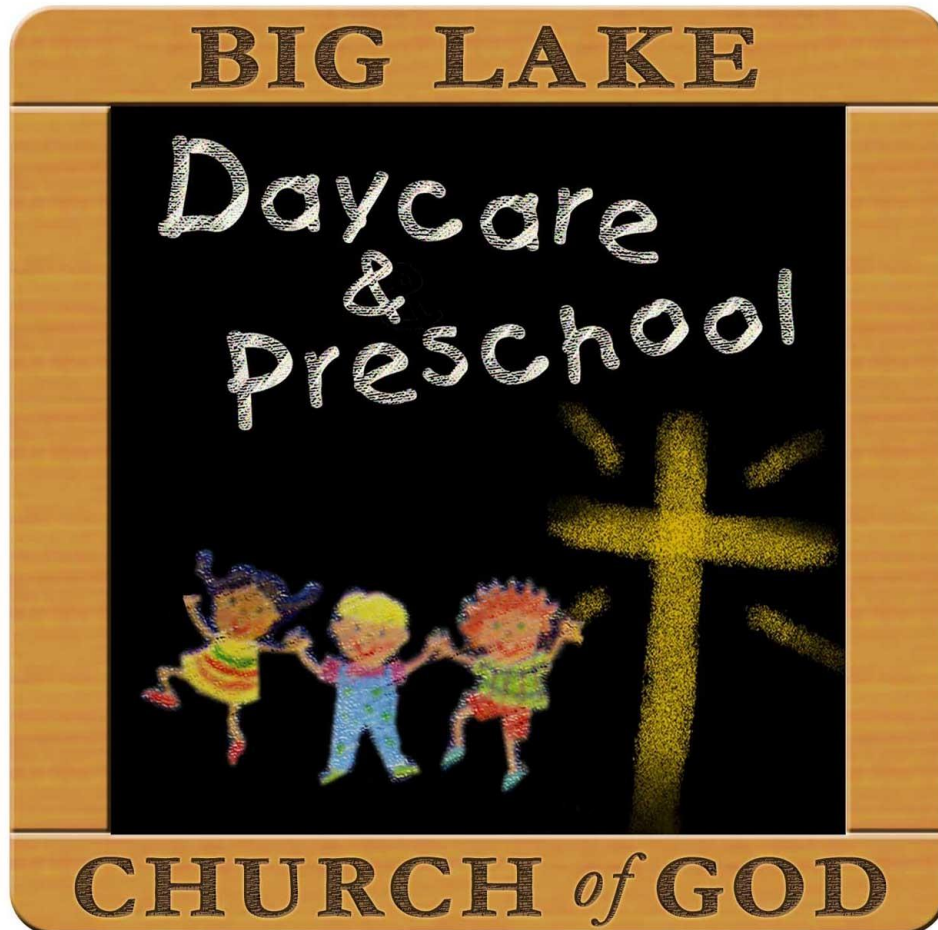


**Big Lake Church of God
Preschool & Daycare Ministry
Parent Handbook**



Mission Statement

The purpose of our ministry is to provide reliable, safe, affordable, loving, nurturing environment for your children, which will promote physical, emotional, social and spiritual growth for all persons involved.

This ministry is a part of Big Lake Church of God and their purpose is to “Share God’s Love” by:

Growing into Christ
Growing to maturity in Christ
Growing In Fellowship
Serving others selflessly
Glorifying God in all we do

This purpose is sought through this ministry for children, parents, staff, and community.

As members of Big Lake Church of God in this community, it is our responsibility to share God’s word with our neighbors through the spiritual, mental, and physical development of our youth now and for the future. Therefore we strive to provide a friendly environment for healthy interaction and growing friendships. We want every child to enjoy being a child with a growing capacity for laughter, love and learning.

Accountability

The preschool teacher and assistant and the daycare teachers are accountable to the Director, who is accountable to a leadership board and the Senior Pastor. The board is responsible for all programs and curriculum in which your child participates and has been developed as a part of this ministry.

Security & Safety

For the security and safety of the staff and children, we are a locked facility. Any non-staff or non-registered daycare/preschool families must be let into the building with identification. You will receive a door code and check-in registration number at enrollment. All authorized individuals for pick-up will also receive a unique registration number and door code. Please do not share door or check-in codes with others. The check-in station is located at the main entrance for easy access.

All daycare children are required to be checked in and checked out of the facility on the days attending. Please understand this is a state requirement and individuals who skip this process place the facility in jeopardy. Results of excessively skipping this process may be removal from the program.

1. Registration:

Daycare: Children age 6 weeks through 11 years or through the 5th grade, may register for daycare. A non-refundable registration fee of \$27.00 for the daycare is due at the time of registration and annually in the fall of each year. Requirements for registration are as follows: completed registration paperwork, registration fee, current immunization record and physical exam. All of the above must be provided prior to the first day of enrollment. If your child is under the age of two a physical exam is required at enrollment and annually. Parents are responsible for providing an updated shot record within two weeks each time their child receives shots or the child will not be allowed to attend Daycare until the record is received.

Preschool: Children age 3 through 5 can register for preschool, but must be fully potty-trained. There is a \$35.00 registration fee for Preschool. This fee is used to purchase school start-up supplies. The fee needs to be paid when your paperwork is turned in. We hold our first registration in the Spring for the following school year. Requirements for registration are as follows: completed registration paperwork, registration fee, current immunization record and physical exam. All of the above must be provided prior to the first day of enrollment. Paperwork and fees can be turned in at this time. This will guarantee your child a spot in the program.

NO REFUND OF THE REGISTRATION FEE WILL BE MADE AFTER SCHOOL STARTS!

2. Insurance: Your child will be insured with the church while he/she is in Daycare/Preschool. This coverage will include any time your child is in our care, including any field trip, and transportation in a personal vehicle. *Each child must carry this insurance.* Insurance cost is \$7.00 per school year, and is included in your registration fee. This fee must be paid at the time of registration.

3. School Delays & Cancellations/Emergency Weather:

Daycare: In the event of a school delay or cancellation you will be expected to pay the appropriate fees for before-school care or school cancellation care.

Preschool: If Whitley County Consolidated School system has a 2-hour delay, this does not affect us because we start at a later time. Classes will be held at normal times. Our Preschool classes will be closed if WCCS system closes due to weather. If weather is questionable, call the preschool/daycare for information.

Daycare and Preschool: In the event of inclement weather, the dc may be closed or may function under a delay. If a closure occurs during the day, all children must be picked up within 1 hour of declaration. Please call the Preschool/Daycare line if you have any questions or to confirm the closure or delay. We will also attempt to have delays and closures announced on WBCL radio and Channel 21 TV.

4. Daycare Care Scheduling: You will schedule specific days at the time of registration to specify when your child will be here each week. If your child misses a scheduled day, you will still be billed for the day missed. Fees will be based on days scheduled, not on attendance. Parents are responsible for notifying the Director of any changes in their weekly schedule two weeks in advance.

5. Care on non-scheduled Day: If you need childcare on a day in which your child is not scheduled you must first contact the Director 24 HOURS IN ADVANCE to see if the staff and spaces are available for your child to come that day. If so, you will pay for that day of care based on the fees chart above.

6. Tuition Due:

Daycare: Childcare fees are to be paid weekly. Your balance is available through the check-in computer at all times and is updated by Tuesday of each week. Bills may be paid with a debit/credit card using the card reader attached to the computer, check, and/or cash. All cash payments must be placed in a sealed envelope with the child's name on it and placed in the payment box outside of the administrative office. PLEASE DO NOT LEAVE PAYMENTS ON ANY DESKS!! Bills must be paid by Friday of each week.

Preschool: Tuition Due & Fees: Tuition for the first month may be paid with registration. The remaining tuition payments are due by the 1st of each month. If your payment is not made by the 10th of each month, you will be charged a \$25.00 late fee. When tuition becomes delinquent by one month, the child may not be allowed to attend Preschool until the bill is paid or acceptable arrangements have been made. All tuition should be sealed in an envelope with the child's name on it. It may be handed to the teacher or sent in your child's book bag. Our preschool receives no outside financial support other than your tuition and our fundraisers, so please be prompt. Thanks!

2-Day Program, Tuesday & Thursday Classes

9:00 – 11:30 A.M.

Cost: \$64.00 per month (\$576 for year)

(or)

Semester Payment – 5% discount = \$273.60

Year Payment – 10% discount = \$518.40

3-Day Program, Monday, Wednesday, Friday Classes

9:00 – 11:30 A.M.

Cost: \$91.00 per month (\$819 for year)

(or)

Semester Payment – 5% discount = \$389.00

Year Payment – 10% discount = \$737.10

5-Day Program, Monday-Friday Classes

12:30 – 3:00 P.M.

Cost: \$128.00 per month (\$1,152 for year)

(or)

Semester Payment – 5% discount = \$547.20

Year Payment – 10% discount = \$1,036.80

7. Child Care Assistance: We currently accept CCDF vouchers/Brightpoint for Daycare. See the director for information regarding who to contact to begin the application process. At this time, there is no assistance available for Preschool classes.

8. Absences and Illness: Credit will not be issued for absences or illness. YOU ARE BILLED FOR SCHEDULED DAYS, NOT DAYS ACTUALLY ATTENDED.

9. Holidays: Prior to Christmas Break and Spring Break a sign-up sheet will be available for you to indicate whether you will need Daycare during those breaks. If you indicate that you will need our services during those weeks, you will be billed accordingly, regardless of whether or not your child attends. If we review the list and determine that there are not enough children to require us to remain open, we will notify you of our closure one week in advance and you will not be charged. The following are holidays that our Daycare Ministry is closed that you will not be charged for:

Good Friday	Thanksgiving Day & the day after
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
	New Year's Day

For Preschool classes, holidays will be observed on the same calendar as Whitley County Consolidated School system. These holidays include only the following:

- Thanksgiving
- Christmas Break
- Good Friday
- Spring Break

10. Vacations: Vacations must be scheduled one full week in advance to receive vacation credit. If appropriate notice is provided, you will not be charged.

11. Late Payment: All weekly fees are due on Friday. Payments not received by 6:00 P.M. will have a late payment of \$5.00 per week added to your account starting Monday. When Daycare tuition becomes delinquent by 1 month, the child may not be allowed to attend Daycare until the bill, along with any late fees, is paid or acceptable arrangements have been made.

12. Returned Payments: A \$20.00 surcharge will be added to your account on any returned check. Three returned checks will result in tuition paid on a cash only basis. Accounts are also subject to a late fee as a result of the returned check.

13. Snacks/Meals: Snacks and lunch are included in your tuition for Daycare and are served every 2 hours while children are awake. Breakfast is served between 6:45-7:15 a.m. and parents are responsible for providing breakfast for their child(ren). A Safe Transportation of Food Responsibility form must be signed in order for us to serve your child the breakfast you provide from home. Breakfast will not be served after 7:15 a.m. so please be sure your child has eaten before they arrive at daycare if arriving after that time. Lunch menus are available for pickup outside of the administrative offices. If your child

has any allergies or dietary needs, a physician signed order with specific details is required by the state or your child will be served what is published on the monthly menu. We hold the right to give families on an individual basis permission to provide doctor ordered dietary specific snacks and/or meals.

13. Preschool Arrival & Departure: We ask you to come in the south parking lot, circle to the left, and then pull up next to our educational wing. Our teacher and her assistant will come to your car and escort your child into the building. If for some reason you would need to drop off your child early, please park your car and bring your child into our Daycare facility. When it's time for school to begin they will be taken upstairs by the teacher and assistant.

At departure time we ask you to line up next to our educational wing in the same manner as upon arrival. Our teacher and assistant will bring your child to your car. If our staff have a question about who is picking up your child, you will receive a phone call to give verbal approval. If you cannot be reached, your child will be kept in the Daycare and will be charged the appropriate Daycare fees. Therefore, please have the tag given to you available and visible so there is no confusion about pickup. If for some reason you are running late, please call the Preschool so we can determine whether it will be necessary to send your child to Daycare or keep them with us until you arrive. We thank you in advance for your cooperation on all of these issues. Your child's safety is very important to us.

14. Late Illness/Injury Pickup: When required, your child must be picked up within 1 hour of contact, due to an illness or injury. If you cannot pick your child up within 1 hour, you must make arrangements with a person on your authorized list to pick up your child within 1 hour or an additional fee of \$10.00 per 10-minute increments will be charged to your account.

1-10 min. = \$10.00	11-20 min. = \$20.00	21-30 min. = \$30.00
31-40 min. = \$40.00	41-50 min. = \$50.00	51-60 min. = \$60.00

15. Care After Operating Hours: If you cannot pick up your child by 6:00 P.M. you must arrange for pick-up from one of the three persons on your authorized list. No exceptions will be made. We will make attempt to contact you and those listed on your authorized list. For care after 6:00 P.M. \$50 will be charged for the first 15 minutes, from 6:01 pm- 6:15 pm, and then an additional \$50 will be charged for the next 15 minutes, 6:16pm – 6:30 pm, at which point an administrator will contact DCS to have the child picked up.

16. Automatic Withdrawal Policy: If your child has not been in attendance for a period of 30 days without notification, they will be automatically withdrawn from our program. If this happens, you will have to re-register your child and pay the registration fee before he/she can return for care. In addition, you will still be billed for the scheduled days of care during that 30 day period.

17. Toys & Games Policy: Considering that our services are based in and viewed as a ministry of the church, we ask that you use discretion when sending items with your children to the daycare. We ask that children do not bring any of the following items to this ministry for use:

- Gameboy systems or any other electronic games
- Stuffed animals (which can carry communicable diseases)
- Trading cards of any kind

If we as a staff consider anything questionable we will ask the child not to bring them again in the future.

18. Discipline Policies: If you have any questions or concerns please feel free to talk to the Director. We believe that every child needs to have some definite rules and structure in order to develop to their potential. Each child is allowed a reasonable amount of play-time to use as he/she likes, and will be encouraged to participate in group activities. For children who persist with activities that are either destructive or harmful to others or themselves, we will use redirection and/or quiet time alone.

a. According to state directives, we also abide by the following: Any person, while on childcare premises, shall not engage in or direct any of the following actions toward children: 1)Inflict corporal punishment in any manner upon a child's body. 2)Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort or use cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment. 3)Place in a locked or dark room, 4)Humiliate in public or private, yell or use abusive or profane language. Caregivers shall not associate disciplinary action or rewards with rest or with food or use food as a reward. Caregivers shall not associate disciplinary action or humiliate a child in regard to toileting. 5)Caregivers shall not use time out for any child less than three (3) years of age; use time out for any purpose other than to enable the child to regain control. Caregivers will not physically restrain children except when it is necessary to ensure their own safety or that of others; and only for as long as is necessary for control of the situation; and use punishment to correct unacceptable behavior.

b. SWEARING/CURSING:

Students are not permitted to curse or use other inappropriate language directed at another student, teacher, or employee of Big Lake Church of God at any time. Such language is offensive and inappropriate in the daycare/preschool/church setting and will not be tolerated. If a student feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language.

When a student uses inappropriate language in the facility, teachers are required to report it on an “Incident Report” and progress through the sequence consequences listed below:

1st Offense: Verbal warning and redirection.

2nd Offense: Verbal Warning and time out in the classroom.

3rd Offense: Verbal Warning and time out in director’s office.

4th Offense: Time out in director’s office and phone call to parent.

5th Offense: Removal from classroom, parent contacted to pick up student within an hour.

**If the following behavior continues, or is happening on three or more consecutive days, in order to protect our students, we will ask parents to pick up their child after the second warning.

The basic rule for Big Lake Church of God Daycare is: Treat others as you would want to be treated.

19. Health Guidelines: The following are guidelines for knowing when your child should be kept at home because of illness:

1. When the child displays the following symptoms anytime within 24 hours of attending Daycare:

- | | |
|------------------------|----------------------------|
| -chills | -flushed face |
| -complaints of pain | -upset stomach or vomiting |
| -inflamed/swollen eyes | -diarrhea |
| -unusual cough | -sore throat |
| -temp. of 100 or more | -listlessness |
| -earache | -skin rash or sores |

If your child becomes ill while at daycare you will be called to pick them up within one hour. For this reason, please have a back-up plan in place for childcare.

2. Child has a common cold:

- excessive nasal discharge or cough
- without a fever at least 24 hours before returning
- should feel well enough to play in a group or play outside if weather permits.

3. Child has been exposed to a communicable disease. If a child is due to become contagious within a 24-hour period, he/she should stay home. If we become aware that your child has been exposed to a communicable disease while at daycare, the Director will issue a written notice in each parent folder and by posting on the main entrance door, within 24 hours of exposure.

4. Child is unable to participate in normal daily activities.

20. Medication Guidelines:

Prescription Medications: All medications must be in the original container and must be labeled with the following:

- Child's Name
- Name of the specific medication
- The dosage of medication to be administered
- The frequency/interval to be given
- The physician's name
- The date the prescription was filled or the order was written

Over The Counter Medications: All medications must be in the original container and will not be administered unless a Record of Medication Order form is on file. The Record of Medication Order must be completed annually.

21. Sheets and Blankets: Upon enrollment each infant and toddler will be issued crib/cot sheets for the number of days they will attend Daycare and older children will be issued one cot sheet. Parents are asked to provide their child with a blanket and a pillow and/or comfort item to be used during nap/rest times. Parents are responsible for taking personal bedding items home at least one time per week to launder. Items must be laundered in water that is at least 160 degrees or one cup of bleach.

22. Emergency Procedures: It is imperative that parents have a backup plan for childcare in case of illness of their child or a program emergency. It is also crucial that parents keep their Emergency Contact and Approved Pick Up information current and accurate.

- a. In the event that a staff member is contagious to others and/or so ill that they cannot continue to provide care, an alternative teacher will be immediately called to replace him/her. Children will be shifted into other care groups until the substitute teacher arrives. Parents will receive a written notice at the end of that day if this type of situation occurs.
- b. If an emergency occurs during Daycare hours that prevents children from being cared for in the facility, parents will be contacted by phone and must arrange for their child to be picked up within one hour of the call. If the parents cannot be reached, staff will contact the persons listed as the Emergency Contacts and Approved Pick Up lists in order of their listing. If the emergency occurs at a time other than normal operating hours, a message will be available on the answering machine and an attempt will be made to have an announcement on WBCL radio and/or Channel 21.
- c. A plan for fire evacuation is posted in every area used for childcare. Staff are trained at hire and annually in emergency procedures. If a fire occurs that requires evacuation of the entire building, the meeting point will be in the farthest northwest corner of the parking lot. Children will then be moved into the house on the church grounds and parents contacted by phone. Parents must arrange for their child to be picked up within one hour of the call.
- d. A plan for safe shelter during a tornado warning or other threatening weather emergency is posted in every classroom and area used for childcare and preschool. Staff are trained at hire and annually in emergency procedures. If a tornado warning occurs all staff and children will be assembled in the inner most hallway and restrooms of the church.
- e. All preschool/daycare staff participate in monthly fire drills and tornado drills 2-3 times per year.
- f. In the event that an emergency occurs which requires evacuation of the grounds, all children will be transported by church van and personal staff vehicles to Goss Grocery, 5418 S. State Road 109-57, Columbia City and parents will be notified of the evacuation and the need for pick up within one hour of the call.

23. Contacting Director or Assistant Director: Big Lake Church of God seeks to create healthy lifestyles and boundaries for all employees and their families. As a step in this direction neither director will answer phone calls, text messages, or Facebook messages between the hours of 9 PM and 7 AM. If there is an emergency, you may leave a message and the director will respond accordingly. Changes to daycare scheduling must be requested 24 hours prior to the needed days/times. Without permission from one of the directors, unscheduled drop-offs for childcare ARE NOT PERMITTED due to state regulations. If you drop your child off without permission, you will be contacted to return and pick them up immediately.

General Preschool Information:

The 2-Day Program of three and young four year olds will have more time for free play and less emphasis on working on academic skills. Their main emphasis will be on building language and independence. They will be given all the opportunities that the older children have but they will be geared to the shorter attention span and the need for more active play of three year olds.

The 3-Day Program will mainly emphasize working on academic skills, social skills, and pre-kindergarten programming. This will be done through music, stories, finger plays, and creative crafts, among other things.

The 5-Day Program of pre-kindergarten students will emphasize working on the academic and social skills that will be necessary for each student to have when entering kindergarten. This will be done through music, stories, crafts and many other things.

Curriculum

During the school year the curriculum will cover letter and sound recognition, shapes, fine motor skills, cutting, writing, nursery rhymes, rhyming words, self-esteem, and manners, all through fun hands-on activities, music and finger plays. Not all children will accomplish all of these skills at the same time. Many of these skills are worked on in kindergarten as well, but your child will be more confident when these skills are re-introduced in kindergarten. Developing confidence in their abilities and a positive attitude about school are our most important goals.

Goals

1. Each child develop a love and excitement for learning and school;
2. Each child master enough basic skills that he/she will feel happy and comfortable in kindergarten;
3. Each child gain independence to allow him/her to be at ease in a situation without his/her parents;
4. Each child realize that there is a time in school for play and a time for attending to tasks at hand;
5. Each child benefit from additional experiences that Preschool provides (field trips, special days, etc.);
6. Each child benefit from the opportunity to learn and progress at his/her rate of learning without feeling pressure or boredom.

****Big Lake Church of God does not provided transportation to and/or from the premises to individual homes, businesses, or schools. Local schools in Whitley County and Noble County provide transportation to students enrolled within each school for Before and After-School care. Preschool field trip transportation is arranged with each teacher and parents prior to field trips.**