

**Maranatha** Baptist Church

Daycare & Preschool

Parents Handbook



# Maranatha Baptist Church Daycare/Preschool Enrollment Information with Policies & Procedures

*Train up a child in the way he should go:  
and when he is old, he will not depart from it.  
Proverbs 22:6*

## INTRODUCTION

The Daycare / Preschool (the Center) is a ministry of Maranatha Baptist Church. It was started in 2003 and infant care was added in 2005.

### A. Licensing

The program is licensed by the State of West Virginia through the Day Care Licensing Board of the Division of Health and Human Services. The license provides for an enrollment of forty-one children age 2-5 years and twelve infants age 6 weeks to 24 months.

### B. Facility

The facility is inspected regularly by the Kanawha County Health Department as well as the State Fire Marshal.

### C. Curriculum

The teaching curriculum is published by A Beka Book of Pensacola, Florida. It is widely recognized as one of the leading educational programs for early childhood education.

### D. Personnel

Administrator - Pastor T. Kevan Bartlett

Director - Julie Jones

Office Administrator - Christina Curtis

## 1. GENERAL OBJECTIVES:

To provide a safe, loving, Christian environment for children while away from parents and family.

To teach religious and social values through the use of stories, songs, verses, prayer, and group experiences. The atmosphere will be clearly Christian-based.

To help in the development of social and intellectual appropriateness of each child as an individual.

To teach basic educational concepts that will prepare the children for kindergarten and elementary school.

## 2. EDUCATIONAL OBJECTIVES:

Present a Christian based preschool curriculum for children ages 2-5 which include:

Teach letter, number, shape & color recognition and pronunciation.

Development of language and vocabulary skills using storytelling, nursery rhymes, and Bible songs, etc.

Improvement of social skills by having the children play together (using puzzles, books, blocks, toys, etc.)

Imagination enhancement (using creative activities like- crayons, paint, chalk, play dough, and various arts and crafts projects including outside activities.)

Physical development by using motor skills such as running, jumping, throwing and kicking and coordination skills, such as writing, drawing, and cutting.

## 3. ENTRANCE REQUIREMENTS:

### A. Forms and other documentation

A pre-admission visit is required before enrollment. Parents are encouraged to bring their children to this visit.

All registration forms must be completed at the time of admission. The Center will supply these forms. The required forms are:

*Enrollment Application (pages 1-4)*

*Parent Authorization: Photo/Video Consent, Sunscreen Consent*

*Notification Request Form (Pesticide Levels 3 and 4)*

*Child Abuse and Neglect / Behavior Management*

The *Child Health Assessment* form is to be filled out by the child's physician and returned to the Center. The Day Care Licensing Board requires that all children have a physical exam and a written statement of the results on file in the Center within 30 days of enrollment.

Children attending the Center must be between the ages of 3 months and 5 years old. Written permission from the child's physician must accompany any child younger than 3 months.

Children are accepted without regard to race, religion, ethnicity, gender, or marital status of the parent(s).

## 4. HOURS AND SCHEDULE OF OPERATION

Normal operating hours are: Monday through Friday from 7:00AM - 5:30PM

Children enrolled in the preschool program must arrive at the center NO LATER than 9:00 a.m.

### A. Holidays:

The Center will be closed for the following days (you will not be charged for these days):

New Year's Day	Thanksgiving Day
Ladies Jubilee (one Friday in April TBA)	Day after Thanksgiving
Memorial Day (Observed)	Christmas Eve
4 <sup>th</sup> of July	Christmas Day
Labor Day	Day after Christmas

### B. Snow Day Procedures:

Closure of the Center due to weather will be announced on WSAZ channel 3.

The Center will be closed anytime Kanawha County Schools are cancelled (due to snow and/or ice) **before 6:30AM**. However, if Kanawha County is closed simply for extreme cold, the center will be open. The Center will open at the **regular** time when Kanawha County Schools are on two hour delay.

Summary - The Center will open during severe weather as long as adequate staff is able to report.

### C. Midday severe weather:

If Kanawha County School students are sent home during the day due to severe weather conditions, it will be determined by the Daycare Director if parent's need to be contacted to pick up their child. (Parents should be on alert)

## 5. TUITION RATES

### A. Preschool / Daycare Full Time (Private Pay)

6 weeks-24months (Nursery): \$190 per week (5 day a week attendance required)

2-5 years (Non-Potty Trained): \$185 per week (4 day minimum)

2-5 years (Potty Trained): \$170 per week (4 day minimum)

### B. Preschool / Daycare Part Time (Private Pay)

Preschool / Daycare: \$160 (part time 3 days minimum) not potty-trained / \$135 potty trained

Preschool only: \$150 (5 days a week) non-potty trained / \$140 potty trained

Preschool only: \$120 (part time 3 days minimum) non-potty trained / \$110 potty trained

See the Daycare Director for information about multi-child rates.

## 6. FINANCIAL POLICIES

### A. General Policies:

Tuition and fee payments are accepted in cash, check, money order, VISA, MasterCard and Discover.

Make checks payable to **Maranatha Daycare/Preschool**. Receipts are issued upon payment.

Statements will be sent at the end of the year for **tax purposes** upon request.

A charge of \$15.00 will be assessed to the account for a **returned check**.

### B. Late Fees

The Center closes at 5:30 p.m. each day. A late fee will be charged as follows:

1<sup>st</sup> offense of more than 5 minutes = warning from the Director.

2<sup>nd</sup> offense of more than 5 minutes = \$5.00 charge.

3<sup>rd</sup> offense of more than 5 minutes = \$10.00 PLUS \$1.00 per minute after 5:35.

4<sup>th</sup> offense of more than 5 minutes = enrollment discontinued.

### C. Billing Private Pay Clients:

At the time of enrollment, a **registration fee** of \$50 and a **deposit** in the **amount equal to one week of tuition** will be paid to ensure a spot for the child. (The deposit will be refunded at the time of withdrawal from the Center provided that a **two week notice is given** in writing **and** the account is **paid in full** before the last day in attendance.)

Invoice / Statements will be generated each week and payment is due EACH WEEK.

An account that is more than **two weeks** past due is considered IN DEFAULT.

The enrollment of the child may be suspended or discontinued by the Director for any account that is in default.

Two week's worth of **VACATION DAYS** are granted for each child on the account that may be used for absences that occur throughout the school year. Each vacation day provided is equivalent to a normal enrollment day at no charge. Example - If a child is normally at the Center three days per week, the total vacation days granted would be six.

The vacation days will be renewed at the beginning of every school year (September) and expire at the end of the school year (August). Children enrolling during the school year will be granted a prorated number of days.

#### D. Billing for Connect\*\* Clients:

(Connect \*\* is a program to assist low income families with child-care to allow the parent(s) to work or continue their education.)

To maintain eligibility at the Center, Connect clients must have their children present at the Center for at least 15 days (minumum 4 hour days) each month.

At the time of enrollment a **deposit** in the **amount of \$75** will be paid to ensure a spot for your child. (The deposit will be refunded at the time of withdrawal from the center provided that a **two week notice is given** in writing **and** the account is **paid in full** before the last day in attendance.) Invoice / Statements will be generated monthly for the days your child is present.

Payments are to be made **NO LATER** than the 15<sup>th</sup> of the month or enrollment will be suspended and the delinquency will be turned over to the Connect office.

## 7. PARENT'S RESPONSIBILITY:

### A. Communication

Maranatha has an open communication policy for all parents and staff. We welcome questions and suggestions.

**Please, notify the Center if your child will be absent or will be arriving late.**

The Center should be made aware of any change of address, telephone numbers, pick-up authorizations, or physicians.

Notify the Center directly if anyone other than the authorized pickup person will be collecting your child from the Center.

Any special instructions concerning the child should be sent to the Center in writing.

Parents are welcome at the Center, but appointments should be made for conferences.

Toys **SHOULD NOT** be brought from home. **DO NOT** allow your child to bring toy guns to the Center.

The phone number for the Daycare / Preschool is **984-2580** (Fax: 984-9309)

The church phone number is 984-9514.

### B. Attendance Documentation

The adult who brings AND picks up the child at the Center will sign their full name (no initials) and time with AM or PM in the Sign-In/Out Book. Please use clear handwriting on this record.

### C. Sickness / Illness Procedures:

Children at the Center are in close contact with each other during the day. Children who are sick should not attend the Center in order to avoid spreading the illness to other children.

**NEVER** bring your child to the Center when there are signs of illness OR when the child has a virus.

*DO NOT BRING A CHILD TO DAY CARE IF HE/SHE HAS:*

Runny nose with yellow/green discharge	Swollen or sore joints
Nausea or vomiting	Contagious cough
Inflamed or runny eyes	Skin rash
Chills	Fever ( <b>99.5</b> degrees or higher)
Sore throat	Enlarged glands
Diarrhea	Earache

Children with ANY of the symptoms listed above should NOT be brought to the Center.

If the child develops **ANY** of the symptoms above **OR** a fever of **100.0** degrees with **no** other symptom while at the Center, the parent(s) **MUST** make arrangements for the child to be picked up as quickly as possible.

Children **MUST** be **SYMPTOM FREE for 24 hours** before returning to the Center.

Parents **MUST** report to the Director if the child contracts any communicable diseases.

## 8. MEDICATION ADMINISTRATION:

Maranatha Baptist Church Daycare/Preschool will **not** administer ANY medication to ANY child at ANY time. This includes all prescription medications and over-the-counter medications.

Prescription medications include: any and all medications prescribed by a health care professional.

Over-the-counter medications include: pain and fever reducers, cough syrups, cold/allergy medications, antibiotic creams, hydrocortisone creams, orajel, diaper rash creams, infant gas drops, any herbal/homeopathic remedies, etc.

## 9. MEALS AND SNACKS

Children will be served breakfast, lunch and an afternoon snack each day.

The menu is posted each week on the bulletin board above the Sign-In/Out Book.

The items scheduled on the menu meet or exceed the West Virginia State Licensing requirements for daycares.

## A.. Meal Time Schedule

Breakfast is at 8:30 each morning. (no service available after 8:45 am)

Lunch will be served around noon.

Snack time is at 3:00 – after naptime.

## 10. HARASSMENT POLICY:

Maranatha Baptist Church Daycare/Preschool will not tolerate any type of harassment towards any employee, child or parent. If any type of harassment occurs it should be reported to the Director immediately.

## 11. DISCIPLINE PROCEDURES

Maranatha Baptist Church Daycare/Preschool will only use redirection and time-out as their form of discipline. Corporal punishment is prohibited on the premises by staff and parents.

## 12. GRIEVANCE PROCEDURE

If a problem arises with the care of your child, please follow these procedures.

1. Report any problems to your child's teacher within 24 hours. If problem is not solved within two days, proceed to step 2.
2. Report problem to Director within 1 week. If problem is not resolved within 5 days, proceed to step 3.
3. The last step in the grievance procedure is to report the problem to Pastor Kevan Bartlett within 5 working days and expect a final resolution within 2 weeks.

## 13. MISCELLANEOUS ISSUES

### A. CLOTHING:

Children should wear comfortable clothing that is appropriate for outdoor play. Be sure to dress the child for the season. An extra set of clothing should be left at the center at all times in case of accidents. This should include shirt, pants, socks, shoes, and under-ware. All clothes should be clearly marked with the child's name and placed in a plastic bag (a one-gallon ziplock baggie works great).

### B. TOILET TRAINING:

If the child is not toilet trained, parents must supply the Center with diapers or pull-ups and baby wipes. These items must be labeled with the child's name clearly printed on them.



C. NAPTIME:

A cot and cot sheet will be provided by the Center. Parents will provide a small light-weight blanket, travel size pillow and pillowcase. Label each item with the child's first and last names. Parents must take these items home at the end of each week for cleaning. Be sure to return these needed items at the beginning of the next week.

D. BIRTHDAY SNACKS:

Refreshments may be sent for birthday celebrations, if given prior notice. Make sure to provide enough snacks for all of the preschool aged children. It will be served at the afternoon snack time scheduled between 2:30 and 3:00 pm.

**Non-discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) FAX: (202) 690-7442; or
- (3) EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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