



KidsPoint Childcare Center

Parent/Guardian Handbook

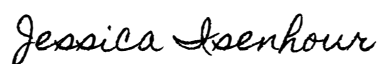
Parents and Guardians,

We would like to welcome you to KidsPoint Childcare Center at St. Luke's Church! We are so thankful you have chosen us to care for your child and know just how important and challenging the process of finding a high quality, loving, and enriching center can be. We look forward to getting to know your child and your family better as we team up to equip and encourage your child for success.

Please take time to read this handbook as it will contain many important policies set in place by the State of North Carolina and by KidsPoint Childcare Center to ensure the safety and well-being of your child while in our care. We will do our best to ensure that this will feel like your child's home away from home and we encourage parents to take an active participation in the care and education of your child in our center.

All questions and concerns may be brought up to the administrators at any time and we encourage open lines of communication between our families and our well-trained staff. We encourage you to tour the center and your child's classroom before enrollment and get familiar with the teachers and staff responsible for your child's day to day care. Thank you for trusting us with your most precious gift and we look forward to seeing your child grow and develop with us throughout their early childhood years!

Sincerely,

A handwritten signature in black ink that reads "Jessica Isenhour". The script is cursive and fluid, with the first letter of each word being capitalized and larger than the others.

Jessica Isenhour
KidsPoint Childcare Center Director

Our Mission:

KidsPoint Childcare Center seeks to provide high-quality childcare for children ages 6 weeks to 5 years old. We strive to maintain a loving, nurturing atmosphere where children can grow in all areas of development: physically, mentally, socially and emotionally, as well as spiritually. By creating and cultivating relationships with families we aim to extend the ministry of St. Luke's church to spread and communicate God's love to our neighbors and provide support to all families.

Our Vision:

KidsPoint Childcare Center aims to provide a safe, positive and fun environment for children where they feel free to grow and express themselves in the way God created them. Our highly trained staff will provide opportunities for growth by creating age appropriate, interactive, and stimulating lesson plans that meet the needs of the children in their care. Children will be encouraged to explore intentionally constructed play areas in the way children learn best, through open-ended play. Teachers will observe and supervise children at all times and provide redirection and instruction in order to maintain safety.

Curriculum and Learning Experiences:

KidsPoint Childcare Center will use The Creative Curriculum as a teacher resource to provide daily lesson plans to help your child learn and grow. The Creative Curriculum is a research-based, whole-child curriculum that empowers children to learn through play-based, hands-on interactive experiences. In addition, we will also implement weekly Bible based curriculum that will give children fun, interactive and engaging lessons that help foster their spiritual growth as well as prepare them for the future. Weekly lesson plans will be posted in your child's room. Please ask your child what they are learning and use the handouts that are sent home to be an active participant in your child's learning experience.

Application and Enrollment Procedures:

Families interested in enrollment at KidsPoint are encouraged to call the center to speak with the director about current openings in the age group needed for care. Any spots available will be filled on a first come first served basis. If a spot is not available, families have the option to be placed on our waiting list. Those who have been placed on the waiting list will be called as more spots become available.

Children whose families are church members, have siblings in the childcare center, or are children of KidsPoint Childcare Center will be given preference in enrollment. Once a family has been offered a vacant spot, they must come in within 24 hours to pay the registration fee and fill out all required paperwork. Failure to pay registration or return all paperwork for enrollment may result in losing the vacancy. KidsPoint Childcare Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and access to enrichment programs.

Arrival and Departure:

All families will be required to enter from the courtyard and escort your child to their appropriate classroom. Families should park in the parking area directly across from Viewmont Elementary and follow the signs to the children's building up the sidewalk. Entry from the opposite door and parking lot will not be permitted. Parents must sign their child in at the Welcome area at the entrance. Administrators will be present to help parents with check-in when needed. Please be sure you leave your child under the direct supervision of the teacher before leaving. Signing in and acknowledging that your child's teacher knows they have entered the classroom ensures the safety of all children. All children must be in their classroom by 9:00 am. Any child arriving after 9:00 am must have a dated doctor's note stating that they have been seen that morning. If your child will be absent due to illness, vacation, or late due to an appointment please communicate this with your child's teacher.

Please be sure to sign your child out upon arrival at the center for pickup. Be sure the teacher acknowledges that the child is leaving the classroom. Written authorization is required if someone other than the typical caregiver is picking up your child. No child will be allowed to leave with anyone that has not been approved by the parent and is not on the pickup list that was filled out at time of enrollment. Any changes to this list should be made known. No child should remain at the center more than 10 hours per day. For example, children arriving at 6:30 am must be picked up no later than 4:30 pm.

Children that exceed 10 hours per day or are picked up after 6pm will be charged \$1.00 per minute for every minute past the 10 hours or the 6pm closing. This charge is to pay overtime to the staff who must stay past their scheduled time to continue care.

Parent Fees and Payments:

Fees are set by the Childcare board established by St. Luke's Church. Parents will be informed of all current fees at the time of enrollment. Any changes in fees approved by the Childcare board will be given to families by written notice at least two weeks before the change will occur. Registration is due at the time of enrollment and the first week's fees are due the Friday before the child begins. All dues not paid by the Friday before the week of attendance will incur a \$25 late fee. Fees are required regardless of the amount of attendance.

Delinquent Accounts:

If your account becomes two weeks behind, a notice will be issued in writing immediately. Parents will be given a one week notice to pay your bill in full including any late fees associated with your account. Failure to pay will result in termination.

Withdrawal Procedures:

If you decide to withdraw your child from KidsPoint childcare center, you must notify the director immediately. Two weeks' notice will be required in order to fill the vacancy. You will be required to pay the tuition for those two weeks.

Days and Hours of Operation:

Our center is open Monday through Friday, 6:30 am until 6 pm. The center will be closed for the following holidays:

New Years Day	Independence Day	Day after Thanksgiving
Easter Monday	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	

In addition to the above days, KidsPoint Childcare Center will be closed the week of Independence Day and the week of Christmas. In the event that either holiday lands on a weekend, the previous or following week will be closed as determined by the childcare director and the daycare board. You will be notified in advance of any closings.

Payments will not be prorated or reduced due to holidays and closings. Fees will apply during the week of July 4th and the week of Christmas.

Inclement Weather:

In the event of inclement weather, we will follow Hickory Public Schools' decisions about closings and delays. The safety of our staff and your children will always be our top priority. In the event that a decision to close or delay opening has been made, a message will be sent out through the bright wheel app to alert parents. If we are unable to remain open due to developing weather throughout the day or other conditions that may jeopardize the health or safety of our staff and children, parents will be notified through the app and by phone to pick up your child. Please make sure your child's teacher has a current contact number for you at all times.

What to bring:

Please make sure your child is dressed comfortably in clothing that they can play and explore in. Clothing should be weather appropriate and comfortable for outdoor and indoor play. Learning is sometimes messy so please do not send your child in anything that you fear will get damaged or soiled. Children should also have 1-2 additional changes of clothing to keep in their cubby in case of accidents or spills. If your child is potty training, please be sure to send full sets of clothing including underwear or pull ups if your child requires them.

Due to the risk of accidents and tripping, please do not send your child in shoes that have exposed toes such as flip flops and sandals. Please do not send any clothing that could injure your child or another child such as hoodies with long strings or items with beads that may come unattached and present a choking hazard. Parents of children who are not yet potty trained must bring a sufficient number of diapers and wipes for their child. Diapers must be removed from the plastic packaging and placed in your child's cubby. Wipes must be in a plastic container and must have your child's name on the container. Please do not leave unopened packs of diapers or wipes as the plastic packaging is considered a choking hazard. Please check often on the amount of diapers and wipes your child has so as not to run out. Parents will be notified to bring needed items if the child runs out.

All children over the age of one year also need a small blanket, labeled with their name for rest time. Children under one year may not bring blankets but may have zip up sleepers as long as they do not obstruct the movement of the child's arms or legs. Pacifiers are allowed for children under two but must not be attached to any type of string or clip. Pacifiers should be labeled with your child's name and left in their cubby box to remain sanitary until use.

Parents of infants should bring all bottles their child will need for the day pre-mixed with formula or filled with the serving size of breastmilk and labeled with the child's name and the date. If bottles are to be given in a certain order, please be sure to label that on the bottle and alert the teacher of this. Any bottle that has been offered and the child did not finish must be emptied and sent home. All used and unused bottles should be sent home at the end of the day.

What we provide:

Children will receive two meals and one snack throughout the day. All meals meet Federal Child Nutrition Program guidelines. All children between the ages of 1 year and 3 years old will receive unflavored whole white milk or an approved milk alternative (with a documented allergy) with each meal. Children ages 3 and over will receive 1% unflavored white milk or an approved milk alternative with each meal. Snacks will be served with 100% fruit juice and another component or water and 2 other components. Meal times will be posted in your child's classroom as well as on the parent board in the lobby.

Children must be present and in attendance during the meal period in order to have time to eat. If your child has any type of food allergy, please let us know immediately. Any food allergy must be noted on the enrollment application and must have a form from the doctor stating what the allergy is and the type of reaction. In order to keep all children safe from possible allergens no food or drink is allowed to be brought from home. No peanuts or peanut products will be served due to the severity of the allergy in some children. We will make accommodations for your child to receive an item that is equally nutritious in the event of an allergy to a food served. Menus will be posted by the office and in the classroom the week before they are served.

Rest Time:

Children will be given time each day to rest. Infant rest periods will occur throughout the day as needed based on each child's individual needs. Children ages one and older will have a designated rest period consisting of 2 hours daily. No child will be forced to sleep; however, all children are encouraged to lay down with a quiet activity so as not to disturb other children who will be napping. Soft music will be played, and lights will be turned off during rest period. Children who may need help transitioning to rest will be rocked, patted, or comforted in whatever way they prefer to encourage rest. Each child will have their own personal cot labeled with their name and will be covered with a clean sheet. All cot sheets will be changed at least weekly or as they become soiled. Crib sheets will be changed at least daily or as they become soiled. Crib and cot sheets will be provided and laundered by the childcare center. It is the parents' responsibility to provide a small blanket to be taken home each week to be laundered and returned on Monday.

Cleaning Schedule and Routines:

Tables and Food prep surfaces	Cleaned and sanitized before and after each use	Diaper changing table	Cleaned and Disinfected after each child
High chair/high chair trays	Cleaned and sanitized before and after each use	Toilets	Cleaned and Disinfected Daily and After use
Toys/Toy shelves	Cleaned at least monthly and sanitized daily	Chairs	Daily or when soiled
Toys/ items that have been exposed to saliva	Cleaned and sanitized after each incident	Cots	Sheets changed weekly or when soiled
Floors	Swept after each meal, messy play and at the end of the day	Cribs	Sheets changed daily or when soiled
Hard floors	Mopped nightly or after each spill	Sinks	Sanitized after use or disinfected between handwashing and meal prep
Carpet areas	Vacuumed nightly	All other surfaces	Cleaned and sanitized at least monthly
Trash cans	Emptied after each meal and wiped down daily		

Tobacco use on campus:

KidsPoint Childcare Center building, parking lot, courtyard and outdoor play areas are non-smoking areas. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center, in vehicles used to transport children, or during any off-premises activities. Any parent or staff that violates this rule will be asked to leave the premises.

Sickness/Illnesses:

In order to keep our staff and children healthy, we will operate for well children only. If your child becomes ill while at the center, you will be notified immediately to pick them up. Your child may be isolated from other children during this time, and we will do our best to make them comfortable until you arrive. Any child that has been sent home for an illness must remain home for at least 24 hours and until they are symptom free. Please do not attempt to send your child back to school before the 24 hours or if your child's symptoms are still present as they will be turned away. Fever reducing medications should not be used and then children sent to school as they will still be contagious even after the fever is gone.

Medication/Emergency Medications:

If your child is taking medication, every attempt should be made to give your child their medication before or after childcare. Any over the counter medication such as Tylenol, Motrin, cough syrups, or antihistamines will not be permitted. If your child is under the care of a doctor and has been prescribed a medication that must be given while the child is in our care you are required to bring the medication in the original packaging that contains your child's name on the prescription as well as the amount to be given and any specific instructions. A medication slip must be filled out and signed by a parent before any medication can be given. Any medication required to be given for more than one week will be sent home on Friday and may be returned on Monday if a new medication slip has been filled out.

Emergency medications such as epinephrine injectables (epi-pens), albuterol inhalers, etc. will be kept in an unlocked area that is at least 5 feet high and cannot be reached by children. You will be given standing permission forms for the year your child is in care. When medications expire or have been used, they will be returned and it is the responsibility of the parent to send in a new one.

Please do not put any medications in your child's cubby, bookbag, diaper bag or anywhere that would be accessible to children. This includes chap stick, sunscreen, gas drops, hand sanitizer, diaper cream, etc.

Child abuse/Neglect:

One of our most important jobs as childcare providers is to ensure the health and safety of the children in our care. This extends to the health and safety of children when they are outside of our care as well. Any staff member or administrator that suspects child abuse or neglect is required by law to document the signs of abuse and share their concerns with the administration. We understand that children will occasionally get bumps and bruises as a natural consequence of play. If repeated occurrences become prevalent and abuse or neglect is strongly suspected, we will report these findings to the proper authorities.

Caregivers that exhibit signs or appear to be under the influence of alcohol or drugs will not be permitted to pick up children. In cases that we feel like a caregiver is unsafe to transport children, authorities will be called immediately.

Please make sure all children arrive and depart in car seats that are appropriate for their age and have been installed correctly. Incidents of children not properly restrained will be reported to the authorities.

Discipline Policy:

No child shall be subjected to any form of corporal punishment. Praise and positive reinforcement are effective methods of the behavior management of children. While at the center, parents, including staff members of children in our center, will not be allowed to use any form of corporal punishment.

Through modeling of appropriate behavior and frequent reminders and redirection from staff, children will learn ways to handle conflict in positive ways. It is the responsibility of our staff to set up the classroom in a way that encourages cooperation and mutual play and limit competition by providing several of each item to avoid conflict. Supervision of children is essential to be pro-active in keeping children safe and all attempts will be made to avoid negative behaviors as soon as they begin. Small amounts of time out may be used to give children the opportunity to separate from the group to have time to process their emotions and give them a chance to rejoin the group after discussing ways of handling situations properly. In the event that a child is consistently violent towards other children and/or staff a parent conference will be set up to discuss possible reasons behind the behavior and ways that we can work with parents to negate this behavior. If negative behavior continues after attempts have been made by parents and staff, a child may be dismissed from the program.

Parent Participation:

We highly encourage all families to take an active participation in their child's education and care at our center. Parents are welcome to visit or call their child's classroom throughout the day. We ask that parents do not visit the classroom between the hours of 11:30 am - 2:00 pm as children are preparing for rest time and may be overly stimulated by seeing parents during this time. Please be aware that as children adjust to childcare it is normal for them to cry at drop off. Children are very resilient and quickly join classroom activities after you leave the classroom. To help with separation, staff will make every effort to comfort and console your child to let them know they are in a safe, fun space.

Activities will be planned throughout the year that encourage parents to take part in our program. These activities will be planned in advance and will be posted in visible areas so that families can make plans to attend.

Parents are also welcome to ask staff about volunteering to help with events in the classroom such as birthday parties, reading a book, helping with a special craft, or coming in to talk about what they do for work. We encourage all parents to take part in these opportunities.

Parent Receipt and Acknowledgement:

This parent handbook describes important information about KidsPoint Childcare center and its policies and procedures. I understand that it is my responsibility to familiarize myself with the policies in this handbook. If I have any questions about the policies contained in this handbook it is my responsibility to ask the Director/ Assistant director to further explain them to me. I agree to adhere to these policies and acknowledge that changes to this handbook may occur. If revisions are made to this handbook I will receive a written notification of the policy change.

Please initial the lines on the following page and return it to the director. This page is meant to acknowledge your receipt of all of the policies required by the state of NC and of KidsPoint Childcare Center. This confirmation of receipt will be kept in my child's file during their time at KidsPoint Childcare Center.

Parent's Receipt and Acknowledgement Page

Child's Name_____ Date of Birth_____

Parent/Guardian Name(s)_____

Please read the following statements and initial on the lines.

- _____ I have received a copy of the parent handbook and have had a chance to ask any questions I may have with the director before enrollment.
- _____ I have received a copy of the Discipline policy.
- _____ I have received a copy of the Summary of Child Care Law.
- _____ I have received a copy of the prevention of Shaken Baby Syndrome and Abusive Head trauma policies.
- _____ I have been notified of the smoking and tobacco restriction.
- _____ The director has discussed with me ways that I can participate in my child's care and education within the center.

Parents of Infants:

- I have received a copy of the safe sleep policy. _____

Parent's Signature_____ Date_____

Directors Signature_____ Date_____