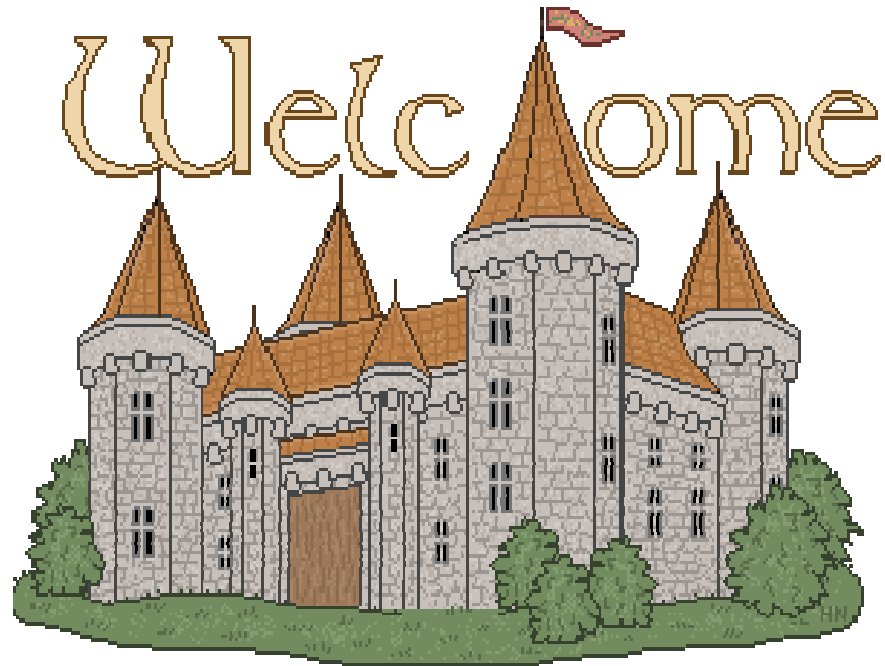


FAITH & PATIENCE CHIDCARE
HANDBOOK



“The adventure begins here...”

I. Introduction

FAITH & PATIENCE daycare and academy mission is to provide a secure, nurturing, loving and stimulating environment that encourages and promotes development growth in all areas of learning as well as help children to develop to their fullest potential.

FAITH & PATIENCE philosophy is to provide a fun, safe, and enrichment environment that encourages children to achieve their full potential at their own pace. As teachers and caregivers of your child, we are here to provide them with the best possible care and give them the best learning experiences. The program will help your child develop self-confidence, self-discipline and independence while learning to respect others.

In addition, **FAITH & PATIENCE** recognizes that every child is unique; therefore, we will offer an environment that will give them freedom to imagine and discover their ability to learn and grow.

II. Policies and Operation

A. **FAITH & PATIENCE** operates Monday through Friday 6:30 a.m. to 5:45 p.m. and offers full-time, part-time and drop in care.

B. Child/Staff Ratios:

	Ratio	Max Group
• Infants	5:1	10
• Toddlers	6:1	12
• Preschoolers	10:1	20
• School age	15:1	25

C. Arrival and Departure:

When arriving at the daycare, parents need to allow enough time to assist their child(ren) to their assigned rooms. Upon arrival or leaving, a parent or guardian must escort the child in and out of the daycare and signing the “in and out” log each day.

We have an open door policy for authorized parents. Parents are welcome to visit the center at any time. However, we ask that you take into consideration of the children’s daily schedule when you visit.

Late arrivals...parents are responsible for children’s breakfast, lunch and snack if arriving after scheduled times.

D. Health

It is our duty to inform parents of precautions that we take to prevent the spread of communicable diseases. In order to protect the other children, we appreciate your cooperation in carrying out these policies.

If your child has any of the following illness they are required to stay home:

- Fever of 100 F/38.3 C or higher
- Diarrhea
- Vomiting or nausea
- Runny nose with yellow or green discharge
- Discharge from eyes or ears
- Head Lice...needs to be treated by a doctor.
- Shortness of breath, wheezing and/or persistent cough
- Sore throat

E. Dress Code

It is very important that children dress safely and accordingly to the weather. Clothes should fit properly. Clothes to tight can cut off circulation and clothes that are loose can cause an accident.

Many of our activities involve paint and glue. Play clothes are suitable for the center.

NOTE: Flip-flops, small toys not age appropriate; jewelry and change in pockets are not allowed.

F. Daily Centers and Schedule

1. Each day the children will participate in all aspects of development. We will have activities that help children think and reason. Each centers focuses on all forms of development (social, physical, language and intellectual/cognitive and communication skills).
2. The center areas are as follows: **ART, SCIENCE, DRAMATIC PLAY, MUSIC, READING, BLOCKS and WATER & SAND.**

3. Daily Schedule

6:30-7:20 welcome, sign in sheet

7:30-7:45 Daily Devotion*

8:00-8:30 breakfast (will not be served after 8:30)

8:30-8:45 Restroom time

9:00-9:30 Circle Time (theme of the month)

9:40-10:15 Arts & Crafts

10:30-11:00 Science or Dramatic Play or Outside Play

11:15-11:25 Hand washing, restroom time, preparing for Lunch

11:30-12:00 Lunch

12:15-12:30 Hand washing, restroom time

12:30-2:30 Naptime

2:30-2:45 Restroom, hand washing, preparing for snack

3:00-3:30 Snack

3:30-4:45 outside Play

4:45-5:30 Free Play

5:45-Close

*Faith and Patience Childcare is a faith-base facility; therefore, daily devotion is required to honor our Lord Jesus Christ asking for guidance, strength, to be obedient and help us to love one another each day.

*Toddlers are not forced to go to sleep; however, they are to remain quiet on their mats.

Infants are placed on their backs during nap-time. In some cases an alternative sleep waiver may be given by the doctor for medical reasons.

G. Medication

Administering medication is an option we choose to do and is not required by law. Medication will be given at lunchtime. All other times should be given at home. Medication will not be administered without parental consent in writing and/or note from the child's physician. Medication must be given to a teacher upon arrival. Please do not leave medication in bags.

Prescribed medication must be in the child's name (not the child's brother or sister's name.) Over the counter medication must be for the age of your child. If it states for children over 3 and your child is not 3, than the staff will not give any medicine to your child. It will need to be noted by the child's physician.

H. Nutrition

We provide nutritional balanced meals and snacks. Meals are posted on the Parent's Board weekly. If your child is allergic to any food that is posted on a particular day, it is the parent (s) responsibility to bring lunch or breakfast for that child on those days. Families who are vegetarian, have cultural or religious limitations on certain foods must indicate it on the enrollment application and provide their child breakfast, lunch and snack for those days.

Infants: Parents of infants must provide formula, jar food (not open) and bottles. Your child's name must be on all bottles and containers. Children over 1 will be served in a sippy cup.

Nutritional balanced lunch will consist of one meat, two veggies, bread and fruit served with milk or 100% juice. If your child is allergic to dairy foods (milk, ice cream, pudding, etc...please get a doctor's note or a parent written statement to be put in his/her file.

Parents, if you would like to treat your child's class with treats, please see the lead teacher to get a head count to eliminate any conflicts between students.

I. Weather Watch

The safety of all children is the first concern of the program when decisions are made about whether schools must be closed or delayed because of weather conditions.

Here are some important things to remember:

- * The decision to close the preschool or after school care will be made no later than 5:30 a.m.
- * Call the daycare to here the announcements.
- * If CMS schools is closed or dismissed early because of weather conditions, the after-school will be cancelled for that day. When weather conditions become hazardous during the daycare and after school care we encourage parents to pick up children from the daycare as early as possible.

I. Annual Registration

Single.....\$55.00
Family.....\$75.00
Wait list fee.....\$30.00. It applies to the annual fee and is non-refundable.

The annual registration fee is due upon enrollment and anniversary date.

Full-Time Fees: 5-days

6weeks-23months.....\$150.00
2yrs-3yrs.....\$140.00
4yrs-5yrs.....\$115.00

Elementary (Kindergarten-5th grade)

After School care.....\$75.00
School Age (full-days).....\$110.00
Summer Program\$115.00

NOTE: The summer program requires a separate yearly enrollment. A deposit total consisting of an activity fee, T-shirt and field trips of \$135 and one week's tuition (non-refundable) is due by May 1st. A deposit of one week's tuition (non-refundable) is due by Aug 1st for children enrolling in the after-school program. The one week's tuition will be applied to the last full week of the summer camp and/or after-school program.

Part-Time Fees: 3-days

6weeks-23mos.....n/a
2yrs-3yrs.....\$95.00
4yrs-5yrs.....\$85.00
After School.....\$50.00
School Age: teachers workday.....\$25/per day
Summer Program.....\$75.00

*Part-time spots enrollment is for 3 days only. 2 days or less will be at a daily rate. Four or more days is considered full-time care.

Late Pick-up:

Faith & Patience closes at 5:45 p.m; therefore, children must be picked up on time. There is a late pick-up fee of \$1.00 per minute per child.

Late Tuition payment:

Tuition is due every Friday. A \$15.00 late fee will be charged if payment is not received by close of business. If tuition is not paid by 8 a.m Monday, attendance will no longer be permitted and your spot will be released to a child on the wait list.

Waiting List

The waiting list is non-refundable. Your name will be removed from the list after the third attempt to offer you a spot.

Whether your child is out for one day or a week, tuition is due on Fridays. If for any reason you chose to withdraw your child from the program a two week **written** notice is required.

Sibling Discount: \$10 discount applies to 2nd and 3rd child only when children are enrolled full-time.

Vacation Discount: Two weeks vacation each year is awarded to customer who has been enrolled for 48 consecutive months or more. This applies as long as your child attends zero days during the vacation weeks. Each week your tuition will be at ½ price.

Method of Payments:

Weekly payments: cash, check, money order, website electronic bank draft

Monthly payments: cash, money order, website electronic bank draft.

Returned Checks: If your check is returned for any reason, a \$25.00 charge will be added to your account.

Holidays: New Year's Eve, Martin Luther King, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving (Thurs & Fri), Christmas Eve and day.

NOTE: If a holiday falls on a Saturday, we will be close the Friday before. If a holiday falls on a Sunday, we will close the following Monday.

II. Discipline Policy

At Faith & Patience we have put together a disciplinary policy that will help our center run smoothly with the cooperation of the parents and staff. Our first action towards negative behavior is to promote positive reinforcement. Time-out or loss of privileges is used only when it is necessary. In certain circumstances, it may be necessary for the Director or Administrator to decide whether to terminate a child's enrollment from the center. The decision would be based on what is in the best interest of that child, the other children in the classrooms and the overall operation of the center. The termination of enrollment may be the result of the following:

- Non-payment of Tuition
- Medical records not updated in allotted time given
- Chronic bitter
- Out of daycare more than a week without notification
- Continues behavioral problem such as: biting, pushing, hitting and spitting, throwing toys or disrespecting the property, staff and classmates.