



Faith Learning Center Arctic

Parent Handbook

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A Ministry of
Faith
Christian Community
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Welcome to the Faith Learning Center

Vision

Working together with parents, we seek to help lay a foundation for a lifetime of faith and obedience to Jesus Christ.

Mission

To be an extension of the home, providing a safe, loving and nurturing learning environment, actively portraying the love of Christ to children and families.

Faith Christian Community and the Faith Learning Center, Arctic (hereafter noted as the Center) believe children are a gift from God. We believe the greatest privilege and responsibility of parents is to raise their children to love God with all their hearts, souls, minds, and strength. It is the mission of the The Center to partner with families in this great undertaking. As your partner, we strive to help you lay a foundation for loving God in the following ways:

1. Teaching children to honor God as their Heavenly Father, introducing them to His existence, love, grace, and truth.
2. Introducing children to the Bible as God’s written truth, given to us to learn about Him and His plan for our lives.
3. Exalting Jesus as our Savior who died on the cross to give us forgiveness of sins, relationship with God, and the promise of eternal life.

It is upon this critically important spiritual foundation that the Center will build learning and developmental experiences for the healthy moral, physical, emotional, intellectual and social development of every child.

Parent Understanding Agreement

I understand the vision and mission of The Center, and realizing the importance of consistency in my child’s environment, promise to support it as best I can.

INTRODUCTION

The Center is a ministry of Faith Christian Community, and licensed by the Municipality of Anchorage. This handbook informs you of our policies and provides an understanding of our program as we work together for the development of your child.

The Center, Arctic serves children five years to twelve years of age, and currently licensed to care for 60 children.

The Center operates year-round from 7 AM to 6 PM, Monday through Friday, and is closed on the following days:

- New Year’s Day
- Memorial Day
- Veteran’s Day
- Seward’s Day
- Independence Day
- Thanksgiving & the day after
- Good Friday
- Labor Day
- Christmas Eve & Christmas Day

If a holiday falls on Saturday, the Center is closed on Friday; if the holiday falls on Sunday, we close on Monday. Any other closures result from emergencies beyond our control. The Center does not normally close for cold weather. In the event of an unscheduled public school closure, (i.e., snow days, strike days), the Center will provide care for enrolled elementary children; however, **lunch is not included**. Parents should send a sack lunch with their elementary child.

The policies of the Center are detailed on the following pages. Policy changes are addressed in a letter from the director to parents or guardians and are considered revisions to this handbook. If you have questions or concerns, please contact the director.

Policies

1. ENROLLMENT

The Center will not refuse any child enrollment based on sex, marital status (or changes in), pregnancy, parenthood, race, religion, color, national origin, age, or physical disability. Parents with special needs children must speak with the Director to see if the facility can adequately meet the child's needs. Enrollment is based on space availability.

Children must meet the Health requirements detailed in Section 2, have the CACFP Enrollment form, Transportation form, an emergency card, immunization records, and current physical exam on file before acceptance into the Center.

2. HEALTH

Parents are required to have CACFP Enrollment form, Transportation form, a medical examination form, and a complete immunization form on file at the Center before the child's admittance, with the medical examination repeated every other year. The Center allows only medical or religious immunization exemptions. Immunizations must remain current. Children demonstrating symptoms of any contagious disease or illness will not be admitted for the day.

Children who become ill at the Center are isolated, given adult supervision and comfort, and the parents or emergency contact are notified to pick up the child. The Center abides by the Municipality of Anchorage guidelines for health policies. Examples include but are not limited to:

- Acute Diarrhea
- Two or more episodes of acute vomiting within 24 hours
- Oral or auxiliary temperature of 101.5 degrees F or more
- Yellow skin or eyes
- Difficult or rapid breathing
- Blood or pus from ear, skin, urine or stool
- Symptoms which indicate any of the following diseases: chicken pox, impetigo, lice, scabies, strep throat or any other communicable disease.

Note: See Medical Handbook for complete Center policies regarding illness (Provided upon enrollment).

3. CONFIDENTIALITY

Records and information pertaining to a child and his/her parents is confidential except as required by the staff in working with the child and his/her family, or by the licensing representative monitoring the Center, and in the case of reporting situations, which may require child protective services. All records and information are kept in a locked file cabinet.

4. PROBATION PERIOD

All children accepted by the Center have a two-week probation period to adjust to the Center. If the child does not make an adjustment during that time, then the Center reserves the right to ask the parent to withdraw the child and one-half of the prepaid monthly fees will be refunded. If the parent decides to withdraw the child, the same refund policy applies.

5. LATE ATTENDANCE

If a child is two or more hours late and a parent has not contacted the Center, the child is considered absent for the day and the Center is free to accept an additional child for that day on a drop-in basis.

6. ARRIVAL PROCEDURE

1. Deposit all belongings (e.g., coat, toys, etc.) in cubby
2. Accompany child to appropriate class
3. No child can be left on the premises until the Center's staff arrives.
4. Parents must confirm that Learning Center staff is present before leaving child at The Center.
4. Children, 7 years and older, can enter the Center unaccompanied. (Parents must sign the *Elementary Child Freedom* form.)

7. LATE PICK-UP

Parents are required to pay a one dollar per minute penalty for each child left at the Center after closing at 6 PM. Failure to pay late charges may result in the Center no longer accepting the child. Habitual lateness when picking up a child after closing hours may jeopardize your child's enrollment, determined at the discretion of the Director.

8. AUTHORIZATION TO PICK UP CHILDREN

We must have written authorization from the parent or legal guardian for any other person who is allowed to pick up child from the Center. Any person picking up a child may be asked for identification at any time. Parents must notify the office in writing when anyone not listed on the emergency sheet is picking up a child. No one under sixteen years of age is permitted to pick up a child. A parent is the only one who can make a change in the authorization to pick up the child(ren).

9. BEHAVIOR GUIDANCE AND DISCIPLINE

The parents understand that certain discipline and behavior guidance techniques are implemented in order to maintain proper order at the Center. Positive reinforcement, redirection, natural consequences, and setting of clear and consistent limits will be attempted. If this does not achieve proper behavior, a "time-out" system is used, which is isolation from the class activities at the rate of one minute for each year of age, and/or a discussion with the Director.

The Center does not administer corporal punishment, but in the event your child has a pattern of out-of-control behavior, your child will be removed from the company of other children until his/her behavior has stabilized. Exclusion is used as a last resort where a serious safety concern exists. The Center will develop a written plan for a pattern of out-of-control behavior, with the help of you, the parents, to provide social and emotional intervention supports while your child is in care. We will take into account your child's individual behavior challenges to implement a team-based plan of positive behavior support. The following steps will be implemented...

1. Parents will be informed of out-of-control behavior through verbal and written communication.
2. Document previous types of intervention at the center. Has home behavior been at risk also? Document parents previous types of intervention.
3. Observe environment, activities in the classroom, interactions with other children, etc. for pre-cursors to out-of-control behaviors.
4. Help the family find outside agencies to assist parents with needed parenting helps if necessary. Contact outside agencies to assist the center in classroom observations and helps for creating written plan.
5. Create a written plan with the help of the parents and staff to help your child succeed in the classroom and modify the out-of-control behaviors.
6. In the event, behaviors are unable to be corrected and the safety of other children continues to be a concern, then the center will no longer be able to provide care for your child.
7. The center will notify Child Care Licensing if a child is suspended or expelled and provide proper documentation to show the steps taken to justify the reasons for that decision.

Know that we want to see every child succeed and we will make every effort to help every child under our care grow and become successful in every developmental area.

10. FOOD

A wholesome meal, whose components (food groups) meet the criteria set by the United States Department of Agriculture, is served daily for breakfast, lunch, and snack. Milk is served at breakfast and lunch. Water is served when milk or juice is not part of the meal components. Children are not permitted to bring food into the Center unless they are on a special diet. Any child requiring a special diet must provide the appropriate medical authorization to the office. Specialized diets must take into account the Child and Adult Food Program standards and adhere to it. Parents may make arrangements in advance with the director to furnish refreshments on a child's birthday or special holiday.

This facility is operated in accordance with U.S. Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, national origin, sex, age or disability. Any individual who believes he or she has been discriminated against should write immediately to USDA, Director, Office of Civil Rights, Room 326 – W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

11. FEES AND PAYMENT SCHEDULE

All payments are due on the first day of each month, and considered late after the fifth day of each month. Elementary children are charged an extra charge for school closure days. Parents must notify the Center two weeks prior to the in-service day/holiday of their child's attendance for the day(s). If parents fail to notify the absence of their child from the Center on the in-service/holiday, a charge is applied to the account regardless if the child is in attendance or not. A two-week written notice is required before terminating your child's position at the Center. If no notice is provided, parents/guardians are billed for those two weeks from the time the child last attended. *A current fee schedule is attached for your convenience to view charges.*

12. INSURANCE

The Faith Learning Center, Arctic provides liability insurance coverage as required by law.

13. SCHOOL YEAR KINDERGARTEN AND ELEMENTARY TIMES & SERVICES

The Center provides care for kindergarten and elementary students. Students attending Lake Hood Elementary, Turnagain Elementary, and Aquarian Charter School are provided bus transportation to and from school. Students leave the Center at 8:30 AM. Breakfast begins at 8 AM and serving ends at 8:20 AM. During the transporting of children to and from school, the ratio is 14:1, with the bus driver counting as the adult. For field trips, the ratio in the bus will be 10:1. The drivers of each bus are equipped with a two-way radio to have instant contact with the office in the event of an emergency. Children arrive back at the Center at approximately 4 PM and served an afternoon snack daily.

After-school activities offered daily include outdoor and gym activities, homework time, art, games, and toys. Parents can request their child to work on homework for one half hour following school. A Bible lesson is also shared with this group several times a week.

14. SUPERVISION OF CHILDREN

The kindergarten and elementary classrooms have opportunities to play in every area. The supervising teacher will use electronics to verify the children under their care. Field trips containing a moderate amount of risk has a specialized activity plan submitted to, and approved by, licensing. The Faith Learning Center, Arctic must have on staff, two employees who meet the Child Development Leader credentials. The Center strives to exceed the minimum number of staff with the required credentials.

15. TOYS

Children are not permitted to bring their own toys to the Center. If this regulation is not complied with, the Center is not responsible for the loss or damage of the toy.

16. TELEVISION AND MOVIE VIEWING

Children may view appropriate television/movie programs once a week on school days or twice a week during the summer. The television is not used in any classroom for more than the length of one movie*, and the children are offered an alternative if they do not wish to watch television. We hold all television time to a minimum to insure the children get the maximum interaction with the teachers and classmates. **Movies shown will have an educational value.*

17. TRANSPORTATION

Parents provide transportation for the child to and from the Center. Transportation to and from elementary schools is covered under Kindergarten and Elementary Times & Service (Item 13). The Center uses Multi-Functional Activity Buses (MFSAB) to transport children.

18. PARENT VISITS

The Faith Learning Center, Arctic has an "open door" policy for parents. If a parent wishes to visit a classroom, he or she may drop in at anytime. If a parent wishes to help with a classroom activity, facilitate a special interest project, or bring an item of interest, please schedule a time with the classroom teacher. Parents may schedule conferences with the director as desired. If a parent wishes to have a conference with a teacher, it must be scheduled through the office in order to maintain classroom ratios. Children cannot be separated from classroom activities during parent visits. However, parents are always encouraged to participate.

19. FIELD TRIPS

Field trips are announced in advance. Transportation is provided in vehicles owned and operated by the Center or Faith Christian Community. Permission slips are available at the Center for parents to sign. Children are not taken on field trips without a signed permission slip by the parent.

20. SMOKING

Smoking is prohibited within the Center and church facilities, and on the property. Smoking is also prohibited in any daycare bus.

21. CLOTHING

Children should be dressed in comfortable play clothes and always dressed for outdoor play.

If your child is well enough to be present at the Center, then your child is well enough to be outside. During cold weather, each child must have snow pants, waterproof mittens, hats and boots. Outdoor gear should be large enough for the child to put on by themselves. There is no outdoor activity if temperatures fall below 10 degrees Fahrenheit, if air quality is poor, or if the playground poses a safety hazard to the children due to excessive ice. We recognize the importance of fresh air for the children and make every effort to have the children outside daily.

Clothing should be clearly marked with your child's name. An extra change of indoor clothing should be left at the Center in the event the child might need to change.

Each child must have one pair of non-marking shoes, designated for indoor use only (for use in the gymnasium). All clothing and personal items must be taken home each Friday.

Kindergarten and elementary students have designated spaces to store belongings.

22. ANIMALS

There are no animals kept at the Center.

23. CHILD ABUSE

Alaska State Statutes and the Municipality of Anchorage Child Care Center Regulations require that all licensed child care providers report all incidents of suspected or actual abuse and neglect of children, regardless of whether they occur in or are related to the facility. The Center is therefore obligated by law to report such incidents within 24 hours to the Child Protection Office of Children's Services (Alaska Department of Health and Social Services), at 269-4000.

Centers are required to notify the Municipality of Anchorage Child Care Licensing (343-6730 or 343-4758) of incidents which allege a child was abused or neglected when the Center is responsible for the child.

24. MEDICATION

Written authorization is required for each individual dose of over-the-counter medication (including acetaminophen and topical medications) given to a child. Topical medications include but are not limited to: insect repellents, sunscreens, lip balms, and skin creams. Prescription medicine provided by the child's parent must have a current label with the prescribing physician's name, the child's name, the specific period of time that the drug may be administered, and the dosage. Medication will be administered after written authorization from parents is obtained. Under no circumstance are medicines given on an "as needed" basis by Center staff.

The Anchorage Child Care Code 7AAC 10 requires that child care facilities only give over-the-counter medications if a parent provides written permission that matches the manufacturer's label directions. If the manufacturer's label does not include dosing recommendations for the child based on the child's weight or age or if the label directs the parent to consult the child's health care provider, the medication cannot be administered without a written prescription from the child's health care provider.

Over-the-counter medication can only be administered for up to three days. In order for the medication to be administered beyond the third day, it must be signed in on a daily basis but no longer than four consecutive days unless accompanied by a physician's note.

25. REGULATORY SERVICE

The Anchorage Health Department (located at 825 "L" Street, 3rd Floor; phone 343-4758 or 343-6602) is the agency responsible for licensing child care centers. This agency supervises, monitors, and investigates complaints involving child care centers. The licensing worker for The Faith Learning Center is Debra Hardwick.

26. VOLUNTEER, SUBSTITUTE, AND EMERGENCY CARE PROVISIONS

Our Center uses substitute and volunteer staff when the situation arises; however, each substitute caregiver meets the same screening process and health requirements as our regular staff. In the event of an emergency, staff remains with all children until the emergency is resolved or parents arrive to claim their child(ren). The children at the Center participate in monthly fire drills to familiarize them with evacuation procedures.

27. EMERGENCY MEDICAL TREATMENT

In the event of a medical emergency, a member of the Center immediately calls 911 to enlist the help of trained professionals. Your child's wellbeing is our main concern. All Center staff hold current CPR and First Aid certifications.

28. VACATION POLICY

- Parents are entitled to two weeks vacation credit each calendar year. Parents are not eligible for vacation credit until their children have been enrolled for six months.
- The parent must inform the director one full month in advance of vacation dates.
- The Center will not deduct any more than two weeks of child care fees for a one-year period.
- The Center will deduct one week of credit per billing cycle. One week of vacation credit is dispensed the month of the vacation. The second week of credit is dispensed the month following the vacation. For example, if your family is gone for vacation two weeks in March, we credit one week in March and one week in April.
- The Center will not deduct 2 weeks in the month of December even if you have not used your two weeks earlier in the year.

29. CHANGES IN POLICIES

Parents and guardians are notified two weeks in writing of any changes in the above policies.

Part Two: Sample Schedule of Daily Activities (by age group)**KINDERGARTEN – ELEMENTARY SCHOOL SCHEDULE**

7:00 – 8:00	Free play
8:00 – 8:20	BREAKFAST
8:20 – 8:30	Cleanup and play
8:30	Leave for School
3:30 – 3:50	Transport back to daycare
3:50 – 4:15	SNACK
4:15 – 6:00	Scheduled activities (See Item13, pg 6)

KINDERGARTEN – ELEMENTARY SUMMER SCHEDULE

7:00 – 8:30	Children arrive; free play
8:30 – 9:00	BREAKFAST
9:00 – 12:00	Children will be divided into age groups and rotate for 1-hour intervals between gym, outdoor, and classroom time.
12:00 – 12:30	LUNCH
12:30 – 3:00	Children will be divided into age groups and rotate for 50-minute intervals between gym, outdoor, and classroom time.
1:00 – 2:30	Bible Time, field trips, crafts or weekly theme activity
3:00 – 3:30	SNACK
3:30 – 5:30	Children will be divided into age groups and rotate for 40-minute intervals between gym, outdoor, and classroom time.
5:30 – 6:00	Classes combined for dismissal.

Note: Classroom time includes educational opportunities, Bible time, crafts, and weekly themed activities.

Before & After School Menu

Breakfast A'la Carte Choices:

Breads: Bagels, toast, waffles, English muffins, cold cereal, oatmeal packets, biscuits, muffins, granola, and pancakes

Meat/Meat Alternates: Boiled Eggs, yogurt, cheese, Canadian bacon, sausage patties (CN)

Fruits: Bananas, canned peaches, canned pears, canned mandarin oranges, canned fruit cocktail, canned pineapple, dried fruits

Vegetables: hash browns, salsa

Milk: 1% or Soy Milk

Snack A'la Carte Choices:

Breads: Triscuits, Ritz, saltines, Club crackers, Cheez-its, Goldfish, pretzels, Wheat Thins, graham crackers, animal crackers, tortilla chips, hot or cold cereal, granola

Meat: cottage cheese, lunchmeat slices, yogurt, cheeses (sliced, cubed, string), chicken/tuna spread, pimento cheese, boiled egg, bean dip,

Vegetable: bean dip, salsa, celery & bell pepper, carrots

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Egg & Sausage Breakfast Burritos (HM) WG Tortillas Tater Tots Orange Slices Milk	Ham & Cheese Sandwiches (HM) WG bread Cucumbers Strawberries Milk	Spaghetti (HM) WG Spaghetti w/ Meat Sauce Green Beans Peaches Milk	Ground Beef w/ Spanish WG Brown Rice Corn Apples Milk	Beans (Pinto, Blackeye, or Black) WG Brown Rice Brussel Sprouts Watermelon Milk
Week 2	Chicken Patty Burger w/ Bun Salad Apple Slices Milk	Beef Stroganoff w/ WG Noodles Broccoli Mix Oranges Milk	Baked Chicken (HM) Mashed Potatoes Pear Slices Rolls Milk	Chicken Salad Sandwiches (HM) WG bread Broccoli & Cauliflower Grapes Milk	Bean Burritos (HM) WG Tortillas Potato Triangles Watermelon Milk
Week 3	Cheese Pizza Salad Mixed Berries Milk	Beef w/ Beans Biscuits or Rolls Pears Milk	Tuna Sandwiches (HM) WG Bread Carrots Grapes Milk	Chicken Alfredo w/ WG Noodles (HM) Green Beans Plums Milk	Stir Fry Chicken WG Brown Rice Pineapple Stir Fry Veggies Milk
Week 4	Hot Dogs w/ Buns Baked Beans Apple Slices Milk	Breaded Fish Sticks Green Beans Plums Milk	Chicken Curry WG Brown Rice Broccoli Mix Pears Milk	Meatloaf Glazed Carrots Oranges WG Sliced Bread Milk	Turkey & Cheese Sandwiches (HM) WG Bread Cherry Tomatoes Grapes Milk
Week 5	Hamburgers w/ Buns Salad Watermelon Milk	Bologna & Cheese Sandwiches (HM) WG Bread Cucumbers Grapes Milk	Stir Fry Rice w/ Eggs & Ham WG Brown Rice Mixed Veggies Pineapple Milk	Tuna/Chicken Pasta Salad (WG Elbow Macaroni) Peas Orange Slices Milk	BBQ Chicken (HM) Coleslaw (CACFP-E-06) Apple WG Bread Slices Milk
Week 6	Macaroni & Cheese w/Ham (WG Elblow Noodles) Peas Nectarines Milk	Sloppy Joes w/ Buns (HM) Coleslaw (CACFP-E-06) Cantaloupe Milk	Beef Tacos (HM) WG Tortillas French Fries Apples Milk	Egg Salad Sandwiches (HM) WG Bread Grapes Bell Pepper & Celery Milk	Breaded Corndogs Corn Oranges Milk

PARENTS' GUIDE TO LICENSED CHILD CARE

Choosing care for your child is a significant decision.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.

Licensing is a key to quality child care.

Licensing promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see pages 11 and 12). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

You as an informed parent are a key to quality child care.

Parents are responsible for choosing and monitoring their child's care. Licensors visit one to four times a year, but you can visit each time you take your child. Visit unexpectedly or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

If you have questions or concerns about your child's care.

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office is listed below for your reference:

Municipality of Anchorage
Child/Adult Care Program
825 L Street, 3rd floor
P. O. Box 196650
Anchorage, AK 99519-6650
(907) 343-4758

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Centers

- 1 caregiver for every 10 children (3 thru 12 years)
- At least 2 adults on premises

Summary Of Child Care Licensing Requirements Within The Municipality Of Anchorage

Parents

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

Licensing

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

Caregivers

- Are required to care for children in a safe, healthy way
- May not have physical, health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children
- Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements

Safety

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Medicine and poisons are stored safely
- Emergency information is kept for each child and is reviewed and updated quarterly

Health

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

Equipment and Supplies

- Furniture and equipment are safe and durable
- Toys are adequate and varied
- Children have storage space for their belongings
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

Program

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- TV and video are limited to children's programs and limited to no more than 1&1/2 hours in a 24 hour period
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)
- Program includes minimum of 20 minutes of vigorous physical activity for every 3 hours the child is in care between 7 am and 7 PM

Behavior Guidance

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- No corporal punishment is allowed (Corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, pinching, pulling or any other action that seeks to induce pain.")

Fire Safety

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented

Fee Schedule				
Effective April 2019				
Class Age	Sept-May K-6th Grade	Sept-May K-6th Grade	Sept-May K-6th Grade	June-Aug K-6th Grade
Class Name	Owls, Ravens, Eagles and Hawks			
Registration	\$75	\$75	\$75	\$75
Monthly	\$475 Before & After School	\$315 Before School Only	\$390 After School Only	\$850
In-Service Days/ Holidays	\$17.50**	\$25**	\$21.50**	N/A
Daily Drop In	\$35	\$20	N/A	\$50
Hourly Drop In	\$10	\$10	\$10	\$10
Late Fee/per minute/ per child	\$1	\$1	\$1	\$1
Late Payment Fee	\$50	\$50	\$50	\$50

**All in-service days, Christmas break days, spring break days will have an additional charge per day. Parents must inform the Center two weeks prior to the in-service / holiday of the child's absence to avoid the charge for the day(s). Children who are *before school only* or *after school only* are not guaranteed a space on an in-service day, or during the holiday breaks, or summer care.

Late Fees: Payments are due on the 1st and are late after the 5th of each month. Semi-monthly payments are due on the 1st and the 15th, and late after the 5th and 20th. If a payment is made after these dates, the late fee will be assessed.

Discounts: For two children of the same family, **enrolled full-time**, the child paying the lowest fee will receive a 25% discount and the other will be at the full fee. For families of 3 or more children **enrolled full time**, the child paying the highest fee will be at full price; the child paying the lowest fee will receive a 25% discount; all the other children of the family, **enrolled full-time**, receive a 10% discount.

Credit/Debit Cards will have a 2.5% surcharge