slice	½ slice	1 slice
cornbread, biscuit roll or muffin	½ serving	½ serving	1 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
<b>1 meat/meat alternate meat</b>	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	¼ cup
peanut or other nut or seed	1 Tb	1 Tb	2 Tb

butters or nuts and/or seeds <sup>5</sup>	½ ounce	½ ounce	1 ounce
yougurt <sup>6</sup>	2 ounces	2 ounces	4 ounces

1. Children age 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.
2. Fruit or vegetable juice must be full-strength and may only be served per day.
3. Breads and grains must be made from whole-grain enriched meal or flour. Cereal must be whole-grained or enriched or fortified.
4. A serving consists of the edible portion of cooked lean meat, poultry or fish.
5. 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 9:15 a.m. YOU MUST call the Day School office 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 UNSUPERVISED 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 – 9:15 a.m.
  - 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 to the glass coded doors and a teacher will be there to welcome your child. You may leave your car seat inside the entrance doors and clearly marked with your name. Your car seat will be sprayed down with an approved germ fighting spray
- Pick-Up: 12:45-1:00p.m.
  - When picking up your infant, you MUST remain OUTSIDE the gym door. This is for the safety and health of your child. The teacher will be informed of your arrival and will bring your child to you

### Nursery 4 - 2K:

- We strongly encourage you to use carpool. Your child will feel more independent and self-assured if he is leaving you instead of you leaving him

- Morning carpool: 9:00 – 9:15 a.m.
  - **When pulling into the church entrance, follow the Day School signs to the left. Carpool drop off will be the 2<sup>nd</sup> covered entrance across from 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 p.m. When pulling into the church entrance, stay to the left. Carpool pick up will be the first covered entrance. 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 into 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 carpool. Your child will feel more independent and self-assured if he is leaving you instead of you leaving him
- Morning carpool: 9:00 – 9:15 a.m.
  - **When pulling into the church entrance, follow the Day School signs to the left. Carpool drop off will be the 2<sup>nd</sup> covered entrance across from 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 p.m. When pulling into the church entrance, follow the Day School sign to the left (back of church) and go to the 2<sup>nd</sup> 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 be having carpool.
  - **Our teachers will be there to assist your child into 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 9:15 a.m.:

- N1-4k: Please bring your child to the gym 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. Submit any contact changes to the office in writing, by phone (945-1015) or by email, [dayschool@homewoodchurch.org](mailto: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

## COVID-19 Policies of the Homewood Day School

- Each teacher will be responsible for cleaning during the day and Terrance will wipe it down and spray the room again at the end of the day
- No classrooms will be used for any other purpose than Sunday School (when that starts back) and Day School. The Church will be responsible for ensuring the rooms and toys are disinfected after using and ready for Day School. Day School will be responsible for cleaning and disinfecting the toys and room and ready for church use
- The Day School will be confined to the Day School area only. This includes buggy rides, foyer etc
- Parents will be allowed in the building for drop-off during the first week of school. After the first week, we will go back to limiting access to emergencies or appointment only.
- Temperatures of employees and students will be taken before entering the building. If a staff member or child has a fever of 100.4 degrees or more, they will not be allowed entry and will not be able to return without a doctor's note. If a child presents 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, they will be taken out of the classroom and isolated with a staff member until the parent arrives to pick them up
- Carseats will be left by the gym door and not be taken to the classroom
- Nappers will go home each day to be washed and returned the following day
- Our sick policy will be up to 72 hours 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 on traveling outside of the state or country
- Extended care will continue to have both centers and free play. Children will be encouraged to wash hands or use hand sanitizer frequently and toys will be sanitized before and after use
- Children will resume music, library, enrichment and Spanish in the designated classroom. The room will be sanitized between classes to help keep cross-contamination at a minimum
- PE will resume with all of 1 age group coming at the same time (ex. 2K will have PE at the same time, etc.) and it will either occur outside or in the gym. If PE is in the gym, equipment will be sanitized between classes
- Teachers will continue to practice social distancing by placing children in limited group sizes during all centers and table activities
- When it is time to rotate to the next center, each child will wash or sanitize his/her hands before going to the next center. While this is occurring, the teacher will be disinfecting the toys and tables
- Since most of our teachers have received the Covid vaccine, a face mask or face shield will be encouraged, but not mandatory. If we see a spike in Covid, flu or other viruses, teachers will be required to wear a mask or shield
- We will use a chemical sprayer filled with our approved sanitizing solution to enable us to spray larger areas of play faster
- Children will go outside to play whenever possible



- If a child or parent of a child has been “exposed” they will be asked to stay out of school up to 14 days or receive a negative test before returning
- If we are made aware that a child or parent of a child has tested positive for COVID-19, the child will be asked to stay home until they have a negative test. Additionally, the spaces that the child has occupied will be disinfected before children are allowed to return to those spaces and we will then try to self-quarantine that class up to 14 days
- Chapel is a very important part of the Homewood Day School and we want to make sure we can continue to provide Chapel each week for our children. A combined Chapel will occur every other week and a google link will be given to the teachers to follow along with their class on the “off” week

## **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 (945-1015) and a staff member will bring your child to the Gym Entrance Doors
- All doors are locked from 7:00 a.m. until 5:00 p.m.
- 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 “Parent” door 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) per The Homewood Church. We have access through a monitoring service located in the Director’s Office

### Classroom Instruction 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

### 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
- You will receive a schedule of these classes from your teacher. **DO NOT INTERRUPT THESE CLASSES**
- 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 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 given 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 you or your child has been exposed to Covid, you must notify the Day School Office immediately and your child will not be able to return to school for up to 14 days or present with a negative covid test**

- If your child has a fever of 100.4 degrees or higher, your child will be removed from the classroom and will stay with a staff member. 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 72 hours or they have a doctor's note allowing your child to return
- If you or your child has tested positive for Covid-19 while attending school, the classroom will be closed and disinfected before the classroom can be reopened. You must have a negative test before returning to the school
- WHEN YOUR CHILD HAS BEEN ILL, YOUR CHILD MUST BE FREE FROM VOMITING, DIARRHEA, AND/OR FEVER FOR 72 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATIONS BEFORE RETURNING TO SCHOOL. If your child returns to school in less than 72 hours, a written doctor's note or approval by the Director or Assistant Director must be provided
- When your child is ill with a contagious illness, please notify us of the illness. This courtesy keeps us informed about anything contagious to which other children might be exposed

#### Prescription Medicines:

- WE WILL DISPENSE ONLY PRE-MEASURED MEDICATIONS WITH WRITTEN PARENTAL CONSENT, SIGNED AND DATED BY THE PARENT
- All medicine forms are to be filled out before arriving at school
- Both Prescription and Emergency Medicine Forms are available on our website. The original form will be returned to the parent with the time the medicine was given and the teacher's initials
- If your child has medical or allergy issues that require medicine to be with your child at all times, an Emergency Medicine Form must be on file in the office. Copies will be given to the teacher, extended care and in your child's backpack or diaper bag. Medication will remain in your child's backpack

#### Child Injury Reports:

- If your child is injured at school, a "Child Injury Report" will be sent home that day.
- Your teacher will treat each accident appropriately
- Antibiotic ointment, soap and water, sanitizer, band aids etc. will be applied where appropriate (per signed permission found on the Registration Form)

#### Behavior Reports:

- A "Behavior Report" may be sent home with your child if the teacher feels it is necessary to re-direct or use a "time-out" to correct negative behavior
- Biting: Occasionally we will have a child who repeatedly bites
  - We will work with these children and their parents on an individual basis.
  - Names of children who bite or who they bite will not be disclosed
  - If biting continues, you may be asked to pick your child up immediately and he will not be able to return without approval from the Director

### Potty-Training:

- Teachers will assist your child in potty training. 2K-4K has designated potty time built into class time
- All children who are potty trained or training must be dressed in clothing items that can be easily removed by the child. 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 the pull-ups that have the closable sides
- N1 to 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 POTTY-TRAINED AFTER THE CHRISTMAS HOLIDAY. The parent will be responsible for changing any soiled diapers/pull-ups/clothing

### Backpacks/Diaper Bags:

- Your child's name must be clearly visible on all backpacks or diaper bags.
- Re-check periodically in case the name wears off
- Nursery 1 MUST have a Diaper Bag instead of a backpack for your child because backpacks hang on hooks.
- 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
- Backpacks are to be brought to school every day
- Children are strongly encouraged to carry their own bags

### Diaper Changing:

- Children should have sufficient diapers for the entire day
- Children in diapers must have gripper snaps on 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!
- Diapers are to be sent 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. Clothing that you wouldn't want damaged in these activities should be avoided
- Children will go outside every day unless we have inclement weather. Please send labeled jackets in cold weather
- Children should arrive dressed for the day
- **LABEL EVERYTHING**
- **Earrings: Only "stud" type earrings may be worn**

- **Pacifiers must be on a “leash” with the child’s name on both the pacifier and leash**
- In N3 and N4, pacifiers are strongly discouraged unless it is naptime. Pacifiers can interfere with the development of verbal skills
- 2K children will be asked to put their pacifier and blanket in their backpacks until naptime

#### Sip cups:

- Check that leak guard is properly inserted. 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:

- Your child may be asked during carpool to leave any toys from home in the car. Our day is planned with many activities and the toy is soon forgotten about and often lost
- **NO TOY WEAPONS**
  - Example: guns or swords are ever allowed since we are discouraging any form of violence
- Toys will be allowed on designated Show and Tell days only and must be small 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 of our facilities with the church; therefore, many individuals are involved in trying to track 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 made in the fall
- 4K Cap and Gown pictures will be made in the spring
- Black & White pictures will be made in the spring
- Pictures purchased cannot be charged to your bill
- Children must arrive at school dressed for their pictures. We will not be able to change your child’s clothing

#### Open Door Policy:

- **While we normally have an open door policy, during the Covid pandemic we are asking our parents not to enter the building unless it’s an emergency situation. We understand that this**

will be difficult, as we are accustomed to face to face communications. Please feel free to check on your child by calling the office at any time. Our teachers will continue to do a great job communicating with you through the Homeroom App, pictures and text.

## 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
- All 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 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 largely 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 with your child as they are needed, but we realize that sometimes papers don’t make it home to the parents
- Website: [www.homewooddayschool.org](http://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/Instagram:

- “Like” the Homewood Day School Parents Page on Facebook. We use this as another tool to communicate important 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 “Cuddlegram” 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, 8-3 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 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](mailto:dayschool@homewoodchurch.org).
  - This will be the Assistant Director’s computer. Email will be forwarded to the Director as necessary
- The Day School maintains a Facebook page ” Homewood Day School Parent’s Page” and an Instagram account “hdsparents”
- 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 2021-2022

## 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
  - 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:

- 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 ensure that 911 is called to request immediate assistance
- Students, staff and visitors will remain secured until police have controlled the situation

## 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 will report to the designated secure area until the Day School Office has been alerted that the emergency has passed

## 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:

- Within the Day School, the fire alarm will be activated to announce an evacuation. 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:

- Notifying Parents: Depending on the emergency situation and the Day School's communication capabilities during and after the emergency, the Day School will attempt to inform and instruct parents/guardians about the emergency in a number of different ways
- 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 second text or email from the Teacher or Assistant Director informing him/her of the change in status

## LOCKDOWN:

### LOCKDOWN

- Is an emergency alert and response to imminent danger in the school or on the church campus. It can be caused by a specific local emergency such as a perpetrator in the area or a possibly dangerous person in the premises. This indicates that there is an emergency that requires all of the building be secured
- 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 will remain with the students until all have been released to an adult that is listed on the Pick-up list
- Either a text message or email will be sent out to all parents/guardians listed on the emergency notification portion of the Registration form. This message will be sent out to let parents know about the LOCKDOWN and that they should 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
- Exterior doors will be locked and no one will be allowed into or out of the building
- Parents and guardians will not be allowed into the school to retrieve their students until the emergency status has been lowered by emergency personnel

### SEVERE WEATHER/SHELTER:

- SHELTER is an emergency alert and response called when it is too dangerous to leave the school
- Severe Weather Shelter is used when a high wind warning has been issued for the community near the school. All students, staff and visitors are brought into the building. If necessary, staff and students will shelter in designated weather-safe areas

- Long-term Shelter is when students need to be sheltered in the school for a period of time 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 long periods of time
  - First Aid kit
  - General supplies including non-perishable food, water, blankets, flashlights, lighter, tools, etc
  - Emergency bag 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 decision to evacuate will be made by the Director
- 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)
- In the event that an evacuation is necessary, the Director will sound the Fire Alarm
- All Day School staff will follow the evacuation procedures practiced during drill
- In every instance of emergency, including evacuation, the personnel chain of command and responsibilities remain the same and 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

- Because we share the facility with the Homewood Church of Christ, we are privileged to be invited to all Church activities. Periodically you will receive information concerning special events taking place at the Homewood Church. Please consider yourself to be an honored guest. You may also visit the church website @ [www.homewoodchurch.org](http://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](mailto:bwalters@homewoodchurch.org).
- Our Children's Minister is Morgan Ary. Her email is [morganary@homewoodchurch.org](mailto:morganary@homewoodchurch.org)
- Our Day School Board president is John Hill. His email is [johnroberthill527@gmail.com](mailto:johnroberthill527@gmail.com)



# HEALTH DEPARTMENT POLICIES & REGULATIONS:

## Employee Health Policy

Homewood Day School

265 W Oxmoor Road Birmingham, AL 35209

No employees shall be permitted to work Homewood Day School while experiencing any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore Throat with Fever
- A lesion containing pus such as a boil or infected wound that is open and draining and cannot be covered.

All employees shall report such symptoms to their Homewood Day School supervisor and shall not return to work until symptoms desist.

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 a likelihood of such person transmitting disease to other persons.

### **Common Communicable Diseases (The Big "6"):**

- Hepatitis A Virus
- Norovirus
- Shigella, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

**Kelly Davis**

April 2021

## Smoking Policy

Homewood Day School  
265 W Oxmoor Road Birmingham, AL 35209

Smoking is prohibited:

- 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

“No Smoking” signs shall be posted in facilities and vehicles used to transport children.

If a staff member consumes cigarettes before the work shift begins or during a break away from the Homewood Day School premises, the staff member shall be required to wash his or her hands thoroughly. Staff and volunteers should avoid bringing cloths that smell of smoke into the building, or onto the playground.

**Kelly Davis**  
April 2021

## Screen Time Policy

Homewood Day School  
265 W Oxmoor Road Birmingham, AL 35209

**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
- 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.

**Kelly Davis**  
April 2021

## Physical Activity Policy

Homewood Day School  
265 W Oxmoor Road Birmingham, AL 35209

- 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 yrs and older (preschool children) –at least 90 minutes
  - 12 months to 3 yrs –at least 60 minutes per 8 hour day
- **Infants to 12 months** –caregivers shall make provision for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development.
- Daily schedules including physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

**Kelly Davis**  
April 2021

## Nutrition Policy

Homewood Day School  
265 Oxmoor Road Birmingham, AL 35209

- All food served in Homewood Day School shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available at all meals and snacks.
- No sugar sweetened beverages shall be served to children.
- Only 100% juice
  - No more than 6 ounces per day
  - Only served at meal or snack time
  - 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 and C and fiber
  - Legume – for protein, iron, B vitamins
- At least half of grams served each week shall be whole grains
- Menus shall be
  - Posted in view of parents and food preparation staff
  - Prepared at least 2 weeks in advance

- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

**Kelly Davis**

April 2021

## Policy for Prevention of Communicable Diseases

Homewood Day School  
265 W Oxmoor Road Birmingham, AL 35209

### **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, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

### **Detection of Illness**

In order to control the spread of communicable disease in Homewood Day School, it is important that the caregiver recognize 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:

1. Severe coughing
  - a. Child gets red or blue in the face
  - b. Child makes high-pitched croupy or whooping sound as he coughs
2. Breathing trouble – especially important in an infant under 6 months old
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis – tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual behavior
  - a. Child is cranky or less active than usual
  - b. Child cries more than usual
  - c. Child feels general discomfort or just seems unwell
  - d. Child pulls at ear
  - e. Child has difficulty swallowing
12. Frequent scratching of the body or scalp (may be sign of scabies)

**Kelly Davis**

April 2021