

First Presbyterian Church
Day Care Ministry
Policy Handbook

FIRST PRESBYTERIAN CHURCH DAY CARE MINISTRY

The philosophy of First Presbyterian Church Day Care Ministry is based on a set of strongly held beliefs:

1. We believe First Presbyterian Church, as a part of its Christian Mission, has a responsibility to promote the welfare of families in our community. We see our day care ministry as an opportunity to serve those families that view childcare as an extension of their family life.
2. We believe that each child is a unique individual. We are sensitive to their social, emotional, intellectual and physical needs. We provide developmentally appropriate programs that focus on the process of learning and help enjoy successful experiences. We encourage not just learning, but the love of learning.
3. We believe in providing a physical environment that is safe, clean, healthy and designed for children. Classrooms are arranged to offer challenging play and learning choices at a range of developmental levels. Children are offered the opportunity to explore, to experience and most importantly – to succeed.
4. We believe the strength of our program lies in the dedication of our teaching staff and the support of First Presbyterian Church. We support our teachers with resources and the freedom to create a unique learning experience for children. Our teachers create a caring and nurturing atmosphere while building the child's self-confidence and self-esteem.
5. We believe in positive discipline, we establish consistent, age appropriate limits to help children function in their world. Our program is designed to foster in children a sense of independence and responsibility. It is our desire to strengthen each child's own cultural identity, while instilling a respect for others who may be different.
6. We believe parents are the most significant adults in a child's life. We strive to create a mutual respect between parents and teachers; a partnership for the benefit of the child. We encourage daily communication between parents and staff. Our doors are open to parents at all times.

THE STAFF

Director:	Nicole Phillippe
Day Care Teachers:	Kathy Johnson Camille Havens
Floater:	Ashley Mayne Sue Smith
Cook/Helper:	Janet Meade

Qualifications

The staff members of this Day Care are qualified childcare providers. Their educational background, experiences with young children, and their love and respect for children bring a great deal to our Day Care.

Background

The Day Care is required by the State of Indiana to do criminal history checks on all employees. We also thoroughly check all references in order to gain knowledge on character as well as past work history.

Training

The teachers receive training in child development, universal precautions, infant/child CPR, and first aid.

If you ever have a concern in regards to a teacher, please feel free to talk to the Director. The Director serves under the authority of the Day Care Ministry Board of Directors.

1. FINANCIAL ARRANGEMENTS

Tuition

Tuition is payable at the end of each week. Due to expenses being consistent with enrollment, it is not feasible for us to reduce tuition for any days a child may miss due to illness, family vacation, or other days off.

Our tuition schedule is as follows:

Weekly full-time for one child	\$91
Weekly full-time for two children	\$164
Part-time for one child	\$24 per day
Part-time for two children	\$42 per day
Before/After School for one child	\$5 per session
Before/After School for two children	\$6 per session

Registration Fee

A registration fee of \$25.00 is payable when you enroll a child/children for the first time. As long as enrollment is maintained on a full-time, year-round basis, this will be a one-time only fee.

Vacation Credit

There is no vacation credit.

Holiday Credit

There is no charge for the following holidays because the Day Care will be closed:

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, and Christmas Eve Day, and the week between Christmas and New Year's Day.

Termination and Withdrawal

Parents may cancel or withdraw from the Day Care Ministry upon a two-week notice or a two-week advance payment. The Day Care Ministry may terminate or cancel this fee arrangement upon a two-week notice.

Overtime Charges (Late Pick-up)

We understand that occasionally you are delayed beyond your control. However, with so many families, if a different family would come late each day, our staff would be required to stay late nearly every day. The Day Care staff is very dedicated to caring for your child, but please respect their private life by arriving by 5:30 p.m. A late fee of \$5.00 for every 0 to 15 minutes late will be

assessed and paid directly to a teacher on duty unless an emergency situation has kept you from being on time.

2. THE HEALTH AND SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. We also require that your child have certain standard immunizations.

Your child may be sent home if he/she appears to have symptoms of illness during the school day. In such cases, he/she is immediately isolated from the other children and a parent is contacted.

Please keep your child home if he/she:

- Has a fever or has had one during the previous 24-hour period.
- Has vomited during the past 24-hour period.
- Is contagious.
- Has a heavy nasal discharge.
- Has a persistent cough.
- Has symptoms of a possible communicable disease.

Please notify the Day Care Ministry by 10:00 a.m. if your child is ill or will not be coming to Day Care. If your child is taking any medication, we must have the doctor's name and the parent's written permission for the child to take the medication. Additionally, the medication must have the child's name and be in the original container with the pharmacy name on the container as well.

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics; the director or teacher in charge will make the decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

3. CHANGE OF PERSONAL INFORMATION

Please notify the Day Care any time there is a change of address or phone number either at home or employment. It is also important to let a teacher or the director know of any household changes going on so that we can be prepared for any changes in the child's behavior.

4. NAPS

All children are required to have a rest period. Children under the age of four years will rest from 12:30 p.m. – 2:30 p.m. The children will be provided with their own cot, pillow, and blanket. Cots will be sanitized and blankets will be washed at the end of each week.

5. DISCIPLINE

Should the need arise to discipline your child, the following procedure will be used:

- a) Talk to the child, discuss the problem, and recommend a way to resolve the problem.
- b) Remind the child of Step 1 – go over the situation again.

- c) When behavior has not improved, the child must be removed from the group:
 - required to take a time-out on a chair,
 - required to sit in an adjacent room for a few minutes.

Uncorrected behavior may result in dismissal from the Day Care. When a child's behavior continues to be disruptive or harmful to others, you may be asked to remove your child from the Day Care without any notice. We believe the key to corrective behavior is a parent/provider team effort.

6. HOLDING FEE

For parents who are unemployed during the summer months, a holding fee of \$100.00 per month will be charged in order to hold their child's spot for fall enrollment. The holding fee will be due on the first of each month.

7. AUTHORIZATION TO PICK UP CHILD

No child will be released to a person not authorized by a parent to pick up the child. We must have written or verbal authorization for changes in this respect.

8. VOLUNTEERS

We are always in need of volunteers. If any parents, grandparents, or other relatives of children enrolled are interested in volunteering, we would be most appreciative.

9. WEATHER RELATED CLOSINGS

When Day Care is closed due to a Snow Emergency in Wells County or other weather related circumstances, it will be broadcast on the local ABC & NBC television stations. You may also call 260-824-4205 for closing information. No tuition will be due for any weather related closings.

10. WAYS IN WHICH WE MAY BE OF HELP TO YOU

When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment and his or her growth and development. Conferences in relation to your child's progress will be arranged with you on an "as requested" basis.

11. WHAT TO WEAR TO SCHOOL

Please think of your child's comfort, provide simple clothing that is free of complicated fastenings. Consider the messy art materials and other messy activities, and provide clothing that is washable. Please dress your child according to the weather because they will be taken to the playground often.

12. EXTRA CLOTHING

Please provide the Day Care with an extra set of clothing for your child. This set should include socks, shirt, pants/shorts, and underwear.

13. TOILET TRAINING/DIAPERS

For those children that are not toilet trained, parents must send diapers (not cloth) and wipes. A note will be put on the child's cubby if your child needs more diapers or wipes.

Each child should be introduced to using the potty at home rather than at the Day Care Ministry. Children who do not show signs of readiness will not be expected to use the potty.

14. NUTRITION

We serve a simple breakfast if your child arrives at school before 7:45 a.m. and has not had breakfast. This will consist of cereal, toast, pop tarts, waffles, juice or milk. A mid-morning snack and afternoon snack is served. A copy of our Day Care Ministry menu will be posted weekly.

“The USDA and the State of Indiana are equal opportunity providers and employers.”

Indiana Department of Education

Division of School and Community Nutrition Programs

Room 229, State House

Indianapolis, IN 46204-2798 (317) 232-0850 or (800) 537-1142

15. BIRTHDAYS

We celebrate birthdays for the children at the Day Care. You are welcome to send a prepackaged snack for the children if you wish. Any prepackaged snack such as cookies, fruit snacks, etc. would be fine. The Teachers will add special stories, songs, games, etc. to make this a special time for your child.

16. THINGS FROM HOME

No toys should be brought to Day Care. On Wednesdays we will have show and tell and one toy may be brought in.

17. ARRIVAL AND PICK-UP

It is important for you to accompany your children to their classroom when they arrive at school. The reasons for this are:

- a) The teachers have no way of knowing that the child has entered the building, therefore they would be unsupervised in the hallway;
- b) There is an attendance/sign-in/sign-out sheet inside the classroom. The parents must sign this upon arrival and dismissal; it gives the parents a change to “share” the school with their children.
- c) To check their cubbies for artwork or any messages or notices we have for you.

(Revised 2/09)