



Parent Handbook
2024-2025

OUR PHILOSOPHY:

Our goal is to provide all the children in our care, with a clean, safe comfortable, loving environment where they can play and learn. Our approach to teaching can be described as a sharing of knowledge between child and adult, in a hands-on, child-directed atmosphere. We provide a high-quality early childhood program where the children are active learners in both a structured and unstructured setting. The teachers will develop learning experiences and ask questions that encourage children to think, and problem solve. They will nurture and develop the social, emotional, physical, and intellectual stages of each child. The children are encouraged through every stage of their development to play, question, think for themselves, and verbalize their feelings; foster positive relationships with their peers and teachers, problem solve, explore and through all of this develop a lifelong love of learning.

PROGRAM:

Our program is planned according to the needs and interests of the little people, allowing them to be actively engaged with objects and experiences in their everyday environment.

HOURS OF CARE:

Our Daycare is open Monday to Wednesday, commencing at 8:00am–5:00pm, Thursday and Friday 8:00am-4:00pm

ENROLLMENT REQUIREMENTS:

- Children must be at least 6 months of age.
- Prior to the start date, children must submit a medical record that includes a complete physical current immunization record.
- All registration materials in the parent packet must be completed prior to the start date.
- A yearly enrollment fee of \$150.00 is due at the beginning of the enrollment process, and then every August 1st of every year. Registration fee holds spot for 14 days *unless otherwise discussed. * If nothing is heard or communicated with spot will be open.
- Summer enrollment fee is \$100 per child and holds the spot(s) for 14 days.
- We at Correa Family Christian Care have a 2-week grace period on new enrolled children to determine if we are a good fit for each other.
- We require a 30 day notice to be given at time of disenrollment. Your 30 days begins when you sign your dis-enrollment form and can only end care on a Friday.
- Once you have signed your contracted hours that is your set schedule if need to change it is subject to availability only. If you need to change hours it may affect your co-pay and subject to another enrollment fee.

Parent Initials:_____

CLOSURES

ALL PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

- New Years Day
- MLK Day
- President's Day
- Memorial Day
- Good Friday
- Day After Easter
- Juneteenth *can be the Friday or Monday prior*
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve
- Christmas Day
- Provider is entitled to 10 sick days a year from August-July
- Provider is entitled to 5 bereavement days from August-July
- Provider is entitled to 10 vacation days from August-July

****** All closures dates are still paid as you pay for your spot not your attendance. Actual days may not fall on specific holiday day ******

PARENT RESPONSIBILITY

Leaving a little person in our center means you know they are in good care, but you still have extra responsibilities too. Below is a list of items, in no order, which will ensure your little person's safety and comfort while in our care:

- Make sure to follow the Fee Payment Policy. Fees are due every Friday for the following week of care, if not paid by 8am on Friday a late fee will be charged of \$35.00 per day you are late, if fees aren't paid by Monday you will not have child care the following week.
- Keep a full set of extra clothing available every day. label all your little person's clothing and personal belongings with their first and last initials
- Flip Flops or open toe shoes are **not** allowed.
- Dress your little person according to the weather as we try to spend at least half an hour outside every day.
- Parents understand they will pay all 30 days of care when they request to dis-enroll and are subject to litigation if they do not pay the last 30 days of care.

Parent Initials:_____

- Parents are responsible for supplying diapers, wipes, formula, and baby food for their little person. If a little person must borrow a daycare diaper, there will be a \$10.00 charge per diaper/per wipe/ per item needed to be used from the provider.
- Notify staff of changes in family circumstances (phone numbers, addresses, emergency contacts etc.)
- Keep a sick little person home. They will be more comfortable. If your child comes and cannot function with daily activities parent will need to keep child home.
- Starting June water days will be Tuesday and Thursdays, your child needs an extra pair of clothes for the day.
- Parent understands that after 9:05am there is no entry and child will lose spot for the day.

COMMUNICATION POLICY

Our staff will speak with you daily, relaying information about your little person's day and sharing expectations and concerns. We encourage you to stop and chat with the staff; ask questions concerning your little person and his/her development. We also use ProCare for communication. Communication hours are from 8:00am–5pm *unless emergencies arise*
 Parent understands that the provider will get back to them the next day if it is after closing hours

DROP OFFS:

We accept responsibility of your little person during our program hours of 8:00am–4:30pm. Little people are permitted to be dropped off between 8 am and 9am anything after 9:05am. Center doors will be locked during these times. Accompany your little person into the center every day, place their belongings on the table, personally advise a staff member that you are leaving your little person.

Upon pick-up, make sure staff knows you are taking your little person home. If someone other than parent or emergency contact person is picking up the little person, written notice from the parent is required. That person will also be required to show photo ID before the little person will be released into their custody. A phone call will not be accepted.

CUSTODY ORDERS:

We strive to provide an environment in which your little person feels safe. As such, we require notification of any changes of the custody, guardianship or care and control of your little person. A copy of any agreement or court order pertaining to the foregoing is to be left with us. This will assist us in attempting to ensure your little person is only released to an authorized person.

LATE PICK UP POLICY:

A late pick-up fee will be applied under all circumstances. A fee of \$10.00 /per minute per little person, thereafter, will be assessed. Will need to be paid in cash when picking up late. If cash isn't paid upon pickup fee is due prior to next day of childcare.

Parent Initials: _____

TODDLERS:

Toddlers are encouraged to express their individual interests through interactions with each other and through hands-on environmental experiences. Our staff encourage emergent communication skills by engaging the children in conversations and helping to resolve conflicts peacefully. Independent skills are fostered throughout the day with emphasis on daily living skills like potting and mealtimes.

TOILET TRAINING:

We feel that communication is a very important aspect of toilet training. We will support your efforts to help your child become potty trained. Staff will encourage and assist your child in his/her attempts at independence and will offer praise when your child tries or is successful. Toilet training will be done in a relaxed manner with the cooperation of the family.

CLOSING POLICY:

We ask that you make every effort to pick-up your child before the center closes. Please respect the staff's after-hours family and additional responsibilities. By policy our staff may not take your child home with them.

If your child is left in the center after closing, the administration will take the following measures:

1. Try your contact phone numbers.
2. Call your emergency contacts.
3. If these steps are unsuccessful, the administration will contact the community authorities.

WEATHER EMERGENCIES/CLOSINGS:

In the event of severe weather conditions Correa Family Christian Care reserves the right to close or have a delayed opening. The Center hours are 8:00am–5pm. We reserve the right to close for circumstances beyond our control, such as heat loss in the building, power outage, etc.

IN CASE OF INJURY:

If your child is injured at the center, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention. If your child requires immediate medical attention the proper emergency steps will be taken. If your child receives a small injury during the day, an incident report form will be completed by his/her teacher, and a parental signature will be required. If your child receives an injury from another child, names will be kept confidential.

If your child receives a bite or bites someone else, you will receive a call from administration and/or an incident report. Please keep in mind that toddlers, especially, will often use biting as a form of communication. If your child receives a bite at the center, we will comfort your child and care for his/her needs immediately. Due to confidentiality, the name of the biter will not be released. Although we acknowledge that biting is a developmental stage, it is taken seriously. If your child bites repeatedly.

Parent Initials:_____

TERMINATION OF CARE:

- We reserve the right to terminate care of your little person if any of the following occurs: - Your little person exhibits regular, aggressive actions/interactions.
- You are late picking up your little person more than 3 times within one year.
- Your little person care fees are not paid in full by current week's end.
- It is deemed necessary for the safety of other little people and/or staff, termination will be immediate; no refunds will be issued.
- Parent did not have complete communication with provide prior to enrollment about child's personal needs.

CHILDCARE FEES:

If you require us to hold a spot for your little people prior to entering the program, a \$150.00 enrollment fee is required. This fee is non-refundable. This will hold your spot for only 14 days and then the spot will open back up IF there is no communication or if you cannot pay in full. This registration fee is due at time of enrollment and every August of the year.

Full time Daycare Fees are broken down into the following age groups and prices vary depending on your little person's age.

Infants 6 months-24months weekly \$275

Toddler 24months- 5yrs weekly \$235

School age weekly full time \$215

School age weekly part time \$182

If you are on subsidy, you do have a \$75 or \$50 copay every Friday due by 8am prior to late fee

*** provider has a 2-week grace period to confirm child is a good fit and will thrive in environment provider has to offer***

**** a 30 day notice n=must be given to provider by parent when wanting to end services.****

NUTRITION:

The center provides a breakfast, lunch, and afternoon snack for the little people every day. Kitchen staff will be aware of little people with special dietary needs or food allergies.

NAPPING:

All little people are entitled to an afternoon nap. Nap time will be between 12:30 pm to 2:30 pm daily. Each little person will have their own sleeping mat and bedding will be washed weekly by parent. If the mat and bedding are soiled, they will be washed immediately. If child does not nap due to age coloring or reading will be an option

Parent Initials:_____

PHYSICAL ACTIVITY POLICY:

Outdoor play is an integral part of our daily programming and occurs in all seasons. We believe in creating an environment that fosters healthy, physical active play environment for children of all ages. It is our belief that establishing an active lifestyle at a young age, it will continue to foster healthy choices as children get older. It is our responsibility to ensure that children are provided with daily outside play and/or physical activity.

Outdoor play will only be cancelled when the temperature is colder than -20 with or without the wind chill, very wet rainy days and days that are just too hot. When temperatures are hotter outside than normal shade will be provided. With cold temperatures and hot temperatures time outside will be limited. When time outside is limited due to weather the center does provide other inside physical activities for the children.

For outdoor play please ensure your child/children have proper outdoor clothing and footwear for all seasons, to ensure that they can fully participate in our outdoor activities. Some outside activities we do are, tobogganing, , sprinklers, playing in puddles, sand play, dirt play and grass play.

HEALTH AND SAFETY:

Procedures are in place to protect and maintain the health of each little person and the center staff. Much illness risk can be reduced by following hygienic practices. You will be asked to provide your little person's Health Care number as well as your doctor's name, office address and phone number. Each staff member shall be trained in First Aid and CPR. Each classroom has a fully equipped portable first aid kit.

ACCIDENTS:

We are committed to providing a safe environment for your little people. Accidents do happen even when every precaution has been taken to ensure the safety of little people.

Where an accident does occur the injured person(s) will be attended to immediately in accordance with current first aid practice ensuring that no other person is put in danger.

When a serious accident occurs, staff is instructed to call other team members immediately to assist them in attending to the situation. If an injury requires immediate medical attention staff will call 911 and then notify the parents. When a little person needs to be taken to hospital for care an ambulance will be called, the parent will be responsible for any charges incurred. Upon enrollment, you are asked to provide information about where you can be contacted during the day in case of an emergency. You must also provide the name, telephone number(s) and address of two relatives or friends who may be contacted if you are unavailable. It is your responsibility to ensure this information is always current and correct.

Parent Initials:_____

ILLNESS:

A little person that becomes ill while in our care will be separated from the group and kept comfortable under direct supervision. A crib or cot with a sheet and blanket will be provided for the little person. The parent will be contacted and must then decide for the little person to be taken home. After the little person has left the center, crib/cot will be disinfected, and the sheet/blanket washed. Little people prefer to be in their own surroundings when ill.

Please do not bring your little person to the center if they have any of the following symptoms:

- Communicable disease (Chicken Pox, Mumps, Measles, Head Lice, etc.)
- Vomiting or Diarrhea
- Discharge from eye, ears, or nose of ANY color
- Productive cough or dry cough lasting longer than 1 week
- Fever of 99 degrees or more
- Unexplained rash or sore
- Purulent conjunctivitis (defined as Pink Eye) until examined by a physician. And on medication for 48 hours.
- On any medication

IMMUNIZATION:

To keep your little people and all the little people in the center healthy, all little people attending our center will be required to have been immunized according to the

Doctors Note:

It is a parents responsibility to provide doctors note, when child is on any medication, has allergies, has had vaccines

Parent Initials:_____

I, _____ the
parent/guardian of _____ have read
the Correa Family Christian Care Parent Handbook and fully understand
Correa Family Care policies and procedures. I agree and comply with all
policies hereby stated in this handbook. I understand that violating
these policies will jeopardize my child's enrollment at Correa Family
Christian Care.

I understand that the policies in this handbook are subject to change
without notice.

Thank you for choosing Correa Family Care. We are eager to collaborate
with you to create a nurturing and stimulating environment for your
child's growth and development.

Warm regards,

Berenice Correa

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Center Owner Signature _____

Date _____