

Noah's Park Weekday Early Education

—a ministry of NorthPark Baptist Church—

2023/2024 Parent Handbook

Our Mission:

As a ministry of NorthPark Baptist Church, Noah's Park Weekday Early Education is dedicated to providing each child with a loving and nurturing environment where all children can grow and thrive in a Christ-like setting while receiving the highest quality education and care during their early developmental years.

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Section One: Introduction

Welcome

Welcome to Noah's Park! We are thrilled to have you as part of our family. As we care for and educate your children, we also desire to minister to your family. If there are spiritual or physical needs we can help with, please don't hesitate to ask! NorthPark is a church with a heart for young families!

Noah's Park was established in 2008. We have worked hard to become what we consider to be the best preschool in the Trussville/Clay area.

In this handbook, you will find lots of information about our policies and procedures. Please read this carefully, and we will always be happy to answer any questions you may have.

Administration

Noah's Park Administration:

- NPBC Senior Pastor—Dr. Bill Wilks
- NPBC Executive Pastor—Dr. Stephen Hall
- NPBC Minister of Operations —Rev. Ryan Christmas
- Noah's Park Director—Kandy Cole
- Noah's Park Assistant Director—Laura Dotson
- Noah's Park Advisory Board

Contact Info

- Noah's Park Front Desk—205-352-4020
- Noah's Park Mobile Phone (calls & texts)—205-937-7398
No calls or texts from 8:00pm-7:00 am, please. Please avoid calls or texts on the weekend unless it is a true emergency. Please respect the personal time of our directors and staff by avoiding calls, texts, or private messages to their personal phones.
- Email—noahspark@nponline.org
- Website—mynohspark.com
- Facebook—Noah's Park
- Group notifications: At the beginning of each school year, you will be given instructions on how to sign up to receive our group notifications. These will usually be via text message, with the occasional voice call. It is each parent's responsibility to follow the instructions and make sure your correct phone numbers are entered in the notification system each year. (Note: There may be a possible change in this system for the 2023/2024 school system. If you don't receive instructions, this means our system has been upgraded and your contact information is already in the system. Please let Mrs. Laura know via email at noahspark@nponline.org if you are not receiving notifications.)

Hours of Operation

Noah's Park is open from 7:00am until 4:30pm, Monday through Friday.

Calendar

We follow the calendar of the Trussville City School System. Our first day of school begins in August, and our last day is in May. We take the same holidays and breaks as well. Additionally, we are open for two summer sessions—typically our summer sessions are the three weeks before the week of July Fourth, and then the three weeks after the week of July Fourth. Our calendar is available on our website, www.mynoahtspark.com.

Holidays

Noah's Park will be closed any time the Trussville City School system is closed, most notably the following holidays: Labor Day, Veterans' Day, Thanksgiving Break, Christmas Break, Dr. Martin Luther King Jr. Day, Presidents' Day, Spring Break, and Good Friday.

Program Goals and Philosophies

At Noah's Park we strive to provide high-quality childcare and early childhood education in a nurturing, Christian environment. We strive to meet the individual needs of each child entrusted in our care.

Religious Teachings

NorthPark Baptist Church is affiliated with the Southern Baptist Convention. At Noah's Park, we teach age-appropriate Bible lessons that reflect non-denominational Christian values. We do this through daily Bible stories and songs, weekly chapel sessions with our NPBC pastors, and weekly Bible memory verses for our older students. Our students learn to pray before every meal. We also observe and celebrate the Christian holidays of Christmas, Easter, and Thanksgiving.

Please note: Noah's Park and NorthPark Baptist Church have filed notice and are exempt under law from regulation by the Department of Human Resources.

Curriculum

- Toddlers & 2K—Frog Street Press
- 3K & 4K—Exceed
- 5K—Harcourt Reading and Eureka math

Per the Jefferson County Department of Health, all students will participate in active outdoor (weather permitting) play every day. A doctor's note is required to exempt a student from active play.

Noah's Park Staff

We are so proud of our exceptional staff here at Noah's Park. Many have earned their CDA. The CDA is the most widely recognized credential in early childhood education. Additionally, each teacher is required to complete twenty hours of continuing education annually, and complete CPR and first aid training every other year.

We are also very fortunate to have a Registered Nurse on staff during our ten-month school year.

Teacher/Student Ratios

There are two teachers in every infant, toddler, 2K, 3K, and 4K classroom.

Noah's Park follows the recommendations of the State of Alabama Department of Human Resources for teacher/student ratios, and we are typically well under those ratios.

Section Two: Admission and Enrollment

Registration Process

Noah's Park welcomes all children, and does not discriminate based on race, religion, or ethnicity. Admission requests of children with severe medical conditions or identified handicapping conditions, including, but not limited to ASD (autism spectrum disorders) and developmental delays will be evaluated to see if our program can meet the needs of such children. Noah's Park staff do not have any training or expertise in the areas of ASD, developmental delays, or other such conditions.

Priority Registration & Waiting Lists

Registration begins in February for our summer sessions and for the next school year. Priority registration for students already enrolled and for NPBC members opens prior to registration for the public.

When we begin the process of re-registering current Noah's Park students for the upcoming school year (typically mid to late January), we will fill each class on a first-come, first-served basis until all classes are filled, abiding by our student-to-teacher ratios in each age group. The next priority will be to siblings of current students and children of NPBC church members. Remaining spots will then be available to the general public on the registration day we announce (typically mid-February).

When a class is filled, we will then begin a waiting list for that class. Our waiting lists are only for each upcoming school year, and we do not carry these lists over to the next school year.

Registration is a simple process. You simply fill out a one-page form and then pay the registration fee. After that, you will be given a larger packet of paperwork to complete your child's enrollment. (We may move to an online form for this at a future date.)

During the registration process, you will choose the hours and number of days you need. To predict our staffing needs and to keep our student/teacher numbers within our standard ratios, you must choose the days you need, and then stick with that choice. If you need to permanently change those days, or add the occasional drop-in day, we are happy to accommodate a schedule change as long as we can keep the number of students in a classroom within our prescribed student/teacher ratios.

Required Paperwork

The following documents are required to complete the enrollment process:
(We may move to an online form for some of these items at a future date.)

- Student information form
- Enrollment agreement
- Consent/release/handbook verification form
- Parent questionnaire
- Form of affidavit
- Copy of birth certificate
- Physician's report
- An Alabama Certificate of Immunization
 - Parents are required to keep immunization records up to date, as the health department has the authority to send children home if immunizations are not kept current.*
 - Immunization exempt forms are not accepted.*
 - Families joining us from out-of-state may obtain an Alabama Immunization Form from the Jefferson County Health Department. We would like a copy of your child's current form to begin, and then within six weeks of enrollment we will need an Alabama form.*
- A copy of the driver's license for the person who will be responsible for paying your child's bill

Student Files

Student files are kept for three years from the date of last preschool enrollment. Files are not kept for school-age students attending our summer program.

Expectations by Age Group

PROMOTION: Toddlers, 2K, 3K, and 4K students will remain in the same class throughout the school year. Infants may be moved to an older class due to class size and/or developmental progress.

POTTY TRAINING: Our Toddler A, Toddler B, and Toddler C classes do NOT implement potty training procedures for the entire school year, nor in our summer sessions, even if a student turns two during that time period. Our 2K teachers will begin working on potty training in cooperation with the parents, when the child gains the verbal skills to be able to express the urge to go to the bathroom. We expect students to be well on their way to being potty trained by January of their 2K year.

Our students must be fully potty-trained by the time they begin 3K, and pull-ups or diapers cannot be worn in 3K. We know accidents will happen occasionally in 3K, but a child should not be having more than two potty accidents a week by that age. If a student begins 3K and is not potty-trained, there will be a one month grace period starting with the first day of school in August in which the child will be given the chance to acquire these skills. If the child is still not potty-trained after the first month, he or she must spend two weeks out of school, with tuition still being paid. If the child is still not potty-trained after this two week period, the parent can choose to terminate enrollment and forfeit the spot, or continue to pay tuition without the child attending to hold the spot until the child is potty-trained and ready to come back to school.

4K and 5K students are expected to handle all bathroom issues independently.

BITING: Occasional biting is expected in the toddler ages—this usually results from frustration in being unable to verbalize. As language skills become stronger, we expect biting behaviors to decrease. By the time a student is in 2K, we should see a significant decrease in biting. However, excessive biting and/or other aggressive behaviors will not be tolerated in any age group. If this becomes an ongoing problem, we will ask for parental advice and/or intervention. Excessive biting and/or other aggressive behavior may result in your child's termination from our program. Biting will not be tolerated in 3K, 4K, or 5K. (Please see our discipline policy on page 12 for more information on biting.)

Developmental Assessments

At times, developmental screenings may be administered to identify issues when early intervention may be necessary. These screenings may suggest referral for further diagnostic assessment by a child development specialist or child psychologist. Birth to five years of age is the “window of opportunity” for providing intervention and developmental support for young children. Parents are highly encouraged to work with Noah’s Park in accessing varied support for early intervention. Under circumstances where parents decline screenings or assistance, Noah’s Park has the right to discontinue services if developmental concerns or behavior is beyond the scope of a regular classroom.

Grade level placement will be determined by a student’s age as of September 1st.

Fee Structure

Tuition for Base Hours of 9:00-1:00 (8:30-2:00 for 5K)					
*“yearly” indicates August-May tuition					
	Days per week:	*Yearly tuition:	Monthly payment:	Registration fee:	Class fee:
INFANTS	2	\$3250	\$325	\$100	\$150
	3	\$3600	\$360	\$100	\$150
	4	\$4000	\$400	\$100	\$150
	5	\$4500	\$450	\$100	\$150
	2	\$3250	\$325	\$100	\$200
TOD./2K	3	\$3600	\$360	\$100	\$200
	4	\$4000	\$400	\$100	\$200
	5	\$4500	\$450	\$100	\$200
	2	\$2100	\$210	\$100	\$200
3K/4K	3	\$2400	\$240	\$100	\$200
	4	\$2850	\$285	\$100	\$200
	5	\$3350	\$335	\$100	\$200
	5	\$3900	\$390	\$100	\$250
5K	5	\$3900	\$390	\$100	\$250

Morning Care & Afternoon Care Pricing		
*“yearly” indicates August-May tuition		
Days per week:	Morning care: 7:00-9:00	Afternoon care: 1:00-4:30
2	\$65 (\$650 *yearly)	\$115 (\$1150 *yearly)
3	\$75 (\$750 *yearly)	\$135 (\$1350 *yearly)
4	\$85 (\$850 *yearly)	\$170 (\$1700 *yearly)
5	\$95 (\$950 *yearly)	\$210 (\$2100 *yearly)

Drop-In Fees	
Drop-in days must be scheduled in advance to ensure our classes stay within student/teacher ratios.	
Morning Care Only	\$15
Afternoon Care Only	\$25
9:00-1:00	\$45
Whole Day	\$80

All above pricing is based on a ten-month schedule. Parents are welcome to pay the entire year’s tuition in August, or it can be paid in ten equal payments monthly throughout the school year. The payments are divided by ten for budgeting purposes, therefore the payments are the same each month, no matter how many days school is in session in a given month.

Payment Procedures

Tuition and fees may be paid by cash, check, or credit card. If you are paying with cash, please make sure you receive a receipt at the time of payment. If you would like to pay online, we will be happy to help you set that up.

Financial Responsibility

- **Class fees:** Class fees are expected to be paid by the date indicated on your registration paperwork. If this deadline is missed, it should be paid in full prior to the first day of school.
- **NSF fees:** An NSF (non-sufficient funds) fee of \$10 will be charged for returned checks and for online payments made when funds are not available. If multiple online payment attempts are made, this fee will be incurred for each attempt made when funds are not available.
- **Tuition:** Tuition is due on the first of every month, and is considered late if not paid by the fifteenth of each month. A late fee (5% of the delinquent amount) will be charged if an account is not paid in full by the fifteenth of each month. To avoid escalating charges and late fees, if an account becomes fifteen days delinquent, your student will not be able to attend school until the balance is paid in full. Further, if your account runs delinquent two times in a ten-month school year, your student's enrollment will be terminated.
- **Late pick-ups:** We close at 4:30. Please respect the personal time of our staff by picking up your student on time. Because Noah's Park is not budgeted for after-hour staffing, a late fee of \$1.00 per minute will be charged for any student picked up after 4:30.
- **Overdue accounts:** To avoid escalating charges and late fees, if an account becomes thirty days delinquent, your student will not be able to attend school until the balance is paid in full.
- **In the event a bill is left unpaid,** the parent or guardian is responsible for all costs associated with collecting payment, including collection agency fees, attorney fees, and court costs.
- **Absences and holidays:** Tuition is charged on a ten month basis taking holidays into account. Therefore, no deductions are made for absence, holidays, weather days or public health emergencies. Because operational costs are predicted on the basis of enrollment, this cost must be assessed even on days your student is absent.
- **Holding spots for infants:** As long as space is available, we are happy to hold a spot for infants. We ask that you pay a \$100 registration fee, and then \$100/month until your child begins school. These monthly \$100 payment will be applied to your account and will go towards your first month's tuition, but are non-refundable if you decide not to attend.

Refunds

Registration fees and class fees are non-refundable. You are responsible for your monthly tuition even if your child misses days; we schedule our staff based on expected attendance. We require a thirty days' notice of withdrawal—if this protocol is followed we will be happy to prorate your final month's tuition.

Section Three: Policies and Procedures

Drop-Off and Pick-Up Procedures

Our infant, toddler, and 2K students should be brought into the building and delivered to the classroom by parents. When you drop your child off in the morning, please remember to sign your child in on the classroom clipboard with the time. Please have your child finish all food and drinks before entering a classroom. Please remember to sign-out in the afternoon with the time. Students should not bring any toys or personal belongings from home into the classroom.

Our infant teachers are extremely busy during our drop-off and pick-up times. Your babies feedings should be timed so that a feeding is not needed within the first hour of drop-off or within the last hour of pick-up.

Older siblings should not enter our infant classrooms during drop-off or pick-up.

Students should never be just dropped off in the parking lot or at the sidewalk by our main entrance. Students must be walked in if they are not being dropped off in car line.

If an individual arrives to pick up a student, and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent that person from leaving with a child, including offering to call a cab or another contact person. While Noah's Park cannot legally withhold a child from the legal guardian, we will not hesitate to call law enforcement if we feel the child is in danger.

Car Line

Our morning and afternoon car lines are near the back of our building on the basement floor. You will know you are in the right place when you see the very large turquoise columns. Our students say they look like popsicles!

CAR LINE TIMES: Car line drop-off and pick-up is available for our 3K, 4K, and 5K classes. Morning car line drop-off is from 8:20-8:30 for 5K students and from 8:45-9:00 for 3K and 4K students. **NEVER DROP OFF A CHILD IF A NOAH'S PARK STAFF MEMBER IS NOT PRESENT IN CAR LINE!** Afternoon car line pick-up begins at 1:00 for 3K and 4K and at 2:00 for 5K students.

CAR LINE RULES:

- Students being dropped off or picked up should be in the backseat on the PASSENGER side of the vehicle.
- Safety is our utmost priority. Please be patient and understanding if the car line is not moving as quickly as you'd like.
- NEVER pass another vehicle in car line!
- Parents should remain in vehicles.
- In the afternoons, teachers will assist students into your vehicle, but will not buckle them in. Please pull forward into a parking spot and buckle your child in his or her seat. Making sure children are properly secured in vehicles is the responsibility of the parent.
- Car-line drop-off and pick-up will be delayed in the event of lightning.
- Students who are unable to sit, wait quietly, and follow teachers' verbal directions during carline time will have carline privileges revoked.

Pick-Up Authorization

When completing your student's registration packet, on the "student information form," please list all adults who are allowed to pick up your child. ID will be checked for all adults picking up students until we are familiar with that person.

Legal Custody

If there are sensitive custody issues, please make our staff fully aware of the details. A copy of the divorce decree with custody agreements must be included with the registration forms. It will be placed in your child's file. Without these papers, we may not be able to prevent the child from leaving with his/her non-custodial parent. Custody papers are also needed for any situation where custody has been granted to someone other than the biological parents.

Illness/Injury Policy

A student with any of the following symptoms must be kept at home, with a doctor's excuse to be allowed entry back to class:

- Fever of 100 degrees or more
- Diarrhea or vomiting
- Nasal secretions that are thick, yellow, or green
- Sore throat with fever, throat spots, or rash
- Cough accompanied by fever
- Eye drainage of any type
- Unusual rashes
- Unusually lethargic behavior
- Any symptoms of COVID-19.

DO NOT GIVE YOUR CHILD FEVER-REDUCING MEDICATION, such as Tylenol or Motrin, AND THEM SEND YOUR CHILD TO SCHOOL WITH THEIR SYMPTOMS MASKED AND FEVER TEMPORARILY REDUCED.

Students may return after illness with a doctor's excuse and following the guidelines below:

- No fever for 24 hours WITHOUT MEDICATION
- Nausea, vomiting, or diarrhea has subsided for 24 hours WITHOUT MEDICATION
- At least 2 doses of an antibiotic have been given over a 24 hour period for any type of strep or bacterial infection
- Child is able to complete daily activities including playtime and outdoor activities

If your child has surgery or any procedure that requires anesthesia, he or she may not return to Noah's Park without a physician's note including details about the procedure and any limitations, restrictions, or instructions of which we should be aware.

If a child has a significant injury that has required medical attention, a physician's note will be required stating the child is able to participate in normal school activities.

Per state of Alabama regulations, if your student becomes ill while at Noah's Park, you will be contacted and expected to pick up your child within one hour of notification. If the student is not picked up within an hour, another emergency contact from the enrollment form will be called.

Parents will be notified their child needs to be picked up when exhibiting the following symptoms, or if the nurse or administration deems it necessary:

- One or more episodes of vomiting
- Three or more episodes of diarrhea
- Fever higher than 100.4
- Symptoms of any contagious illness, such as but not limited to: chicken pox, strep throat, conjunctivitis (pink eye).

If a student has head lice, he or she must go home as soon as possible. He or she may return after being treated with medicated shampoo, lice and nits have been removed, and any other symptoms are subsided.

A student with molluscum must see a physician, and all spots should be completely covered.

If a student is not well enough to participate in outdoor or indoor active play time, he or she should be kept at home. We are unable to keep your child from active play without a letter from the child's physician written on official letterhead.

Parents will be contacted via text or phone call in the event of a major injury.

Administration of Medicine

Medication (prescription or OTC) can only be administered by Noah's Park staff with written permission from a parent and the child's physician that includes the following information: name of medication, prescription number (if applicable), time and date to be administered, time and date last administered at home, dosage, storage instructions, and specific directions for administering the medication. Written permission is only valid for seven days. Blanket permission forms are prohibited. For your convenience this form is available at <https://mynohspark.com/medication-form>. This form must be signed by the parent. The child's physician can either sign the document *OR* provide signed, written notice that includes all the above requirements. Physician forms can be emailed to us at noahspark@nponline.org, or faxed to 205-383-2662.

This policy applies to all medications, diaper creams, ointments, sunscreen, bug spray, and hand sanitizer. None of these items may be stored or attached to a child's backpack. They must be turned in at the Noah's Park desk.

All medicine must be in the original container bearing a label with the student's name, dosage, and administration directions. Noah's Park cannot administer expired medication, nor can we exceed the age-recommended dosage without specific written instructions from the child's physician.

Abuse/Neglect

Our staff is required to take the State of Alabama Mandated Reporter's Course every two years. We are required by state law to report any suspicion of child abuse or neglect.

Infant Sleeping Position

As required by the State of Alabama Department of Human Resources, all non-mobile infants will be placed on their backs for sleeping. **WE WILL VARY THIS POLICY ONLY WITH SPECIFIC WRITTEN INSTRUCTIONS FROM THE CHILD'S PHYSICIAN.**

Food Policies

MORNING/AFTERNOON SNACK: All students attending morning or afternoon care will be served a snack. Toddlers will use their own sippy cups and older students will be served water.

ALLERGENS: No peanut or tree nut products are allowed in infant or toddler classrooms; this includes almond milk. 3K, 4K, and 5K students with food allergies will have lunch at an allergy-free table in their classrooms. If your child has an allergy, parents should provide Noah's Park with an action plan that must be signed by the child's pediatrician. An entire classroom may be asked to refrain from sending certain foods in the event of a high level allergy concern.

LUNCH: Students should bring lunch daily. Our staff cannot refrigerate or heat students' lunches. Lunches from fast-food restaurants should be removed from the restaurant packaging. Due to contamination concerns, any uneaten lunch items will be thrown away, with the exception of unopened, commercially-packaged items that do not require heating or refrigeration. Please see Appendix A for information from the American Academy of Pediatrics.

BIRTHDAY TREATS: You are welcome to bring a special snack to your child's classroom to celebrate holidays. These must be pre-packaged and purchased from a store or commercial bakery.

INFANTS TRANSITIONING FROM BOTTLES TO FOOD: Noah's Park follows the recommendations of the American Academy of Pediatrics. Bottles should contain breastmilk or formula only. No cereal, other foods, or medicine should be mixed in bottles or sippy cups. We will only feed infant cereals and purees to those under twelve months. We do not follow the recommendations of the "Moms on Call" program or Baby Led Weaning in any form or fashion.

INFANT BOTTLES: Infant parents are welcome to bring frozen packets of breastmilk. We also have a breastfeeding room if you'd like to breastfeed your infant during the day. In the event that the breastmilk is spilled or spoiled, parents should provide a ready-to-feed formula or be prepared to come breastfeed in person. If you use formula, bottles must come to our center pre-mixed. Please send plastic bottles; no glass containers allowed. If your infant is breast-fed, please spend several weeks acclimating him or her to bottle feeding before he or she begins school.

INFANT FEEDING NOTES FOR DROP-OFF OR PICK-UP:

Babies should have their first feeding of the day before they are dropped off at Noah's Park. Morning drop-off time is extremely busy so please don't expect your baby to be fed within one hour of his or her arrival. Likewise, afternoon pick-up is busy as well, so feeding schedules should be adjusted so that feeding is not required in the last hour of our school day.

Dress Code

Students should wear comfortable, weather-appropriate clothes. We use paint, markers, glue, and scissors daily. Please don't dress your child in an expensive outfit that would break your heart if something happened to it. Shoes should be closed-toe. Girls should wear bloomers or shorts under skirts and dresses. Our playground is covered in mulch made from recycled tires. It is a wonderful surface to help prevent accidents, but it will stain shoes and clothing. Parents—be mindful of your attire when you are on our campus—this is a house of worship and we hope your clothing would be appropriate.

Air Quality/Inclement Weather/Excessive Heat

During months in which air quality is of concern, there will be daily monitoring of air quality alerts. Outside play time will either be limited or scheduled for indoors on days of air quality alerts.

In bad or excessively hot weather, students will have their active play time indoors. We have a variety of choices for indoor active play.

Third-Hand Smoke

We have been made aware of the dangers of "third-hand smoke" from the JCDH. This refers to the residue left on clothing, backpacks, or other items that have been exposed to cigarette smoke. Please make sure your child's clothing, backpack, etc. are free from third-hand smoke. Clothing or personal items that smell of tobacco will be placed in a plastic bag and sent home—we will provide an alternate clean outfit.

Inclement Weather Procedures and Notification

Noah's Park follows the Trussville City School system when it comes to delayed openings, early dismissals, and closings due to weather. In the event of delayed openings or early closings, it is our policy to open thirty minutes before TCS, or close thirty minutes later than TCS. We are unable to give refunds or reschedule days missed for inclement weather. We will send notifications via text regarding closure, late arrival, or early dismissal if possible. If we cannot due to utility or internet outages please pay attention to announcements for Trussville City Schools on all major media outlets.

Emergency Preparedness Plans

In any emergency situation, be it weather, fire, intruder, lock-down, or etc., Noah's Park reserves the right to keep students and parents in the building until the director deems it safe for parents to leave with their children.

SEVERE WEATHER: Severe weather drills are conducted at least twice during the school year, so that students and staff are familiar with the proper safe place to go in case of severe weather. Students are escorted to their severe weather safety area when we are under tornado warnings.

FIRE DRILLS: Fire drills are held monthly so that students and staff are familiar with the proper safe place to go if our building needs to be evacuated. When a fire alarm sounds, teachers will escort students outside to our designated fire safe areas, and then administration will do a final check of classrooms, play rooms, and restrooms.

Our building is inspected on a regular basis by the fire marshal, and the most recent inspection information is on file in the church office.

INTRUDER DRILLS: We call our intruder drills "hide and seek" so the students see it as a game and are not afraid. For safety reasons, we will not publish the details of our intruder drills, but please know they are rehearsed and our staff and students are very familiar with the process.

SOFT LOCKDOWN/HARD LOCKDOWN: We will go into "soft lockdown" (students kept inside the building) or "hard lockdown" (students kept inside the classrooms) anytime it seems necessary to protect our students.

UTILITY OUTAGE: In the event our building loses power, water, heat, or air conditioning, parents will be notified that we will be closed or are closing.

OFF-CAMPUS EVACUATION: In an emergency that requires off-campus evacuation, we have two pre-planned evacuation locations.

PUBLIC HEALTH EMERGENCY/PANDEMIC: In the event of a public health emergency, Noah's Park will follow state and/or county guidelines.

Guidance and Discipline

It is the desire of Noah's Park that guidance and discipline of students will be a partnership between parents, teachers, and administration. Our ultimate goal in our disciplinary procedures is to guide children in developing self-control and orderly conduct in relationships with peers and adults. Classroom teachers will notify parents on the written daily report of a student's general behavior on any given day, and parents will be notified of any "time-ins" or visits to administration.

Discipline varies with age-appropriateness and severity of behavior, but this is our general guideline for discipline at Noah's Park:

Teachers will discuss "making good choices" and attempt to redirect the child's attention to another area of the classroom or play area. If further action is needed, students will have "time in" and sit in a chair or other area of the classroom away from where the incident happened. (Our guidelines for "time in" are one minute per age of child. For example, a three-year-old will sit in "time-in" for three minutes.) If misbehavior continues, a student will need to visit the director or assistant director for a stern conversation. Further misbehavior may result in a phone call to parents and a child having to go home for the remainder of the day. (Refunds will not be given in this situation, as our staff is in place for the number of students at the beginning of any given day.)

The following punishments are prohibited at Noah's Park:

1. Corporal punishment
2. Verbal abuse, threats, or derogatory remarks
3. Withholding or forcing meals, snacks, or naps
4. Any punishment for lapses in toilet training

While it is acknowledged that parents may use a variety of guidance techniques at home, Noah's Park prohibits use of these by our staff.

If a student's behavior is a consistent problem, the parents, teacher(s), and director will work together to develop a plan of action to steer the student in the direction of appropriate and acceptable behavior. These plans will vary, and will take into account the student's age, developmental level, and individual needs. It is expected that all parties involved work as a team to modify and improve the behavior. If the student continues to exhibit unacceptable or inappropriate behavior, Noah's Park reserves the right to suspend or discontinue services for that child, effective immediate to the director's decision.

While our goal is to meet the individual and varied needs of each child, we cannot allow one student to continually disrupt the care and education for all the other students in a class. Additionally, it is our goal to teach our students to be respectful citizens in their communities; therefore, continued disrespect or physical force directed at our teachers will not be tolerated.

Student Behavior Expectations:

BITING: Biting is typical behavior during the toddler years, and is usually an outlet for frustration as communication skills are not yet acquired. Toddlers who exhibit excessive biting will spend one minute separated from their peers in a high chair after a biting incident. By the time a student is in 2K, we should see a significant decrease in biting. However, excessive biting and/or other aggressive behaviors will not be tolerated in any age group. If this becomes an ongoing problem, we will ask for parental advice and/or intervention. Excessive biting and/or other aggressive behavior may result in your child's termination from our program. **BITING WILL NOT BE TOLERATED IN OUR OLDER STUDENTS.** 3K, 4K, or 5K students who bite another student more than three times in a school year may be permanently suspended from Noah's Park.

AGGRESSIVE BEHAVIOR: The safety of our students is our first priority. Violent behavior in any age group against students or teachers will not be tolerated at Noah's Park. Students who hit, kick, push, bite, scratch, pull hair, etc. will go through our discipline protocol. If behavior does not improve, parents will need to come in for a conference. If behavior continues to deteriorate, the student may be permanently suspended from Noah's Park.

ADJUSTMENT PERIOD: All children will be enrolled for an adjustment period of thirty days. During this thirty days, either Noah's Park or the parents may discontinue the child care relationship for any reason.

DAMAGE TO OUR SUPPLIES, FURNISHINGS, OR FACILITY: Minor accidents and small repairs are expected in any preschool program. However, parents or guardians will be held financially responsible for damages that cannot be classified as accidents or normal wear and tear. (For example: deliberate breaking of toys, making holes in furniture, etc.)

Role and Influence of Parents

We believe that parents should be the first and foremost authority in a child's life. We hope the teachers and administration will work as partners to be a positive influence on our students.

Students are expected to treat our staff in a respectful manner. Verbal or physical aggression toward our staff will not be tolerated. Modeling respectful attitudes toward adults begins in the home.

Family Participation

We welcome parent visits at any time! If you'd like to visit or observe your child's classroom, just check in at the front desk first. We also have many events throughout the year that will be fun for parents and grandparents, such as class parties, pumpkin patch, and Children's Theatre. Just watch the Noah's Park monthly newsletter and your child's classroom newsletter for information on these events. If you bring younger siblings to Noah's Park events, we request these children be kept in a stroller or baby carrier, or in your immediate supervision at all times.

Parent/Teacher Conferences

Conferences are held twice a year for 2K, 3K, 4K, and 5K. Watch your Noah's Park monthly newsletter and your classroom newsletters for more information on conferences. You are also welcome to schedule a conference any time there are things you would like to discuss with your child's teachers or with Noah's Park administration. Conference times are the perfect opportunity for parents to express goals for their child and to give input into what they see in the child's progressing development.

Grievances and Suggestions

We are always open to listen to any concerns, questions, or suggestions you have. We continuously strive to be partners with parents to offer the absolute best care and education for your child. In the event of a serious conflict, please address your concern first with your child's classroom teacher. If this does not result in a resolution, please schedule a conference with the Noah's Park director. If a resolution is still not found, please schedule an appointment to discuss the problem with NorthPark's Minister of Administration.

Withdrawals or Change of Schedule

We require a thirty day notice if you decide to withdraw your child from Noah's Park. If you give us proper notice, we will be glad to prorate your last month's charges to reflect your date of withdrawal. If a student does not attend school for a two week period, that student's spot at Noah's Park will be considered forfeited unless the parents have made arrangements with the director. If your child's spot is forfeited under these circumstances, you will have to complete the entire registration process to be reinstated if a spot is still available.

Noah's Park reserves the right to terminate this contract for any reason. Two weeks notice will be given under typical circumstances; however, we reserve the right for immediate termination under extraordinary situations. (For example, but not limited to: students who exhibit harmful, aggressive, or threatening attitudes or behaviors to students or staff; students who are unable to participate in normal activities of their peer groups; students who are uncooperative to instructions from teachers or administrators; students who distract from the learning environment of the classroom; lack of parental cooperation; non-payment; repeated failure to pick up a student on time; or failure to complete and return required forms and documents.)

If you decide to change your child's schedule in any way (change the number of days, add or take away extended care, etc.) please discuss this with administration. We will be happy to accommodate any schedule changes as long as we are able to keep the classroom within our prescribed student/teacher ratios.

Appendix A: USDA Nutritional Guidelines

These guidelines can be found at https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf

CHILD MEAL PATTERN

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq) ^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	¼ cup	¼ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ½ cup	1 ½ cup
Granola	¾ cup	¾ cup	1 ½ cup	1 ½ cup

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁹ Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ½ cup for children ages 6-12.

CHILD MEAL PATTERN

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	½	1	1
Cooked dry beans or peas	¼ cup	¼ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables ⁶	¼ cup	¼ cup	½ cup	½ cup
Fruits ⁷	¼ cup	¼ cup	½ cup	½ cup
Grains (oz eq) ^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	¼ cup	¼ cup

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁹ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

¹⁰ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

CHILD MEAL PATTERN

Snack (Select two of the five components for a reimbursable snack)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ⁴	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	¼ cup	¼ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 ounces or ½ cup	2 ounces or ½ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables ⁶	¼ cup	¼ cup	¼ cup	¼ cup
Fruits ⁷	¼ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq) ^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	¼ cup	¼ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,10}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ½ cup	1 ½ cup
Granola	¾ cup	¾ cup	1 ½ cup	1 ½ cup

¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁸ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

¹⁰ Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ½ cup for children ages 6-12.

Appendix B: Common Medication Guidelines

Charts for medication guidelines can be found at the following web addresses:

Acetaminophen (Tylenol) Dosage Table for Fever and Pain

<https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/Acetaminophen-for-Fever-and-Pain.aspx>

Ibuprofen (Motrin, Advil) Dosage Table for Fever and Pain

<https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/Ibuprofen-for-Fever-and-Pain.aspx>

Diphenhydramine (Benadryl) Dosage Table for Fever and Pain

<https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/Diphenhydramine-Benadryl-Antihistamine.aspx>

Appendix C: Jefferson County Department of Public Health required policies

Policy for Prevention of Communicable Diseases


Name of Child Care Center: Noah's Park weekday Early Education
 Address of Child Care Center: 5700 Deerfoot Pkwy, Trussville, AL 35173

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
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Detection of Illnesses
 In order to control the spread of communicable diseases in the child care center, 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 ears
 - e) Child has difficulty swallowing
12. Frequent scratching of the body or scalp (may be a sign of scabies).

 JEFFERSON COUNTY DEPARTMENT OF HEALTH
ENV-FP-251-1/6

Screen Time Policy

Name of Child Care Center: Noah's Park weekday Early Education
 Address of Child Care Center: 5700 Deerfoot Pkwy, Trussville, AL 35173

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 3 1/2 hours per week
- Prohibited during meal or snack time
- Prohibited for children younger than 2 years

Computer use shall be limited to no more than 15 minute increments, except for school age children completing homework.

Daily schedules including daily screen time shall be prominently posted in each classroom.

Director of Child Care Center: Kandy Cole
 Date: 9/15/20

 JEFFERSON COUNTY DEPARTMENT OF HEALTH
Jefferson County Department of Health Child Care Center Regulations (Section 3.C)
ENV-FP-251-1/6

Employee Health Policy

Name of Child Care Center: Noah's Park weekday Early Education
 Address of Child Care Center: 5700 Deerfoot Parkway, Trussville, AL 35173

No employee shall be permitted to work at the CHILD CARE CENTER 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 CHILD CARE CENTER 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 CHILD CARE CENTER 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
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Director of Child Care Center: Kandy Cole
 Date: 9/15/20


 JEFFERSON COUNTY DEPARTMENT OF HEALTH
Jefferson County Department of Health Child Care Center Regulations (Section 2.A.2)
ENV-FP-246-1/16

Nutrition Policy

Name of Child Care Center: Noah's Park weekday Early Education
 Address of Child Care Center: 5700 Deerfoot Parkway, Trussville, AL 35173

- All food served in Child Care Center 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, Vitamins A and C, and fiber
 - Legume- for protein, iron, B vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
 - Posted in view of parents and food preparation staff
 - Prepared at least 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.

Director of Child Care Center: Kandy Cole
 Date: 9/15/20

 JEFFERSON COUNTY DEPARTMENT OF HEALTH
Jefferson County Department of Health Child Care Center Regulations (Section 3.D)
ENV-FP-257-1/16

Smoking Policy

Name of Child Care Center: Noah's Park weekday Early Education
 Address of Child Care Center: 5700 Deerfoot Parkway, Trussville, AL 35173


Smoking is prohibited:

- At all times in Child Care Centers—including before and after hours of 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 child care center 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.

Director of Child Care Center: Kandy Cole
 Date: 9/15/20


 JEFFERSON COUNTY DEPARTMENT OF HEALTH
Jefferson County Department of Health Child Care Center Regulations (Section 2.C)
ENV-FP-254-1/16

Physical Activity Policy

Name of Child Care Center: Noah's Park weekday Early Education
 Address of Child Care Center: 5700 Deerfoot Parkway, Trussville, AL 35173

- 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 per 8 hour day
 - 12 months to 3 yrs -At least 60 minutes per 8 hour day
- Infants to 2 months- caregivers shall make provisions 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.

Director of Child Care Center: Kandy Cole
 Date: 9/15/20

 JEFFERSON COUNTY DEPARTMENT OF HEALTH
Jefferson County Department of Health Child Care Center Regulations (Section 3.B)
ENV-FP-256-1/16