

FAMILIES OF FAITH CHRISTIAN DAY CARE

24466 W Eames St * Channahon, IL 60410

www.fofca.com * 815-557-8107

PARENT HANDBOOK



Home of the Screaming Eaglets

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Statement of Nondiscrimination

FOFCDC admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to FOFCDC students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, and scholarship awards. We do, however, reserve the right to deny admission to any Individual who cannot benefit from enrollment or whose personal life-style is not in harmony with the stated philosophy and purpose of Families of Faith Christian Day Care.

Revision Policy

Families of Faith Christian Day Care reserves the right to change any policy or procedure in the Parent / Student Handbook or calendar at any time when, at the discretion of the staff and administration, it deems the change to be in the best interest of the school.

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Welcome

We are pleased to welcome you to Families of Faith Christian Day Care. We are a DCFS licensed facility. We serve children 6 weeks through 3 years of age. We hope this handbook will answer any question you may have regarding our infant and toddler programs.

We want your child to have the best child care possible. This handbook is designed to help answer any questions you may have about our policies and procedures. Please keep this handbook throughout the year in case you may need to reference it in the future. We are always willing to answer any questions and concerns. We encourage you to talk with your child's teacher first, but please do not hesitate to contact us with any concerns at 815.557-8107.

We are looking forward to being of service to you this year. Thank you for your participation in our program.

Sincerely,

Pastor Randy Blan, Head Master

Ronda Pospischil, Daycare Director



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OUR PROGRAM

Our Philosophy

FOFCDC believes that children learn best through hands on learning. We believe that children should have choices during their play and an environment that encourages thinking, problem solving and exploration. We believe children should have a positive self-esteem where they can grow and learn respect of themselves and others in a loving and nurturing environment. We believe that family is important and we encourage participation in all forms.

Our Purpose

The purpose of FOFCDC is to provide a safe, nurturing and enriching environment for children whose family situations necessitate supervised child care during the school day. FOFCDC is an all-day program that will provide children with a solid foundation, social skills, and communication skills while promoting personal growth and development while learning about the love of Jesus.

Our Hours

FOFCDC will be in operation Monday - Friday from 6:00a.m. - 6:00p.m. Our tuition rates are based on a 10 hr. day. Any time beyond that would have an extra charge as Extended Care fees. The nature of our business sometimes demands workday or workweek hours different than those set forth above. Variation to the schedule will be made by the Executive Director.

Our Staff

Our staff is fully qualified, well trained and will continuously strive for professional growth and development by attending conferences and trainings and applying the most recent early childhood theories and practice. All early childhood teachers will have the credentials to meet the state qualifications. All assistants and aides will be qualified and receive continuous training.

ENROLLMENT

What's Needed for Enrollment

Enrollment is open to parents who have children 6 weeks of age through 3 years at FOFCDC. Our enrollment is limited. Waiting lists may be necessary. To complete enrollment each child must have on file:

- Signed DCFS Standards Booklet**
- Signed New Student Application**
- Signed Child Development Information Form**
- Signed Medical Release Form**
- Signed Tuition & Enrollment Agreement**
- Signed Positive Guidance & Discipline Form**
- Signed Birth Certificate Notification**
- Signed Parental Consent Form**
- Certificate of Child Health Examination & Immunizations, including TB test (1yrd old and older) and lead screening**
- Certified Copy of Birth Certificate ~ we will make a copy of it and return to you**
- Signed Late Policy Agreement**
- Signed Arrival/Dismissal Form**

- \$175 per new student (nonrefundable) Registration Fee**
- Materials Fee: \$75 for Toddlers (2-3 yr. olds) School Supplies including a change of clothes to leave at school**

- **Make sure you bring: formula, diapers, bottles, a stuffed toy or something to nap with, sippy cups, etc. if needed for your child.**

Confidentially of Records

Access to the children's records is restricted to the director and teacher at the center, along with the parents or legal guardians of the child. The center will not release any information that is confidential to anyone, except for the Department of Child and Family Service as required by law.

Changes in Personal Information

Parents need to inform the center of any address changes or telephone number, emergency information, custody or family changes as soon as possible.

Personal Belongings

Please label all your children's belongings with his or her name. FOF CDC does not assume liability for personal items lost or damaged. No candy, gum, toys, money, video games may be brought.

Clothing & Shoes

Please dress your child in comfortable clothing in order for him or her to fully participate in all program activities. Fresh air & sunshine are good for all children, so we will often be outside when the weather permits. Please make sure your child is appropriately dressed. As we all know, children this age often have accidents, an extra set of clothing must be left at the daycare at all times.

DAILY OPERATIONAL POLICIES

Animals at School

For health, safety and insurance reasons, we ask that families not bring their pets to school. Pets should not be brought into the school by parents during drop-off or pick-up, nor should pets be brought to school during the school day. Some students are highly allergic to them!

Arrival and Dismissal Procedures

Parents will park on the northwest side of the building and use the day care center door only. Upon arrival and departure, your child must be signed in and out by a parent/guardian or authorized person. Your child will not be released to anyone not authorized on your child's Arrival & Dismissal Form. You **MUST put it in writing** if anyone other than the listed authorized person is picking up your child and leave it in the office with the date they picked up your child. Please let them know they **will** have to present a driver's license.

When you arrive with your child, DCFS requirements state that parents are to wash their child's hands using soap. (During Covid the workers will wash your child's hands.) Your child's Daily Information Sheet (DIS) must be filled when you drop off your child. At this time, please inform your child's teacher of any important information regarding your child that the teacher may need to know to ensure your child has the smoothest day possible. When you pick up your child, please remember to get your child's DIS sheet, that way you will know all your child's movements for the day.

Open Door Policy

We have an open door policy for family members. You and your family are welcome to visit, observe, or volunteer in your child's classroom.

Bathroom Use & Toilet Training

The staff will work with your child to assist in potty training. Please dress your child in clothing that is easy to remove. In the event of an accident, we will use the spare clothing that is left at the center for them and will send the soiled home in a plastic bag. According to DCFS guidelines, we are unable to wash clothing that is soiled.

Naps

As required by DCFS, children who are kindergarten or younger that are in attendance for 5 hours or more, will take a nap or rest between 12:45 and 2:45. Infants will nap on their own schedule. Toddler naps will be provided with lights dimmed in a quiet environment.

Children are provided cots during nap times. We provide cot sheets which are laundered twice weekly, while the cots are disinfected daily. You may bring any blanket, pillow, or special animal for your child to sleep with during nap time. These items will remain on your child's cot and be sent home every Friday to be laundered.

Field Trips

As weather permits, we will take walks outside using our buggies and strollers. No driving field trips will be taken. For bigger children we will play in our fenced in playground with age appropriate toys.

Religion

We practice religious instruction. FOF CDC will use the Abeka curriculum for the two/three-year-old class. Your child will pray daily, learn Bible stories and Bible songs as part of the curriculum. We will also strive to teach all children the importance of accepting others as referenced in John 13:34.

Safety Drills

Fire drills are held monthly and tornado drills are held 2 times a year, during tornado season to assure the children's awareness of procedures, in case of either kind of emergency. The results of each drill are always posted on the bulletin outside the classroom.

Emergency Days

FOFCDC will not operate on some days due to inclement weather or other unforeseen emergencies. A decision to close will normally be made by 5:30 AM and will be based upon government weather reports, police/village reports, and personal inspections of major highways. A phone call/text message will be sent to all parents if daycare is cancelled or delayed. *Please keep your personal information updated with the office, especially your home and cell phone numbers.* **Sorry, but NO refunds or credits will be given for these days.**

Fundraiser

FOFCDC will participate in 1 mandatory fundraiser each year.

Curriculum

We provide a safe, nurturing climate to develop socially, emotionally, and intellectually. We offer consistent, loving, hands on activities.

We will help the children to develop cognitive, motor, social, emotional and language skills through small and large group activities and one on one based activities. We will provide a support system for our families through consistent communication and newsletters. FOF CDC uses the Abeka curriculum for the 2-toddler program.

Parent Involvement

At FOF CDC, we believe that a child's success depends not only on their school involvement but also parent involvement. You are our number one resource when it comes to understanding your child and we feel that it is extremely important to have strong partnerships between families and teachers. There are several ways to become involved in your child's class, as listed below.

Parent Orientation

A short parent-teacher orientation will be held on the day you register your child. The director and lead teacher will guide you through this handbook, required paperwork and orient you with the program.

Parent Communication

Whenever you have a question or would like to check in on your child, feel free to call us. You may also schedule an appointment if you would like more time to discuss a matter to discuss with a staff member. We have bulletin boards outside each of our classrooms, which display menus, birthdays, interesting articles and the latest classroom news.

Center Newsletters will be sent home monthly. You will also receive letters from your child's teacher, letting you know what types of studies or projects the children are working on, or a review of what the children have learned and experienced. All children, 3 years of age and younger will receive Daily Information Sheets, giving specific details, including when your child ate, napped, and when he/she was changed or used the toilet.

Parent Volunteers

You are always welcome to come in the classroom. There are sign ups throughout the year for party helpers. Also our school is always looking for volunteers if you have some time you would like to donate. The yearly fundraiser is also a great way to give back!

Parent-Teacher Conferences

If you would like a conference with your child's teacher, you may request one before or after school hours. If the teacher feels that a conference is required, they will contact you and make the appropriate arrangements.

HEALTH AND WELLNESS

Daily Health Check

The staff is authorized to inspect each child daily upon arrival for signs of illness or other conditions that would hamper the child's well-being at the Center. If your child will be absent due to illness, please notify the Center by 10:00a.m.

If you feel your child is too ill to play outdoors, please keep him or her at home until he or she is fully recovered, as we do not allow children to stay inside while the class is outside.

Vision & Hearing Screening

If we suspect a child to have any visual or auditory problems, we will immediately bring to the parent's attention. They will be responsible for getting the child screened by a professional. Grundy & Will Counties have free preschool screenings. Info will be passed out.

Sunscreen

If you would like sunscreen applied to your child, you may provide a bottle labeled with your child's first and last name. Please make sure you sign your emergency card if you would like sunscreen applied to your child.

Pesticide Policy

Our center has created and implemented an intergraded pest management plan to control pests in building and minimize the exposure to children and staff. This plan is available in the office at any time. While we prefer a prevention with non-chemical control method, if a pesticide application is deemed to be necessary by the IPM coordinator, parents and staff will be notified in writing at least 2 business days and no more than 30 days prior to the pesticide application.

Immunizations

We encourage all families to have their children vaccinated, but if they choose not to for religious reasons, they need to sign an immunization waiver.

NUTRITION

Infants ~ Parents need to send in their child's formula, breast milk, or cereal. You may bring in additional items daily and we can store them, but they must be labeled with your child's name and date. All bottles must be provided by parents. Parents may also provide a sippy cup for their child and it will be sent home daily to be cleaned.

Older infants - 3 years ~ A healthy breakfast (for those here before 8:00 a.m.), morning snack, lunch and afternoon snack are provided daily. All children in attendance during these times will receive these meals. All snacks and meals are nutritional and designed to meet DCFS requirements. Menu's will be posted monthly and available at the daycare desk. Menu's will be posted at least a week in advance.

DCFS prohibits food from being brought from home unless a child is on a special diet or it is a special occasion. Whole milk will be provided in the infant and toddler room.

Snacks may be brought for birthdays and special occasions, only in the original, sealed container from a store or bakery.

Allergies and Dietary Restrictions

Parents of children with allergies need to have their physician provide a list with everything the child is allergic to and the type of reaction that the child will experience. This will be posted in the child's classroom and the food preparation area. Anyone needing soy milk will have to provide it. Parents will consult with the Director to sign a Food Restriction Agreement and formulate an Allergy Action Plan.

Illness

We would appreciate a phone call telling us the cause of your child's absence. This is helpful in notifying other parents in cases where their child may have been exposed to a contagious illness such as chicken pox, measles, flu etc. It also helps the teacher in her planning.

If your child is sick, then he/she should not be brought to daycare. For the protection of all children & staff, exclusion from the center is required by the Department of Children and Family Services if any of the following exist:

- Chicken Pox: All the chicken pox must have a dry scab and no new pox must have appeared for the last 3 or 4 days.
- Pinkeye: Eyes must be clear (no redness or secretion) or bring a doctor's note verifying that the child may return to school.
- Ringworm: The child must be using a doctor-prescribed medication and a Band-Aid must cover the ring.
- Strep Throat: We must have a doctor's note or the child must be on an antibiotic for a minimum of 24 hours.
- Lice: When a case of head lice is found in the school, all students in the class will be inspected. If another student in the class is found with head lice, a note will be sent home from the office. If your child is found with head lice, we must have proof verifying that the child has been treated. The director will need to check the child before returning to the classroom. All nits must be removed from the hair before the child will be admitted back into the classroom. If nits are found, the child will return home with the parents.
- Fever: Once the office has determined a child has a fever, he must be picked up within 30 minutes and may not return to school until he has been fever-free for 24 hours. This will aid in preventing sickness among the other children.
- Fever with vomiting or diarrhea (even though he/she may not have a temperature): The parent will be required to pick up the child within 30 minutes of our call. Also, if a child has been vomiting or has diarrhea during the night, before school, or on the way to school, he/she needs to stay home that day. He/She must be free from vomiting or diarrhea for at least 24 hours before returning to school.
- Any illness which prevents the child from participating comfortably in program activities.
- Any illness which calls for greater care than the staff can provide without compromising the health and safety of other children.
- We reserve the right to refuse a child returning to school with any unknown skin rash or other unknown illness until a doctor's note has been obtained.
- A Medical Release and Emergency Card must be signed by a parent/guardian and be kept on file in the office for each student. You must update the card if any information changes.
- Absolutely no over the counter medications are administered by teachers or aides in the daycare. We will give Doctor prescribed medications to a child if they are in the original bottle with the child's name and within the dates on the bottle. A form must be filled out.

If a child becomes ill at the program, the following will ensue:

- The child will be isolated under the care of a child care worker.
- The parent(s) or guardian will be called to pick the child.
- If the parent(s) or guardian cannot be reached, emergency names will be contacted.

A doctor's signed release is necessary for child to come back to the program due to an infectious disease.

You are asked to report absences by 10:00 am. You can notify us at 815.521.1381 as soon as possible.

Emergency Care

Each child must have a signed consent release form authorizing emergency care and first aid. If a child gets a minor wound during the program such as a bump, scratch, or nose bleed, a child care worker will administer first aid and injury report will be filled out. If a child has an injury that requires immediate medical attention, 911 will be called and then the parents or emergency contacts will be called. Unless otherwise requested on your emergency file card, your child will be transported to Presence St. Josepha Medical Center in Joliet by our

local emergency squad. A childcare worker will accompany the child to the hospital. You are responsible for all medical charges.

Medical Exemptions

The parents of a child that is exempt from medical care on religious grounds will need to provide a plan for services of a certified practitioner. In the event of a medical emergency, the center will contact the certified practitioner. If the center is not able to contact the certified practitioner 911 will be called. If your child has a shot waiver, we must have a copy of the signed waiver in the child file.

Medicine

Only prescription medicines will be administered unless the non-prescription medicine is for allergies, asthma, or teething symptoms or you have a note from a physician. If your child needs a prescription once or twice a day, then it should be administered at home. We will only administer a prescription when it is NEEDED in the middle of the day. Please ask your doctor to prescribe doses (once or twice a day) of medicines that can be administered at home rather than day care when possible.

Each day that a medicine is to be administered, the parent/guardian must fill and sign a sheet provided by your teacher. We will only accept pharmacy medication in its original container with the full pharmacy label and or the child first and last name. We will only accept unopened over the counter medicine and will only give the dosage as indicated on the original box. The director will be responsible for administering all medications.

Positive Guidance & Discipline Philosophy

FOFCDC staff members serve as role models for children. We will do our best to prevent problems by offering an organized, engaging program that provides children with choices. Children will be aware of the classroom guidelines and reminded of them throughout the day. We believe that children should be spoken to and treated in a respectful manner at all times. These early years are crucial for children to develop social skills and increase their level of confidence. We will reinforce positive behavior and offer words of praise. To help develop these skills, we will keep the children engaged in a wide variety of age-appropriate activities, providing plenty of love and physical interaction, praising good behavior and ignoring the bad (when appropriate). The following interactions will be prohibited:

- Physical punishment
- Screaming at the child
- Ridiculing a child or the child's family
- Blame, teasing, insulting, name calling, or threatening the child with punishment
- Withhold food
- Withholding of affections or positive attention

No child will be subjected, under any circumstance to any form of corporal punishment, which includes hitting, spanking, swatting, beating, shaking, pinching, and other measures intended to induce physical pain or fear. The childcare staff will never use abusive or profane language or deprive language, rest or use of restrooms. Children will not be punished for toilet accidents.

If there is a dispute between two or more children, they will be encouraged to talk the problem out and express their feelings, with the guidance of a teacher.

It is imperative that children understand what acceptable behavior is, and if they choose to act in an unsuitable way, then there are consequences for their actions. If a child misbehaves, he/she will be positively redirected to an appropriate behavior. If a child is continually being disruptive and the first techniques are not helpful, the child may be asked to sit down to calm down, relax and get control. This will not be used as a means of punishment, but rather as a way to remove the child from a disruptive situation and allow the child to regain control of themselves.

Afterwards, the teacher will calmly talk to the child and discuss other, more appropriate ways to deal with their frustrations. This will last no longer than 1 minute for each year of the child's age and will not be used for children under the age of 2 years.

If they are unsuccessful at resolving these conflicts and an ABC analysis determines that there is a pattern of unacceptable behavior, the Director will:

- Have a functional behavior assessment conducted
- Notify the parent(s)/ guardian(s) and a conference will then be held with the parent(s)/guardian(s) to discuss the child's behavior and constructive ways to improve the problem.
- A Behavior Support Plan will then be developed based on information collected during this conference which includes what the parent(s)/guardian(s) and child feels the problem is, what is causing the problem, and how to correct the problem. The Behavior Support Plan will also include an agreed upon timeframe in which to see improvement.
- Infants, toddlers, and preschool age children who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by this facility, or whose presence is detrimental to the group, shall be transitioned to a different program.
- A child may be transitioned out of the center for any of the following reasons:
 - A child is continuously disruptive or demonstrates an inability to function in the activities
 - A child verbally or physically harms another student or whose presence is detrimental to the group
 - A child's needs are not being met by the program
- The center will assist with the transition by:
 - Planning with the parents to identify a new program
 - Working with the parents and pending program on a transition plan that ensures the continuity of services to meet the child's needs

In addition, children may be dismissed from the program if:

- The parent(s) or guardian do not abide by FOF CDC policies and procedures, which may include consistent late pick up and or unpaid tuition.

Quiet Time

“Quiet time” allows a child to read or play quietly from a reading center or participate in other “quiet time”

activities. Our child care workers will assist your child if support is needed.

FINANCIAL POLICIES

Payment Procedures

Upon enrollment, a \$175.00 non-refundable, annual registration fee is due along with the first week's tuition. All payments will go through the FACTS on-line program. Tuition is due the Friday of each week in advance for the upcoming week. If payment is not received that Friday, then FACTS will apply a \$40.00 late fee to your account. If we still do not receive payment by your child's first scheduled day of the following week, then your child will be suspended until your account is current. Your child's time slot may be forfeited due to non-payment. Tuition for a child absent on his or her day(s) for any reason will remain at full rate; however, you will not be charged for scheduled days of non-attendance for students.

Pricing

- See our tuition and fee schedule for our rates. Rates may change annually.
- Full time care is 4-5 days, up to 10 hours a days. Part time includes 2-3 days for up to 10 hours or 3-5 days for up to 5 hours of care.
- Additional fees will apply when children are in attendance for more than 10 hours.
- Department of Humans Services funding is available to families who qualify.
- Families with 2 or more children will receive a 10% tuition discount for the oldest child if the family registered for full time, you are locked in at that rate even if your child attends 3 days or less in a week.
- Holidays: Pricing changes for the weeks with a Day Care Holiday
- Vacations: If a family is absent for a full week, you are responsible for a half week tuition. After 2 weeks of absenteeism in one year, the family is once again responsible for a full week's tuition regardless of attendance.
- NO deductions are allowed for absenteeism unless your child is absent for 3 consecutive days. Like every private school operating on a tuition basis, our center is dependent on regular attendance. Expenses continue regardless of the number of children in attendance: salaries, utilities, food, supplies, and insurance bills must all be paid.

CCR&R

FOFCDC has been approved through the Department of Human Resources to receive Child Care Resource and Referral payments. If a family meets the financial criteria for their assistance, CCR&R will help pay for Day care, before and after care for school & Summer Camp! For more info: www.childcrehelp.com. At any point if CCR&R runs out of funds, the parent resumes all financial responsibilities to the day care tuition.

Family Size Gross Monthly Base Income: 2-\$2,470 3-\$3,108 4-\$3,747 5-\$4,385 6-\$5,023 7-\$5,663
8-\$6,304 9-\$6,946 10-\$7,587

Late Tuition Payments

After 1 week of non-payment, the child may be suspended from the center and you may risk losing your spot. If your family should have an emergency financial problem that may affect prompt payment, please contact the Director for payment arrangements.

Insurance Coverage

Families of Faith Christian Academy carries comprehensive insurance with limits set forth by the state of

Illinois. A complete statement of coverage is available to review.

Birth Certificate Notification Policy

This facility is required by the Department of Children and Family Services to provide you with this written notice requesting that you provide a certified copy of your child's birth certificate, or other reliable proof of identity and age of your child within the first 30 days of enrollment. We will make a duplicate copy and return the original copy to you no later than the end of the next business day after receipt.

If a certified copy of a birth certificate is not available, you must submit a passport, visa, or other governmental documentation as proof of a child's identity and age and an affidavit or notarized letter explaining the inability to produce a certified copy of the birth certificate.

This facility is required by law to notify the Illinois State Police or local law enforcement agency if you fail to submit proof of the child's identity within the 30 day time frame. If we must contact the Illinois State Police or local law enforcement, we are required by law to notify you in writing, that we have contacted them as required, and you have 10 additional days to comply by submitting the required documentation.

We are also required to report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content. The center shall flag the record of a child enrolled at the day care who is reported by the Illinois State Police as a missing person, and shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child. [325 ILCS 50/5]

If you have any questions about this procedure, please feel free to contact Day Care Director at 815-557-8107.

Holiday

The following is a list of early closing and closed days for FOF CDC. Tuition is continuous throughout the year and guarantees a reservation for your child. There will NOT be a refund for Holiday closings. This policy applies to full and part time children; therefore, your weekly payment will NOT be reduced because of Holiday closings.

Early Closings: New Year's Eve – 1:00 pm, Halloween – 4:00 pm

Closed: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Monday after Easter, Memorial Day, Columbus Day, Independence Day, Labor Day, Thanksgiving Day, The Friday after Thanksgiving, Christmas Eve, Christmas Day

Late Pick Up Policy & Fees

Please note - we close at 6:00p.m.

Parents/Guardians will be charged \$5 for the first 15 minutes they are late to pick up their child past the scheduled pick up time. After the first 15 minutes, the parents/guardians will be charged \$1 a minute until the child is picked up.

After the first 15 minutes, the daycare provider will attempt to call the parents/guardians one time. After the first attempt, the daycare provider will begin calling each of the names provided on the Emergency Call List one time each. If after 5 minutes the daycare provider is unable to reach the parent/guardian or someone listed on the Emergency Contact List, the daycare provider will call either the police and/or the DCFS child abuse/neglect hotline.

It is imperative that parents/guardians keep the Emergency Contact List up-to-date.

The day care provider is responsible for the protection and well-being of the child until the parent/guardian, police and/or DCFS has picked up the child.

The day care provider understands that the child is not responsible for the situation. Therefore, any conversations related to the situation will only be discussed with parent/guardian, never the child.

DAILY SCHEDULE for Infants Ages 6 weeks – 2 years

Good Morning! Our program begins at 6:00 a.m. and is structured in a way that allows for flexibility of children arriving at different times. Children will be greeted by caring and friendly faces and welcomed into a relaxed environment that allows them to adjust and get ready for the day's activities.

<u>6:00 a.m. - 7:00 a.m.:</u>	Learning centers (free play)
<u>7:00 a.m. – 7:15 a.m.:</u>	Clean-up & wash hands
<u>7:15 a.m. - 7:45 a.m.:</u>	Breakfast
<u>7:45 a.m. - 8:00 a.m.:</u>	Diapering and hand washing
<u>8:00 a.m. - 9:00 a.m.:</u>	Learning centers (free play)
<u>9:00 a.m. - 9:20 a.m.:</u>	Circle time (stories, music, and large group), infants nap
<u>9:20 a.m. - 9:40 a.m.:</u>	Discovery, sensory, and/or art activities (all hands on)
<u>9:40 a.m. - 9:45 a.m.:</u>	Diapering/toilets
<u>9:45 a.m. - 10:00 a.m.:</u>	Morning Snack
<u>10:00 a.m. - 11:00 a.m.:</u>	Gross motor skills/outdoor activities
<u>11:00 a.m. - 11:45 a.m.:</u>	Learning centers (Free Play)
<u>11:45 a.m. – 12:00 a.m.:</u>	Diapering and hand washing
<u>12:00 a.m. - 12:30 p.m.:</u>	Lunch
<u>12:30 p.m. - 12:45 p.m.:</u>	Story time and get ready for naps
<u>12:45 p.m. - 2:45 p.m.:</u>	Nap time
<u>2:45 p.m. – 3:00 p.m.:</u>	Diapering and hand washing
<u>3:00 p.m. - 3:15 p.m.:</u>	Afternoon snack
<u>3:15 p.m. - 3:45 p.m.:</u>	Gross motor skills/outdoor activities
<u>3:45 p.m. - 4:15 p.m.:</u>	Buggy Ride (weather permitting)
<u>4:15 p.m. - 4:30 p.m.:</u>	Group time (music & movement, story)
<u>4:30 p.m. - 5:00 p.m.:</u>	Table activities/fine motor skills
<u>5:00 p.m. - 6:00 p.m.:</u>	Free time

DAILY SCHEDULE for 2 years and 3 years

Children can remain in this classroom until they are potty trained, at least 3 years of age and developmentally ready to transition to the Early Childhood Program. Children in the classroom are introduced to new concepts and activities to prepare them for the Early Childhood Classroom.

6:00 a.m. - 7:15 a.m.: Free play

7:15 a.m. – 7:30 a.m.: Clean up & wash hands

7:30 a.m. - 8:00 a.m.: Breakfast

8:00 a.m. - 8:15 a.m.: Diapering, toilets and hand washing

8:15 a.m. - 8:30 a.m.: Opening – Weather, Days of the Week, Pledges, Songs, etc.

8:45 a.m. - 9:15 a.m.: Group meeting/Bible Story/ Bible Songs

9:15 a.m. - 9:30 a.m.: Music/Dance activity

9:30 a.m. - 9:50 a.m.: Hand washing/Morning snack

9:50 a.m. - 10:00 a.m.: Diapering, toilets, hand washing

10:00 a.m. - 10:30 a.m.: Outdoor/Indoor playroom

10:30 a.m.. - 11:00 a.m. : Group time/*Abeka Skills/Language Development

11:00 a.m. - 11:15 p.m.: Diapering, toilets, hand washing

11:30 p.m. - 12:15 p.m.: Lunch

12:15 p.m. - 12:30 p.m.: Read books, get ready for naps

12:30 p.m. - 2:30 p.m.: Naps

2:30 p.m. - 3:00 p.m.: Diapering, toilets, hand washing

3:00 p.m. - 3:20 p.m.: Afternoon snack

3:20 p.m. - 4:00 p.m.: Afternoon group time

4:00 p.m. - 4:30 p.m.: Choice time, small groups

4:30 p.m. - 5:30 p.m.: Classrooms combine, choice time

5:30 p.m. - 6:00 p.m.: Free time until departure

*See Abeka Scope and Sequence

Two yr. olds will learn many things about God's world. They will count 1-25 and recognize numbers 1-10. Our program uses many ways to teach our students in a fun, learning environment. We incorporate poetry, nursery rhymes, singing, rhythm bands, puzzles, play clay, stories, drama, puppets, show & tell and free art.

Transition from Infant Class to Toddler Class

As children approach fifteen months old, we will begin to make a transition from the infant class to the toddler room. This transition will begin approximately 2 weeks prior to your child's birthday and will evolve slowly so your child isn't overwhelmed at the change in routine and will be able to remain calm in the loving environment that they have grown accustomed to.

Day 10: Your child will begin the day in the infant room as usual and will remain there until 8:45 when they will move to the toddler room. They will remain in the toddler room until 9:30 where they will participate in outdoor choice time or free play time.

Day 9: After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 8: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 9:30 and they will participate in circle time and outdoor choice time or free play time. They will return to the infant room at 9:30. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 7: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 10:00 and they will participate in circle time, outdoor choice time or free play time and have a snack. They will return to the infant room at 10:00. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 6: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 10:45 and they will participate in circle time, outdoor choice time or free play time, snack & Group time where they will learn Abeka Skills Development. They will return to the infant room at 10:45. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 5: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 11:15 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development & Outside/Gym Time. They will return to the infant room at 11:15. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 4: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 11:45 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development, Outside/Gym Time & Abeka Language Development. They will return to the infant room at 11:45. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 3: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 12:45 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development, Outside/Gym Time, Abeka Language Development & lunch. They will return to the infant room at 12:45. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 2: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room until 1:00 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development, Outside/Gym Time, Abeka Language Development & lunch, Story Time. They will return to the infant room at 1:00. After your child has awakened from their nap time and been diapered, they will return to the toddler room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 1: Your child will begin the day in the infant room as usual and will remain there until 8:00 when they will move to the toddler room. They will remain in the toddler room for the rest of the day. By this time, your child should be ready to move into the toddler program with little or no stress.

Transition from Toddler Class to 2 & 3's Class

We will begin to make a transition from the toddler class to the 2 & 3's room for your child. This transition will begin approximately 2 weeks (10 days) prior to your child's birthday and will evolve slowly so your child isn't overwhelmed at the change in routine and will be able to remain calm in the loving environment that they have grown accustomed to.

Day 10: Your child will begin the day in the toddler room as usual and will remain there until 8:45 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 9:30 where they will participate in outdoor choice time or free play time.

Day 9: After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 8: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 9:30 and they will participate in circle time and outdoor choice time or free play time. They will return to the toddler room at 9:30. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 7: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 10:00 and they will participate in circle time, outdoor choice time or free play time and have a snack. They will return to the toddler room at 10:00. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 6: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 10:45 and they will participate in circle time, outdoor choice time or free play time, snack & Group time where they will learn Abeka Skills Development. They will return to the toddler room at 10:45. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 5: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 11:15 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development & Outside/Gym Time. They will return to the toddler room at 11:15. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 4: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 11:45 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development, Outside/Gym Time & Abeka Language Development. They will return to the toddler room at 11:45. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 3: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 12:45 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development, Outside/Gym Time, Abeka Language Development & lunch. They will return to the toddler room at 12:45. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 2: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room until 1:00 and they will participate in circle time, outdoor choice time or free play time, snack, Group time where they will learn Abeka Skills Development, Outside/Gym Time, Abeka Language Development & lunch, Story Time. They will return to the toddler room at 1:00. After your child has awakened from their nap time and been diapered, they will return to the 2 & 3's room to have snacks and free play time where they will use their gross motor skills in free play or outdoor activities (weather permitting).

Day 1: Your child will begin the day in the toddler room as usual and will remain there until 8:00 when they will move to the 2 & 3's room. They will remain in the 2 & 3's room for the rest of the day. By this time, your child should be ready to move into the 2 & 3's program with little or no stress.