



Hixson First Baptist Child Development Center

5800 Grubb Rd.

Hixson, TN 37343

Office: 423-877-2468

Fax: 423-779-0020

After Hours: 423-877-2468

Hixson First Baptist Child Development Center is a smoke and vape free facility.

Updated February 2025

Philosophy

Our philosophy is based on our belief that God has made each of us as unique individuals. By word and example, Jesus Christ loved little children. It is our goal to do the same at Hixson First Baptist Child Development Center. By providing a sound educational background, each child will have the opportunity to develop physically, mentally, emotionally, socially, and spiritually. The purposes of our Center are undergirded with each of these developmental areas.

Policies and Procedures

Fee Payments:

Upon enrolling a child, the parent is to pay the registration fee, supply fee, and one week of tuition in advance. **Tuition is due on the Friday BEFORE services are rendered. If left unpaid by Friday at 5:30, a \$35.00 late fee will be applied.**

After two weeks of unpaid tuition with appropriate late fees applied, the child will not be allowed to return until the balance is completely paid. If there are any extenuating circumstances, please let the director or assistant director know in advance.

When paying online, there is a \$2.00 fee for every online transaction.

Hours of Operation:

Hixson First Baptist CDC will operate between the hours of 7:00 AM and 5:30 PM Monday through Friday.

Arrival and Departure:

Children cannot be accepted earlier nor kept later than the hours listed above. A reliable person must bring and pick up the child, and anyone picking up must exhibit the ability to safely transport and care for the child.

All children MUST be signed in daily with the name of the person picking up the child. The office must be notified of any changes in pick-up because we cannot let the child leave with an unauthorized person. Any person picking up a child must be noted in the child's pick-up list and may be required to show proper identification.

In cases of divorced or separated parents, the Center will require that a legal statement designating the custodial parent or guardian to be entered in the child's personal file.

Please have your child at school no later than 9:00 AM. Any child who arrives after 9:00 without a doctor's note or other valid excuse will not be admitted. Please let the office know ahead of time if your child is going to be late.

Late Pick-up Charges:

Emergency care will be given beyond 5:30 PM at a charge of \$5.00 per child for every minute. This will be charged to the account.

Holidays:

The following holidays are observed by the Center: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, and the day after Christmas. These holidays are included in tuition charges. We will also be closed the day after Christmas, but this day will be prorated for families. We will close twice a year for deep cleaning.

Toys:

Children are not allowed to bring toys from home to school unless it is a soft toy for NAPTIME only or if the teacher has asked the children to bring a toy for show and tell. The Center will provide a sufficient number and variety of toys for the children to play with during the day. Toys brought from home will not be the responsibility of the Center staff, and we do not want personal toys to be lost or broken.

Daily Clothing:

Washable play clothes are the most suitable. Please send your child to school in clothes that can get dirty. We play hard and we do get dirty. Please DO NOT send your child to school in sandals, flip-flops, or hard boots. These are not appropriate for the playground and can cause accidents. All children should wear shoes, and these should be closed-toed shoes. Children's diaper bags should contain plenty of diapers for the day. You may bring a large pack of diapers, and the teachers will let you know when you need to bring more. All items should be labeled; the Center will not be responsible for non-labeled items.

Extra Clothes:

Please be sure that your child has an extra COMPLETE set of clothes at the Center in case of accidents. These clothes should be labeled with the child's name or initials in permanent marker (each piece) and should include underwear and socks. Please remember to provide weather appropriate clothing for change of seasons. If your child has an accident and there are no clothes here, we will call you to either bring your child some clothes or pick your child up. This includes diapers for those who are not potty trained.

Toileting/Potty Training:

Children must be completely potty trained in order to move to our three-year old class. If your child is enrolled and has not been potty trained by promotion time, he/she will not be allowed to move with the class. Please work with your child at home, and we will work with him/her here also. When your child does begin to potty train, please send plenty of extra underwear and clothes.

Absences:

Please notify the Center if your child will be absent. There will be no reduction charges unless you have vacation time available.

Withdrawal or Termination of Services:

It is understood that children may be withdrawn with two weeks written notice. If the Center deems it necessary for you to remove your child from our program, you will be given a two-week notice. Reasons for termination may include but are not limited to: unpaid bills, continual biting, excessive violence by children toward others, or refusal to abide by policies.

Visitors:

Be aware that the center is locked down from 9:00 AM and 2:30 PM for security purposes. If entering the center between 9:00 AM and 2:30 PM, all visitors will need to ring the doorbell and check with the office first. This policy helps us to assure the safety and security of our staff and children. This will also allow us to know who is in the building at all times.

Birthdays:

If your child's birthday falls on a day our classes are meeting or you want to celebrate your child's birthday at school, you may have a party for your child. You may provide refreshments for morning or afternoon snack. Please notify your child's teacher of your plans in advance.

Emergency Closings:

In case of inclement weather, parents will be notified of a closure via text, email, Facebook, and local news. Please be aware during these periods as we are concerned for each child's safety. Remember – We DO NOT follow Hamilton County for closures!

Allergy Alert:

Because of the many peanut allergies, peanuts or peanut products are not allowed in this childcare facility. If your child has an allergy, we must have documentation of this from your child's pediatrician. This information will be posted within the classroom and kitchen to alert all staff who may enter.

Continuous Enrollment/Vacation:

Tuition charges will be assessed each week on Wednesday. Charges will be made continuously while the child is enrolled in the program. However, for children who have attended our program for a **minimum of SIX months**, use the following guidelines:

- Each family will receive a week's vacation. Family vacation requires two (2) weeks written notice in advance. Please see office staff for a request form.
- Emergency sick leave of five (5) continuous days with committee approval.
 - An extended five (5) days may be granted if the situation warrants. The credit will be given on the week of the child's return.

In all cases the five (5) days must fall in the same calendar year.

Health:

Only children whose registration and health forms are complete can be admitted to the Center, and we will not accept children showing any signs of illness. If a child does become ill, we will contact the parents to pick up as quickly as possible. **Symptoms that are cause for keeping your child home are a severe cold, diarrhea, flushed skin, measles, rubella, chicken pox, vomiting, ear infection, red or pink eyes, chills, skin irritation or swelling, sore throat, fever, or mites or lice.** For ear infection, fever, vomiting, diarrhea, and red or pink eyes, please allow twenty-four hours of treatment before allowing your child to return to the daycare. A doctor's note may be required to return to school. If any of these symptoms occur during the day we will call you to pick your child up immediately. Please see our "Too Sick for School" guidelines for further information.

Medications:

No medicine will be dispensed to the child except by written permission by a doctor or the parents. A form for medication must be filled out prior to being administered at the Center, and medications must be in their original containers. We follow the Blood Pathogen Control Plan by OSHA which includes gloves, clean up, and disposal.

Outside Play:

We will attempt each day to be outside for a period of time. In case of extreme heat or cold, we will limit our time, and weather permitting we will have scheduled morning and afternoon outside time. State law says we will provide an opportunity to play outdoors when the weather ranges between 32 and 95 degrees. Along with this, we will pay attention to the Air Quality Index. Also, we do not have staff for children who cannot go outside. If your child is too sick to go outside, then he/she should stay home.

Transition:

All parents will be notified via email that their child is transitioning to the next classroom via email from the director or assistant director. Included in this email will be dates of transition, pricing, classroom name, and teacher names. Parents will then be required to sign a document stating they understand the

transition is taking place and agree to the transition. Each's child age and development will be taken into consideration when transitioning from class to class, and this will be discussed with parents. If parents have questions, feel free to speak with an administrator about your child's development when moving to the next classroom.

Discipline Policy

At Hixson First Baptist CDC, we focus on rewarding positive behavior. We want our children to learn self-control, respect all adult authority, identify feelings, and develop an understanding and respect for the feelings of their peers.

If there is an incident with a child, we will use the method of redirection. This allows children to find another outlet to focus on and gives them time to cool down. When these behaviors become consistent, the director and parents will be informed. If a child continues to display inappropriate behaviors such as excessive violence to other children or staff, continual biting, or other unacceptable acts of disruption or behavior, then he/she will be removed from the Center.

First Offense: The teacher will give a verbal warning along with a person-to-person or phone contact to the parent/guardian.

Second Offense: Written warning via a parent notification form from the CDC Director.

Third Offense: Conference with the child, parent, teacher, and the CDC Director.

Fourth Offense: The student will be suspended, and the number of days will be determined by the CDC director based off severity of behavior. Readmission may be conditional.

Fifth Offense: The child will be removed from the Center. **Once a child is removed from the Center based upon discipline, no refund will be given, and the parent is responsible for paying any other fees or tuition.**

If your child has been expelled for any discipline or behavioral issue, a transition plan will be provided by the administration post-expulsion.

We want this center to be the best place for each child to thrive. Each incident will be reviewed on a case-by-case basis, and we will determine the best discipline course for each child.

Additional Programming

Chapel: Times of worship as children discover Biblical truths at their level of understanding. (3s, 4s, and 5-year-olds only).

Special Classes: Loud and Proud Acrobats and Soccer Shots are offered at an additional cost.

Church Information

Sunday Services

9:30 LifeGroup

10:45 Worship

KidzJam for children

Nursery for babies and infants

Senior Pastor: Dr. Steven Granger

Minister of Music: Tyler Shannon

Children's Director: Angela Farley

CDC Director: Katie Workman

CDC Office: 423-877-2468

CDC Fax: 423-779-0020

Church Office: 423-877-2467