



## Parent Manual

“Train up a Child in the way they should go, and when he is old he will not turn from it.” Proverbs 22:6

A yellow banner with a black outline and a diagonal striped pattern. The text "FBC Learning Center" is written in a black serif font in the center of the banner.

# FBC Learning Center

Welcome,

On behalf of First Baptist Church and our Learning Center, we count it a great privilege that you trust us with your children. Our Mission is to reach people where faith and life meet with the Gospel of Jesus Christ. One of the ways we live out this mission is through the purpose of our Learning Center, which is to aid parents in training up children in the way they should go. We thank you for the treasure you have entrusted to us. If there is any way we can minister to you or your families, please do not hesitate to ask.

In Christ

**Pastor Brian Simmons**

Family Minister/Director

# OUR PHILOSOPHY

## WE BELIEVE...

...in providing quality, loving, Christian care and teaching to enable your child to grow physically, mentally, emotionally, socially and spiritually.

...the main ingredients in the development process of a child are kindness, patience, and lots of love and attention.

...discipline should be a constructive learning process, and should be aimed at helping the child to grow and learn: it should NOT be aimed at belittling or damaging the child's self-esteem.

...young children need structure and supervision.

...in teaching Christian concepts: helping, sharing, caring, loving, honesty, forgiveness. We strive to not only teach these verbally, but to also teach by example in the way we treat the children.

...in Jesus Christ as the risen Savior, and we teach the Bible through stories, pictures, ect. We Believe in God as the Creator, and we teach this.

...in putting the needs of the child above those of ourselves: he/she is our primary concern

...in maintaining a clean, sanitary and healthful atmosphere for the children.

...children need nutritious food, fresh air, exercise, and adequate rest.

...in open communication between staff and parents. We want to know your views! You know how to care for your child better than anyone else. We are not a parent replacement, but a FAMILY SUPPORT, and strive to teach the children the importance of family.

...in existing as a ministry to all of our families. If you are in need or have a problem, we will listen, and help if we can.

**WE BELIEVE EVERY CHILD IS A SPECIAL, PRECIOUS, AND UNIQUE CREATION!**

**THANK YOU FOR THE PRIVILEGE OF CARE FOR YOUR SPECIAL CHILD!**

We are not a state-licensed facility. We have elected as a Christian teaching organization to take advantage of the exemption from licensing provided by the state for religious day care centers.

Please read carefully the policies set forth in the following section of this manual. We have tried to be specific as possible in explaining, and outlining the various policies pertaining to the care and treatment of the children. Bear in mind that we must keep the welfare of ALL the children served by the Learning Center at the heart of every guideline that we establish.

## HOURS OF OPERATION AND HOLIDAYS

The Learning Center is open from **6:00 am to 6:00 pm.**, Monday through Friday, with the exception of the following holidays:

NEW YEARS                      LABOR DAY                      CHRISTMAS  
MEMORIAL DAY              THANKSGIVING                      (Two days at Christmas depending on what day it falls)  
INDEPENDENCE DAY      FRIDAY AFTER THANKSGIVING

WE ALSO RESERVE THE RIGHT TO CLOSE ONE DAY DURING THE SUMMER IN ORDER TO BE ABLE TO ATTEND CONFERENCES AND OTHER STAFF TRAINING.

During winter months, the Center will close only when weather conditions would make it too dangerous for employees to get to the Center. Should this become necessary, the closing will be announced on local television stations, our Learning Center Facebook page, and through KidCheck (our electronic check-in system).

### Learning Center Fees

Nursery \$165.00 a week

Pre Toddlers \$165.00 a week

Twos \$145.00 a week

Preschool \$130.00 a week

School Age \$65.00 a week includes all in-service days

Summer, Spring Break and 2 weeks at Christmas will be \$105.00 a week

Fees are subject to change per Family Minister and Learning Center Board

### ENROLLMENT

We accept children from the age of **six week through the sixth-grade**. We have full day care for nursery through pre-kindergarten children. We have Preschool classes for three, four and five year olds from 8:30am -11:30am five days a week. We have before and after school care for Kindergarten through Sixth.

Parents and Children must attend an interview with the Family Minister prior to acceptance of enrollment. The Family Minister and the parent will arrive at a joint decision about admitting the child. Before final acceptance of enrollment, the following must be submitted.

- 1) Enrollment Forms- Must be completed and signed by enrolling parent(s)
- 2) **A \$25.00 Enrollment Fee per Family**
- 3) Field Trip Authorization (if applicable)
- 4) **A copy of the Childs immunization record.** Immunization must be up to date, or in the active process of being updated
- 5) Parent-Center Agreement-completely filled out and signed by enrolling parent(s)
- 6) A Written plan for the outside care of the child when ill.
- 7) A Written Diet/Care plan for each infant/toddler
- 8) On the admission of the infant, toddler or preschool child, a physical assessment report signed by a licensed physician or registered professional nurse will be on file at the Center. The Center uses the department's physical assessment, MO 580-1878 (6-94), or the Center may use its own form if it contains all the information of the departments form. The report will have been completed not more than twelve (12) months before admission.
- 9) A parent of a school age child shall provide a statement at the time of enrollment indicating the child's health history, and any current health problems and any restrictions necessary for the child's care
- 10) Signed Signature Page from Parent Manuel.

When class space is not available, we do maintain a waiting list.

Child will be placed in or assigned to classes at the discretion of the Family Minister and staff. When possible, we try to keep the children with the group that they will start Kindergarten.

**KINDERGARTNERS/SCHOOL AGE- It is the responsibility of the parent to notify the Center when a kindergarten/school age child will not be coming to the Learning Center after the Kindergarten/school age class. We need this notification no later than 9:00 am of the day the child will be absent.**

## ARRIVING AT AND LEAVING THE CENTER

The Learning Center opens at 6:00am and closes at 6:00 pm. No exceptions will be made to open any earlier or close any later.

Our responsibility begins when you SIGN YOUR CHILD(ren) IN FOR THE DAY AND PLACE THE CHILD(ren) IN THE CARE OF A LEARNING CENTER STAFF MEMBER. (You are responsible for your child(ren) once you have checked out with the staff person upon picking them up. Please see that your child continues to follow the building rules). Under no circumstances should you allow your child(ren) to enter the building alone. **You MUST bring your child(ren) in and use the Kid Check Computer Program or SIGN-IN/SIGN OUT sheet on the counter.** You should also help put their belongings in their lockers or storage areas. You should personally leave your child in the care of the appropriate Staff Member. If you are utilizing our breakfast time (see MEALS and SNACKS), it is your responsibility to set up your child's breakfast and see that he/she starts eating BEFORE YOU LEAVE.

It is necessary that we release a child only to the enrolling parent(s), or to someone the enrolling parent(s) has specifically authorized in writing on the enrollment form. The Learning Center staff is instructed to check the identification of persons unknown to them who arrive to pick up children. No child will be allowed to go with someone not authorized to pick the child(ren) up. IT DOES NOT MATTER IF THE CHILD(ren) RECOGNIZES THE PERSON!

In cases of custody negotiations, we will follow legally-appropriate guidelines. Please do not ask us to do otherwise.

It is the responsibility of the enrolling parent(s) to keep the list of people authorized to pick up a child up-to-date.

**CHILDREN CAN NOT BE RELEASED TO SIBLINGS...UNLESS AGE 18 AND OVER AND WITH APPROVAL OF PARENT(S).**

The person picking the child(ren) up at the Learning Center MUST sign the out on the SIGN-IN/SIGN-OUT Sheet. PARENT FILES should be checked daily for correspondence from the Learning Center Board, Family Minister and Ministry Assistant.

## ILLNESS/ACCIDENTS

With the approval from the Jasper County Health Department and the Learning Center Board, we have adopted the following illness policy:

Children will be observed for **contagious disease and for the other signs of illness**, on arrival and throughout the day. The parent(s) will be contacted when signs of illness are observed and the child **MUST be picked up within 30 minutes after contact by the Learning Center.** A child who leaves to go to the doctor will not be readmitted to the center THAT day without a written doctor's authorization stating that the child does not have a contagious condition. We reserve the right to call to verify that authorization. However if your child is put on an antibiotic by their doctor, this includes eye drops or ointments, they cannot come back to the Learning Center until they have had the antibiotic for a FULL 24 hours. (Example: if the child takes their first dosage at 2:00pm on Monday, they cannot return to Day care until after 2.00pm Tuesday).

**Staph Infection** requires that it must be completely dried up before returning to the Learning Center.

A 24 hour period must pass before a child can return after being sent home for fever or vomiting.

When a child exhibits any of the following in a subsection (1) through (14) of this section, the parent(s) shall be contacted and the child shall be sent home. Parental contact shall be recorded and filled in the child's records. Symptoms that require parental contact and sending a child home are- (Health requirements 19 CSR 40-60.060 State of Missouri)

1. More than one (1) abnormally loose stool
2. Red or blue in the face or makes a high-pitched croupy or whooping sounds after coughing
3. Difficulty or rapid breathing
4. Yellowish skin or eyes
5. Tears, redness of eyelid lining, irritation followed by swelling
6. Unusual spots or rashes
7. Sore throat or swallowing difficulty

8. An infected skin patch-crusty, bright yellow, dry, or gummy areas of the skin
9. Unusually dark, tea colored urine
10. Gray or white stool
11. Fever of one hundred and one degree Fahrenheit(101) or higher
12. A headache and stiff neck
13. Vomiting more than once
14. Severe itching of the body or scalp, or scratching of the scalp. These may be signs of lice or scabies

If a child develops one of these symptoms while at the Learning Center, the parent(s) will be called to pick the child up. The ill child will be kept isolated from the other children whenever staffing allows, until the parent arrives. A staff member will be in close proximity in order to hear any sounds a child might make that would indicate a need for assistance.

Please **do not** bring your child to the Center if they exhibit any of these symptoms. This policy is a protection for your child, as well as for the other children. **DO NOT GIVE A FEVERISH CHILD A FEVER REDUCING MEDICATION AND THEN BRING THEM TO THE LEARNING CENTER.**

### EMERGENCY MEDICAL CARE

In case of a serious accident or injury to any child, the Center will follow the parent's written instructions for emergency medical care, with prompt notification of the parent. A completed accident form will be placed in the child's personal file, and a copy will be given to the parent.

### DISCIPLINE AND BEHAVIOR

The following guidelines are quoted directly from the Licensing Rules for Child Day Care Centers in Missouri.

- 1) Only constructive methods of discipline will be used to promote a child's self-discipline and good behavior. There will be no physical punishment including, slapping, shaking, biting or pulling hair. Children will not be subjected to child abuse/neglect as defined in Sec. 210.110 RSMO. (1978)
- 2) No technique which is humiliating, threatening, or frightening to children will be used. Children will not be shamed or spoken to abusively or with profanity.
- 3) Punishment or threat of punishment will not be associated with food, rest, or isolation for illness or toilet training.
- 4) Brief, supervised separation from the group may be used. Children will not be placed in a closet, in a locked room or unlit room or any other place that is frightening to the child.
- 5) Children will not be permitted to threaten, intimidate, or harm other children.

We realize that there are a wide variety of parenting philosophies. We respect the right of the parent(s) to have their own parenting philosophies, but we also reserve the right to establish guidelines as to what we consider acceptable behavior while here at the Learning Center. Some behaviors that we consider unacceptable are:

- 1) Lack of respect for other persons, including teachers, other adults, and other children.
- 2) Rudeness, back talking, and other forms of disrespect, especially to those in authority.
- 3) Physically abusing other children and adults.
- 4) Misuse and disrespectful behavior toward the building facilities and equipment.
- 5) Refusal to cooperate with those in authority and refusal to obey the Learning Center rules.

If behavior is harmful to others or the child on a consistent basis, a 3 Strike Policy will be in place. (1<sup>st</sup> strike) Warning will be given, (2<sup>nd</sup> strike) Paid Suspension for 1 week from the Learning Center, (3<sup>rd</sup> strike) Parents will be asked to remove their child from the Learning Center.

## BITING

If a child has a biting incident the parent/guardian will be called and expected to pick up the child or have someone who is authorized to take the child from the child care facility pick them up within 1 hour.

- **First Offense:** The child will be suspended for the remainder of that day and the entire following day.
- **Second Offense:** The child will be suspended for the remainder of that day and for three business days following.
- **Third Offense:** The child will be suspended for the remainder of that day and for one complete week following.
- **Fourth Offense:** If the biting still continues after the suspended week the child will be permanently dismissed from the child care facility.

It will be the responsibility of the parent/guardian to continue paying even while suspended.

## COMMUNICATION

We have an open-door policy as far as parents visiting the Center. Parents of children enrolled are welcome to visit at any time (it is very important, however, such visits do not become disruptive to the normal routine of the children). Parents are also allowed to call and check on their child at any time during the day. Visits by family members other than the enrolling parents are not permitted (this does NOT include the bringing and picking up of your child by someone you have authorized to do so).

We believe that open communication between the Learning Center and the parents is very important. The Ministry Assistant is available from 8am-4pm, and the Family Minister will have noted office hours. Appointments are available at parental request. Conferences with the teachers are also available by appointment. Boxes with all the teachers and Ministry names are located on the left of the sign-in table; please feel free to leave messages.

PARENT FILES are located on the table next to the SIGN-IN/SIGN-OUT sheet. Parents should check these daily for messages from the Learning Center Board/Family Minister/Ministry Assistant and/or the child's teacher. Parents should check these on Mondays and Fridays for Account information.

Please inform the office of any changes in **ADDRESS, TELEPHONE NUMBERS, PLACES OF EMPLOYMENT, ETC.**

**Please keep us informed of any legal documents involving custody or court orders regarding your children. These documents should be kept current in your child's file in the office.**

## STATE PAY

You must SIGNIN/SIGNOUT using the computer or sign in/out sheet located in the lobby. In order for the Learning Center to be reimbursed from the state for service rendered, you must sign your child in and sign your child out daily. They must attend full-time or this will be reviewed by the Ministry Director and/or Board. Noncompliance of any of these issues will result in the Learning Center asking you to remove your child from the Learning Center.

You will also be asked to fill out a **Recurring Payment form** to pay for your copays. Failure to sign up or non-payment will result in your being asked to remove your child(ren) from the Learning Center.

## PAYMENTS

The PAYMENT BOX is located in the front lobby. Payments may be placed in this box. Drop the check directly into the box, an envelope is not necessary. **Payment should be for the week ahead.** (Example; Fridays check should be for next week. Mondays check can be for that week of day care.) **Checks and Money Orders** are the only form of payment we take. **NO CASH!!! If we receive an insufficient funds check you will be charged a \$20.00 fee.**

**You also have the option to sign up for recurring payment program. See the Office for a form.**

Invoices Run every Monday. Past due Accounts arrangements must be submitted to the Office for approval from the Learning Center Board and Family Minister. IF approved by the board, the child's account must stay current, in addition to any back payments. Failure to pay can result in the Learning Center asking you to remove your child from the Learning Center. Once this account is taken care of, you can place your name on the waiting List.

**Any Account that is 3 times the currently weekly rate behind will be sent to the Learning Center Board for review. A letter and statement will be sent to the parent for review. Non Payment may result in us asking you to remove your child from the Learning Center.**

## VACATION AND SICK DAYS

Each child will be allowed 10 days a year for Vacation or sick days. (January 1- December 31). This takes affect after being at the Learning Center for 6 months. You will be charged for all days after the 10 vacation/sick days are used. Your child must be absent from the Learning Center in order to use a vacation/sick day. **If you leave the Learning Center for any reason we will not reimburse you for any vacation/sick days you have not used.**

## PARENTAL COMPLAINTS

Parental Complaint Forms are available from the Learning Center Office. If you feel that you have a legitimate complaint about your child's care, or about any other matter concerning the Learning Center, you will need to complete these forms and return them to the Family Minister/Ministry Assistant. ALL Complaints will be investigated by the Learning Center Board and Family Minister.

## PRESCHOOL CLASSES

We have Preschool classes available for three, four, and five year old children. These sessions start at 8:00am and end at 11:30am. (All children enrolled for day care, ages two through pre-kindergarten are automatically enrolled in Preschool.

## CURRICULUM

The curriculum used at the Learning Center is combination of several resources, coordinated in each age group to enhance the progress of the child through the Preschool years. We work very closely with our local school system, always striving to teach age-appropriate concepts. We maintain open communication with the Kindergarten teachers, providing a smooth transition from Preschool to Kindergarten.

As a Christian day care center, we teach basic Christian concept; we do NOT teach Baptist Doctrine. During Preschool class time, the children are taught Bible Stories, songs and etc. Our Pastor leads the children in a weekly Chapel time that includes songs and object lessons. Although we try to respect the various beliefs of the families of the children enrolled here, we do not alter our teaching, nor provide alternate activities during our teaching times. For those whose beliefs may conflict with those taught here. There will be NO exception made in this area.

## FIELD TRIPS/SPECIAL ACTIVITIES

From time to time, we take the children on educational and/or recreational field trips. Parents are always notified in advance of such trips, and are required to sign permission forms.

All possible safety measure and precautions are taken. We have seat belts in both of our vans. All of our drivers have a current Commercial Driver's License.

Some of the activities require extra fees and/or special clothing or gear, such as swimsuits, socks for skating, etc..Fees for these activities must be **paid for in advance**. Fees need to be sealed in an envelope, CASH ONLY, NO CHECKS, and mark with the child's name and activity. PLEASE DO NOT INCLUDE SUCH FEES ON YOUR DAY CARE PAYMENT. We will not be responsible for fees left with the child or on the table. We also will not be responsible for extra money sent with the child for snacks, etc. If your fee is not paid for in advance, your child will not be allowed to attend. The extra spending money you provide your child with for activities is theirs to spend. The teacher **will not** tell them if or how they can spend the money unless the parent gives the teacher special instructions.

If a child is not allowed to attend a field trip, due to behavioral problems, they must stay behind at the Learning Center under the direction of the Staff. This will serve as their disciplinary action. We do not encourage parents to come and pick up their child, because they will not be allowed to attend any additional fieldtrips if they do not serve this disciplinary action.

## PARTIES

We occasionally have special parties for holidays, etc. Children are always welcome to attend their class parties, even if they are held on a day that they do not normally attend. Parents are invited to participate as Room Parents for their child's class.

The Learning Center does not provide birthday parties for the children on an individual basis. However, parents are allowed to provide a party at the Center, during the Preschool Snack time. THIS MUST BE COORDINATED THROUGH THE CLASSROOM TEACHER.

If a parent sends only a special snack, such as cupcakes, cookies, etc. The teacher will be more than happy to take care of it. However, if a parent plans a party with decorations and/or games the parent will be required to be here to carry it out.

ANY TREAT SENT TO THE LEARNING CENTER MUST BE PURCHASED FROM A STORE BAKERY OR PREPACKAGED. YOU MAY NOT SEND HOMEMADE SNACKS OR TREATS.

INVITATIONS FOR PARTIES AWAY FROM THE CENTER- In order to avoid hurt feelings, we ask that birthday party invitations NOT be brought to the Learning Center. However, we will gladly provide a class list. Please do not ask for addresses and or phone numbers, we do not provide these without parental permission.

### SPECIAL PROGRAM

We have two special programs each year. We have a Christmas program in early December and a Preschool Recital Graduation in May. Our preschoolers going to Kindergarten in the fall graduate at this time complete with caps, gowns and diplomas.

### PRESCHOOL PICTURES

We normally have a photographer take Preschool Pictures once or twice during the year. This is ALWAYS OPTIONAL, and you are never under any obligation to buy.

### APPROPRIATE DRESS

We expect the children to be dressed appropriately for the types of activities that they will be doing at the Center. First of all, we would appreciate you sending them with socks and comfortable tennis shoes; PLEASE DO NOT SEND THEM IN BOOTS, SANDALS, FLIP FLOPS, OR BAREFOOT! You may send sandals or flip flops on swim days, but we do not want them worn at the Center. We spend a lot of time playing outside; fancy dresses and patent shoes are NOT appropriate. Please send them in everyday play clothes, things that you would not mind being soiled or possibly even torn. Children that have not been potty trained very long will have difficulty with jean snaps and belts. They are proud of their accomplishment and like to be independent. If you send your child in a belt and they cannot redo it after potty it will be removed and placed in the child's lockers. It will be much easier for your child if you send them in elastic waist clothing, as well as reduce the number of accidents and need for dry clothing. DO NOT SEND YOUR CHILD IN INAPPROPRIATE CLOTHING AND EXPECT THE STAFF TO CHANGE THEM.

Unless a child has a special medical reason for not going outside, he/she will be required to do so when his class goes out. (A written note from the parent will be required). We do not take them out on very cold, rainy or muddy days. With this in mind, please dress your child appropriately; do not expect us to keep them inside because you have dressed them in nice clothing. Jackets and/or coats need to be sent with the child during the seasons when they might be needed.

Take wet or soiled clothing home on the day it is used. DO NOT leave wet swimsuits!!!!

### LOST AND FOUND

With 100 plus children here on a given day, we have a large Lost and Found inventory. Monthly, we set up a Lost and Found Table in the hallway. Items not claimed after one week are donated or disposed of. We are not responsible for items misplaced at the Learning Center.

### NAP TIME

All children at the Learning Center are required to have a rest period. Nap time begins at 1:00 and ends at 2:45. A video or quiet environment will be available for the children after a minimum of one hour rest. (State law requires this rest period).

Children are allowed to bring a doll or stuffed animal for NAP TIME. The item brought for nap should be small, soft and non-electric. We ask that each child bring a small blanket for nap and that it be taken home at least once a week for washing. Pillows that will not fit in the locker along with the other belongings will not be allowed.

### PLAY

We strive to keep a wide variety of good, sturdy toys and educational playthings. For this reason, we ask that the children NOT bring their own toys to the Center.

Weather permitting; we try to allow a reasonable amount of outside play each day.

## MEALS AND SNACKS

We provide a balance hot lunch and two snacks daily for the children who are here for the full day. We also provide a snack for our School Age children upon arrival from school. Our Lunch menu is posted monthly in the foyer with the Preschool and School Age Calendars.

We require that the children eat the lunch prepared here at the Learning Center. We do not force the children to eat something that they do not like, but we do encourage them to try a "spot" (one taste). We ask them to finish a second helping if they have asked for it. The children are offered a choice between water and milk to drink.

We do not provide for breakfast, however, if your child arrives at the Center no later than 7:45am, you may bring their breakfast (ALREADY PREPARED). You may bring dry cereal, milk (nothing Larger than a quarter at a time), or something prepackaged. If you bring a box of cereal or a carton of milk to leave here, please be sure that your child's name is on it. Donuts, pop tarts, candy bars, chips, etc. Are not considered a breakfast item and you will be asked not to bring them for your child. We provide bowls, cups, and spoons. Your Child must stay at the table while eating. Although the table is in sight of the teachers, they are not responsible for supervising breakfast. PARENTS MUST SET THEIR CHILDREN UP FOR BREAKFAST, INCLUDING POURING THE MILK. Please remember that this special breakfast time available only for children who arrive by 7:45am.

We have a morning snack around 9:15am and an afternoon snack around 3:15am

We occasionally ask the children to bring a sack lunch for certain field trips. We find that this works better than our trying to prepare lunches to send, and the children enjoy bringing a "special" lunch. If you do not wish to send a "special lunch" we will provide one for your child.

We also occasionally take the children to McDonalds or another fast food restaurant. You would be asked to pay for it.

## DRINKING FOUNTAINS AND BATHROOMING

The children are allowed several drinks and bathroom breaks during the day. Please let us know if your child is having a special problem and needs more frequent drinks or bathroom breaks. We limit trips for drinks and bath rooming outside the area of the child's group as supervision is a problem.

## SPECIAL INFORMATION FOR SPECIFIC AGE GROUPS

### NURSERY/PRE-TODDLERS

Knowing how hard it is for parent to leave their precious bundle in the care of someone else each day, we strive to provide a loving and attentive atmosphere. Individual attention is given to each child. We try to take into consideration the wants and needs of the parents in the care that we give their children while still maintaining the standards that are set to insure the well-being of the children in the nursery. Please remember there are four children that need care and constant one-on-one care just is not possible.

Parents are responsible for bringing bottles, formula, baby food, diapers, special ointments, extra clothing, etc. Everything should be clearly marked with the child's name. The Learning Center provides milk when a child becomes weaned to the cup and food when he begins eating table food. The Learning Center also provides baby wipes (unless a child has a special allergy to the type used by the center).

Parents need to complete a NURSERY INFORMATION SHEET, that indicates feeding and nap schedules, special needs, etc. It is the parent's responsibility to keep the information updated.

Each child will be assigned his own crib (pre-toddlers will progress to their own cot). Sheet are changed daily (more often, if necessary). Seats, swings, cribs, and toys are disinfected daily.

Upon bringing the child into the Nursery each morning, it is the responsibility of the parent to remove bottles, food, and medication from the diaper bag to be put in the refrigerator, and to notify the staff member of any special instructions for the day, such as medication needed (a signed form is required), and the time of the last feeding, etc.

No one is allowed in the NURSERY other than staff and parents or persons authorized to bring or pick up the child(ren). Siblings will need to wait outside the door when a parent enters the NURSERY.

We keep detailed daily charts on each child in our Nursery. At the end of the day, the evening staff person will provide the parent a written record of information about the child's day.

Children remain in the NURSERY until the Ministry Assistant or Family Minister, with the recommendation of the nursery staff and discussing it with the parent, decides to move the child to the TODDLER ROOM.

## TODDLERS

Our TODDLERS are very important people at the Learning Center. As they begin to move from babyhood into young preschools, they have special needs all their own, and we strive to meet those needs. This is a time for learning to feed themselves as well as practice communication skills. The daily schedule consists of one nap and the same lunch and snack times as the older children.

## TWO YEARS OLD

This is the time when your child should begin TOILET TRAINING. We are more than willing to help with toilet training when a child shows sign of readiness. The decision to actively pursue toilet training a child while at the Center must be made mutually by the Family Minister, Staff and Parents. Because of the unique problems associated with toilet training while at a day care center, we have established the following guidelines:

1. We request the child be kept in pull-ups while at the Learning Center, until completely trained. However, some children view the pull-up the same as a diaper and will continue to soil it as such. The teacher may request that you allow the child to "FEEL" the wet and that bringing lots of extra clothing may be better served to train the child.
2. Parents are required to bring sufficient amount of extra clothing each day. Elastic waist clothing makes it much easier for the independent potty trainee. (Snaps and belts are too difficult for little hands.)
3. Some children start having accidents again after appearing to be fully toilet trained. If a child has more than one accident in a 4 hour period they may be put in a pull-up.
4. Parents who fail to bring sufficient clothing will be charged for any the Learning Center provides. There will also be a Laundry Charge.

ALL CHILDREN, WHETHER IN THE PROCESS OF TOILET TRAINING OR NOT, SHOULD HAVE SUFFICIENT EXTRA CLOTHING EVERYDAY.

The TODDLERS AND TWOS share a playground separate from the "older children". They love going outside. They also participate in the recitals and programs.

## PRESCHOOLERS

Our preschoolers are the backbone of the Learning Center family. Many have been here since they were babies in the Nursery, and the Learning Center is home to them. They know everybody and everything! They protectively watch over the younger groups, and they admiringly look up to the Kindergarten and School Age kids. We are proud of our PRESCHOOLERS.

## KINDERGARTNERS/SCHOOL AGE

Our KINDERGARTNER/SCHOOL AGE program fills a need for many parents, providing a safe place for their children to spend time after their school day has ended.

Providing a day care program that meets the needs of SCHOOL AGE children is very difficult. After spending a long day in a very structured situation, they are ready to unwind. We strive to provide that opportunity for them. We also provide before school care for those whose parents go to work early.

We provide transportation to and from school. After arriving at the Learning Center after school a snack is provided. Most of the afternoon is spent in free play, either in the rooms or outside. They usually have time to work on their homework if they so desire. We are not responsible for seeing the homework is done and time may not be available, depending on the activity of the day. Daily activities will be planned, crafts, reading, games, or a weekly movie day, etc..

We also provide a Summer Program for the School Age children. They do fun things such as swim, skate, bowling, and go to the park, and to the movies. We try to give them a variety of experiences during the long days that they spend here.

As mentioned in the section on "ENROLLMENT", there comes a time when a child feels "too big" to be in a day care center. We try very hard to be understanding of these feelings, and we try to help them feel as comfortable here as possible; however, a point is reached where it is in the best interest of the child that an alternative is found to fill the gap until he/she is old enough to stay home alone. A behavior change will often make this time.

## STAFF SELECTION AND TRAINING

Although the state of Missouri does not set forth any specific education requirements for our day care workers we encourage our staff member to attend classes, workshops, and other training opportunities.

## STAFF AND HYGIENE

We are continually striving to make the Learning Center facility, both the building and the grounds, as safe as possible. Our building has been inspected by the State Fire Marshall, State Health Department, and Section for Childcare Regulation, for health and safety requirements. An official from Civil Defense had approved our plans for emergency Procedures in the event of a fire, a tornado, or an earthquake.

## PARENT RESOURCES

We have a variety of parenting and family resources for the use by Learning Center families. We have a number of good books, videos on various topics relating to issues confronting the family. Please feel free to look at these materials over and borrow any of interest. These resources are located in the Office.

## CONCLUSION

We hope that you have found this manual helpful to you. As other issues arise from time to time, revisions may be made.

Again, we appreciate the opportunity to serve you and your family by taking care of your child(ren) while you must be away from the child. May God Bless you and your family!



## SIGNATURE PAGE

I \_\_\_\_\_ have read and understand the parent manual as  
presented to me on this day \_\_\_\_\_.

(Date)

Witnessed by \_\_\_\_\_.

(Learning Center Staff/Ministry Assistant)

Please place this form in the child's file. Thank You