

# parent handbook

2024 - 2025 school year





# School Year

## August 2024 - July 2025

This handbook is designed to introduce you to the policies and standards for the parents and children of the Children’s Learning Center (CLC). Please read carefully and keep readily available for future reference. Understanding our program, policies and standards will ensure the most positive and productive experience possible for you and your child(ren).

You are required to please sign, date, and return the “Handbook Acknowledgement/Agreement” form found on the last page of this Handbook to the CLC office before the first day of the new school year.

Senior Pastor .....	Dr. Jonathan Barlow
Associate Pastor .....	Rev. Justin Safley
CLC Co-Director .....	Kristina Callaway
CLC Co-Director .....	Tia Rodriguez

*Revised & Approved by FBCD CLC Committee, July 2024  
for the August 2024 – July 2025 school year.*

*This Handbook may be amended if found necessary by the CLC Committee.  
Any amendments will be distributed to parents in writing.*



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Dear Parents/Guardians,

Welcome to First Baptist Church of Dalton's Children's Learning Center (CLC). It is my pleasure to welcome you into this sacred space. The CLC is a mission of First Baptist, which aims to offer quality rated childcare and educational opportunities to the most precious in our community. Thank you for trusting us with your most prized possessions.

Our goal is to make a positive impact in the life of our students, starting with the babies who are completely dependent on their caregivers to the the five year-olds who are preparing for that next step into kindergarten. We strive to show your children they are loved unconditionally, that they have been wonderfully made in the image of God, and that there is a community at First Baptist which cares deeply for their success.

We know that you as a parent/guardian are your child's greatest teacher and advocate. As such, we are working to partner with you and support you in one of the most important ministries of your life - fulfilling your calling as a caregiver. Please know First Baptist and the CLC are happy to serve you in anyway that we can.

I also extend an open invitation for you and your family to join us for worship on Sunday mornings at 10:30 AM or join our live stream on our website at [www.fbcdalton.org/livestream](http://www.fbcdalton.org/livestream).

Blessings,

A handwritten signature in cursive script that reads "Justin J. Safley".

Rev. Justin J. Safley  
Associate Pastor



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# Welcome

*to the Children's Learning Center (CLC)*

It is our goal to provide a safe and nurturing place for your child(ren) to learn and grow. We strive for each classroom to be a happy and stimulating environment for each child. Thank you for the opportunity to learn and grow with your child(ren).

## Mission Statement

The mission of the Children's Learning Center of First Baptist Dalton is to provide quality childcare and early education within a Christian environment. At the CLC, each child is valued and, therefore, the CLC strives to provide a setting where every day the children can take part in activities that enable and equip them to grow and learn. FBCD believes that the Bible teaches the priority of family ministry. Accordingly, the CLC shares the belief that every child is part of a family to whom we desire to give support and encouragement.

## Philosophy

The philosophy of the CLC is based on the following beliefs:

- Because each child is a unique individual, we are sensitive to a child's social, emotional, physical, intellectual, and spiritual needs. We provide developmentally appropriate programs that focus on the process of learning in order to equip each child with an educational foundation to succeed. We believe in providing a physical environment that is safe, clean, healthy, and oriented to children. Our classrooms are arranged to offer stimulating and age-appropriate options to play and learn at a range of developmental levels. Our activity areas allow children the opportunity to explore, to develop, and, most importantly, to thrive.
- We believe that the strength of our program is anchored by the dedication of our teaching staff. We support our teachers with training, resources, and freedom to create a unique learning experience for children. We provide opportunities for teachers to share ideas and grow professionally. This allows our teachers to establish a caring and nurturing environment where each child can develop a positive self-image and educational foundation.
- We believe in positive methods of discipline. We establish age-appropriate limits to help children function in their world. Our program is designed to encourage a sense of independence and responsibility, while strengthening each child's own cultural identity and instilling a respect for others.
- We believe that parents are the most significant adults in the life of a child. As such, we strive to create a mutual partnership based on respect between parents and our teaching staff. We will always strive to earn the trust you have placed in us to provide early childhood educational services in our community.



# Governing Body

The CLC is governed by the CLC Committee, which is comprised of select FBCD members. The CLC Committee is charged with establishing CLC policies, as well as setting tuition rates and fees. It is also the responsibility of the Committee to ensure the CLC ministry operates in such a way that is consistent with the overall goals and mission of FBCD. The CLC Director is under the supervision of FBCD Associate Pastor, Rev. Justin Safley, and the CLC Committee of FBCD. The CLC Director is also an ex-officio member of the CLC Committee.

# Compliance

The CLC is in full compliance with the Whitfield County Health Department and the City of Dalton Fire Department. Additionally, the CLC is licensed by Georgia's Bright from the Start: Georgia Department of Early Learning and Care (DECAL). Bright from the Start: DECAL is the government agency that licenses and monitors childcare centers. The CLC undergoes monitoring visits each year to ensure compliance with State regulations. [www.decal.ga.gov](http://www.decal.ga.gov)

# Quality Rated

Quality Rated is Georgia's system to determine, improve, and communicate the quality of facilities that provide childcare programs. The CLC is a Quality Rated Center. By participating in this program, the CLC is committed to continuously working to improve the quality of care we provide to children and their families.

# Enrollment and Re-Enrollment

The CLC is open to children at least six weeks old through four years of age. Children are accepted regardless of race, creed, color, religion, sexual orientation, or national origin. The CLC is not equipped to handle children with excessive emotional, visual, speech, hearing, or other severe needs and illnesses. Therefore, the CLC reserves the right to decline an application for enrollment for children whom proper care could not be adequately provided. The Director, in conjunction with the CLC Committee, has the sole authority to make any such determinations. Any special needs should be discussed with the Director before enrollment. Any special instructions for care of any child must be given in writing to the Director and teachers.

Children currently enrolled with the CLC must re-enroll for the upcoming school year during the announced registration period. Any student moving up to a 3 or 4 year old class must be completely potty trained no later than May of the previous school year.

A \$100.00 non-refundable application fee (per family) is required at time of registration (as well as any re-enrollment) and \$75.00 supply fee (per child) is required at first billing period of new school year.



# Forms

Parents/guardians are required to fill out and turn in all forms in accordance with the requirements set forth by the Georgia Department of Public Health, DECAL, and the CLC. All forms must be updated annually during the registration period, except for the immunization records which should be updated throughout the year. A child will not be allowed to start until all of the following forms are on file in the Director's office:

- Enrollment Packet
- Signed Handbook Acknowledgement and Agreement Form
- Signed Video Surveillance Acknowledgement and Agreement Form
- Certificate of Immunization (3231) or exemption form
- Billing Account Set up on Brightwheel

Parents are required to keep all forms up-to-date. *Due to regulations provided by the Health Department, if a new immunization form is not immediately turned following the expiration of an old form, the CLC administration has the authority to dismiss the child.* Each child's respective file is kept in the Director's office and is considered confidential. As such, any and all information contained therein will not be disclosed for any purpose that is not directly concerned with the wellbeing of the child while in the care of the CLC.

## Billing Process

All tuition will be paid and collected through Brightwheel. It allows payments to be processed safely, quickly, and efficiently. Personal account information is safely secured.

We accept two forms of payments: ACH transactions (bank draft), and automated Credit Card/Debit Card transactions. All families must have either an ACH or Credit/Debit card information entered into Brightwheel Billing before a child can attend. Credit/Debit card transactions will include a 3% processing fee for each transaction.

All declined ACH and Credit/Debit card transactions will be assessed a \$20 declination fee for every declined transaction.

Full-Day Program families have the option to pay monthly or bi-monthly.

For those who select monthly billing, all tuition/fees will be billed and immediately processed on the 2nd of each month by automated ACH or automated Credit/Debit Card transactions.

For those who select bi-monthly billing, all tuition/fees will be billed and processed on the 1st and 15th of each month. The bi-monthly transactions will also be processed through automated ACH or automated Credit/Debit Card transactions.

There are no allowances made for days missed, holiday closings (except the week of Christmas break), closings due to inclement weather, or loss of power/water that prevent normal CLC operations. Every family will be responsible for paying for fifty-one (51) weeks of tuition, regardless of attendance.



# Tuition Rates

Full-Day Program – serving children six (6) weeks through 4 years old.

Babies/One's	\$805/month
Two's	\$765/month
Three's*/Four's*	\$725/month

*\*Three's and Four's must be toilet trained.*

A \$100.00 non-refundable fee application per family is required at time of initial registration, as well as any re-enrollment.

A \$75.00 supply fee (per child) is required at first billing period of new school year.

## Attendance

If your child will not be at the CLC for any reason, then please call the office no later than 9:30 a.m. so we may have an adequate lunch count.

Children must be at the CLC no later than 9:30 a.m. in order to be in-attendance for the day, with the exception of doctor's appointments. If your child does not arrive by 9:30 a.m., then your child will not be accepted into the classroom. We ask this so that your child is allowed to participate in all learning activities.

## Late Pick-Up Fee

The center closes at 6:00 p.m. Children should be picked up promptly and no-later than the dismissal time stated herein-above or a late fee will be assessed at a rate of \$1.00 per minute late for the first 5 minutes. There will be a fee of \$5 per minute from 6:06-6:10 and \$10 minute from 6:11 and after. Frequent late pick-ups will result in further action being taken at the discretion of the CLC.





# Schedule

Hours of Operation are as follows:

Full-Day Program 7 a.m. – 6 p.m.

The Full Day Program is open to students August – July apart from the following holidays:

- Labor Day
- Wednesday before, Thanksgiving Day and Friday after
- Christmas Break – closed 1 week (dates vary)
- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day (Fourth of July)
- In-Service Day (dates vary)

The CLC reserves the right to close as needed based on varying circumstances.

## Security

All external doors of FBCD are locked during the CLC's operating hours.

Parents will be provided two (2) door Fobs at the time of a child's enrollment. Additional Fobs may be purchased at a cost of \$20 each. If you lose a Fob, then there is a \$20 replacement charge. We ask that you return your Fobs when your child ceases to be enrolled at the CLC. If any Fob is not returned, then a \$20 replacement charge will be assessed for each fob. There are no refunds for extra Fobs purchased.

Parents are to use the Fobs to enter exterior and interior doors at the CLC. Exterior entrance is permitted through the main door by the front desk only. We recommend keeping your fob with you as you walk through the building as interior doors also have fob entrances.

In order to promote the safety of its students, staff and visitors, as well as the security of its facilities, the CLC is equipped with a 24-hour video surveillance system, and we have installed security cameras in all common areas, classrooms, outdoor and indoor play areas and the parking lot. The CLC's cameras monitor and record the CLC's facilities 24 hours a day, and we may conduct video surveillance of any portion of our facilities at any time, with the only exceptions being the private areas of restrooms. The footage is held to the Center's privacy policy for information.



# Arrival and Departure

Children must be brought into the CLC by a parent, guardian, or authorized person. Every child will be checked-in/checked-out through the Brightwheel system using the tablet at the front desk. All persons who pick up must have an account in Brightwheel and a 4 digit check in/out code.

If your child is to be picked up by someone who does not have an account with Brightwheel, then authorization must be received from an authorized parent for said person and a photo ID will be required before they will be allowed to pick-up. All individuals who will pick-up a particular child must be on the pick-up list in Brightwheel. The front office staff is more than happy to help someone set up an account.

If a child is to be picked up by someone who is NOT on the "child release" section of your information sheet, then the parent must contact the CLC office giving the name and description of the person picking up a child. A photo ID will be required before the person may pick-up. We need a written notification either by leaving a signed note in the office, by fax, by email, or classroom communication app.



## Communication

### *Phone*

We make every effort to answer the phone. When we cannot, we check messages immediately upon returning to the desk or ending a phone call. If your call is not immediately answered by the CLC staff, then please leave a message and we will return your call as soon as possible.

### *Parent Conferences*

Parent/Teacher Conferences will be scheduled for ALL preschoolers in the fall and spring to discuss your child's development. Should you desire additional conferences, those should be scheduled with your child's teacher or with the CLC Director.

### *Parent Involvement*

Your child's teacher will communicate with you regularly about monthly themes, events, and teaching concepts by means of our classroom communication app, posting notes beside the class door, or placing notes/correspondence in cubbies. Parents are asked to direct all questions, comments, and suggestions concerning policies of the CLC to the CLC Director or Assistant Director.

### *Parent Bulletin Board*

The Parent's Bulletin Board is located in the lobby next to the Director's Office.

### *Facebook Page*

The CLC has a Facebook page titled "Children's Learning Center." Important announcements and reminders are posted as well as photos of children involved in classroom activities. Please go to "Children's Learning Center" and 'like' us, so you will be able to view the page. We will never print children's names with pictures and ask that you do not put a child's name in your comments.



# Clothing and Personal Belongings

1. Children should wear washable, comfortable play clothes. Clothing should be appropriate for all activities, indoor games, and outdoor play. Clothes should be easy to put on and take off so children will not become frustrated while learning self-help skills.
2. At least one change of clothing should stay at the CLC. If an emergency arises and no clothing is available, then a parent will be called to bring a change. Please remember to replace the clothing if it is worn home, and to change clothing for the appropriate season. [Label everything your child brings to the CLC.](#)
3. For your child's safety and comfort, tennis shoes are the best choice. Flip flops and sandals do not adequately protect the feet from insect bites or injury as children play outside, nor do they stay on children's feet as they run, climb, and play. Regardless, ALL shoes must have a strap across the heel.
4. Outside time is an important part of our program and is scheduled each day. Consider the weather when planning your child's attire. If the weather is not conducive for outdoor play, then we will have indoor play either in the gym, indoor playground, or classroom.
5. Do not allow your child to come to the CLC with toys, money, jewelry, gum, or candy.

## Items Provided by Parents

1. The parents of children ranging from babies through at least two years of age should provide diapers and wipes. Please label and leave them at the CLC so you will not have to send daily.
2. Children staying all day need a Nap Mat for their cot. Any child sized sleeping bag will fit on the cots. They are available for purchase from many different retailers. Children under 2 are not allowed to sleep with pillows per Bright From the Start regulations. Security blankets and soft sleep items (no toys please) are welcome. Sleep mats will be sent home each Friday for laundering.
3. Parents should provide at least one (1) change of clothing (required for all students). Students who are potty training in the 2's should send at least two (2).

## Food

1. If your child arrives at the CLC before 8 a.m., then they may bring finger foods such as cereal bars, fruit, and dry cereal. Food should be brought in disposable packaging and will be discarded when the child is finished. Food cannot be stored in the cubbies. We are a PEANUT FREE Center.
2. Lunch and Snack menus are posted on the bulletin board outside the CLC Office.
3. Lunch can be brought from home if the child has a medically diagnosed condition requiring an alternate diet. A note from the doctor will be required.





# Health

The CLC is a center for children who are healthy and well. We do not have provisions or personnel to care for sick children. Parents must arrange alternative care when a child is sick or when a child may be contagious to other children and staff.

It is the duty of the CLC to:

- Protect children from disease while they are in our care;
- Provide a healthy environment for children and staff;
- Give clear guidance to parents to help keep disease risk as low as possible.

All medication should be given at home with the exception of epi-pens and breathing treatments. Parents are welcome to come to the center to administer medication if needed. If approved medication is needed, a medication form must be filled out at the front office. Special consideration will be given only for life threatening allergies/conditions.

## *Suspicion of child abuse*

As mandatory reporters, any suspicion of child abuse, neglect, or deprivation shall be reported to the Whitfield County Department of Family and Children's Service.

# Exclusion for Medical Reasons

The CLC will follow the policy of The American Academy of Pediatrics which recommends that children be excluded from childcare for the following reasons:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in greater care than the staff can provide without compromising the health and safety of the other children.
- The child has a fever 100.4 degrees or higher. Children should be free of fever for 24 hours without medication before returning to the CLC.
- Diarrhea: The definition of diarrhea as two loose stools within an hour. Stools that are not contained in a diaper or within the toilet are considered loose. Children should not return to the CLC as long as symptoms persist. Children must be free of diarrhea for 24 hours before returning to the CLC. Chronic diarrhea should have a written physician documented diagnosis.
- Vomiting two or more times in the previous 24-hour period. Children must be free of vomiting for 24 hours before returning.
- Rash with fever and behavior change until the physician has determined it is not a communicable disease.
- Pink or red conjunctivitis with yellow discharge until the child is checked by a physician, under treatment for 24 hours, and completely free of discharge.
- Strep throat until 24 hours after treatment has been initiated.
- Impetigo & staph infections until 24 hours after the drainage has stopped.
- Head lice until the morning after the first treatment.
- Chicken pox until the sixth day after the onset of rash or when lesions have dried and crusted.
- Hand, foot and mouth until the sores are dried up and they are fever free for 24 hours.



# Communicable Disease

- There is a list of communicable diseases provided by Children's Health Care of Atlanta adopted by Bright from the Start posted on the bulletin board by the CLC office.
- Every effort will be made to assure that the health of each child is maintained. Parents will be notified in writing of any communicable disease within 24 hours after the CLC becomes aware of the illness or the next working day.
- Parents should report to the CLC Director within 24 hours if your child contracts a communicable disease. Your child will be readmitted to class when the threat of contagion has passed based on the chart or with sufficient written permission from the doctor.
- Children who develop symptoms while at school will be removed from the classroom and must be picked up 30 minutes after parents are notified.
- Child drop-off will be at the classroom door. Parents should not enter the classroom. We ask that you leave your child's belongings in the hall and the teacher will bring it into the classroom when needed.

## Parking and Safety

- The parking lot is a potentially dangerous place. Please remember to keep your child with you at all times when arriving or departing from the CLC. DO NOT ALLOW your child to enter the building or go out of the building without being with you and holding your hand.
- Please drive slowly in the parking lot as there are often children here for other church activities.
- Please do not park at the curbs. You should park in designated spaces ONLY.

## Environment

- Classrooms are cleaned daily. Toys and surfaces are washed with a disinfectant to prevent the spread of germs.
- Teachers use required hygiene practices when changing diapers, handling food, and cleaning surfaces.
- Required hygiene practices are communicated with children during handwashing and bathroom use. Children are asked to wash their hands when they enter the classroom.
- Hand sanitizer is provided at the front desk for parents and children as you enter or leave the CLC.





# Discipline

- We will offer choices, utilize positive reinforcement, set limits, and practice consistency in our guidance. Should the need arise for disciplinary action we will redirect to another activity; use mediation; take away privileges; place a child in a quiet area in view of the teacher; or call a parent.
- We place an emphasis on positive interaction and preservation of the child's self-esteem. Children are NEVER isolated, spanked, or subjected to any type of humiliating punishment.
- If parents decline services/resources offered by the CLC or any/all outside agencies, the child can be dismissed from the program.

## Biting Policy

The CLC recognizes that it is common for young children to go through a period of biting. This biting occurs for a variety of reasons. Some of the most common reasons children bite are due to teething, lacking the ability to communicate, frustration, being overly tired or hungry, and/or a need for attention. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. This policy serves to protect the children that are bitten and aid the parents of the child who is biting.

- If a student bites another student, normal procedures will be followed for documenting the incident and notifying both sets of parents. CLC Staff will document the location, time, participants, behaviors, staff present, and circumstances when the biting occurred.
- If two (2) biting incidents happen on a given day, the parent of the biter will be called and asked to pick up their child immediately.
- If a child has been required to leave the facility for the aforementioned reason twice within a five (5) day period, a parent/teacher/director conference will be held. During this conference an action plan will be developed.
- As the CLC Staff implement the action plan, parents will be continually updated on the biting behaviors of their child. Parents may request follow-up meetings or telephone conversations as needed.
- If the parents do not support the action plan and/or refuse to meet with the teacher and CLC administration, the child will be immediately dismissed from the CLC.
- After the parent/teacher/director conference and all preventative steps have been taken by the CLC Staff, if improvement is not seen over a ten (10) day period, the child will be suspended from the center for a duration set by the Director of the CLC. Parents will receive written notification of the date when the child may return to the CLC. This suspension may be for days or weeks. During the temporary suspension, the parents will be expected to pay half of their normal tuition costs to hold the child's spot.
- If it is deemed in the best interest of the child, the CLC, and the other children, the child may be dismissed from their enrollment for the duration of the biting stage. Written warning will be given to the parents before this action is taken.





# Dismissal of Children

The dismissal of children from the CLC is something that is permissible only after other reasonable means of serving the child has been exhausted, except in situations where immediate dismissal is warranted. We acknowledge that our program cannot serve the needs of every child. Therefore, the administrative staff of the CLC reserves the right to ask parents to seek another placement for their child. All dismissals of children will be reviewed by the CLC Committee.

## Procedure for Dismissal

- The teacher observes the child, making specific notation of difficulties.
- The teacher will confer with someone on the administrative staff to seek solutions and additional observations.
- The teacher and an administrative staff person will set up a parent-teacher conference to discuss the child's developmental needs. At this conference, parents will be informed of specific observations. The teacher will outline classroom management strategies for the parent. Solutions/suggestions will be sought from the parents. A behavior plan will be decided upon for implementation.
- After following the plan, the teacher will follow up with the parents to make note of any progress. If progress is not made and parents will not consent to allow the recommendations or referrals to be implemented, then the child will not be allowed to remain enrolled at the CLC.
- Two (2) incidents in one day will result in a phone call for immediate parents pick up. The director has the discretion to determine severity of incidents.

## Immediate Dismissal

The Administrative Staff of the CLC reserves the right to immediately dismiss a child from the CLC's program if the child has (or indicates the potential to) physically harm other children or staff.

## Notice of Withdrawal

Parents must give a written notice of withdrawal to the CLC Office at least two weeks prior to the child's last day or parents will be responsible for two additional weeks of tuition at the time of withdrawal.



# Injury and Emergency Care

## *Minor injuries*

A minor injury will be treated at the discretion of the teacher and staff. The teacher will complete an Incident Report Form which parents will receive at the end of the school day. A copy will also be placed in the child's file. Parents may also be contacted by phone by either the teacher or staff.

## *Serious injuries*

In the event of a serious injury, the child will receive immediate first aid from the teacher. A parent will be notified immediately. If neither parent can be notified, then the person designated by the parent on the Admission Form will be notified. The parent or designated person will be asked to come to the CLC immediately to transport the child to the appropriate medical facility.

## *Critical & Severe Injuries*

In an event of a critical/severe injury, the staff will call 911 and then will contact the parents. We require the name and phone number of your child's doctor to be on file and also require an authorization signed by the parent granting the CLC permission to take whatever steps may be necessary to obtain emergency medical care for the child. If necessary, the child will be taken to the emergency room at Hamilton Medical Center.

# Emergency Procedures

## *Snow & Ice*

If there is inclement weather, the Senior Pastor of FBCD will make the decision whether the CLC will be open, delayed, or closed. For days following the first day of closing, watch the Chattanooga news stations for details of any delays or closures and check your email, Facebook page, and classroom communication app for information regarding the CLC.

## *Tornados/Severe Weather*

Tornado Drills will be practiced twice yearly so that children are familiar with the procedure. In the event of a Tornado Watch, staff personnel will monitor a weather radio for information regarding conditions. The CLC is signed up with Whitfield Emergency Management to receive a phone call if our area is under a Tornado Warning.

In the event of a tornado warning, we will take the following safety measures:

1. Seek inside shelter immediately.
2. Go to the nearest interior.
3. Have children sit in a crouched position facing the wall. Children and staff will remain in hallway until the storm threat has passed.

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## *Tornadoes/Severe Weather* continued

4. We ask that parents do not pick-up during a Tornado Warning. You may remain in the building with your child, but do not leave the building for your own safety.
5. We ask that parents do not drop-off during a Tornado Warning, but you may remain with the children in the building for your own safety.
6. After the storm has passed, remember to sign in or sign out your child, if you will be leaving or taking them with you. Additionally, the child's teacher will observe the child over a period of at least two weeks, making specific notation of difficulties.

## *Fire*

1. Fire Drills are practiced monthly so that the children are familiar with the procedure. All buildings at FBCD are on computerized fire alarm system. In the event of a fire, the system automatically sounds the alarm at the Dalton Fire Department and throughout the church building. The computer board will show the location of the trouble.
2. All CLC Staff and Church Staff assist in leading the children quickly from the building.
3. The teachers will take the class rolls, attendance sheet, and contact information with them when leaving the building.
4. Each class has a designated area assigned for evacuation. Each room has an Emergency map to show where they should exit and go outside the building.
5. If re-entry is not possible, then all children will evacuate to the Scout Hut, located at the rear of the FBCD parking lot on Jones Street. If that is not considered safe, then the children will be taken to the Police Services Center across the street where parents will be called. Staff will remain with the children to maintain the required staff to child ratios.
6. Parents will sign out children from the alternate location.

## *Loss of Power or Water*

Parents will be notified to pick up children when the CLC can no longer operate and/or provide proper care for children.

## *Building Evacuations*

In the event of a gas leak, bomb threat, or physical plant problems, the CLC staff will evacuate the buildings and do the following:

1. Follow the same evacuation plan as for fire.
2. Children will be taken to the designated areas depending on the type of problem.
3. If the need arises, parents will be called to pick up their child.

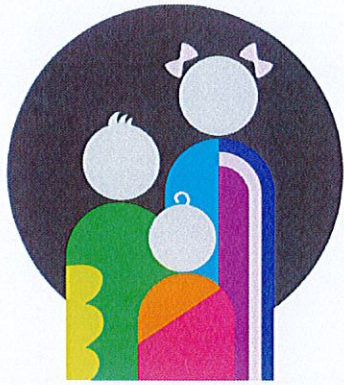


## *Lock Down of Building*

If the Dalton City Police or Emergency Management calls and requests that we lock down the building for any reason, then the following procedures will be followed:

1. All children will go directly to their room if they are not already in the room.
2. If they cannot get to their room, then they will go to the safest place in the area where they are located.
3. The teacher will account for all children and then lock the door of the room and cover the window with dark paper.
4. If the room has blinds, then the teachers will close all the blinds.
5. Teachers and children will remain in the room until an all-clear is given to open the doors.
6. Parents/Guardians cannot pick-up or drop-off during a lock-down situation.





# children's learning center

## Handbook Acknowledgement/Agreement 2024-2025

This Acknowledgement/Agreement is to be signed by any and all (whether single or multiple parents/guardians) parents or guardians and returned to the CLC Office by your child's first day of school.

I have read and understand the policies and standards of the Children's Learning Center contained within the CLC's Parent Handbook. By signing this document, I agree to abide by the outlined terms and conditions for my child's entire term of enrollment.

\_\_\_\_\_  
**NAME OF CHILD**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**RELATIONSHIP TO CHILD**

\_\_\_\_\_  
**RELATIONSHIP TO CHILD**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**



# Video Surveillance Acknowledgement/Agreement 2024-2025

To promote the safety and security of all children, staff, parents and visitors, as well as the security of our daycare facility, the CLC is equipped with a 24-hour video surveillance system. Security cameras have been installed in our hallways, outdoor play areas, indoor play area, and parking lot. We may conduct video surveillance of any portion of our premises at any time, the only exception being private areas of restrooms. Our video/security cameras have been positioned in appropriate places within and around our daycare facility and are used in order to help promote the safety and security of people and property.

Because we respect the privacy of all children, parents and staff in our daycare facility, our 24-hour video surveillance system/security cameras are for internal purposes only and disclosed pursuant to legal process.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

