

Discover Zone aka Christian Care Center Parent Handbook

**Quality Loving Care
Christian Environment
Developmentally Appropriate Activities**

Discover Zone aka Christian Care Center

**300 Main Street
Florence, KY 41042
(859) 647-5006**

Welcome to Christian Care Center!

Dear Parents and Guardians,

The needs of your child will be our top priority. The policies in this handbook are here for the protection and the benefit of all the children enrolled in our center. Please read this booklet carefully and if there are any questions or concerns, please feel free to talk with us at any time. Our standards are based on what research tells us about what helps children grow and learn in positive ways. Observe us and you will agree that the program's staff wish to set standards **above** what Kentucky requires in licensing regulations.

We trust we will have your full cooperation in complying with all Christian Care Center policies and the regulations set forth by the Commonwealth of Kentucky.

Please complete, sign and return the form at the bottom of the last page of the handbook. Thank you!

Sincerely,

Julie Linville, Director

Philosophy

Discover Zone aka Christian Care Center provides quality early childhood care and education program in a Christian environment.

History and Licensure

Christian Care Center, a ministry of the Florence Christian Church, has been providing quality, loving care for children since 1978.

We are licensed by the Commonwealth of Kentucky to care for children ages 6 weeks through Kindergarten.

In August 1998, Adventure Zone opened for school age (grades 1-5) children. This program is located in the upper level of Florence Christian Church. Adventure Zone is licensed separately and can be reached by calling Lori Barrett at 647-5000 or 380-5572.

Program Overview

Play is the natural medium for young children to learn, grow, and develop. Play affords children opportunities to explore, discover, attempt varying roles, relate to others, and exercise creativity. (Simlansky, 1990)

It is important that children have the opportunity to explore the world around them in a safe, nurturing environment. Opportunities will be provided for just such exploration, through play, as a part of the daily program. Programming will include infants (6 weeks – 12 months), toddlers (12 months – 36 months), preschoolers (3 year olds), pre-kindergarteners (4 – 5 year olds) and kindergarteners (5 – 6 year olds). The type and level of activities will be developmentally appropriate for the children in each classroom.

Children age 1 year through Kindergarten will have a Daily Schedule and a Lesson Plan. The schedule and lesson plan will be based on the developmental stages of the children in each classroom and will include some or all of the following components: large motor activities, both indoor and out; fine motor activities, with manipulatives in the pre-math area and with a variety of table toys, puzzles and art materials; sensory play in water and sand tables; discovery and exploratory activities in the science and social science areas; language development in the book corner and writing area; social skills in the dramatic play, construction and game areas; music and movement activities. The children will also engage in a variety of small and large group activities designed around a thematic integrated curriculum.

Child care teachers are hired based on experience, education and orientation to caring for children. Every staff member is required to pass a background check and TB test. All teaching staff are required to take a minimum of 12 hours of early childhood training annually. In addition, Discover Zone aka Christian Care Center encourages all staff to attain certification in Infant/Child First Aid and CPR.

Child Enrollment

- ❖ We accept children ages six weeks through Kindergarten.
- ❖ We reserve the right to accept all children on a trial basis.
- ❖ The center does not discriminate on the basis of race, sex, national origin, religion or handicap.
- ❖ A parent or legal guardian must complete the registration form.
- ❖ A registration fee of \$35 (non-refundable) per family is required. The registration fee guarantees your child's space for enrollment.
- ❖ Enrollment is on a first come, first serve basis.
- ❖ If your child has been withdrawn for the summer or an extended leave, a new \$35 registration fee will be charged. Exception: maternity leave up to eight weeks does not require the fee.
- ❖ **A written, two week notice of withdrawal from enrollment is required.** If notice is not given, you will be billed for two weeks tuition.

Hours and Days of Operation

- ❖ The center is open 6:30 a.m. to 6:00 p.m., Monday through Friday.
- ❖ The center is closed on the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after, Christmas Day. Regular tuition will be charged for holidays.
- ❖ When holidays fall on Saturday the center closes on Friday, and for holidays falling on Sunday, the center will close on Monday.
- ❖ The center does not usually close for "snow days". In the event of any emergency closing, notice will be given on the following local TV and radio channels: 12 WKRC-TV, 700 WLW, 55 KRC, WEBN, MIX 94.1, KISS -FM, FOX 92.5. Regular tuition will be charged for snow days.

Child Care Fees and Payment Policy

- ❖ Payment is due Monday or the first day of attendance.
- ❖ Accounts two weeks past due will accrue a late fee of 15% of the past due amount. Continuing late payments will result in dismissal from the center.
- ❖ A late pick-up fee will be charged if children are not picked up by the 6:00 p.m. closing time. The fee will be applied to your bill in the amount of \$.50 per minute, per child. Repeated late pick-ups are not acceptable and if too frequent will result in dismissal from the center.
- ❖ Vacation days are given in the amount of 2 weeks per year. (ie 3 days per week enrollment equal 6 days per year, 4 days per week enrollment equal 8 vacation days per year. 5 days enrollment equal 10 vacation days per year.)
- ❖ Vacation days are given July 1st (the beginning of our fiscal year) each year and are not carried over.
- ❖ In order to use the vacation credit a one week written notice must be given. Vacation forms are available in the Parent Center outside of the office, and in the Nursery.
- ❖ Regular tuition is charged for absences due to illness or other reasons. If an illness is of long duration or for hospital confinement, special arrangements may be made with the director.

Discipline

Christian Care Center uses positive guidance and redirection of the child's behavior. The goal of discipline is to help children build their own self-control; to modify behavior that is socially unacceptable or non-productive in nature. Discipline is guidance and learning, not punishment. Techniques used will be applied in a way to maintain or enhance the child's self-esteem. Consequences will immediately follow the unacceptable behavior. Talking with children after they gain self-control will help them understand why the behavior is undesirable. Time out will be used when a child has lost control and is unable to reason. If a child is consistently exhibiting disruptive behavior, the parents/guardians will be consulted. After three (3) incidents, the child may be removed from the program. Christian Care Center reserves the right to disenroll any child or family if disruptive behavior continues.

At no time is any employee authorized to use physical discipline (e.g. spanking, slapping, shaking, etc.). Food, drinking water and toileting will not be denied as a punishment.

Child Health Policies

- ❖ **Current immunization records are required for each child.** A notice prior to the expiration date will be sent and a new updated certificate must be provided. If for any reason a child cannot receive an updated certificate, a blue Certificate of Medical Exemption must be provided to the center.
- ❖ This is a well-child center. We follow the Boone County Health Department Exclusion Policies for sick children. A copy of the Exclusion Policies is kept near the sign in/out sheets and in the Parent Center.
- ❖ Any child with a temperature of 100.0 or above (auxiliary - under the arm), who is vomiting, or has uncontrolled diarrhea, unexplained rashes or sore throat, etc. will be sent home.
- ❖ A child sent home with a temperature of 100.0 or above (auxiliary - under the arm) must be fever free for 24 hours before returning to the center or provide a physician's written excuse stating the nature of the illness and that it is not contagious.
- ❖ In the case of lice in the center, we have a "no nit" policy.
- ❖ There is at least one staff person, per center and in the nursery, certified in Infant/Child CPR and First Aid, during all operating hours.

Safety Policies and Procedures

- ❖ **Parents must bring their child into the center and classroom.**
- ❖ A sheet is provided daily for children to be signed into the center upon arrival and signed out of the center upon departure by parent or authorized escort. Children must be signed in and out every day of attendance.
- ❖ **Written notice is required authorizing persons other than parents to pick up children.**
- ❖ Please notify the center if your child will not be present as scheduled. We plan for staff and meal service based on scheduled children and it is important that we are informed about absences.
- ❖ **Please keep emergency numbers up to date.** Be sure to notify the office of any changes in home or work numbers and emergency persons and numbers. This can save valuable time in the event of an emergency.

- ❖ Disaster drills (fire, tornado, earthquake) will be held regularly in compliance with State regulations.
- ❖ All facilities are under State inspection for health, safety and general licensing.
- ❖ Our center has an open door policy. that means you are welcome to check in on your child at anytime without prior permission. We do ask, for the safety of all of our children, that when you visit, you speak to the teacher so that she knows who you are and why you are there.
- ❖ Weapons of any kind are not allowed in the center.

Biting

Occasionally, children (usually in the toddler age level) bite other children. In response to this, Christian Care Center has a policy that we feel helps reduce biting incidents.

Biting Policy

- ❖ When a child bites another child or a teacher, the child will be moved away from the other children and the teacher will tell the child, in a serious tone of voice, that biting is not OK and hurts. After a short period of time, the child will be reminded that biting is not good and he/she will be allowed to rejoin his/her group.
- ❖ If the same child bites for a second time the same day, the above procedure will be followed and in addition, the child's parent will be called and informed of the second bite. Information on biting will be sent home for the parents to read in hopes that measures will be taken at home to reinforce that this behavior is not acceptable.
- ❖ If the same child bites or attempts to bite for the third time the same day, the above procedures will be followed and the parent will be asked to come and pick up the child.
- ❖ If a child has been sent home two times for biting, a conference will be requested with parents, childcare teachers and the director, to work out a plan of action.

Meals

- ❖ Our center participates in the USDA Food Program and complies with all procedural and nutritional guidelines.

- ❖ Breakfast, lunch and afternoon snack will be provided for all children except infants not yet on table foods. Meals are served on a regular schedule for each age group.
- ❖ We will not be able to provide a meal if your child is late and the food has been removed. **Please be aware of the meal schedule.**
- ❖ In compliance with the Food Program requirements, no food is to be brought into the center. The exceptions are: special diets accompanied by a doctor's note, treats for birthdays and special events. Please check with your child's teacher.
- ❖ Parties are scheduled each year for Valentine's Day, Easter, Halloween and Christmas. Parents may bring in treats for birthdays and parties. Special treats must be store-packaged items.
- ❖ Menus are posted monthly and are nutritionally balanced.

Tuition Rates – 7/2003 to 7/2004

INFANT'S - ONE'S

(FULL TIME ONLY)

\$133.00

TWO'S

(FULL TIME ONLY)

\$128.00

THREE'S - FOUR'S - FIVE'S (POTTY TRAINED)

FULL TIME \$108.00

4 DAYS \$92.00

3 DAYS \$78.00

HALF DAY RATES (POTTY TRAINED)

FULL TIME \$78.00

4 DAYS \$73.00

3 DAYS \$61.00 (MINIMUM)

KINDERGARTEN

Kindergarten Only \$85.00

Kindergarten & Child Care \$115.00

The multi-child discount will be 15% off the lowest tuition.

Providing For Your Child's Spiritual Needs

- ❖ We are a Christian based child care center. Children age 1 through kindergarten will have a daily bible story and song time.
- ❖ Children age 3 through kindergarten say a short prayer, as a group, before meals.

- ❖ Children age 4 through kindergarten attend a 30 minute chapel service conducted by our ministers, with songs, prayers and a message. The message is non-denominational and designed to address the faith experiences and needs of the pre-kindergarten and kindergarten children.
- ❖ During the school year, the music minister provides a weekly Christian music class for each of the pre-kindergarten and kindergarten classes.

A Word from our Ministers

Welcome to the Christian Care Center Family of Florence Christian Church. We take seriously Jesus' words that in God's Kingdom, children come first.

That's very significant to why we provide a happy, wholesome, place where all children who come find a nourishing ground where they can grow into all of what God has created them to be.

Here, your children will be invited to engage in many experiences and activities where they can explore and discover God's world and their places in it. They'll use all their senses, creativity and imagination as they are encouraged to express themselves. Our goal is to help them grow in body, mind and spirit.

We hope you will have a sense of confidence and assurance that your child is in a loving, welcoming atmosphere.

Revs. Jerry and Diane Zehr are the co-pastors of Florence Christian Church. Rev. Diane is the Administrator of the Child Care Center. She works closely with the Director, Bonnie Holman, to provide a quality, caring setting for the children.

Florence Christian Church
300 Main Street
Florence, KY 41042
(859) 647-5000

Sunday Worship Services – 8:45 and 11:00 a.m.
Sunday School – 10:00 a.m.

Welcome to Christian Care Center! Please bring the following items for your child:

- ❖ **Infant:** Bottles (pre-mixed) labeled with your child's name, Diapers, Wipes, one or two changes of clothes (correct size and season). Diaper bags are acceptable.
- ❖ **Toddler:** Diapers, Wipes, one or two changes of clothes (correct size and season). One crib sheet and small blanket or beach towel for nap time. The sheet and blanket/towel should be taken home and washed each Friday. If potty training, additional underwear, plastic pants, outfits may be necessary. Diaper bags are acceptable.
- ❖ **Pre-School:** One or two changes of clothes (correct size and season). One crib sheet and small blanket or beach towel for nap time. The sheet and blanket/towel should be taken home and washed each Friday. If potty training, additional underwear, plastic pants, wipes and extra outfits may be necessary. Please do not bring backpacks because of limited space.
- ❖ **Pre-Kindergarten:** One or two changes of clothes (correct size and season). One crib sheet and small blanket or beach towel for nap time. The sheet and blanket/towel should be taken home and washed each Friday. At the beginning of the school year in late August, each child should bring a school box containing a small glue, large size crayons, and child size scissors (blunt tip). Please do not bring backpacks because of limited space.
- ❖ **Kindergarten:** One change of clothes (correct size and season). At the beginning of the school year in late August, each child should bring a school box containing a small glue, large size crayons, and child size scissors (blunt tip). Backpacks are acceptable.

Additional Information

- ❖ **Please check your child's folder daily.** Additional parent information will be posted in each classroom area. Please check with your child's teacher if you have any questions.
- ❖ Please dress your child appropriately for the season and for activities. All children play outside every day unless it is raining, extremely cold or hot. Please remember to provide your child with the necessary outerwear for outdoor play.
- ❖ An extra set of clothes must be provided for all children. If an extra set is not provided, parents will be called to bring necessary clothes.
- ❖ Conferences may be scheduled at any time by a parent, teacher or the Director.

- ❖ **Child care tuition must be paid in advance.** There are blue payment boxes in the Site II office, nursery, and main desk at Site I.
- ❖ You will receive a weekly billing statement in your child's folder. Please call the office if you have any billing questions.

Thank you for choosing Christian Care Center!

Please detach and drop completed form in payment box. Thank you!

Child/ren Name/s: _____

Parents Names: _____

I have read, understand and agree to abide by the policies and procedures in the Christian Care Center Parent Handbook.

Parent Signature: _____

Date: _____