



Pebbles at the Rock Early Learning Center Policies & Procedures

Pebbles at the Rock Educational Philosophy

The Pebbles at the Rock Early Learning Center is an exempt church early learning center. Pebbles at the Rock Early Learning Center uses the Christian preschool/school environment to meet the needs of the whole child – academically, spiritually, emotionally, creatively, and physically. We believe this atmosphere is the best way to evaluate, formulate, and implement the educational base to the students’ goals, desires, achievements and aspirations equipping the students to “face life” and to respond to their divine calling.

Our Mission

Pebbles at the Rock exists to provide each child with sound training in a solid Christian environment. Students are exposed to the source of all knowledge and truth through Christ-centered curriculums in a Spirit-filled atmosphere. The goal is to maximize the potential of each child academically and spiritually. This will enable each student to be a continual source of significant and positive influence for Jesus Christ on the journey toward adulthood as a lifetime learner.

Students Served

The Pebbles at the Rock Early Learning Center will provide care for children between the ages of 18 months and school age students. Childcare services are available without discrimination on the basis of race, sex, color, creed, political persuasion, national origin, disability, ancestry or sexual orientation.

Christy Marchetti
Headmaster

Pebbles Board of Directors
Jonathan Norris
Donnie Lumpkin
Rechea Jernigan
Anjanette Thomas
Christy Marchetti



Pebbles at the Rock Early Learning Center Policies & Procedures

REGISTRATION: To complete the registration process, read and sign the policies and procedures, sign the tuition agreement form and pay the registration and Curriculum fee to the finance office to reserve your spot.

All staff will receive annual/ongoing training and have a background clearance through the state of Alabama.

DAYS AND HOURS OF OPERATION: Childcare services will be provided between the hours of 7:00 A.M. and 5:30 P.M. Monday through Friday year round.

The Center will be closed on:

<i>New Year's Day</i>
<i>Martin Luther King Jr. Day</i>
<i>President's Day</i>
<i>Good Friday</i>
<i>Memorial Day</i>
<i>4th of July</i>
<i>Labor Day</i>
<i>Columbus Day</i>
<i>Veterans Day</i>
<i>Thanksgiving Day and the day after</i>
<i>Christmas Break</i>
<i>New Year's Eve</i>

All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the previous Friday. If a holiday falls on a Sunday, we will be closed the Monday following. Any additional days will be posted 2 weeks in advance. Parents will sign a form annually which indicates the exact closing days.

CURRICULUM: Pebbles at the Rock Early Learning Center will provide a robust and rigorous curriculum that is developmentally appropriate and centered on Christian values.



Pebbles at the Rock Early Learning Center

Policies & Procedures

CENTER POLICIES

- We have an open door policy therefore parents are welcome to visit at any time during the hours of operation. No visitor may be allowed in the building for more than 30 minutes at a time.
- Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child(ren), We need to be notified in writing or by a telephone call in advance. The person picking the child(ren) up will need to show a driver's license or picture ID.
- If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While we cannot legally withhold a child from the legal guardian we will not hesitate to call the local authorities if we feel the child is in danger.
- It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with us to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves.
- To foster communication on a regular basis Pebbles provides scheduled conferences / written newsletters / parent bulletin boards / daily sheets, etc.
- To protect each family's confidentiality, Pebbles will not share information about a child or a child's family with anyone who is not authorized to receive this information.
- Pebbles at the Rock is covered by liability insurance for the premises and for our operations.
- **INCLEMENT WEATHER** The closing of school due to inclement weather will be announced as quickly as possible. Should school need to be canceled because of snow or other inclement weather conditions, this announcement will be made through Social Media, text messages, phone calls, and/or email. **It is the parents' responsibility to keep the school updated with current phone numbers, email addresses, and home addresses.**

ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN

- Parents must meet with us to discuss their child's specific needs and to review program policies. We will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.
- The following items must be completed and returned to the center by the first day of attendance.
 - Child's Preadmission Record
 - Health History/Emergency Care Plan (if applicable)
 - Child's current Alabama Immunization record or certificate of exemption.
 - Annual Registration, Curriculum fee and First week's tuition
 - Policies & Procedures Signed
 - Tuition agreement Signed



Pebbles at the Rock Early Learning Center

Policies & Procedures

- We will inform you of any updates that are needed and give you 2 weeks to submit the updated forms unless otherwise specified.
- The following items must be completed and returned to us before any medication will be administered.
 - Authorization for Administering Medication
 - Medical treatment form
 - Allergy Form
- A child may be discharged from the center for reasons such as, but not limited to:
 - Failure to pay fees on time. (Grounds for immediate termination, without advance notice.)
 - Lack of parental cooperation.
 - Inability of childcare program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
 - Repeated failure to pick up the child at scheduled time.
 - Failure to complete and return required forms. We will give a 2-week written notice of our intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to the parent's failure to keep current with fees owed.
 - Should a parent remove the child during a notice period we initiate, fees will not be charged for the remaining unused days.
 - **Effective July 1, 2023, families will receive 1 week of nonpaid "vacation" annually with written notice to the finance office of the intention to use the time.**
 - Parents must give a 2 week written notice of their intent to withdraw the child(ren), and will be required to pay for those 2 weeks whether or not children continue to attend. All outstanding fees must be paid. Families cannot use vacation time for their notice.

PAYMENTS AND REFUNDS

- Fees are to be paid in advance on Monday unless a plan has been made with the Finance Officer. If there will be a third party payment, as from an employer, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.
- If a child is not picked up by close of business, you will be charged \$1.00 per minute per child. This fee must be paid before returning to the center.
- The registration fee at The Pebbles at the Rock Early Learning Center is \$100. The registration fee must be paid prior to enrollment and is an annual fee.



Pebbles at the Rock Early Learning Center Policies & Procedures

FULL TIME FEES:		OTHER FEES:	
Baby Room (Staff Ratio: 1 to 5) (Napping Ratio 0 to 18 months: 1 to 5)	\$140	Before School Care After School Care (Staff Ratio: 1:21)	\$20 per week \$30 per week
6 months to 18 months (Staff Ratio: 1 to 5)	\$140	School Aged Summer (Staff Ratio: 1 to 22) (Field Trip Ratio with younger students: 1 to 16)	\$125 per week
18 months to 24 months (Staff Ratio: 1 to 7) (Napping Ratio 18 months to 2.5: 1:14)	\$140	Drop-Ins (if room) Up to 3 days	\$35 per day
24 months to 36 months (Staff Ratio: 1 to 11)	\$140	K3 and K4: Curriculum Fee	\$50 per year
The Rock Academy: 36 months to 60 months *must be potty trained (Staff Ratio: 2.5 to 4: 1 to 11) 4 years to 60 months (Staff Ratio: 1 to 18)	\$130	Late pick up fee	\$1.00 per minute per child

* When children of different ages are grouped together (multiple age grouping), staff-child ratio shall be according to the age of the youngest child in the group if more than 20% of the children are in the youngest age category. If children in the youngest age category make up 20% or less of the group, staff-child ratio shall be according to the next highest age category.

Ratios may be amended during emergency situations or the first or last hour of the day.

- There will be an extra fee assessed for late payment or late pick up of a child.
- We are limited in the number of children that we may care for at one time.
- No refunds will be given for days when children do not attend due to illness or other reasons.
- If a parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.
- Families will receive a minimum of 2 weeks notice when a rate increase is planned.
- A \$30 fee will be charged on all returned checks. More than two returned checks will result in fees payable only through money order and debit/credit card.



Pebbles at the Rock Early Learning Center

Policies & Procedures

HEALTH: Child Illness / Injuries

Children who are ill are not to be brought to the center. The following are examples of children who are ill:

- A temperature of 100 degrees F. or higher.
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Have not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick, colored nasal discharge. If a child should become ill or seriously injured while at the center, parents will be contacted immediately.
- Sick children will be isolated within our sight or hearing and made as comfortable as possible.
 - Children should be picked up within 1 hour.
 - If the child is not picked up within 2 hours, the emergency contact person on the child's enrollment form will be called.
- Children may return to the center when they are symptom free for 24 hours or more, have been appropriately treated, tested, or have been given medical approval to return.
- We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.
- We will report all communicable diseases, when required, to the local health department and to parents of all enrolled children.
- Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.
- We will follow standard emergency medical procedures for treating injuries.
- A head injury will be treated as a serious injury, and parents will be notified as soon as possible.
- Superficial injuries will be washed with soap/water and covered with a bandage or treated with ice.
- Parents will be notified about the minor injury when the child is picked up.
- If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the Hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, we will ask that the ambulance take your child to the emergency medical facility that you designated on the child enrollment form.
- All medication administered, accidents or injuries occurring during the time the child is at Pebbles, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of Pebbles care will be noted and placed in child's file.
- As a childcare provider, we are required to report suspected child abuse or neglect to the local authorities.
- No child will be allowed to stay in the center if there is evidence of head lice. Healthy Head Checks will be performed periodically.



Pebbles at the Rock Early Learning Center

Policies & Procedures

MEDICATIONS: We will administer medications. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided.

- All medicine must be in its original container bearing the label with the child's name, dosage and administration directions.
- We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.
- Blanket authorizations, such as dispensing Tylenol at our discretion, are not allowed.

SMOKING: Smoking is not permitted on the premises of the center.

Sudden Infant Death Syndrome (SIDS) To reduce the risk of SIDS I will do the following:

- Children under one year of age:
 - Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
 - Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
- Children under two years of age:
 - Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress.
 - Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

NUTRITION:

- No child will go without nourishment for longer than 3 hours.
- The Center will provide breakfast, lunch, and a snack.
- If your child has special dietary needs (medical condition or personal choice) or has food allergies, parents must notify the center in writing. Parents will be responsible for sending all food for the child.
- Parents will provide infants with bottles, cups, etc. Labeled with the child's name and date.

DAILY ACTIVITIES We do include religious instruction or practices in our daily activities.

- We do offer prayers multiple times during the day and before meals and snacks.
- We provide a religious education program and/or curriculum.
- We celebrate the following occasions: Thanksgiving, Christmas, Valentines Day, Good Friday, Easter, Mother's Day, Father's Day and each child's birthday.
 - We will plan activities and provide children with a variety of experiences. Some of the activities will include:
 - Language development: Books, music, story time, fingerplays, flannel board stories



Pebbles at the Rock Early Learning Center Policies & Procedures

- Large muscle skills: Balls, bean bags, outdoor play
 - Small muscle skills: Arts / crafts, stringing large beads, large pegboards, blocks
 - Creative expression: Dramatic play, puppets, music / instruments, flannel board
 - Self-help skills: Assist with mealtime preparation, dress self for outdoors PLAY is the major component of our program.
- Enough time, materials and space will be provided for children to actively explore the world around them.
 - Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.
 - Children, including infants and toddlers, will go outdoors daily when weather permits.
 - The children may be kept indoors during inclement weather such as any of the following: Heavy rain, temperatures above 90 degrees F, Wind chills of 30 degrees F. or below for children age 2 and above. • Wind chills of 40 degrees F. or below for children under age 2.
- Infants and toddlers (children under two years of age) will have a flexible schedule, which reflects the child's individual needs.
 - They will be given individual attention including lots of time for talking.
 - The body position of non-mobile infants and their location in the center will be changed frequently.
 - We will provide safe, open spaces for children who are creeping and crawling.
 - Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.
 - Rest or nap time will be provided for all children younger than five years of age who are in care for more than four consecutive hours.
 - A Daily schedule will be posted for each class.

CHILD GUIDANCE Children's behavior will be guided by setting clear limits or rules for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run").

- Undesirable behavior will be redirected to another activity.
- Children will be given a wide variety of age appropriate activities to choose from and will be given the attention they need before they demand it.
- Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.
- We recognize that no single technique will work with children every time. We do employ time-outs that are age appropriate and loss of privileges.
- If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and / or discharge of the child from care.
- Actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited.



Pebbles at the Rock Early Learning Center Policies & Procedures

TRANSPORTATION Pebbles does not provide transportation to and from school.

EMERGENCY PROCEDURES

- All emergency drills will be conducted quarterly.
- In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all families notified. Children will be assembled at the elementary school building across the parking lot.
- In the event of a tornado warning, the children will be taken to the center room. Blankets and a portable radio and flashlight, with extra batteries for both, are kept in the tornado shelter area at all times. The attendance form and emergency contact information will be brought along. In the event of a lost child, we will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately.
 - If the center should lose the use of heat, water or electricity before the center opens, we will call all parents to inform them of our closing.
 - If the center should lose the use of heat, water or electricity while children are in attendance, we will call all parents and ask them to come for their children.
 - If we are unable to re-enter the building after a necessary evacuation, we will keep the children at the elementary school and contact their parents for immediate pickup.

ITEMS TO BE PROVIDED

Parent Provided (labeled with child's name)	Center Provided
Disposable diapers	Cribs
Baby wipes	Swings
Lotions, ointments	Cleaning/Disinfectant Supplies
Nap mats	Toys for appropriate age
Infant food & formula.	Breakfast, Lunch and Snack
Full change of clothing including underwear and socks in bag for soiled clothes will be replaced with these if needed.	Daily Class Schedule
Bottles & sippy cups (under 2yrs)	Supply list, if requested
Clothing for outside play for each season	

Please sign and return the last two pages.



Pebbles at the Rock Early Learning Center Policies & Procedures

I, _____, the parent of,
_____, by my
signature below attest that I have received a copy of these policies.

I further attest that I have read and understand these policies, and I agree to abide by them.

--	--

Signature – Parent

Date

Christy Marchetti
HeadMaster



Pebbles at the Rock Early Learning Center Policies & Procedures

Dear Parents,

Please know that we are doing everything we possibly can to keep your child safe while at Pebbles at the Rock Early Learning Center. For us to do that, we have to be able to rely on each other as a community. Take time to review the policies listed above for illness and possible exposure. If you or your child are directly exposed to anyone who has tested positive or you test positive for Covid-19, please contact us immediately so precautions can be taken.

Please read and sign the following statements in an effort to ensure that everyone understands and will follow the precautionary measures in place to keep the children and staff safe. The Pebbles at the Rock Early Learning Center is not liable for anyone who may contract any illness at our facility. We will do everything to ensure that we can safely provide the daycare and preschool services needed for our community.

I, _____, promise I will not bring my child/ren to school after giving them a fever reducing medicine or if they are displaying any symptoms of Covid-19.

Signature of Parent/Guardian

Date

If my child or anyone in our household comes in contact with anyone who has tested positive for Covid-19, I will notify the center immediately.

Signature of Parent/Guardian

Date

I understand that my child can be suspended or expelled from Pebbles at the Rock for breaking any of the included requirements which may result in harm, sickness or unsafe environment at the center.

Signature of Parent/Guardian

Date

Please join us in praying for the safety of each of our students and staff members. If you have any questions or concerns, please call and schedule an appointment so we can talk.



Pebbles at the Rock Early Learning Center Policies & Procedures

Christy Marchetti

Head Master

Allergies and Medical Information Does your child have any allergies or medical needs? () Yes () No

Please describe: _____

How do we address any allergy or medical need concerns? _____

Who do we call in case of an allergic reaction? _____

Does your child understand their allergies or medical concerns and are they able to communicate any concerns?

Parent Signature

Date



Pebbles at the Rock Early Learning Center Policies & Procedures

Please initial the following statements indicating that they are true.

I, _____, the witness for this interaction hereby witness and sign this Sworn Statement indicating that _____ is known to me and I validate the following signed statements.

Parent Initial That the statements are true and binding.	Sworn Statements	Witness Initials that applicant has agreed with said statements and signed in agreement.
	The applicant is the parent or legal guardian of minor children/children:	
	There is no executed legal paperwork which prevents said applicant (parent or guardian) from enrolling, withdrawing or making educational, medical or custodial decisions about said child/children.	
	The applicant has been notified that a representative of Pebbles at the Rock has filed notice and is exempt under law from regulation by the Department of Human Resources.	
	The applicant has been notified that a responsible individual of the child-care facility shall file an affidavit annually with the department certifying that it has satisfied all of the requirements of this section.	
	The applicant has been notified that the facility is in compliance and all applicable building, fire, and health codes. The facility has provided the information under Section 38-7-3, Code of Alabama 1975 to all parents or guardians enrolled in the facility; and the facility has posted notice in plain view in a public area stating that the child-care facility is not licensed or regulated by the Department of Human Resources.	

Applicant (Parent or Guardian) Signature

Date

Witness Signature

Date