

Grace Christian Child Care Center & Preschool

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DIRECTOR:
CINDY OVERSTREET

“Grace Christian Child Care Center & Preschool” Welcomes You!

The purpose of this handbook is to outline the policies and procedures under which we operate as a State Certified Child Care Provider. We provide the children in our care an environment where they can feel safe and loved, and can begin to build a positive self image. Your child will have the opportunity to gain practice in language, fine motor, large motor and self-help skills. Your questions and comments are important so we can achieve the very best experiences for your child. Children will not be denied enrollment on the basis of sex, race, religion or disability.

Grace Christian Child Care Center & Preschool Parent Handbook

WELCOME TO “Grace Christian Child Care Center & Preschool”

This handbook has been prepared as an informative guide for parents so that they may know and understand our child cares and philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements which are necessary to ensure that there are no misunderstandings between either party. The words “we”, or “our” refers to the daycare center & childcare provider. The words “you” or “your” refers to the child’s parents or guardians. Please read this handbook carefully and feel free to discuss with us any questions or comments that you may have.

OUR CHILDCARE PHILOSOPHY

As an important ministry of the Grace Lutheran Congregation, Grace Christian Child Care Center will help fulfill each of the congregation’s five functions: education, worship, evangelism, fellowship, and service.

Education

Education occurs daily in all subjects to prepare children to serve God and people throughout their lives. The Holy Spirit through God’s word nurtures children’s faith in Christ.

Worship

Children will be encouraged to grow in their prayer lives, learning to pray privately and corporately whenever needs or opportunities arise.

Evangelism

Children of un-churched families hear the good news of Jesus’ love and share it with their families and friends.

Fellowship

Each person’s uniqueness is recognized, and individuals are helped to achieve their full potential. Teachers and students work together to maintain a classroom atmosphere of love and joy.

Service

Children are led to help others, not only in the school, but also in the community and the world. Teachers encourage Christ-like compassion and love for all people.

COMMUNICATION

We are looking forward to a terrific relationship with you and your child and that is why communication is very important to us. When we accept a new family into our daycare center, we would like to be sure that we can share openly any questions or concerns that may arise. It is important that there is a similar child care philosophy between us. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private outside of regular child care hours either by telephone or conference.

ENROLLMENT POLICY

There are several mandatory forms that we must have completed and in our possession **BEFORE** we can assume the responsibility of caring for your child. These forms are as follows:

1. Signed Enrollment and Authorization Form
2. Certificate of Immunization (all vaccinations **MUST** be current in accordance with Health Division)

We would appreciate you keeping us informed of any change in address, telephone numbers, and other pertinent information listed on all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask.

TRIAL PERIOD

We understand that sometimes there may be issues that cannot be resolved, such as: severe behavior problems in the child, parents non-compliance with providers schedule, policies and procedures, etc... This is why all new children will be cared for on a two week (14 calendar days) trial period beginning on your child's first actual day of care. During that time the parent or provider may terminate the child care agreement with 24 hours notice. Childcare payment (paid in advance) is NON-refundable.

PAYMENT PROCEDURES

- Full Monthly PRE-PAYMENT is due by the 1st day of upcoming month, or you may pay ½ of your monthly payment on the 1st of the month and the remainder no later than the 15th of the month. If the 1st or 15th happens to be a holiday or a weekend, payment will be due on the previous day.
- If you go away on vacation, payment is due BEFORE you leave.
- Full payment will be required even if your child is home ill. We will NOT provide any refund in payment for sick days.
- Full payment will be required even if the center is closed for a holiday (only if the holiday falls on your child's regularly scheduled day).
- Payments may be made by check, cash, or cashier's check.
- Checks must be dated for the day they are due; no post-dated checks will be accepted.
- There will be a late fee of \$10 for each day that payments are received late. Repeated late payments may be grounds for termination.
- We will give you a minimum of two weeks notice of any increases in your child care fee.\
- A **paid, two-week notice** is **required** if you are planning on terminating care.

NSF CHECKS

If a check is returned to us for non-sufficient funds, you will be required to pay a \$25 fee for the returned item, \$10 per day late fee, and any other fees that we incur as a result of the returned

check. We will give you one day to resolve NSF check issues. Thereafter, we reserve the right to require that future payments be made in cash only.

HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 6:00 a.m. to 6:00 p.m. Your specific hours will be outlined in your Parent / Provider Agreement.

- Requests for a change in your child's enrollment hours/days are subject to space availability within the center.
- We offer full-time, part-time, and before/after school care.
- You are still responsible for paying all fees for your contracted days regardless of whether your child comes or not
- Please notify us the night before if your child will not be coming the next day or if you will be late in arriving. Also, we would appreciate notice of your child's absence due to family vacation times.
- We DO NOT provide evening or weekend care.
- We DO NOT provide care after or before hours of operation. (6:00 a.m. to 6:00 p.m.)

OVERTIME RATES

Normal business hours are Monday through Friday – 6:00 a.m. to 6:00 p.m.

We are not able to accommodate early arrivals. If you are late in picking up your child, there will be a \$10.00 late charge for every 15 minutes that you are late. Fees are rounded to the nearest 15 minutes. **Late fees will be strictly enforced.**

It is your responsibility to have your child picked up on time. If you know that you will be unavoidably late, it is your responsibility to notify the center and make arrangements to have an authorized alternate person pick up your child. Continued late pick ups will mean breach of contract and your child's position in the child care will be terminated.

If you are scheduled for preschool hours (8:30 a.m. - 12:30 p.m.) You are required to drop off your child no sooner than 8:30 a.m. and they are to be picked up no later than 12:30 p.m. If they are picked up later than 12:30 p.m., a full day rate will be charged.

ARRIVALS & DEPARTURES

Please be in control of your child upon arriving and departing from the center. Children who arrive during quiet time will be expected to remain quiet until quiet time is over, so that others will not be disrupted from their naps. Our normal procedure is to release the child only to his/her parent or person that the parents designate as authorized to pick up. If someone other than the parent is to pick up the child, please notify us ahead of time. Please inform emergency contacts or people designated to pick up your child that if we don't know them we will need to ask for photo identification - NO EXCEPTIONS! We do not mean to offend them, this is simply an extra precaution taken for your child's protection.

SIGNING IN AND OUT

We require that children are signed in and out for pick up and drop off each day. A sign in/out sheet, pen, and clock are located by the cubbies for your convenience. This gives us a written record of your child's attendance, hours, and the person who brought / picked up your child each day.

ABSENCES

There will be no refunds or adjustments made to your child care fee for your time missed due to illness, holidays, or any vacation. These will be paid days.

DAYCARE CLOSURES

Holidays will be reviewed and set for each calendar year by the Director of Grace Christian Child Care Center. For the year 2008, we will be closed on the following holidays:

Monday - September 1st (Labor Day)

Thursday - November 27th (Thanksgiving)

Friday - November 28th (Thanksgiving)

Friday - December 26th (Christmas Day)

PERSONAL BELONGINGS

No toys should be brought from home. Little ones have a difficult time sharing with others, and it is even harder with their own special toys. Exceptions to this rule are their favorite blanket for nap time, Show & Tell and other special activity days. We are not responsible for any loss or breakage of your child's personal items. All personal items must be clearly marked with your child's name.

DAILY SCHEDULE

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule.

MEALS

We will serve breakfast (6:30 a.m. to 7:30 a.m.), lunch (11:15 a.m.) and two snacks (9:00 a.m. & 3:00 p.m.) to your child each day. **You are responsible for feeding your child if he/she will arrive at child care after a mealtime. NO EXCEPTIONS!** A monthly menu is posted on the information bulletin board next to the sign in/out sheet.

NAPS AND QUIET TIME

All children (regardless of age) are required to lie down for a rest period in the afternoon. All children must rest quietly on their mats. During this quiet time the children can either take a nap, work a puzzle, color, read, or engage in some other quiet activity.

TYPICAL ACTIVITY SCHEDULE & HOURS OF OPERATION

6:00 a.m.	Open for business
6:00 a.m. - 9:00 a.m.	Supervised free play as children arrive for child care
6:30 a.m. - 7:30 a.m.	Breakfast served
9:00 a.m. - 9:30 a.m.	Circle Time (calendar, songs, story)
9:30 a.m. - 9:45 a.m.	Morning Snack
9:45 a.m. - 10:30 a.m.	Preschool lesson & Creative Time
10:30 a.m. - 11:00 a.m.	Outdoor Play (weather permitting). Indoor play would be exercise and/or active games
11:00 a.m.- 11:30 a.m.	Clean up time, get ready for lunch and hand washing
11:15 a.m.- 11:45 a.m.	Lunch time
11:45 a.m.- 12:00 p.m.	Hand washing, clean up from lunch
12:00 p.m. - 2:30 p.m.	Quiet time or rest time (movie, reading, puzzles and coloring)
2:30 p.m. - 3:00 p.m.	Clean up nap mats, diaper changing, grooming time
3:00 p.m. - 3:30 p.m.	Afternoon Snack
3:30 p.m. - 4:30 p.m.	Outdoor Play (same as 10:30 a.m. to 11:30 a.m.)
4:30 p.m. - 4:45 p.m.	Clean up outside toys
4:45 p.m. - 5:00 p.m.	Clean up inside toys
5:00 p.m. - 6:00 p.m.	Free play, watch children's movie or do homework as children are leaving for home.
6:00 p.m.	Center is closed

ACTIVITIES AND CURRICULUM

Grace Christian Child Care Center offers quality child care with daily preschool in a safe and loving environment in which each child can grow and share in the love of Jesus Christ. The program is designed for the age group served and implemented with attention to the needs and differences of the individual children enrolled. Regular Chapel Talks will be conducted.

FREE ACCESS

You will have the right to view our daycare center and the conditions thereof at any time **during regular business hours.**

BIRTHDAYS AND PARTIES

Each child's birthday is his/her "special day". Parents are invited to provide a cake, cupcakes or treats to celebrate their child's special day. We do ask that all treats brought in from the outside be **store bought and not prepared in the home.**

HOLIDAYS

The following are holidays that we decorate for, play music and participate in any other traditional festivities related to that holiday:

1. New Years
2. Valentines Day
3. Easter

4. St. Patrick's Day
5. Mother's Day
6. Father's Day
7. Independence Day (4th of July)
8. Halloween
9. Thanksgiving
10. Christmas

HOUSE RULES

There are certain house rules that all children will be taught and expected to follow. The following rules are enforced for the safety and well being of everyone:

1. There will be no running permitted in the house.
2. No standing or climbing on chairs, tables, or furniture.
3. There will be no use of obscene, derogatory, or disrespectful language.
4. Children may not walk around the house with food, cups, or bottles.
5. Children are not permitted to lift and/or carry other children while in the center.
6. Respectful treatment of other people and all property, toys, and furniture is expected.

Please support me in the enforcement of these rules in order to create a better environment for all.

No smoking is permitted on the premises.

DISCIPLINE

We believe in discipline that is firm, yet loving. Our philosophy is that you use discipline to teach a child. Children are taught respect for other people and property. The following methods of discipline will be used:

1. Encourage children to solve problems themselves
2. Re-direction to another play area
3. Loss of privileges
4. Time Out

If we feel that there is a chronic behavioral issue, we will let you know so that we can work together and handle it the same way. Together we will try to find a solution. If the problem continues, other arrangements for the care of your child will have to be made for the safety and well being of all. Under NO CIRCUMSTANCES will there be any spanking, physical/verbal abuse, or isolation used. Neither food nor sleep will ever be withheld as a means of punishment. **As a child care provider and mandated reporter, we have a responsibility by law to recognize and report any evidence of child abuse or neglect. This is strictly for the benefit of your child.**

ILLNESS POLICY

Under no circumstances will parents be allowed to bring a sick child to the center. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. The following illness policies will be strictly enforced for the health, well being and safety of all concerned

Symptoms Requiring Removal of Child From Child Care

- **Fever** - Oral temperature over 101.5 F. Needs to be fever free for a minimum of 24 hours

without the aid of Tylenol, or other fever reducing aids, before returning to child care.

- **Diarrhea** - Runny or watery stools (2 or more) within 4 hours
- **Vomiting**
- **Runny Nose** - Discharge of any color other than clear
- **Runny and/or crusty eyes** - watery, matted, and/or red/pink eyes
- **Rash** - (excludes diaper rash)
- **Any Communicable Disease** - Chicken Pox, Measles, Strep Throat, Ringworm, Head Lice, etc... Please notify the child care so other parents can be informed of what to look for.

If your child becomes ill while in our care, we will notify you immediately. You are required to pick up your child within one hour of notification. We reserve the right to determine when a child should be sent home due to illness. Children may return to care 24 hours after symptoms of illness end, or with written authorization from your doctor. **If your child is unable to participate in the normal activities of the daily schedule, then your child must stay home.**

MEDICATIONS

Prescription and non-prescription medications, ointments, and creams will be administered by provider ONLY upon the written consent of the parent/guardian. All medications will be kept with the child's first and last name, date the prescription was filled, legible instructions for administration, manufactures instructions and/or prescription label. These medications will be stored in a locked box in the refrigerator.

MEDICAL EMERGENCIES

Minor Emergency - We will treat the injury and complete the necessary information on the injury/incident report. We will inform the parent/guardian of the circumstances and treatment received.

Life Threatening Emergency - We will contact 9-1-1 and/or administer CPR if appropriate. Your child will be transported to the nearest hospital. **YOU WILL BE NOTIFIED IMMEDIATELY!** If you cannot be reached, we will notify the "emergency contact" listed.

If an ambulance is called to transport your child, the cost of the ambulance is your responsibility. You are also responsible for all costs involved in emergency medical treatment. The owner's of The Tot Spot will not be held liable for any sickness / injury of either parent, guardian, or child while on these premises.

REVISIONS TO HANDBOOK AND CONTRACT

A new contract will be signed by all families each year, and/or when changes are made. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified in writing of any changes that may occur with at least two weeks notice before changes take effect.

IN CLOSING

Prompt fee payment, adherence to drop-off / pick-up times, and consideration for your sick child is greatly appreciated. If you have any questions or concerns, please feel free to speak with any of our staff members.

THANK YOU FOR CHOOSING GRACE CHRISTIAN CHILD CARE CENTER & PRESCHOOL !