



Parent Handbook

2407 Broadway, Yankton, SD
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www.cbchurch.com

Calvary Kids Club

Located at Calvary Baptist Church

2407 Broadway, Yankton, SD

(605) 665-5594 fax (605) 665-8435



DAYS: Monday - Friday

TIME: 7:00 AM – 5:30 PM

AGES: 8 weeks – Pre-Kindergarten

Summer Program (Kindergarten- 5th)

MISSION STATEMENT

Calvary Kids Club is an outreach ministry of Calvary Baptist Church. Our mission is to provide quality care and Christ-centered education opportunities in a safe, structured, loving, Christian environment.

STAFF

All staff members are to be role models of Christian living, to be witnesses to Jesus's love through routine experiences; to be open to the Holy Spirit's direction, and to maintain professional relationships with staff, students, and their families.

Marisa Stephens serves as our Calvary Kids Daycare & Preschool Director. Additional staff members are hired to care for the children. All regular staff are 18 years or older, are highly qualified, are ready to love and care for your children. Staff assistants may be 14-17 and under the supervision of regular staff. Any volunteer must meet the same requirements as regular staff.

No staff will have any substantiated report of child abuse or neglect, conviction of a felony in the past five years, a sex offense or listed on the sex offender registry, a crime of violence, or a crime against children. All staff are current CPR and First-Aid Certified. Specific educational qualifications of staff responsible for program planning and staff supervision are available upon request.

Staff to child ratios are set by the State of South Dakota. CKC will maintain and ensure all child to staff ratios are met.

Under age 3– 1: 5

Ages 3-5 –1:10

Over age 5 – 1:15

REGISTRATION

Before a child's application is accepted, parents/guardians must meet with the Director to discuss paperwork needed, receive a tour of the facility, and to discuss attendance.

The following paperwork must be filled out and returned to Calvary Kids Club before the first day of care along with current immunization records, registration fee, and payment for the first week

of childcare.

- Registration / Application for Admission
- Emergency Medical Care authorization
- Medication Authorization Form
- Parent Handbook – sign and return last page
- T-shirt order form (summer program only)
- Swimming lesson form (summer program only)

ADMISSION & TERMINATION

SPECIAL NEEDS - Calvary Kids Club welcomes all children who meet age/grade requirements. We may not, however, be able to provide care for children who require special care or services. We are unable to provide some types of care due to lack of special training for staff. If we are unable to meet special needs that become apparent, we will meet with parents and provide a two week notice for you to find appropriate care. Please let us know of any special circumstances and we can determine if Calvary Kids Club is able to provide care.

TRIAL PERIOD - All children are considered to be on a trial basis for two weeks and, if need be, children may be removed from the program at the discretion of the leadership team. Calvary Kids Club reserves the right to request the withdrawal of any child for reasons consistent with the best interest of the child himself, the other children, and the club.

WITHDRAWAL - A two-week notice must be given for withdrawing a child from Calvary Kids Club. Full tuition payment for the two-week notice period is required at the time the "Notice of Withdrawal" form is submitted whether or not your child will be present during the final two weeks of care. If the parent(s) fail to provide two weeks advanced, written notice, the parent(s) agrees to pay regularly scheduled fees for the two weeks immediately after such notice during which the club had no notice of such termination. Any remaining balance is due upon submission of the "Notice of Withdrawal". Please be sure to verify your balance. If you must withdraw your child due to special or extenuating circumstances, please notify the Director to discuss your situation and tuition refunds.

TERMINATION - In the event that Calvary Kids Club should ever find it necessary to end the agreement, we will also give the parent two weeks' notice, except for reasons such as but not limited to: destructive uncontrollable or violent behaviors- special needs we are unable to meet - habitual tardiness in pickup of child - late payment or nonpayment - swearing or any foul language - any disrespectful actions to staff, other children, or church - inappropriate behavior on bus or field trips. These situations will be grounds for immediate termination. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Calvary Kids Club. This policy is without regard to race/sex/creed/color/religion and is in place in order to ensure all children attending are in a safe and comfortable atmosphere in which to grow and develop.

DAILY SCHEDULE

| | |
|-----------------|--------------------------------------|
| 7:00-8:00 a.m. | Arrival / Free Time |
| 8:00-8:30 a.m. | Breakfast |
| 8:30-10:45 a.m. | Bible Study / Centers / Art Projects |

| | |
|-------------------------|---------------------------|
| 10:45-11:00 a.m. | Prepare for Lunch |
| 11:00 a.m. – 11:30 p.m. | Lunch |
| 11:30-2:00 p.m. | Rest |
| 2:00-2:30 p.m. | Snack |
| 2:30-4:00 p.m. | Afternoon Activity/Recess |
| 4:30-5:30 p.m. | Free Time |

ARRIVAL & PICK-UP

Children need to be escorted in/out of the center by an adult and checked in/out each day.

Operating hours are 7:00am to 5:30pm.

Please have your child here by 8:15am if they will be eating breakfast. We ask that you make every effort to have your child here before 10:30am as drop-off during lunch and nap time is very difficult. Call or message if unusual circumstances are keeping you from arriving on time.

COMMUNICATION

CKC uses the app Brightwheel. This platform will be used as the main form of communication between staff and parents. Your child's Brightwheel account will have all meals, activities, naps, and bathroom breaks logged daily.

Parents are welcome to observe their child at the center at any time and upon request.

FEES & PAYMENT

There is a \$25 registration fee due at the time of registration. The first week of care must be paid in advance. Pre-payment will be made on a weekly basis each Thursday for the upcoming week.

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|----------------------------|---------------|
| Daycare: birth-3 years old | \$150/week |
| Daycare: 3-6 years old | \$150/week |
| Preschool ONLY: 3's (T/TH) | \$80/month |
| Preschool ONLY: 4's (MWF) | \$95/month |
| Preschool ONLY: Jr. K | \$135/month |
| Preschool & Daycare: 3's | \$160/week |
| Preschool & Daycare: 4's | \$163.75/week |

| | |
|---------------------------|---------------|
| Preschool & Daycare: Jr.K | \$173.75/week |
|---------------------------|---------------|

Families with 3 or more children will receive a discount on weekly fees.

All children are full-time status. Tuition is based on a flat weekly fee. Weekly rates will be billed whether or not your child is present.

There will be a \$40 charge for any checks that are returned NSF. Should the NSF result in any charges to Calvary, families will be expected to cover all additional costs. Once the fee is paid, families will receive a grace for the first check return. A second NSF will result in all fees paid strictly in cash.

EXTENDED ABSENCES

If you are planning to have an extended absence (ie. a month or more), a two week written notice must be given to the Director or Assistant Director. During your absence, you will be billed for half of your tuition to hold your spot. If you chose to end your extended absence earlier than what was given, you will be charged full price tuition from that date.

Ex: You requested an extended absence from May 17-August 19. On July 6-8 you are needing childcare but wanting to then continue your extended absence, you will then be billed full tuition rate and your extended absence will be considered "over". From that date, you will be charged the full tuition rate.

VACATION DATES CKC IS CLOSED

CKC is closed on the following holidays:

New Year's Day

Memorial Day

4th of July,

Labor Day

Thanksgiving Day and the Friday after Thanksgiving

Christmas Eve Day and Christmas Day (or if they fall on the weekend, the days before or after).

TOYS, CELL PHONES & ELECTRONICS

Children should not bring toys from home and may NOT bring cell phones or other electronic games/devices to the center. Calvary Kids Club is not responsible for lost, stolen, or damaged items.

HEALTH & SAFETY POLICIES

IMMUNIZATIONS - All families will provide a current immunization record for each child attending.

HEALTH FORM - Each child provides health information on their registration form to be kept on file at CKC.

ILLNESS- If your child is ill, please keep them at home. Do not send your child if they have had a fever, diarrhea, or vomiting in the last 24 hours. Please call us and let us know if your child is sick so we do not plan for them to be at CKC.

Should your child become ill while here, he/she will be separated from the other children, and a parent will be notified. Your child should be picked up as soon as possible. If a parent is unable to be reached, the contact person listed on your child's emergency form will be called.

The following symptoms will result in a parent being contacted to pick up the child. These are also reasons to keep your child at home or seek alternate care.

- Pain – any complaints of unexplained or undiagnosed pain
- Fever (100.4 degrees or higher). Must be fever free without the aid of fever reducing medication for 24 hours before return.
- Sore throat or trouble swallowing
- Diarrhea – 3 loose stools in one day or 2 or more in one hour
- Vomiting – 2 episodes in one day
- Rash that is unexplained
- Pink eye (conjunctivitis). Must be on eye drops for 24 hours and no longer has matter in eyes.

If your child comes down with any of the following infectious diseases, he/she will not be allowed to attend Calvary Kids Club until the following conditions have been met:

- Chicken Pox - After all blisters have scabbed over
- Croup – After cough has subsided
- Covid- Director will use current CDC guidelines on a case to case basis
- Ear Infection – After three doses of medication or after a 24-hour fever free period
- Fever – 24 hours after fever has returned to normal without the aid of fever reducing medication
- Head Lice – After a complete treatment
- Hand, Foot, and Mouth- after all sores have scabbed over
- Impetigo – After 24 hours of medication
- Pink Eye – After 24 hours of medication and child no longer has matter in eyes
- Ringworm – After treatment with a fungicidal ointment
- Roto Virus – After the child has had one formed stool
- RSV – After wheezing and coughing have subsided
- Shingles – After all blisters have scabbed over
- Strep Throat – 24 - 48 hours after medication
- Thrush – After 24 hours of medication

For the safety of other children, their families and staff members, if your child comes down with ANY communicable disease, please inform CKC. Contagious diseases will be reported to the Department of Health.

MEDICATION - It is best for children to receive medications at home. In the event that medication needs to be administered at CKC, whether it is prescription or non-prescription, the parent MUST fill out a "Medication Authorization" form for each medication. All medication must be in the original container and labeled with the child's name, dosage, etc. Only a staff member directed

to administer medications may do so. Written documentation concerning the administration of medicine will be kept.

INJURIES - Every effort is made to keep your child safe. Children, however, are likely to acquire bumps, bruises, and scratches during their early years. An incident report will be provided to you notifying you of any injuries your child may incur while at CKC. We will notify you by phone if the injury appears to be serious. Parents will need to sign a medical release form in case of serious emergency. In the event emergency care is required, we will call 911 - we will not attempt to transport the children ourselves. The child will be transported in an ambulance to the Avera Sacred Heart Hospital. Parents will be responsible for any costs incurred due to any emergency treatment.

PARKING and BUILDING SECURITY- Please park in the designated parking spaces in the parking lot. Please DO NOT park in the fire lane directly in front of the building/front doors. Please do not cut through the Mead Lumber parking lot. Each family may check out fobs to access the building. There is a \$20 deposit for each fob requested and the deposit is returned when the fob is turned in. Please try to avoid having anyone without a fob follow you into the building; they would need to gain access by using the buzz in system. If you are aware of someone in the building who did not have a fob, please notify a staff member.

NO SMOKING AREA - Calvary Baptist Church prohibits smoking in the building or on church property. You can be confident that your child will not be exposed to second-hand smoke while in our facility.

REPORTING SUSPECTED ABUSE & NEGLECT - Your child is our number one priority. In the interest of your child, and in accordance with law, we will report ANY suspected abuse or neglect to proper authorities. The state of South Dakota requires that all licensed child care providers report all incidents of suspected or actual abuse or neglect of children regardless of whether they occur in, or are related to the facility. This facility is therefore obligated by law to report such incidents within 24 hours to the office of Child Protection (605-668-3030). Centers are required to notify the child care licensing office of incidents which allege a child was abused or neglected when the center is responsible for that child.

Suspected child abuse/neglect incidents will be handled immediately. After a thorough investigation of the incident, continued employment of any staff member involved in a child abuse/neglect allegation or incident will be evaluated.

All staff are required to read and sign a child abuse/neglect statement which defines child abuse/neglect, and identifies reporting responsibilities and procedures prior to working with children at CKC.

PREVENTION OF SHAKEN BABY SYNDROME & ABUSIVE HEAD TRAUMA- All staff receive training on preventing shaken baby syndrome and abusive head trauma, recognition of potential signs and symptoms of shaken baby syndrome/abusive head trauma, strategies for coping with crying, fussing, or distraught children, and the development and vulnerabilities of the brain in infancy and early childhood.

REST TIME

There is a rest time during the day for all ages. Children may rest on a mat provided by CKC or they may bring a rug, small pillow, blanket, or mat (you are encouraged to take items home over

the weekend for washing). Children will store their own items in their storage area- cubby/coat hook. Please make every effort to bring your child before or after rest/nap time.

DISCIPLINE

Staff will give positive praise to children to acknowledge behavior such as taking turns, sharing, and keeping hands to themselves as well as appropriate behavior on the bus. Spanking or any other form of physical punishment is prohibited. Children shall not be subjected to discipline that is severe, humiliating, or frightening. If a child exhibits inappropriate behavior:

1. Staff members will stop behavior and explain why behavior is not acceptable using positive guidance and redirection.
2. If behavior continues, the child will receive a time out.
3. If behavior continues throughout the day, an incident report will be filled out requiring a parent signature.
4. If behavior becomes a pattern, the Director will contact parents for a meeting.
5. If a child continues to endanger the physical or emotional well-being of others, or willfully damages property, the child may be removed from the program either for the remainder of the day or permanently.
*Please note that field trip participation may be suspended for inappropriate behavior at any CKC activity.

NUTRITION

Children will be served a variety of nutritious meals/snacks per guidelines set by the state of South Dakota.

For our summer program, we will transport the children utilizing the YSD free-lunch at Webster Elementary School each day during June and July. A menu for the Webster meals will be available throughout the summer. In the event that lunch is not served at Webster, children will be asked to pack a sack lunch. Elementary children may bring their own lunch at any time if desired, but tuition costs will remain the same. Please mark your child's lunch bag.

In our daycare, infants will be fed according to the individual schedule and food plan provided by the parent. They will be held during bottle feedings. Bottles will not be propped until the child can successfully hold onto their own bottle for the entire feeding time.

For toddlers and preschool age children, please do not send food from home for meals unless there is a significant medical reason. If your child will arrive after the meal is served, (8:10am/breakfast, 11:00am/lunch) please feed them before arrival.

ALLERGIES

CKC requires staff to be trained in the area of food and allergic reactions. CKC requires all parents to complete an enrollment application and list any allergies. We need to know what the child is allergic to, what signs or symptoms to look for, and how staff should assist the child. Each staff associated with the child will be provided with an overview of the situation.

Handling and Storage of Hazardous Materials and Disposal of Bio-contaminants

Hand Hygiene: staff, volunteers, and children shall wash hands before and after working with or eating food, giving medication, applying ointment or cream, or diapering. Hands should be washed after using the toilet, handling bodily fluid (mucus, blood, or vomit), handling animals, playing in sand or dirt outdoors, or handling garbage.

Cleaning and Sanitizing: Tables, chairs, counters, changing pads, and high chairs will be sprayed with disinfectant or sanitizer before and after use.

Storage of Toxic or Harmful Substances: any toxic or harmful substance will be stored in labeled containers in a locked cabinet or in a place that is not accessible to children. The number for poison control is posted. 1-800-222-1222 Any items contaminated with bodily fluids will be bagged and disposed of.

FIRE, TORNADO, & LOCK DOWN PROCEDURES

Fire and tornado evacuation procedures are posted at all doors. We will have four fire drills ,two tornado drills and one lock down drill throughout the calendar year.

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

A written emergency preparedness and response plan has been developed and is available for review upon request. The plan includes the following: evacuation, relocation, shelter-in-place, lock-down procedures, procedures for communication and reunification with families, continuity of operations, accommodations of infants and toddlers, and children with disabilities or chronic medical needs.

If inclement weather arises or a change of facility location, parents will receive notification through Brightwheel and email.

NON-DISCRIMINATION POLICY

Calvary Kids Club, under the umbrella of Calvary Baptist Church, Yankton, SD admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, programs or student activities.

UPDATES & CHANGES

Calvary Kids Club reserves the right to make changes in facility, staff, and policy. Any rate or policy change will be posted 30 days in advance of implementation of the changes. All changes that impact our license are submitted to Child Care Licensing.

NAME OF CHILD(REN) _____

PARENT/GUARDIAN'S PRINTED NAME _____

PARENT/GUARDIAN'S SIGNATURE _____

TODAY'S DATE _____