

Sonshine Christian Preschool – Daycare

A Childcare Ministry of NEW POINT CHRISTIAN CHURCH

MISSION STATEMENT:

To Provide Christ-centered childcare in a safe environment for your children.

I. ENROLLMENT REQUIREMENTS. Children, ages 6 weeks and up.

Our Sonshine Christian Preschool-Daycare Staff is not trained/qualified to handle *Special Needs Children*, and regrettably cannot accept them for care.

II. HOURS OF OPERATION:

Sonshine Christian Preschool – Daycare (*otherwise noted in the following pages of this pamphlet, as “SCPD” or “Provider”*) is Open from 6:00 am* until 6:00 pm Monday through Friday. Hours of care will be contracted from child to child. **No Childcare will be provided on Saturdays and Sundays, OR on the following**

holidays: Memorial Day; July 4th (AND the preceeding Friday OR the following Monday **-if holiday is on a weekend**);

Labor Day; Thanksgiving Day and the day after;

Preschool = Christmas Break - (two weeks INCL. Christmas Day and New Year’s Day);

Daycare = Christmas Day and New Year’s Day.

Sonshine Christian Preschool - Daycare may choose to close for up to two (2) weeks per year with a thirty (30) day notice. SCPD will base our scheduled Preschool Calendar Days on the North Decatur School Calendar for holidays, vacation days, and snow days. Only in extreme weather will the Daycare be closed. (*Please listen to local radio stations: WRBI, etc. and/or Cincinnati/Indianapolis Television Channels, as well as Cable 45 for weather closings for North Decatur Schools.*)

III. TUITION FEES / PAYMENT PROCEDURES:

- **Preschool Only** (3 to 5 years of age)
3 – 1 / 2 hours a day, Monday, Wednesday and Friday. 9:00 am to 12:30 pm **\$95.00 per month.** The monthly charge is the same for all nine months of the year. The Second child in a family is \$ 47.50 per month.
- **Full-Time Daycare Only** (6 weeks of age and older)
Monday thru Friday from 6:00 am* to 6:00 pm is **\$100.00 per week.**
The Second child in a family is \$50.00 per week.
- **Daycare on an Hourly Basis** – **\$3.00 per hour.**
If the child is at the Daycare for more than six (6) hours in one day, the charge is \$25.00 a day.
- **Full-Time Daycare AND Preschool** – is **\$115.00 per week.**

*Unless previous arrangements have been made.

A. REGISTRATION FEES: The Registration Fee of twenty-five (\$25) dollars for DAYCARE is nonrefundable. This Registration Fee will hold your child's position, and also be used for beginning of the year school supplies. However, on the First Day of School (September 2, 2009), September's tuition will be due. A position at Sonshine Christian Preschool – Daycare will be considered "Open", until the enrollment fee is received.

The Registration Fee for PRESCHOOL, which is one (1) month's tuition, is ninety-five (\$95) dollars. This fee will be used as the last month (May 2010) for the Preschool tuition. This fee will hold your child's position. However, on the First Day of school (September 2, 2009), September's tuition will be due.

B. LATE PAYMENT FEE: \$25.00 Per Day that payment is not received.

C. RETURNED CHECK FEE: If a check is returned to the bank, a service fee of \$25.00 will be charged to the parent. After two (2) returned checks, payment will only be accepted for cash, certified check, or money order.

D. MATTERS OF MONEY: All Daycare payments are due by the end of each week. After Friday, the late fee will be assessed. If payment is not made by Friday, your child will not be accepted into our care until payment - including all late fees - is made, unless prior arrangements have been made.

Cash or Check is accepted and a receipt will be given upon request. A year-end statement of all childcare fees paid will be provided within the first month of the new year.

Full Time childcare fees for Daycare are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. All childcare services will be contracted.

This contract is a legal document obligating Sonshine Christian Preschool – Daycare to provide a service for you and obligating you to pay us for that service. There are other requirements in the contract. We urge you to thoroughly read the contract/handbook and realize that it is legal, and that you will be held liable for each item of the contract. By signing it, you are accepting it in all its terms.

Payment of the weekly rate will be charged for any extended leave due to illness or maternity leave, etc. You are welcome to send your child for a period of time equal to the payment received.

IV. CONFIDENTIALITY:

The information you supply to us will be kept confidential. We will at all times respect your privacy.

V. ENROLLMENT REQUIREMENTS: BEFORE enrolling your child in Sonshine Christian Preschool – Daycare, there are several things you must do:

- 1.) Read through and become familiar with our **policies**. You will be required to sign a form that indicates you have read, understood, and have agreed to ALL of our **policies**.
- 2.) An acquaintance visit must be made. Both you and the child must have had at least one (1) visit to our facility to become familiar with us and the service we provide.
- 3.) All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.

VI. TRIAL PERIOD:

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, you the parent or we the provider may terminate the childcare agreement with 24 hours notice. After the trial period, a two (2) week's written notice is required by either party to terminate the agreement. (See Termination Policy.)

VII. TERMINATION POLICY:

Care can only be terminated with two (2) weeks notice by the parent. SCPD reserves the right to immediately end care for non-payment, failure to respect any and all staff members, our facility, behavior of your child which is harmful to the physical or emotional well being of the other children, or failure to abide by our policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final two (2) weeks of care whether or not your child attends.

VIII. CHILD ABUSE/NEGLECT:

Sonshine Christian Preschool – Daycare is required by law to report any suspected signs of child abuse and/or neglect.

IX. SUPPLIES:

All supplies must be labeled with your child's name. You will need to provide the following items to be left at SCPD:

- 1.) Any 'Over The Counter' medication that you may wish to be used. This must have your child's name on it. Remember, the parent's permission will always be asked before administering same.

A. CHILDREN YOUNGER THAN 18 MONTHS (and those not yet potty trained and/or weaned from the bottle) **REQUIRE**:

- 1.) Diapers or Pull-ups – one (1) full package. Parents will be notified when supply is low.
- 2.) 1 – Box of Baby Wipes.
- 3.) Enough Formula-filled Bottles, Baby Food, and Pacifier(s) needed each day.
- 4.) 2 - Changes of Clothing. (T-shirt, sleeper, outfit, and socks). Careful attention must be paid to maintain current sizes left here. Soiled clothing will be placed in a plastic bag for you to take home.
- 5.) Any cream, powder, etc. that you wish us to use on your child.
- 6.) Baby Tylenol or OraJel, etc. if you wish it to be used.

X. WHAT WE, AS A PROVIDER, SHOULD EXPECT FROM YOU, THE PARENT:

A. OPEN COMMUNICATION. Clearly and carefully explain how/what you expect from Sonshine Christian Preschool - Daycare in regards to the care of your child. Also, provide us updates on any problems and progress that your child is making. Good communication helps us work together in the best interest of your child.

B. AGREEMENT ON TERMS OR ARRANGEMENTS. You should fully understand and sign the terms of the contract and the policies and procedures for which you, as the parent, are agreeing.

C. HONESTY AND TRUST. Sonshine Christian Preschool - Daycare needs you to be honest about how you believe the childcare arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust us as your childcare provider to do the best for your child. Show your trust by asking questions, before jumping to conclusions when possible problems develop.

D. 'ON TIME' PICK-UP. Ultimately, the care of your child is your responsibility. Please note that there will be a Late Pick-Up Fee of \$5.00 per child for each 20-minute period the child is not picked up.

E. DAYCARE SICK/VACATION DAYS. In the event that your child is ill, or needs to miss a day, please call us at (812) 663-9375, EXT. 13. If your child is sick for an extended period after a period of one week, the fee will be reduced 50% until the child is well. One (1) week vacation time for which the child

is not in attendance with no charge, and an additional week at one/half (1/2) the charge will be allowed. Parent agrees to provide two (2) weeks notice PRIOR to any vacation time to avoid a charge for regular attendance.

XI. DEFINITIONS:

A. FULL TIME: Daycare Services contracted on a scheduled time slot, four – five (4 – 5) days per week.

B. PART TIME: Daycare Services contracted on a set scheduled time slot, of thirty (30) hours per week or less.

C. BEFORE/AFTER SCHOOL: Does not include breakfast. You may bring your child's breakfast or one can be purchased for a fee of \$2.00. Afternoon snacks will be provided. Care will not begin before 6:00 am* nor end later than 6:00 pm. Any day that school is not in session, and your child attends Daycare, the Full day rate will be charged.

D. OPEN DOOR POLICY: You are welcome to visit the Sonshine Christian Preschool – Daycare anytime your child is present. You are asked to avoid visiting during rest time as much as possible. Parents are also free to call us anytime at (812) 663-9375, Ext.13. If we are unable to answer the phone, please leave a message, and we will call you as soon as we are finished with the current activity.

E. DAILY DOINGS. DROP OFF / PICK-UP: Sonshine Christian Preschool - Daycare assumes responsibility for your child only while he/she is on said property. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick-up list, without written or telephone permission from the parent. Anyone unfamiliar to us will be required to show proof of identification. Please make the alternate pick-up person aware of the requirements.

It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door! Never leave without telling your child goodbye!

Please be in control of your child during drop off and pick-up times. This is a time of 'testing', when two different authority figures are present (Parent and Provider), and this situation will be 'tested' at one time or another to see if the rules still apply for your child.

*Unless previous arrangements have been made.

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We will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust differently to transitions from one activity to another. Most children do not like to be ‘too rushed’, and most do not like to wait ‘too long’ once they are ready to depart.

If the person picking up your child appears to be under the influence of alcohol or drugs, we will contact another authorized person on your list to pick-up your child.

Court Order: If there is a restraining or other type of court order preventing contact or pick-up of a child by any certain individual, then SCPD will require a copy of that order prior to the First pick-up. Accordingly, Sonshine Christian Preschool - Daycare will continue to follow the original order until such time as it has in its possession a copy of a later or subsequent court order amending or terminating the original order.

F. TELEVISION. Limited TV viewing consisting of educational videos or videos rated “G” are allowed. Children are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities.

G. GUIDANCE. Some people call it discipline; we prefer ‘guidance’. No child will be hit, spanked, belittled, or otherwise intimidated at Sonshine Christian Preschool – Daycare, even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect and patience.

Guidance will be according to age and understanding level. Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time-outs depending on the severity of the offense (almost always, one (1) minute per year of age, never to be more than fifteen (15) minutes).

If a child exhibits a persistent behavior problem, we will address it with you, and together we will try to resolve it. **AT NO TIME will a child be subjected to physical punishment or shaming. Frightening or humiliating methods will not be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal. No child will ever be punished for toilet accidents.**

H. MEALS. Sonshine Christian Preschool – Daycare asks that you do not send any food or drink with your child without prior approval from us. If your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Children are encouraged to use this time to share their experiences with each other. Manners are taught, and practiced during this time as well. PLEASE LIST on the medical report any food allergies your child may have. If your child needs a special diet, the parent must furnish these foods.

I. ACTIVITIES. Age appropriate activities are provided with flexibility allowed to respond to the needs of the individual child and day. We will offer times

for outside play, crafts, stories, instruction, and naps appropriate to the child's age, interests, and abilities. We will provide your child with tender loving care, understanding, patience, and guidance in a nurturing Christian setting. Chores, such as picking up, wiping the table, etc. will be considered just a part of the day. We provide Preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives.

J. OUR RULES.

- 1.) No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting themselves or others.
- 2.) No intentionally breaking of anything.
- 3.) No running, jumping, wrestling, climbing, etc. in the Daycare facility.
- 4.) No picking up babies or toddlers.
- 5.) No leaving the building or playground without permission (no one is allowed outside without adult supervision, even when parents are here).
- 6.) No name calling, yelling, foul language or teasing – everyone deserves to be treated with respect.
- 7.) All food and drink will remain in the eating area in the Daycare facility.

K. DRESS CODE: Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained/soiled. Weather permitting, we will spend a lot of time outdoors. We have spare clean clothes on hand in case of accidents. If your child should need to use this clothing, we ask that it be laundered and returned as soon as possible so that it will be available for the next incident.

Older children need to dress modestly as this is a Christian Preschool – Daycare.

L. TOYS: Please do NOT send any toys from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain at SCPD and put away until rest time.

Sonshine Preschool - Daycare assumes NO responsibility for lost, stolen, or broken toys brought from your home. Should the child deliberately destroy our toys or other property through misuse or willfulness, the parent will be required to replace it.

M. REST PERIOD: All children will have a rest period. No child is forced to sleep, however, they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until rest time is over. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children. All children will rest on their cots with individual linens.

N. TOILET TRAINING: We will assist you in toilet training your child with the understanding that it will be successful only if we 'work together'.

We will use cotton underwear or pull-ups supplied by the parent. Send your child ONLY in 'easy on/easy off' clothing until they are able to completely undress and dress themselves. We do NOT launder soiled items, however, we will send them home in a plastic bag. Please replace any clothing sent home the next day.

O. HOLIDAYS / BIRTHDAYS: We honor all major holidays with a Christian perspective only, and all children's birthdays. If you would like to bring a special treat for the children, please arrange this ahead of time with us. You are more than welcome to participate in ANY activities we have planned for the children.

P. EMERGENCIES: FIRE If there is ever a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We have practice fire drills Monthly, so the children will be prepared in the event of a fire. The fire evacuation plan/map is posted near the entrance/exit of each room, and is on file in our office. You are free to view this plan at any time.

Q. TORNADO: In the event of a tornado warning, the children will gather in the designated 'Severe Shelter Room'. We will remain there until the inclement weather has passed. The tornado plan is located on file, and is posted in every room on the wall nearest the door. You are free to view this plan at any time.

R. POWER OUTAGE: Sonshine Christian Preschool – Daycare has emergency lighting. If the power remains out for some time, and the facility is getting too cold for the children, you will be called to pick up your child.

S. HEALTH MATTERS: ILLNESS: Under NO circumstances is a sick child to attend Sonshine Christian Preschool – Daycare. The child should be allowed to recover fully from an illness in the comfort of his/her own home. The other children in our care are exposed to any disease your child may bring into our facility. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements.

Obviously, it is not possible to prevent the spread of all illnesses. However, minimizing exposure and providing good hygienic practices in the Daycare are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100 degrees F, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash or head lice.

Sonshine Christian Preschool – Daycare reserves the right to determine whether a child should remain in our facility where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

T. MEDICATIONS: No child will be given any medication - whether prescription or ‘Over-The-Counter’ - unless the parent gives written permission. All prescription medication shall have the child’s name, name of medication, Doctor’s name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. We have the “Permission To Administer Medication” forms to be filled out each time your child will need medicine to be administered.

U. MEDICAL EMERGENCIES: Although supervision is constantly given, we cannot be by your child’s side at all times to prevent falls, tripping, bumps, blows from other children, etc. If your child is injured in a non life-threatening way, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor’s office. *(i.e. needs stitches, broken arm, or dislocation, etc.)* All costs associated with injuries to the child will be the responsibility of the parent, unless we have been found to be negligent. In case of a medical emergency, we will attempt to contact you immediately. Should we be unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you OR your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary.

If immediate intervention is required, we are certified in Infant, Child, and Adult CPR and First Aid, and will take appropriate action including calling 911, and having your child transported to your designated hospital. You or your family’s insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while your child is in our facility.

V. NON-DISCRIMINATION: Sonshine Christian Preschool – Daycare shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

XII. CHANGES TO POLICIES: Changes may be made to these policies as needed with two (2) weeks notice. The policies, contracts, consents, and forms, if needed, will be reviewed and updated yearly in August. Please give written notice of any changes that may occur, especially of your name or address, or of updated immunizations for your child.

Sonshine Preschool – Daycare June 2009