



# **WILSON AVENUE DAY CARE**

## **PARENT HANDBOOK**

Established in 1985

125 Wilson Ave.  
Saraland, AL 36571  
Revised 1/25

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Daycare Families,

I want to take this opportunity to introduce myself to you. My name is Chris Ducas. My family and I moved from California in January 2021. We have fallen in love with the south and the culture of lower Alabama. I wouldn't want to do life anywhere else. Plus, who wouldn't want to live in the fried chicken

strip capital of the world? All joking aside, we love leading Wilson Avenue, and it has been amazing watching God grow our church.

Thank you for entrusting us with your children. We look at this as an opportunity to not just care for your child, but to help your child grow in their faith while teaching them about Jesus. My prayer is that the whole family is impacted spiritually while your child is a part of our daycare community. I have said many times that the vision and future of Wilson Avenue is being a minivan church. The great part about a minivan is there is a seat for everyone in the family. No matter what role you play in the family, or what age you are, we have a spot for you at Wilson Avenue.

We look at this season with your child in our daycare as an opportunity to partner with you to grow your family spiritually. I would love to meet you. Come by this Sunday and say hi; introduce yourself to me. I guarantee that if you stick around Wilson Avenue long enough God will change your life for the better.

Chris Ducas  
Lead Pastor  
Wilson Avenue Baptist Church  
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# Welcome to Wilson Avenue Daycare

## **MISSION STATEMENT**

Our mission is to glorify God by developing students spiritually, academically, socially, and physically.

## **CORE VALUES**

Wilson Avenue Daycare is a ministry of Wilson Avenue Baptist Church. The pastor, as the leader of our church, also serves the same role in the daycare.

### **Faith:**

We believe in God's Word, and in the sufficiency of what He has provided for salvation and for living the Christian life.

### **Family:**

We facilitate the biblical relationships of home and church. We also honor the parenting roles and child development principles taught in Scripture.

- Whenever possible, we believe that the primary teachers of children are their parents. Our intent is to assist parents by teaching their children the truths of God and a love for others.
- We believe that the family as God intended is, whenever possible, a partnership between a husband and wife who share responsibility and submit to one another out of love for each other and respect for Christ.

### **Faculty:**

We expect that each staff member is a maturing believer with a growing grasp of God's Word. Our standard is that each of our faculty members has a personal relationship with Jesus Christ.

### **Future:**

We help prepare students by teaching them biblical principles and the value of a personal relationship with Jesus Christ.

## **STAFF**

A Christian staff has been carefully selected. All staff members (18+) must pass a background check and go through an observation period. Full-time employees must be 18 years or older. God guides us in choosing the right person to teach and nurture your child.

## **HOLIDAYS**

Wilson Avenue Daycare will be closed for pre-determined holidays. A list of holidays will be given to you at the time of registration. There will be no reduction in fees when the daycare is closed for these holidays.

## **AFFIDAVIT**

Parents will be required to sign an annual affidavit that Wilson Avenue Baptist Church has filed notice and is exempt under law from regulation by the Department of Human Resources.

## **REGISTRATION**

- \$125 per family - First Time Registration Fee
- \$100 per family - Annual Re-enrollment Fee
- Currently enrolled families will have a re-enrollment period.
- After the re-enrollment period ends, all registration fees will be \$125.00 and open to the public.
  - **Any family that misses the deadline will be subject to the raised fee.**
- All accounts must be current before re-enrollment.
- The registration fee is a non-refundable deposit.
- Your spot will only be held with a paid registration.

## **ANNUAL FEES**

- \$200 per child - Annual Supply/Curriculum Fee
- Must be paid by the due date.
- All fees are non-refundable.

## **TUITION**

- Tuition is paid monthly (Due 1st) or semi-monthly (Due 1st and 15th)
- Prices
  - \$800/Month - Nursery
  - \$750/Month - Toddler (age 1 by 9/1/25)
  - \$700/Month - 2 (by 9/1/25), 3, 4 Year Old
- All prices include breakfast, lunch, and afternoon snack.
- All prices include the full range of the daycare hours (6:30am - 5:30pm)

## **DISCOUNTS**

- **Active Contributing** Wilson Avenue Members
  - 10% off monthly tuition
  - \*Form to be updated quarterly\*
- Siblings

- \$25 off monthly tuition of 2nd child enrolled
- \$50 off monthly tuition of 3rd child enrolled

### **PAYMENT POLICY**

- Tuition is monthly and not prorated.
- Invoices are sent through Procure.
- Any invoice not paid by the due date will be issued a late fee of **\$25**.
- If at any time you are over one week behind in your payment, we reserve the right to ask that your child not return to daycare until your account has been made current.

### **PAYMENT OPTIONS**

- ACH (Bank Draft) is available with a **0.5%** processing fee.
- Cards are available with a **3%** processing fee.
- Cash/Check will be accepted with a **5%** processing fee.
- If you choose Cash, Check or Card, the processing fee will be added to your invoice.
- You must fill out a payment agreement form - if you need to change your method of payment, a new form can be filled out **before** invoices are generated.
  - If, at any time, you use a different method of payment - you will be billed for the difference in the fees.
- Automatic Payments are available and encouraged.

### **INSUFFICIENT FUNDS FEE**

There is a **\$25** charge for insufficient funds and declined cards.

### **LATE PICK UP FEE**

- Any child not picked up by 5:30 pm will be charged **\$10 per every 10 minutes**.
- This is not an optional service.
- Children left after hours may be taken to the Saraland Police Station after all approved pickups and emergency contacts have been called.

### **ABSENCES**

- There will be no reduction in fees for absences, holidays, vacation or bad weather conditions in which the center has to close.
- Tuition is monthly and not prorated.

### **WITHDRAWAL POLICY**

- Two weeks prior notice or two weeks tuition is necessary if your child is withdrawn from Wilson Avenue Daycare.



- We reserve the right to terminate services for non-payment of fees or non-compliance with daycare policies.
- A Withdrawal Form is necessary for every child leaving our program.

### **SIGN IN AND OUT PROCEDURES**

- Every child must be signed in and out every day.
- Parents will use the QR code to sign in/out each day with the Procure App.
- Every authorized pick up is issued a pin number and should use their specific number assigned.
- Anyone picking up for the first time should report to the daycare office to check children out.
- Children in the nursery will leave any special instructions on the form provided.
- Failure to sign in and out will result in a **\$5.00 per day fee**.

### **NOTICE OF CHANGE**

Registration forms are to be kept up to date at all times. The staff must be able to contact parents in the event of an emergency or natural disaster. Any changes of phone numbers or addresses should be reported as soon as possible. If there is a change in who can and cannot pick up your child, please notify us immediately.

### **PROCARE**

- Procure is the daycare app used at Wilson Avenue.
- Every parent will be expected to sign up with Procure.
- Your email address will need to be kept up to date in the system.
- Procure will be used to:
  - Sign in/out
  - Invoice and payments
  - Parent/Staff messages
  - Child updates and pictures
  - Emergency Contacts
  - Newsletters

### **ARRIVAL AND DEPARTURE PROCEDURES**

- Children **must** be accompanied into their room. Unless this policy is followed the daycare cannot be responsible for the safety of your child.
- Your child's teacher must be notified when they are picked up in the afternoon.
- All children **must be signed in and out**.
- All children need to arrive by 9:00 a.m. Our younger rooms are beginning naps and our older rooms are beginning morning learning. Please notify us ahead of time if you are going to be late.

- Door codes are given to guardians only. Please do not share your code. Anyone without a door code will need to be buzzed in by the daycare staff.
- **No food or drink** may be sent in with your child. Breakfast is served by 8:00 a.m. each morning.
- Children will be released **only** to properly identified persons who have been listed in your child's release section of the registration form. The names of persons who may call for the child, and other information, must be kept current by the parent.

### **DRESS CODE**

- Children should wear comfortable clothing that is weather appropriate.
- Shoes should fit well and be ready for lots of activity. **No cowboy boots or sandals please.**
- **In case of emergency** all children must have a complete change of clothing including underwear. All items must be labeled with the child's name.

### **FOOD SERVICE**

- Wilson Avenue Daycare provides breakfast, lunch, and snack each day.
- Menus will be available.
- **Food allergies** must be listed on your child's enrollment form. Please be sure that the teachers working with your child are aware of allergies and any changes with their allergies.

### **IMMUNIZATIONS**

- Upon enrollment, we must have your child's immunization record and medical history.
- The day care is required to keep an up-to-date Alabama Certificate of Immunization (Blue Card) on file for each child while enrolled.
- Each child 18 months or older **must** have the HIB vaccination included in their immunization record.

### **SICKNESS POLICY**

- **Keep your child at home** if he/she has any of the following:
  1. Fever of 100 degrees or above
  2. Diarrhea
  3. Vomiting
  4. Pink Eye
  5. Impetigo
  6. Rash of unknown origin
  7. Symptoms of a communicable disease (i.e., hand, foot, mouth)

- If your child develops any of these symptoms while at daycare, you will be asked to pick them up as soon as possible.
- If your child is sent home with a fever, pink eye, vomiting, or diarrhea, you may **not** return to daycare within a 24 hour period unless you have a doctor's statement that your child is not contagious.
- Please notify the daycare if your child has a communicable disease (i.e., hand, foot, mouth)

### **LICE**

- Head checks will be performed by staff when necessary.
- If lice are found, your child will need to be picked up immediately.
- Your child will not be allowed to return for 48 hours and will be re-checked before dropping off.
- No eggs and no nits. No exceptions will be made.
- If lice are found outside of daycare hours please inform the office.

### **FIRST AID**

- We will administer minor first aid to scrapes, scratches, bites, etc.
- In the event of an accident or illness requiring medical attention, the parent will be notified immediately.
- The child will be taken to the nearest medical facility, or to the physician on file, if we are unable to locate the parent.

### **MEDICATION**

- Any medication that is necessary during daycare hours must be pre-measured in a medicine syringe and placed in a zip lock bag labeled with your child's name.

### **EMERGENCY PROCEDURES**

- Fire evacuation procedures are in every room.
- In the event of a tornado, all children will be moved to the inner parts of the building away from windows and doors.
- Wilson Avenue day care will follow the Saraland City School system for weather related closings. We will also follow any State of Emergency issued by the governor.
- Parents will be contacted in the event of an emergency closing.
- Lock Down:
  - In the event of a **soft lockdown** all doors to the building will be locked and not opened to anyone except police. In classroom activities will continue.
  - In the event of a **hard lockdown** all doors will be locked with everyone inside classrooms. Doors will not be opened to anyone except police.

- We will stay in communication through Procure however our first priority during this time will be the safety of the children and staff.

### **MANDATED REPORTING**

According to Alabama Law, any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse shall be required to report orally, either by telephone or direct communication immediately, followed by a written report, to DHR, law enforcement, or the District Attorney.

### **DISCIPLINE**

- Children learn respect and obedience with boundaries. Rules are set to be understandable to the children.
- We will be fair and kind but firm. Parents will be called if the child, after repeated corrections from the teacher, refuses to behave.
- **NO corporal/physical punishment** will be used.
- The daycare reserves the right to terminate services to any child for serious behavioral problems.

### **BITING POLICY**

- **Biting is an unfortunate and common behavior in many children.**
- We will work with the parent to help the child through a biting phase.
- If the behavior cannot be adjusted, or the parent is unwilling to work with the teachers/administration, the child will be dismissed from the daycare.

### **TEACHING PROGRAM**

- Mornings at Wilson Avenue Daycare begin at 9am with an academic program. We focus on phonics, language, fine motor skills, science, pre-math, social science and, of course, Bible. These concepts are divided and arranged systematically to address the developing young mind in an engaging way.
- Afternoons at Wilson Avenue Daycare will begin after naptime with an applied program. We address the preschooler's natural curiosity for the world around them and their need to develop strong and healthy bodies. Hands on activities, communication, and gross motor skills are key components in our applied program.
- Wilson Avenue will use a combination of Experience Early Learning Curriculum, Home CEO, Bible ABC, and The Good and The Beautiful.

### **TOYS**

- Children are discouraged from bringing toys from home, except on special occasions.

- The daycare cannot be responsible for items brought from home which may be broken or lost.
- **No guns or war toys are permitted.**

### **NAPTIME**

- Children will take a nap each day after lunch. They must **all** lie down and rest even if they do not sleep.
- Please send a small pillow and cover labeled with your child's name. Each child will have their own bed.
- Naptime is 12:30 to 2:30 p.m. Please try not to pick up your child during this time. If this cannot be avoided, please let us know that morning so we may have them ready to leave.

### **POTTY TRAINING**

- We begin working on potty training when they are in the 2 year old room.
- We work with the parents and the child's ability.
- Potty training children must wear pull-ups until they have good bladder and bowel control.

### **BIRTHDAYS**

Parents may bring simple refreshments to be shared during the afternoon snack time. Arrangements must be made with the teacher a few days in advance.

### **MESSAGES**

All messages to the teacher must be in written form. Procare is available and encouraged.

### **INFANT SUPPLIES**

- Your child will need:
  1. At least two changes of clothes per day.
  2. 6 to 7 disposable diapers each day.
  3. Prepared bottles, baby food, and cereal - enough for each day.
- Diapers may be brought by day or you can bring by box and the workers will let you know when more are needed.
- Cloth diapers are not allowed unless the child has an allergy to disposable. A doctor's recommendation will be required.
- All bottles should be labeled with your child's name. Any special instructions should be written for the workers.