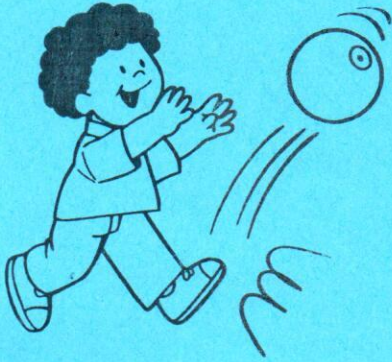


# Grace Day Center



# Parent Handbook





## **WELCOME**

Welcome to Grace Child Development Center. We at the Center recognize your need for reliable child care services and are endeavoring to meet your needs by providing loving, nurturing care for your children. We would like to work as a team with you – sharing ideas and concerns about the growth and development of your child.

In addition to child care for children infants through four year olds, the Center provides valuable educational experiences and fosters growth and development in all aspects of children's lives – social, intellectual, and physical. Programs are provided that serve a wide range of developmental needs. Children participate in activities designed to help them grow into independent, creative, confident, and thoughtful individuals who will be able to work effectively with adults and other children.

Grace Child Development Center is operated by the Grace United Methodist Church. It is licensed by the State of Oklahoma Department of Human Services, is a 2 Star Center and is a member of the Oklahoma State Child Care Association. The policies governing the Center are determined by a committee representing both the Church and parents.

## **PROGRAM**

The program emphasizes age appropriate activities that will enhance physical, emotional, intellectual, and social development. We strive to help each child develop a positive self-concept; therefore, the children's creativity and individuality are encouraged and respected in each activity.

## **MISSION STATEMENT**

Grace Child Development Center's mission is to provide the children entrusted to us with the kind of love and understanding care that will enable them to grow mentally, physically, emotionally, socially and spiritually.

Parents are welcome in our center any time throughout the day. We ask that you please check in with the office upon arrival.

## **NOTE TO PARENTS**

This handbook is provided to acquaint you with Grace Child Development Center and to serve as a handy information reference regarding practices, procedures, responsibilities, and benefits for you as a parent. It is not possible, of course, to explain in detail all pertinent information. If you have questions, please consult your child's teacher or the director.

Rearing children is not an easy job; nor is the responsibility a light one. We would not want parents to feel reluctant to talk over any problems they may be having with their child at home because we may be having the same problems at school. Perhaps together we can come to an understanding of the problem and work together to correct the situation in the best possible way. We do not have all the answers, but it is our desire to be of assistance, if possible. Individual staff members are happy to discuss your child with you.

## **DAY CARE**

We are licensed by Oklahoma Department of Human Services to provide care for 75 children. We accept children ages 8 week to 4 years.

The ratios of children to care givers for each age group are:

Infants	8:2	Toddlers	18:3
2 year olds	8:1	3 year olds	12:1
4 year olds	15:1		

## **HOURS**

The Day Care Center is open from 6:30 a.m. to 5:30 p.m., Monday through Friday. All children must be picked up by 5:30 p.m. Late charges will begin at 5:30 p.m., being \$1.00 per minute for the first 5 minutes. Then beginning at 5:35 p.m., the charge will be \$2.00 per minute, per child. This late fee will be billed to the parent.



## **CHILD CARE RATES**

\$115 weekly	2, 3, 4 year olds
\$125 weekly	Non-potty trained 2 year olds
\$130 weekly	Toddlers
\$140 weekly	Infants

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This is a weekly fee, regardless of attendance. You will not be charged for the closed holidays. You will receive 5 vacation days to use each calendar year. You are not charged for vacation time provided you let the office know in writing 5 working days in advance of the dates you will be gone.

Rules for acceptance and participation in the program are the same for everyone without regard to race, color, national origin, age, sex, or handicap.

## **PAYMENT**

Our week runs Monday through Friday. Payment for the week is due in advance on Monday or the first day of the week your child is in attendance. If payment is not received by Wednesday at 5:30 p.m., a \$5.00 per day late charge will be added to the account. After two weeks of accruing late charges the child will not be accepted for child care until the account is paid in full. If past due charges are not paid within thirty (30) days of original due date the account will be turned over for collection and parent will be responsible for any additional fees.

A \$10.00 service charge will be added to your account for each time a check is returned to us from the bank. Also, you may be asked to pay your account in cash thereafter.

## **HOLIDAYS**

The Center will be closed for the following Holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday following, Christmas Day or the nationally declared legal holiday for these events. All closed days will be posted at least 2 weeks prior to closing.

## **PARTIES**

Parties planned for Day Care will be posted in advance. We celebrate birthdays with our children by singing, and each child is given a birthday certificate on his/her birthday. We do celebrate birthday parties upon parent's request. We need to know two or three days in advance of your plans. Please keep these parties simple. You are welcome to come and stay for the party. There are lots of fun non-sweet foods instead of cake and candies. Some parents have been donating a book to the Center with their child's name in it instead of bringing treats for each child.

## **ARRIVAL AND DEPARTURE**

To assure safety of our children, parking is in designated spaces only! Parents are asked to sign in at the podium in main hallway. Children are to be brought directly to the care giver. The Center is not responsible for the children until they are brought to the care giver. This is for the safety of the child.

Only persons listed on the "Child Information Form" may pick up a child. You must advise the Center anytime someone that is not on the form is picking up a child. A picture ID must be shown to caregiver and checked to verify listing on your child's information card every day. You will then sign the child out on the clipboard with the caregiver. This is for the safety of the child.

To verify the identity of a telephone caller, questions asked may include, but not limited to the following: child's date of birth or names of Center staff members. If there is any doubt remaining about the caller's identity, a call back system may be used. This is done to assure the safety of your child!

## **EMERGENCIES**

If a child is injured while at school, you will be contacted at once. In the case of an extreme emergency, the child will be taken to the Emergency Room at Jackson County Memorial Hospital.

## **INSURANCE**

Each child is covered by accident insurance during the hours he/she is in our care.

## **INCIDENT REPORT**

When a child is repeatedly placed on our incident list for striking, biting, kicking, and other offenses, the parents of this child will be notified. Every effort will be made to assist the parent and the child; but, in the best interests of the other children and employees, we reserve the right to dismiss the child from our care. The parents will be notified beforehand and consultation about alternatives will be provided.

## **CONFIDENTIALITY**

Children's records are confidential. Parents and staff have access as needed.



## **MANDATORY REPORTING OF CHILD ABUSE**

What is the Law?

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (21 O.S. Sec. 7102).

Who must report?

Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.

How is abuse reported?

A report may be made to any county office of the Department of Human Services or to the 24-hour statewide Child Abuse Hotline, 1-800-522-3511.

## **IMMUNIZATION**

In accordance with state law, parents shall be required upon admission of their child to a Day Care Center to submit to the Director: a copy of the immunization record, a listing of special health needs, and the name of the child's physician. Required immunizations are: DTP, Polio, MMR (Measles, Mumps, Rubella), Hib, Hepatitis A, Hepatitis B, and PCV. Please be sure to check with our office regarding the specific number of immunizations required by the State of Oklahoma for your child.

## **POLICY ON ILLNESS**

We recognize the difficulty working parents have when their child is sick. However, for the benefit of other children and your child, we ask that you find alternate care when your child is sick. Please call to tell us that your child will not be in the Center that day. Arranging such care as soon as your child has symptoms will avoid last-minute morning rush. If your child has any symptoms listed below, or is otherwise ill, you will be asked to take your child home.

Fever – 100 degrees or above

Eye infections (conjunctivitis) – eye infection referred to as “pink eye”

Diarrhea – after two very liquid stools

Cold – fresh, sneezy and runny nose

Impetigo – infectious skin disease which shows up as small pimples that turn into red blisters; parents are advised to contact their physician

Vomiting

Any communicable disease

Upon arrival, each child is checked by a staff member to screen for early signs of illness. This is for your child's protection. If your child becomes ill during the day, you will be notified immediately and be asked to come for the child at once. An ill child must be picked up at once for the protection of the sick child and the other children.

When your child has been ill, please do not return him/her to the Day Care until he/she is free from an elevated temperature for 24 hours.

## **OUTSIDE PLAY**

The children go outside to play every day, except in extreme weather. Please see that your child has a coat, head and hand protection in cold weather. If a child is too ill to go outside, the child should be kept home. We feel all children need fresh air, sunshine and exercise.

We go outdoors every day except in extreme weather, so make sure your child is dressed appropriately at all times. Make sure your child has mittens and a head covering in cold weather. Please put your child's name in his/her coat, sweater, jacket, hat and mittens.



## **FOOD**

A nourishing, balanced meal is served at noon; nourishing snacks are served at mid-morning and mid-afternoon. We do not serve breakfast. The weekly menu is posted on the entrance bulletin board. Children should not bring food, candy or gum to the Center. Grace Day is a participate in the Child Nutrition Program and the parent is required to fill out and update basic paperwork from the NFP yearly.

## **EXTRA CLOTHES**

A child should be clean and dry each time he/she is brought to the Center. Please bring plenty of underwear and a change of clothes including socks. Put them in a bag with the child's name on it. They can be left here as each child has an individual storage box for his/her personal clothes.

Please put the child's name on each article of clothing. Coats, sweaters, hats, shoes, etc. must have the child's name clearly labeled. Please replace the clothing regularly as your child grows. Clothing worn at school should allow for comfort and durability. Children get dirty playing, painting, and enjoying their day.

You will be required to bring diapers/pull ups, wipes, and any other products (baby powder, diaper rash cream, etc) for your child.

## **FIRE**

In the event of a fire at the Center, the staff has been trained to evacuate the children in a safe and orderly manner. Monthly fire drills are held so children will not be afraid and panic. We have a fire alarm system throughout the building and it is tied in to the local fire department.

## **DISASTER PREPAREDNESS**

During tornados or when the sirens sound, all staff members have been trained on how to safeguard your child. We have 2 SAFE ROOMS in the Church Sanctuary building. Disaster preparedness drills are held regularly so children will not panic in the case of a true disaster. The children are safer in the SAFE ROOMS than in your car, so please leave your child until the danger has passed.



## **Centers discipline and guidance philosophy**

Discipline means the ongoing process of helping children to develop self-control for self-management while protecting and maintaining the integrity of the child.

### **A. POSITIVE DISCIPLINE**

1. Caregivers shall use positive discipline, which shall include the following:
  - a. Communicate to children using positive statements.
  - b. Encourage children with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts.
  - c. Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.

### **B. INAPPROPRIATE DISCIPLINE**

No staff member shall engage in any of the following actions toward children:

1. Subject children to punishment of a physical nature such as shaking, striking, swatting, thumping, pinching, popping, shoving, or any cruel punishment.
2. Subject children to punishment of a psychological nature such as humiliation by derogatory or sarcastic remarks about him/herself or his/her family, harsh or profane language or actual or implied threats of physical punishment.
3. Placement in a locked or dark room or outside the classroom out of sight of the teacher.
4. Punish and/or threaten children in association with food, rest, or toilet training.