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As a member of the Body of Christ, all denominations are called to incorporate their skills, experience, intellect, and wisdom to advance the Kingdom of our Savior Jesus Christ.

And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him.

Colossians 3:17

Hours of Operation
Monday - Friday 6AM - 6PM
Drop off cut off time is 10 AM

<u>Classrooms</u>	<u>Age Group</u>	<u>Weekly Rates</u>
Gumdrops	6 wks - 9 months	\$185.00
Lollipops	9 months - 18 months	\$180.00
Peppermints	12 months - 24 months	\$175.00
M&M's	2 yrs - 2 $\frac{1}{2}$ yrs	\$175.00
Candy Canes	2 $\frac{1}{2}$ yrs - 3 yrs	\$170.00
Jellybeans	3 yrs - 4 yrs	\$165.00
Sweetarts	3 yrs - 4 yrs	\$165.00
Starburst	4 yrs - 5 yrs	\$160.00
Redhots	4 yrs - 5 yrs	\$160.00

Explanation of Fees

Upon enrolling your child, there will be a \$50.00 registration fee for the first child and \$30.00 for each additional child. Due to limited space, this enrollment fee is non-refundable.

Tuition Fees and Late Fees

All payments are due in advance. Payment is due in full each Friday in advance for the following week. There will be a \$25.00 late fee added to your tuition for payments received after 12 pm the following Tuesday. If tuition payments become 2 weeks late, your child may not attend until the balance is clear. We will not hold your child's spot while waiting on the past due payment.

Clients are responsible to pay for all late payments, late fees, and two week notices even after termination of child care. Clients will also be held responsible for all court, attorney, and collection agency fees involved in collection of late payments, late fees, and two weeks notice.

Tuition is payable by cash, check, or money order. For the safety of our staff, we do not keep cash at the center. Therefore, if you desire to make a cash payment you must have the correct amount or the remainder will be credited to your account. There is a \$35.00 fee for returned checks. If more than two checks are returned unpaid, only cash will be excepted from then on.

Notice of Termination

Two full weeks advance notice in writing is required to remove your child from the daycare facility. Your account must stay current in order to attend daycare after putting in a 2 weeks notice. Payment is required for these two weeks even if the child is not here.

The Gingerbread House CLC reserves the right to terminate this contract for any reason. Two weeks notice will be given under usual circumstances. However, we reserve the right to immediate termination of services under certain circumstances (i.e. children who are a threat, non-payment, etc...)

Vacation

Tuition is due in full every week, even if your child does not attend due to sickness, vacation, or any other reason. However, after your child's 1 year anniversary, you will be entitled to a free week from the tuition fee. Your child is welcome to attend the center during your free vacation week.

If you have any unpaid late fees, you will not be eligible to receive the free week of vacation that we offer after being enrolled for 1 year.

Holidays

We always try our best to accommodate both teachers and our parents when deciding on closing dates. We realize that due to employment obligations, child care is a necessity. We have decided on the following closing dates.

New Years Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving and the day after

Christmas Eve and Christmas Day

In the event that we must close due to inclement weather conditions, our school closing information will be listed on News Channels 2,4, and 5, and our Facebook page [Facebook.com/gbhsmyrna](https://www.facebook.com/gbhsmyrna)

Arrivals and Departures

The Gingerbread House CLC takes full responsibility for your child once they are dropped off and signed in until they are signed out. All children must be present no later than 10:00 am in order to attend that day. Late arrival will be allowed with a doctors note presented upon drop off. All children must be picked up no later than 6 pm. Late pick up fees are \$1.00 per minute, per child, past 6 pm which must be paid no later than the following morning before you can drop off.

We allow a maximum of 3 late drop offs / pick ups per year, for unforeseen circumstances, before you are asked to leave the facility.

Please call and let us know by 9:00 am if your child will be late or absent for the day. This helps us know how many students to plan for at lunch, activities, etc.

Items needed for the First Day

Everyone:

Completed child care application turned in with registration fee
Updated immunization records (Physical is required for all children under 30 months)
Labeled crib sheet and blanket (Blankets only allowed if they're over 1 year)
Extra set of clothes
First weeks tuition

Infants:

Feeding schedule
Labeled Formula and / or breast milk
Labeled baby food
Labeled Bibs
2 Extra sets of clothes
1 extra sheet
Diaper, wipes, and gloves

Potty Training Children

2 Extra sets of clothes
Easy Tab pull ups, wipes, and gloves
**Please remember to wear clothing that is quickly removed for potty training purposes.
(i.e. no onesies or unreachable buttons, no belts, etc...)

Supplied by Parents

Breast milk, formula, infant food, bottles, sippy cups, diapers, pull ups, wipes, gloves, pacifier, sheet, and blanket are to be supplied by the parents. As the seasons change, please remember to change out your child's extra clothes. This is to ensure they will be wearing weather appropriate attire in the event that they need to be changed. Please remember to label all of your child's belongings before entering the facility. The Gingerbread House CLC is not held responsible for any lost / stolen items.

Sippy Cups

Children 2 years and under are the only age groups where sippy cups are allowed. If your child is over 2 years and arrives at daycare with a sippy, the contents will be poured in a cup for your child. The sippy will be immediately returned to you to take home. Thank you for your cooperation in this matter.

Pacifiers

Our Gumdrops classroom and Lollipops classroom are the only classes pacifiers are allowed to avoid the spread of contagious disease and cross contamination.

Nap Time

It is a State Requirement that all children in care for more than 4 hours have a designated rest period. We will provide the nap cot for your child during this time. Please send a labeled fitted crib sheet and small blanket (only if over 1 year) every Monday. These items will remain at the center during the week. On Friday, please remember to take your child's bedding home to be washed before you bring them back on Monday. Children are not required to sleep but to rest quietly during this time.

In order to reduce the risk of SIDS, the following rules will be applied:

1. All infants 12 months and under will be placed on their backs to sleep
2. NO pillows, bumper like pads, stuffed animals, or blankets are allowed in the crib.
3. NO pacifiers with stuffed toys attached may be used while sleeping.
4. Your child will be physically touched every 15 min. while sleeping with times documented on daily sheet.
5. Once an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleeping position they prefer. A notice of achievement will be placed over their crib.

Open Door Policy

Parents are welcome to visit the center at any time. Please feel free to call, come by for lunch, or interact with your child during their daily activities. Nursing mothers may come by at their convenience.

Our Health Policy

The Gingerbread House CLC promotes good health and safety at our facility. To prevent the spread of contagious disease, please do not bring your child ill to daycare.

Health Department regulations prohibit the admittance of any child that exhibits any of the following symptoms into a licensed child care facility.

- Fever of 101.0 degrees or higher (child needs to be fever free for 24 hours without the aid of medication before returning)
- Diarrhea (3 or more stools that differ from normal bm)
- Vomiting
- Rash (must be completely cleared or have doctors note stating not contagious before returning)
- Runny nose with colored discharge (must have doctors not stating not contagious before returning)
- Severe coughing or wheezing (congested with phlegm that obstructs normal breathing must be cleared before returning)
- Lice (child must be treated and must be nit and bug free upon returning)

Communicable Diseases: chicken pox, measles, mumps, hand foot and mouth, strep throat, influenza, etc. The child may return when the incubation and contagious period has passed and the child is well enough to resume normal child care activities.

The Gingerbread House CLC will **ONLY** administer life threatening medications such as EPI Pens or inhaler. *No other* over the counter or prescription medication will be administered.

Nutrition: We provide a morning snack, hot lunch, and afternoon snack daily. All children arriving before 7:00 am should eat before they arrive or bring breakfast with them, to avoid hunger before our morning snack is served.

First and Third Week

Meal Type	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Snack	Whole Grain Waffle, Diced Peaches, and Milk	Whole Grain Pancake, Diced Pears, and Milk	Whole Grain French Toast, Applesauce, and Milk	Whole Grain Wheat Toast, Raisins, and Milk	Cereal , Diced Pears, and Milk
Lunch	Hamburgers, Tater Tots, Mandarin Oranges, Whole Grain Wheat Bread, and Milk	Fish, Corn, Baked Apples, Whole Grain Wheat Bread, and Milk	Chicken Nuggets, Mashed Potatoes, Peaches, Whole Grain Wheat Bread, and Milk	Fried Steak, Peas & Carrots, Diced Pears, Whole Grain Wheat Bread, and Milk	Ham Sandwich on Whole Grain Wheat Bread, French Fries, Mandarin Oranges, and Milk
Afternoon Snack	Wheat Crackers and Cheese Fruit Juice	Teddy Grahams and Fruit Juice	Graham Crackers and Fruit Juice	Goldfish and Fruit Juice	Sun Chips and Fruit Juice

Second and Fourth Week

Meal Type	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Snack	Whole Grain Wheat Toast, Bananas, and Milk	Whole Grain Wheat French Toast, Pineapples, and Milk	Whole Grain Waffle, Diced Peaches, and Milk	Sausage Biscuit, Mandarin Oranges, and Milk	Cereal , Diced Pears, and Milk
Lunch	Whole Grain Pepperoni Pizza, Diced Pears, and Milk	Chicken Nuggets, Mashed Potatoes, Peaches, Whole Grain Bread, and Milk	Whole Grain Macaroni Bites, Ham, Green Beans, Applesauce, Whole Grain Bread, and Milk	Chicken Patty Sandwich with Whole Grain Wheat Bread, Green Peas, Pineapples, and Milk	Turkey Sandwich on Whole Grain Wheat Bread, Chicken Noodle Soup, Carrots, and Milk
Afternoon Snack	Bologna, Saltine Crackers and Fruit Juice	Peach Yogurt and Milk	Animal Crackers and Fruit Juice	Oyster Crackers, Cheese, and Fruit Juice	Ritz Crackers and Fruit Juice

Biting Policy

When your child bites another child, this will be documented in a biting log. The biting log will work on a point system as follows:

1 Point: Bite that is barely visible

2 Points: Bite with evident mark that is raised or bruised

3 Points: Bite that breaks skin

Points will be determined by The Gingerbread House CLC Management team. The maximum amount of points allowed varies depending on child's age.

Maximum Points Allowed:

24 months and under 30 Points

24 - 36 months 20 Points

36 months and up 10 Points

Parents will be notified of their child's biting points upon every occurrence. Once a child has reached half the allowed biting points, The Gingerbread House CLC management team will have a meeting with child's parents and the child will be placed on probation. Once a child passes the maximum points allowed for their age group they will be dismissed from the center within 5 working days.

If a child goes 30 days without biting, they may lose a point for good behavior. The longer they go, the more they will lose. Also, during the transitional period of a child moving to a new class, biting points will be halved. Please remember, the purpose of this policy is not to punish but to protect. We want to provide all children at The Gingerbread House CLC with a safe and secure environment.

Discipline & Guidance

We believe discipline can be a positive technique used to teach a child. Giving positive, verbal rewards encourages acceptable behavior. The positive talk reinforces a child's good feeling about his/her behavior and serves as an example

to the children to act in such a way to receive praise. The children are explained the rules of the classroom frequently so that they are aware of the guidelines. Once a child understands the rules and disobeys them, the following techniques are used.

1. Ignoring: Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique along with positive reinforcement for good behavior unless a safety issue is involved.
2. Redirection: We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
3. Verbal Intervention: We explain to the child the inappropriate behavior and show him/her the appropriate way to handle the situation.
4. Logical Consequences: We help the child understand the logical consequence of his\her actions by removing the object or activity the child is engaged in with undesirable behavior.
5. Take a Break: The child is separated from the group to allow him/her time to calm down and to help him/her not to be influenced by peers. The child will have access to limited activities during this time and will be closely monitored. The child may return to the group as soon as negative behavior stops. Asking a child to stop and think about their behavior enables the child to work at self-control.

If "Take a Break" occurs frequently or is not working, the child's parent will be asked to pick up the child. A parent conference will then be set up. With continuous undesirable behavior the child will be placed on a probationary period. If problem can not be resolved, arrangements will have to be made for the child to go elsewhere for care.

The Gingerbread House CLC has a no tolerance policy for violence. If your child is engaging in physically harmful behavior, explicit language, or sexually inappropriate behavior, The Gingerbread House CLC reserves the right to terminate care immediately.

Physical Activity Policy

- Children ages 12 months or older shall be offered at least 60 minutes of physical activity per day, either indoors or outdoors. Children ages 3 and older shall be offered a balance of free play, physical activity,

teacher- directed activities, and music and movement. This is documented on each classrooms daily schedule, lesson plans, and reflected on the child's daily sheet.

- Viewing of television, videos, and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement.
- Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or nap time.
- We ensure physical activity is a positive experience for the children and is never used negatively or used to control behavior.

Tobacco Policy

In order to ensure a healthy environment for all children, our child care campus shall be tobacco free.

Mission Statement

The Gingerbread House CLC is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. With the emphasis on learning through play, they are gaining knowledge and building socialization as well as self help skills that build up their self esteem, which is needed to succeed in all areas of life.

Our Vision

Every child/family that comes through our doors will be treated with love and respect, so that when they leave, they will be able to pass on the love and respect to others that they were shown.

Religious Practices

The Gingerbread House is a Christian based facility. We sing songs about Jesus, read Bible stories, discuss the real meaning of Easter and Christmas, teach "Do unto others as you would have them do unto you", "Respect thy father and mother", incorporate Bible verse memorization in our lesson plans, and say prayers

before each meal time.

Daily Activities

Our day will consist of the development of language skills, use of large and small muscle groups, use of materials that encourages creativity and imaginary play, indoor and outdoor gross motor activities, active and quiet play, individual and group activities. All aiding your children in learning new ideas and skills, allowing them to be exposed to a variety of cultures and experiences and protect them from excess fatigue or over stimulation.

The Value of Play

Play is learning for life. Almost everything that children learn during their first six years is learned through play, and they work very hard at it! From the time they are born, without anyone telling them how, children stretch, pull, push, and move from place to place. Play develops children's skills, teaches them to relate to their peers, and develop their own personality. Children have a profound need to play, climb, run, use their imagination, test themselves and challenge others, and above all to enjoy themselves. We are here to provide a safe, secure, and nurturing environment for them to grow through play.

Thank You

We are glad you took the time to tour our facility today.

We hope you will be enrolling soon. Have a blessed day!

Community Resources

We would like to help welcome you to the community by providing you with numbers for resources.

UTILITIES

Middle Tennessee Electric Membership Corp.	(615) 890-9762
Murfreesboro Electric Department	(615) 893-5514
Rutherford County Consolidated Utility District	(615) 893-7225
Smyrna City Water & Sewer Department	(615) 355-5740
Murfreesboro Water & Sewer Department	(615) 890-0862
LaVergne City Water Department	(615) 793-5932

ADULT SERVICE GROUPS

Community Helpers	(615) 898-0617
Domestic Violence Program	(615) 896-2012
Exchange Club Family Center	(615) 890-4673
Rutherford County Adult Literacy Council	(615) 896-0876

CRISIS & EMERGENCY

Crisis Intervention Center	(615) 244-7444
Rape Recovery & Prevention Center	(615) 494-9881

AUTOMOBILE INFORMATION

Driver's License Office	(615) 898-8037	
Vehicle Registration	Murfreesboro Smyrna	(615) 898-7800 (615) 459-9692

CHILDREN & YOUTH

Big Scouts of America Middle TN Council	(615) 383-9724	
Boys & Girls Club of Rutherford Co. Smy.	(615) 223-9400	(615) 890-2582
Discovery Center	(615) 890-2300	
4-H Clubs of Rutherford County	(615) 898-7710	
Rutherford County Family YMCA	(615) 895-5995	

AREA ATTRACTIONS

Sam Davis Home & Museum	(615) 459-2341
Smyrna Bowling Center	(615) 355-0501
Smyrna Parks & Recreation Department	(615) 459-9773