

Center Mission and Purpose

We believe that children have the right to a nurturing, safe, Christian environment where they feel comfortable and secure. We believe that children have the right to develop to their maximum abilities and that the teachers have the responsibility to provide opportunities for this development to occur. We recognize that each child is an individual and that each child must be allowed to develop at his or her own pace. We hope that in treating each child with love and respect that they in return will learn to treat others with the same love and respect. We will strive to thoughtfully plan activities that meet the needs of every child which follow early Christian childhood developmental principals.

Curriculum

The objectives of our curriculum are based on proven child developmental principles regarding how children best grow and learn. We will provide children with a responsive learning environment with various experiences to help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development.

Hours of Operation

6:15 AM to 5:30 PM, Monday through Friday

School Closings- Holiday

New Year's Eve

New Year's Day

Martin Luther King Jr's Birthday

Good Friday

Memorial Day

July 4th holiday we will be closed 2 days

Labor Day

Veteran's Day

Wednesday before Thanksgiving,

Thanksgiving Day and the day after.

Christmas Eve

Christmas Day and the day after Christmas

We will be closed one day a year for training hours, cpr and first aid ,we will let everyone know in advanced the date.

Enrollment Policy

Before a child is enrolled in our center, an Enrollment packet must be filled out and returned to our center before your child can attend. All necessary documents including immunization records must be turned in also.Enrollment Fees

Full-Time

6 weeks - 1 year \$130 per week

2 years to 3 years \$120 per week

3 years to school age \$115 per week

Part time - All ages \$75 per week

After school care \$75 per week

Withdrawal Policy

It is mandatory that parents give a written and verbal two (2) week notice deciding to withdraw your child from our program. Families not giving a two week written notice shall be financially responsible for those two weeks.

If you withdraw your child anytime within the school year, August thru May you will be required to pay a 100.00 re enrollment fee before your child can come start back to school.

Payment Due

All tuition payments are due in full on Monday of each week, regardless of holidays, or if your child does not attend on Monday. A \$35.00 late fee will be added if your payment is not made by Monday afternoon. If accounts are not paid and past due we will pursue legal action and you will be responsible for all

Court Cost.

Late pickup

We close at 5:30 if you arrive after 5:30 you will be charged a late fee of \$25.00 and a \$1.00 for each additional minute.

Daily Arrivals and Departures

A parent or authorized adult must accompany children into and out of the center at all times, through the front door. You must remember to sign your child in or out at the sign in table. For safety purposes, please hold your child's hand in the parking lot. If your child has difficulty during drop off time, please keep these tips in mind:

Give your child a hug and kiss and let them know you will be back

Remember that once you leave most children will calm down and be excited about their day.

Feel free to call and check on your child anytime

Drop-Off Time

You may drop your child off at our center anytime between 6:15am to 12:00pm and any time after 2:00pm. Please do not drop your child off between 12:00pm and 2:00pm, as it disrupts other children that are sleeping for nap time.

Parent/Guardian/Guest Conduct on Company Grounds

Parents, guardians, or guest exhibiting aggressive behavior, verbal profanity, or any other forms of inappropriate conduct on school grounds shall result in an immediate dismissal of your child from our program. Standing accounts shall be paid in full, or legal action will follow.

Health and Illness

If your child is not well enough to participate in all activities, including outdoor playtime, then your child should be home resting. If symptoms appear during the

day, we will call you to pick your child up immediately.

If your child is exposed to a contagious illness, we will post a health alert notice on the sign in table. Please let us know if your child has been exposed to an illness away from school so that we can watch for symptoms.

To protect our children and staff, we have established policies regarding illness and other contagious conditions. These policies are in place to protect your child and comply with licensing regulations. Our daily health checks are performed every morning and throughout the day by our teachers to look for signs and symptoms of illness.

Children with the following symptoms will be sent home or not allowed at the center:

Fever over 100

Diarrhea (3 stools)

Vomiting (1 or more)

Abdominal pain which last more than 1 hour

Mouth sores

Rash

Pink Eye with white, yellow, or green discharge, redness or swelling even if it is allergies.

Untreated or treated scabies, head lice, or the presence of nits

Tuberculosis

Impetigo

Strep throat

Chicken pox

Rubella

Pertussis (whooping cough)

Mumps

Measles

Hepatitis A

Ring worm

Molluscum

RSV virus

Hand, Foot, Mouth virus

Before returning to daycare you must present a written consent from your doctor stating your child is well and may return to daycare.

For cases of diarrhea, vomiting, and fever the child is not allowed back in the center for 2 days after last episode.

Release of Children

No child will be released to persons not authorized by a parent or guardian.

Inclement Weather Policy

We will make every effort to remain open on a regular basis. However, during severe weather conditions, we may close our center. Closings will be announced on Facebook and local radio stations. We normally follow the City and County School closings for weather. Please note, refunds/credits are not given for days closed due to inclement weather.

Child Abuse/ Neglect

By law we are required to report any suspected cases of child abuse and or neglect.

Supplies

We ask that parents bring the supplies needed for your child. The child's teacher will let you know what items that they need.

Please sign and return stating that you have read and understand all of the policies of our handbook.

Parent signature_____

Date_____