

Parent Handbook of Policies and Procedures

2020

FAITH TEMPLE CHURCH DAYCARE



FAITH TEMPLE CHURCH
DAYCARE
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"Training Through Teaching"
"Train up a child in the way he
should go: and when he is old, he
will not depart from it"
Proverbs 22:6 KJV

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Faith Temple Church Daycare Center

Our Philosophy

“Training Through Teaching”

Train up a child in the way he should go; and when he is old he will not depart from it.
(Proverbs 22:6)

Commitment to Our Children

Our mission is to maintain high quality childcare at an affordable cost with the children’s best interests and developmental needs in mind. We are here to provide a safe, healthy, and educational place for children to stay while away from their parents.

Commitment of Communication

We believe that good communication is the heart of a successful center. Each parent should feel free to talk to the director or operator at any time. Your interests and concerns are appreciated. We strive to communicate our goals, policies, and objectives clearly to our parents. Parental comments will be handled sincerely and professionally.

Enrollment Information

Childcare is available for all children 6 weeks to 13 years old. The weekly fee for full-time childcare will be \$110.80 for 0 - 12 months; \$110.80 for 13 to 36 months; \$101.55 for 3 - 5 years; \$95.35 for 5 to 13 years; \$156.25 for Special Needs.

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The weekly fee for part-time (20 hours or less) childcare will be \$55.40 for 0 - 12 months; \$56.80 for 13 to 36 months; \$52.05 for 3 - 5 years; \$56.30 for 5 to 13 years; \$81.35 for Special Needs. Rates may increase with a two-week notice.

There is a \$55.00 annual non-refundable registration fee and a \$25.00 annual non-refundable Activity Fee. Daycare fees are due in advance of service. A \$3.00 per day late fee will apply to all late payments. There is a \$35.00 fee on all returned checks. The center is opened from 6:00 a.m. - 5:30 p.m. Monday through Friday. The parent or guardian should call the center by 8:00 a.m. if the child will be out for the day.

There will be a \$1.00 fee for every minute after closing a parent is late. Parents who are consistently (more than 3 times within 6-month period) late picking up their child may be excluded from FTCD’s program.

Any child who is absent from the center for a period of 1 week without an approved reason from the director (ex. vacation) will be dropped from our enrollment.

For the child’s safety, all children brought to the center and must be escorted inside the building to his/her room by a parent/guardian, or designee, and greeted by a staff member. The child must be signed in on the appropriate sign-in sheet.

If the child is enrolled at Faith Temple Church Daycare, he or she is entitled to two weeks of vacation time after

4 months of enrollment. This means that the parent can take the child out for two weeks in the run of a year and does not have to pay for that time, but it is the parent's responsibility to notify the center if the child will not be in attendance. Vacation time must be taken one week at a time or two weeks together.

The center does not have accident/liability insurance.

Matters of Money

All payments are due in advance of service and considered late if not paid by/on the 1st day of service at drop-off. A \$3.00 per day late fee will apply to all late payment(s). If payment is not made by the following business day at drop off, your child may not be accepted into care until payment (including all late fees) is made.

If a period of one week or earlier as determined by director passes without payment received, childcare services may be terminated, the position filled, and the collection process begun. You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, day of loss wages, cost fees and childcare fees.

A fee of \$35.00 for returned checks, plus any additional costs FTCD may incur, along with late fees will be charged to you for a returned check. All future payments will then be made by CASH.

Childcare fees 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.

Late Drop-offs

We must limit drop-off time to no later than 9:30am or 11:30am with a physician's excuse or some other type of appointment (i.e. WIC, Health Department, etc.). No drop-offs without proper (Ex. written) excuse will be accepted after 9:30am. The parent or guardian should call the center by 8:00 a.m. if the child will be out for the day.

Dress Code and Hygiene

Parents are expected to bring their child to the center clean and in comfortable, weather-appropriate clothing. When dressing your child, please keep in mind that we routinely clean with a Clorox/bleach solution and all children at the center are required to go outside for outside play and sometimes participate in "messy" activities, such as painting, etc. Please do not dress your child in clothes you would not like to be soiled. We will try our best to keep your child's clothes free of Clorox, dirt, and other stains, but sometimes accidents happen and/or this is not possible.

Parents are expected to provide appropriate outerwear for the weather daily. This includes hats, mittens, warm jackets, and boots for cold or snowy days. Parents should dress their child in appropriate and comfortable play shoes on a daily basis. As a safety precaution, sandals, crocs, or any type of open-toed shoe should be avoided. Any shoe that would fall off easily is also not acceptable. Parents may keep a pair of play shoes in their child's cubby if they wish to do so.

Toilet Training

A parent caregiver consultation is required prior to toilet training: Children generally achieve toilet training between the ages of 2 1/2 to 3 years old. If toilet training is begun when your child is ready, the task is easy and

generally goes smooth. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean.

Parents should begin the toileting process at home. However, if we notice signs that indicate your child is ready to begin potty training, we will inform the parent and discuss the issue. Once successful at home, parents should speak to the director or child's caregiver to let them know that your child is ready. We will follow up with toilet training here and keep you informed of your child's progress. During this time, we require that children wear pull-ups with Velcro sides.

Parents should keep in mind that the activity level at the center can distract children from responding to an urge to use the potty, more so than in their home environment. Therefore, we will continue to use pull-ups until the child begins to announce that he/she has to use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. It will be at the caregiver's/director's discretion when you may bring your child in big girl or big boy underpants to childcare.

While your child is learning to use the potty, we ask that you dress them in clothing that makes it easy for them to go to the toilet easily, frequently and quickly: No overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second set of spare clothing is required. In addition, we ask that the Pull-ups your child uses have Velcro sides.

Termination

We, FTCD reserve the right to terminate childcare services immediately for any reason, when we believe your child is not a good fit for our program. We will immediately terminate childcare services for behavior that disrupts the educational environment, puts the safety of the staff and/or families we serve at risk, and/or including any of the following reasons (but not limited to):

- * Non-payment, continual late payments, or bounced checks
- * Lack of compliance with Handbook Policies
- * Lack of parental cooperation
- * Being Disrespectful to staff or other parents
- * Failure to complete and return required forms
- * Physical punishment and/or verbal abuse of any person, (including, but not limited to yelling, profane, disrespectful and/or other intimidating language or behavior) on property
- * Continual disciplinary problems
- * False information given by parent either verbally or in writing

If your services are terminated for any reason and there are any outstanding fees due, a bill will accompany the termination notice. If fees are not received a timely manner, legal action may be taken. You will be responsible for all court, filing, and mailing fees in addition to the amount due. You will be responsible for any fees associated with a judgment for payment and/or for any fees associated with a garnishment of wages.

Photographs

Photographs of the children's participation at FTCD may be taken from time to time. The photos are displayed for children to enjoy, used in various social media post, including on our website, arts and craft projects, and

given to parents periodically. If you wish for your child not to be included in pictures for any reason, please make that request in writing.

Inclement Weather - Related and Other Unanticipated Closings

FTCD reserve the right to close the center early or for the day without notice in the event of unanticipated situations such as, but not limited to power outages, no water, gas leak, widespread illness, and/or extreme weather conditions. Extreme weather conditions include, but are not limited to, tornado, blizzard, hurricane, flood, and/or earthquake.

If the North Panola School District is closed due to snow/ice emergency, the Daycare Center will be closed. If the Schools close early due to snow/ice emergency, the Center will also close early. If the Schools delays opening time, we will delay our opening time also.

FTCD will do exactly what North Panola School District does as it relates to closures due to inclement weather.

These closings will be with pay, limited to four (4) per calendar year. The remainder, if they occur, shall be unpaid days. Our paramount concern is the safety of the children. If we deem it unsafe for children to stay at the center and/or for parents to get to the center, we will close the daycare center.

FTCD reserves the right to change and deviate from this policy as the need arises. We will make every effort to communicate effectively regarding all changes to our operation hours.

Annual Childcare (Tax) Statement

FTCD will supply a statement by middle January each year for your tax purposes and/or records. This statement will indicate the total amount you have paid to FTCD for the respective year. If childcare has been terminated prior to January, it is YOUR responsibility to request this form. We DO NOT send them out automatically.

Late Pick-up

Please contact the center as soon as possible if you are going to be late picking up your child/children. Someone from the center will attempt to contact you and/or an emergency contact person if your child is not picked up by closing time. After 1 hour of our inability to reach an authorized contact, the department of social services or the local police station may be contacted if child/children are not picked up.

Waiver

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If we do not exercise a right that is provided in these policies (FTCD Parent handbook) set forth by reason of oversight or otherwise, it does not mean we have given up that right, all policies are binding, until revised in writing. FTCD's Parent Handbook will be reviewed and revised annually. Policy changes will normally go in effect the first of January. However, we reserve the right to make or adopt policy changes or financial changes at any time when we deem necessary. We will give notice of any changes as soon as possible.

Records

Records are kept within the physical confines of the childcare facility and are made available to the licensing agency on request. A child's records will be retained for a period of one year after the child is no longer in

attendance at the facility.

A record, which is updated at least annually, will be kept on each child containing the following information:

- Name of child, date of birth, home address, name of parent, home telephone number of parents, business address and telephone number of parents
- Name, address, and telephone number of at least two responsible persons to contact in an emergency if the parent cannot be located promptly
- Date of acceptance to the center
- Date of withdrawal and reason for withdrawal from the facility
- Special information concerning child's growth and development, medical needs, and other information critical to the child's well-being
- Written authorization by the parent specifying, by name the responsible person(s) authorized to pick up and drop off the child
- Written authorization for each field trip, excursion, or series of events outside the childcare facility premises
- Written authorization allowing the child to be photographed, if applicable
- Written authorization to obtain emergency medical treatment
- Records of accidents or illnesses which have occurred to the child at the facility
- A record of immunization according to the schedules and forms by the Mississippi State Department of Health
- Written authorization signed by the parent to dispense medications
- Documentation of the parent caregiver consultation, whether formal or informal, as required prior to toilet training

Individual child records are confidential and will not be disclosed or released without prior authorization by the parent. At a legal parent's/guardian's written request, designated portions of each child's and family's record shall be copied or summarized and provided to the parent or another person designated in writing by the parent. Release of records may take up to 45 days.

Reports

Children Accident and Incident Report

Caregivers are required to report any injury no matter how big or small to the director immediately upon occurrence. An accident report form for file keeping must be filled out and/or an oral report must be given. The injured child must be attended to immediately. **The center does not have accident/liability insurance.**

Serious Occurrences Involving Children

The center will enter into the child's record and orally report immediately to the child's parent and the licensing agency any serious occurrences involving children.

If the childcare center is unable to contact the parent and the licensing agency immediately, it will document this fact, in writing, in the child's record. Oral reports will be confirmed in writing. Serious occurrences include accidents or injuries requiring extensive medical care or hospitalization, death, arrest, alleged abuse or neglect, fire or other emergency situations.

Custody Issues, Visitation & Restraining Orders

It is the parents' responsibility to provide FTCD with needed court documents when custody issues, rights to child access, rights to educational and/or medical records exist. Without these documents FTCD cannot legally restrict the other parent from picking up the child or information access. It is the parent's responsibility to remove names from the emergency contact list and/or Pick-up list in a timely manner.

The parent without primary physical residency/non-custodial parent is not to use FTCD as a place to expand visitation without the written consent of the other parent. If a parent has a restraining order the parent should provide it to FTCD and the local law enforcement agency.

Child Abuse and Neglect Reporting

We act in the best interest of the child. As "childcare givers," we are required by the MS Child Abuse Law to report any reasonable suspicion of abuse or neglect of a child.

Child Health

A child who is suspected of having a serious contagious condition will be isolated and returned to the parent as soon as possible. The child will not be allowed to return to the facility until they have been certified by a physician to be no longer contagious and cleared by the center director to return.

Communicable Diseases

The childcare center shall promptly report any reportable disease to the Mississippi State Department of Health, as published in the "List of Reportable Diseases".

Infants and Toddlers

For infants and toddlers, the center will provide to the child's parent daily written reports, which include liquid intake, child's disposition, bowel movements, and eating and sleeping patterns.

Program of Activities

The center provides a basic program of activities geared to the age levels and developmental needs of the children served. All daily routines are scheduled for the same time each day.

Arrival and Departure Procedures

Upon arrival, each parent and child will be greeted by a staff member. The child's belongings such as cups, extra clothing, or diapers will be labeled and placed in the child's personal cubby. Personal bags/backpacks will be placed on an individual hanger below the cubbies. After the morning check of the child's disposition and of any marks, he/she will then join his or her class. Each child must be signed in on the login sheet by the parent or designated drop off person each morning.

When the parent enters the building to pick up child, he/she is greeted by a staff member. The staff will then assist the child in getting his personal belongings, daily written report, and/or class work to be taken home. The parent will then be given a brief overview on the child's day. If the child wears diapers or pull-ups, he will be cleaned and changed before leaving the center. Each child must be signed out on the daily log sheet before exiting the building.

Authorized Pick-up and Emergency Contact List

This list is required by the Mississippi State Department of Health as outlined in the Regulations Governing Licensure of Child Care Facilities. Parents should print the names of all persons who are authorized to pick up the child named on the enrollment form. **Children may ONLY be picked up from the center by the parent/guardian or any adult listed as the child's Emergency Contact or listed as Authorized to pick-up and drop-off child.**

Do not send people who are not listed in your child's records. Due to concerns regarding student's safety, FTCD may refuse to accept messages over the telephone requesting changes to the child's pick-up list. We discourage phone calls for emergency pick-ups and will NOT routinely accept them. Arrangements and changes to child's pick-up list should be made in advance with the parent personally coming into the center and making the request. Parents will be required to put the request in writing and update the child's pick-up list.

Drop-In Care

Drop-In childcare is defined as any temporary enrollment of one or more full days. Requests for drop-in care are made in advance and approved on a first-come, first-serve basis. We require that records be kept on file for each drop-in child the same as any other enrolled child. Drop-in care is subject to the same rules and policies as any other enrolled family.

You are expected to pay for drop-in care by or at the time of drop-off. If you make a drop-in request and do not cancel prior to 24 hours of the care time requested, no refunds will be given. If we cancel your request after approval, your fee will be refunded or credited towards a future drop-in care day.

If you are enrolled as a Drop-In only family and do not use childcare services for a period of 2 weeks or longer and/or maintain no contact with Director, your enrollment maybe canceled. If, after that time period, you wish to re-use services, you will be required to update or submit new paperwork.

Nutrition and Meals

Meal periods are breakfast, lunch and snack. A minimum of 30 minutes is scheduled for each breakfast and lunch meal period. A minimum of 15 minutes is scheduled for snack meal period. The center will provide adequate and nutritious meals prepared in a safe and sanitary manner. Meals shall meet the nutritional standards as prescribed in the "Minimum Standards for Nutritional Care in Child Care Facilities" as published by the Mississippi State Department of Health.

If your child has a diagnosed food allergy or a special dietary need for medical reasons or religious preferences, a doctor's statement or statement from your clergy will be needed to alter menus. Statements should indicate what foods may be safely substituted so that we can ensure that the child receives adequate nutrition to support his/her growth and learning.

Refreshments may be provided by parents only on the occasion of a child's birthday or other special celebration such as Valentine's Day, Easter, Christmas, Graduation, etc. Only commercially prepared cake and refreshments may be provided by the parent.

Rest Periods

For children under six years of age, rest periods are scheduled for a minimum of an hour and shall not exceed 2 ½ hours. Rest periods are not required for school aged children. An infant shall not be placed on his or her stomach for sleeping unless written parental authorization is in the child's record.

Parent/Teacher Meetings

A meeting will be held for the parents and teachers to discuss the child's progress and activities.

Library Day

FTCD participates in the Como Library Reading Program. A permission slip will be sent home prior to start of program. The preschool age children will be transported once a week to the library for educational activities and enhancements.

Transportation

Regardless of transportation provisions, the childcare facility is responsible for the safety of the children. The center will assure that all drivers are properly licensed, and all vehicles have current safety inspection stickers, licenses, and registrations. The insurance will adequately cover the transportation of the child or children. All children will be seated comfortably in the vehicle.

The transportation plan for the center will comply with the requirements set forth by the MS State Dept. of Health. The plan applies to all travels provided by the center including field trips and emergency trips. The facility requires that each child have a permission slip, signed by a parent or guardian, on file in the office prior to any field trip.

Daily Activity Schedule

6:00 - 7:30	Free Play
7:30 - 9:00	Breakfast
9:00 - 9:15	Toileting
9:15 - 10:00	Free Play
10:00 - 10:30	Grouping
10:30 - 11:15	Outdoor Activity
11:15 - 11:30	Prepare for lunch
11:30 - 12:00	Lunch
12:00 - 2:00	Rest Period
2:00 - 2:15	Toileting
2:15 - 2:30	Prepare for snack
2:30 - 2:45	Snack
2:45 - 4:00	Free play
4:00 - 4:20	Toileting
4:20 - 5:30	Free play

Center Holidays and closures

The center will be closed on the following days:

- New Year's Eve
- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve and Christmas Day
- 3 Staff Development days

In addition to the center closing in observation of the above listed holidays, the center will also close for (up to) 3 calendar days for staff development. These days will be scheduled in advance and used for staff training and respite.

Discipline Policy

In an effort to maintain a good learning environment, we have designed some rules that must be followed by all students enrolled at the center:

1. Be safe.
2. Be kind to yourself.
3. Be kind to others.

Absolutely **no corporal punishment** is allowed here at Faith Temple Church Daycare Center by Staff or Parents. Our staff uses effective guidance techniques such as redirecting, positive language, giving acceptable choices, and “time out”. In many instances “time out” does not work. Once a child has been sent to “time out” and continues to misbehave, the following procedures will be taken.

1. Conference with Director and/or may contact parents to talk to their child.
2. Parents will be called in for conference to discuss issues, identify possible solutions, and develop a plan of action
3. If plan of action fails to work. Parents will be called in for another meeting or by telephone to discuss issue and develop another plan of action.
4. Call parents to come pick up child.

We ask that each parent stress to their child the importance of following the rules. Misconduct at the center may result in the parent having to come and pick-up his/her child from the center, the child being suspended, and/or terminated from childcare.

We reserve the right to cancel enrollment immediately, with or without notice due to a child or child’s parent displaying disruptive behavior which is upsetting to the learning environment, physical or emotional well-being of another child or for the physical and/or verbal abuse of staff or children by parent or child.

No parent, employee, volunteer, or consultant can hit or spank his or her child or any other child on the premises of FTCD.

Biting Policy

Unfortunately, biting is a natural developmental stage that children go through. Fortunately, it is a temporary stage. Biting is usually a concern and annoyance for those involved in group care for toddlers and 2-year-olds. Children going through this developmental period of biting for various reasons. When a child is bitten it is always upsetting, and we understand how upsetting it is to parents too. Safety is our primary concern. This policy will seek to educate and discuss why children bite, preventive measures, as well as address what will and will not be done when a bite occurs.

Why Children Bite?

Children bite for various reasons which include, but not limited to the following reasons: 1) they simply like to put things in their mouth, 2) they get frustrated, 3) to get attention, 4) they are too close to other toddlers, and 5) they have not learned to discuss their feelings:

Toddler and 2-year-olds are oral beings. At this stage of development, they have not acquired the ability to discriminate between what is appropriate to put in their mouth and what is not. Therefore, they may bite another child's finger as quick as they would a teething ring. Toddlers lack proper social skills; therefore, they get frustrated easily when they are tired, hungry, and/or cannot express their feelings. Toddlers sometimes bite for the attention they get from caregivers. Toddlers need proper space to explore, learn, and grow. Toddlers tend to be territorial and if they do not have enough space and are in close proximity of other children, they may bite a child to protect their space or toy.

Preventive Steps

Director will seek to counsel with parents about biting concerns and will provide parents with educational literature about this developmental period before child is promoted to toddler or 2-year-old room. Caregivers will also incorporate the following steps in efforts to prevent biting: Caregivers will seek to communicate with parents before biting occur and make literature available to parent about biting. Maintain toddler and 2-year-old group size as low as possible. Provide children with appropriate toys to bite. Caregivers will attempt to stay as close as possible to children in efforts intervene in potential biting situation. Also, caregiver will help children to properly express their feelings in various ways, such as "giving them words to say."

Action Taken When a Bite Occurs

Caregivers will do their best to prevent biting from occurring. However, biting will happen. Therefore, this section will discuss the steps that will be taken once a bite has occurred:

First, caregiver will focus their attention on the child who was bitten. Secondly, caregiver will clean bite area with antiseptic, apply bandage, and apply ice pack. Thirdly, caregiver will allow the biter to gently stroke the victim so both children can learn healthy and safe ways to relate to each other. Fourthly, parents will be notified immediately if bite has broken child's skin or if in noticeable place. Parents of both children involved will be contacted by phone if bite has broken skin. Finally, an oral and / or incident report will be given to both parents.

Actions a Caregiver Cannot Take When a Child Bites

Caregiver will remain calm and will not overreact. Caregiver will not physically hurt a child. Caregiver will not withdraw love or food from a child or keep child in isolation for biting. The director or caregiver cannot tell parents who bit their child due to confidentiality issues.

Medical

You will be notified immediately if your child has any of the following conditions: an underarm temperature of 100 F degree, is vomiting, has diarrhea (3 or more episodes in a 24 hour period) runny, watery, or bloody stools, sore throat, has rash that is unexplained or contains fluid, severe itching of body or scalp, discharge from eyes or pink eye, jaundice, runny nose with greenish mucous, difficult or rapid breathing, , irritability-continuous irritability and crying, head or ear pain, diarrhea or having an appearance of not being well. A child who is not potty trained and has diarrhea will be excluded from the childcare setting regardless of cause. Parents are expected to make arrangements to come and take your child home as soon as possible, within the hour.

FTCD requires written permission and instructions to administer medicines, sunscreens, diapering products, and insect repellants. Prescription medicines must have the child's name and directions on the label.

Medication Policy

Over the Counter Medicine and Prescription Medicine:

Medication will not be administered to any child in childcare if not prescribed or recommended by a licensed health care provider (physician, dentist, or nurse practitioner)

1. If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
2. If medicine needs to be administered more than twice a day, then a doctor's note with written instructions on how the medicine is to be administered and how long is REQUIRED; a Medication Authorization form must also be filled out by a parent or legal guardian.
3. Once we receive the prescription medicine with the doctor's note and the Medication Authorization form is filled out, the teacher/caregiver administering the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.
4. If the medicine needs to be administered for more than one day, the teacher administering the medicine will fill out a Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
5. If the parent or legal guardian comes to the center to administer the medicine to the child themselves, they too must fill out a Medication Administration form.

Faith Temple Church Daycare Center

I have received a copy of the parent handbook and the childcare regulations summary for parents.

Date: _____

Parent Signature: _____