

Clover Pass Christian Preschool & Daycare Parent Handbook



105 North Point Higgins Rd
Ketchikan, AK 99901

Main Office - 907-247-2350

Daycare - 907-228-3342

Fax - 907-247-0476

Jodi Marshall, Administrator

cpcsd daycare@gmail.com

Jenn Duran, Administrative Assistant & Bookkeeper

cpcschool@gmail.com

Table of Contents

Section A: Enrollment Requirements

Section B: Forms and Fees

- B-1: Enrollment Fees
- B-2: Reservations and Payment
- B-3: Scheduling / Vacations
- B-4: State Child Care Assistance
- B-5: Waiting List
- B-6: Returned Checks
- B-7: Late Fees
- B-8: NSF (Non-Sufficient Funds) Fee
- B-9 Drop-In Fees and Policy
- B-10 30 Day Probationary Period

Section C: Daily Operations

- C-1: Hours of Operation
- C-2: Holidays

Section D: Parent Responsibilities

- D-1: Arrival
- D-2: Departure
- D-3: Authorization for Pick-up
- D-4: Clothing and Shoes
- D-5: What Must Stay at Home
- D-6: Personal Storage Space
- D-7: Current Information

Section E: General Information

- E-1: Adjusting to Clover Pass Daycare
- E-2: Special Occasions
- E-3: Confidentiality Policy
- E-4: Child Abuse/Neglect
- E-5: Daycare Environment

Section F: Supervision

- F-1: Naptime
- F-2: In/Outdoor
- F-3: Child to Caregiver Ratios

Section G: Medication and Illness Policy

- G-1: Medications
- G-2: Illness Policy
- G-3 Essential Oils

Section H: Daily Schedules

Section I: TV/Video and Computer

Section J: Behavior Management

- J-1: Discipline
- J-2: Biting Policy

Section K: Inclement Weather

Section L: Meals and Snacks

Section M: Field Trips

Section N: Transportation

Section O: Open Door Policy

Section P: Caregivers

- P-1: Employees
- P-2: Substitutes
- P-3: Emergency Workers

Section Q: Emergencies

Section R: Policy and Procedures

- R-1: Governing Board
- R-2: Policy Changes
- R-3: Grievance

Section S: Comments, Complaints, Inquiries

Welcome

Welcome to Clover Pass Christian School & Daycare. We are blessed you have chosen us to be your child's caregiver. Our facility is licensed by the State of Alaska and we look forward to providing a safe, loving and educational environment for your child. Other than providing quality care, our number one goal is to show Christ's love to both you and your family. We are a Christian facility, which promotes and encourages Christian principles and spiritual growth. We operate under the direction and supervision of Clover Pass Community Church. You may review our statement of faith at the back of this handbook.

Program

Clover Pass Christian School & Daycare is a structured, fun, family style environment that promotes learning, getting along with others and encouraging each child to reach his or her full potential. We will provide numerous opportunities for development of gross & fine motor skills through climbing and riding toys, puzzles, coordination development toys, playdough, blocks etc. Children are encouraged to be creative through crafts, music & movement, dress up and pretend play; to listen and learn through stories and also to relax and rest during a regular nap or quiet time.

As a staff, we will be committed to take pictures of your child as they grow and develop and participate in varying activities throughout the year. Many of these pictures will be posted at the daycare, our private Facebook page and will be available to you upon request.

Infant & Toddler Care

Your infant or toddler will be cared for in their own special room. They will flourish in a loving, nurturing and routine environment. Much emphasis is placed on hands on care and your child will be given the physical affection and care he or she needs for healthy growth and development.

Our goal is to provide many opportunities for safe exploration, learning and social interaction throughout the day.

Section A: Enrollment requirements

Parents expressing interest in enrolling their child are requested to schedule an initial visit to our center. At this time an application packet will be given which will include an application, a parent policy handbook, medical release form, medical history form and a pick up authorization form. A tour of our facility, a review of a typical day's schedule and an overview of daycare policy will also be given.

Before your child will be permitted to attend the facility, we must receive the full application packet completed and signed, along with a current immunization record, and pre-payment for the month in which your child is enrolled.

Children must have all required immunizations before attending the CPCS. The Public Health Center will examine children and immunize at no charge.

At this time, we do not have the resources or abilities to provide for children with special needs.

Section B: Forms and Fees

B-1 Enrollment Fees

Registration Fee

\$35.00 at the time of registration

B-2 Reservations and Payment

Advance payment is required for parents with children who attend on a regular basis. Bills are figured from the schedule the parent agrees upon. Unless special arrangements are made with the administrative staff, payment for the upcoming month is due by the 5th of the month. If it is not received, then your child(ren) will not be allowed to attend after the 5th of that month until full payment is rendered. Refunds are not given for missed days (sick/vacation days.)

If a bill is not paid in a timely manner, the child will not be able to attend until it is settled, as we cannot afford to provide services without payment. If no payment is made, the Daycare reserves the right to take action to collect the overdue bill. (*see B-6 for further explanation*)

Children who do not attend on a regular basis are welcome on a space available basis. Payment for the drop-in is due the day care is provided- no exceptions.

Late Pick Up Fee

Parents arriving **10 minutes past** scheduled **pick up time** will be charged a flat **\$10 fee, and \$1 for every minute after** scheduled pick up time.

Note: the Daycare is non-profit; we depend on parents making timely pickups so we are not pay staff excessive overtime rates. We staffed based on children's schedules.

B-3 Scheduling and Vacations

After one year with Clover Pass Christian School & Daycare full-time students will receive 2 weeks (10 days) of free vacation.

Vacations

- Vacation requests must be submitted via e-mail, 1 month in advance to administrator
- Vacation days must be at least 5 consecutive days
- Approved by administrator to receive credit.
- The daily attendance rate will be used for the month, rather than the monthly rate.

If your child will not be attending for more than 4 weeks, you have the option to pay to hold your child's spot (at the regular monthly rate) until you return or forfeit your spot. At that time, your child will be put on the waiting list and you will be notified when there is space to return. Extenuating circumstances may be discussed with the Administrator.

If your child is absent due to illness or a family emergency for five or more consecutive days, and we are notified in writing/e-mail, you will only be charged the days your child is in attendance. The daily rate will be used.

Changes to Schedule

The administrator must be informed via e-mail at least two (2) weeks prior to any changes in a child's schedule. If a two (2) week notice is not given, payment will be expected for those two weeks, based on the original schedule, before the new schedule would begin. Trading days will incur an administrative cost of \$10 for extra time. Two (2) weeks' notice must also be given via e-mail to the administrator if you plan to un-enroll. If we do not receive at least two (2) weeks' notice of un-enrollment you will be charged for the entire month.

Parents will receive a written reminder concerning any delinquent payments. Accounts that fall more than 30 days delinquent will be contacted by the Administrator. Accounts not brought current or are habitually delinquent may result in the parent being asked to withdraw their child from the center.

B-4 State Child Care Assistance

The state of Alaska has a child care assistance program. Go to their web site at <http://dhss.alaska.gov/dpa/Pages/ccare/default.aspx> for an application and for more information.

Child Care Assistance is not in effect until proven. If you are receiving support or benefits from an agency to cover day care costs, you are still responsible for making sure any and all outstanding debt not covered by an agency is paid in a timely manner. If payment for any and all outstanding debt is not received in a 30-day period, then your child(ren) will not be able to attend, even at a daily rate, until all outstanding debt is paid in full.

Rates and Fees

Infant Room

	Part Time, 5 hours or less	Full Time, 5+ hours
5 days/week	\$500	\$825
3 days/week	\$350	\$575
2 days/week	\$250	\$400

Toddler Room

	Part Time, 5 hours or less	Full Time, 5+ hours
5 days/week	\$475	\$750
3 days/week	\$325	\$525
2 days/week	\$225	\$375

Preschool Room

	Part Time, 5 hours or less	Full Time, 5+ hours
5 days/week	\$425	\$675
3 days/week	\$300	\$475
2 days/week	\$200	\$325

School Age

	Part Time, 5 hours or less	Full Time, 5+ hours
5 days/week	\$400	\$650
3 days/week	\$275	\$475
2 days/week	\$200	\$325
Before/After School 2 hr blocks K-6th	\$300	\$200 CPCS
Billed Sept 1 – May 1		

*Full Day – 10 hours max

Other Fees

Registration Fee \$50/per student

Late Payment Fee	\$25/month
Returned Check Fee	\$25 plus bank fee
Full Day Drop-In	\$50/\$40 CPCS
Part Day Drop-In	\$30/\$20 CPCS

Invoicing is done on the 20th of each month, for the upcoming month. Payments are due on the 5th of the month of service.

B-5 Waiting List

Children are accepted on a first-come first-served basis, with priority given to children who have siblings enrolled in Clover Pass Christian School. When space is not available a child’s name will be placed on a waiting list. A \$25 fee must accompany your child’s application.

B-6 Returned checks

A \$25.00 fee will be charged for all returned checks.

B-7 Late Payment Fee

Individual student accounts are assessed a late fee of \$25.00 per student if the monthly payment is not received by the 10th of the month, or by the due date on the Payment Plan Agreement form. The late fee will be assessed on the 11th of the month or the day after the due date as established in an approved payment plan. If the 10th (or payment plan due date) falls on a weekend or holiday, the end of the next school business day will be considered the late payment date.

B-8 NSF (Non-Sufficient Funds) Fee

A penalty fee is assessed student accounts when the bank notifies the school of an NSF charge to the school’s checking account due to a returned check. The penalty includes reimbursement to the school for the bank charge assessed to its checking account and reasonable compensation for the additional administrative time in processing such an occurrence. Penalty fees are invoiced as they occur.

B-9 Drop-In Fees and Policy

Full day drop in rate is \$40.00 per day and \$20.00 for half-day. We accept drop-ins for currently enrolled children only.

B-10 30 Day Probationary Period

New enrollees are subject to a 30 day probationary period beginning their first active day in the center. At any time during that 30 days, children may be dismissed from further attendance in Clover Pass Christian Daycare.

Section C: Daily Operations

C-1 Hours of Operation

Clover Pass Christian School & Daycare is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. If a child will be arriving late, staying past normal pick up time or will be absent on a particular day, we request parents give 24 hours’ notice to the daycare staff. If 24-hours’ notice is not possible please give us notice as soon as possible or at the very least the morning of. Notice can be given via e-mail (cpcsd daycare@gmail.com) or by calling 228-3342). Overnight care is not available.

Discovery Daycamp, our program for kids going into Kindergarten up to 6th grade, runs June through August from 7:00am to 5:30pm Monday through Friday.

C-2 Holidays

Clover Pass Christian School & Daycare will be closed on the following holidays.

New Year's Day
Martin Luther King Day
President's Day
Training days TBD in March
Good Friday
Memorial Day

Independence Day
Labor Day
Thanksgiving Day & Day after
Christmas Eve
Christmas Day
Day after Christmas

Section D: Parent Responsibilities

D-1 Arrival

The adult (18 yrs of age or older) bringing the child must accompany them into the Daycare building, assist them with jackets or other items that are to be stored in their cubby & help each child wash their hands upon arrival. Each child must be signed on the attendance computer in the entry way or classroom. **Repeated failure** of parent/guardian **to sign in/out child** will result in a **\$10 administrative fee**. If you are having problems signing in/out please immediately contact a teacher or the administrator.

*Please do not arrive more than 10 minutes before your scheduled arrival time. We staff based on the children's schedules and early arrivals tend to throw us out of ratio. If you do arrive more than 10 mins early you may be denied entry until their actual arrival time or we have the proper amount of staff on site. Thank you!

D-2 Departure

Children must be picked up by their scheduled time. Parents/Guardians picking up 10 minutes past their scheduled pick up time will be charged a flat \$10 late fee, plus \$1 for every minute after scheduled time. If you are running late, please call the daycare to alert them. We reserve the right to wave the late fee, but only if notice is given and it is not a routine habit. If you find you are unable to pick up by scheduled time, then contact administrator to amend your contract.

The adult responsible for picking up your child must notify the caregiver on duty you are leaving the daycare and also sign them out on the attendance computer in the entry way or classroom. **Children will only be released to adults listed on your child's pick up authorization form. A PARENT must either call and speak with the administrator or provide written notice to make any other arrangements. Picture ID of the person picking up your child will be required by the caregiver on duty.**

D-3 Authorization for pick-up

Upon enrollment you will list any and all approved adults age 18 years and older who may pick up your child. Please be advised anyone listed on your "approved pick-up list" will be allowed to take your child. Please consider this carefully as you make your selections. It is also important your emergency contact be readily available in case of illness or emergency. Please keep all numbers current.

***Please note** A copy of photo identification will be required for each person listed on your pick-up authorization form. Identification will be checked by daycare staff until we become familiar with the individuals authorized to pick up your child. If one parent does not have permission to

pick up, or be near their child, we must have a legal document on file denying the parent access to the child. Please be assured, each employee is held to a strict confidentiality policy.

D-4 Clothing and Shoes

Your child must be dressed in an appropriate manner. Clothing & shoes that are comfortable, washable and suitable for all activities including sitting on the floor, outdoor play, crafts and other art activities. Please take into consideration the weather when dressing your child for the day. Note: we do get messy in our creative and sensory play.

Following is a list of items you are required to bring that stay in your child's cubby at the facility.

- A complete change of clothing i.e. pants, shirt, socks and underwear. If we have to provide a change of clothes a \$5 service charge will be applied.
- Diapers, Wipes (one package / month) & Pull-Ups for Infants and Toddlers. If your child runs out, we will provide emergency diapers or pull-ups, however it will be charged to your account at \$1 per diaper.
- If your child is potty training you are required to provide one extra set of clothes (2 sets total). Soiled clothes will be sent home at the end of the day.
- If your child takes medication of any kind a detailed schedule and dosage amount will be required (see medication policy).
- Each child may bring a blanket for quiet time, we will provide nap cots and cribs for younger children, along with sheets. Attachment objects are welcome during nap or quiet time. They will be placed in the child's cubby after nap time and washed each Friday.
- To help provide a clean environment we have a "no shoe" policy at our daycare. We do require children to wear socks. If you wish, you may provide slippers for your child to wear throughout the day.

D-5 What must stay at home

Toys of any kind MUST stay at home except on designated "Show 'N' Tell" days. Parents will be given 2 days' notice for Show 'N' Tell. Please be discretionary when sending toys with your child, anything "inappropriate" will not be shown. Be kind to the staff by assuring your child does not bring toys from home into the center. It can be very disruptive to the class and other children. Also, we are not responsible for toys that are brought in and lost.

D-6 Personal Storage Space

Children are provided with an area in which they can store their personal items. This is where you will find notes about any needs your child has, or information you may need to be aware of in the upcoming days.

D-7 Current Information

Please notify the daycare immediately of any change in schedule, address or phone numbers. Also, please inform us of any changes your child is experiencing in his/her home life that we should be aware of. It is very important we have up to date information.

Section E: General Information

E-1 Adjusting to Clover Pass Christian School & Daycare Center

Most children need a few weeks to fully adjust to a new environment and new people. We will do everything possible to make the adjustment as smooth and comfortable for your child. We are here to love, support and encourage both you and your child.

E-2 Special Occasions

If you would like to bring treats to celebrate a child's birthday, please speak to the daycare staff to coordinate the best time to do this.

Holidays are also a special time for everyone at the Daycare. We will provide a sign-up list if parental help is needed to provide special foods for these occasions.

E-3 Confidentiality Policy

Each staff member at Clover Pass Christian School & Daycare is held to a high standard of confidentiality. Breach of trust will not be tolerated and will be dealt with by the administrator.

E-4 Child Abuse / Neglect

Child abuse is illegal. At Clover Pass Christian School & Daycare we believe children are precious to God and are to be protected. We are required by law to report ALL suspected or actual child abuse or neglect immediately to the Alaska Office of Children's Services.

E-5 Daycare Environment

We do not have any poisonous plants present in or around our facility. We do plant decorative plants in the spring and we ask you to prevent your child from picking them. We are a smoke-free and drug-free environment. Firearms are not allowed on the premises of Clover Pass Christian School & Daycare.

Section F: Supervision

F-1 Naptime

All children will be supervised closely during nap time. Children do not have to nap, however, Alaska regulations state we must provide a period of rest/quiet time for each child and we cannot prevent a child from falling asleep. Please do not ask staff to keep a child awake. It goes against state regulations so we can NOT prevent them from falling asleep.

F-2 In/Outdoor

While indoors children will be assigned to their own age appropriate area. There are times when the older children and younger children come together throughout the day. During this time the ratios will be met with the lowest age being the base.

No child will be allowed off the premises without supervision unless prior arrangements with the administrator have been made. In this situation a parent will be required to sign a waiver of release stating that Clover Pass Christian School & Daycare will assume NO responsibility once the child leaves the daycare center.

F-3 Child to Caregiver Ratios

Clover Pass Daycare is licensed for 45 children between the ages of 0-12yrs. The ratios listed below are required by the State of Alaska, there will be times when children are involved in activities together. During those times, the ratio will reflect the requirement for the youngest child.

1 caregiver to 5 infants (0-18 mos)

1 caregiver to 6 toddlers (19-36 mos)

1 caregiver to 10 preschool age (3 & 4 yrs old) 1 caregiver to 18 School-age (7-12 yrs old)
1 caregiver to 14 Kindergarten age (5 & 6 yrs old)

Section G: Medication and Illness Policy

G-1 Medications

Daycare staff may administer medications provided a Medication Authorization Form has been completed and signed by a parent or guardian. One staff member will be assigned to supervise and administer medications. Any prescription medication must be in its original container and must have the child's name and dosage instructions clearly printed on the label. All medications are kept in a locked box. Medications requiring refrigeration will also be kept in a locked box. Non-prescription medications will be dispensed upon parental instruction, this includes sunblock and bug spray. All medications dispensed will be logged on a daily medication form signed by the administering caregiver. We do not provide Tylenol or Motrin to children with a fever. If a child has a fever they are not permitted to attend until they are fever free for a minimum of 24 hours.

G-2 Illness Policy

It is our goal to provide a healthy environment for each child, as well as staff. All of our toys and equipment are routinely cleaned with a bleach & water solution to minimize the risk of sickness being passed around the center.

To prevent other children, parents and staff from getting sick, we will strictly enforce the following policy regarding sick children.

If your child exhibit's the following symptoms the night before or the morning of daycare he/she **MUST** be kept home:

- *Diarrhea*
 - *Vomiting*
 - *Temperature over 100 ancillary (under the arm) - If your child is running a fever, PLEASE do not medicate him/her and then send them to daycare! You will be called to pick him/her up in 4 hours when medication wears off.*
 - *An unidentifiable rash*
 - *Communicable disease (i.e. chicken pox, strep throat, measles, hand, foot & mouth)*
 - *Severe upper respiratory condition*
 - *Green or yellow discharge from nose or eyes with a low grade fever*
-

If your child exhibits these symptoms at school and is sent home, you will be asked to keep your child at home for 24 hours or for as long as the symptoms persist. If your child has a rash, a doctor's note stating it is safe for your child to come back to daycare will be required.

If you are called to pick up your child due to any of these symptoms, you are required to pick up your child within the hour. There will be no exceptions. (See your emergency contacts if needed.)

G-3 Essential Oils

CPC Daycare diffuses the following essential oils in its classrooms, Ongaard, Lemon, Lavender, Melaleuca, Breathe and Forgive. Essential oils will not be diffused if a child has a physical limitation that prohibits their use. If you would like information about these oils please contact the office for a detailed list of their ingredients.

Section H: Daily Schedules

At Clover Pass Christian School & Daycare we will provide a structured environment with a variety of activities for your child. A sample schedule is listed below. Please keep in mind activities may vary from day to day, however we will stick very closely to meal and nap/rest times.

Infants

7:00-8:00	Greet & breakfast	12:00-2:30	Nap / quiet play
8:00-8:45	Diaper changes, Interactive play	2:30-3:00	Wake up, quiet play with older kids, Diaper Change
8:45-10:00	Naptime/Outside play	3:00-3:30	Snack
10:00-10:30	Snack, diaper change	3:30-4:00	Outside play
10:30-11:30	Stories, music, floor play	4:00-5:30	Inside play, books, puzzles, floor play for infants. 3rd Nap for young infants.
11:30-12:00	Feeding /Lunch, diaper change		

****Infants will always be put to sleep on their backs, there will be no exceptions made.***

Toddlers

7:00-9:15	Arrival and Guided Play
9:15-9:30	Clean Up and Snack Preparation
9:30-9:45	Snack
9:45-10:15	Group Activity, Art, Manipulatives
10:15-10:30	Prep for Gym or Outdoor Play
10:30-11:15	Gym/Outdoor Play
11:15-11:30	Circle Time
11:30-12:00	Lunch
12:00-12:30	Movie/Diapers/Potty
12:30-3:00	Nap/Quiet Rest
3:00-3:15	Snack
3:15-5:30	Free play

Preschool

8:30	Welcome and Start
8:30-8:45	PE
8:45-9:00	Bathroom Break
9:00-9:15	Snack
9:00-9:15	Bible/Circle Time
9:15-9:30	Math/Manipulatives
9:30-9:45	Bathroom Break
9:45-10:00	Snack
10:00-10:25	Gross Motor/Gym/Outside Play
10:25-10:35	Bathroom Break
10:35-10:40	Story Time
10:40-11:00	Art/Letters
11:00-11:45	Center Play

11:45-12:00	Clean Up for Lunch
12:00-12:30	Lunch
12:30-1:00	Nap Preparation/Video
1:00-3:00	Nap Time
3:00-3:15	Lights On/Clean Up Mats
3:15-3:30	Snack
3:30-5:30	After Care

Day Camp (Holidays and Summer Vacation)

7:00-8:30	Free Play/Arrival
8:30-8:45	Clean Up
8:45-9:15	Bible/Prayer/Devotions
9:15-9:30	Snack
9:30-10:00	Outside Play
10:00-11:00	Art/Crafts
11:00-11:15	Clean Up
11:15-11:45	Quiet Reading
11:45-12:00	Lunch Prep/Bathroom Break
12:00-12:30	Lunch
12:30-1:00	Outside Play
1:00-3:00	Movie/Quiet Rest
3:00-3:15	Snack
3:15-3:30	Clean Up
3:30-5:30	After Care

Section I: TV/Video and Computer

Please do not send movies to daycare with your child, unless prior permission has been received by the classrooms lead teacher. All videos will be provided by Clover Pass Christian School & Daycare. TV viewing is limited to 30-60 minutes per day.

Section J: Behavior Management

J-1 Discipline

Although discipline is never a pleasant issue to address, we realize it is necessary and vital to a child's growth and healthy development. Children at CPCS Daycare will be loved and praised often. We hold children to a high standard and expect parental/guardian support when that standard is not being met. We will be firm, fair and consistent when applying discipline to any child. We will always use Biblical principles when addressing behaviors with children and will often use Bible verses and prayer in our discussions. The following techniques will also be used when required. At no time will corporal punishment be used.

- Redirection of child's attention
- Age appropriate time out
- Losing the choice of a particular toy or activity
- School Age children may lose a section of "outside or gym time"
- Phone call to parents/guardians

Violent and disrespectful behavior, bad language or abusive behavior will not be tolerated. If a child's behavior becomes disruptive requiring the full attention of one or more staff members, you may be called to take your child out of care for the day. We will make every effort to work with you and your child to modify disruptive behavior, however, if our attempts are not successful or you are not willing to comply with certain directions, you will be asked to withdraw your child permanently from our center.

Parents are responsible for any broken or damaged equipment resulting from disruptive or violent behavior.

J-2 Biting Policy

Our program recognizes biting is unfortunately not unexpected when toddlers are in group care. We are always upset when children are bitten in our program and we recognize how upsetting it is for parents. While we feel biting is never the right thing for toddlers to do, we know they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting, but on effective techniques, which address the specific reason for the biting. When biting occurs, we have three main responses:

- Care for and help the child who was bitten.
- Help the child who bit learn other behavior.
- Work with the child who bit and examine our program to stop the biting.

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. We do not and will not use any response that harms a child or is known to be ineffective.

The following steps will be taken if a biting incident occurs:

- The biter will be immediately redirected and moved away from the bitten child
- The bitten child will be comforted
- If necessary, first aid will be given to child who was bitten
- The parents of both children will be notified the same day of the biting incident, keeping names confidential
- The biting incident will be documented
- If medical attention is required, the school board will be informed promptly about the incident.

When we experience ongoing biting in a toddler room, we develop a written plan with specific strategies, techniques, and timelines to work on the problem. This written plan is shared with all parents in the room.

Our staff attends trainings annually on developmental issues such as this. In addition we have current resources on biting available for staff and parents. We encourage parents to bring their concerns and frustrations directly to the administrator or teachers.

Section K: Inclement Weather

If it becomes necessary for us to close the center due to weather, we will make every effort to notify parents as soon as possible. If the public school closes for severe weather, we will also close. You may check our Facebook page, call or e-mail (cpcsd daycare@gmail.com) our office for information on closures due to weather. If a power outage is experienced and is estimated to be out for longer than 2 hours, we will call to have your child picked up.

We will do everything possible to have a regularly scheduled outside play time for your child. However, on days where the weather is too cold (25 degrees or colder including wind chill) or wet, we will go to the church/school gym. Please be sure your child has rubber boots, warm jackets or snowsuits, mittens and hats for walking trips, snowy days and outdoor play. During the warmer months, there will be opportunity for children to play outside with water. We will request appropriate clothing for those times.

Section L: Meals and Snacks

Clover Pass Christian School & Daycare will provide breakfast and an afternoon snack for your child each day, along with either milk or water. The menus are posted in each classroom. Your child will only be served what is on the menu. There are times when we have to substitute an item. When that is the case, we will write what the substitution was that day next to the menus. Your child will need to bring a sack lunch & morning snack each day. We do have a microwave available for lunches which need to be warmed.

If your child has any food allergies or has any dietary restrictions, we will do our best to accommodate them, however we may ask for your help in providing snack foods suitable for their diet. We are not a peanut free school but do provide alternative snacks for allergy sufferers. If you are doing a special diet (paleo, elimination, vegan, vegetarian, lactose free etc.) you will be responsible for providing all foods. We are happy to accommodate such needs. A plan must be submitted in writing/e-mail to the administrator to assure your wishes are met.

Formula, breastmilk and baby food must be provided by the parents. Mothers of infants who are nursing are welcome to stop by at any time to feed their babies, we will endeavor to provide a quiet, private area for you and your baby, Gum & candy is not permitted. If candy is sent in the lunch box we will remove it. Treats are acceptable for special occasions, as long as it has been arranged with daycare staff and there is enough for every child.

Section M: Field Trips

Occasionally, we will take children on field trips, especially during the summer when the weather tends to be more conducive to being outside. We will notify you at least 2 weeks in advance of an upcoming field trip, a signed release slip will be required. If a trip requires transportation the church/school 14 passenger van will be used. If staff vehicles are also used you will be notified. All children are required to be in age/weight appropriate child restraints. We have a limited number of booster seats. Children under 4 years and 40 lbs are required to ride in a 5 point harness carseat provided by the parent. Children 4-8 years old and under 65 pounds are required to ride in a booster seat. No exceptions will be made. This is the law.

Section N: Transportation

Clover Pass Christian School & Daycare does not provide transportation to and from the center, other than field trip transportation.

Section O: Open Door Policy

CPCS Daycare has an open door policy. We encourage any parent or guardian to stop by at any time to visit with their child(ren) and be a part of their daily routine. We welcome the opportunity to help you feel secure and confident about the quality of your child's care. If there

are any questions or concerns regarding any part of your child's care, we ask that you speak with the administrator directly. We are here to help and aren't always aware of problems or concerns you may be experiencing.

Section P: Caregivers

P-1 Employees

Employees are in paid positions. They are hired on both a full-time and part-time basis. All applications are treated equally without regard to race, sex or national origin. All employees are subject to a criminal background check and will be required to take a first aid/cpr class within 60 days of hire. Employees are required to complete 10-20hrs of training as set forth by the Alaska State Regulations.

P-2 Substitutes

From time to time it is necessary to cover regular staff shortages with substitute staff members. Each substitute staff member will be carefully chosen and qualified for the position. They are also background checked and are required to complete training hours.

P-3 Emergency Workers

There are times when emergencies arise and it will become necessary to call on emergency caregivers to cover the center. It is our priority in these situations to make sure the well-being of the children come first.

Section Q: Emergencies

In case of injury, first aid treatment will be applied and the parent informed. In the event of serious injury, emergency care will be pursued under the parental release included in your application package. The child will be taken directly to Ketchikan General Hospital. Parents will be notified immediately. In the event an evacuation is needed, children will be taken to Clover Pass Community Church main building and parents will be called and asked to pick up their child(ren) there.

Section R: Policy & Procedures

R-1 Governing Board

Clover Pass Daycare and Clover Pass Christian School are both ministries of Clover Pass Community Church. All daycare policies and procedures are set by the administrator and approved by the Clover Pass Christian School Board, who in turn reports to Clover Pass Community Church's Governing Board. The daycare administrator is directly responsible to the Clover Pass Christian School board.

R-2 Policy Changes

A 30 day notice will be given for any policy and procedure changes that affect the daycare center. These changes will be posted and given to parents in writing. They will also be sent to the State of Alaska licensing office.

R-3 Grievance

Parents who have questions or concerns regarding daycare policies or procedures should contact the administrator to discuss their concerns. It is not appropriate to discuss policy grievances with school or daycare staff members. If a grievance is not resolved satisfactorily by

the administrator, the parent may contact Clover Pass Christian School's board president. Further appeal consideration may be sent to the Clover Pass Christian School Board in writing.

Section S: Comments, Complaints and Inquiries

CPCS Daycare is a state licensed daycare. All inquiries regarding the State Licensing of CPCS Daycare may be directed to the appropriate state regulatory agency.

Department of Health and Human Services
Child Care Program Office
P.O. Box 110640
Juneau, AK 99811-0604
(907) 465-4756 or 1-888-268-4632