

CALVARY BAPTIST CHURCH DAY CARE

***5011 Jackson Street
Alexandria, LA 71303
(318) 445-0959***

MISSION STATEMENT

***TO LOVE AND ACCEPT ALL CHILDREN,
TEACHING THEM ABOUT JESUS;
THEREBY, LAYING A FOUNDATION
WHERE THEY MAY GROW TO KNOW CHRIST
AS THEIR LORD AND SAVIOR.***

***“Train up a child in the way he should go,
and when he is old he will not depart from it.”***

(Proverbs 22:6)

Calvary Baptist Church commits to Day Care parents that we will work to create a desire within children to be motivated to do what God wants them to do. We will instruct them in things pleasing to God, and we will help them learn to obey God.

TABLE OF CONTENTS

Mission Statement	1
Program Information	3
Daily Operations / Schedules	4
Fee Information	5
Policies	6
Infant, Creeper, Toddler Information	13
School-Age Children’s Information	15
Discipline Policy	16
Behavior Policy	17
Parental Conduct Policy	18
Biting Policy	19
Dismissal of a Child	20
Fees	21

OUR PROGRAM

Calvary Day Care has been in operation since September of 1973. We provide a preschool program for infants through four-year-olds and afterschool care for Kindergarten through fourth grade children. The Day Care is a ministry of Calvary Baptist Church and all policies are established in the best interest of the children involved. The program is administered by the Director and is a Class "A" Licensed Day Care Facility, License # 265, by the State of Louisiana Department of Health and Human Resources and has been inspected and approved by the Rapides Parish Health Unit and the Alexandria Fire Department. Each member of the teaching staff is trained according to guidelines set forth by the State of Louisiana Department of Social Services and possesses the competency and understanding essential in teaching your children.

Children will be assigned to classrooms determined by age levels and development. Transitions from one class to another are determined by available openings, birthdates, and the individual child's readiness developmentally and socially. Major class changes are made in June (Summer Session) and again in mid-August (Fall Session). However, children may be moved by the director from one class to another as openings in various classrooms occur. The curriculum is designed for each age group with activities appropriate for the developmental level of the individual child.

The children in our program will enjoy music activities, special story times, and many other fun, exciting activities as they relate to our classroom curriculum.

DAILY OPERATIONS

- ❖ *The center opens at 6:30 A.M. and closes at 5:30 P.M., Monday through Friday, twelve months a year.*
- ❖ *Holidays for the Day Care are: New Year's, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days – Thursday and Friday) and Christmas (2 or 3 days – determined yearly).*
- ❖ *Calvary Day Care will follow Rapides Parish School closures due to severe weather conditions.*
- ❖ *Classes Two A – Afterschool will have outdoor playtime each day, unless the temperature is below 40 degrees, or weather prohibits outdoor play.*
- ❖ *Bible stories and Bible songs are a vital part of our daily curriculum.*

DAILY SCHEDULE

(Specific schedules vary according to age groups)

❖ Preschool Program

<i>6:30 - 7:15</i>	<i>Receiving</i>
<i>7:15 - 10:00</i>	<i>Learning Centers / Group Time / Bathroom / Snacks</i>
<i>10:00 - 11:00</i>	<i>Outside Activity</i>
<i>11:00 - 12:00</i>	<i>Bathroom / Quiet Time / Lunch</i>
<i>12:00 - 2:30</i>	<i>Rest / Bathroom</i>
<i>2:30 - 2:45</i>	<i>Snacks</i>
<i>2:45 - 5:00</i>	<i>Outside Play / Inside Activity / Learning Centers</i>
<i>5:00 - 5:30</i>	<i>Quiet Time / Departure</i>

❖ Afterschool Program

<i>2:45 - 4:15</i>	<i>School Pick-up Time (Varies with individual schools)</i>
<i>3:45 - 4:30</i>	<i>Arrival / Snacks</i>
<i>4:30 - 5:15</i>	<i>Homework / Free Play / Organized Play / Outside</i>
<i>5:15 - 5:30</i>	<i>Departure</i>

FEES

Registration Fee

- ❖ *There is a first time Registration Fee of \$100.00 when a child is enrolled in the center and an annual Registration Fee of \$60.00 each year thereafter.*
- ❖ ***THIS FEE INSURES YOUR CHILD'S PLACE IN THE CENTER AND IS A NON-REFUNDABLE FEE.***

Educational / Supply Fee

- ❖ *There is a yearly Educational / Supply Fee for all children enrolled in the center. This fee covers educational materials and supplies used in the classrooms. This fee may be made in two payments (one half in September and one half in January), or in one payment at a discounted rate (see page 21).*
- ❖ ***THIS IS A NON-REFUNDABLE FEE.***

Tuition

- ❖ *Each child's Tuition is charged on a weekly basis. We are able to accept credit card payments for your child's daycare. There is no discount given for days missed except when your annual "Absent Credit" is used as described below.*
- ❖ *We also offer the electronic payment method, which is a **free** service to you!*
- ❖ ***SCHEDULE FOR PAYMENT OF TUITION IS AS FOLLOWS:***
 - A) *Weekly tuition payments are due in advance on Friday for the upcoming week.*
 - B) *There will be a late payment fee of \$5.00 added to any account not paid by 5:30 P.M. on Tuesday of the current week.*
 - C) *Any account more than one week past due may result in loss of childcare until that account is brought current.*

Absent Credit

- ❖ *Each child may receive a credit for **One Week's Tuition (Monday – Friday)** if the child is absent for that week **and** has been enrolled in our center for at least 6 months. This credit may be taken **one time** during each school year (August – August).*
- ❖ ***Please Note: Failure to follow the tuition policies may result in your child being dropped from our program and placed on a waiting list for the next available opening.***

POLICIES

Records

- ❖ *Parents will be required to complete several forms upon registering their children each year. These records are kept on file in the Day Care Office.*
- ❖ *The Department of Health and Hospitals requires a specific Immunization Record which must be completed and signed / stamped by the child's physician or health unit. Immunizations **MUST** be kept up to date for children to remain in the Day Care Center.*
- ❖ *Parents are responsible for updating any changes made of phone numbers, addresses, new work places and numbers, etc.*
- ❖ **PLEASE BE SURE ALL INFORMATION IS KEPT CURRENT AT ALL TIMES.**

Leaving and Calling for a Child

- ❖ *A reliable person (must be 16 years or older with a valid Driver's License) must leave and call for your child. **YOU** will need to document your child's arrival time each morning on the Daily Sign In/Out form. When your child is picked up from the center, the time of departure and the first and last name of the person to whom the child is released must also be documented by that person on the Daily Sign In/Out form.*
- ❖ **NEVER ALLOW ANY CHILD TO GO TO THE CLASSROOM ALONE** (including school age children).
- ❖ *Your child will be released only to persons authorized by you **in writing**.*
- ❖ *Because several parents may arrive simultaneously, please be sure the teacher has acknowledged that you are calling for your child, and that your child is properly signed out.*

Parking Regulations

- ❖ **Covered** parking spaces at Children’s World entrance are for **loading and unloading only**. Please be courteous and patient with this process.
- ❖ When you are entering Children’s World for any period of time longer than loading or unloading your child, you **must** park in designated parking spaces only – **not in the loading or unloading covered area**.

Clothes and Shoes

- ❖ Washable play clothes are the most suitable clothes for our active day. Extra clothes are always needed for all preschoolers. At least one extra set of clothes is to be left at the center in cubbies / boxes that we provide.
- ❖ You are expected to label your child’s clothing that you send us for his / her “change of clothes.” Two sets of clothes are needed. Please remember to bring clothes appropriate for the current season.
- ❖ Coats and jackets must also be labeled
- ❖ **Backpacks and Purses are not allowed to be brought into the Two A through Pre-K classrooms.**
- ❖ **Rubber soled “sneakers” are preferred footwear unless other type shoes must be worn for medical reasons.**
- ❖ We strongly discourage cowboy boots. In the case of inappropriate behavior of a child wearing boots, the child may not be allowed to wear boots in the future.
- ❖ Sandals are often a cause of falls for young children. They are not appropriate footwear for the playground and playground equipment.
- ❖ **For the safety of your child, we request that you do not send him/her to school in sandals.**
- ❖ **“Flip Flops” are not allowed.**
- ❖ Children’s shoes are removed at rest time and when they go to play time on the Ark.

Diapering and Potty Training

- ❖ *For preschoolers in diapers, disposable diapers are required. We also ask that snap-bottomed clothes be worn to help make diaper changing easier.*
- ❖ *When parents are ready to begin potty training with their child, pull-ups are required. Please bring your child to daycare in pull-ups.*
- ❖ *Day Care staff will not begin potty training until children are enrolled in the Two A classroom or older.*
- ❖ *Please remember that success in potty training of any child requires consistency for the child both at home and at school. Please do not bring your child in diapers and expect teachers to use pull-ups at daycare.*

Toys

- ❖ ***YOUR CHILD IS NOT ALLOWED TO BRING PERSONAL TOYS WITH HIM / HER INTO THE CENTER.*** *Our rooms are equipped with toys and other educational learning tools for all of our children to enjoy. Please do not allow your child to bring a toy in and then expect his/her teacher to take the toy. Personal toys should remain at home or in your vehicle.*

Food

- ❖ *Morning snacks, hot lunches, and afternoon snacks are provided daily by the Food Service Department of Calvary Baptist Church.*
- ❖ *Your child MAY NOT bring his / her breakfast into the center. Licensing regulations prohibit this.*
- ❖ *No food can be brought into the center except when it is to be shared by the entire class and prior approval has been obtained from the teacher. Note that parties are always held during afternoon snack time.*
- ❖ *If your child is on a special diet, you are required to provide the Kitchen Supervisor with a specific list of foods that your child may or may not eat.*
- ❖ ***YOU MUST SUPPLY FOODS NOT ON OUR MENU.***

Health

- ❖ *We can accept only well children. If your child becomes ill while at the center, you will be notified and expected to pick up your child within the hour. It is essential that you help us maintain this policy.*
- ❖ ***A CHILD SENT HOME DUE TO ILLNESS IS TO BE KEPT HOME UNTIL HE / SHE HAS BEEN FREE OF THE ILLNESS FOR 24 HOURS OR HAS WRITTEN PERMISSION FROM HIS / HER PHYSICIAN TO RETURN TO DAY CARE.***
- ❖ *The center is required to maintain on file the name and telephone number of each child's physician and dentist.*

Administering Medication

- ❖ *Medication will not be administered to any child without a physician's authorization and proper documentation from parents in accordance with our center's policy and required licensing guidelines as described below:*
 - *Before any medication is administered to a child at the center, a "Physician's Medication Authorization" form must be completed by the child's physician. That form is available in the Day Care office.*
 - *The Physician's Medication Authorization form is to be returned to the Day Care office along with the medication that is to be administered to the child.*
 - *Any medication to be administered requires a pharmacy label with the child's name, physician's name, and the medication name and dosage according to the physician's instructions.*
 - *Any medication administered to a child by our staff will also require proper documentation from parents according to licensing guidelines (which includes documentation of medication's side effects).*
 - *If a parent administers medication to his/her child on the center's premises, proper documentation from parents will be required according to licensing guidelines.*
 - *The center's staff shall not apply topical ointments / sprays / creams (i.e. sunscreen, insect repellent, diaper rash ointment, etc.) without a written one-time authorization signed and dated from the parents, unless changes occur.*

Rest Time

- ❖ *Each child enrolled in two-year-old through Pre-K classes will be expected to rest (and sleep when possible) from shortly after lunch until approximately 2:00 each afternoon. Cots are provided. Rest time for infant and creepers classes depends upon individual scheduling of children. Creeper and Toddler classes may have two scheduled nap times each day. Your child's shoes will be removed during rest time. **Children are not allowed to bring "special" blankets or toys in for rest time.***
- ❖ *We provide covers for your child. No personal blankets or pillows are to be brought into the center. All bedding is laundered at the center.*
- ❖ ***IT IS MOST IMPORTANT THAT YOUR CHILD'S ARRIVAL TIME AT THE DAY CARE DOES NOT INTERRUPT SCHEDULED REST / NAPTIME FOR HIS / HER CLASS.***

Parties

- ❖ *Seasonal parties (Fall Festival Party, Christmas, Valentines, Easter) will be celebrated in two-year-old through Pre-K classes. **Infant, Creeper, and Toddler classrooms do not have parties.***
- ❖ ***TEACHERS WILL NOT ACCEPT OR SEND HOME ANY TYPE OF HARD CANDY.***
- ❖ ***WE WILL NOT GIVE OUT BALLOONS TO CHILDREN AT THE CENTER.***
- ❖ *Birthdays will be celebrated once each month. All children having a birthday in a given month will be honored collectively.*
- ❖ *Parties will be held in the Center during the scheduled afternoon snack time. **Infant, Creeper, and Toddler classes do not have classroom parties. Please do not bring cupcakes or other party goodies for these classrooms.***
- ❖ *Parents may assist with parties. Please check with your child's teacher about party plans.*
- ❖ ***Personal party invitations will be sent home ONLY IF INVITATIONS ARE SENT TO EACH CHILD in the classroom. Otherwise, parents may request an address list from the office.***

Safety and Security

- ❖ *Doors into classroom hallways (1st floor) and hub areas (2nd floor) will be secured during operating hours of Children's World (Calvary Daycare).*
- ❖ *These doors will be opened and accessible only to persons authorized to these areas. Authorized persons include employees and parents whose children are in these classrooms.*
- ❖ *Unauthorized persons visiting Children's World will check in with the Hostess at the Reception Desk near the front entrance of the building.*
- ❖ *Parents visiting Children's World during the day (other than arrival and departure times) will follow the visiting procedures as follows:*

Visiting Procedures

Infant, Creeper, & Toddler Classrooms:

1. *Sign in with the Hostess at the Reception Desk.*
2. *The Hostess will call your child's classroom to let the teachers know you are coming for a visit.*
3. *Your child's teacher will have your child ready at his / her classroom door.*
4. *You may visit with your child in the designated "Parent's Visiting Room / Nursing Mother's Room"(C102)*
5. *After you return your child to the classroom, please sign out with the Hostess at the Reception Desk.*

Two's, Three's, & Pre-K Classrooms:

1. *Sign in with the Hostess at the Reception Desk.*
2. *The Hostess will call your child's classroom so that one of his/her teachers can bring the child to the Atrium.*
3. *You may visit with your child in the Atrium Area.*
4. *After your visit, please ask the Hostess to call your child's classroom so that he/she may return to class.*
5. *A teacher will pick the child up from you.*
6. *Please sign out with the Hostess at the Reception Desk.*

Photography Policy

- ❖ *Classroom photographs may be taken as children participate in various classroom activities. Parents attending special events such as birthday parties, field trips, etc., will be allowed to photograph the class during these activities. Calvary's ministry staff may photograph various day care activities for use within church programs only. Television and newspaper photographers **will not** be allowed to take photographs of any child at Calvary Day Care without special permission from parents.*

Water Play Activities

- ❖ *Calvary Day Care provides Water Play Activities such as “Sprinkler Day,” “Beach Day,” and “Wading Day” for two-year-old, three-year-old, and four-year-old, and Pre-K classes at the discretion of the individual classroom teacher and the Day Care Director.*

Parent / Teacher Conferences

- ❖ *Parents may be requested to participate in a conference with the child’s teacher at various times during the year. Please do not expect to just “drop in” for a conference when the teacher has responsibility for the classroom.*

Parenting Conferences

- ❖ *Parenting Conferences are offered at Calvary Baptist Church at various times each year. Parents of children enrolled in Calvary Day Care are encouraged to attend these conferences. Day Care parents may be required to attend specific conferences regarding childcare and/or behavioral issues of children.*

Child Custody

- ❖ *The Day Care has no legal authority to refuse either parent the right to pick up his/her child. In cases where temporary or permanent custody has been granted to one parent or a third party, the Day Care Office must have on file a copy of the order bearing the court’s signature.*

VBS

- ❖ *Vacation Bible School is a part of our summer curriculum. All children have the advantage of this “extra” training.*

Licensing

- ❖ *Calvary Baptist Church Day Care Center is a Class “A” Licensed Day Care Facility (License # 265), by the State of Louisiana Department of Health and Human Resources and has been inspected and approved by the Rapides Parish Health Unit and the Alexandria Fire Department. For any significant, unresolved licensing complaints you may call this agency at (225) 922-0031.*

INFANTS / CREEPERS AND TODDLERS

Our goal is to provide a safe and healthy environment for your child each day. Our staff is trained in practicing good health techniques in all areas of care. In order to maintain this healthy and safe environment, please follow the procedures listed below which are specific to Infant, Creeper, and Toddler Classrooms.

- 1. Upon arrival to the classroom, staff members will receive your child at the door.*
- 2. **Personal blankets and/or toys are not allowed to be brought into the center.** We provide those items here and launder and disinfect all such items daily.*
- 3. Classroom binders will be easily accessible just outside each classroom so that you can provide important information or documentation regarding your child (includes daily sign-in/out chart).*
- 4. **When the child becomes mobile (crawling, pulling up, walking), he/she will be required to wear shoes at all times except naptime.***
- 5. Parents or other visitors who wish to visit at times other than arrival or departure times will need to follow "Visiting Procedure" guidelines as outlined on page 11.*
- 6. An ample supply of diapers must be kept at the center and labeled with the child's name. Teachers will notify the parent when more diapers are needed.*
- 7. Diaper wipes, ointments, and powders are provided by the center.*
- 8. Parents must supply baby food. Please label all food with the child's name.*
- 9. **Pacifier holders for your child's pacifier are required.** Parents will need to supply the pacifier holder.*

10. *Only children who have a “Bottle Holding” note signed will be allowed to hold their bottle alone.*
11. *Plastic bottles are required. All bottles **must** have a cap.*
12. *All bottles, caps, and bottle bags **must** be labeled clearly with the child’s name. Parents are responsible for **maintaining** proper labeling every day.*
13. *Formula must be pre-mixed and bottles filled. Teachers will not mix formula or fill bottles.*
14. *Procedures for Baby Bottle Storage is outlined as follows according to the Health Department Guidelines:*
 - a. *After bottle is warmed, any portion not consumed **MUST** be discarded after **one hour**. (Enzymes in the baby’s saliva break down the milk.)*
 - b. *If bottle is warmed, and the baby falls asleep without drinking **ANY of the milk**; the bottle may be refrigerated and re-warmed when the baby awakes. **BOTTLES ARE NOT LEFT OUT. THEY ARE REFRIGERATED.** If **ANY** milk was taken from the bottle, the remainder of the milk **must be discarded within one hour**.*
 - c. *If a parent has a request that is different from these guidelines, it must be given to the center in writing (one copy in class files and one copy in office files).*

AFTERSCHOOL / HOLIDAY CARE

FOR SCHOOL AGE CHILDREN

Afterschool

- ❖ *Children enrolled in the Afterschool Program must be enrolled full-time.*
- ❖ *Afterschool pick-up is provided as a part of the afterschool program from various local elementary schools.*
- ❖ *Calvary Day Care sets afterschool pick-up schedules with each of these schools for our daily van routes.*
- ❖ ***IF YOUR CHILD WILL NOT RIDE CALVARY'S VAN ON ANY GIVEN DAY, YOU MUST CONTACT THE OFFICE BEFORE 2:00 P.M.***
- ❖ *Every child riding a Calvary Van will be required to wear a seat belt at all times.*
- ❖ *Once children arrive at Calvary they will be assigned to classrooms where various activities are provided for them.*
- ❖ *The only discount in fees will be when your child does not attend day care because his / her **ELEMENTARY SCHOOL IS CLOSED.***

Holiday Care

- ❖ *When schools are closed and the day care is open – holiday care will be provided for school age children (Kindergarten – Fourth Grade) **IF THERE ARE AT LEAST 5 CHILDREN NEEDING SUCH CARE.***
- ❖ *Holiday Care will be **charged** on a daily basis each time that a child is registered for the day/days. **PAYMENT FOR THE HOLIDAY CARE IS DUE AT THAT TIME.***
- ❖ ***A parent's signature is required and payment due at least three days in advance of needed Holiday Care.*** *Once a parent "signs-up" the child, his/her tuition account will be billed for the requested day/days of care.*
- ❖ *Holiday Care will not be provided for your child unless above criteria is met.*

DISCIPLINE POLICY

Discipline is teaching a child to redirect himself and bring his actions into control. Discipline reinforces the positive, provides choices, sets realistic limits, and provides logical and natural consequences. Discipline provides guidance with love, trust, understanding, acceptance and care; therefore, bringing a child into an awareness of himself as a person created by God.

Discipline Procedures are as Follows:

- ❖ *Positive Guidance. (Example: Children will receive guidance in all areas of classroom participation in a positive manner.)*
- ❖ *Re-Direction. (Example: Children playing inappropriately in the “block area” will be redirected to the “puzzle area.”)*
- ❖ *Time Out – an interruption of a child’s unacceptable behavior such as hitting, kicking, biting or any other serious violation of classroom rules. (Example: A child who has hit or kicked another child or a teacher will be placed in a “time-out” area in the classroom or in the office.)*

Disciplinary Procedures Will Be Administered in the Following Manner:

- ❖ *Classroom rules will be clearly communicated to the child. This will enable the child to become self-disciplined.*
- ❖ *Staff will be consistent in communicating classroom rules.*
- ❖ *Disciplinary measures will be explained to the child before and at the time of any disciplinary action.*
- ❖ *Aggressive physical behavior toward staff or other children is unacceptable. Caregivers will intervene immediately if a child becomes physically aggressive. At the discretion of the Day Care Director, parents may be called to the center if such behavior continues to occur.*

The Following Methods of Discipline are Strictly Prohibited:

- ❖ *Physical punishment.*
- ❖ *Corporal punishment (hitting, spanking, beating, shaking, pinching or any other measure which produces physical pain).*
- ❖ *Verbal abuse or threats.*
- ❖ *Cruel, severe, unusual or unnecessary punishment.*
- ❖ *Derogatory remarks.*
- ❖ *Children disciplining other children.*
- ❖ *Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities.*
- ❖ *Any suspected abuse and / or neglect of a child in a day care center must be reported in accordance with LA R.S. 14:403 to the local Child Protection Agency.*

BEHAVIOR POLICY

- 1. Each child is required to follow all guidance and direction from Calvary Day Care Staff. This includes teachers, floaters, van drivers, and administrative staff.*
- 2. Each child is required to demonstrate respect toward all other children at Calvary Day Care.*
- 3. Teasing, bullying, or harassing other children is unacceptable.*
- 4. Inappropriate language is unacceptable. (Cursing, any derogatory comments toward one's culture, any language that makes suggestions of a sexual nature)*
- 5. Continued disruption of daily classroom activities by a child is unacceptable.*
- 6. Aggressive physical behavior toward any child or any staff member is unacceptable.*
- 7. Any sexual misconduct or gestures by children will not be tolerated.*

PROCEDURES FOR HANDLING BEHAVIOR PROBLEMS

1st Offense: Teacher will address problems with Day Care Director and Assistant Director. A verbal warning will be given to the child and a written statement will be sent to the parents regarding the incident.

2nd Offense: Day Care Director will call parents in for a conference concerning the child's behavior.

3rd Offense: The child will be dismissed from the Day Care Program.

PARENTAL CONDUCT POLICY

Our goal is to provide the finest childcare within our means. Adherence to the following parental guidelines will make our goal more attainable.

Parental Conduct Guidelines

Calvary reserves the right to dismiss a child based upon the inappropriate conduct of his / her parent or guardian. Inappropriate conduct includes:

- 1. Abusive or profane language spoken or written to employees of Calvary Day Care.*
- 2. Disrespectful attitudes expressed toward Calvary Day Care employees.*
- 3. Outbursts of anger directed toward Calvary Day Care employees.*
- 4. Reprimanding any child other than the parent's own child.*

Violation of these guidelines will result in the dismissal of your child from Calvary Day Care.

How To Express a Concern About Your Child's Care

When a parent has a concern about his / her child's care, the appropriate steps in expressing the concern are as follows:

- 1. Request a conference time with your child's teacher. This request should be made through the Day Care office.*
- 2. If the teacher conference does not result in your concern being properly addressed, write your concern and submit the written document to the Day Care Director.*
- 3. Request a conference with the Day Care Director at a time suitable to both the parent and the Day Care Director.*
- 4. If your concerns are not handled to your satisfaction after you have completed steps 1 – 3, contact the Day Care Director's supervisor, Calvary's Minister of Education.*

BITING POLICY

“Bite” is a word that brings to mind all forms of fears and worries. We try to catch the deeds before they happen. Unfortunately this is not always possible. Preschoolers, especially toddlers and twos, are not always verbal, do not or cannot express feelings, and often show their feelings physically. As they grow older, with help and guidance, they will learn to replace biting with appropriate responses.

Biting is an ever present concern for child care providers everywhere. Understanding and support for the children, other parents, and the caregivers are essential in trying to cope with this problem.

Our center has set forth the following guidelines in an effort to effectively deal with “Biting Occurrences”:

- ❖ Any time a child is bitten the injury is immediately attended to by cleaning and disinfecting the area, applying ice packs if needed and applying ointments as needed.*
- ❖ A “Bite Note” will be prepared and given at the end of the day to the parent of the child who was bitten and the parent of the “Biter”. Parents are not contacted by telephone unless the bite is severe enough to have broken the skin.*
- ❖ If a child continues to bite other children, the parent of the “biter” may be called in for a conference with the director.*
- ❖ Parents are **never** to direct discussions of their child being bitten to **another child** in the classroom. **Teachers and the Day Care Director are responsible for taking care of these situations.***
- ❖ Parents of the child who was bitten are not given the name of the “**Biter**”.*
- ❖ It is not the normal policy of Calvary Day Care to dismiss children from the center due to biting.*

Dismissal of a Child

The center reserves the right to dismiss any child due to the following:

- ❖ *The child is unable to adapt to our program.*
- ❖ *Fees have not been paid.*
- ❖ *Policies are not adhered to. This includes:*
 1. *Failure to adhere to the Parental Conduct Policy.*
 2. *Failure to adhere to the Behavior Policy.*
 3. *Abusing our provision for emergencies after closing time.*
- ❖ *If it becomes necessary that you remove your child from our program, we expect two weeks notice prior to removal or two weeks tuition for that period of time.*
- ❖ *If it becomes necessary for Calvary Day Care to dismiss your child from our program, you will be refunded any tuition that has been paid in advance. (Note that Registration and Educational Fees are Non-Refundable Fees.)*
- ❖ *If a child leaves Calvary Day Care due to parents becoming dissatisfied with the program, that child will not be eligible for future enrollment in any part of our program.*
- ❖ *If a child is dismissed from Calvary Day Care for any reason, that child will not be eligible for future enrollment in any part of our program.*

REGISTRATION FEES

<i>Initial Registration Fee</i>	<i>\$100.00</i>
<i>Annual Registration Fee</i>	<i>\$ 60.00</i>

EDUCATIONAL / SUPPLY FEES

**Educational / Supply Fees are due in 2 payments – 1st half due September 15
2nd half due January 15*

<u>CLASS</u>	<u>RATE</u>
<i>BABIES / CREEPERS</i>	<i>\$150.00 per year</i>
<i>TODDLERS / TWO'S</i>	<i>\$125.00 per year</i>
<i>THREE'S / FOUR'S</i>	<i>\$100.00 per year</i>
<i>AFTERSCHOOL</i>	<i>\$ 50.00 per year</i>

Or

Option Of One Payment Per Year Due September 15 As Follows:

<u>CLASS</u>	<u>RATE</u>
<i>BABIES / CREEPERS</i>	<i>\$140.00 per year</i>
<i>TODDLERS / TWO'S</i>	<i>\$115.00 per year</i>
<i>THREE'S / FOUR'S</i>	<i>\$ 90.00 per year</i>
<i>AFTERSCHOOL</i>	<i>\$ 45.00 per year</i>

TUITION RATES

*Weekly Tuition Rates vary according to age-level / classroom categories.
Current Tuition Rates for each year will be available at the time of each child's
enrollment to Calvary Day Care.*



REGISTRATION FEES

<i>Initial Registration Fee</i>	\$100.00
<i>Annual Registration Fee</i>	\$ 60.00

EDUCATIONAL / SUPPLY FEES

***Educational / Supply Fees are due in 2 payments – 1st half due September 15
2nd half due January 15***

<u>CLASS</u>	<u>RATE</u>
<i>BABIES / CREEPERS</i>	\$150.00 per year
<i>TODDLERS / TWO'S</i>	\$125.00 per year
<i>THREE'S / FOUR'S</i>	\$100.00 per year
<i>AFTERSCHOOL</i>	\$ 50.00 per year

Or

Option Of One Payment Per Year Due September 15 As Follows:

<u>CLASS</u>	<u>RATE</u>
<i>BABIES / CREEPERS</i>	\$140.00 per year
<i>TODDLERS / TWO'S</i>	\$115.00 per year
<i>THREE'S / FOUR'S</i>	\$ 90.00 per year
<i>AFTERSCHOOL</i>	\$ 45.00 per year

SECURITY ACCESS CARD

<i>FIRST 2 SECURITY CARDS</i>	\$ 8.00
<i>ADDITIONAL CARD</i>	\$ 8.00 per card

TUITION RATES

(Effective August 11, 2008 – August 7, 2009)

<u>CLASS</u>	<u>RATE</u>
<i>BABIES through TWO'S</i>	\$120.00 per week
<i>THREE'S through PRE-K</i>	\$115.00 per week
<i>AFTERSCHOOL</i>	\$ 60.00 per week
<i>SCHOOL AGE – HOLIDAY CARE</i>	\$ 30.00 per day

There is a \$5.00 Sibling discount effective per week for families with two or more children enrolled in Calvary Day Care



PARENTAL AGREEMENT

2008 / 2009

BOTH PARENTS / GUARDIANS MUST SIGN THE FOLLOWING AGREEMENT.

THE SIGNED AGREEMENT MUST BE RETURNED TO THE DAY CARE OFFICE IN ORDER FOR YOUR CHILD TO BE ENROLLED IN THE CALVARY DAY CARE PROGRAM:

Child's Name _____

I have read all policies, with special regard to the Discipline Policy, Behavior Policy, Parental Conduct Policy, Biting Policy, and Dismissal Policy.

By signing below, I agree to abide by all policies as stated in the Calvary Day Care Parent's Policy Handbook.

_____ ***Date*** _____
(Father's / Stepfather's Signature)

_____ ***Date*** _____
(Mother's / Stepmother's Signature)

_____ ***Date*** _____
(Guardian's Signature)