

Capital City Christian Church Child Care Center
1512 Swifts Highway
Jefferson City, Missouri 65109
Phone # 573-635-3775
Fax# 573-636-6407

POLICY

Welcome: Hello, and welcome to the Capital City Christian Church Child Care Center: We sincerely desire to provide a relaxed, safe and happy Christian atmosphere for your child, and at the same time provide opportunities for learning and interacting happily with others his/her own age.

Our purpose and goal is to help your child develop a positive self-image and genuine respect for others in a Christian atmosphere and in light of God's word. The children will be given numerous opportunities to develop responsibility and a desire to care for others. We believe our school is a happy place where the children can feel truly accepted and loved. We are eager to share experiences with your child and to help him/her find happiness here.

Admissions Procedure: Parents desiring to enroll their child should contact the Center's director at the center (573-635-3775) or email trenton@capitalcitychristian.net. An application may be obtained and filled out and an inspection of the facilities may be made at the time of the parent's interview. Among the forms to be filled out will be consent for medical care.

Hours and Fees: The Center will be open from 7:00 a.m. to 5:30 p.m. Monday through Friday. A Fee of \$ per week or \$ a day will be charged to each child. Your child is welcome to attend any part of the day and may be picked up at any time, however, you will still be charged for a full day. Half day rates are not available outside of after school care for K-4th graders. It is important that payments be made on a regular basis. We must meet our payroll, hot lunch expense, and other expenditures incurred on time. Your cooperation in payment is necessary. You may pay at the end of each week or at the end of two weeks or by the month in advance. If payment is not made in a timely manner the status of your child's enrollment is up to the Director's discretion.

Ages: Our Center offers day care year round for children who are 2 years of age and are toilet trained. We also provide after school care for children that are enrolled in Kindergarten. During the summer months we provide a program for Kindergarten through the 4th grade.

Part-time Day Care: We do enroll children on a part time basis as long as the days enrolled stay the same each week. The part time minimum is 3 days a week.

Insurance: The Center provides Medical and Liability Insurance for each child. There is no added charge for this coverage. However, you must file with your insurance company first in the event of an accident.

Late Fee: There is a late fee for tardiness \$5.00 for every ten minutes after 5:30. This is to encourage the parents to be on time. We do want to close promptly at 5:30 p.m.

Vacation and Absence: Due to our budget needs, we have found it necessary to limit the amount of unpaid vacation days. Everyone is given one free week when the child care is closed for staff vacation which generally happens in the summer.

Sickness: Due to our need of knowing a definite budget to work with we must charge the same rate each week. Therefore, we do not make allowances for sickness. We do ask that you keep your child home if he/she has the following symptoms: Fever of 100* or above, Diarrhea, Vomiting, or a rash. **Your child needs to have a normal temp for 24 hours before returning to school. This will help insure the health of not only your child and the other children but, also, the health of the teachers.**

Nap Time: Each child needs to bring a machine washable blanket, mat, and a small crib size pillow to be used at naptime. Please do not send regular sized blankets and pillows, they do not fit on our shelves. These items will be kept at the center. Parents are responsible for laundering these items weekly/BI-weekly. Please make sure you have your child's name on all of their personal naptime materials.

Clothing: Dress your child in comfortable play clothes with close toed shoes only. No sandals or crocs as they are not safe for our play area in the gym and at the playground. Clothing may be soiled during normal play, so send your child in clothing he/she can be relaxed in. All children must have a change of clothing at the school in case of an accident. Please make sure your child's extra clothing has her/his name on it. (K – 4th do not need extra clothes unless there is a specific need they have) We would also ask that you write your child's name on his/her water bottle, coats and jackets that will be at school. Frequently these items are similar in appearance and therefore taken home by the wrong child. Names will also be helpful to the teachers when we put jackets on for outside play.

Special Instructions: There may be days when your child has a special need that you want the staff to be aware. We will be better capable of caring for your child if you write down whatever it may be. **Please do not just verbally tell the teacher** for they may become distracted shortly after you leave and forget to relay your message to the other teachers. Please notify the teachers and directors on the Brightwheel app.

Discipline: We allow the children several days of verbally correcting them on what is acceptable behavior. After we feel they have been attending long enough to know and understand the rules we have several steps of discipline: Step #1 Verbal correction Step #2 Time-out Step #3 swats on bottom. We do swat the children on the bottom on occasion but it is reserved for more serious situations or situation that is persistent. Then only used when nothing else seems to eliminate the offense.

Spiritual Development: All teaching is on a non-denominational basis, entirely Bible centered. We want the child to know: that God created the world; that Jesus is God's Son; that Jesus died on the cross for each and everyone of us; that Jesus wants God's will to be done on earth as it is in Heaven; that God loves him/her; that Jesus is his/her

friend. We believe in order to be a complete person the child needs to know he/she is a spiritual being created by God and born to bring God glory in all he/she does. This goal will be sought through scripture, Bible stories, prayers, Christian music, and daily conversations in the classroom where Jesus and God are included.

Preschool Readiness: Depending upon learning abilities and age, we hope to help your child learn many things including: the alphabet, counting, how to write their names, nursery rhymes, good table manners, sharing, group participation, colors and shapes, use of scissors, glue, clay, sportsmanship, good health habits, crafts and family and community relationships.

Activities: A typical day's activities, with room for flexibility, will be similar to the following program:

- 7:00-8:45 free play time for all ages
A. outside play if weather permits
B. television / limited programming
C. individual playtime (* large and small motor skill play)
* Gym and Rec rooms used at this time.
- 8:45-9:00 Clean up and get ready for snack
- 9:00-9:30 Snack and bathroom
- 9:30-11:00 Class time * each child is enrolled in a class according to his/her age. During this time each class will have a time for; preschool readiness, Bible story, craft, music, fun and fitness (group game, bean bag games, lite exercise)
- 11:00-11:30 free play time: pre-kindergarten classes play in gym with large motor Skill toys. Younger classes (2's and 3's) will play in rec room with small motor skill toys.
- 11:30-11:45 Clean up and get ready for lunch.
- 11:45-12:30 Lunch (time will vary depending on what we have for lunch)
- 12:30-12:45 Bathroom and story time.
- 12:45-2:30 Nap-time (we try to have them in bed by 12:30-45, this will vary on Lunch time.)
- 2:30-2:45 Wake-up, bathrooms, pick up and put away beds, put on shoes.
- 2:45-3:15 Snack
- 3:15-4:45 free play time: Each group will have an opportunity to play with both Large and small motor skill toys. When weather permits we will be playing outside during this time.
- 4:45-5:00 Clean up play rooms or outside play area for the end of the day.
- 5:00-5:30 combined play: Books, puzzles, clay, magazines, sea shells, Stringing beads, lace up cards, group games, Television /limited programming

* All classes are involved in a physical education class one day a week, which consists of group games, bean bag games, tossing balls, catching, and lite exercises.

K-4th Summer Program's schedule will be communicated at the beginning of summer with the paperwork given on the first day.

Water Fun: The preschoolers will be playing in the water sprinklers on Tuesdays and Thursdays (weather permitting) your child will need to bring an old swimsuit and a pair of water shoes. These items will be left at the center during the summer months.

Snacks and Lunch: Mid-morning and mid-afternoon snacks will be light and nutritious. They may consist of cheese/peanut butter crackers, muffins, popcorn, cinnamon toast, cookies, cereal and fresh fruit. Fruit juice, milk, and chocolate milk served with our morning snack and kool-aid with our afternoon snack. We have a 4 week lunch menu which we rotate. (Lunch menu is attached)

Toys and other Items from Home: Toys and play equipment will be provided by the Center, therefore, we ask that you not allow your children to bring in toys, stuffed animals, gum, candy, blankets, etc. When a child brings these items from home the other children naturally want to play with them and we end up fighting over these personal belongings. Frequently these items are damaged and lost. We know that some children latch onto one particular item for security especially at nap-time. We encourage you to begin weaning your child from their security item before they are enrolled. We will help you with this task. We have found that these items distract the child during our learning times and inhibit socializing with the other children. **Any item brought from home will be taken and placed in the office for the day.**

Please do not send candy with your child unless there is enough for all the children. We ask that you never send gum.

Monday's are our show and tell day: Everyone can bring something to school on Monday's only. (A toy, stuffed animal, baby pictures, etc.) After show and tell is over the children will put their item on their shelf and it is to remain there for the rest of the day.

Medication: You may bring medication from home for minor illnesses. The medication should be in the original bottle, with your child's name, amount of dosage, and times to be given. A medical chart must be signed by a parent or guardian each day that the medication is to be administered. This will give us permission to administer your child's medication. If your child has a temperature or a contagious illness we ask that you not bring your child to day care. If your child should become ill while in day care we will notify you. We do keep Tylenol and cough syrups on hand for minor illnesses; however, it may be necessary for you to pick up your child early.

Bringing and Picking up your Child: Children may be brought to the North entrance of the Capital City Christian Church. You must sign your child in and out at the welcome table. Each child is to come into the center with his/her parent. No child is to be left at the door. The children are not allowed out of the gym area without a parent/guardian when signing out in the evening. The rule of thumb is do not leave the carpeted area without a parent. If it is necessary for someone else to pick up your child, please let us know in advance so that your child is protected at all times. A written message or phone call will do. **This Center will not release a child into the custody of a person who has not been specifically named by the parent or guardian.**

Holidays and Snow Days: The Center will be closed on all major holidays. These include: New year's Day, Presidents Day, Good Friday and the following Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, 2 days for Christmas eve and Christmas. Should the Center be closed at any other time it would be posted for parents to see. You will be charged for holidays and snow days. If the Public school is closed due to road conditions, we will open one hour late. (8:00) If the Center should be closed due to extremely dangerous weather, the parents should watch for a text message, for an announcement concerning the Center closing.

Termination of Child Care: We require a two-week notice before you take your child out of the Center. We would like to have more notice, if possible. We also reserve the right to terminate service.

Question: If you should have any other question concerning the Center, don't hesitate to ask. You are welcome to come by the Center at any time. We hope your child will enjoy a healthy relationship with us. My home phone number is 573-635-3775 Trenton Klebba Administrative Director, if you have any questions or email at trenton@capitalcitychristian.net.

I have read and agree to the policy of:

**Capital City Christian Church
Child Care Center
1215 Swifts highway
Jefferson City, Missouri 65109**

Which includes:

***Illness Policy: When can a child come back to school after having a temp/diarrhea, and / or throwing up? 24 Hours no temp, no throwing up or diarrhea and on medication for 24 hrs if needed.**

***Policy reminder: Winter road conditions, school closings.**

*** You are charged for Holiday's when the center is closed. Otherwise you pay for any day your child is signed up for in preschool or older daycare.**

***Notice to parents regarding immunizations that must be filled out and returned.**

Parent's Signature

Date

Please sign and return to the Child Care Center office for your child's personal file.

Trenton Klebba
Administrative Director
trenton@capitalcitychristian.net
(573)-635-3775