

Mission Statement

The mission of Central Christian Academy is to assist the family and the local church in raising up Christian leaders. As these leaders grow intellectually and spiritually, they will be encouraged to develop to their fullest potential in Christ. These leaders will be "living stones" who will be used to rebuild the foundation of our society.

Mission motto: "Educating Tomorrows Christian Leaders Today!"

Tuition

Tuition is billed one month in advanced. Statements are put in your child's mailbox monthly. Our center uses Procure and Tuition Express for billing and attendance needs. You must sign up for this program upon enrollment. You may choose the day(s) for automatic withdraw from your checking account or credit card. Payment has to be paid in full by the end of each month. Since the child care center operates under a budget, past due accounts cannot be tolerated. If an account is one month past due, parents may be asked to remove their child. There is a \$10.00 returned check fee.

Fees Due Upon Enrollment

- \$100.00 Registration Fee (Non-Refundable)

Attendance

Storybook's policy requires families to pay a 2 day minimum, regardless of your child's attendance. While on vacation, you are required to pay a 2 day minimum as well. CCIS requires that all holidays or closures are paid for by **ALL** families. The following closed holidays are, New Year's Day, Good Friday, Memorial Day, Independence Day (observed bank date), Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve or Day after Christmas, Christmas & 4 staff training days, if necessary.

Curriculum

At Storybook Village we use Abeka curriculum. This is a faith based program that helps give the children a strong foundation at an early age. We also use Creative curriculum which has evolved from a theory of room arrangement to a comprehensive collection of rich resources that offer moment-to-moment support. Every edition has always incorporated the most current research on the best ways to help children thrive.

Tax Credit

Under a Federal Tax Bill, most families can save 20% of their child care cost.

Criteria for Dismissal

- Causing harm to other children or adults consistently for two or more weeks
- Failure to pay tuition fees (30 days of overdue balance)
- Consistent and/or excessive damage to daycare property
- Consistent and/or excessive negative behaviors that require an amount of staff attention that compromises the safety of other children in care
- Consistent use of foul inappropriate language
- Potty accidents occurring consistently for 3 or more weeks
- A parent who consistently violates center rules and regulations

Snow Days and Unscheduled Closings

We are listed for KDKA, WTAE & WPXI for delays or closures under Central Storybook Village Daycare. Our preschool and nursery classes will follow "Central Christian Academy" for closings and delays.

Late Pick-Up

The center closes at 6:00 p.m. If you are running late, please notify the center. There is a \$1.50 per minute late pick-up fee which will be added to your bill.

Drop-Off and Pick-Up

In order to assure the safety of your child, we ask that you sign your child in and out each day. Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to "sneak away" or "slip out" as this action creates anxiety for your child. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity. *If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot.* Please feel free to call at any time to check on your child. Please check your child's mail box each day for messages, art work, or other take-home items.

Authorized Pick Up

Your child will be released only to those persons listed on your authorization form. Please advise family and friends who occasionally pick-up that identification may be required and that they should have a photo id available if needed. *Please notify the office if there are any changes in pick-up plans or arrangements.*

Parent Involvement

The center is focused on the child, while providing a supportive environment for both parents and teachers. Your involvement is both welcomed and encouraged. Parent-teacher conferences are held twice a year. This allows both of us the opportunity to share important information concerning your child and the program offered at the center. In addition, conferences may be held at any time throughout the year, at either the request of the parent or the teacher. Parents may also have the opportunity to attend additional functions and field trips. Please be aware that, due to new regulations, clearances may be required.

Referral to Outside Resources

When assessments and observations are completed, a staff member may feel it is necessary to seek additional resources for a child. If you or your child's teacher feels your child is in need of special needs services, please contact the director for detailed information and phone numbers. A list of service providers is posted in the welcome center of the daycare.

Communication

Communication is essential as we work together to meet the needs of your child. Please call, if you have any questions or concerns. We need and welcome your input. Please be sure to check postings and notices sent home for information.

Confidentiality Policy

The only information teachers should share with parents is information concerning his or her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal.

Outdoor Play

Children go outside every day. Please send labeled clothing appropriate for the weather. On snowy days, send boots, hats, gloves and layers of warm clothing. During the summer, we will have lots of water play, which will require a bathing suit, sunscreen, and water-appropriate shoes.

Clothing

All children need at least one complete, labeled change of clothing at the center. As the seasons change, please check and change the outfits left at the center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

Personal Belongings

The center provides blankets for cots. If your child has a favorite sleep toy or any other security item, they are welcome to bring them. Please label all items. The center is not responsible for any lost or stolen items. Other toys from home are not permitted. All items not related to napping will not be brought out during the day. If your child brings a toy from home it will stay in their back pack.

Food

Storybook Village serves breakfast, lunch, and afternoon snack at no additional charge to the family. The Child and Adult Care Food Program is the sponsoring organization. To enroll in the program, a Child Enrollment Form needs to be filled out along with an Income Eligibility Worksheet to help the center receive money back. Please be sure our staff is aware of any dietary restrictions. **Our center is peanut-free.**

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

Medication

The center will administer medication to children with written approval of the parent and/or an order from a health care provider. It must be in the original labeled container. Medication will not be used beyond the date of expiration. Whenever possible, the first dose of medication should be given at home to see if the child has any type of allergic reaction. A medication log of all doses administered will be kept on file at the center.

Illness

If your child is fevered, vomiting, has diarrhea, or an unidentified rash, please keep your child at home. If your child becomes ill while at the center, you will be called to pick-up your child as soon as possible. ***Please do not administer a fever-suppressant and bring your child to the center. This is unfair not only to your child but also to the other children and teachers.*** Your child may also be excluded from care if:

- The illness prevents the child from participating comfortably in the activities at the center
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of the other children
- The illness poses a risk of spread of harmful diseases to others

Discipline

Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of disciplining their children upon enrollment. This helps us collaborate the best plan for your child.

Accident Report Forms

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an incident report. You will be advised of what happened, where it happened, and what action was taken. You will need to sign this form and will be given a copy for your reference and records.

Should an accident require emergency medical treatment, the child will be taken to the Emergency Room with the Director and teacher present. The parents will be contacted immediately to meet the staff members and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan described above.

Insurance

Each family is required to have their own insurance coverage. You must provide this information upon enrollment.

Photographs

Pictures may be taken from time to time and may appear in newspapers, brochures, our closed Facebook page, or around the center. Your permission for photos including your child to be used without compensation is part of this agreement.

Suspected Child Abuse

All staff members are mandated reporters. Any observations or suspicions of child abuse/neglect will be immediately reported to the child protective services agency no matter where the abuse might have occurred. If the parent or guardian of the child is suspected of abuse, staff will follow the guidance of the child protective agency regarding notification of the parent or legal guardian. Reporters of suspected child abuse will not be discharged for making the report unless it is proven that a false report was knowingly made.

We are so glad to welcome you into our Storybook Family. Should any questions arise that were not addressed here we encourage you to speak with our director or any of our staff members for assistance. We hope you will find your experience at Storybook to be a wonderful one. We look forward to growing and learning with your family and providing exceptional care for your little ones.

**Please detach and return with enrollment packet*

I have read the Central Storybook Village Handbook, and agree to follow the policies set. I understand that any violation of these policies will result in disciplinary actions that will be taken at the discretion of the director, as set forth in the parent handbook.

Parent/Guardian Signature: _____ Date: _____