

# PARENT HANDBOOK

## 2016-2017

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All the Little Children

Preschool & Daycare

Calvary Chapel Buhl

208 - 543- 9959

1004 Burley Ave.

Buhl, Idaho

83316



## **1. Welcome:**

Thank you for choosing Calvary Chapel Buhl's *All the Little Children Preschool & Daycare*. This fall we are celebrating the beginning of our fourth year serving the community of Buhl, Idaho. The Lord has provided for and blessed our previous years and we look forward to His continual provision and blessing in the years to come. We are very excited to see what God will do this year and look forward to experiencing all that He has for us in 2016-2017.

### **A letter from our Pastor, Jackie Roberts:**

Dear Parents,

I, Jackie Roberts, would like to personally thank you for choosing All the Little Children Preschool & Daycare to meet your preschool and child care needs. We as a staff believe that as children develop it is important to meet their physical, emotional, educational, and spiritual needs while preparing them for their future academic success. Our staff believes that each child is unique and important. We believe that God has created each and every one of them for a purpose and has a plan for their lives. Our goal as a staff is to meet the needs of each child, while helping him or her develop a personal relationship with Jesus Christ.

As we look forward to beginning another school year at All the Little Children Preschool & Daycare, I am excited to see what God has in store for us as a staff, you as parents, and most importantly the little children who will fill the chairs in each classroom. I know that God has a plan for each and every one of us, and that his plan is meant for both our good and his glory. As your children grow and learn, our prayer is that they will find the path God has for them and that they will follow it all the days of their lives.

Once again I would like to thank you for choosing Calvary Chapel Buhl's All the Little Children Preschool and Daycare and I look forward to seeing your little ones grow in God's grace.

Sincerely,

Pastor Jackie Roberts

jackie@calvarychapelbuhl.com

### **A note from our daycare:**

Welcome to All the Little Children Preschool and Daycare!

We are so excited to begin this new school year and to see how much your children will learn and grow.

Preschool is a big step for your child, one that will begin to lay a solid foundation for their future. We hope that during your child's time here, we can help nourish them spiritually, academically, physically, socially, and emotionally. We also hope to instill in them a hunger for learning that will continue on for many years to come.

We can't wait to see what great things God has in store for all of us, and especially for each precious child that will be attending here.

We sincerely hope this will be the beginning of a rewarding and trusting relationship between your family and us. This handbook is meant to serve as a guide to what you should expect from us as well as what your responsibilities are. Should you have any questions or concerns about these policies and procedures please feel free to visit with us.

*Affiliation:*

We are a Calvary Chapel fellowship. Our church has a Sunday morning service at 10AM and a Sunday evening service at 6PM. We also have a Wednesday evening service that meets at 7PM.

**2. Guiding Biblical Principle:**

*"Come to me, all you who are weary and burdened, and I will give you rest." Matthew 11:28*

At All the Little Children Preschool & Daycare, we're dedicated to giving your child the best start on life by laying the foundation for a lifetime of learning. We advocate helping children develop personal integrity and enable them to think critically, work cooperatively, and solve problems creatively. Our curriculum provides experiences that enable children to make sense of what they are learning and to connect their knowledge to everyday life.

**3. Mission Statement:**

Our mission is to provide each young child with a Christ centered education that not only prepares him or her academically for the future, but also promotes his or her growth towards a personal relationship with Jesus Christ. We are committed to preparing your child spiritually, intellectually, academically, physically, socially, and emotionally.

We believe as a staff that we are examples of Christ love for each child and we will use the biblical definition of love to meet the needs of each child placed in our care.

*Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance. 1 Corinthians 13: 4-7*

**4. Goals for Children:**

Children enrolled at All the Little Children Preschool & Daycare will:

- Develop an understanding of Christian principals and gain Biblical knowledge.
- Develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging.
- Develop curiosity about the world, explore, confidence as a learner, creativity and imagination, and personal initiative.
- Use language to communicate effectively and to facilitate thinking and learning.
- Represent ideas and feelings through pretend play, drama, movement, music, art, and construction.

- Think critically, reason, and problem solve.
- Develop gross and fine motor skills needed to prepare them for everyday experiences as they grow.

### 5. Preschool Eligibility:

Children enrolled in daycare are automatically enrolled into preschool and is included in the cost already. If your child is only coming for preschool here are the needed criteria to work alongside the local elementary schools.

- Junior Preschool Class: your child needs to be 3 years old by September 1
- Senior Preschool Class: your child needs to be 4 years old by September 1 (*this will be the class continuing on to Kindergarten the next fall*)

### 6. Security Procedures:

We are a state licensed daycare facility. All staff has been fingerprinted and passed a thorough back ground check with Health & Welfare. Only you and the people you authorize to pick up your child will be allowed into the school's interior classroom area while children are in school.

### 7. Safety & Emergency Procedures:

- Field Trips: Your children will go on field trips throughout the school year. They will ride with approved licensed drivers to ensure safety.
- Snow Days: We will be closed on any snow days that the Buhl Elementary School is closed as well. Please make sure you listen to those postings before driving in. Closures happening later in the day will result in a phone call from staff to inform you when your child/ren needs to be picked up.
- Fires: We do practice fire drills as well as have a firefighter come in and talk about safety with the children. In case of an actual fire you will be notified immediately.
- Child Emergency: In the case of an emergency with your child please fill out the attached two forms, the *Parent Emergency Consent* form and the *In Case of Emergency Contact Form*.

### 8. Daily Procedures:

All the Little Children Daycare is open from 7:00 am to 6:00 pm, Monday through Friday.

Preschool will be held Monday-Friday from 8:30 am until 11:30 am. Preschool students will need to be picked up between 11:30 and 11:45 am.

If your preschooler needs to stay for lunch, please let the teacher know, this will be a \$3.00 extra charge to pay for their lunch and time added to your bill.

Naptime starts at 12:00 for toddlers, and 12:30 for preschoolers; we wake up from 2:15- 2:30. Please pick up your child before naptime begins or after naptime has finished.

For drop off in the morning please accompany your child into the building and sign in. Once you have signed in you may accompany your child into the classroom.

**If your child is not picked up by 6 pm, you will be charged one dollar for every minute you are late.**

When you pick up your child you will need to sign them out.

Please note we will only release your child to individuals you have designated as an "Authorized Person" on your child's enrollment form. In all cases in which you authorize the release of your child to a person who has not

picked up your child before, or whom is unknown to the staff members, we will ask that person to provide appropriate picture identification.

A daily schedule is attached.

#### **9. Vacation and Sick Days:**

Our financial stability is dependent on the attendance of the children we care for. If your family is planning on being gone, please let our director know ahead of time. If your child is sick, please call us as soon as possible.

CCB:208-543-9959

Stephanie: 208-329-0667

You will be charged for the first two sick days during an illness. Prearranged, extended vacations will be excused, but a day or two here or there will be charged.

***Please note:** your child's attendance is very crucial to their learning. Every day we go over important lessons that will help your child grow.*

#### **10. Parent/Teacher Communication:**

We understand that an important part of your life is learning about your child's day and progress. We are happy to have short conversations when you drop off or pick up your child; however, if more time is needed, we ask that you schedule an appointment outside of class time. You will also receive a daily report for infants. Feel free to tell the daycare providers if you are working on something at home like potty training or table manners so we can carry it throughout their day here as well.

#### **11. Open Door Policy:**

We welcome parents to visit us during class time, but we do ask that you let us know in advance. Parents are encouraged to volunteer in the classroom. Each month a newsletter including the month's activities will be handed out to give opportunities for class parties and field trips. Please let Stephanie the teacher know when you can volunteer.

#### **12. Snacks:**

At All the Little Children Preschool & Daycare we serve healthy, nutritious snacks. Parents may provide a labeled snack for their child if that child needs certain foods. We ask you not to send soft drinks, candy, or gum.

*If your child is allergic to any foods, please let us know.*

#### **13. Lunch:**

We are a center offering the USDA food program through Nutrition Works. This includes three meals a day, AM snack, Lunch, and PM snack. As well as offering three meals, we also offer, baby cereal, and snacks. As your infant grows we will also offer them the meal prepared in a way that is appropriate for their age including, blending into baby food meals, small pieces cut up into finger self-feed sizes, and continuing into child sizes pieces as they grow. Menu's are posted in on the office counter as well as being posted in the hall ways on the bulletin boards. There is a \$3 charge for drop-in lunches.

The US Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/ or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjunction, 1400 Independence Ave, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or e-mail at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

**USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.**

#### **14. Diapers:**

Parents are required to provide their child/ren's diapers. Diapers are locked away in a cupboard and are used only on the appropriate child. Daycare staff will inform you as your child/ren's diapers get low. We provide diapers for children who have run out. A charge of \$1 will be added to your bill for every diaper we provide. We provide diaper ointments, namely Desitin and A&D creams, if you have one you prefer from home, feel free to send it. It will be used only on your child.

#### **15. Birthdays:**

We enjoy celebrating your child's birthday at All the Little Children Preschool & Daycare. We encourage you to bring a special treat for the class on your little one's special day. If you would like to, please let us know in advance.

#### **16. Items from home:**

We want your child to feel safe and at home in our facility, but we would also like to ensure that special toys and other items from home be left at home to prevent losing, damaging, breaking, or being taken by another child. We do provide water bottles, sippy cups, and blankets that are sanitized and cleaned every day.

*The following is daycare only...*

We also brush our teeth every day after lunch to encourage good hygiene. The toothbrushes are kept in separate cases and ran through the sanitizer bi-weekly. Every 3 months, we will send home a note asking for a new toothbrush. However, we are hoping to ask dentist offices from the community for toothbrush donations.

A lost and found bucket can be looked through for missing items. Just ask a teacher for help.

## **17. Dress Code:**

Here at All the Little Children we encourage individuality as well as modesty. We encourage you to dress your child in appropriate clothing for their age and gender as well as seasonal clothing. We play outside every day, in all different weather; **so please dress your child accordingly.** In the winter we would love for you to bring snow pants, snow boots, gloves, a hat, a scarf, and a coat. These items will be kept in their cubbies for you to take home every day. This dress code is put in place to ensure as they grow and develop they will know what to wear throughout different seasons.

*Please make sure to keep an extra change of seasonal clothes in their cubby no matter what, there is always something that may come up. Remember to check their cubby and bring back more if your child is sent home with theirs.*

## **18. Discipline and Guidance Policy:**

*Our policy order: Positive redirection, a warning, time out, sitting in the office with a teacher, and a call to parents by administration.*

We believe the best way to prepare children for future successes is to help them develop self-control, resolve conflicts, and become increasingly responsible for their actions and behaviors. Adults must model desirable behavior in order for children to learn to understand, acknowledge, and cope with their feelings. We accomplish this through the use of positive guidance techniques that offer developmentally appropriate choices and set clear and consistent rules and consequences. Children must be involved and learn to work with each other, with teachers, and with materials and equipment to learn how to work and play harmoniously.

Sometimes children may be separated from the group for short periods when they need a quiet place away from the overwhelming emotions of peers and play. At All the Little Children Preschool & Daycare, this cooling-off period, often called "Time Out", is only used judiciously and as a last resort for serious behavior problems. We firmly believe children should never be made to feel humiliated or rejected. Physical, verbal, or emotional punishment or abuse is never allowed. If we have concerns about a child's behavior, we will inform his/her parents/guardians as soon as possible and collaborate on a plan of action for positive change.

## **19. Health and Immunization Records:**

State licensing standards require specific medical and immunization information to be on file for each child within one week of enrollment. Whenever your child receives an immunization, it is very important for you to give us a copy of its documentation from your child's health care provider in order to keep your child's records up-to-date.

We will be using a state wide program called IRIS to help us keep track of immunizations on your child. Please fill out the attached form as consent for us to access this information from your doctor. If a medical or any other type of emergency situation occurs we will take whatever steps are needed, including calling 911 if necessary, to obtain an appropriate and expeditious response. Parents/guardians will always be contacted as quickly as possible and advised of the situation. Please make sure your child's registration information is up-to-date at all times. It's important to us to take proactive steps to protect your child's well being at all times, but from time to time, accidents do occur. All injuries will be documented carefully and you will be fully informed.

*Please fill out the emergency forms attached for your child's safety.*

## 20. When Your Child is Sick:

If your child becomes ill while at school, we will notify you immediately so you can make arrangements for pick up. A child who has become ill will be separated from the other children and we will do our best to comfort him/her. We will record the name of the child affected, the time, date, symptoms, who was notified and any actions taken.

To attend school your child needs to be well enough to function in a group.

If your child exhibits any of the following symptoms, he/she must be excluded from attendance:

- Has or has had a fever at or above 100.4 F within the past 24 hours, regardless of its cause.
- Is vomiting or has an upset stomach accompanied by diarrhea.
- Shows evidence of a communicable disease, such as chicken pox or pink eye.
- Has an undiagnosed rash.
- Has discharge from the eyes, ears, and/or profuse colored nasal discharge.

In order to return to school, your child needs to be free of all symptoms for 24 hours.

We ask that All the Little Children Preschool & Daycare be notified with a diagnosis so that if necessary a notification can be sent out to the other families if the children have been exposed to a contagious illness.

**Medication:** Medication for your child will be given to them as needed with permission from the parent. A form with written instruction and parental signature can be found in the office. This form must be filled out or we cannot legally give your child medicine. Please leave the medicine with a teacher to ensure safety. At the end of the day you will be given a form that says the times your child was given their medicine for your records as well as ours.

## 21. Supply Fee, Registration Fee and Tuition:

- A \$50 registration fee is due for all children enrolling in daycare. (One time, non-refundable)
- A \$75 registration fee is due upon enrollment of all preschool only students. (One time, non-refundable)
- A \$15 supply fee is due by the first day of school for ALL preschool students. (yearly fee)

*Tuition:* Pre-payment of your child's daycare attendance is determined from the contract on the last page of the application. According to your contract, the administration will determine your amount you will pre-pay each month according to the payment plan you have decided, the 1<sup>st</sup> or the 1<sup>st</sup> & 15<sup>th</sup>. The pre-payment will include all days your child may attend. This will be the same payment every month unless your contract is revised with the administration. Any days that you need added to your contract must be discussed with the administration at least one week in advance.

**All checks should be made payable to Calvary Chapel Buhl (CCB) or All the Little Children (AtLC).**

*Late Payment Fee:* A \$15.00 late payment fee will be assessed to your account for unpaid balances.

*Termination:* An unpaid balance is reason for termination for your child.

*Returned Check Fee:* A \$25.00 fee will be charged for any returned check. This is to cover the fee charged to us by the bank.

*Absences:* Due to operational costs that are incurred on the basis of fixed levels of enrollment, we will charge for absences. Monthly charges will be based on the contract days set by the parent per the attendance contract. *If your schedule is constantly changing, please let our director know so we can work with you.*



*Withdrawal:* The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. The parent or guardian agrees to notify All the Little Children Preschool with at least thirty (30) days written notice of such date of withdrawal.

*ICCP:* We are ICCP Certified. It is your responsibility to obtain the packet and turn it in. Your pre-payment is required until ICCP is approved and received through our administration. Once we have received this paperwork from the State of Idaho we will reevaluate your pre-payment plan.

**If payment is not received the remaining balance will be turned over to collections.**

## **22. Confidentiality Policy:**

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health or discharge of a child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

## **23. Supplemental Information:**

All the Little Children Preschool & Daycare reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and educational needs cannot be met at All the Little Children Preschool & Daycare without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by All the Little Children Preschool & Daycare, and/or children whose fees and/or tuition payments are in arrears. This parent handbook contains general information concerning the policies and procedures of All the Little Children Preschool & Daycare and is subject to change as needed.

Communication is very important to us at *All the Little Children*. No issue/question is too big or too small. Please feel free to bring any concerns to our attention. Thank you for choosing *All the Little Children*. We look forward to serving you!

## Baby Room Schedule:

8:00- Separate- play, sing songs  
8:30- Breakfast starts for baby's  
9:00- Change and free play time  
9:30-Naptime  
10:30-Wake up time, Play time, Change diapers  
11:00- Prepare for lunch  
11:15- Lunch  
12:15- Naptime  
2:15- Wake up time  
3:00- Snack time  
3:45- Play time  
4:30- Song time  
5:00-Free play *and preparing for departure*

## Toddler Schedule:

8:00- Separate  
8:30- Music Time  
9:00- Playtime  
9:30- Story and snack time  
9:45- Activity Time  
10:00-Recess (*Outside play- weather permitting*)  
10:20- Bathroom Break- for kids  
10:30: Class time  
10:50- Free play 20 minutes- **in Toddler room**  
11:10- Clean up time  
11:15- Lunch Time  
12:15- Brush teeth and lay down for nap- Read a book, sing a song, and pray with the children  
12:15-2:15: Naptime & Wake up time  
3:00- Snack  
4:00 Free play  
4:45- Music time  
5:00- Free play

### ***Daycare:***

7:00- Arrival- Free Play

7:45- Music and Movement

8:15- Outside Play- Remind kids of rules

8:25- Clean up

### ***Preschool Class time:***

8:30-Arrival- table top games or floor games in circle area/ Outside Play

9:15-Clean up

9:20-Opening Circle- attendance, calendar, chore helpers

9:30- Class time- Zoo-phonics, color, number, shape

10:15- Snack and Outside Play

10:30- BLOCK

11:00- Review

11:15- Free Play/ Outside Time

11:30- Departure

### ***Daycare:***

11:30- Lunch

12:15- Brushing teeth, start reading a book, helping kids find their mats, and tucking them in.

12:30- Nap time- Read a book, Sing a Song, and Pray.

2:15- Turn on a movie

3:00- Turn on lamp- wake up time.

3:00- Nap time is cleaned up- Snack time

4:00- Outside Play-

5:00- Clean up outside- Come in

5:10- Table top toy time

5:40- Puzzles and Music time

*Directions: Please sign the attached following forms stating that you have read and understand the Parent Handbook of All the Little Children Preschool & Daycare and return this form to the office at Calvary Chapel Buhl.*

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I, \_\_\_\_\_, the parent / guardian of \_\_\_\_\_ have read and understand the policies and procedures of All the Little Children Preschool and Daycare. My signature below states that I will comply with all the policies and procedures outlined in the parent handbook.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**IRIS Consent Form:**

I, \_\_\_\_\_ (parent name) , give permission for All the Little Children to access my child/ren's \_\_\_\_\_ (child/ren's name) immunization records from IRIS (Idaho Immunization Reminder Information System).

Child/rens' name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All the Little Children Preschool and Daycare

In Case of Emergency Contact Form:

2016-2017

This form indicates the order in which we will contact family members in the case that an emergency may arise. Please list from first to last the order in which people may be contacted in case upon time of trying to speak to mother and/or father contact has not been made to ensure family members are notified of the child's emergency.

Order:	Name:	Phone Number:	Relation to Child/ren:
1			
2			
3			
4			

Child/ren's name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

**All the Little Children Preschool and Daycare**

Parental Release and Consent Forms:

2016-2017

**Parent Emergency Consent:**

As the parent or legal guardian of \_\_\_\_\_, I hereby give consent for emergency medical care. This care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my dependent.