

## **MISSION STATEMENT**

**Our Mission** is to guide and develop young minds with a Christian heart.

**Our Christian Program** is age appropriate and non-denominational. It covers the basics of the Bible and introduces children to Bible stories, prayer, Christian values, morals, and Christian songs.

We offer children's chapel on Wednesdays between 9:30 a.m. and 10:30 a.m. Please check your child's classroom schedule for their chapel time.

**Our Dedicated Christian Teachers** are trained in child development and are required to take 25 hours in continuing education classes yearly to better meet your child's needs. All staff is trained in First Aid and Infant/Child CPR.

Extra staff is provided daily for substitute teaching when needed.

**Discrimination:** It is unlawful for the Center and strictly against our policy to discriminate in the enrollment of children or hiring of staff upon the basis of race, color, religion, sex, or national origin.

## OUR PROGRAM

**Our Program** is developmentally appropriate and meets the needs of each child enrolled by offering:

- Developmental Learning Programs
- Small Classes
- Dedicated Christian Teachers
- Daily Activity Sheets
- Monthly Newsletters
- Weekly Children's Chapel
- Summer Camp

**Computers** are available throughout the day for individual time as well as class time in our pre-school classes.

**Gymnastics** classes are offered twice a week in our on site gymnasium. Children enjoy physical fitness that promotes building self-esteem while teaching them motor skills, tumbling, and games. There is an additional monthly cost for this service.

**Nutritious Meals:** We serve a nutritional breakfast, lunch, and afternoon snack. Children must arrive by 8:00 a.m. to be served breakfast.

Menus are provided monthly.

**After School Care** offers transportation from selected elementary schools. A nutritious snack is provided upon arrival.

Our After School curriculum includes assistance with homework, games, and activities. Children also enjoy free play in learning centers, as well as our outdoor playgrounds.

All children must register for this program.

**Summer Camp** is offered May through August for children ages 5 – 9.

We offer daily field trips at a minimal cost. Some of our activities include outings to the Witte Museum, Peter Piper Pizza, IMAX Theater, San Antonio Recreational Parks, swimming with lessons and a summer reading program at The Great Northwest Library.

Breakfast, lunch, and afternoon snacks are provided, as well as our Kids R Cooks program.

Our summer program is designed to keep children busy! Children enjoy our well-planned

curriculum and the many activities we offer on a daily basis.

All children must register for this program.

## **PARENT COMMUNICATION**

**Monthly Newsletters** are used to inform parents of ongoing events as well as birthdays and holiday closures.

**Posted Signs:** Periodically, reminder signs are posted on the front door and information table concerning events that may affect you and your children while at the Center.

**Daily Activity Sheets** are given to summarize your child's day.

**Parent-Teacher Conference:** Our biannual parent-teacher conference offers an excellent opportunity to view your child's activities and classroom setting.

**Special Care Instructions** are a form of written communication from parents to teachers. Any specific

requests about the care of your child should be written on this form and updated as needed. Our Staff will not be held accountable for verbal requests that can easily be forgotten. This form must be completed in ink with contact numbers, signature, and date.

## **ADMINISTRATIVE PROCEDURES**

**Our Center** director is Kim Webster. She can be reached at 680-5474 or by appointment. We are open from 6:30 a.m. to 6:30 p.m. Children must be dropped off by 9.00 a.m. to be accepted for the day. (Children dropped off after this time will need a doctor's note.) Monday - Friday. We have an open-door policy at our Center, which allows you to come in and visit at any time. We will be glad to give you a tour!

**Registration and Supply Fee** is paid twice a year, in January and July. A two months grace period, with no payment due, will be given to families starting before the scheduled re-registration dates.

**Tuition** is due in advance on the Thursday, or the last day of the week, prior to the week of attendance. A late fee of \$20 will be applied to all accounts not paid in full by Friday. Since we do not use a contract, your timely tuition continues to hold your child's placement at our Center. We will be unable to accept children on Tuesday for whom tuition is delinquent at this time.

1. **Late Pick Up Policy:** Our fees will be assessed for late pick up. There is a dollar per minute fee for each child picked up after 6:30 p.m. Parents of children not picked up by 6:35 p.m. should call to inform us of your arrival time. If there is no contact, parents will be called as well as emergency contacts, to have your child picked up. obligation. **As a courtesy at our discretion we offer the following payment arrangement that is still conducive to our budge.**

Late pick- up payments is due at arrival or no later than the end of the week.

**Referrals** are our parent's way of showing that we are doing a good job. Thanks for your continued faith in our ability to serve you and your family.

Returned checks will be assessed a \$25.00 NSF fee. Payment will only be accepted in cash. Accounts with more than two NSF checks in a six months period will need to make cash payments for the next six months

**All tuition is non-refundable once received.**

Returned checks will be assessed a \$25.00 NSF fee. Payment will only be accepted in cash. Accounts with more than two NSF checks in a six months period will need to

**Drop-ins** are charged on a daily basis. There are **no discounts** given for this service. Children must be at least three years of age and fully potty trained. **No exceptions.**

**Discounts** of 10% are given on all additional siblings enrolled in our Center.

**Tax statements** showing the amount paid for the year are given in January on accounts paid in full. For children no longer in attendance, please forward a

self-addressed stamped envelope to receive your child's statement by mail.

**Absentee Notice:** Because we care, we would like to be informed as to why and when children are out. If due to illness, we would like to be alerted to any contagious condition. Your call will also help in meal preparations and any classroom adjustments that may be needed. **We thank you for your courtesy!**

**Personal and Vacation Time:** One week is offered all together or one day at a time at 50% discount after a year of attendance. Two weeks approved notice is required.

**Holidays** are paid at full price by everyone; this includes children on vacation. Closures are as follows:

**New Year's Observance (two days)**

**Martin Luther King Observance**

**Memorial Day**

**Independence Day**

**Labor Day**

**Veterans Day/Teacher Training (two days)**

**Thanksgiving Observance (two days)**

**Christmas Observance (two days)**

**Early Dismissals:** To meet our recommended annual training hours, the Center may close early periodically so teachers can attend continuing education classes. Notices will be posted at least one month in advance to make you aware of early closures.

**Day Care Fees:** (see brochure)

## **POLICIES**

### **Arrival Time:**

All children must arrive by 9:00 for attendance of the school day. Children will be received with a doctor's note after this time.

**Updating records:** It is of utmost importance that parents can be reached throughout the day. If you have moved or changed jobs since our last registration period, please let your child's teacher know. We can update our records with any change in address and work or home telephone numbers.

Additionally, it is best to have at least two emergency contact persons with different phone numbers from

your own. As much as we'd all like, we cannot always be available during day care hours.

**Remember to update any shots records as needed.**

**Signing In** should be one of the most important parts of your morning routine for several reasons:

- 1.) The State Licensing Department uses our attendance sheets as a form of record keeping.
- 2.) Totally the daily food count.
- 3.) For CCMS attendance and record keeping.
- 4.) Finally, the most important reason is their usage for roll call after a fire drill or actual fire, to assure everyone is accounted for, and out of the building. **Please make it one of your daily habits!**

**Sick Child Policy:** Parents and/or emergency contacts will be notified in cases of illness, and a 60-minute time frame is allowed for pick up. One or more of the following symptoms defines illness:

1. The child cannot participate comfortably in facility activities.

2. The child has any of the following:  
armpit temperature 99.4 degrees or greater  
lethargy, uncontrolled breathing, uncontrolled
3. The child has been diagnosed with a  
diarrhea, vomiting illness  
(2 or more episodes in 24 hours), rash

with fever, mouth sores with drooling, wheezing, or unusual behavior change.  
communicable disease, until medical evaluation determines that the child is no longer contagious and is able to participate in the facilities activities.

**Medication Policy:** Proper medication forms **must be completely filled out** by a parent and doctor (if necessary). This form is only good for the week, Monday through Friday. Medications needing refrigeration will be kept in the refrigerator. The administration of medication is a courtesy and will be offered at a minimally needed dosage. All prescription medication must be in its original container with your child's name and a current date.

**Toy Policy:** Because sharing is a social skill that all children have not yet mastered, we ask that all toys be left at home. Toys brought to the Center will be set aside for parents to pick up at the end of the day, and will not be the responsibility of the Staff or Center if lost.

**Discipline Policy:** We believe in a positive approach to discipline. As children become familiar with the rules, they will understand the importance of following them. Before unacceptable behavior occurs, we will use verbal directions to clarify specific rules. To encourage appropriate behaviors, we use the following methods:

- ✓ Explain the rule to the child at his or her level of understanding.
- ✓ Use of incentives to reinforce acceptable behaviors. Redirect the child to another activity.
- ✓ Remove the child from the problem area.
- ✓ Separate the child briefly from the group

**No Fight Policy:** We do not permit children to hit one another at our Christian school. This is based on WWJD (What Would Jesus Do)? We believe He would call to His friend's attention their wrong doings and then talk about why and what they could have done differently.

**Suspected Child Abuse and Neglect:** Every employee of our Child Care Center is required by law to report their suspicions of child abuse or child neglect to the Department of Human Services.

**Clothing Policy:** Clothing for all children should be selected with the following in mind: being a child can be very messy. Please send your child in clothing that is comfortable and will not be damaged by paint or other activities. Be sure to send extra clothes that are labeled with your child's name. Please clean and return borrowed Center clothing promptly.

**Releasing Children:** Children are to be released only to persons specified on enrollment information. All people picking up children should have photo

identification to enable staff members to properly identify them. Under special circumstances a parent may call and verbally give permission for a person who is not on the list to pick up their child

**Please inform us of alternate pick-up persons.**

A time out may be used if a child is endangering himself or others by repeated negative. Most children, after a few moments of behavior sitting quietly, are ready to rejoin the group.

### *Late Fee Tuition Payments:*

**It is our policy that tuition be paid no later than Friday or the last day of the week before the week of attendance. All tuition received after this time period Must include a \$20.00 late fee for tuition to be considered paid in full for the week. For children whose tuition does not include a \$20.00 late fee, tuition will cover Monday through Thursday Only! These children will not be able to attend Friday until the late fee is paid in full.**

## Medical Emergencies

If your child is seriously injured, CPR and/ or the appropriate First 911 will be contacted immediately for assistance. Information given in your enrollment Packet will be used at this time.

### **Non-Sufficient Fund Return Check Policy**

Parents will be notified immediately concerning any check returned for NFS. Returned checks will be assessed a \$25.00 NSF fee. Accounts must be paid within 24 hours of notice or a \$10.00 per day charge will be incurred until account is brought current. Payment will only be accepted in cash. Accounts with more than two NSF checks in a six months period will need to make cash payments for the next six months. Children are not to be in attendance while account is in delinquent.

**All tuition is non-refundable once received.**

### *Post-Dated Payments:*

1. **We can accept a post-dated check for no more than *seven* days from the date tuition is due. No temporary checks or out-of-state checks will be accepted. *Check-holders must provide proper photo I.D.***
2. **Your post-dated check must include *all* funds necessary to bring your account current at the time of deposit. Be sure to include payment for the post-dated week's tuition, a \$20.00 late fee and tuition for the week of deposit.**
3. **Since we do not use a contract, your timely tuition continues to hold your child's placement at our Center. We will be unable to accept children on Tuesday for whom tuition is delinquent at this time.**

## Parental Notifications

Parents will be notified in person, by phone, in Writing, and /or through the use of bulletin cards and parent notification boards:

1. If the child is injured and the injury requires medical attention;
2. If the child has a sign of symptom requiring exclusion from care;
3. If the child has been involved in any situation that Placed the child at risk;
4. If any situation renders the center unsafe;
5. If a less serious injury or incident takes place, the parents will be notified at the time of pick up;
6. If there are any changes to any policies or parents will be notified at the time of pick up;
7. If there is a change in the staff working with your child on an everyday basis.
8. If there is an outbreak of any communicable disease.

## **Hearing and Vision Requirements**

The Special Senses and Communication Disorders Act,

Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child-care center that are first time enrollees who are four years of age and for all children enrolled in programs who are four years of age by September 1 of each year. These screenings must be completed within 120 calendar days from enrollment.

## **Immunization Requirements**

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institution of Higher Education. This requirements applies to all children in care from birth to 17 years of age.

A present screening that has been conducted within one year prior to enrollment is acceptable. The school must be provided with the individual vision or hearing screening, or must provide the school with a signed statement from the parent that the screening records are on file at the school the child currently attends. The statement must be dated and include the name, address, and telephone number of the other program or school.

## **Water Activities**

During the summer months, children will take part in water activities.

All children will be supervised during water play at all times. If you do not wish for your child to take part in water activities, please notify us.

These water activities will include sprinkler play.

No child will use the sprinkler equipment on or near a hard, slippery surface

## **Enrollment Procedures**

Each and every enrollment form must be filled out completely and returned to the office before any child is permitted to attend daycare. These forms include: enrollment agreement, admission information, statement of health, immunization records, hearing and vision screening, medication policy and discipline and guidance policy. Parents will be provided with a copy of the Operations Policies at the time of enrollment.

Parents must sign that they have read and understand all policies. If any policies or procedures are changed, the parents and guardian will be provided with a written notice of this change and will be asked to sign another statement that they have read and understand the changes that have been made. Changes will also be posted on the parent information board.

## **Questions and Answers**

Parents are encouraged to approach the director with any questions or concerns. Parents are welcome to

make an appointment with the director to review and discuss facility policies and procedures. If the director is available, you can attempt to speak with him/hear any time you are in the facility at (210) 680-5474.

## **Minimum Standards**

You have the right to review a copy of the Minimum Standards for Licensing Child-Care Centers and the most recent inspection report. Please contact the director to review these documents.

## **Our Visitation and Observation**

Daycare center has an “open door policy”. Parents are welcome to visit and observe our groups at any time.

Observers are expected to respect the children and their schedule by not interrupting in their activities and lessons.

If it is seen that the presence of any guest is causing a disruption to the class, you may be asked to leave.

We encourage parental involvement. If we are looking for volunteers for any special events, parents will receive a form to sign up to partake in that particular event. If a parent wishes to be involved in any other day to day activities please see the director.

Local Family and Protective Services (FPS) office

3635 S.E. Military Dr.  
San Antonio, Texas 78223  
0990  
(210) 337-3399

P.O. Box 23990 MC 278-5  
San Antonio, Texas 78223-  
(210) 337-3399

FPS Website: [www.txchildcaresearch.org](http://www.txchildcaresearch.org)

Child Abuse Hotline: 1-800-252-5400

**Contacting the Local Licensing and Family and  
Protecting Services Office**

**SPECIAL EVENTS**

**Picture Time!** No need to worry about making an appointment at a studio to get a great picture of your little one. Life Touch Pictures will be coming to our Center to take photographs of the children and any member of the family that wishes to take one in March and October. The sitting time is from pictures have proven to be a keepsake item that you can share with friends and family. Your purchase will also help benefit the children. Life Touch will donate 25% of the sales toward improvements throughout the Center.

7:30 a.m. until 9:00 a.m. Dates scheduled will be announced.

We ask that parents wanting to be present for the sitting and needing to leave for work, please come early and let the staff know of your request.

Parents are asked to volunteer their time in the morning to help manage the children as they wait for their turn to be photographed and changed into their play clothes.

Life Touch will have the pictures ready for viewing three weeks after the shooting. These

**Class Group Pictures** are taken in April and available in May for pick up.

**The “Great Book Exchange”** Every Christmas the children exchange books and give the gift of reading to one another.

Importance of giving and the significance of books in our lives.

Each parent is required to donate a designated amount to help buy a book for your child to exchange you.

All parents are asked to participate so that everyone benefits. We believe that being read to should be an important part of every child’s early years. With this gift we introduce the children to the.

**Thanksgiving Luncheon:** Our Pilgrims and Indians Children’s Program sponsored by our

pre-schoolers takes place on the Wednesday before Thanksgiving.

Our staff prepares a Thanksgiving Feast for our children and their guests to enjoy. Everyone is welcome!

**Christmas Pageant:** Our annual Christmas Pageant is held for our pre-school parents in December. Details about the program are given in November. Everyone is invited!

**Fundraisers** are used to supplement the many underlying costs needed to provide quality childcare. With the additional funds we are able to help minimize this cost to you.

**All parents are asked to participate so that everyone benefits.**

**Halloween Party:** A Place For Kids celebrates an annual Halloween Fun Festival on October

31 or the last day of attendance closest to this date. We will dress all of the children at school, including infants, so please bring your child's labeled costume in the morning.

The party will start with some snack foods and drinks, and then the trick-or-treating begins.

The children go from class to class for special treats and maybe a few surprises.

Please sign up to bring goodies. We also need volunteers to help out, so if you are available please let your child's teacher know. Our goal is to provide a safe and fun experience for each child. Thank you!