

Child's Name _____

Classroom _____

2018 – 2019 School Year



Policies and Procedures Parent Handbook

Effective August 27, 2018



“Jesus Loves Me!”

**Please review the entire handbook,
fill out information on last page, sign last page
& return entire packet to the office.**

Department of Human Services regulations concerning this agreement:

- **Please review, sign and return entire packet**
- **We make a copy of the back page for our records then return the entire packet for you to keep.**
- **This handbook must be reviewed and signed every 6 months by parents**

In accordance with applicable Federal and State civil rights Laws and requirements, Calvary Child Care Center will not discriminate concerning enrollment with regard to age, race, national origin, color, ancestry, or sex. We are an equal opportunity care provider.

1. Calvary Child Care Center is an extension of Calvary Full Gospel Church. As such, Biblical truths and principles will be openly shared with the children on a daily basis in the classroom and in chapels. We believe the Bible to be the inspired Word of God, the only rule of faith and practice. It is a divine guide to everyday living, as relevant to our lives today as when God's Word was first written.

We are delighted to share God's Word with you!

We Believe ... We believe that God offers to every person the forgiveness of sins through the sacrifice of His Son. The scriptural plan of salvation is simple and definite:

- a) All are sinners - Romans 3:23 "For all have sinned and come short of the glory of God."
- b) Sin must be punished, and it separates us from God - Romans 6:23a "For the wages of sin is death."
- c) God sent His son Jesus Christ to take our punishment for us by dying on the cross: Isaiah 53:5b "...the punishment that brought us peace was upon Him ..."
- d) Eternal life is a gift - Ephesians 2:8, 9 "For by grace you are saved through faith, and not of yourselves, it is a gift of God, not of works lest any person should boast."
- e) By receiving Christ, we receive eternal life - John 1:9 "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all sin."

Diversity Statement: We support the Bible in its entirety as the infallible word of God. Therefore we believe and support the Biblical teaching that marriage is defined as being between one man and one woman, as biologically designed at birth.

2. The center will be open from 6:30 AM to 6:00 PM, Monday through Friday. Although children are welcome to attend any time within those hours, please be sensitive to dropping children off at nap time, as that can often upset the child or the rest of the class.

3. Calvary Child Care Center will be closed on the following days ~ Labor Day, fall Parent-Teacher Conference Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, New Years' Day, March Teacher Workshop Day, Good Friday, spring Parent-Teacher Conference Day, Memorial Day, Independence Day, August Teacher Workshop Day. If a holiday falls on a Saturday, it will be observed on a Friday. If a holiday falls on a Sunday, it will be observed on a Monday. A separate list of days closed, with exact dates, is given out and posted on the website.

Tuition Payment Policy

Tuition is to be paid monthly and is due the first (**1st**) of each month. Should the first fall on a non-business day, tuition will then be due the first business day of the month. Tuition is to be placed in the locked mailbox using the provided payment envelope.

Tuition is due the first day of the month. In the event that your tuition is not received by the **3rd** of the month, regardless of when the 1st of the month falls, a **\$25.00 late fee is automatically charged** and added to the monthly tuition. If the tuition plus the late fee is not received by the 5th of the month, the child cannot come back to the child care center until the back tuition and late fee is paid. **Please direct all questions about financial issues to Miss Robin or Miss Linda directly and privately – not to the front desk.**

4. Two week's notice is needed in case of withdraw. **No tuition will be prorated or refunded in the event of withdraw. Funds are non refundable.** Records requested by parent will be transferred to new facility in full, provided that there is no outstanding balance on the account. In this situation, only medical records will be transferred.

5. In the event of enrollment mid-month, tuition will be prorated.

6. The administration of Calvary Child Care Center reserves the right to disenroll a child based on nonpayment of tuition, behavioral issues, parent non-compliance, flagrant disregard for center policies, or any applicable situation.

7. Every family will receive a tuition coupon good for one complimentary week of tuition per year. This coupon is redeemable upon completion of 12 weeks of enrollment. The coupon should be included in the payment envelope and redeemed with the regular monthly tuition check. The value of the coupon will be deducted from the regular monthly amount.

8. Applicable tuition discounts:

- 7% discount will be applied to 2 child families
- 10% discount will be applied to families with a parent in the active military
- 10% discount will additionally be applied to families with a parent in full time ministry

- 10% discount will be given to those families who are faithfully attending and financially supporting Calvary Full Gospel Church. The signature on the last page affirms the undersigned meets the criteria for receiving this discount. Please remember to include your Calvary Full Gospel Church ID #, as issued by the church.
- 25% discount is applied to families with twins in any child care classroom
- 30% discount will be applied to families with 3 or more children enrolled
 - 30% is the maximum total discount possible

All discounts are applicable to tuition only, no fees. Discounts are contingent upon an account being in good standing. We reserve the right to withdraw a discount if an account is delinquent.

9. Tuition for full days includes unlimited hours of care & meals. Tuition for half day preschool care includes a time span of 4 hours or less (8:00-12:00 or 8:30-12:30) and 1 meal/Isnack.

10. An **annual \$50.00 activity fee** will be assessed for families of Toddlers, Youngest Preschool, and all Preschool classrooms. This is due upon enrollment or in September. When enrolling in June or July, a prorated amount of \$25.00 for activity fee will be due. No activity fee will be due when enrolling in August.

11. A non-refundable annual registration fee of **\$100.00 per family will be charged at the time of enrollment and every September thereafter.** When enrolling in June/July, a prorated amount of \$50.00 (per child or per family) will be due. No registration fee will be due when enrolling in August. The annual fall registration fee will be due in September.

12. The center is scheduled to close at 6:00 PM. **A late pick up fee of \$10.00** per family will be charged to parents when picking up children **between 6:06-6:15 PM.** Thereafter, a fee of \$10.00 will be charged for each additional 15 minute increment. This fee will be due in a separate check or money order, payable within 3 days. This is assessed regardless of the reason for late pick up, as we incur costs for staffing and building needs when staying open past normal operating hours.

13. **A \$25.00 fee will be charged for a returned check.** It is NOT our policy to accept post-dated checks or cash. All checks are assumed to be able to be deposited when given ~ we are not responsible for checks that are deposited before the date listed on the check. **In the event a family bounces more than 1 check, the center will require all future payments to be paid with money orders.**

14. **Changes in schedule:** Your child has a specific schedule. If you need to make any changes in your schedule, please check with the office for availability first. **A "Change in Schedule Form" must be completed and signed by the parent before a schedule can be modified.** Families who temporarily withdraw are not automatically guaranteed a position to return – this is subject to availability. Should a child disenroll for a specified period of time, he or she must re-register with the appropriate registration fee if space is available. **For any other changes in schedule** (i.e. decreasing from full time down to part time), **parents must be aware that a child's placement is NOT guaranteed if the schedule needs to be changed again** (i.e. part time back up to full time). We are happy to accommodate parents if space is available, but this is not always the case. For temporary changes (ex. Asking to come a different day on a part time schedule, the change must be made within the same week, not carried over into another week. For example, a T –TH child could come on a Wednesday if absent on Tuesday, space permitting, but not add a Monday in the following week). All schedule requests must be approved in the office – not at the classroom level.

15. Tuition for full days includes unlimited hours of care & meals. Tuition for half day preschool care includes a time span of 4 hours or less (8:00-12:00 or 8:30-12:30) and 1 meal/Isnack.

16. A nutritious lunch and 2 snacks will be provided on a daily basis. We strive to post the menu in advance on paper and on the website, although it is subject to change. One Lunch Box Day will generally occur once per week. Lunch box food will not be heated. Per DHS regulations all lunchboxes from home will be refrigerated. For classrooms where a severe food allergy (peanut butter, banana, etc) is noted, parents may be asked to avoid bringing that food into the classroom for Lunch Box Days and parties. Under 3 crew... On Lunch Box and party days, please note that foods from home deemed potentially chokable will be not given to children, even if sent in by the parent. These items include, but are not limited to, grapes (even cut up ones), hard vegetables, hard fruit, raisins, popcorn, etc. These items will be sent back home, if possible, for your child's safety.

17. Children may not bring any food into the building at any time unless a special diet is prescribed by a doctor or there is a special family situation that necessitates alternate foods. *Medical dietary needs, including special milk, lunches/snacks from home, must be in writing, by using the "Special Diet Required" form available in the office.* All special food must be labeled with child's name and date. We understand that some children have a snack in the car on the way in. To maintain the cleanliness of the facility, and to be vigilant of allergies, please keep all leftover food in the car (avoid walking in eating food in front of others).

18. Breakfast will be served from 7:15 – 7:35 daily only. Please plan to eat breakfast at home if coming after 7:35 AM. Breakfast is served by Calvary and is included in tuition.

19. Parents are always welcome and encouraged to visit the center at any time with no notice – open door policy. However, we ask that you be mindful of your child's ability to separate from you again throughout the day ☺ - some children will get upset if they see a parent mid day, particularly during or near nap times.

20. We value our partnership with parents at Calvary. We respectfully ask that parents commit to support the policies and procedures of Calvary Child Care Center. This includes, but is not limited to: following the procedures of the building and classroom, trusting the judgement of our child care staff (the "child version" is not always the final version of the stories that come home), maintaining respectful wording and tones when needing to deal with concerns (we will not allow profanity and harsh language in the building). We have a teamwork approach to your child's learning – each child is created by God and lent to you, their first teacher, for a season. We do appreciate and take seriously your child's development and well being and want families to feel comfortable to privately discuss any concerns or questions.

The administration of Calvary Child Care Center is always available to parents for concerns, questions or comments. Feel free to contact us in person, by phone or email at rlaskey@calvarychristianschool.org or lindaf@calvarychristianschool.org.

21. Ongoing observations / developmental milestone checklists are conducted by the teachers and Director/Asst Director. We strive to have ongoing communication between parents & teachers. An in person parent-teacher conference time will be available in both fall and spring. During the conference, parents will have an opportunity to ask questions and participate in goal setting for the child. Parents sign the completed form and are given a copy of the Conference Report to take home. Families are always welcome to schedule a conference in between the scheduled conferences with the teachers to discuss a child's progress in more detail.

22. As part of the touring and enrollment process, we ask that parents share all applicable information so that we can best serve you. This includes, but is not limited to, medical needs, allergies, behavioral concerns, prior child care experiences, exceptional family situations, custody documents, spiritual needs, and any other child or family specific concerns. If your child has an established IEP or IFSP, and is receiving Early Intervention or requires an outside support professional, we request a copy of that documentation in order to fulfill the child's goals cohesively in the classroom. It is our desire to minister to your family effectively, and information sharing is most beneficial in this process.

23. A daily schedule will be posted on classroom's Parent Board. The Infant Room will use individualized schedules as provided by the parents.

24. All parents shall provide an additional change of clothes (complete with underwear and socks and also shoes, where needed) to be kept in child's cubby. This does not necessarily apply to the school age program, but would be applicable if the school age child is prone to accidents.

25. Calvary Child Care Center will supervise children according to the child : teacher ratios outlined by DHS.

26. Children may not bring toys or personal items to the center unless clearly requested by a teacher for classroom use. The center will not be responsible for any items brought in from home. We are not responsible for any lost, stolen, or broken items.

27. Pets should not be brought into the center, even when picking up children, without prior office clearance.

28. It is the parents' responsibility to strictly adhere to the Wellness Policy. We strongly suggest having a back up system in place and designated pick up person(s) when your child is sick.

29. It is the parents' responsibility to keep their child's file current. Items that need to be kept current include, but are not limited to:

- a) Emergency Form and Policies (every 6 months)
- b) A signed Discipline Policy
- c) A signed Wellness Policy
- d) A Child Health Report with current immunizations, screenings and time frames as outlined below:

- **At least every 6 months for an infant or young toddler (6 weeks to 24 months) – initial health assessment form cannot be more than 3 months old when submitting to the office**
- **At least every 12 months for an older toddler, preschool child (25 months – the date the child enters kindergarten)**
- The health assessment form must be on the DHS form – "Child Health Report" and must be thoroughly completed and signed by a physician, physician's assistant or a CRNP and include the individual's professional title. All screenings and immunizations shall be completed in a timely fashion as outlined by the AAP. **Failure to comply with this guideline will require immediate disenrollment until said screenings and immunizations are completed.**

30. Parents are asked to park only in lined spaces in the parking lot. Handicapped spots are for those with the applicable signage. **At no time should any vehicles be parked along the curb – this is dangerous to your vehicle, other vehicles, and children exiting the building.** Vehicles should never be left with the motor running or with small children unattended in the vehicle. **Please observe and follow all entrance and exit signs in the parking lot.** Avoid using cell phones while driving SLOWLY in the parking lot. Please do not park in rows closest to the playground during the school year. **Reminder – state law mandates car seat usage – be sure that you are using a car seat for all of your children! Recent changes in the law require that all children age 2 and under are in a REAR FACING car seat.**
31. Safe drop off and pick up points are posted in the foyer. All parents are required to walk their children in and out of the building directly to their classes. In addition, all parents are required to sign their children in and out on a daily basis in the book located outside of the office. Parents should make contact with teachers daily and then keep children close as the supervision transfers from the teacher to the parent. Failure to do so poses a safety risk to your child!
32. Calvary Child Care Center provides direct supervision and care to your child when they are with us. As such, we are mandated reporters in the area of child abuse and neglect. We are required by law to report suspected child abuse or neglect.
33. Only individuals listed on the Emergency Contact Form are permitted to pick up your child. The center will check pictured identification against the names listed on the Emergency Contact form to approve an individual acceptable to pick up your child. In the event you need to phone in a change, we will document the information communicated orally on an Oral Release of Child form and retain the form in your child's file. In addition, we may call you back to verify the oral release instructions given.
34. All families will be given a security code to enter the center. Parents are not permitted to give their code to either children or anyone who is not a primary pick up person.
35. A copy of the Department of Human Services, Office of Child Development and Early Learning regulations are available for parent review, posted in the foyer.
36. We love to celebrate at Calvary! ☺ Please be sensitive when inviting children to parties held outside of school. If giving out party invitations to classmates, please only do so at school if the entire class is invited. If only select children are invited, please take care of the invitations outside of the building. Cupcakes and special treats are allowed ~ but please no sheet cakes, any item that needs to be sliced, or the cupcake styles that are under a layer of sheet cake icing. Check with the teachers about classroom food allergies and always notify teachers in advance that treats are coming in. Additionally, if you want food to be delivered for an in-school party, it is the parent's responsibility to order and pay for any food delivered in advance (including gratuity). Due to health regulations, no meals from home are permitted to be served as a birthday party lunch.
37. Calvary Child Care Center is not responsible or liable in the event of any injury or accident on the premises. In the event of any accident or injury on the premises, parents are expected to inform their own personal medical insurance provider. We will not assume any responsibility for any medical or related expenses. Our student accident policy is underwritten by Century Life Insurance Company and covers any injuries or accidents which would occur on the premises. This policy is a secondary insurance ~ parents are expected to inform their primary medical insurance provider first. This student accident insurance will pay up to \$10,000 per accident.

PLEASE FILL OUT NEXT PAGE
COMPLETELY, SIGN, AND
RETURN ENTIRE PACKET

Child's Name: _____

Class: _____

Monthly fee: _____

Weekly Schedule: _____



FILL OUT ALL INFORMATION ON THIS PAGE ONLY
Bring entire packet to office

Emergency Contact Information ~ Update every 6 months

Only the individuals designated on the emergency contact form will be permitted to pick up your child.
Emergency Contact Persons designated to pick up your child are the following:
PLEASE LIST ALL NAMES OF THOSE WHO CAN PICK UP YOUR CHILD

PLEASE PRINT – all names should match Emergency Contact Form!

This agreement is subject to change upon 2 week's notice.

My child's approximate arrival time is _____ and departure time is _____.

Date of Child's Admission: _____ Date of Withdrawal _____

I have read, fully understand & agree to abide by the terms as stated in this agreement, the Calvary Child Care Center Policies and Procedures for 2018-2019

Parent Signature: x _____ Date _____ September

Parent Signature (review): x _____ January Date _____

Parent Signature (review): x _____ July Date _____

Director Signature: Robin Laskey, Director September 2018

CALVARY FULL GOSPEL CHURCH DISCOUNT

A 10% discount will be given to those families who are faithfully attending and financially supporting Calvary Full Gospel Church. The signature below affirms the undersigned meets the criteria for receiving this discount. The 10% church discount is contingent upon accounts being current.

X _____ X _____ Church I.D. Number _____
Church Family Signature Receiving Discount Date

Please notify the office in the event you no longer meet the criteria for the church discount.
We reserve the right to confirm a family's church discount up to 4 times per year.