



## **GENERAL POLICIES AND PROCEDURES**

*Revised May 2010*

### **ADMISSION PROCEDURES**

In order for your child to be enrolled in any program at ChristWay, the following items must be completed and submitted to the office of the director prior to your child's starting date at the center:

- ◆ Completed registration forms
- ◆ Affidavit signed and notarized
- ◆ Updated record of immunization (*blue card*)
- ◆ Signed payment policy (If child resides with both parents, a signature is required from each)
- ◆ Teacher Information Card
- ◆ Student Handbook Affidavit form
- ◆ All applicable fees must be paid in full prior to your child being admitted to the center.

These forms and fees must be submitted in full to the center before a child can attend any class. Admission to the Daycare is open to any child, provided the conditions of this policy are met. We do not discriminate on the basis of race, sex, or creed.

### **\*\*Important Note\*\***

**Parents or legal guardians are required to disclose any physical, emotional, or behavioral limitations, needs or concerns about their child in writing prior to registration. The Director reserves the right to deny your registration if it is determined that our program is not suited or staffed to meet your child's needs. Furthermore, ChristWay Child Development Center reserves the right to withdraw any child from the program at any time if behavioral and/or emotional problems with a child disrupt the day to day operations, if another persons safety is jeopardized, or if the Director determines the child makes it unreasonably difficult to meet the needs of other children in the program.**

### **HEALTH POLICY**

Your child must have up-to-date immunizations upon admission to the center. All immunizations must be kept current during the time your child is enrolled. It is the responsibility of the parent / guardian to keep a completed and updated blue card on file with the center at all times. You may be notified periodically as your child's card needs updates. Your child will be dismissed if a current blue card is not submitted in a timely manner.

### **ILLNESS POLICY**

Exposure to a new group of children may cause more illness during the first weeks until immunity is developed. Building up this immunity may only take a short time. Please keep in mind you must have an alternative plan for child care in case of illness. We take every precaution to safeguard your child against illness.

After a child's temperature is taken twice in a 30 minute span, and remains at 101.5°, the parent will be called to take the child home. The child may not return to the center until the temperature has been below 101.5° for 24 hours without the aid of medication.

The staff will evaluate each child on an individual basis. We will send a child home, or parents should keep their child home for any of the following reasons:

- ◆ Chicken Pox
- ◆ Vomiting
- ◆ Diarrhea (3 or more loose bowel movements within one hour period with or without fever)
- ◆ Eye infections
- ◆ Strep infections
- ◆ Rashes with fever
- ◆ Fever of 101.5° or more
- ◆ Ringworm
- ◆ Head lice
- ◆ Impetigo
- ◆ Ear infections
- ◆ Thick nasal discharge
- ◆ Any other contagious illness

The child cannot be returned to the center until they are feeling well enough to participate in the program and are no longer contagious.

Staff can recommend that the parent be called if the child's behavior indicates that they are too ill to participate in the day's activities.

In the event of an emergency a parent will be called. If neither parent nor contact persons can be reached, we will call 911 for immediate assistance. If it is necessary for the child to be transported to the hospital and no relative can be reached, a staff member will accompany the child.

### **MEDICATIONS**

If a child needs to have prescription or non-prescription medications administered, the parent or legal guardian must sign a release form for administering medication each day that the medicine is to be taken. All medications must be kept in the original container. All medications must be taken home on Friday of each week. Asthma, inhalers and breathing treatments are subject to the same procedure.

### **DAILY PLAY ACTIVITIES**

Children should be adequately dressed for outdoor play according to the season and weather. Children will generally go out if it is not raining. If a child is not well enough to go outside, please make alternative plans for care until he/she is well.

### **BIRTHDAYS**

Please feel free to bring something special for your child's class on his/her birthday. We encourage you to keep it simple with cupcakes, cake and other refreshments. Contact your child's teacher in advance and let her know of your plans. Please do not bring latex balloons into the center as they present a choking hazard for children.

### **TOYS AND PERSONAL BELONGINGS**

Your child is allowed to bring one sleep toy to daycare for naptime. We ask that no guns, swords, or other toys of this nature be brought to the daycare. The center provides many toys and activities for your child to enjoy. If you do not want your child's toy to be at risk of loss or damage, please leave them at home. The center will not be responsible for any toy, video, or DVD that is lost or damaged. All items brought from home by any child must be clearly marked with your child's name. Any video or DVD brought to class must first be screened by the director. Certain types of videos and DVD's are not appropriate for certain age groups.

## **DISCIPLINARY PRACTICES**

Limits or rules shall be understandable to the children with whom they apply. Discipline in the form of time-out and/or kind but firm voice will be used. Punishment shall not be associated with food, nap or bathroom privileges.

Corporal punishment in any form is not administered at this center. Should a child's behavior warrant corrective action beyond time-out, the parent will be notified to immediately pick up the child and deal with the misbehavior. If the behavior persists, the parent will be required to remove the child from the center. A written report of each behavioral incident will be given to the parent for signature. A copy of these reports will be kept in the child's file for reference. Any child receiving three written incident reports from the director or administrator will be dismissed from the center. If dismissal occurs, no refund of any prepaid tuition, registration or other fees will be given. While we are happy to work with every parent and child to correct behavioral problems, parents must correct all behavioral problems at home.

Children who bite, slap, physically harm another child or staff person, or continuously disrupt a class will be placed in time out following each incident. Parents may be notified depending upon the seriousness of the incident. Repeated biting, slapping, disruption, or other acts of aggression will not be tolerated. Any child that uses profanity will be written up and the parent notified. If any of the aforementioned problems persist, the child will be dismissed from the Center and no refund of tuition or registration fees will be refunded.

## **PARENT / TEACHER CONFERENCES**

Parent / Teacher conferences are encouraged as we believe they result in better understanding and guidance for your child. If a teacher has concerns regarding the health, behavior, or development of your child, they may ask the director to contact the parents/guardian and arrange a meeting to discuss the issues. Likewise, any parent may contact the director and arrange a conference if they have questions regarding the health, behavior, or development of their child. Conferences may only be set up through the daycare director. In the event you wish to speak to a staff person regarding your child, you *MUST* have the Director present.

## **CONTACT INFORMATION**

It is the responsibility of the parent/guardian to provide accurate and current contact information to the director. When contact information changes, parents must notify the director, in writing, immediately. This information is necessary in the event of emergency.

## **ARRIVAL PROCEDURES**

Upon arriving, the child must be accompanied into the Daycare and must be left in the care of a teacher. It is the Center's policy that if a child is not brought to the Center by 9:30 a.m. they must be kept out until 2:00 p.m. This policy is to prevent any disruptions in class time, lunch and nap. Should your child have a doctor's appointment or any emergency situation that would interfere with this schedule, please call the Director.

During the preschool year of August through May, it would be to your child's advantage to be at the center by 8:10 a.m. This is the time our classes begin and the curriculum is being taught.

### **PICK UP LIST**

It is the responsibility of the parent / guardian to maintain accurate information on the child's pick up list. Identification will be checked and any person not listed on the child's pick up list will not be permitted to remove the child from the center. Any changes in the pick up information must be made by the custodial parent or guardian. The Director or a teacher is not allowed to make any changes to your child's pick up list. Telephone notification to pick up a child by persons not on the pick up list, is not allowed.

### **ACCOUNTING**

All accounts must be kept current and up to date. If payments are 2 weeks late for Daycare, After School Care or Summer Camp, your child will be dismissed from the program. If dismissal occurs, no refund of any prepaid tuition, registration or other fees will be given.

### **LATE CHARGES**

All daycare tuition payments must be made by closing time on Tuesday of each week. After Tuesday, a \$25.00 late charge will be added to your account.

### **RETURNED CHECKS**

If at any time during the course of your child's enrollment at the center you have 2 returned checks from your account, you will be required to pay by cash, money order or cashier's check for the remainder of the time your child is enrolled in the Center. The fee for a returned check is \$30.00 plus the original amount of the check.

### **LATE PICK UP**

The center closes at 6:00 p.m. There is a \$1.00 per minute late fee up to the time that the child leaves the center. Payment for late fee must be made at time of pickup to the staff member that is responsible for the child's care. Payments not made at time of pickup could result in your child's dismissal from the center and forfeiture of all prepaid tuition and registration fees. For the safety of your child / children, if prior arrangements have not been made with the daycare director and contact is not established with a parent / guardian by 6:15 p.m., the caregiver on duty will notify the proper local authorities to take charge of the child. Please notify the daycare director immediately if your child cannot be picked up before 6:00 p.m. It is the parent's responsibility to have someone available to pick your child up from the day care by 6:00 p.m. in the event you are unable to do so.

### **HOLIDAY CLOSINGS**

The center will be closed on the following holidays:

- ◆ New Year's Day
- ◆ Good Friday
- ◆ Memorial Day
- ◆ July 4<sup>th</sup>
- ◆ Labor Day
- ◆ Thanksgiving and the Friday following
- ◆ Christmas Eve and Christmas Day

## **PROBLEM/ CONFLICT RESOLUTION**

While we endeavor to meet all requirements and requests of parents and children, from time to time a problem does arise. In the event that a problem or difficulty does arise concerning your child, please feel free to contact the daycare director. We will gladly meet with you and discuss your concerns. Problems, complaints or other issues can only be resolved by initially bringing them to the attention of the director.

## **DAYCARE POLICIES AND PROCEDURES**

### **GENERAL INFORMATION**

- ◆ ChristWay Child Development Center Daycare program is available to children ages 6 weeks through 5 years of age. We also make available After School Care and Summer Day Camp programs.
- ◆ Our operating hours are from 7:00 a.m. until 6:00 p.m. Early arrivals are not permitted.
- ◆ Each child is provided with breakfast, lunch and a snack. Parents should check the weekly menu and determine if it is necessary to send a lunch with their child for any specific day.
  - Please note that if you wish your child to be served breakfast at the daycare, the serving time is from 7:30 a.m. until 8:00 a.m. We cannot serve breakfast beyond this time. It is permissible for your child to bring his/her breakfast; however, no drinks may be brought into the daycare. We serve milk and water in the lunchroom at each meal.
- ◆ A nap/rest time is set aside for each age group between the hours of 12:00 noon and 2:00 p.m. Infants will sleep at intervals determined by their own schedule.
- ◆ Because a child's play is their work, they are exposed to a variety of activities during the day. These activities include indoor and outdoor free play time, chapel, art activities, story time, instructional time, and other extracurricular activities as well as field trips.

### **CLOTHING**

All children must bring a change of clothing each day with them to daycare. Please label each item sent to daycare with your child's name. The Center is not responsible for unmarked clothing. Also include a large Ziploc bag with your child's extra clothing to enclose soiled items if needed.

Our center policy is that outdoor activities are an important part of the program and that children will be expected to participate in outside play. Therefore, children must be adequately dressed for the season and weather for outdoor play on each day of attendance. Children will generally go outside, even on cold days, if it is not raining. Parents are expected to provide a warm jacket with a hood, toboggan or hat and mittens on cold days. If a child is too ill to participate in outdoor activities, please make alternative plans for their care until they are well enough to resume normal activities.

Parents of children in diapers and/or pull-ups must provide those items along with wipes to be kept in their child's bag. The daycare teacher will advise the parent when the supply needs to be replenished.

**It is a policy of the center that your child wears shoes while at daycare.**

### **WITHDRAWAL POLICY**

A two week notice must be given to the daycare director when planning to withdraw your child from daycare classes. A financial penalty will be imposed for withdrawal without notice. Daycare students will be charged a weekly fee for withdrawal without notice.

### **VACATION**

Each child enrolled in daycare has one week of vacation to take between the months of January and December. The one week vacation renews every year. Please advise the daycare director of your vacation week at least two weeks in advance in writing. We will post it on your account record and you will not be charged for that week. Because of limited daycare availability, no other weeks except this vacation week may be taken without charge.

### **FEES SCHEDULE**

All payments must be made to ChristWay Child Development Center office by Tuesday of each week. Please do not leave payments with teachers or on clip boards. Please deposit all payments in the payment box located at the daycare office. Any payment received after Tuesday of the current week will be subject to a \$25.00 late fee per child.

If you are paying your account in cash, you must have the director or her secretary verify the funds placed in the envelope and initial the front of the envelope. Failure to have your funds verified is done at your risk.

- Annual Registration: \$100.00\*
- Annual Book & Supply Fee \$ 75.00
- Supply Fee (K-2 A only) \$ 60.00

\* Non refundable, no exceptions.

- Baby A, Baby B, and Toddler: \$125.00
- 2 year – 4 year: \$115.00
- After School Care: \$ 55.00
- Summer Day Camp \$110.00
- Discount for additional child: \$ 5.00
- Public school holiday \$12.00 per day + \$55.00 weekly
- Activity Fee (*Parents will be notified in advance as activities are scheduled.*)

If you have any questions regarding your account at any time during your child's enrollment, please direct them to the daycare director. The teachers/caregivers are unaware of your financial status with the center. This is done to insure privacy and care of your child.

### **K3 / K4 CLASSES**

K3 and K4 classes are somewhat specialized classes designed to prepare your child for future learning. We utilize the A Beka curriculum in all classroom studies. Therefore, the following items should be noted:

- No child will be allowed to enter K3 until they are fully potty trained.
- Because we want your child to have the full benefit of learning from the A Beka structured curriculum, no child will be moved up from K3 to K4 during the school year.

## AFTER SCHOOL CARE / SUMMER DAY CAMP POLICIES AND PROCEDURES

### GENERAL INFORMATION

- ◆ The After School Care program is provided for students in K5 through 5<sup>th</sup> grade who attend Mt Olive, and Gardendale Elementary.
- ◆ A staff member will pick up the children from their school and transport them back to the daycare facility. We do not transport children from daycare to school in the morning.
- ◆ Students will be served a snack, given relaxation / play time and will also be provided with a time to complete homework.
- ◆ The Summer Day Camp program is designed for those students in K5 through 5<sup>th</sup> grade for the summer months. There will be a calendar of events and activities which will keep your child involved, busy and happy.

If your child is not riding the van on a certain day, please call the daycare office. This is **VERY IMPORTANT!** Our drivers will wait for your child for a few minutes to give the school time to call them one more time. If your child misses the van, you will be responsible for transportation to the program. All schools are required to provide supervision for thirty minutes after the bell rings.

### SECURITY POLICIES AND PROCEDURES

We take safety and the well being of your child very seriously. This may seem to cause some inconveniences at times. We thank you for cooperating with our regulations. We must strive to enforce them 100% of the time, *even when we know you.*

Our motivation for our security measures come from several factors. One of these is, like many other schools and childcare programs, a number of parents using our programs are in unfortunate situations that strictly forbid certain people, even relatives, from picking up their child or even being near them. Whether it is a divorce situation or other reasons, there are individuals who could potentially be a danger to our staff and to the children in our care. Therefore, **always** enter the daycare through the main door located at the rear of the building. This allows the staff to monitor who comes in and out of the building.

### INCLEMENT WEATHER POLICY

The weather conditions are monitored through a weather radio located the Daycare office. If unstable conditions arise, the children are moved into the proper plan of action.

If the Jefferson County Board of Education determines the closure of schools, we too will deem it necessary to close for the safety of your child. It is the responsibility of the parent to have an emergency plan in place. The van will pick up all After School children, unless the parent calls stating otherwise. However, someone must pick up your child immediately at the Daycare.

### PARKING

Parking spaces for daycare parents are provided in front of the playground area. Please **DO NOT PARK** on the front door curb as this is a fire lane.



## Child Development Center

Child's Name: \_\_\_\_\_

### **Student Handbook Affidavit**

***If child resides with both parents / legal guardians, both parents / legal guardians must sign this form prior to enrollment of the child.***

I / We have received a copy of the current ChristWay Child Development Center Policies and Procedures Handbook.

I / We have read and understand the policies and procedures as outlined in the ChristWay Child Development Center Policies and Procedures Handbook and do agree to abide by these policies and procedures as long as our child is enrolled in the center.

I / We understand that if at any time we do not abide by these policies and procedures, our child may be dismissed from the center and that all prepaid fees, tuition or other monies will not be refundable.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date