

**WELCOME TO JOSIAH'S PLAYGROUND**  
**Child Care and Learning Center**  
AT THE FIRST CHURCH OF THE OPEN BIBLE  
1911 E AVE. NW CEDAR RAPIDS, IA  
(319) 363-5826

HOURS: 6:30AM - 5:30 PM

Josiah's Playground is a non-profit, unincorporated program, functioning as a ministry of the First Church of the Open Bible.

OUR VISION: To provide a Christian, loving, safe, educational, dependable, professional daycare for the children in our church body and surrounding community.

OUR COMMITMENT: To the sovereign will of God, to serve in excellence, to rise up and provide for this great need in our community, and to provide the loving care that every child is worthy of just as Josiah Lingren was given and in whose memory we dedicate our service.

OUR STAFF and BOARD: Our staff consists of loving, dependable, well-trained and experienced mothers, educated teachers, and day-care workers. Our Director, Trudi Kesterson, is a mother of three, and has her BS degree in elementary education with a minor in early childhood education. Jackie Koster is our Assistant Director, Riley Peak is the On-Site Supervisor and oversees the baby and toddler rooms in the upper level. Sherri Peiffer handles all of our billing and can be reach at [speiffer@firstopenbible.com](mailto:speiffer@firstopenbible.com) or 319-363-5826. Our staff is hired as much for their character as for their experience. **Our staff is trained in mandatory child abuse reporting, first aid, CPR, additional state required training, and 16 hours of new staff orientation training.**

All policies and procedures are determined and enforced by our Board of Directors, not by our staff. On occasion, specific situations requiring attention will be brought before the board for review.

DISCIPLINE: Children will not be allowed to engage in dangerous or potentially dangerous activities, which may cause harm to themselves or to other children. No discipline which is physically, or emotionally harmful will be used. Steps which may be taken include:

1. Redirection/Distraction: This involves getting the child involved in another activity and taking their attention away from the behavior.
2. Relocation: This may involve picking up a child and moving him/her to a safer, less congested area.
3. Ignoring: This involves ignoring behaviors that are harmless and used to getting attention.
4. Time Out: This involves directing a child to a designated area to provide time to calm down and get away from stimulation. This will also be offered as a positive option for children who appear to be getting over stimulated before an incident occurs. (one minute per year of age)

If a behavior becomes serious and all options are unsuccessful, the parent will be consulted to provide additional options specific to the child and behavior. In extreme cases where the child is harmful to others and all options have failed, we reserve the right to discontinue services for the safety of the other children.

SECURITY: For the safety of all children and staff there is a security system installed for the daycare. All parents will have a card to unlock the front door. Two key cards are included with the Registration Fee. When your child finishes their enrollment, a \$20.00 refund will be given for each functional key card that is returned in good re-usable condition (no cracks). Please notify us

immediately if a card is lost or misplaced, and we will deactivate it. Replacement cards are \$10.00. If someone does not have a card to unlock the front door they will need to ring the doorbell. An employee will then have to unlock the door for them.

Closed circuit TV cameras are located in each of our major areas, with a monitor in the office. **All children must be signed in and out daily.** This gives staff and teachers up-to-the-minute attendance lists. Attendance records are required as part of our licensing. Please escort your child to his or her classroom and inform the teacher that your child is present. Anyone picking up your child must show proper identification, & must be on your child's release form. Please try to let us know in advance if someone unexpected will be picking up your child. Non-centered activities will not be accommodated or part of our program's normal routine (we will not transport your child individually).

\*\*\*It is our policy to call the Cedar Rapids Police Department in the event of a parental dispute.\*\*

**SUPERVISION & ACCESS POLICY:** One of our primary goals is to provide a safe, loving, learning environment for all our children. Josiah's Playground does not allow any person who is in the center that is not an owner, staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care.

Josiah's Playground staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include: director, assistant director, food service manager, kitchen assistant, teachers, teacher assistants, teacher aides, custodian and parents/ custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property. "Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant director will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant director to fulfill this responsibility. If there is a conflict of interest the director, assistant director, or authorized church staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to or leaving the child care center. They will only be allowed to enter the building by buzzing at the entry door. They must stop by the office to obtain assistance from the director or assistant director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/ or pick up their own minor child with supervision.

**EMERGENCIES:** If a fire, severe weather or other emergency occurs, it is crucial that children react in a safe and orderly fashion. Children will participate in monthly fire and tornado drills. Emergency phone numbers will be kept by the phone at all times. **Please do not call the day care in the midst of a severe weather warning**, as the staff will be very busy ensuring the safety of the children and trying to keep them calm. Phone calls will only distract them more and add to commotion. We will call parents if the situation warrants.

**WEATHER POLICY:** We will always try to stay open on bad weather days. If you think there is a possibility that we might be closed or closing early, please check channel 2 (KGAN) or channel 7 (KWVL), or just call the daycare and listen to the recorded message which will have the most up-to-date status of our opening or closing. There will be no reduction of fees if we do need to close.

**ILLNESS:** We are not licensed to provide care for children who are ill. Parents or the other authorized person on the child's emergency form will be called when the child has a sign or symptom that requires either a diagnosis, or an exclusion from daycare. Examples:

- 1) When the child is obviously uncomfortable, & unable to take part in regular activities.
- 2) If the child needs more individualized attention than the current ratio.
- 3) If the child has any of the following conditions: Fever (above 100 F), strep throat, diarrhea (3 or more daily), vomiting, chicken pox (may return when spots are dried and crusted), RSV (excluded from daycare for 1 week - **NO EXCEPTIONS WILL BE MADE** without Dr's permission), Impetigo, mouth sores, eye infections, ear infections, scabies, head lice, ring worm, pin worm. **Please let us know right away if your child has been diagnosed with or exposed to a communicable childhood disease.**

The child may return once they have been on antibiotics and have a fever below 100 F and no diarrhea or vomiting **for at least 24 hours**, unless otherwise stated above. Parents are responsible for keeping us informed of the health status of the child, & for filling out required health forms & reports. The center will notify parents of any communicable disease in the center by posting a sign for all parents to see by the daily sign-in sheet. There is no reduction in fees if your child is absent due to illness, though you may use your vacation weeks if your child is gone Monday – Friday of the same week.

**ABSENCE:** If your child will not be in attendance at the center, **please** let us know as soon as possible, or at least **by 8:00 a.m.** the day we are expecting your child. You may call the day care number and leave a message any time of day or night.

**MEDICATION:** Before a teacher or staff person can give prescription or non-prescription medication to your child, we must have written authorization from you and/or a physician. Authorization must be completed for each week the child needs the medication. If you need to send prescription medication, we ask that it be in the original, pharmacy-labeled container with the child's name, type of medication, side effects, date, amount and time of dosage. Please do not allow your child to bring medication in a pocket. Give medications directly to the Director or your child's teacher, and please **make sure it is labeled with your child's name.**

**INJURIES:** While we take precautions to prevent childhood accidents, they are a normal part of growth and development as children begin testing their movements and limitations. We will contact you in the event your child suffers an injury. For this reason, it is important to keep your phone numbers in our file updated. Your child's teacher will also provide you with an incident report for all injuries.

**PARENT VISITS:** We welcome parents to stop in at any time to visit their children. Visiting the classroom helps parents get to know teachers and other children, and lets you keep in touch with your child's world. Part of good communication is personal contact, which is why we encourage you to stop by any time you wish.

**CLOTHING & SPECIAL ITEMS:** Our days will be filled with fun hands-on learning. Children should wear comfortable, washable clothing. Some activities can be messy, so bring a change of clothes for your child (pants, shirt, socks and under wear). We will also go outside if it is above 32

degrees, so please dress your child appropriately for the weather. Children 3 years old and older should bring a swimsuit, towel, and sunscreen for summer activities outside. If your child is not toilet trained, parents must supply diapers, wipes and training pants (and Little Swimmers in the summer). Parents with infants, you will need to provide diapers, wipes, baby food, and bottles. All parents are asked to bring a box of Kleenex. Please send a labeled blanket and pillow for your child at rest time.

**Labeling Guidelines:** The following items must be labeled with your child’s name: all extra clothing, outdoor clothing, swimsuits, towels, sunscreen, car seats (when left for field trips), medicines, show-and-tell items, school bags, blanket, pillow, & pillow case. We suggest using permanent marker on clothing, and masking tape on medicine, sunscreen & car seats. Labeling makes everything easier on everyone and saves lots of time.

**The following articles SHOULD NOT be brought to Josiah’s Playground:** gum, candy, cough drops, throat lozenges, guns, knives, swords (play or real), toys, valuable articles, or food/drinks from home (except w/ permission for birthday parties).

**SHOW AND TELL:** This is an important time for children. We ask that you **do not allow your child to bring toys or other items from home on days other than Show ‘N Tell Day, which will be periodically designated by your child’s teacher.** Please label your child’s item and hand it directly to the teacher. Care can be taken so your child’s special object doesn’t get lost or broken. However, we cannot replace it, if damage occurs.

TUITION AND FEES:

|                          |   |
|--------------------------|---|
| Registration Fee         | \$45 per child or \$60 per family (*no refunds) |
| Registration Renewal Fee | \$25.00 (yearly after initial registration)     |

|                                    | <u>Full Time (per week)</u>         | <u>Part Time (per week)</u>        |
|------------------------------------|-------------------------------------|------------------------------------|
| Infants(6 weeks- 2years):          | \$185                               | not available                      |
| Toddler (ages 18 months-2 ½) Upper | \$155.00                            |                                    |
| Pre-K (Ages 2 ½ - 5) Lower         | \$150.00                            |                                    |
| Pre-K (Ages 3-5) Part Time         | \$105.00                            |                                    |
| School Age:                        | \$90 – both before <u>and</u> after | \$73 - Before <u>or</u> after only |
| School age (Summer)                | \$155 (includes all activities)     | \$120 (includes all activities)    |
| Drop In                            | \$45 full day                       | \$35 ½ day (1-5 hours)             |

Preschool Only (9:00-11:30 a.m.):

|                                |  |
|--------------------------------|--|
| 3 year old (2 days/week)       | \$108/month  |
| PreK (3 days/week)             | \$130/month  |
| PreK (5 days/week)             | \$150/month  |
| 2 <sup>nd</sup> child discount | \$5 off per week                                       |
| Late pick up fee               | \$15 first five minutes; \$1 per minute thereafter     |
| Non-sufficient funds fee       | \$25   |
| Vacation rate                  | pay ½ of weekly rate (2 whole weeks per year, maximum) |
| In-service / Snow Day          | \$30 additional to weekly fee (per occurrence)         |
| Early Dismiss / Late Start     | \$20 additional to weekly fee (per occurrence)         |

\*Exception for working keys returned upon completion of enrollment. See Security Section, pages 1-2.

Payments are due on **Monday** of each week of service. All payments are made in the same week the service is provided. There will be no reduction of fees if your child is picked up early or doesn’t

come a day. There will be no reduction of fees if we need to close for bad weather. When your child is gone for the whole week due to vacation, extended holidays, etc., **payment is expected prior to absence.** This allows all accounts to stay current. Payments become delinquent after 5:30 p.m., Wednesday of the same week. A **\$15 late charge** will be added to your account at that time and service will be terminated after Monday of the next week unless the account is brought current. We are unable to extend credit or accept post-dated checks. We do not accept payments in cash. Acceptable forms of payment are personal check or money order. Payments may be sent by mail, but still must be received/postmarked by 5:30 p.m., Wednesday, before late fees will be charged.

**School-Age Fees Note:** In the event that there are several school-age program fees in a given week (i.e., in-service, snow day, late start, early dismissal), the charge for that week shall never be more than the full-time school-age summer rate of \$145.00 per week.

Voluntary cancellation of service by you **REQUIRES A TWO WEEK ADVANCE WRITTEN NOTICE.** Charges will be assessed regardless of attendance and you are legally obligated to pay them.

All registration forms (including Contract, Emergency Medical Form, Intake, Physical and Immunization Record) must be updated annually to continue enrollment.

We reserve the right to cancel services at any time, should consistent failure/neglect to make prompt payments or keep forms updated become an issue.

PART-TIME: Part-time is 25 hours or less. Anything over 25 hours will be charged full-time rates. You will be charged the 25 hours if you use them or not. Regular registration and forms are required. Part-time enrollment is not available for infants through age 2.

FULL-TIME: If your child is enrolled in the full-time program and there will be a week where your child is here part-time, the full-time rate still applies. Fluctuating between full and part-time is not an option. If your child needs to switch to part-time on a regular basis, two weeks notice is required.

DROP-INS: We will take drop-ins on a “space available” basis. Regular registration fees and forms are required before the parent leaves. Please call ahead on the day you wish to bring the child. Payment is due DAILY, for drop-ins.

RESERVED SPACE FEE: Parents wishing to reserve space for their child for enrollment at a later date may do so by completing the necessary paperwork, payment of the registration fee, and payment of one of the following: (A) 2-8 weeks in advance, payment for two week’s service, or (B) 9 or more weeks in advance, payment for four week’s service. This is a holding fee and is not an early payment or credit to your account. By this method space may be reserved months in advance. There will be **NO REFUNDS** if enrollment is not completed or is canceled.

HOLIDAYS: We will be closed on New Year’s Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day. Should a holiday fall on a Saturday, we will be closed on Friday. If the holiday falls on a Sunday, we will be closed on Monday. Holidays are still paid days. Holidays which would be normal workdays for part-time customers are charged days. We also will close for two staff inservice days each year, President’s Day in February and August 22, 2016. (The August date is the Monday before the new school year each year.) These dates are used for staff training and enrichment.

TRANSPORTATION: Children will occasionally go on field trips that will benefit their development and growth. On these outings, all children will be placed in age appropriate child safety

seats (**labeled**, provided by you) or seatbelts. Notification will be given before the outings. Transportation will be provided to and from a limited number of elementary schools. Special circumstances for individual transports cannot be accommodated. School-age children are responsible for their things, and items left at the daycare or in the van cannot be transported separately. Parents will be notified if a child forgets something.

**TERMINATION:** If a child's behavior is hazardous to the safety of the other children or disruptive to the children, the agreement for the daycare services shall be terminated. In the event of disruptive conduct, the daycare will provide two weeks notice prior to the termination, unless the Director determines that the situation is severe enough to be an immediate termination. Services may be discontinued if the parents continually fail to pick up the children at the proper time. Termination shall be in addition to or alternative to additional charges. We have the right to terminate immediately or (upon notice at the discretion of the Director) should a parent exhibit or display hostility, threats toward a child, improper treatment of a staff member, drunkenness, or other unacceptable conduct.

**NUTRITION:** We provide your child with breakfast, lunch and healthy snacks. Menus include foods children love, but also are planned to meet USDA Child and Adult Care Food Program (CACFP) daily nutrition requirements and our licensing requirements. Children need to be at the center by 7:30 a.m. to eat breakfast and 11:30 for lunch. We also provide 2 types of formula for infants (generic with iron and generic with soy). Parents are welcome to bring their preferred type of formula if they do not wish to use what is provided. If parents want to bring a snack for their child's birthday or other occasion, it needs to meet the CACFP standards for meals and snacks. The requirements and menus will be posted by the kitchen. **Reminder:** No outside food or drink is to be brought into our center to be consumed by a child. Any outside food brought in will be confiscated and returned when the child is picked up to go home – in some cases, it may be disposed of. Exceptions are only made for children who are enrolled in school, birthday parties and are to be provided for the child's entire class to enjoy together.

**NON-DISCRIMINATION:** We are an equal opportunity provider. Applications for enrollment are considered without regard to race, color, religion, sex, age, handicap or national origin, any basis prohibited by law.

### **WEATHER POLICY**

We will always try to stay open on bad weather days. If you think there is a possibility that we might be closed or closing early, please check channel 2 (KGAN) or channel 7 (KWVL) or channel 9 (KCRG) or just call the daycare and listen to the message. If you have internet access, you may check for announcements at [www.firstopenbible.com](http://www.firstopenbible.com) by clicking on the Josiah's Playground link.

### **FIRE DRILLS**

Once a month, the fire alarm will be set off so the staff and children can practice going to the nearest exit to safety and walking to gather at the white parsonage next to the parking lot, where emergency information and First aid kit will always be kept. Each teacher will count the children in their care. Escape routes are posted in each classroom. If a fire actually occurs, after the situation has been controlled and all children and staff are safe, the parents will be contacted to assure them of their children's safety.

### **TORNADO DRILLS**

The day care is equipped with an "early warning box" to alert staff to severe weather. This is tied directly to the National Weather Service and sounds an alarm as soon as a tornado warning is declared for our area. When the alarm is sounded, or severe weather is spotted, the children are taken to the basement 3 year old room and instructed to sit against the walls and put their heads down and cover them with their hands. There are no windows in this room. The "early warning box" and a battery-operated portable radio will be brought into the room. A TV is also located in this room. This is practiced once a month so staff and children are familiar with the routine.

### **EARTH QUAKES**

In the event of an earthquake, children will be taken to the prayer room, on the main level. The children would be instructed to sit down and cover their heads with their arms. If the children are outside, they will be gathered to a safe spot away from buildings, trees or power lines to wait out the tremors. Once the tremors have stopped and the staff and children are safe, the parents will be called to assure them of their children's safety.

### **POWER OUTAGE**

If a power outage occurs in the summer, the day care will continue to operate as usual. If the outage happens in the winter, and should affect the heating system, the parents will be contacted within the hour to pick up their children.

### **INDUSTRIAL ACCIDENTS**

If a toxic spill should happen near the day care center, windows and doors will be closed and rags will be stuffed under door jambs to minimize exposure until the spill is contained or the children can be evacuated safely. As soon as the situation is under control, the parents will be notified of their children's well-being.

### **NUCLEAR EVACUATION**

In the event of a nuclear evacuation, we are in the emergency planning zone 16 therefore the children and staff would be temporarily relocated to the Amana School via daycare vans, church vans, employee vehicles & emergency vehicles will be notified to come and assist transporting children. If the DAEC gives an all clear the children and staff will be sent back to Josiah's Playground. If the DAEC thinks it is not safe they will relocate us to Marshalltown. The Emergency Alert Station (WMT 600 AM or 96.5 FM) will broadcast the location to which people will be taken.

### **FLOOD**

In the event of a flood, we will evacuate all children to the upper level of the building (fellowship hall). We will contact all parents to come pick up their children.