

God's Little Ones Daycare and Nursery School

Parent Handbook 2011-2012

God's Little Ones Daycare
3086 Biglerville Road
Biglerville, PA 17307
717-677-8180 (during business hours)
717-597-9214 (weekends and evenings)
<http://jirehindependentbaptistchurch.com/daycare>
Director/Teacher: Mrs. Diane Myers

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MISSION OF GOD’S LITTLE ONES DAYCARE/NURSERY SCHOOL

Our mission is to train children in a safe, healthy environment that focuses on spiritual, academic, and physical development of each child. Through Christ-centered curriculum and activities, we strive to help children reach their fullest potential so that they may lead productive, meaningful lives.

Our Core Values:

- EXCELLENCE: Pursue academic, spiritual and leadership excellence
- RESPECT: Foster a safe and caring Christian environment that respects each individual
- PRAYER: Prayerfully seek God’s will regarding the resources he has given us
- COMMUNICATION: Resolve conflict promptly and directly
- FAITH: Refer to JIBC’s Doctrinal Statement with regard to statement of faith

INTRODUCTION TO GOD’S LITTLE ONES

We have developed this parent handbook in order to inform parents of the details of the center and to provide adequate information about the program offered. God’s Little Ones Daycare and Nursery School accepts children from Infants to 5 years old.

HOLIDAYS AND DAYS CLOSED FOR 2011-2012

New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. The Center will not be open on the weekends.

FEES AND PAYMENT OF BILLS

There will be a \$25.00 one-time application fee charged for each application that is received for enrollment in the daycare center and is required to ensure consideration of the application.

The fee schedule can be understood from the below table:

Fee Schedule	Per Day	Per Week
Entire Day - Cost	\$30.00	\$125.00
Half Day – Cost	\$20.00	\$65.00

If paying by the day, the cost is \$30.00/entire day. Paying by the week is \$125.00/week and payments are due on Monday of each week (longer-term payments are also accepted). Half-days (4 hours) are also available at a cost of \$20.00/half-day or \$65.00/week. There will also be a discounted rate- a savings of \$10/week for an entire year if you can get another family (not previously enrolled) to enroll a child with our daycare center (only applicable to full-day enrollees).

Tuition is due on the Monday beginning each new week to pay for the current week. If a payment is not received on-time, a \$10.00 fee will be charged per day until the account is current.

There will be a \$50/yearly non-refundable “consumables” fee per child which is used to pay for the cost of various materials that will be used by the children in projects and crafts. This fee is due with the first payment. If a child attends the daycare prior to March 1st during the school year, the full \$50 consumables fee is due, but if a child’s first day comes after March 1st, only \$25 consumables fee is required.

Our hours are Monday – Friday 7:00am-4:00pm. The center will remain open year round.

Schedule	
Arrival Time	7:30am-8:30am
Program Hours	8:30am-3:00pm
Departure Time	3:00pm-4:00pm

LATE PICK-UP POLICY

A child who is left at the facilities after 4:00pm is considered late. A warning will be issued first and then the second time the parent will be charged \$1.00/minute after 4:00pm. The parent will sign a form the teacher will provide that will state the time of arrival and amount due. The teacher will be given half of the money for her after hour’s time and the other half will be put in a collection where the staff will decide a larger item to buy for the center.

Please have a back-up plan for days you are running behind or stuck in traffic

CONFIDENTIALITY

Information received from parents on enrollment forms is available only to the administrative staff and teachers who work directly with the child. Employees respect the confidentiality of written, verbal and observed information and any information regarding an individual child is discussed with parents privately.

VACATION/SICK CREDIT

If your child misses 4 or 5 consecutive days, a 40% reduction of the usual charge will be given as a credit to the next week’s fees. Please call the center if your child will be absent due to vacation or illness.

FIRST DAY OF DAYCARE

Children often cry the first few times they are left. Try a brief goodbye. Delaying departure is hard on the child and the parent as both become more upset and ultimately reinforce each other's fear feeling. If your child is upset when you leave the center, feel free to call back after some time to check on your child's progress. We will call you if your child does not settle down. Most children quiet down quickly as they are reassured by the teacher and become interested in the toys and other children.

On the first day you should bring the following items:

- 1 complete change of clothing
- Diapers/Wipes

The diapers/wipes should be labeled on the packages with the child's name so that we can use them accordingly.

DO NOT BRING:

- Candy or gum
- Toys from home

GENERAL CURRICULUM AREAS

Children will enjoy the fun, age and developmentally appropriate activities that will include time for individual play, learning and circle time. Activities encourage phonemic awareness through introduction and recognition of letters and will include introductory math through number recognition, counting, sorting and patterning. Manners and habit training will be incorporated as well. Heritage and science will be introduced using fun hands-on discovery opportunities.

SNACKS

The center will provide a morning and afternoon snack. Children may enjoy treating their classmates to a special snack for birthdays and other special occasions. Please talk with the teachers on days you would like to bring a special treat to the center. Food allergy information should be included on the application form.

LUNCHESES

Children should bring lunches from home for the noon meal. A refrigerator and microwave is available and will be operated by a staff member when needed to prepare the child's lunch.

DIAPER PROCEDURE

Untrained children should be sent with an adequate supply of diapers/wipes. Please inform the staff when your child is in training.

POLICY ON ILLNESS

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. One of the best ways to prevent the spread of disease is to strictly enforce standards regarding the exclusion of sick children. We need your help for this. Do not bring children with contagious illnesses to the Center and if your child becomes ill at the center, you will be notified and requested to pick up the child immediately. If a child contracts very contagious diseases like chicken pox, lice, or pink eye, this should be reported to the Center as soon as it is discovered.

INSURANCE COVERAGE

The center is fully insured under Jireh Independent Baptist Church's insurance policy.

FIELD TRIPS

On special occasions, there may be a field trip to enhance the child's learning experience. Prior notice will be given to parents well in advance of any special outings requesting their permission for the child to participate. Parents may be asked to chaperone if they wish.

TERMINATION NOTICE/SCHEDULE CHANGES

If you will be withdrawing your child from the center, two weeks written notice is requested. Staff members will gather your child's possessions for you on the child's last day. Please pay your bill in full before your child's last day at the center. Changes in your child's schedule need to be made with the Director; if possible, two weeks in advance of the date you wish the change (for instance, if you wish to change from a half-day schedule to a full-day schedule).

In rare cases a child's parents cannot adjust to the schedule of the center or they have difficulty following some regulation. When this occurs, the director will first verbally remind the parents of the regulation, if the parents continue to ignore or break the regulation, the director will give the parents two weeks to make other child care arrangements

GRIEVANCE PROCEDURE

In the event of misunderstanding, personality conflicts, or specific complaints against the center staff or about the center policies, parents are encouraged to make an appointment with the director to resolve such issues. Clear communication, honesty, and interpersonal skills make problem solving much easier. Please take time to get to know the staff and to let them know you.

SUBSTITUTE TEACHERS

On the occasion when a staff member is ill or absent, the director will call for a teacher substitute, assistant, or aide to assist in the daily activities.

ADMISSIONS: NON-DISCRIMINATION

God’s Little Ones Daycare does not discriminate against children based on gender, race, national origin, or religion. All children are welcome.

My signature certifies that I have read and understand the contents of this handbook and agree to abide by it. If I have any questions I will contact the Director to clear any misconceptions.

Signature of parent(s): _____

Printed Name(s): _____

Name(s) of Child(ren) to be enrolled: _____

Date: _____

Please return this page signed and dated to:

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