

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

Classroom \_\_\_\_\_

2015 – 2016 School Year



# Policies and Procedures Parent Handbook

Effective September 1, 2015



**“Jesus Loves Me!”**

**Please review the entire handbook,  
fill out information on last page, sign last page  
& return entire packet to the office.**

**Department of Human Services regulations concerning this agreement:**

- **We make a copy of the back page for our records then return the entire packet for you to keep.**
  - **This handbook must be reviewed and signed every 6 months by parents**

Please review, sign and return entire packet – policies are updated every 6 months

**Calvary Child Care Center  
Policies and Procedures  
2015-2016 school year**

1. Calvary Child Care Center is an extension of Calvary Full Gospel Church. As such, Biblical truths and principles will be openly shared with the children on a daily basis. We believe the Bible to be the inspired Word of God, the only rule of faith and practice. It is a divine guide to everyday living, as relevant to our lives today as when God's Word was first written.

**We are delighted to share God's Word with you!**

**We Believe ...** We believe that God offers to every person the forgiveness of sins through the sacrifice of His Son. The scriptural plan of salvation is simple and definite:

- a) All are sinners. Romans 3:23 "For all have sinned and come short of the glory of God."
- b) Sin must be punished: Romans 6:23a "For the wages of sin is death."
- c) God sent His son Jesus Christ to take our punishment for us by dying on the cross: Isaiah 53:5b "...the punishment that brought us peace was upon Him ..."
- d) Eternal life is a gift: Ephesians 2:8, 9 "For by grace you are saved through faith, and not of yourselves, it is a gift of God, not of works lest any person should boast."
- e) By receiving Christ, we receive eternal life: 1John 1:9 "If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all sin."

2. In accordance with applicable Federal and State civil rights laws and requirements, Calvary Child Care Center will not discriminate concerning enrollment with regard to age, race, national origin, color, ancestry, or sex.
3. The center will be open from 6:30 AM to 6:00 PM, Monday through Friday.
4. Calvary Child Care Center will be closed on the following days ~ September 7 (Labor Day), November 11 (Parent-Teacher Conferences), November 26 (Thanksgiving Day), December 25 (Christmas Day), January 1 (New Years Day), March 18 (Teacher Workshop), March 25 (Good Friday), May 27 (Parent-Teacher Conferences), May 30 (Memorial Day), July 4 (Independence Day), August 2015 Teacher Workshop date TBA – usually last Friday of August

**Tuition Payment Policy**

Tuition is to be paid monthly and is due the first (**1<sup>st</sup>**) **of each month**. Should the first fall on a non-business day, tuition will then be due the first business day of the month. Tuition is to be placed in the locked mailbox using the provided payment envelope.

Tuition is due the first day of the month. In the event that your tuition is not received by the **3<sup>rd</sup>** of the month, regardless of when the 1<sup>st</sup> of the month falls, a **\$25.00 late fee is automatically charged** and added to the monthly tuition. If the tuition plus the late fee is not received by the 5<sup>th</sup> of the month, the child cannot come back to the child care center until the back tuition and late fee is paid. Any specific issues about accounts will be handled by a separate department.

5. Two week's notice is needed in case of withdraw. **No tuition will be prorated or refunded in the event of withdraw.** **Funds are non refundable.** Records requested by parent will be transferred to new facility in full, provided that there is no outstanding balance on the account. In this situation, only medical records will be transferred.
6. In the event of enrollment mid-month, tuition will be prorated.
7. The administration of Calvary Child Care Center reserves the right to disenroll a child based on nonpayment of tuition, behavioral issues, parent non-compliance, or any applicable situation.
8. Every family will receive a coupon good for one complimentary week of tuition per year. This coupon is redeemable upon completion of 12 weeks of enrollment. The coupon should be included in the payment envelope and redeemed with the regular monthly tuition check. The value of the coupon will be deducted from the regular monthly amount.

Updated 8/2015

9. An annual **\$50.00 activity fee** will be assessed for families of Toddlers, Youngest Preschool, and all Preschool classrooms. This is due upon enrollment or in September. When enrolling in June or July, a prorated amount of \$25.00 for activity fee will be due. No activity fee will be due when enrolling in August.

10. A non-refundable annual registration fee of **\$100.00 per family will be charged at the time of enrollment and every September thereafter.** When enrolling in June or July, a prorated amount of \$50.00 (per child or per family) will be due. No registration fee will be due when enrolling in August. The annual fall registration fee will be due in September.

11. ***Changes in schedule:*** Your child has a specific schedule. If you need to make any changes in your schedule, please check with the office for availability first. **A "Change in Schedule Form" must be completed and signed by the parent before a schedule can be modified.** Families who temporarily withdraw are not automatically guaranteed a position to return – this is subject to availability. Should a child disenroll for a specified period of time, he or she must re-register with the appropriate registration fee if space is available. **For any other changes in schedule (i.e. decreasing from full time down to part time), parents must be aware that a child's placement is NOT guaranteed if the schedule needs to be changed again (i.e. part time back up to full time).** We are happy to accommodate parents if space is available, but this is not always the case.

12. A **7% discount** will be applied to 2 child families. A 30% discount will be applied to families with 3 or more children enrolled. A 25% discount is applied to families with twins in any child care classroom. 30% is the maximum discount possible. A 10% discount will be applied to families with a parent in the active military. A 10% discount will additionally be applied to families with a parent in full time ministry. **All discounts are contingent upon an account being in good standing. We reserve the right to withdraw a discount if an account is delinquent.**

13. A 10% discount will be given to those families who are faithfully attending and financially supporting Calvary Full Gospel Church. The signature on the last page affirms the undersigned meets the criteria for receiving this discount. Please remember to include your Calvary Full Gospel Church ID #, as issued by the church. All discounts are contingent upon an account being in good standing ~ **discounts are made null and void should an account accrue a balance of any size.**

14. Tuition for full days includes unlimited hours of care & meals. Tuition for half day preschool care includes a time span of 4 hours or less (8:00-12:00 or 8:30-12:30) and 1 meal/1 snack.

15. Any enrichment program (outside source) will be offered to parents at a separate price & with separate policies. Calvary Child Care Center is not liable for any injuries that may result as a part of any enrichment program as a part of normal class participation in the program. Enrichment programs are not considered part of Calvary Child Care Center's program or tuition.

16. A nutritious lunch and 2 snacks will be provided on a daily basis. We strive to post the menu in advance, although it is subject to change. 1 lunch box day will generally occur once per week. Lunch box food will not be heated. Per DHS regulations all lunchboxes from home will be refrigerated. For classrooms where a severe peanut butter allergy is noted, please be sensitive to avoid bringing peanut butter into the classroom for lunches and parties.

**17. Children may not bring any food into the building at any time unless a special diet is prescribed by a doctor. Medical dietary needs, including special milk, must be in writing, by using the "Special Diet Required" form** available in the office. To maintain the cleanliness of the facility, if your child is finishing breakfast in the car on the way in, please keep all leftover food in the car (avoid walking in eating food in front of others).

18. Breakfast will be served from 7:15 – 7:35 daily.

19. Parents are always welcome and encouraged to visit the center at any time with no notice – open door policy. Be mindful of your child's ability to separate from you again throughout the day ☺.

20. We value our partnership with parents at Calvary. We respectfully ask that parents commit to support the policies and procedures of Calvary Child Care Center. This includes but is not limited to: following the procedures of the building and classroom, trusting the judgement of our child care staff (the “child version: is not always the final version of the stories that come home), maintaining respectful wording and tones when needing to deal with concerns (we will not allow profanity and harsh language in the building). We have a teamwork approach to your child’s learning – each child is created by God and lent to you, their first teacher, for a season. We do appreciate and take seriously your child’s development and well being and want families to feel comfortable to privately discuss any concerns or questions. The administration of Calvary Child Care Center is always available to parents for concerns, questions or comments. Feel free to contact us in person, by phone or email at [rlaskey@calvarychristianschool1.org](mailto:rlaskey@calvarychristianschool1.org) or [lindat@calvarychristianschool1.org](mailto:lindat@calvarychristianschool1.org).

21. An initial observation/Getting To Know You observation will be conducted within 60 days of enrollment, by the teacher(s) and/or Director/Asst. Director. We use the Teaching Strategies GOLD Child Assessment Portfolio tool (as required by the DHS), as an ongoing means of communication between parents & teachers. The ongoing observations will be shared on November 11, 2015 and May 27, 2016 and reviewed with families during an in person parent-teacher conference. Parents sign the completed form and are given a copy of the Family Conference Report to take home. Families are always welcome to schedule a conference in between the scheduled conferences with the teachers to discuss a child’s progress in more detail.

22. Calvary Child Care Center will be completely closed on November 11, 2015 and Friday, May 27, 2016 for parent teacher conferences. Parents will be asked to schedule a 15-20 minute conference on each of these days with the classroom staff. During the conferences, the teaching staff will review the assessment portfolio tool with the parent(s) to discuss each child’s ongoing development with the parents/guardians. During the conference, parents will have an opportunity to ask questions and participate in goal setting for the child.

23. A daily schedule will be posted on classroom’s Parent Board. The Infant Room will use individualized schedules as provided by the parents.

24. All parents shall provide an additional change of clothes (complete with underwear and socks) to be kept in child’s cubby. This does not necessarily apply to the school age program, but would be applicable if the school age child is prone to accidents.

25. Calvary Child Care Center will supervise children according to the ratios outlined by DHS.

26. Children may not bring toys or personal items to the center unless clearly requested by a teacher for classroom use. The center will not be responsible for any items brought in from home. We are not responsible for any lost, stolen, or broken items.

27. Pets should not be brought into the center, even when picking up children, without prior office clearance.

28. It is the parents’ responsibility to strictly adhere to the Wellness Policy.

29. The center is scheduled to close at 6:00 PM. **A late pick up fee of \$10.00** per family will be charged to parents when picking up children **between 6:06-6:15 PM**. Thereafter, a fee of \$10.00 will be charged for each additional 15 minute increment. This fee will be due in a separate check or money order, payable within 3 days. This is assessed regardless of the reason for late pick up, as we incur costs for staffing and building needs when staying open past normal operating hours.

30. **A \$25.00 fee will be charged for a returned check.** It is NOT our policy to accept post-dated checks or cash. All checks are assumed to be able to be deposited when given ~ we are not responsible for checks that are deposited before the date listed on the check. **In the event a family bounces more than 1 check, the center will require all future payments to be paid with money orders.**

**31. It is the parents' responsibility to keep their child's file current.** Items that need to be kept current include, but are not limited to:

a) Emergency Form and Policies (every 6 months)

b) A signed Discipline Policy

c) A signed Wellness Policy

d) A Child Health Report with current immunizations, screenings and time frames as outlined below:

- **At least every 6 months for an infant or young toddler (6 weeks to 24 months)**
- At least every 12 months for an older toddler or preschool child (25 months – the date the child enters kindergarten)
- The health assessment form must be on the DHS form – “Child Health Report” and must be thoroughly completed and signed by a physician, physician’s assistant or a CRNP and include the individual’s professional title. All screenings and immunizations shall be completed in a timely fashion as outlined by the AAP. Failure to comply with this guideline will require immediate disenrollment until said screenings and immunizations are completed.

32. Parents are asked to park only in lined spaces in the parking lot. Handicapped spots are for those with the applicable signage. **At no time should any vehicles be parked along the curb – this is dangerous to your vehicle, other vehicles, and children exiting the building.** Vehicles should never be left with the motor running or with small children unattended in the vehicle. Please observe and follow all entrance and exit signs in the parking lot. Avoid using cell phones while driving SLOWLY in the parking lot. Please do not park in rows closest to the playground during the school year. **Reminder – state law mandates car seat usage – be sure that you are using a car seat for all of your children!**

33. Safe drop off and pick up points are posted in the foyer. All parents are required to walk their children in and out of the building directly to their classes. In addition, all parents are required to sign their children in and out on a daily basis in the book located outside of the office. Parents should make contact with teachers daily. Failure to do so poses a safety risk to your child, not to mention parents missing valuable information!

34. Calvary Child Care Center provides direct supervision and care to your child when they are with us. As such, we are mandated reporters in the area of child abuse and neglect. We are required by law to report suspected child abuse or neglect.

35. Only individuals listed on the Emergency Contact Form are permitted to pick up your child. The center will check pictured identification against the names listed on the Emergency Contact form to approve an individual acceptable to pick up your child. In the event you need to phone in a change, we will document the information communicated orally on an Oral Release of Child form and retain the form in your child’s file. In addition, we will call you back to verify the oral release instructions given.

36. All families will be given a security code to enter the center. Parents are not permitted to give their code to either children or anyone who is not a primary pick up person.

37. A copy of the Department of Human Services, Office of Child Development and Early Learning regulations are available for parent review, posted in the foyer.

38. We love to celebrate birthdays at Calvary! ☺ Please be sensitive to the other children when inviting children to parties outside of school. If giving out party invitations to classmates, please only do so at school if the entire class is invited. If only select children are invited, please take care of the invitations outside of the building. Cupcakes and special treats are allowed ~ please no sheet cakes. Check with the teachers about classroom food allergies. Additionally, if you want food to be delivered for an in-school party, it is the parent’s responsibility to order and pay for any food delivered in advance (including gratuity). Due to health regulations, no meals from home are permitted to be served as a birthday party lunch (i.e. making sandwiches for the whole class for a birthday).

39. Calvary Child Care Center is not responsible or liable in the event of any injury or accident on the premises. In the event of any accident or injury on the premises, parents are expected to inform their own personal medical insurance provider. CCCC will not assume any responsibility for any medical or related expenses. CCCC has obtained a student accident insurance policy for all students. This policy is underwritten by Century Life Insurance Company and covers any injuries or accidents which would occur on the premises of CCCC only. This policy is a secondary insurance ~ parents are expected to inform their primary medical insurance provider first. This student accident insurance will pay up to \$10,000 per accident.

40. This agreement is subject to change upon 2 week’s notice.

**PLEASE FILL OUT NEXT PAGE COMPLETELY, SIGN, AND RETURN ENTIRE PACKET**

**– WE WILL KEEP A COPY OF THE COMPLETED BACK PAGE and ask you to review and sign it 6 months from now -**

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

Class: \_\_\_\_\_

Monthly fee: \_\_\_\_\_

Weekly Schedule: \_\_\_\_\_



**FILL OUT ALL INFORMATION ON THIS PAGE ONLY**

*Bring entire packet to office*

*We will copy this page and hand entire packet back to you for your future reference*

**Emergency Contact Information ~ Update every 6 months**

**Only the individuals designated on the emergency contact form will be permitted to pick up your child. Emergency Contact Persons designated to pick up your child are the following:**

**PLEASE LIST ALL NAMES OF THOSE WHO CAN PICK UP YOUR CHILD**

**PLEASE PRINT – should match Emergency Contact Form!**

This agreement is subject to change upon 2 week's notice.

**My child's approximate arrival time is \_\_\_\_\_ and departure time is \_\_\_\_\_.**

**Date of Child's Admission: \_\_\_\_\_ Date of Withdrawal \_\_\_\_\_**

*I have read, fully understand & agree to abide by the terms as stated in this agreement, the Calvary Child Care Center Policies and Procedures for 2015-2016*

**Parent Signature:  \_\_\_\_\_ Date \_\_\_\_\_**

**Parent Signature (6 mo review):  \_\_\_\_\_ Date \_\_\_\_\_**

**Director Signature: \_\_\_\_\_ Date \_\_\_\_\_**

**CALVARY FULL GOSPEL CHURCH DISCOUNT**

A 10% discount will be given to those families who are *faithfully attending and financially supporting* Calvary Full Gospel Church. The signature below affirms the undersigned meets the criteria for receiving this discount. The 10% church discount is contingent upon accounts being current.

X \_\_\_\_\_ X \_\_\_\_\_ Church I.D. Number \_\_\_\_\_  
Church Family Signature Receiving Discount Date

Please notify the office in the event you no longer meet the criteria for the church discount.  
We reserve the right to confirm a family's church discount up to 4 times per year.