

Welcome to

# The Little Arrows

Daycare & Preschool Academy



*Ministry of The Point of Refuge*

Pastor Steve & Miranda Doss

Minister of Education- Dan Exler

Daycare Director- Sandra Hendrix

3100 High Ridge Boulevard

High Ridge, MO

636-671-9494

[www.thepointofrefuge.com](http://www.thepointofrefuge.com)

“Like arrows in the hands of a warrior are children born in one’s youth.” Psalm 127:4



Dear Little Arrows Families,

It is an honor and privilege to welcome you to Little Arrows Daycare, affiliated with The Point of Refuge Church. I am committed to providing extraordinary care and the process of continuous improvement- ensuring each child's growth and success. Here at Little Arrows, your child will have an opportunity to grow and discover, with a curriculum that stimulates your child's curiosity. The program will include general and Christian learning, allowing the finest early education possible.

Thank you for allowing me to serve your child. My goal is to have every action seasoned with the love and service of Christ. Whether it is tying your child's shoe, wiping their tears away on a hard day, or bending down to help them clean up, I am humbled to serve your child.

Little Arrows Daycare Director,

Sandra Hendrix

**PLEDGE OF ALLEGIANCE TO THE  
UNITED STATES FLAG:**

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

**PLEDGE OF ALLEGIANCE TO THE  
CHRISTIAN FLAG:**

“I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty for all who believe.”

**PLEDGE OF ALLEGIANCE TO THE BIBLE:**

“I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.”

## **HISTORY**

The Little Arrows Daycare & Preschool Academy was established in 2018 by the body of The Point of Refuge in Byrnes Mill, Missouri, under the direction of Pastor Steve Doss. The daycare/preschool is license-exempt religious organization.

## **MISSION STATEMENT**

The Little Arrows Daycare & Preschool Academy is a ministry of The Point of Refuge. The services we provide are designed to assist parents in meeting the demands placed on them outside of the home, be a partner in the early education, and offer a loving, nurturing environment with Biblical teaching.

Children are constantly learning, observing, experimenting and imitating. Therefore, we are committed to giving your child an atmosphere that supports those instincts in a healthy, accommodating and beneficial way. Our daily objectives include operating our classroom with positive group interaction and learning in addition to individualized attention to their God-given uniqueness.

Our staff are devoted to children and upholders of our Godly character. We love the children in our care and their families. We will work hard every day to achieve what is best for them.

As a non-profit ministry, our rooms are staffed based on the needs of the children-not the demands of our profitability. At The Little Arrows you can expect consistency for your child!

We recognize and appreciate the trust placed in us each time a parent chooses The Little Arrows to provide care for their child-it is a trust we take seriously. Our teachers strive to provide an educational and developmentally appropriate environment for children that promotes Christian values, enhances character development, and nurtures each child's individual strengths.

Communication is vital to any partnership, and The Little Arrows is no different. We respect parents and guardians as the experts on their child and are committed to working with you to achieve great outcomes!

## **STATEMENT OF FAITH**

The fundamental doctrine of the United Pentecostal Church is repentance, baptism in the name of Jesus Christ for the remission of sins and the receiving of the gift of the Holy Ghost as evidenced by the speaking of other tongues as described in Acts 2:38. The Little Arrows embraces this doctrine, but does not enforce the doctrine.

## Hours of Operation & Registration

### Hours of Operation

The Daycare is open from 6:00am to 6:00pm, Monday through Friday. However, children are not required to be present the whole time. So that your child may receive the full benefit of our program: 2/3 year-olds should be in class by 8:30am; 4 year-olds should be in class by 8:15am. The morning curriculum will usually be completed by 11:00am for 2's and 3's and by 11:30am for 4's.

### Registration

Registration consists of completed application, enrollment deposit, immunization records, and a copy of the child's birth certificate. Your child is considered enrolled upon payment and completion of paperwork.

Enrollment Deposit: 1 Week Tuition Fees and Curriculum Enrollment Fee. Tuition is applied in full to your child's first week of care and is non-refundable.

Immunizations, physical examination form and a copy of the child's birth certificate are required to be on file in the office BEFORE a child may begin.

## Tuition, Fees, Discounts and Payment Policies

### Tuition

	<b>Full-Time</b>	<b>4 Day</b>	<b>3 Day</b>	<b>2 Day</b>	<b>1 Day</b>
<b>Infant</b>	\$200/weekly	\$45/daily	\$50/daily	\$55/daily	\$60/daily
<b>Toddler</b>	\$190/weekly	\$43/daily	\$48/daily	\$53/daily	\$58/daily
<b>*2 Year Old Early Pre-K</b>	\$180/weekly	\$41/daily	\$46/daily	\$51/daily	\$56/daily
<b>*3 Year Old Pre-K</b>	\$170/weekly	\$39/daily	\$41/daily	\$49/daily	\$54/daily
<b>*4 Year Old Preschool w/Daycare</b>	\$150/weekly	x	x	X	X
<b>*4 Year Old Preschool only 8:30-11:30</b>	\$100/weekly	x	x	X	X

All part-time students will be taken in as long as space is available.

Elementary Age Care (School Year Rates)	Before & After	Before or After
	\$80	\$40

\*Curriculum Enrollment Fee applies

### **Fees**

Late Pick Up (after 6:00pm): \$3.00 per child per minute (or any part thereof)

Late Payment: \$10.00 each Wednesday for balances of \$100 or greater

Accounts are reviewed EVERY WEDNESDAY. Any balance of \$100 or greater is subject to a late payment fee of \$10 at this time. Notification will be provided to the account holder via email. Balances carried for two weeks or more may result in termination of care.

Returned Check: \$25.00

Field Trips and Special Events: Varies depending on admission, staffing and transportation costs. Usually \$1-\$10

Curriculum Fee (2Year Old+): \$50 due every August

Temporary Withdrawal of Care: Granted at director's discretion. Return date may be restricted due to other enrollment schedules. Two-week deposit required to hold spot.

### **Discounts**

Once your child is completely potty-trained there will be a \$10 discount provided.

Referral Bonus: A \$100 credit will be applied to a current customer's account when a new customer has paid a one-week deposit for a permanent full-time enrollment position and named you as their referral. May be prorated for multiple references.

Multiple Child Discount: Families of two or more regularly enrolled children will receive a 10% discount on total tuition costs from The Little Arrows.

Kindergarten Enrollment: If child attends The Little Arrows Preschool program a 10% discount will be applied to their Kindergarten enrollment to The Refuge Academy.

### **Payment Policies**

**When are payments due?** All fees are due in advance of care given. You may choose from the payment schedules listed below. Please consult director to request any changes. The Little

Arrows does not print paper statements, but does offer electronic invoices and statements via email.

Payment Schedule	Due Date
Weekly	Each Monday
Bi-Weekly	The first Monday of the 2 week period
Semi-monthly	1 <sup>st</sup> and 15 <sup>th</sup> every month
Monthly	1 <sup>st</sup> of each month

\*Monthly invoicing is figured by taking the weekly tuition rate times 4.33 (52 weeks in a year, divided by 12 months). Semi-monthly invoices are figured by taking the monthly rate divided by two.

**Where do I make payments?** Make payments online thru Sandbox. Give cash or check directly to director and obtain a receipt. The Little Arrows is not responsible for cash payment claims not validated by receipt.

**Are tuition fees based on enrollment or attendance?** Fees are based solely on the enrollment time we have reserved for your child. If your child is absent, you are still responsible for your regular payment. If you need to adjust your reservation times (from your enrollment form) please contact the director to do so. If your child is scheduled to be here in excess of their regularly reserved times, additional fees may apply (i.e.: non-school days).

**What are the hours of operation?** Generally, Monday thru Friday, 6:00am to 6:00pm. We are closed for the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve at 12:00pm and Christmas Day. Holidays that fall on a Saturday will be observed the preceding Friday and holidays falling on a Sunday will be observed the following Monday. Regular tuition rates still apply.

**How do I terminate my child’s enrollment?** Per your enrollment agreement, you must give The Little Arrows a minimum of 2-weeks written notice. You are responsible for tuition charges during that 2-week period regardless of attendance.

**Do I receive any “vacation time” for my child?** After 12 consecutive months of enrollment, accounts in good standing are eligible for one free week of tuition per calendar year, regardless of attendance that week. The free week is credited at your most common invoice amount (i.e.: School-agers vacation week is based off their school year rate – not summer).

**When are fees reviewed and adjustments made?** Fees may be adjusted at any time, with a 4-week notice from The Little Arrows. Typically, adjustments are only necessary at the beginning of each school year.

## Communication

The Little Arrows is virtually a —paperless school, meaning that we make every effort to eliminate paper by communicating with parents through email and Sandbox (parent web site).

Parents are encouraged to sign onto Sandbox at least once a week to view your financial statement, child's formal evaluation, resource documents, and web forms which include permission slips for special activities and functions. Also, each teacher maintains a class newsfeed page which consists of: the class Weekly Tribe Report(newsletter highlighting the weekly activities in the classroom), recent class pictures, and special activities specific to the class such as birthday and holiday parties.

To create a Sandbox account, please visit [www.thepointofrefuge.com](http://www.thepointofrefuge.com) and click under The Little Arrows/Sandbox.

## Security

The Little Arrows and The Refuge Academy have a secured access system installed at each main entrance. All other doors are locked and serve as exits only. A fob "key" or code is needed to gain entrance to the building. Deposits are \$15/fob. We do have a surveillance camera for those without a card, but this is not intended to be a replacement for your key. Please note that while we do our best to always staff the office, there are times we will be in other areas of the daycare and unavailable to answer the door immediately. If you have lost your fob please report it to the director immediately so we can deactivate it to ensure safety. If an individual is without their fob for more than two consecutive days, we will deactivate it and issue a new one with the deposit charged to their account. If the key is later found, please return it to the office. All keys returned in good condition will be credited back the deposit amount paid.

There are security cameras for the play area and parking. These are monitored daily and recordings are kept for a 30 day time period. If an issue arises please see the director as soon as possible.

## Child Custody

Any biological or adoptive parent has all rights of a parent unless his/her rights are altered by the courts. The Little Arrows cannot alter or deny any parental rights of either parent unless a custodial parent submits a request to an administrator and provides a court order consistent with their request. So as to ensure there is no confusion, it is helpful if the parent provides a written statement of the protocol they expect be taken regarding custody issues. Please note that The Little Arrows can only comply with what is in the court order. It is in the best interest of all parties for parental disputes to be resolved outside of the daycare setting. The Little Arrows will not 'take sides' with parents, but will focus only on the best interests of the child.

## **Immunizations/Illness/Medication**

### **Immunizations**

The State requires all daycares to have a current immunization record on file for all children enrolled. Please notify the office whenever your child has received a new vaccine. You can stop in, complete on Sandbox, call us, or e- mail us the name of the vaccine and the date it was given. Records are submitted to the State annually, and we will notify you if your child is missing any.

The State does allow exemptions for medical, religious and personal reasons. A meeting with the director and additional paperwork is required if this pertains to your child.

Medical concerns do exist when unvaccinated children are in a group care setting. In particular, a child care setting in which vulnerable individuals (such as infants) are enrolled. We wish to respect those with differing beliefs on what is best for their family—but it must be understood that those decisions may affect other children detrimentally. With this in mind, The Little Arrows will accept unvaccinated children with the appropriate paperwork completed— however, in the event of an outbreak of a vaccinated disease, families refusing the vaccine (without medical necessity) will be temporarily unenrolled until it is deemed safe. We follow this same protocol with our staff as well.

If a child's Immunizations or Physical form is not current, the child may not attend class until the form is up to date. The director will send you an advance reminder when your child's form is approaching its expiration date. However, it is the parent/guardian's responsibility to obtain these records in a timely manner to ensure that there are no interruptions in your child's school year.

### **Illness**

In case of illness, you will be notified to pick up your child within an hour of when you were first notified. If you are called to pick up, your child will not be admitted to school the next day and must be out until all symptoms subside. Please understand that this is for the health of the children. No child will be admitted to school under the following conditions:

- ◆ A child with a fever of 100 or above. He/she must be without a fever for 24 hours (without a fever reducer) before returning to school. Please do not administer a fever reducer before dropping your child off. When the medication wears off, your child's fever will spike again and we will have to call you to pick up. Also, the other children and teachers will have been exposed to whatever your child has.
- ◆ A child with diarrhea or vomiting may not come to school.
- ◆ A child will not be allowed in class with a green or yellow runny nose.

- ◆ A child with excessive coughing.
- ◆ A child with any infectious disease will not be allowed in school. (Conjunctivitis, measles, chicken pox, etc.).
- ◆ A child with a sore throat needs to be seen by the doctor to rule out strep throat or any other contagious disease.
- ◆ A child with an unexplained skin rash.

We reserve the right to ask for a doctor's note before accepting a child back to class.

Please remember: An ill child must be out of school for at least 24 hours and until all symptoms subside.

### **Lice Policy**

If your child is found with live lice, we will contact you immediately to pick up. As with all contagious conditions, the child's name is kept confidential, but the condition is reported so other parents can be on alert. Before returning, the child must have been treated and without lice and nits. We will do routine head checks following a lice diagnosis. Rediscovery of live lice or nits will require an immediate pick up and repeat treatment at home. The Little Arrows takes all CDC recommended measures on lice prevention at our Center including laundering, vacuuming, and separation of items.

### **Medication**

Only prescription medication in its original prescription container will be administered to children. The prescription label must contain: the doctor's name, child's name, and medication directions for administration.

## **The Little Arrow's Cafe**

### **Meal Service Procedures**

Each classroom, with the exception of our infant room, has their own designated time to eat their meals in their classroom. We thank God for the food he provides through daily prayers before meals. Each classroom has their own meal-time prayer. Our teachers often times eat with the children and model healthy eating choices and manners during meals. Eating areas are sanitized after every use, our kitchen is cleaned every day, and dishes are safely washed, sanitized, and air dried prior to reuse.

### **Peanut Free/Allergy Policies**

The Little Arrows is a peanut free center. We do not serve foods with peanuts in the ingredients list, nor do we allow them on premises due to the potential for severe life-threatening reactions. However, many foods have a disclaimer indicating a chance of exposure —we don't avoid these foods unless directed by a parent or physician. The Little Arrows does not serve tree nuts (almonds, cashews) but will allow them for children on file for bringing their own food from home or with special non-dairy milk needs. Sharing of any food is prohibited and we work on teaching this, in addition to other food related lessons! Exposure to any food on premises is always a risk—while we do our best to prevent it, we also acknowledge the possibility and have an action plan prepared to handle food-related emergencies. Additionally, food allergies are all handled with individual attention in the parents' meeting with the director. Additional precautions may be taken by our academy if deemed necessary by the director.

## **The Little Arrows Cafe**

### **Breakfast- closes at 8:15am**

The Little Arrows Catered Breakfast – the monthly menu will be posted on the school web site as well as Sandbox. Breakfasts include: en trée, fruit and a choice of milk or juice.

### **Lunch**

The Little Arrows Catered Lunch – the monthly menu will be posted on the school web site as well as Sandbox. Lunches include: en trée, side, dessert, and a choice of milk or juice.

### **Snacks**

A snack will be provided in the afternoon after 3:30.

## **Diapering/Potty Training**

### **Diapering**

As a general rule, all infants' diapers are checked and changed (unless dry) every two hours. If a bowel movement has occurred or they are noticeably wet, they will be changed immediately. In the case a child is napping, the two-hour rule is extended until they wake up. Diaper changes are done in a designated area. Teachers wear gloves for diapering, use disposable wipes to clean the child's diaper-area, hands (teachers' and child's) are washed immediately following, and the table disinfected. Parents must keep an adequate diaper supply at the daycare. You will be notified when we are running low. In the event we would run completely out and still have not received any, we will require an immediate delivery be made for your child. If any diapers were 'borrowed,' they will be replaced from your new supply.

## **Potty Training**

Children generally begin potty-training in the toddler department. This is a group effort! When you feel your child is ready to begin training, please communicate your plan for this with the teachers so we can work together. If we have noticed signs your child may be ready, we will inform you of this and ask for your feedback. Potty training techniques vary, as do children's learning styles and parents' preferences. We do our best to accommodate your preferences, but our first priority must be in meeting our regulations. Children potty training are taken regularly to the restroom and encouraged, but never forced, to sit on the toilet. Good wiping and hand washing is taught. Children may start wearing underwear when they average one accident or less per day. If they consistently have one or more accidents, we will ask that they go back to diapers or pull-ups in order to provide a sanitary environment for your child and their classroom. It is our goal that all children be potty-trained by age three so they are prepared for a successful transition to the pre-school department. If we are not able to accomplish this, we will conference with parents to develop a new plan.

## **Accidents/Spare Clothing**

In the event a toileting accident occurs, or clothing becomes soiled, it is removed and placed in a bag. Every child should have 'back-up clothing' that will replace the soiled items. In the event back-up clothing is not available, we will check our daycare clothing stock, and lend clothing if it is appropriate for the size and weather. Please return borrowed clothing as soon as possible. Due to health department regulations, we cannot clean clothing that has been soiled with feces. We recommend spare clothes be labeled with your child's initials and encourage parents to check occasionally to make sure it is fully in stock and weather-appropriate.

# **Discipline**

## **Biting**

Children bite for a variety of reasons. Some children are confused on how to display affection, some may be frustrated in trying to communicate, some may be teething, and others may be responding to changes that they are not yet comfortable with. When a child bites at The Little Arrows this is how it is handled: We use a firm voice saying, "No bite!" and direct the child to think time for "hurting our friends." We offer an appropriate biting toy (such as a teether) if necessary, and of course give the bitten child lots of positive attention. Parents of both children will be notified via an incident or accident report. If biting becomes excessive, unusually aggressive, or is not age-appropriate, we may elect to suspend care for 2-3 weekdays. If, upon return, the same biting issues occur—a longer suspension or termination of care may be issued.

## Think Time

Discipline is a vital component to the learning process of a child. Gentle discipline is neither permissive nor punitive, rather a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. At Little Arrows, children will receive gentle, loving, and Biblically modeled discipline.

The first rule in discipline is always to ensure the child has frequent, enriched “time-in.” This means that they are receiving positive attention (i.e.: a hug, a hand on the shoulder with a smile) for appropriate behavior. We strive for the children to enjoy the environment they are in, and the people they are with, and we make a point to create situations in which they will be successful! We also make a point to practice expected behaviors and actions, and how to handle situations that when experienced, can be difficult for the child to handle properly.

When a child’s behavior differs from an expectation that they are aware of and have practiced, - we use “think time.” Think time is a “social contrast” - a time away from their teachers and peers attention. It may look different depending upon the child and/or classroom, as what works for one child or one class, may not be as successful for another. However, the purpose remains the same: for the child to calm down and correct their behavior. Their instructions for time out are kept short and unemotional. They receive no attention from their teachers and peers during this time—they need the social contrast in order to learn to do their “think time” correctly, and engaging them in conversation takes away that opportunity. They will be under the teacher’s supervision throughout their entire “think time.” When a child has done their “think time” correctly, the teacher will acknowledge that and invite him/her to rejoin the class activities with a clean slate. We begin using think-time when the child is 1-year old. Their total required time of separation from the group will not exceed one minute for each year of the child’s age.

- A behavior may warrant calling a parent during the day to speak with their child over the phone. On rare occasions, a parent may be called to come to the school to speak with their child.
- Should these efforts fail to produce the desired behavior in the child, parents will be called to meet with the Preschool Director and the child’s teacher to develop a suitable strategy for correcting the child’s inappropriate behavior.
- If the above steps do not produce the desired behavior, the child will be withdrawn from daycare or preschool.

# General Policies

## Naptime

Naptime is an opportunity for children to rest. Each child is provided with a mat or cot and required to lie down during nap time. Parents provide their child with a flat (not fitted) twin sheet for nap time. This sheet should be taken home on Friday for laundry and returned on Monday.

## Parties

### Birthday:

Parents are welcome to bring in a special treat for their child on his/her birthday. Please contact your child's teacher at least 2 weeks in advance to make the arrangements. We do not allow clowns, magicians, etc. Party invitations will not be distributed at school unless there is one for every child in the class.

### Holiday:

Parents will receive advance notification of holiday parties.

## Pictures

Individual school pictures will be scheduled during the fall and/or spring. Parents will be made aware of the picture dates ahead of time and will be able to purchase the pictures when they are returned for preview.

## Outdoor Play

Outdoor play is essential to children's health and well-being. Health experts are unanimous on the importance of fresh air and the negative health consequences of children spending too much time in closed, indoor settings. The Little Arrows supports this philosophy by scheduling regular outdoor play for the children in our care. We also recognize the importance of taking precautions to certain weather conditions, including the following:

### **Rain, Sleet, Ice**

No outdoor play time. In the event it clears, but the ground is still wet, we may take a nature walk.

### **96+ degrees**

Reduced outdoor play time, with water available. Heat index will be checked and recommendations followed.

### **40-95 degrees**

Regularly scheduled outdoor play time . A jacket is required if it is below 60 degrees.

### **15-39 degrees**

Reduced outdoor play time with full winter attire. Wind chill will be checked and recommendations followed.

### **14- degrees**

No outdoor play time. An alternative exercise time will be substituted.

### **Snow**

Children will go outside to play if the temperature allows. Snow attire **MUST** be provided or parents will be called to bring it in.

If your child is well enough to be at daycare, we presume they are able to enjoy outdoor play. Any parent requesting their child remain indoors during outside time must present their request to the office and may be required to submit a physician's order. It is best to always assume we will have outdoor play and bring the appropriate attire (snow pants, boots, a jacket, etc.). Also choose items that you won't mind getting a little wet or dirty. You may leave these items in your child's cubby if you wish, eliminating the inconvenience of transporting them each day. If a child does not have appropriate outdoor play attire, they may be restricted to a certain area during this time (such as a clear paved area, as opposed to a snow covered area requiring snow boots) and parents will be called and asked to bring it in. Due to safety concerns, young infants will not be taken outside. Infants six months and older may have limited outdoor time such as a stroller ride. All outdoor play is carefully supervised by our teaching staff.

Outdoor play spaces at The Little Arrows include a playground and outdoor classroom, both of which are fully enclosed by fencing. We also allow our school-aged children use of The Refuge Academy's playground.

### **Learning Center Property**

God has provided the property and equipment through faithful members giving and registrations. We consider the campus a blessing and strive to do all within our means to care for it. Anyone known to deface or destroy property or belongings will be assessed the full cost of repairs or replacement and be at risk of dismissal from the program.

### **Screen Time**

Screen time is kept at a minimum. It is used to have the children safely situated while we prepare the classroom for nap. On occasion, a longer period will be allowed for a special treat, event, or curriculum connection! We only allow G-rated movies unless specific screening and approval has been given by an director.

### **Drop-off**

Children may be dropped off as early as 6:00 a.m. Children are not allowed to walk to the classroom unattended. Children must be signed in and out each day for drop off/pick up.

### **Pick-up**

Children must be picked up no later than 6:00 p.m. Children are not allowed to walk to the vehicle unattended. Children must be signed in and out each day for drop off/pick up.

Only individuals listed on your Sandbox Pick-up screen will be allowed to remove your child from the daycare. Photo identification will be required at pick-up. Sandbox will be checked to verify individuals who have parental approval to pick up. It is vital that you keep your child's pick up list current on Sandbox.

If a child is picked up after 6:00pm, a late pick up fee of \$3.00/minute will be added to the monthly tuition statement.

### **Parking**

The Little Arrows parents are welcome to use front row parking to our facility. Because many parents come through our doors and all are in need of a parking spot, we ask that this row only be used for **drop-offs and pick-ups**. In the event you need extended parking, we ask that you please park in a different spot.

### **Confidentiality of Records**

A child's records are open only to the director, TPOR administration, the child's teachers, and the child's parent or legal guardian.

### **The Little Arrows Staff**

Out of the many things The Little Arrows takes pride in, our teachers are number one! A staff information board is posted at our entrance for you always to be familiar with our staff.

The Little Arrows staff must possess the experience and education to qualify as a teacher at our center. All of our regular staff are CPR/First Aid certified and receive ongoing training in health and safety. Each has cleared numerous background checks, including child and adult abuse/neglect, criminal history, and sex offender registries. In addition, The Little Arrows, The

Point of Refuge Minister of Education and/or Pastor conducts an additional evaluation on all applicants prior to hire to ensure their morality, philosophies, beliefs and faith are of high standard. All staff are required to obtain a pastoral reference, attend church, and be actively involved in the church of their choice.

### **Dress Code**

Students should be dressed in appropriate play clothes. Each child should bring an extra set of clothing in a plastic Ziploc bag for emergency use. Please remember to label clothing with your child's name. For safety reasons cowboy boots are not allowed to be worn to school. Sneakers are the shoes of preference. Clothing with inappropriate slogans or advertising will not be allowed. Please dress students warmly during cold weather for outside play. You may also purchase The Little Arrows outerwear online at [www.thepointofrefuge.com](http://www.thepointofrefuge.com).

### **Emergency Closings**

Regarding a natural disaster, we will be governed by authorities broadcast on radio and television.

### **Emergency Drills**

The daycare participates in the following school-wide emergency drills: fire, tornado, and lock down. These drills prepare children for what to do in the event of a true emergency.

### **Emergency Information**

Parents must provide Emergency Contact Information on Sandbox. It is the parents' responsibility to update emergency information (home or work phone numbers, new address, email address, etc.). It is crucial that this information remain current so that we are able to contact you in the event of an emergency.

## **Early Education**

At The Little Arrows we offer a quality early childhood education program. This program includes a stimulating environment with activities that provide opportunities for the growth and development of each child physically, socially, emotionally, intellectually, and spiritually.

**PHYSICALLY**—Our program provides space, equipment, and activities to help your child develop gross motor and fine motor skills as well as balance, agility and coordination.

**SOCIALLY**—Taking turns, respecting others and sharing are necessary social skills for your child to develop. We provide experience for them to do this by peer, one-on-one, and group interaction.

**EMOTIONALLY**—We encourage children to express their feelings. Since childhood is a time filled with emotions, we feel it is important to let children know they can express their feelings, both negative and positive, and help equip them with the tools to do this in appropriate ways.

**INTELLECTUALLY**—Intellectual development is crucial in early childhood. Our program provides intellectual stimulation through age-appropriate teachings by giving the children opportunities to explore numbers, grasp spatial concepts, practice phonics, recognize colors and shapes, increase speech and language skills, and more.

**SPIRITUALLY**—At The Little Arrows, we recognize and strive to meet each child’s need for spiritual development. Basic Biblical concepts are taught using a Christian curriculum and reinforced daily through various media, including Bible stories, songs, Bible verses and prayer before meals and snacks. Christian staff help to portray good role models for your child in an atmosphere of love, forgiveness and understanding. It is a top priority in our program.

### **2 year-old Pre K**

Each week your child will learn their letters, colors, numbers and shapes using flashcards and other creative learning games. They will also learn about art, the Bible, nature, home living, blocks and music.

### **3 year-old Pre K**

Each week your child will develop language, reading, writing, and math skills appropriate to his or her stage of development. During class time, we will also focus on prayer, pledges to the Christian and American flags, songs, and Bible stories.

### **Portfolios**

Assessment is the basic process of finding out what the children in our classroom know and can do in relation to their optimum development and to the goals of the program. With that insight, we can plan appropriate curriculum and effective instructional strategies to help them develop and learn, monitoring their progress along the way. Assessment at The Little Arrow includes portfolios of learning examples, which includes a developmental checklist. A portfolio is a purposeful collection of evidence of a child’s learning, collected over time that demonstrates a child’s efforts, progress, and achievements. A child’s portfolio contains work samples of all kinds and accompanying explanations of significant constructions and activities. Each portfolio will be available for the parents or guardians to view at any time.

For confidentiality reasons, portfolios are only shared with parents or guardians of the child. Because of this, we ask that you request the director to assist you when you want to view your child’s portfolio. Families will receive their child’s portfolio upon Preschool Graduation or upon their departure from care at The Little Arrows.

## **Classroom Promotions**

Children generally 'graduate' to the next room based on their age. There are a few things to keep in mind. Children may move up to the next classroom a little bit earlier or later than their actual birthday dictates. This can be due to a variety of reasons, including current enrollment and the child's developmental level. We always act in the child's best interest and generally the variance is not by more than a few months. When preschool begins at the age of four, the children move based on when they will start Kindergarten as opposed to their age. This ensures we have them on the proper path so they have experienced all Pre- Kindergarten teaching prior to their school start. Parents are notified of their child's planned graduation date several weeks ahead of time. Teachers work with the children to help prepare them for the transition including practicing new skills, visiting the next classroom prior to moving, and providing information to the new teachers!

## **Classroom Schedules**

Each classroom at The Little Arrows has their own specific schedule based on the developmental needs of that age group. Schedules are posted in every classroom. While a basic schedule is posted for our infants, we recognize that at a very young age they have a 'personal schedule' and it is more important for us to accommodate that, than impose our own. Therefore, while all schedule items are met for this age group, the times may vary from what is posted. Beginning with the toddlers a more structured routine is in place for the children. The Little Arrows believes that a regular routine offers consistency and security that children need, as well as begins the process of preparing them for school and life in general. We also believe in the occasional "fun day" (ie: pajama day, Christmas party, etc.) and allow schedule variances for such.

# **Preschool**

## **Education Goals**

At Little Arrows, our goal is to create a Christ-centered atmosphere of love, respect, trust and safety where children will strive to achieve their maximum potential under God. We endeavor to minister to the —total child. This instruction encompasses the spiritual, mental, intellectual, physical, social, and emotional areas of child development. These areas are inseparable; therefore, the truth of God's word will be incorporated throughout the entire curriculum.

## **Curriculum**

Our Preschool offers a structured learning program in a warm and secure environment. The Little Arrows uses the ABeka Curriculum. The scope and sequence sets goals in phonics, writing and numbers for every six weeks.

At class opening, your child will say the Pledge of Allegiance to the Christian and American flags. They will study their Bible stories and verses. Children will also say a prayer and sing lots of songs!

Each day after opening, class will move on to phonics, numbers and writing. They use manipulative toys such as puzzles, finger play, coloring, sewing, cards and stringing beads.

With ABeka Learn flashcards, Pre-K Fours learn about shapes, colors, health, safety and manners. There are also classes in art and science. Art class will include projects that will be sent home. Science class will focus on learning about animals and weather.

Four year old Pre K is a year-long class to prepare for Kindergarten. This means that your child will stay in the same class for a “school year”. This enables lessons that build upon each other every week. Pre-K graduate in May each year with a celebration and special ceremony in the afternoon. You will get information on your child’s graduation ceremony as the date approaches.

### **Evaluations**

Children are formally evaluated in December and May. You will receive an email notification when the evaluation is available for you to view on Sandbox. The evaluation is a tool we use to measure a child’s skills in the following areas: personal, social, cognitive, and small & large muscle skills. Parents are encouraged to set up a conference with their child’s teacher to go over the evaluation. The conference may be conducted over the phone or in person, although, a face to face meeting is preferred. Please call your child’s teacher to arrange a conference.

### **Graduation Fee**

A preschool graduation fee of \$30 will be billed during the month of March for students enrolled in the Little Arrows Preschool program. This fee is used to help defray the costs associated with the graduation program and reception that is presented at the end of the year.

### **Preschool hours and days of operation**

Preschool will begin at 8:30am and will convene at 11:30am Monday-Friday.

Preschool will start the Tuesday following Labor Day and graduation will be the Tuesday prior to Memorial Day. There will be no preschool the week Thanksgiving, Christmas, New Years and the week prior to Easter.

If your child needs care after or before preschool or on the weeks that preschool is not in session that will be provided by the daycare.