

Community Christian Child Care Center

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CCS Mission Statement

Encouraging children to learn & apply God's truth while promoting academic excellence in a Christian environment.

Statement of Faith

1. We believe the Bible is the inspired, the only infallible, authoritative, inerrant word of God.
2. We believe there is one God, eternally present in three persons, Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life and atoning death, His resurrection and His ascension to the right hand of the father, His personal return in power and glory.
4. We believe that in the beginning, God created man in a state of perfection to live in communion with Him. Sin separated man from God. The penalty of this sin is death. Each individual is called upon to trust (exercise faith) that Christ died for him/her.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

2017-2018 Staff

Administrator – **Mrs. Deirdre Amundsen** – Chadron State College; BA in Elem Educ, MA in Elementary Administration. Teaching Experience 16 years, Admin 2 years.

Lead Teacher – Jackie Deveau

Teacher – Amber Faulk

Teacher – Sherry Parrish

Teacher – Shay Splattstoesser

Teacher – Natasha Tkachenko

School Board Members 2017-2018

Luke Stobel – President	(308) 641-0574
Derek Robinson - Vice President	(269) 535-2076
Kosha Johnson – Secretary	(308) 641-8561
Mike Clement – Treasurer	(308) 631-8665

Welcome! We are excited that you have chosen to enroll your child in our program! Our commitment is to provide a safe, loving, Christian environment and a quality program for you and your child. This handbook is given to all parents at the time of enrollment, and is designed to familiarize you with our policies and procedures. Community Christian Child Care Center (5C) is licensed by the state of Nebraska and abides by the Department of Health and Human Services Division of Public Health rules and regulations, in addition to our own policies and procedures. You have entrusted your child(ren) to our care and we take that responsibility seriously. 5C serves as an extension of your family, so involving you in our program is a top priority. We believe that the connection between home and school is important for your child's success! We encourage parents to visit and participate in school activities, and our open door policy allows parents to come and visit unannounced and as often as they choose to, as long as your child is enrolled in the program. Please make sure you read this handbook thoroughly as it contains important information that will ensure a successful relationship between your family and the Center. We look forward to partnering with you and again we thank you for choosing Community Christian Child Care Center!

After school care for 1st – 6th grade

Before School care is provided through the Child Care Center from 6:00 to 7:45 am. During this time students must enter through the Child Care Center and will be released at the appropriate time to attend school.

After School care is provided from 3:30pm until 6:00pm. Students will need to be picked up from the Daycare entrance.

Before and After School Rates:

\$2.00 per ½ hour up to \$6.00 per day.

Authorized Pick-Up

We release children only to the person authorized by the parent or guardian. An authorized person is one noted on the enrollment form or one who has written authorization from the parent or guardian. Parents or authorized persons are required to sign children in and out of the center. Staff members will require ID of any person they do not know, and then check the child's information on the ProCare Information System. Parents need to notify the child care office when adding or changing another individual authorized to pick up your child.

Regarding custody matters, 5C must have a certified court order on file regarding parental custody matters. We cannot refuse a parent's pick-up rights unless we have a court order on file regarding those rights. Please notify the center immediately of any custody changes.

Calendar Year

We will **not** provide care on the following holidays and breaks:

- *Last full week before CCS Starts
- *Labor Day
- *Thanksgiving Day
- *Friday after Thanksgiving
- *Christmas Eve Day through New Year's Day
- *Good Friday
- *Memorial Day
- *Independence Day

We will post sign-up sheets two weeks in advance for non-school days (including Christmas break, spring break, summer vacation), to help us determine the number of staff required for those days.

YOU MUST SIGN YOUR CHILD UP FOR HOLIDAYS; IF YOU DO NOT, YOUR CHILD MAY NOT BE ABLE TO ATTEND ON THOSE DAYS DUE TO INSUFFICIENT STAFFING. If you sign up and your child does not attend, you will incur a charge for that day.

Center Days and Hours

Monday through Friday 6:00am to 6:00pm

Child Abuse Policies

The State of Nebraska requires 5C to report allegations of suspected child abuse to the proper government authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred.

While the center is to communicate with parents regarding the well-being of their children, the administration's place is between the parent and the State, acting on behalf of the child and in accordance with state law.

Child Care Ages

Requirements for enrollment:

A child must be:

1. Three years old and able to play independently for some periods of time during the day. (A child has to be three on or before July 31 in order to attend Preschool.)
2. The non-toilet trained child must be actively learning toileting skills.
3. After school and summer care will be provided to school age children.

Child Care Licensing

You can contact Child Care Licensing with any question or concern you may have.

888-600-1289 or 402-471-9278 or Dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Child Care Rates

Full Day \$28.00

Half day \$20.00

10% Discount rate for families with more than one child

Contracts:

- Parents will contract for care at the beginning of the school year and the beginning of summer.
- Families currently enrolled in the center will be given preference for on-going enrollment status. Full time families will be given preference over families needing part time care.
- A new contract needs to be made when changing number of hours your child needs to be at 5C.
- Pay the contracted rate whether or not child(ren) are in attendance. Families will not be charged for days the center is closed (approximately 16 days per year due to holidays, Christmas week and one week of summer break).
- **Five** vacation days will be given at no charge provided that adequate notice for vacation days is given. The director must be notified in writing as to the planned vacation.
- **Five** sick days will be given at no charge provided the daycare is informed BEFORE 8:30am. If not informed before 8:30 there will be a lunch charge for that day.
- Notify the center staff in advance when child(ren) will not be in attendance.
- Notify the center staff in advance when child(ren) will be attending for more than the contracted hours.
- Complete all necessary paperwork and review the Parent Handbook before the child or children can begin the program.
- Update paperwork when necessary throughout the year including medical forms, immunization, and other necessary documents.
- Pay a late pick-up fee for each child picked up after 6:00pm. The fee is \$5.00 for the first five minutes past 6:00pm and \$3.00 for each of the following minutes.
- Pay a \$35.00 charge for any insufficient checks. Should the center receive more than one insufficient check from a client, all further payments must be made in cash or by money order.
- Two week notice is required when withdrawing a child. If a child is withdrawn without proper notification, parents will be responsible for the two weeks of fees.

Children's Files

Each child enrolled at 5C has a cumulative file that includes:

- Child Information Sheet
- Immunization Record
- Fee Contract
- Signed DHHS Parent Information Brochure
- Signed IEF Enrollment form
- Accident Reports
- Release Agreements for field trips, photographs, transportation and medication
- Waiver of Responsibility

Whenever a change occurs in the information on file, it is the responsibility of parents to provide the current information to the director. Nebraska Health and Human Services Licensing procedure requires accurate, updated files. These files are confidential and open only to the particular child's teacher, the director, an authorized employee of the licensing agency, or the child's parent or legal guardian.

Clock In/Out

Parents or authorized persons are responsible to escort children to class and to inform the teacher that the child has arrived. When picking child up, always make sure the teacher is aware that he/she is leaving. Parents or authorized person must properly sign children in and out. Check with the director if you have any questions about procedure.

Extra Clothing and Supplies

Clothing: Labeled change of clothing in the event of a toileting accident.

Cold weather clothing to include Boots, snow pants, jackets, mittens and hats.

Blanket: Your child will need a small blanket for rest time (a small pillow, 9"x9", is permitted if desired). These should be labeled clearly with your child's name. These items will be sent home on a regular basis for laundering and must be returned to the school on your child's next school day.

Toys: Please have your child leave toys at home. It is difficult to keep track of these items, and often they are lost or damaged. They are also difficult to share. Children may occasionally bring their own books, CD's, tapes, and special items for "show and tell", with the teacher's prior permission. We do not allow guns, other war toys, or Super Hero items in the Center. If these are brought, they will be kept in the Center's office until a parent picks them up.

Daily Program

Your child's day will be full of many activities some of which are: sharing and conversation time; Bible and regular stories, praying, songs and finger plays; creative art activities and crafts; dramatic play; games and large muscle activities; science and nature activities; activities including outdoor play, individual and group play: active and quiet play; and rest time. A copy of your child's busy day is available in written form at your request.

Discipline & Positive Behavior Support Policy

At 5C, our goal is to foster and teach children to be independent learners and problem solvers, which includes self-monitoring their own behavior. This will be achieved through our CCS SOARR Guiding Principles that have been adapted to early childhood learners.

SOARR Guiding Principles for 5C

S --- Safety

I keep hands and feet to myself.
I follow the rules.

O --- Ownership

I make things right after I make a mistake.
I follow directions.

A --- Attitude

I am helpful and willing.
I give my best all the time.

R --- Respect

I use kind words.
I listen while others are speaking.

R --- Responsibility

I do what my teachers ask me to do.
I can work by myself.

Children attending 5C will not be subjected to any form of corporal punishment, by the Director or any other staff of the facility. The definition of “staff,” includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might come into contact with the children while providing services for 5C.

5C Staff will provide proactive classroom management and guidance by:

- Organizing a productive center.
- Establishing positive relationships with all children.
- Greeting children daily at the door.
- Speaking kindly to children and adults.
- Providing positive verbal praise and feedback when interacting with children.
- Giving clear instructions.
- Motivating students and rewarding desirable behavior.
- Giving positive directions, encouragement and suggestions.
- Teaching, Modeling and Reinforcing Christian values and prosocial skills.
- Promoting positive self-esteem.
- Supervising children in close proximity for all activities (indoor, outdoor, and field trips)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.
- Providing consistency in routine and discipline practices.
- Ensuring that teachers and staff are positive role models.

- Providing numerous opportunities for children to respond and giving choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using “Time Out” or “Cool Down Corner” immediately following physical aggression, hitting, kicking, or biting. (Time out will be 1 minute per age... Ex. 5 yr old=5 minutes)

5C complies with Nebraska DHHS Division of Public Health Regulations of the State of Nebraska 3-006.20A

Prohibited Forms of Discipline: Children are not disciplined by:

- Spanking, slapping, pinching, punching, shaking, striking with any object, biting, or handling roughly
- Using soap, hot sauce, unpleasant food, or non-food items
- Placement in locked rooms, closed rooms, or closets
- Denial of food or forced napping
- Use of derogatory remarks, abusive or profane language, yelling/screaming, or threats of physical punishments
- Use of mechanical restraints

Emergency Policy

We make every effort to provide a safe environment for all children. On occasion, however, accidents occur or children become ill. In case of minor injuries or common ailment, treatment will be administered in accordance with parental wishes previously expressed in the child information packet. Staff members are required to have CPR/First Aid certificates and can attend to the minor accidents of children.

In event of a serious injury or illness the staff will:

1. Survey the situation--is it life threatening?
2. Call 911 – seek professional help!
3. Follow First Aid and CPR guidelines for dealing with emergencies
 - a. Medical – check vital signs
 - b. Follow appropriate guidelines for conducting emergency CPR or meeting the first aid needs of an individual.
4. Contact the parent and/or family.
5. Take the child file with signed parent permission to transport the child to Regional West Medical Center.
6. Document all happenings of the event.

It is vital that we have complete and up-to-date information on each child. Please keep us informed of any changes of address, phone number, employment, etc., so that your child's records accurate.

When a parent obtains medical treatment for a child as a result of an accident which happened during the day, please call the child care office with an update as soon as possible.

It is the responsibility of the parents to pay for medical services for the sick or injured child. If a child is injured while in a center activity, it is the parents' duty to file a claim with their own insurance company or otherwise pay for services rendered. Bills should not be sent to the child care center. Parents may contact CCS administrator's office for more information.

Field Trips

Academic classes schedule field trips therefore the center will not have field trips during the school year. We may have occasional field trips in the summer.

Fire and Tornado Drills

CCS conducts fire drills once per month. Tornado drills are conducted four times per year from March thru September.

Food and Nutrition

Children need healthy meals to learn and play. Community Christian School offers healthy meals every school day for the children in 5C. The cost is included in the price of child care. 5C is enrolled in the Nebraska Department of Education (NDE) Child and Adult Care Food Program (CACFP). You will be given an application for free or reduced price meals each year. Please fill out the application and return it, as it helps 5C receive reimbursement for meals we provide for the children.

Days the school is closed for breaks the children will need to bring a sack lunch. During the summer months, 5C will provide hot lunches or ask for a sack lunch to be provided.

Meals are posted and the guidelines below followed:

Snacks: Morning and Afternoon, including one item from two of the four basic food groups

Lunch: Meals are prepared by the CCS Cafeteria Manager on school days & include items from the four basic food groups: protein, grain, vegetable and fruit and milk. A packed lunch is needed on days when school is closed. We encourage our families to follow the same guidelines when sending lunches.

Special Diets: Please make sure we are informed of any allergies or needs for omitting certain foods from your child's diet.

Treats: You may wish to send special treats on birthdays and holidays. Please make prior arrangements with your child's teacher.

Health Care Policy and Guidelines

Nonprescription medication will not be provided for student(s). Medication may be given to children for a limited amount of time with proper paperwork filed in the office. Prescription medicine will be distributed with a doctor's note and prescription must be in original container. First aid will be administered by the office staff.

Please keep your child home if he or she has a contagious condition such as chicken pox or strep throat and alert the center. We will post a sign to inform families of an outbreak. Let your health care provider decide when it is safe to allow your child to return to school or the center.

Your child should stay home or will be sent home if he/she has any of the following symptoms:

- A fever of 100 degrees or higher within the last 12 hours, especially when combined with other symptoms.
- A fever that recurs as medication wears off.
- Nausea, vomiting, or diarrhea within the last 24 hours.
- Persistent headache or body aches.
- Rash or eye infection
- Head lice --- Must wash hair with appropriate shampoo and return with no evidence of lice
- Undiagnosed or contagious skin rash.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.
- Loss of appetite for more than a day.
- An excessively runny nose or eyes that show sign of infection.

If a child shows any signs of illness, the child will be isolated and the parents will be called. If any of the above symptoms are present, the child must be picked up.

*A sick child needs more care than we can provide in our center and school. Keeping your child at home is not only the best thing for him/her, but also shows consideration for classmates. **A child who is absent from class because of illness is not permitted to attend child care that same day.** Let's work together to keep all of our children as healthy as possible.*

Open Door Policy

We welcome parents and families to visit our center. Any parent or guardian of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children and evaluating the care provided by the staff. Upon entering the premises, the parent or guardian shall notify the director of his/her presence.

Outdoor play

The center shall provide outdoor play each day for all children in our private playground.

On days that it is raining (or wet snow) or when the temperature with wind chill is below 15 degrees, children will be kept inside. Parents are required to provide appropriate clothing (hats, mittens, boots, coats, snow pants) for their children.

During the Summer months we spend a good portion of our time outdoors. Sunscreen will be applied to all children.

Parent-Center Communication

We will always respect the desires of the parents that fall within the licensing and center guidelines. Parents are encouraged to discuss any concern they have about their child with the center's staff. The staff may have insight that will help the parent.

In the case of a disagreement or misunderstanding between the parent and a staff member, most problems can be easily resolved on an informal, person-to-person basis. If such matters cannot be resolved by the parent and the staff member, and if the parent seeks further review of the matter, the director of the center, CCS school board and the principal of the school are willing to help solve any problems that might arise.

Payment of Fees

Fees should be paid directly to the child care center. Cash, Checks or money orders are accepted and receipts can be given upon request. Billing will be done on the first of each month with payment for child care services expected by the 10th of each month as stated on the contracted agreement. 5C has the right to dismiss families who do not comply with these guidelines.

Purpose and Goals

5C has a tri-fold purpose. The first purpose is to provide a ministry to the families of Community Christian School and to the families in our community. At 5C, we seek to provide a spiritual environment with Christian leadership to help children grow and develop into mature Christian individuals. Secondly, the Center seeks to provide a safe and secure environment where parents can feel comfortable leaving their children, knowing they will receive excellent care. Finally, the Center seeks to provide exploration and experimentation opportunities to encourage growth and development with activities that are stimulating, age appropriate, and enhance spiritual, social-emotional, physical, and intellectual development for children.

Registration Fee

There is a \$30.00 non-refundable new student registration fee per child or a \$35.00 non-refundable fee for two or more children.

Relax and Rest Time

Our program is designed to provide structure for the children in our care. We believe that a busy child needs time to relax during the day. We will have a “quiet time” each afternoon. Each child will be provided with a mat and given the opportunity to sleep. The amount of time for rest will be determined on an individual basis. Children will be read a story at the start of rest time and quiet music will be played during rest time. Children who do not sleep will be given quiet activities.

Safety

Your child’s safety and well-being is important to us. At least one staff member with current certification for Pediatric First Aid and CPR is working at the center at all times. At no time and under no circumstances will your child be left alone or unsupervised. During resting or napping hours, a staff member will be in the same room with the children.

Hand washing practices will be followed throughout the day. Children and staff will wash hands with soap and water: upon arrival, before and after eating, and after toileting. Staff will also wash hands before handling food or feeding a child, and when giving medication.

We will provide a clean environment for all children. All toys and equipment that have been used will be washed weekly. Toys will be washed in water/detergent, then, rinsed and sanitized with Clorox bleach/water solution and dried by hand or in a dishwasher. Nap mats will be properly sanitized daily and stored separated in order for each child to have individual space.

Safety App

CCS subscribes to the “Quick Access” Safety App. We encourage all families to subscribe to the app thru their smart phones. In the case of emergency, families would be notified thru the application with specific instructions regarding relocation, etc. During a crisis situation, this application also gives teachers immediate information and feedback regarding the situation AND instructions for keeping our students as safe as possible. Please contact the CCS office for more information @ 632-2230.

Smoking Policy

Smoking is not permitted anywhere in the building or on school property.

Summer Care

5C offers a quality, fun-filled summer program for school-age children. Contracts for summer care will be offered in the Spring of each year.

Termination and Suspension Policy

At 5C, we want your child’s experience to be positive. We welcome feedback and ideas from our families at all times and desire to work together for the benefit of the children in our care.

There may be times when placement at 5C may need to re-evaluated as we’re no longer able to adequately meet the needs of the child/family. This may be due to one of the following:

- Non-payment of child care fees
- A child has developmental delays, serious behavioral issues, specific needs that cannot be adequately met by our staffing
- Parents consistently arrive late (after 6:00 p.m.) to pick up their child

In any of these cases, a process will be followed before termination and/or suspension is recommended to the Director.

- 5C staff will document concerns and discuss these with the parent/guardian that picks up the child from daycare.
- 5C staff will share documentation and inform the director of serious concerns they have for the child. 5C may seek out community resources to assist and develop intervention strategies for the child.
- A parent conference will be scheduled to discuss options and create a plan for the child in which the family & 5C are willing to commit and agree upon. The conference will include 5C staff, director and parent(s)/guardian(s).
- 5C staff and family will discuss changes and make necessary adjustments to the plan if progress is being made by the child.
- Should the problem remain unresolved, 5C Director and staff will determine if 5C is the appropriate placement for the child. Parents will receive a written statement from 5C including the reason for suspension/termination and a summary of observations and interventions.

Waiting List

When the center is full, there will be a waiting list. Priority will be given to children and siblings enrolled at CCS and children of CCS staff.

Weather Announcements

In case of inclement weather, late starts or closures, parents or guardians will be notified by phone call or text message via School Messenger from the administration. Local media will be alerted and will post this information for the community.

“That from childhood you have known the sacred writings which are able to give you wisdom that leads to salvation through faith which is in Christ Jesus.” 2 Timothy 3:15