



His Way Family Childcare



PARENT HANDBOOK



Updated 5/11

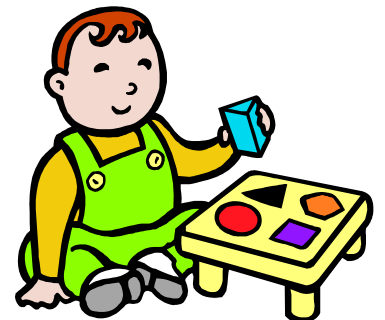


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PHILOSOPHY

Welcome to His Way Family Childcare. We offer a quality Christian childcare program that is safe and nurturing. Our goal is to provide your child with an atmosphere of love conducive to creative play and exploration of your child's world. We want you to have the peace of mind that comes from knowing your child is being taken care of by teachers who are committed to excellence and who enjoy children!

His Way offers a program of "learning by doing", in a loving Christian environment. We offer an age appropriate curriculum that is designed to give children the opportunity to develop the readiness skills needed to enter kindergarten. Our curriculum encourages social & emotional, physical, cognitive, and language development, along with computer literacy. We believe in developing and nurturing the whole child and family. We recognize that the development of the child is an individual process; therefore, we offer a stimulating and encouraging learning environment where each child can experience success. Individual and small group activities are provided daily.

The environment is designed to be child-centered and allow opportunities for children to choose among a variety of activities. These activities will reflect children's interests and needs based on information gathered during observations and assessments. Children will have an opportunity to choose independent activities and to participate in teacher-directed activities with both large and small groups. We encourage children to solve problems, ask questions, find answers, explore interesting materials, and develop curiosity. In this way, we will nurture the development of thinking skills as well as build a base of knowledge.

Our teaching staff is composed of teachers with early childhood education credentials, child development backgrounds and experience with young children. We utilize student employees, child development students and parent volunteers to work with children and provide support services.

His Way is a ministry to parents as well as to children. We recognize parents as the primary faith givers and teachers of their young children. We join in partnership to help each child develop his/her potential. Parents are encouraged to participate in their child's activities whenever possible. Parents are a vital part of their child's education. There will be many opportunities for you to participate in activities and to volunteer. Research shows that the more involved a parent is with their child's education, the more successful a child is with their educational career, which is why we promote parent involvement as much as possible and have strong communication lines established with each parent.

We believe that when children are provided with a loving, caring, environment, designed to accommodate their needs, to encourage cooperative play, and to accept their personalities, they will be secure and happy. We use a variety of positive techniques to help children adjust to the classroom experience. His Way helps children learn to have respect for one another and for themselves.

Thank you for giving us the opportunity to provide your child with a safe and nurturing environment.

TUITION RATES

<u>Age</u>	<u>Rate</u>
0 – 11mos	\$200
12 - 23mos	\$175
2 - 3yrs (fully toilet learned)	\$150
4yrs+ (fully toilet learned)	\$135

<u>Before/After School</u>	<u>Rate</u>
Before School	\$30
After School	\$40
B/A School	\$70

HOURS OF OPERATION

His Way Family Childcare is open Monday thru Friday 7:30am – 5:30pm. Late Fees start at 5:30pm at a rate of \$1 per minute for each child. Late fees are due when the child is picked-up.

SCHEDULE OF ACTIVITIES

The day begins upon arrival of the first child and ends upon departure of the last child each day. Children will be encouraged, but will never be forced to participate in any activity.

7:30 – 8:30	Arrival Time (please do not drop-off after 10am)
8:30 – 9:00	Breakfast
9:00 - 10:00	Free Play- Children will choose their own games and activities. There will be a variety of toys, games, and activities available to the children geared toward enhancing their growth and development. If weather permits we may go outside.
10:00 - 10:15	Praise & Worship- Children will pray, dance and sing to Christian children’s music.
10:15 - 10:35	Circle Time- Children will be given an opportunity to share any news or special experiences. During this time we will sing interactive songs, such as “The ABCs, "Wheels on the Bus" and “Five Little Ducks”. The children who wish to be helpers for the day will choose the job they would like to do. We will discuss what day it is. One child is chosen to mark the day on our calendar.
10:35 – 10:55	Daily Lesson- Any child who wishes to participate may work on our morning activity. This may involve coloring, painting, pasting, matching games, puzzles, etc. Some days this will be a planned activity based on our monthly themes or skill focus. Other days the children will be given materials to work on their own creations.
10:55 – 11:15	Preparation for lunch- Toys are put away and hands are washed before lunch. One or two children are chosen each day to help with lunch.
12:00 - 12:30	Lunch
12:30 - 1:00	Clean up time – Children get ready for rest time.
1:00 - 3:30	Rest Time- All children are given a short rest period.
3:30 – 4:00	Quiet Play- There are books, puzzles, educational computer games and a variety of toys available for quiet play.

- 4:00 - 4:30 **Snack Time-** One child is chosen each day to help set up for afternoon snack.
- 4:30 - 5:00/15 **Free Play-** Children will choose their own games and activities. There will be a variety of toys, games, and activities available to the children geared toward enhancing their growth and development. If weather permits we may go outside.
- 5:00/15 – 5:30 **Clean up time-** Children get ready for departure.

HOLIDAYS

The following are paid holidays when they fall on (or are celebrated on) days regularly scheduled for care:

- | | |
|---|---------------------------------|
| New Year’s Day | Martin Luther King Day |
| President’s Day | Good Friday |
| Monday after Easter | Memorial Day |
| 4 th of July | Labor Day |
| Columbus Day | Veteran’s Day |
| Thanksgiving Day and the Day After | Christmas Day and the Day After |
| Christmas Eve and New Year’s Eve (close at 2:00 p.m.) | |

PERSONAL DAYS/VACATION

The provider receives five (paid) personal/sick days per year. The provider’s vacation consists of two weeks per year. Half of your weekly rate is due for the provider’s vacations.

One month notice will be given for vacation and at least one week notice will be given for a personal day, unless it is an emergency.

PAYMENTS/FEES

Childcare payments are due in advance, on Monday, when your child arrives. Payments are due by 9am if your child will be absent. No refunds or reductions for days missed. We do not make up days missed or ‘trade’ scheduled days. If you need to add time, regardless of missed days, you will be charged for additional time. Payments are due even if your child is absent, this includes sick days, vacation days, etc.

A curriculum/materials fee is assessed in June of each year for the following academic year.

LATE PAYMENTS

A payment becomes overdue if it is not paid on, or before, the day it is due. There will be a \$25.00 fee, plus a charge of \$10.00 per day for all overdue payments. **No childcare will be given if payments are not received by Wednesday.** Habitual late payments are grounds for immediate termination of services. Payments more than 30 days past due will be assessed a 25% collection fee, along with any applicable court costs.

LEAVE OF ABSENCE

If your child will be absent for more than two weeks consecutively (four weeks max) it will be considered a leave of absence. If you wish to guarantee your child's spot at His Way you must pay full tuition for the first week, and half of your tuition each week thereafter, during your leave of absence. **At least two weeks notice must be given for a leave of absence.**

CHILD PICK UP

1. Parents should make the provider aware in advance of any alternate pick up arrangements. If arrangements are not made in advance, a parent or guardian must be contacted before the child will be released.
2. Children will be released only to an adult. Do not send an older child to the door to escort siblings to the car.

BEHAVIOR MANAGEMENT

The provider encourages and rewards positive behavior. If a child displays negative behavior, the child will be placed in time out for an age appropriate amount of time. Parents will be notified each day of the child's behavior. If negative behavior persists, a conference will be requested. Continuation of negative behavior can result in termination of daycare services.

CUSTODY/VISITATION ISSUES

If there are custody or visitation issues to address, the provider must have a copy of any custody and visitation orders or agreements in order to enforce them.

MEALS & SNACKS

The provider will provide all meals and snacks unless there are dietary concerns, which would be unreasonable to accommodate. There will be 2 scheduled meals and 1 scheduled snack per day. Each child will receive the meals and snacks that are scheduled during his/her hours of care. **With the exception of lunch, food from home is not allowed at His Way** (speak with the

provider if you prefer to send lunch for your child). If your child is not present for a scheduled meal he/she must eat prior to arriving.

Additionally, the provider participates in the Child and Adult Care Food Program (CACFP). CACFP is a government program that reimburses the provider for some of the meals served. Your child will be enrolled in the CACFP on his/her first day in care; enrollment forms will be available for you to sign at that time.

Note: Please do not send your child to daycare with chewing gum, candy or sweets, as these items are not allowed at daycare.

TOYS

Other than a soft doll or stuffed animal to sleep with, children should leave all toys at home. The toys and activities provided at daycare are carefully chosen to suit the ages of all the children in care.

BIRTHDAYS

Parents are welcome to send in a special treat for their child's birthday, though it is not required. In any case, birthdays are very special and we love to celebrate as a group.

SICK

1. For the protection of all the children, if a child is ill with a communicable condition (sore throat, conjunctivitis (pink eye), chicken pox, vomiting, diarrhea, fever, etc.), attendance must be discontinued until the child is symptom free for 24 hours.
2. Children with obvious symptoms of illness will be sent home.
3. If a child becomes ill at day care, a parent will be promptly notified and the child will be cared for in isolation until a parent or designated person comes to pick up the child.
4. Parents are responsible for keeping emergency contact information, such as phone numbers and alternate contacts, up to date.
5. All immunizations must be up to date. The required medical form must be filled out by a physician and returned before care can be provided.
6. Each child must have a physical examination by a physician on an annual basis. Immunizations for each child must be kept up to date. The required medical form must be completed by a physician and returned in order for the child to continue attending the program.

MEDICATION

1. Prescription medication to be administered during the hours of child care must be labeled and in the original container. The medication must be accompanied by written instructions from the prescribing physician, along with a written note from the parent.
2. Over the counter medications will not be administered.

EMERGENCY MEDICAL TREATMENT

1. Parents are required to sign an Emergency Release Form for each child.
2. Parents are responsible for keeping all emergency contact phone numbers up to date.
3. In the case of a **minor accident** the provider will administer first aid, according to provider's training and experience. The provider will contact a parent immediately if it is necessary.
4. In the case of a **serious accident** the provider will:
 - a. Administer first aid, if possible.
 - b. Call an ambulance to transport the child to the Emergency Room.
 - c. Call a parent (or emergency contact if a parent cannot be reached).
 - d. Stay with the injured child until a parent or appointed contact person arrives.

INCLEMENT WEATHER

Although His Way does not usually stop operating, emergencies such as extreme weather conditions may sometimes result in closures. Emergency closings will be announced through text alerts and WJZ channel 13.

FIRE/EMERGENCY DISASTER DRILLS

Fire drills will be conducted on a monthly basis, and Emergency Disaster drills are conducted twice a year. Children will be instructed as to why we have fire/disaster drills and what is expected of them.

TRANSPORTATION

1. If it is necessary to transport your child, all seat belt/car seat laws will be adhered to.
2. Parents must sign a Transportation Authorization Form for each child.
3. In the case that we are going on a field trip, such as to a zoo, you will be notified ahead of time. A signed permission slip for the specific field trip will be required.

CLOTHING

1. Children should wear comfortable clothing suitable for play. Please do not dress your child in anything you are worried about staining. The children are very active and could easily stain their clothing while playing or eating.
2. Each child must have a complete change of clothes, including a shirt, pants, socks and underwear, to be kept at day care in case they are needed. During the winter months, each child should have an extra hat and gloves or mittens as well.

DIAPERS

If a child requires diapers or disposable training pants, the parent must provide an adequate supply.

TOILET LEARNING

Toilet learning is different from toilet training. While toilet training is something that an adult does to a child, toilet learning is when children play an active part in their own learning. Toilet learning begins with knowing the signs that tell you children are ready to use the toilet. Learning will happen when you teach in a way that does not punish and does not use treats or rewards. Children who are ready need no rewards to make them want to learn. Most children will be happy and proud when they can go to the potty by themselves, and that is reward enough.

The key to toilet learning is *teaching*--not *training*--children. It is important to teach them to listen to their bodies, to talk to others clearly about their needs, to get their own clothes off (sometimes with a little help), and to feel good about learning something new. The goal is for children to feel proud of what they have done.

We do not believe in pressuring a child during toilet learning. Therefore, we must insist that parents provide an adequate supply of diapers or training pants until the child is accident free in childcare for at least two full weeks.

NAPS

1. Children will be given the opportunity to take a scheduled nap during the day.
2. Each child requires a different amount of sleep. If a child is still asleep at the end of nap/quiet playtime, the child is generally allowed to continue sleeping. If you prefer that an attempt be made to wake your child after a given period of time, please let us know.
3. The provider will provide a blanket, and a nap mat or playpen for each child to use during nap-time.

If your child has a favorite nap-time pal, such as a teddy bear or doll, it may be helpful if he/she brings it with him/her.

WHAT YOUR PROVIDER EXPECTS

1. **Open Communication.** Explain clearly and carefully your wishes and expectations about how you would want your child to be cared for. Give the provider information about your child's routine, likes and dislikes, sleeping patterns and favorite activities. Good communication helps parents and providers work together in the best interest of the children.
2. **Agreement on terms and arrangements.** The parent should fully understand the expectations of the provider and what you as a parent are agreeing to.
3. **Honesty and trust.** Be honest about how you believe the arrangement is working and whether you and your child are happy with the provider. Although you need to be vigilant in order to safeguard your child, you should still trust your childcare provider to do the best for your child.
4. **Advance notice of changes.** Providers have to earn a living too; therefore, they deserve advance notice of any changes that may affect their pay.
5. **Pick up on time and follow through.** Providers have family lives and they should be able to expect that you will pick up your child at the agreed upon time.
6. **Sick children.** Make sure that you are aware in advance of the sick child policy and abide by that agreement.
7. **Pay on time.** Childcare providers are professionals and they depend on their paycheck just like you do. Please pay your childcare provider on time.
8. **Respect.** Keep in mind that though being a childcare provider is very rewarding, it can also be very stressful, just like any job. Your provider is not just a "babysitter"; she is one of the most important people in you and your child's life.

WHAT PARENTS SHOULD EXPECT

1. **Open Communication.** The provider should give a parent frequent updates on the child's day. They should welcome your questions and ask you questions about how they can help your child.
2. **Open Door Policy.** The parent should be welcome to drop in any time. The provider should allow a parent to make a reasonable number of phone calls to check on their child's well-being.

3. **Safety for Your Child.** The provider should take all possible precautions to keep children safe.
4. **Honesty and Confidence.** The provider should not make commitments they can't keep or don't intend to keep. They should never cover up accidents or problems that occur.
5. **Acceptance of Parents Wishes.** The provider should abide by a parent's wishes on matters such as discipline, potty training and TV watching. If the provider is unable to abide by the parent's wishes, they should tell the parent prior to the child's first day of care.
6. **Advance Notice of Changes.** Since it is often very difficult for a parent to find adequate childcare, the provider should give parents advance notice of termination or any other changes that may affect the child's enrollment.
7. **No Interference in the Child's Family Life.** The Provider shouldn't talk to children about their family problems, lifestyles or values. The provider should also be careful not to take sides or get involved in family disputes.
8. **No Advice or Judging of a Parent's Practices.** The provider should not criticize or advise parents on child rearing unless asked. If the provider notices a problem such as abuse or neglect, the provider should discuss it with the parent and if necessary, contact the proper authorities.

TERMINATION

The parent or the provider may terminate childcare after two (2) weeks written notification is given. Payment for the two (2) week period is required, even if you decide not to bring your child to daycare. However, in extreme situations that affect the health and/or safety of your child or others, the provider may terminate service immediately. Two (2) weeks written notification is not required for the Provisional Placement Period.