



Calvary Christian

— PRESCHOOL AND DAYCARE —

CALVARY CHRISTIAN
PRESCHOOL & DAYCARE
PARENT HANDBOOK

MISSION STATEMENT

Mission:

Our mission at Calvary Christian Preschool is to provide a safe and encouraging environment where children can be loved, and trained in Biblical truths, social skills, problem solving strategies, and emotion regulation. These attributes will promote a lifetime of healthy decisions and relationships.

Vision:

To reach thousands of children in our community, equipping them to be critical thinkers, with Biblical perspectives, thus becoming the leaders of tomorrow.

We strive to provide an environment filled with love, security, acceptance, guidance, and sensitivity to each child's intellectual, emotional, physical, and social needs.

We believe that young children learn best through an individualized curriculum including a combination of free choice activities and structured small and large group times.

We currently serve children ages 6 weeks – 6 years old.

Enrollment

Enrollment forms for our programs are accepted year-round and children will initially be placed in a group according to their birth date.

Applications will be accepted based on the date it is returned *with the non-refundable deposit*. If a class is full, your child will be placed on a waiting list for the next available slot. We will only maintain a wait list of 5 or fewer children per classroom. If you ask us to hold a slot longer than two weeks prior to your child attending, we will ask for the first week's tuition as a non-refundable deposit.

The following information is required by the Iowa Department of Human Services and will be required prior to your child starting in our programs:

A physical examination within the past twelve months, signed by a physician.

An original/current "Iowa Department of Public Health Certificate of Immunization" signed by a physician, with up-to-date immunizations required for attendance in a childcare center.

Our registration forms that include emergency contact information, doctor, dentist and hospital preference, pickup authorization information, and emergency parental consent.

Hours of Operation

We are open 6:30 am until 5:30 pm. **Please** be respectful of our staff and pick up your children on time. In the unfortunate event that you experience a problem, please call and let us know you will be late! If lateness continues or becomes chronic, we will be charging a late attendance fee of \$1.00 per minute/ per child.

We will be closed on the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day and the day after. If a holiday falls on a Saturday, we will close the Friday before. If a holiday falls on a Sunday, we will close the Monday

after. We will also close one Friday in March, and one Friday in August for a Staff In-service Day.

Cancellations due to Weather or Utility Problems

We will make every attempt to open and stay open any time inclement winter weather occurs. In the event that staff and family safety becomes a concern, we may have to close the center. We do NOT follow the Cedar Rapids School District schedule or closing status.

If we have a utility related issue (power outage, water or heat problems, etc.), we will make every attempt to stay open unless safety is an issue.

In the event of inclement weather please know that we will send out text alerts as soon as a decision is made concerning delayed starts or cancellations. You can also check the KCRG website – this is where announcement of our cancellation will be posted, and We will post it on our Facebook page.

If a change in weather occurs during the day, we will contact every family by text alert, and staff will stay with children until they are all picked up.

Payment Policies

If you ask us to hold a slot longer than one week prior to your child attending, we will ask for the first week's tuition as a non-refundable deposit.

We charge *tuition* rather than attendance fees. Our rates are based on a "budget plan" – you pay the same amount each week regardless of holidays, family vacations, etc.

We do allow one week of 1/2 price per calendar year that you may use for a "vacation".

As the cost of care changes, we reserve the right to increase tuition. Parents will be notified of any rate changes with a 30 day notice.

Tuition is due every Monday for that standing week.

If tuition is received any time after this, you will be charged a \$25.00 late fee. If tuition is not received after two weeks, you will be asked to speak to the Director to consider a payment plan. If you continue to have difficulty making payments on time, you will have to meet with the administrator, and your child may be dropped from our program.

If you regularly pay with a check, and your check is refused by the bank, you will be charged an insufficient funds fee, and you may be asked to pay by cash or money order in the future.

If you choose to withdraw your child from any of our programs, you must submit a two-week *written* notice *accompanied* by two weeks payment.

Payment policies are subject to change.

Attendance Procedures

Please remember to check your child in and out each day. We must know who is in the building daily, as well as when they leave. For your child's safety, it is important that whoever picks up your child signs them out.

We will not allow your child to leave with anyone you have not authorized on the enrollment form. If we have not met them previously, we will ask for a picture ID – so please have new relatives/friends come prepared.

If your child will not be in attendance on any given day, please call and let us know! It helps us with staffing and lunch counts. If your child will be coming in late or leaving early, it is also helpful for us to have this information.

Illness

If you send your child to childcare when they are sick, they may potentially infect other children and staff. When staff are sick, and consequently need to stay home, it does impact *your* child's care.

If your child exhibits the following symptoms, please do not send them to class – if they exhibit these symptoms during the day, we will call you and ask you to come pick them up:

Temperature of 100 degrees or more

Extreme tiredness, extreme coughing, lack of appetite, unexplained rash, extreme irritability, or inability to participate in activities.

Vomiting. Diarrhea (2 or more instances in a short period of time).

Red eyes that exhibit swelling and a discharge.

If your child is ill (they stay home OR we send them home), they must stay home until they are symptom-free for at least 24 hours ***without the use of any over-the-counter medication.***

Symptom-free includes no temperature, vomiting, diarrhea, etc. for 24 hours prior to coming back to school. If we send your child home, they may not return to care the next day.

* While there may be exceptions to this rule, they need to be discussed with the Director and approved by the Director only.

Medications

Any prescription medications must arrive in their original container, with your child's name, the instructions for administration, and a prescription date within the last 30 days. You will be asked to fill out a "Medication Administration Form".

Over the counter medications must also be in the original container and accompanied by a doctor's note outlining what the medication is

for as well as administration directions. You will be asked to fill out a "Medication Administration Form".

We cannot and will not administer any medication without the "Medication Administration Form" being filled out completely and signed by a parent. Just because you bring in a medication, does not automatically mean it will be given to your child!

DO NOT LEAVE medications, in your child's cubby. This includes cough drops, chapstick, aspirin, ibuprofen, Vitamin C drops, etc.!!

Please notify us of any allergies your child has, so that we can ensure their safety in all situations. If they require an epi-pen, please bring one properly labeled as outlined above, that we can keep on site. Epi-pens and the accompanying documentation must be updated annually.

Toys from Home

Please do not bring toys from home. We have plenty of toys here for everyone to play with.

We will not be liable for any damage or loss caused to a toy brought from home. We will also not be liable for any toys lost or missing that have been brought from home. But when a toy is played with in a large room – potentially by 5 or more children, toys may get lost or broken.

If your child's class is doing a special project, "sharing" or Show and Tell, you may be asked to bring an item from home. The toy **MUST** fit IN your child's cubby. **DO NOT** bring weapons of any kind, toys too large to fit into a cubby, dolls scantily dressed (such as small dolls in bikinis) or toys with multiple accessories.

Electronic toys of any kind may not be brought to child care for any reason.

Naps

Children of all ages that are in attendance in the afternoon will participate in a rest time from 1-3pm. For children five and under – we play soft music, rub backs and read stories.

Children do not have to fall asleep but they must lay quietly so their friends who need it can fall asleep. This rest time helps your child recharge for the rest of the day.

Mealtime and Nutrition

We will follow the Child and Adult Care Food and Nutrition Program guidelines for all our meals. We serve breakfast, a morning snack, lunch and an afternoon snack. Menus will be posted on the parent bulletin board. We ask that all children put at least a tasting bite of EVERY food served on their plate. Children will be encouraged – but not forced – to try all foods.

Typically staff will sit at the table with children ages two and over and assist children in putting food on their plate. Staff will model appropriate table manners and engage children in appropriate table conversations. For children four and over, food will be served family style and children will pass food, serve themselves and pour their own milk.

If your child wants to bring in birthday or holiday treats, please coordinate these with your child's teacher or the director. We ask that you only bring in healthy or non-food snacks. Please see "Food and Treats from Home" on page 9 of this handbook.

If your child has an allergy, we will make every effort to provide alternative menu items to meet these needs. However, if they have multiple allergies providing a very specialized diet, we may ask for some assistance from you. If your child cannot drink cow's milk, we will ask that you bring a commercial container of their milk to the center – this will be labeled and kept appropriately stored.

Clothing

Your children will participate in hands-on, discovery activities daily. This could include paint, sand, mud, etc. Children are also prone to accidents – spilling milk or juice, falling into puddles, messy things. Please send a complete change of clothing so that when this occurs, they can change into something *they* are comfortable in.

Children should be sent in ***play clothes***. If your daughter prefers dresses or skirts, please put shorts on under her dress/skirt.

School is not a fashion show; we will get dirty, painty, sticky, etc. We are *learning by playing*. Your child will have a teacher who facilitates this experience in a caring, loving, supportive environment so they can explore!

We will go out daily unless it is much too warm, or much too cold. So please remember jackets, boots, mittens, and snow pants when appropriate. Please do not expect your

child to wear boots all day...either keep a pair of slippers in their cubby that they can change into, or send a pair of shoes for them to wear.

Clothes as pertaining to potty-training

We will be happy to work with you when your child is ready to be toilet-trained – when they are over 24 months of age!. If you are interested in discussing the possibility of potty training and feel your child is ready, we will ask you to meet with their

teacher to discuss our potty training procedure. Staff will provide a “potty training checklist” for you to review and determine if it is the right time to begin potty training your child. We require that you send extra clothes for your child to wear until they are reliably telling staff they need to use the restroom, AND having few or no “accidents”.

Remember that clothing with an elastic waist allows your child more independence as well as speed! Soiled clothing will be sent home in a clearly labeled bag – staff will not wash or rinse clothing in excess.

Sunscreen Policy

During the months of May – September we will be applying sunscreen to all children over the age of 12 months when they go outdoors. You will be charged a seasonal fee for sunscreen. At the beginning of each season, we will be asking you to sign the sunscreen application form – there will be a sample of the sunscreen we use available for you to review. If your child has allergy issues, we will waive the fee and you may bring your own sunscreen.

Determination to go outdoors will be made using the “**Child Care Weather Watch**” temperature guidelines outlined by the Iowa Department of Public Health, Healthy Child Care Iowa. This guideline is used to determine if Heat Indexes are safe enough for children to play outdoors as well as how long it is safe to play outdoors.

We will provide spray-on sunscreen for children ages 2 and above. It will be a generic sunscreen with a minimum SPF of 45. Children 12 – 24 months will be provided with a generic lotion type sunscreen with a minimum SPF 45.

Parents will be given the opportunity to review the ingredients/label for each option with their medication monitoring sheet.

Parents have the option of providing an alternate sunscreen if there is risk of allergic reaction. At the beginning of the season, **two** bottles of sunscreen must be provided. These will be clearly marked with the child’s name and be used exclusively for that child.

Parent/Guardians must sign a Medication Monitoring Sheet agreeing to the application of the sunscreen and that their child is not allergic to it. This medication/monitoring sheet will be valid for one season.

Staff will document when sunscreen is applied daily as necessary. Generally this is at 9:30 am and 3:30 pm.

Sunscreen will be applied in a thick layer on all areas of exposed skin except eyelids, mouth and palms of hands prior to outside play.

Staff will reapply sunscreen every 2 hours if necessary (*if* outdoor play will exceed 2 hours after initial application).

Infants under 12 months of age will be kept out of direct sunlight by using shade, hats, or other cover-up clothing.

Food and Treats from Home

Many families love to share treats for their birthday or holiday celebrations.

We are making an effort to teach healthy food choices.

If you would like to provide a special treat for a celebration snack, we ask that you bring a healthy treat. Please **do not** bring cupcakes, cookies, sugary cereals, etc.! Also **do not bring snacks with nuts** (peanuts or tree nuts)!

So what can I bring?

Below is a list of suggestions....be creative!! Involve your kids in the process and see what they can come up with, it's a good time to have a conversation about nutrition and healthy choices! ☺

String Cheese

Cheese cubes and crackers

Whole grain tortilla chips

100 % Juice boxes

Trail mix (low-sugar cereal mixed with dried fruit or small crackers)

Teddy Grahams

Fruit cubes and cheese cubes (we make kebabs with them!)

Soft pretzels

Banana muffins, zucchini muffins (or bread)

Rice Krispy treats (they are a little higher in sugar – but low fat!) Whole grain soft tortillas and grated cheese (we make cheesy tortillas) Little boxes of raisins

Guidance and Discipline

Our approach to guidance and discipline looks at your whole child, not just the behavior. We will look at all the factors that may influence his/her behavior including hunger, sleep, frustration, lack of communication skills, etc. We work to understand the purpose and function of your child's behaviors, and we intervene in a positive way that is respectful of your child and your family. These interventions are designed to help your child have positive social interactions, develop friendships, learn new communication skills, and understand how choices impact consequences.

What does this “look like” in terms of guidance or discipline? Our expectations or redirections are stated in a positive way – rather than “get off the slide” or “We don’t hit!” you will hear our staff state “feet on the ground” or “please use your words.”

We work to develop positive and nurturing relationships with each child, with each family, and with each other. We also work to keep our classroom environments very supportive, so that children feel comfortable expressing emotions and frustrations in an appropriate way.

So what happens when your child does hurt another child? Sometimes a child needs a few minutes to cool down. When they are ready to talk, we discuss what happened – we ask them and let them tell us their version of what happened. We discuss how that might have made the other child feel and what we could do to “fix it”. We encourage your child to carry out these plans – maybe their friend needs a hug, or an ice pack – both are things your child can take care of. These conversations will always be held at a developmental level appropriate to your child. We always keep in mind that what a four year old is able to discuss, a two year old is not.

Your child will also be sent home with a behavior report indicating the altercation that occurred in an unbiased statement. You will be asked to sign this report and return it. This is a great tool to create conversation between you and the teacher about your child's behavior.

If your child's inappropriate behavior becomes a repeat offense then a meeting will be held with you, the director, and your child's teachers. The intention of this meeting is to brainstorm ways that we can influence your child's decision making in a positive way, causing them to become habitual in good decision making.

We believe that turning a child's behaviors around requires all of us, as a team, supporting and implementing good decision making! We are dedicated to turning every difficult situation into a training moment for your child.

If after a long season of implementing the ideas from the meeting, your child continues to be hurtful towards the teachers or other children in the class, Calvary does reserve the right to drop your child from our program.

We reserve the right to immediately drop a child from our program due to extreme or violent behaviors.

Parents may be asked to sign paperwork to call in outside help such as someone from Grant Wood Area Education Agency (GWAEA) or Child Alliance Response Team (CART).

Biting Policy

In even the best of programs, biting occurs among children. Typically it is between infant or toddler groups, but it is possible for it to happen among preschoolers. This is a very stressful situation for children, as well as parents and teachers.

Children bite for a wide variety of reasons....these can include:

- *Relief from teething
- *Exploring cause and effect ("What happens when I bite?")
- *Satisfy a need for oral-motor stimulation
- *Imitate other children
- *Getting attention
- *Act in self-defense

- *Communicating needs and desires - such as hunger or fatigue
- *Communicating or expressing difficult feelings - such as frustration, anger or over-stimulation

Repeated biting becomes a learned behavior, and it is hard to put a stop to it, because it does gain results for the child: attention, excitement, the toy they wanted, etc. We understand that it is a very difficult issue when a child bites – for both families.

Our staff try to prevent biting from occurring. Staff work at getting to know children in their care, as well as openly communicating with parents, so that they learn the child's signs of hunger, frustration, weariness, etc. This helps especially with our younger groups that have fewer verbal skills. We have more of a chance to anticipate what might set a child off, and step in before biting occurs.

Once a child has bitten, it is likely that they will continue to do so. Staff will offer child a teether that is attached to their clothing to alleviate any teething or sensory reasons for biting.

Staff will keep a closer, more intentional “eye” on the biting, learning to anticipate that child's actions before a bit occurs to prevent them from happening altogether.

Staff will keep the child who bites separated from the child they bite throughout the day.

Staff will respond to the child who was bitten first, making sure their needs are being attended to, and then respond to the child who bit.

The child who was bitten will have the bite washed with running water and soap, and then have an ice pack applied – generally for a minimum of 5 minutes, if possible.

The child who bit will have their mouth rinsed with clear water and then sit briefly near another teacher (a time to “take a break”) for a period of 2-5 minutes dependent upon the child's age.

The child who bit will apologize to the child that they bit, by way of words or hugs. An ice pack will also be provided by the child who bit for the child who was bitten.

A behavior notice will need to be viewed and signed by the parent, creating a conversation detailing how to remedy the behavior. An Incident Report will be viewed and signed by the parent of the child who was bitten.

When biting becomes a recurring problem, the director will meet with the staff supervising the group of children when the biting is occurring. Together they will discuss what has been happening and brainstorm ideas on how to prevent it. They may re-arrange the room, they may remove particular toys. It may be necessary to change the schedule to respond to hunger or tiredness. It also may be necessary to change staff supervision in the group, or require staff to attend more training. These strategies will be employed for several days to determine if they are effective.

If the biting does not stop, the Director will then meet with the parents of the child who is biting. The intention of this meeting is to brainstorm ways that we can influence your child's decision making in a positive way, causing them to become habitual in expressing themselves in an appropriate way.

Emergency Evacuation/Security

Our building is a secure building with a code system in place for access. Parents whose children are in attendance will be given a unique, individual code for entrance to the building. This code will only work during our hours of operation, 6:30am - 5:30pm.

Staff also have their own unique code for entering the building. Any other persons wishing access can only enter by ringing the doorbell for a staff person to open the door. If you are using your code and someone asks you to let them in – please don't! They can ring the bell OR you can tell a staff person when you enter that someone is outside the door.

Fire and tornado evacuation routes are posted near every door of rooms used by the childcare center. Also posted at every door and entrance/exit is a list of our Emergency Evacuation Procedures for earthquake, medical emergency, snowstorm, chemical spills, nuclear disaster, etc. A copy of these is available from the director.

Policy regarding Visitors to Preschool building:

As stated in our “Emergency Response Plans”:

It is the responsibility of every staff person to be aware of adults that belong in the building to aid in the general safety of children and others. If it is determined that a person in the building poses a threat, all children will be gathered into their own classroom near the wall away from the door and kept occupied with an activity while the director or other on-site supervisor secures the rest of the building. If necessary, any children occupying the fellowship hall will be evacuated out the side door and into the sanctuary building.

Faith Statement:

We believe in the inerrant Word of God.

The words of the LORD are pure words: as silver tried in a furnace of earth, purified seven times. Thou shalt keep them, O LORD, thou shalt preserve them from this generation for ever.

—Psalm 12:6,7

We believe that the Cross of Jesus is the power of God.

For the preaching of the cross is to them that perish foolishness; but unto us which are saved it is the power of God.

—1 Corinthians 1:18

We believe that Jesus was delivered to the cross for our transgressions and raised again by our Father for our justification.

Who was delivered for our offenses, and was raised again for our justification.

—Romans 4:25

We believe that salvation is a gift to us through God's grace and that the gifts of God are without repentance.

For by grace are ye saved through faith; and that not of yourselves: it is the gift of God: Not of works, lest any man should boast. For we are his workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.

—Ephesians 2:8–10

For the gifts and calling of God are without repentance.

—Romans 11:29

We believe that love is a fruit of the Holy Spirit.

Abide in me, and I in you. As the branch cannot bear fruit of itself, except it abide in the vine; no more can ye, except ye abide in me.

—John 15:4

But the anointing which ye have received of him abideth in you, and ye need not that any man teach you: but as the same anointing teacheth you of all things, and is truth, and is no lie, and even as it hath taught you, ye shall abide in him.

—1 John 2:27

We believe that the bodily resurrection of Jesus not only testifies of our atonement but also guarantees that there is a day of Judgement coming upon the whole world. Therefore, we look for Jesus to come and deliver the church from the wrath to come.

Because he hath appointed a day, in the which he will judge the world in righteousness by that man whom he hath ordained; whereof he hath given assurance unto all men, in that he hath raised him from the dead.

—Acts 17:31

We believe in the Lord's Supper as a remembrance of the finished work of Jesus.

For as often as ye eat this bread, and drink this cup, ye do shew the Lord's death till he come.

—1 Corinthians 11:26

We believe that marriage is ordained by God to be between one man and one woman. Therefore as a Body we observe the Biblical definition of marriage (see more below).

But from the beginning of the creation God made them male and female. For this cause shall a man leave his father and mother, and cleave to his wife; and the twain shall be one flesh: so that they are no more twain, but one flesh.

—Mark 10:6-9

We believe in the diversities in operations of the Holy Spirit by God.

And there are diversities of operations, but it is the same God which worketh all in all. But the manifestation of the Spirit is given to every man to profit withal.

—1 Corinthians 12:6,7

We believe in prayer.

Be careful for nothing; but in every thing by prayer and supplication with thanksgiving let your requests be made known unto God. And the peace of God, which passeth all understanding, shall keep your hearts and minds through Christ Jesus.

—Philippians 4:6,7

We believe that the New Testament teaches us not to neglect the assembling of ourselves together.

Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.

—Hebrews 10:25

HUMAN SEXUALITY STATEMENT

We believe in the creation and God as the Creator. We believe that God created man and that He created them male and female. As such, He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, homosexuality, and all other “sexual preferences” or “orientations” are unnatural, sinful, and unacceptable to God. We will not condone or recognize such same-sex marriages civil unions, or domestic partnerships even if the state passes laws that provide for recognition of such unions.

We believe that marriage is exclusively the legal union of one genetic male and one genetic female sanctioned by the state and evidenced by a marriage ceremony. We also believe that legitimate Biblical sexual relations are exercised solely within marriage. Hence, sexual activities such as, but not limited to, adultery, fornication, premarital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross-dressing, pedophilia and bestiality are inconsistent with the teachings of the Bible and the Church. Further, lascivious behavior, the creation, viewing and/or distribution of pornography and efforts to alter one’s physical gender or gender related appearance are incompatible with a true Biblical witness.

(Genesis 2:24; Matthew 19:4-6; John 4:16-18; Romans 1:18-32; I Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9; Galatians 5:19-21; Ephesians 5: 21-31).

Calvary Christian Preschool is a ministry of Calvary Community Church.

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My signature indicates that I have read, and understand all the items in the Calvary Christian Preschool Parent Handbook.

Parent or Guardian Signature

Date