

FIRST PRESBYTERIAN CHURCH CHILD CARE POLICIES

Welcome to the First Presbyterian Church Child Care Center. We are so happy to have you and your child as a part of the family at the center. This paper is designed to help you understand our center and its policies. Please read carefully and refer to often!

ADMISSION PROCEDURES: The First Presbyterian Child Care admits students of any race, color, or national origin. The following items must be completed before the child enters the center.

- A. Complete child care application and individual registration form.**
- B. Health form for Child Care Centers, from doctor or Health Department with complete shot record, signed and dated .**
- C. Registration fee paid (Non- refundable)**
- D. Signature form**
- E. Health History**

DISMISSAL PROCEDURES: If the child care center is unable to meet the needs of a child, we reserve the right to dismiss the child. If a child does not adjust to the center, the teachers will work with the parents to find a solution. If the child still does not adjust, we have the right to dismiss the child.

TUITION: First Presbyterian Child Care is a non-profit organization and operates on funds provided by tuition fees. All fees are used by the center to provide salaries for teachers and to purchase equipment and supplies. Therefore, all fees and tuition must be paid for in advance and on time.

- A. Tuition checks are due on the first of the month.**
- B. Checks are to be placed in the envelope on the wall in your child's room. If you have two children, please leave the check in the older child's room.**
- C. Fees are constant and must be paid regardless of whether your child is in attendance We cannot make refunds for absences nor can we deduct it from your payment.**

HOLIDAY SCHEDULE: The Child Care Center will operate from September through May offering preschool & mother's day out. The Center will run from June to September offering a mother's day out program on Wednesdays and Fridays only. We will not go on the year round schedule with the City School System, however holidays and snow days will remain the same as the City. We will take a week break for the fall break , a two week break at Christmas, and a week break in the spring. You will be informed of upcoming holidays and breaks in a monthly calendar or news letter.

LUNCH:

- A. Each child that stays for the whole day program, is to bring a lunch from home. Please label the OUTSIDE of the container with your child's name.**
- B. Your child may bring a thermos or a drink if you wish, however, the center does furnish milk. Please do not send carbonated beverages in a thermos, as they tend to spew out in the lunch box.**
- C. Food will not be forced or withheld from a child at any time. Eating will be encouraged in a positive way.**

SNACK: The Center will provide a mid-morning snack for each child.

ARRIVAL AND DISMISSAL:

- A. Parents must park and bring their child to the room and place under the supervision of their teacher before leaving the premises.**
- B. Children must be signed in and out each day. You will find a sign out sheet in the hall as you enter the building.**
- C. Parents are responsible for their child until they walk them to the class room and inform the teacher of their arrival. At pick up time the parents will be responsible for the child as soon as they enter the classroom.**

CLOTHING: Please dress your child in comfortable play clothes. Each child will need a change of clothing to be left at the center. Please label all garments, especially coats!

RELEASE OF CHILDREN:

A. Children will be released to those persons designated on the application. We are required by law to notify the authorities if parents or guardians come to pick up a child from our school, who may pose a physical; threat to the child. For example, if a parent or guardian exhibits signs of alcohol, drug abuse, no car seat, or other safety violations.

HEALTH: We can accept only well children. The health of all our children depends on this. We are depending on you to help us maintain our health policy. If your child should become ill during the day, of course, we can see that he is given a short period of care until you arrive. We also request that you notify us in writing if your child has been exposed to a contagious disease. Children with an elevated temperature will not be accepted at the center.

BIRTHDAYS: We love parties! Those who wish to furnish snack for the class on a child's birthday are requested to notify the center a few days in advance.

CONFERENCES: We like to have a "get acquainted night" in August. You will be notified of the date in advance. We also have a conference in the spring to let you know how your child is doing in "school". These conferences are for preschool children only. Any time your child is having a problem or you wish to speak to his teacher, please feel free to do so.

DISCIPLINE: If a child is misbehaving our first plan is to redirect them to a different activity. If a child is endangering the other children, he will be taken away from the group to a quiet area for a few minutes until he can regain control. The first time we have a behavior problem their monkey, grape, or what ever we have on the bulletin board will come down. After three times a note will be sent home to parents informing them of the problem.

**HELPFUL PHONE NUMBERS: Children's Services - 1-877-237-0004
Child Care Resource and Referral - 931-438-2322, Junior's House -
931-438-3233, Child Development Center - 931-438-0337 , First Pres.
Child Care Center - 931-433-2800.**