

Parkville Nazarene Christian Daycare Parent Handbook

"Prayer and Loving Care... That's
what we do!

8510 Fowler Avenue

Parkville, MD 21234

410-661-0221 (phone)

410-661-0244 (FAX)

daycare@parkvilledaycare.org

www.parkvilledaycare.org

Objectives, Programs, and Policies

Introduction and Overview

Parkville Nazarene Christian Daycare is a care-giving center that provides a safe, spiritual and educational solution to working parents and their families. When a parent must work full or part-time we understand the difficulty in finding an environment where your child will be safe, and can grow. We strive to provide a child-oriented Christian environment for your child to develop spiritually, cognitively, emotionally and socially.

OUR MOTTO: Prayer and Loving Care... That's what we do!

How We Help Your Child

We help your child develop positively by offering an atmosphere where children have the opportunity to learn good social skills, academic lessons, and appropriate behaviors. The children develop positively through...

Play by expressing their ideas and feelings, exploring the world around them, and solving child-sized problems.

- Learning about the world around them, and about the basic concepts of God and Jesus.
- Experiencing safe but challenging activities, and,
- Observing the love and care that our teachers show each and every child at our Daycare.

Our center is equipped (but not limited to) with areas such as blocks, house keeping, books, puzzles, music, art, games, science, swings, sand boxes, water tables, playhouses, and slides. Your child participates during the day by building, talking, questioning, reading, listening, drawing, painting, running, swinging, hopping, climbing, mixing, pouring and playing make-believe.

All in all, your child will have great fun as they learn at our Daycare.

How We Help Your Family

In all of our teaching, we will reinforce to your child how valuable his or her family is. We would like for our Daycare and your child's experience here to be the next best thing to his or her home life.

To help your family financially, we will do everything we can to keep tuition costs the lowest in the Parkville area. In addition, you will receive a \$50 discount off of one week's tuition when a person you recommend enrolls their child at our Daycare. Also, if you attend our church on Sunday morning along with your child (ren), you will receive a \$10 credit toward the next week of tuition.

Because your child attends chapel once each week, he or she will learn some of the basic concepts about Jesus and His love for them. Because God loves them, and because YOU love them, and because WE show them our love for them, your child develops (hopefully) an attitude of love toward others. This just has to help your family life, wouldn't you agree?

Finally, the Pastor of our Daycare and Church, Dr. Neal Gray, is available — at no extra cost — to help you with counseling, weddings, funerals, spiritual teaching, and prayer for your family.

We Promote Good Behavior

ENCOURAGING GOOD DISCIPLINE

Children learn by example. Therefore, adults serve as positive role models. Adults in the Daycare will develop positive relationships with children by expressing interest in each child and his or her activities. Hopefully, children will then want to model positive adult behaviors.

PRAISE ME! REWARDED BEHAVIOR IS REPEATED!

The staff will "catch children being good." Encouragement and praise will be the basis of our discipline policy.

FUN, FUN, FUN!

Children learn by playing. That's how they learn! And you can count us to fill your child's day with lots of fun time. Of course, there will be the serious learning times, too. And there will be social times to learn how to get along with others, how to eat with good manners, and so on. But, we're going to have fun here at Daycare!

Bottom Line About Our Daycare Staff and Practices

Beginning with our Director, Ms. Anne Marie T. Brady, and with all of her staff, your child will receive premium "TLC," (Tender Loving Care)!!!

Typical Daily Schedule for Preschool

6:30am	Children arrive; preschool is combined for free play. Breakfast is served until 8:30.
8:30am	Children are divided into classrooms, free play/ group activities
9:00am	Clean up
9:15am	Prayer, Snack time; puzzles/ books
9:45am	Circle time/ lesson
11:00am	Gym/ outdoor time
11:45am	Clean up/ wash up
12:00pm	Prayer, Lunch time
1:00pm	Bible Stories, sometimes videos and then Nap-time
3:00pm	Wake up/ book time
3:15pm	Prayer, Snack time
3:30pm	Gym time
4:00pm	Free play/ outside time/ afternoon craft
6:00pm	Closing

* Chapel service will be held each week.

Typical Daily Schedule for School Age (afternoon)

3:30pm	Arrive to Daycare from school/ free play
4:00pm	Prayer, Snack time
4:30pm	Homework time, Puzzles, reading, Quiet games
5:00pm	Gym time/ outside time
6:00pm	Closing

* Chapel service will be held each week.

Enrollment Procedures

REQUIREMENTS FOR ENROLLMENT

1. **\$75.00** non-refundable enrollment fee
2. Enrollment Contract signed and returned.
3. Health Inventory filled out by both the parent AND the child's doctor- including immunization record and lead screening
4. Emergency Information Card filled out and signed
5. "Getting to know you" form for children ages 6 weeks- 2 years.

******* All paperwork must be received *****
***** before your child may attend Daycare. *******

WHAT TO BRING (ages 2 and up)

1. A complete daily lunch for your child (or children) — lunches are not allowed to be heated, and will be kept in the refrigerator. Please note that the Daycare provides milk and snacks each day; milk is served at lunch, snacks and milk are served in both morning and afternoon snack-time.
2. A complete change of clothes, including socks. This is required for ALL preschool children and recommended for school age children, especially during the summer. Clothing **may not** be kept in any type of plastic bag, so please bring in a canvas tote bag or a plastic container (consult with your child's teacher for her or his preference).
3. Small pillow, pillowcase, and 2 blankets or sheets for rest-time (**preschool/pre-kindergarten only**). Please make sure to label ALL items with your child's first and last name.
4. Diapers and/or Pull-ups, and wipes if your child is not yet potty trained.

WHAT TO BRING (6 weeks- 2 years)

1. The parents must provide all food and drink. Bottles must be pre-made and labeled with child's name and date.
2. Diapers, wipes, and any creams or lotions that your child may need.
3. "Play yard" size crib sheet (one will be provided as part of your \$50 enrollment fee) and a thin blanket- no pillows, quilts, comforters, or bumpers are to be used inside the cribs per Maryland State licensing requirements.
4. Extra Clothing- each child will have their own bin so multiple outfits may be left. Please make sure to update clothing each season.
5. Immunization forms must be updated as soon as shots are administered.

**** Parents of children ages 6 weeks- 24 months are required to fill out a daily form each morning when their child is dropped off. This includes feeding times and what foods are to be given at each meal. Please see teachers for further information. ****

PAYMENTS

Payment for all children must be received prior to care given. Payment is due on Fridays for the upcoming week. If payment is not received on time, a late fee of \$25.00 will be charged on Monday. If payment is over one week late, children will not be allowed to attend Daycare until payment is made.

Please refer to Rate Sheet for our rates. (See the last page of this handbook.)

If there is a returned check for non-sufficient funds, we charge a \$35.00 returned-check fee, due and payable immediately.

SPECIAL CHURCH ATTENDANCE DISCOUNT

If you and your family already attend church, then great! But, if you have been thinking about attending church, and you don't already, then Pastor Gray and the Parkville Church of the Nazarene people invite you to worship with us. The Sunday school begins at 10:45 a.m., and our Worship service is at 11:00 a.m. Also, if you attend our church on Sunday morning along with your child (ren), you will receive a \$10 credit toward the next week of tuition at the Daycare.

General Policies

HOURS OF OPERATION

The Daycare is open Monday through Friday, from 6:30 a.m. until 6:00 p.m. and our Infant/Toddler program is open from 7:30 a.m. until 6:00 p.m. If your child comes before 8:30 a.m., you may bring in a breakfast for them. Breakfast items, (for example, a box of cereal or Pop-Tarts, etc.), need to be brought in a labeled, plastic container; the container can remain at our Daycare center throughout the week. The Daycare provides milk at no extra charge.

Children must be picked up not-later-than closing time, i.e., 6:00 o'clock p.m. We charge a \$1.00 per minute late fee for all children not picked-up by 6:00 p.m. Please call the Daycare if there is an emergency; and let us know that you will not be here by closing time.

DAYCARE CLOSINGS

The Daycare will be closed for the following major holidays:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- The day after Thanksgiving, and,
- Christmas Day.

If the holiday falls on a Saturday, the center will be closed on the Friday before. If the holiday falls on a Sunday, then the center will be closed on the following Monday. If Christmas falls on a Tuesday, the Daycare will be closed on Monday and Tuesday. If Christmas falls on a Thursday, then the Daycare will be closed on Thursday and Friday. If Christmas falls on a Wednesday, then the Daycare will be closed on Wednesday and Thursday

(Christmas and the day after Christmas). The Daycare closes at 4:00 p.m. on New Year's Eve and Christmas Eve. We are open on most snow days. It may be necessary to close if there is a loss of power or water.

Please note that all regular fees will still be due regardless of closings

DISENROLLING FROM DAYCARE

If you decide that your child will no longer attend our Daycare, you must give the Daycare at least 2 weeks notice **IN WRITING**, or you may simply pay the extra 2 weeks. It is not acceptable to take your child out for 2 weeks vacation and then re-enroll them. We keep our rates low and thus depend on payment for vacations, holidays, etc. You will receive a refund if you give 2 weeks notice and have paid for more than that amount.

CHANGING YOUR CHILD'S SCHEDULE

If you need to change you child's schedule at our Daycare, you must give the Daycare at least 2 weeks notice **IN WRITING**.

CHILDREN WHO ATTEND PART-TIME

Children cannot change scheduled days without paying for the extra day. Please make sure to notify both the Director or Assistant Director, and also your child's teacher of the upcoming change. Children must have the same schedule every week.

SIGN-IN AND SIGN-OUT

Parents must sign their child in and out on a daily basis. The Daycare will be responsible for your child once he/she has been signed in and until he/she has been signed out. Sign-In and Out sheets will be with the teacher at all times, whether in the classroom, gym or outside. If your child is to be picked up by anyone who is not listed on the emergency information card, the Director or Assistant Director and the child's teacher must be notified in writing. **PLEASE NEVER LET THE CHILD ENTER OR EXIT THE CENTER UNSUPERVISED!**

ILLNESS

The Daycare cannot care for children that are ill. Children who have a fever (100 degrees or over), an earache, severe headache, persistent coughing, pink eye, a rash, diarrhea, vomiting, head lice, or other symptoms of acute, contagious, or communicable illness will not be permitted to attend. Under such circumstances, the parent will notify the center of the child's illness and make other childcare arrangements. If such symptoms arise while the child is in our care, the parent will be notified immediately so that arrangements can be made for the child to be picked up by the parent or other authorized person.

Children must be free of symptoms for 24 hours before returning to the Daycare unless written consent is signed and returned by the Doctor.

Please be advised that if your child is well enough to be at the center, then he/she will be expected to participate in all activities, including gym time. If a child is well enough to attend Daycare they are well enough to go outside as well.

DRESS

A very important part of a child's development is play, and in the fun of playing, they will get dirty. Please keep that in mind when dressing your child for Daycare. If your daughter is wearing a dress, please have her wear a pair of shorts under it. If your child likes to wear sandals or dress shoes, please bring an extra pair of tennis shoes for gym time and outdoor play. Close-toed shoes are required for these activities for safety reasons!

During the winter months, children will be taken outside so it is imperative that you send the proper outerwear with your child. These items include hats, mittens, heavy coats, etc. Parents will need to update their child's change of clothing with the seasons (don't forget socks and underwear).

Your child will go outside everyday, except in extreme weather conditions. This includes infants and toddlers!

ABSENTEE POLICY

Please notify the Daycare when your child is absent. If a child is ill for 3 or more days and under a doctor's care, a doctor's release note will be required for re-admission. If the child doesn't see a doctor, the parent can write a

note for re-admission, stating the nature of the illness – except in the case of communicable diseases as stated in the above section.

Parents of school age children: Please notify the center if your child will not be returning to the center on the afternoon bus.

SNOW DAY POLICY

Please call the Daycare by 9:00 a.m. on snow days if you will be bringing your child in. If there are less than 5 children at the Daycare center by 10:00 a.m. on a snowy day, the center will close at 10:00 a.m. We will then phone the parents or guardians, and we will remain with your child until he or she is picked up.

GIVING MEDICATION

If medication or special diets need to be given or followed, the following requirements are necessary:

1. The prescription or non-prescription medicine must be brought in its original container.
2. Written instructions must be given from the person who prescribed the medication (such as a doctor's note). Instructions on the prescription's container label are acceptable.
3. The child's name needs to be clearly labeled on the container.
4. Medication must be stored in a locked box, which the Daycare provides. We can also store the medication in the refrigerator if necessary.
5. A parent must provide written consent (on our "Medication Permission Form") for us to administer the medicine. Medications other than acetaminophen (Tylenol) and topical medicines may only be administered once without a doctor's note.
6. The Daycare shall maintain a log of when medication was given and who administered it.
7. If a special diet is prescribed for a child and if the diet is to be administered to the child while at the center, the parent must provide a written set of instructions and written consent. These instructions and consent shall be retained in the child's file.

ACCIDENTS

If a child is injured while at the Daycare, the staff — according to Maryland Department of Education Childcare licensing procedures — will administer first aid to that child. An accident form describing the accident and any treatment will be given to the parent, and a parent-signed copy of the accident form will be placed in the child's file.

If a child is injured to the extent where we think a parent should be notified, we will immediately ask the parent to come and look at the injury.

If in the estimation of the Director or any staff member, the child needs to be seen at the hospital immediately, we will call 911 for an ambulance; and we will notify the parent immediately. In any case, if a child is injured and treated by a Doctor, the center shall notify the Maryland Department of Education Childcare within 24 hours.

Discipline Policies and Practices

In order for the Daycare to operate efficiently and effectively, some rules of discipline are necessary. Discipline is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of others.

HANDLING DISCIPLINE PROBLEMS

The following are methods by which discipline problems may be handled.

1. Counseling: When a child misbehaves, the Teacher will talk with the child quietly and explain why the behavior is wrong. An example of appropriate behavior will then be given. Limits will be consistent and firm. The rules will not change from day-to-day.
2. Re-direction: If a child displays inappropriate behavior, they will be "re-directed" to an appropriate activity.
3. Time Out: If a child continues to display the inappropriate behavior, a "Time Out" will be used. "Time Out" will be used with the children for acts of physical aggression, destructiveness, or tantrums that cannot be ignored. During the "Time Out" the child will be seated away from the group but not out of sight from the teachers. A preschool child will have time out based on age- 1 minute per year- but not be required to sit longer than 5 minutes. A school age child

will not be required to sit longer than 10 minutes. The Teacher will explain to the child why he or she is required to sit in "Time Out."

4. Writing Assignments: The child may be required to write a behavioral journal stating that he/she will not repeat behavior, definitions of the act committed, or possibly a report of the act committed. Parents will be required to sign the assignment and return it by the next day.
5. Classroom Removal: Child may be removed from a classroom to sit in the Director's office for a period of time, similar to a "Time Out," but the time may be longer than 10 minutes. Sometimes an older child may be required to sit with a Teacher in a younger classroom.
6. Documentation of Concern: A written warning will be given to the parent of any child who causes physical harm to another child, OR consistently refuses to obey the rules, OR destroys Daycare property, OR abuses a Teacher. All warnings come to the Director before being given to the parent. In any given 30-day period, if your child gets 3 written warnings, your child will be suspended from Daycare for one day, beginning on the following day. If your child gets another written warning, then your child will be suspended from Daycare for an additional three days, beginning on the following day. When your child returns, if the problem is still not corrected, the child will be dismissed from the center. Regular tuition is still required, even during the times of suspension.
7. A "Meet and Greet" getting-to-know-each-other time period of 30 days is given to each newly enrolled child. If during this initial "Meet and Greet" period a child receives 3 written warnings as mentioned above, the child will be dismissed from the center. No suspensions will be given.

GENERAL RULES OF BEHAVIOR:

1. Always be truthful and honest.
2. **Be respectful of to your teachers** — back talking and arguing are disrespectful.
3. Be a peacemaker...W.W.J.D.?
4. **Be on your best behavior** during all times and events.
5. **Be respectful of other people's bodies and feelings.** We should not deliberately hurt others with our words or bodies.
6. Hitting and kicking other persons are not allowed at Daycare.

7. **Always use good language.** Using nasty words or using the Lord's name irreverently will not be accepted.
8. **WALK** quietly through the halls and classrooms.
9. **Use indoor quiet voices** during quiet times, such as reading time, lessons, videos, naptime, etc.
10. **Find ways to be helpful** instead of pestering, tattling, complaining, or making loud, disruptive noises.
11. **Cooperate** in organized games — especially when everyone is required to participate.
12. **Clean up** any games or toys that you get out — even when it is time to go home.
13. Have good table manners
14. **Clean up** any spills that you make.
15. Eat only during lunch and snack time — this includes gum and candy.
16. **Always ask a teachers permission** before leaving your assigned classroom, the gym, or the playground area.
17. **Balls can only be thrown in the gym or outside.** It is not safe to throw ANYTHING in the classroom. Never throw other toys, sticks, stones, sand, etc.
18. Always practice good sportsmanship.
19. **Use toys, games and equipment correctly.** We don't want you to break or abuse them.

SPECIFIC RULES:

1. Inappropriate toys, such as guns and weapons, are not permitted at Daycare. If they are brought to Daycare they will be confiscated and returned to the parent to take home.
2. Toys that your child brings to Daycare must be shared.
3. A child suspended from a public school cannot be at Daycare during school hours.
4. If a child refuses to attend school, and misses the bus, the parents will be called to pick up the child. If a child misses the bus after school, and the school contacts us, we will contact the parent.
5. Only "G" rated or Christian & Educational movies will be shown without the parent's permission. "PG" rated movies will require parent permission (sign up sheet). **MOVIES WILL NOT BE SHOWN DAILY!**

6. Use of bad language and swearing will not be tolerated. Do not use God's name in vain nor any derogator terms such as "stupid," "shut up," "dummy," "jerk," and words like that.
7. REAL firearms, knives, or realistic look-a-likes are not allowed on the premises. If found, the parents will be called to pick up the child. On the second offense the child will be dismissed form the center.
8. Use of illegal drugs or alcohol is strictly prohibited. Evidence of possession or use will be cause for dismissal.
9. The Daycare reserves the right to dismiss any child who becomes uncontrollable.

DISCIPLINARY PRACTICES NOT USED IN THIS CENTER

- The administration, staff, volunteers, student teachers, substitutes or any other individuals connected with this Daycare will not subject any child to injurious treatment. Corporal punishment or physical punishment, which is the intentional infliction of acts that result in physical pain or distress, will not be used. Put simply, we will not spank, slap, hit, nor shake your child.
- Emotionally or physically damaging acts, including but not limited to ridiculing, shaming, belittling, deprivation of attention to the child's physical or emotional needs, verbal aggression, frightening threats, or isolation out of sight or hearing of an adult, will not be committed towards a child by any individual associated with this Daycare.
- A Daycare staff person may not single out a child for ridicule, threaten harm to a child or that child's family, or may not specifically degrade the child or their family.
- Children in the Daycare will not be forced to eat. Children who refuse to eat will not be punished. Meals or snacks will not be withheld as punishment.
- Because vigorous play is a necessary activity to ensure health and well being of children, your child will not be deprived of playtime as a punishment, except for "Time Outs" as needed.
- Teachers will always make clear to a child that the child's behavior is inappropriate when he or she breaks a rule. Children will not be called bad nor made to feel bad about themselves.

You Can Count On Us

We are truly excited about the opportunity of assisting you as you work hard each day to provide for your family. We will work hard to lovingly and positively care for your child, so that your child will have fun, your child will feel secure, and you will be assured that your child is well taken care of.

We promise to keep you informed about all aspects of our Daycare operation and programs, and about the specific activities and accomplishments of your child.

And, we are humbled to think that you trust us with your most prized and precious child. You can count on us!

Meet the Staff

Daycare Directors

Anne Marie T. Brady

Jennifer French

Stefanie Freeburger

Daycare Teaching Staff

Cathy Bartch

Pam Crosby

Cierra Douglas

Sandy Elliott

Nancy Folger

Nichoel French

Keri Hammond

Kristen Holste

Jennifer Irani

Jenny McCraw

Megan Miller

Andrew Neilsen

Peggy Neilsen

Shannon Reese

Bonnie Shannahan

Vonnie Simon

Allison Smit

Church Staff

Pastor Neal Gray