



PARENT HANDBOOK

"Jesus said, 'Let the little children come to me and do not hinder them,
for the kingdom of heaven belongs to such as these.'"

Matthew 19:14

Faith Builders Day Care

801 Park Street
Waynesboro, PA 17268
717-788-2231
www.faithbuildersdaycare.org

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ABOUT US

Mission Statement

Faith Builders Day Care mission is to inspire lifelong learners through exemplary programs based on biblical teachings.

Our Philosophy

Our Program is designed with families in mind. We seek to form a partnership with the parent/guardian that promotes the learning and healthy development of your child. We want to build self-esteem, develop school readiness and help children reach their full potential in learning. Our role is to supplement, and not take the place of the primary role of families in providing care for their children.

As we build our partnership together, please feel free to share new ideas and suggestions. We value the need for close communication between families and teachers. As we build our partnership together, please feel free to share new ideas and suggestions at info@faithbuildersdaycare.org or by phone at 717-788-2231. We look forward to getting to know you and offering you and your child a Christian based, safe, caring, and joyful educational environment.

Our Goals

The goal of Faith Builders Day Care is to be a leader in childcare by providing the highest quality program. Our program will be implemented with qualified, nurturing staff members, who will help each child reach their full potential based on a foundation of Christian principles.

Our Center

Faith Builders is located in the Otterbein Chapel at 801 Park Street, Waynesboro, PA 17268. Additional information can be found on our Facebook page or at faithbuildersdaycare.org.

Security System

Faith Builders Day Care provides closed circuit cameras that monitor the entrances, classrooms, and play areas.

Key fobs are used to provide entrance to the Day Care when dropping off and picking up your child. The front doors are accessible throughout the day (6:30 a.m.-6:00 p.m.) with a key fob. A fee of \$10 is required for each key fob (maximum of four per family). Parents can request and pay for key fobs by completing the Key Fob Request form at www.faithbuildersdaycare.org.

To provide safety to all the staff and children at Faith Builders Day Care, we ask that parents/guardians do not admit anyone. The main entrance is equipped for staff to address a delivery or a person who may need entrance into the building without a key fob.

Parking

Parking is located behind the day care, entering from 9th Street, or from the front of the day care on Park Street. When dropping off and picking up, keep in mind the safety of the children. Idling cars are a potential hazard, so please turn your car off and lock your vehicles. Also, pay close attention to your toddlers because drop off and pick up is a busy time in the parking lot.

Our Staff

Each staff member strives to create a warm and loving environment filled with Christian experiences that will help your child to enjoy school and learn. All staff members maintain certification in First Aid along with infant/child and adult CPR. Annual training in Child Abuse and Neglect, Mandated Reporting, Blood Borne Pathogens, and universal precautions are provided as well as continuous review of all our health and safety policies.

Our Programs

Faith Builders Day Care offers programs for the following:

- Infants (ages 6 weeks to 12 months)
- Toddlers (ages 12 months to 2 years)
- Older Toddlers (ages 2 years to 3 years)
- Young Preschoolers (age 3 years to 4 years)
- Older Preschool (ages 4 years to 5 years or pre-kindergarten)
- School Age (before/after school & summer program)

Infant Program:

The first year of life is a critical time for brain development as well as social and emotional development. Our staff works in partnership with each infant's family to set goals for him/her and to continuously evaluate progress towards these goals.

Infant classes are staffed to ensure a ratio of 4 children to 1 adult. At the time of enrollment, each infant is assigned to a primary caregiver. Primary caregiving provides continuity of care and allows each infant to develop a secure relationship with someone special in the program.

Toddler Program:

The toddler age group is a diverse one, and each child is different. We recognize and encourage these differences. Our toddler teaching team practices a variety of strategies that allow for each child to begin defining his/her own sense of independence while still being dependent on the adults caring for and teaching him/her. We maintain a ratio of 5 children to 1 adult for toddlers and 6 children to 1 adult ratio for older toddlers.

Our toddler classrooms follow a daily routine that is consistent yet flexible. Observation and assessment provide key insight into the needs of individual children and serve as a foundation for goal setting and lesson planning. Toilet training is also incorporated into the daily routine for the older toddlers who demonstrate interest and developmental readiness. Teachers and parents/guardians work in partnership to develop a toilet training plan for their child that is consistent between home and school.

Preschool Program:

Preschool is the beginning of a very exciting time in the life of a young child. Our days are filled with a variety of learning opportunities that become the building blocks for each child's preparation for kindergarten. Our individualized assessment and planning strategies provide a comprehensive preschool program that prepares your child for kindergarten. It is a year of tremendous growth and development as the four-year old turns five and becomes a kindergartener. The children transition from our program prepared for success in their school years to come.

School Age Program:

Our school-age summer program offers children a positive, loving and nurturing environment where they interact with their peers, go on educational field trips, and have structured learning time throughout the day. The Before and After School program provides care and supervision before and after school through the school year.

Our Curriculum

We are excited to provide a curriculum with goals and objectives to gauge the child's learning and growth. The curriculum will be consistent and pervasive throughout the center. It will empower teachers and focus activities to enable children to learn through play. The curriculum is called ABCJesusLovesMe Preschool Curriculum. It is a comprehensive, research-based preschool curriculum focusing on Bible, academics, and development.

Faith Builders Day Care agrees with the philosophy of the ABCJesusLovesMe Preschool Curriculum. We believe children are blessings from God. He has created each child unique and special. Learning should be incorporated into the child's day instead of controlling his/her day. We believe preschoolers should be able to explore, play, and learn new things through trial and error. This curriculum engages the most energetic child but allows for supplemental material to be added for the child who prefers more sit-down activities.

Each week the curriculum will have focused objectives for:

- Bible and Bible song
- Memory Verse (2-4years)
- Poetry / Rhyming
- Fine motor skills
- Gross motor skills
- Art and Visual perception skills
- Math - number sense and shapes
- Letter formation
- Pre-reading
- Colors
- Self-care

ABCJesusLovesMe is a faith-based curriculum. The curriculum teaches the Old Testament from creation to Jonah. The New Testament lessons focus on the life of Jesus. The NIV is the most commonly used translation in the curriculum.

Classroom Routine

Classroom Routine: Following a consistent daily routine each day helps build the children's sense of security and independence to make choices and take risks, which leads to exciting learning opportunities. The following components are always included in the routine, but the length and order of the segments may vary for each classroom.

- **Large Group Time** is a time for group sharing, singing, finger plays, group games, stories, etc.
- **Small Group Time** with children and their teachers. Small Group Time provides children with opportunities to use materials, experiment with these materials, talk about their discoveries, and solve problems that they encounter. Small Group Time builds on the child's strengths, introduces children to materials and experiences that they might otherwise miss, and provides teachers with an intimate setting that they can observe and learn about individual children daily.
- **Large Motor Time** – Large motor activities are planned every day for both inside and outside experiences.
- **Transition Times** – Transitions are the minutes between other blocks of the day, as well as arrival and departure times. Teachers plan meaningful learning experiences for these times, which keeps children engaged.
- **Eating and Resting Times** – Snacks are provided by the day care. Snack time provides an opportunity to encourage positive social interaction and table etiquette. Lunch is enjoyed in our spacious lunchroom. Rest time is an essential part of the day when children are encouraged to nap or at least rest quietly on their cots.

Activities are scheduled throughout the day to balance quiet and active play along with opportunities for self-expression in both art and dramatic play.

School Calendar

Faith Builders Day care is open year around from 6:30 a.m. until 5:30 p.m., Monday through Friday.

We are closed for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve ½ day
- Christmas Day

Holidays falling on a Saturday will be observed on the previous Friday. Holidays falling on a Sunday will be observed on the following Monday.

FAMILY INVOLVEMENT

Primary Caregiving

At Faith Builders Day Care we believe in the practice of primary caregiving. Each child in the infant program is assigned a teacher as the primary caregiver who assumes special responsibility for that child and for communicating with his or her parent/guardian, especially during conferences. Primary caregiving strengthens the link between families, children, and teachers. By assigning a primary caregiver to your child, we are encouraging you to establish a relationship with a particular staff member who will be especially focused on your child's needs and development as well as your concerns.

Family Communication

We are committed to developing positive relationships with our families. We desire open and honest communication. This includes a continual exchange of information between the parent/guardian and day care staff. The Brightwheel App. will be used to help this process. Teachers will send daily updates of your child's activities, and often pictures. Parents/guardians can also ask questions or give information concerning your child through the app. Generally, teachers answer questions and post between 1:00-3:00 p.m.

Parent/Guardian Teacher Conferences

Parent/guardian teacher conferences are another important aspect in communication between the home and day care. Faith Builders Day Care conducts parent/guardian conferences several times each year. During the conference you will review a portfolio of your child's development along with a written assessment from your child's teacher. This is also an opportunity to speak with the teacher about any concerns that you may have. Interim conferences are always available at the parent/guardian request. If screening results reflect an area of development that additional support would benefit your child, the teachers and director will provide a list of the available resources and provide assistance with the referral process. Transition conferences are held during the preparations for your child to move to each new classroom and provide the opportunity for you to talk with your child's new teacher.

Formal observations are done in October and May. Parents/guardians will be given a copy to review, and a conference given if requested.

For students entering kindergarten the following school year, two conferences are scheduled (November and April). Parents/guardians will have the opportunity to sign up for the time that is convenient for them.

Grievance Policy

As in any community, there is always the possibility for misunderstandings and conflicts. It is critical, long before such situations occur that there is an environment that fosters mutual respect, tolerance, and clear, honest communication. We encourage parents/guardians to discuss specific classroom concerns with the appropriate teacher **first**. If the issue is not resolved with the teacher or if the concern is a more general Center concern, please address it with one of the Center directors. We are committed to handling such issues in a timely fashion and reaching satisfactory resolutions.

PROGRAM STANDARDS

Transitions

Initial Transition from Home to Daycare:

The first transition families experience is from the home to the day care center. We realize that this can often be a difficult period for families as everyone adjusts to new routines and new people. During the transition from home to day care, you will receive general information on the program and a daily schedule. You will be encouraged to tour the classroom, meet with your child's teachers, and see the other children in the classroom. To begin that open line of communication please mention any adjustment problems you anticipate with the teacher.

Transition to a New Classroom:

Special attention is given to support families through these changes. You are encouraged to visit the new classroom and meet your child's new primary caregiver. Children will make a transition to the next program based on their age, developmental readiness, state licensing requirements, and space availability. There is no set formula. These transitions help your child develop and grow.

Transition to Kindergarten:

Faith Builders Day Care will be there to help transition your child to kindergarten. Our program will have them prepared academically, socially, and emotionally. They will be supported through books, and discussions about their new school experience. Information will also be available for parents/guardians about kindergarten readiness.

Positive Guidance

As children learn self-control and struggle toward independence, they will be supported by loving adults who understand child development.

In our approach:

- A "yes" environment is created, which enhances and encourages children's positive behavior.
- Teachers model appropriate behavior.
- Teachers encourage children's efforts to build feelings of self-worth.

- Expectations are limited to what is realistic for the developmental level of the child, and they are clarified for children, so they understand what is expected of them.
- Children are given alternatives, which enables them to turn destructive situations into constructive ones.
- Natural and logical consequences are used to motivate and empower children to make responsible decisions about their behavior.
- Behaviors such as cooperating, helping, negotiating, and problem solving are encouraged.

When a child needs redirected the teacher will:

- Speak to the child acknowledging their feelings. (“I’m sorry that you are feeling frustrated.”)
- Ask questions to find out why the child is acting out.
- Restates the problem described by the child. (You want that toy and someone is using it.)
- Ask for ideas for solutions to the problem and they will choose one together.
- Be prepared to give follow-up support.

The following methods of discipline are prohibited:

- Corporal punishment: including spanking, shaking, jerking, squeezing, or physically indicating disapproval.
- Shaming, humiliation, or verbal abuse.
- Labeling, such as indicating a child is a “bad” girl or boy, or otherwise implying that he or she, rather than the behavior, is the problem.
- Withholding of food or drink, outdoor time, or unrelated activities (e.g., special events) as punishments.
- Retaliating or doing to the child what he or she did to someone else.
- Punishment for soiling, wetting, or not using the toilet.

Handling Children’s Aggressive Behavior and Confidentiality

In social settings where young children are just beginning to explore and experiment with ways of interacting effectively with their peers, children may express themselves by hitting another child, grabbing toys, or even biting.

If your child goes through the biting stage please note, it does not mean you are a bad parent/guardian or blame needs to be placed on the child. It is a natural part of childhood. However, when it happens, it is frustrating, and very stressful for everyone involved. Perhaps the list below may help.

Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress

- Inability to express feelings or needs verbally
- Mimicking behavior
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and overstimulation

When an incident occurs at the day care, parents/guardians of the children involved will be informed of the pertinent information. The information shared typically includes the details of the incident itself (e.g., the time and the place, event surrounding the incident, and steps taken to comfort the hurt child). **However, the identity of the child who engaged in the aggressive behavior cannot be disclosed out of respect for confidentiality.**

We will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues, after exhausting our resources, we may conclude that suspension of the child's enrollment from our program is the only option. Readmittance may occur after appropriate outside resources are obtained and implemented. Ultimately, we want to support children as they learn to monitor their behavior, while at the same time creating a safe environment for all children.

WE CARE: HEALTH

Health and Safety Practices

Staff members undergo a thorough screening and hiring process, including a background check. Staff members are certified in first aid and CPR. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, Faith Builders Day Care has an individual emergency response plan in place. **If an emergency requires the day care to evacuate and leave the premises, families can call an emergency hotline number, 717-264-2813 to receive information about the safety and location of their children.**

Medical Records

Medical records to protect the health of all children and to satisfy childcare regulations, current medical information for each child is required prior to enrollment. These records need to be updated every six months for infants to toddlers, and annually for older toddlers and preschoolers.

Child Illness

Sometimes it is a difficult decision for parents/guardians to make whether to keep their child home from day care or whether their child will remain stable at day care. We are committed to implementing policies that balance and respect the needs of our day care community.

The primary reasons for exclusions from childcare or school are that the condition:

- Prevents the child from participating comfortably in activities.
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children.
- Poses a risk of spreading of harmful disease to others.

Mild illnesses are common among children, and we will try to keep them comfortable throughout the day but will find it necessary to exclude them from the childcare setting for the following reasons.

- Fever-- (temperature above 100 degrees by any method) or behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, or diarrhea).
- Diarrhea--Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents," and for children whose stool frequency exceeds 2 stools above normal per 24-hours for that child while the child is in the program or whose stool contains more than a drop of blood or mucus. Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet.
- Vomiting two or more times in the previous 24 hours unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.
- Continuous abdominal pain or intermittent abdominal pain associated with fever or other signs or symptoms.
- Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- Rash with fever or behavioral changes, until a primary care provider has determined that the illness is not communicable disease.
- Skin sores that are seeping fluid and are on an exposed body surface that cannot be covered with a waterproof dressing

We ask that for your child's comfort and to reduce the risk of contagion, children be picked up as soon as possible (within 1.5 hours of notification). Until then, your child will be kept comfortable, and they will continue to be observed for symptoms.

Children need to remain home for 24 hours without symptoms before returning to the program. This means that the child needs to remain out of the center for the remainder of the day he/she is sent home and the following day (if a child is sent home on Friday, he/she may return on Monday), unless the center receives a note from the child's medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious

disease, rash, or continuing symptoms, a note from the child's medical provider may be required before returning.

Children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours. --Readmission after diarrhea can occur when diapered children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting "accidents."
- They have been treated with an antibiotic for a full 24 hours.
- They can participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions, and drooling (not related to teething) unless:
 - The child's medical provider signs a note stating that the child's condition is not contagious.
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

Please be aware that a written statement by a physician, physician's assistant or nurse practitioner may be required for certain conditions stating that the child is able to return to school. If you are unsure, please call the day care office before returning your child to day care.

Below is an easy reference guide from the U.S Dept. of Health & Human Services.

| Illness | Stay Home Period |
|---|--|
| Chicken Pox | When all blisters have scabs (usually 6 days after start of rash) |
| Conjunctivitis (pink eye) | 24 hours after start of treatment (if specifically, drainage and excessive tearing have stopped) |
| Coxsackie viruses (Hand, Foot, and Mouth Disease) | 72 hours after onset of lesions |
| Croup After | illness has subsided |
| Diarrhea-Gastro Enteritis | 24 hours after last loose stool or after 1 normal bowel movement |
| Fever | 24 after temperature is normal (without medication) |
| Hepatitis A | At least 7 days after onset of illness |

| | |
|--------------------------------|--|
| Impetigo | 24 hours after treatment has started, lesions must be covered, Fever free 24 hours after temperature is normal |
| Influenza | 24 hours after symptoms have subsided |
| Lice | 24 hours after treatments has begun and child is free of lice |
| Meningitis /Bacterial (Spinal) | When the Health Dept. gives OK |
| Mumps | When the Health Dept. gives OK |
| Pinworms | After treatment is completed |
| Poison Ivy | After lesions have dried up |
| Pneumonia or Epiglottitis | Written note from physician (if due to H-Flu, Health Dept. must give order) |
| Roseola | After illness has subsided |
| Rubella | At least 7 days after the onset of the rash |
| Scabies | 24 hours after start of treatment |
| Scarlet Fever | With doctor's approval |
| Strep Throat | 48 hours after the start of treatment |
| Whooping Cough | At least 7 days after therapy has started |

Medication Policies

Every child has an occasional need for medication. We encourage you to discuss with your child's medical provider dosing schedules or once-a-day regimens that can be administered at home. You are also welcome to come to the center to administer medication to your child during the day, but we ask that you do so away from the other children. When such options are impractical, the center can be authorized to administer medications to your child.

Fever-reducing medications such as acetaminophen cannot be administered by staff or parents/guardians so that a child can remain at the center. Such medications can only be administered to reduce a fever while a child awaits pick-up, and only for children with signed "as needed" instructions on file. Children can return after being fever free for 24 hours with no other symptoms.

Non-prescription Medication Needs

- Parent signed Authorization for Administration of medication form completed.
- Medication must be in its original bottle, with clear instructions for administering the medication or cream.
- The instructions on the bottle must be followed or written authorization from the child's medical provider is required.
- Due to the recommendation of the FDA and the AAP, benzocaine products, such as Orajel, can only be administered to children less than two years of age with a medical provider's written permission, and not for more than 7 days.
- Non-prescription medication necessary for more than three days will also require a written order from the child's medical provider or nurse practitioner/physician's assistant.

Prescription Medication Needs

- The current prescription label from the pharmacy with complete information and instructions. It must have the child's name, name of the medication, dosage, time given, doctor's name, start and end date, and prescription number. If this information is not available a signed Authorization for Administration of Medication form will be required from the medical provider.
- Unfortunately, Faith Builders Day Care cannot accept signed doctors' orders for a child if the parent/ guardian is acting as their physician.

Homeopathic/Herbal Medications

- Before center staff can administer any form of homeopathic or herbal medications Faith Builders Day Care requires written authorization signed by the parent/guardian and the child's medical provider. The parent/guardian should provide a completed Authorization for Administration of Medication form along with instructions (precise dosage, times to be administered, start date, end date, method), and the medication in the original container, labeled with the child's full name.

ALL Medications

- Must be handed directly to center management. Please do not leave medication—including ointments, lotions, and lip balms—in lunch bags, backpacks, or a child's cubby.
- Changes in medication/dosage require a new Authorization for Administration of Medication form and, where pertinent, an updated prescription or note from the child's medical provider.
- Medication cannot be administered in a child's bottle without specific orders from the child's medical provider.
- Doses will be tracked on an Administration of Medication log; all unused medications will be returned to parent/guardian.
- We ask that the first dose of any new medication be given at home to note any side effects.
- Please note that we are unable to administer expired medications of any kind.

Medication for Chronic Conditions:

Children with chronic illnesses such as severe allergies or asthma, or those children with special circumstances such as monitors or catheters, must have an individualized health care plan on file from the child's medical provider. Professional training for staff caring for the child will be the responsibility of the parent/guardian. New medications, those not included on the child's individualized care plan, or changes to doses or instructions for existing medications are subject to the general medication rules (above). Information must be updated annually. In the best interest of your child, our staff will administer medication according to the Six Rights of Medication:

- | | | |
|----------------|---------------------|------------------------|
| 1) Right Child | 2) Right Medication | 3) Right Dose |
| 4) Right Time | 5) Right Route | 6) Right Documentation |

Reportable Communicable Diseases

When Faith Builders Day Care is notified that a child enrolled in our center or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures. Faith Builders Day Care will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.

Included among the reportable illnesses are the following:

- Bacterial meningitis • Pertussis
- Chicken pox • Polio (including suspected)
- Diphtheria • Rabies (human only)
- Hemophilus influenza (invasive) • Rubella congenital and non-congenital
- Hepatitis A (including suspected)
- Measles (including suspected) • Tetanus (including suspected)
- Meningococcal infection (invasive)
- Any cluster/outbreak of illness

Please refer to your local Public Health Department for the additional requirements in your state or ask center management for a complete listing.

If a child is excluded because of a reportable communicable disease, a note from the child's medical provider stating that the child is no longer contagious and may return is required. The final decision whether to exclude a child from the program due to illness will be made by the childcare center.

Allergy Prevention:

Families are expected to notify the center regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies, or asthma are required to provide the center with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication (Faith Builders Day Care policies). A list of children's allergies are posted in their classroom. Staff members are trained to familiarize themselves with the list and to consult the list as appropriate to avoid

the potential of exposing children to substances to which they have known allergies. Contact with peanuts, or products containing traces of peanuts or peanut oil, can be critical or even fatal to a child with a severe peanut allergy. **As a center we will create a “peanut free” environment** in the event a child in the program develops such an allergy or a child with this allergy is newly enrolled in the program. In these programs, all families and staff are asked to carefully monitor all food ingredients to avoid tree nuts and tree nut products. Despite our diligent efforts, it is impossible to eliminate all risks for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness. Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

Diapering

Children’s diapers will be checked at least every two hours, upon awakening and when soiled or wet. We understand that as part of the diaper-changing process, you may request that we use diaper rash ointment.

Toilet Training

Toilet training is a milestone in the life of a toddler. There are different views on the when and how of toilet training, and every culture approaches it differently. Research indicates that young children cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Thus, toilet learning is generally most successful when it is started around that age or later. Most positive toilet training will occur only after children show signs of physical control (or awareness) of their bodily functions and when they demonstrate an interest of curiosity in the process. In our environment, a family-teacher partnership that supports the child is the most important factor in making this experience successful and as stress free as possible.

The following guidelines will be followed:

- Children will be supervised during toilet training and will be encouraged for their efforts and accomplishments.
- Toilet training will not be coerced. The individual developmental abilities of each child will be considered. Children will not be punished emotionally or physically for soiling, wetting, or not using the toilet.
- Families will provide several changes of clothing for their children to change into in the event of a toileting accident. Any extra clothes that are worn home should be replaced the next day.

We Care: Safety

Fire

The center is equipped with a smoke and fire alarm system. We also have regular fire alarm drills to practice getting out of the building in a fast and mannerly fashion. All children are evacuated from the building and directed to the farthest location from the building. Attendance is taken by staff once outdoors. (Several of our cribs are reinforced as evacuation transportation for our infants.)

In the event of an emergency evacuation, we will move to the basement of the day care. If that location is also jeopardized, we will move South across the parking lot to the Otterbein Church building (912 South Potomac Street). Our Emergency Plan is available for review.

Smoking

For the health and safety of our children, we appreciate your cooperation, our entire facility is a smoke-free environment including the parking lot. Smoking is also not allowed in the presence of children while they are at Faith Builders Day Care or on field trips.

Injury Prevention

Teachers for each age group are responsible for daily safety inspections of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under age three. For the same reason, children's personal items such as barrettes, hair ties, earrings, necklaces, and beaded jewelry are also strongly discouraged in these areas.

When visiting your child's classroom, please ensure that purses, briefcases, or backpacks are not left within reach of children.

- **Footwear:** Footwear (e.g., sneakers and closed toed shoes) appropriate for active, outdoor play such as climbing, running, and jumping on various surfaces is strongly recommended. Closed-back shoes are always preferred.

- **Bibs and Pacifiers:** Bibs will not be left on babies when they are placed in cribs or while mobile due to the potential strangulation hazard. If your child uses a pacifier, you will need to provide staff with at least two pacifiers and instructions for use. Infants will not be forced to take a pacifier for any reason; should the pacifier fall out of the infant's mouth; it does not need to be reinserted. Pacifiers attached to strings or ribbons cannot be placed around infants' necks or attached to infants' clothing at any time, including activity time and while in their crib, due to risk of strangulation. Pacifiers should be labeled using only a non-toxic marker. Tape, adhesive labels, or similar products may become loose over time, becoming a choking hazard.

Children Injuries

If your child sustains a minor injury while at the center (e.g., scraped knee), you will receive an Accident Report outlining the incident and course of action taken by the staff member. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool running water followed by rinsing. A dry bandage or dressing may be applied as appropriate. You will be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention. If a serious medical emergency occurs, the child will be taken to the hospital immediately by ambulance (with a director), and a staff member will contact you (or a designated emergency contact if you cannot be reached).

Infant Sleep Safety

At Faith Builders Day Care your child's health is our primary concern.

- The American Academy of Pediatrics, and the Association of SIDS and infant Mortality Programs strongly recommends that infants be put to sleep on their backs in a crib on a firm mattress to reduce the chance of Sudden Infant Death Syndrome (SIDS). At first, some babies do not like sleeping on their backs, but most quickly get used to it, and this is the best sleep position for your baby. All babies will be put to sleep on their backs. Infants who fall asleep, in any position, in the activity area, on a chair, boppy, or any other type of furniture or equipment that is not a safety-approved crib, will be gently picked up and placed in a crib on their back for the duration of nap time.
- In keeping with our safe sleep practices, **if your infant arrives at the center asleep in a car seat, he/she should immediately be removed and placed in their assigned crib on their back.**
- The standard practice at Faith Builders Day Care is to not allow soft items (such as stuffed animals or bumper pads) in the crib as recommended by the American Academy of Pediatrics. Sleep sacks will be used because they do not present a suffocation risk. *(Any exceptions to the above safety procedures must have a signed release form from the child's physician authorizing Faith Builders Day Care to make exceptions to its policy and release Faith Builders Day Care from any liability.)*

Reporting Abuse and Neglect

All staff members receive Mandated Reporters Training and are required by law to make a report to the appropriate state authorities if neglect or abuse is suspected. The state agency will conduct an investigation and Faith Builders Day Care will cooperate fully and will maintain confidentiality. Our foremost concern is always the protection of the child.

Firearm Safety

In order to maintain a safe and secure environment for young children, firearms, explosive devices, and other weapons are not permitted on the premises. Regardless of a valid permit to carry a weapon, the PA code 3270.79 does not permit firearms in childcare centers.

Enrollment

Registration Procedure

Enrollment is based on availability. A registration fee (\$30) and registration form must be completed and returned to the center. Upon receipt of the registration, your child will be placed in an age-appropriate classroom based on availability. If current space is not available to meet your needs, your family's name will be placed on a waiting list and your registration fee held. When a space becomes available, the administrators will invite you to visit the center and complete the enrollment process.

Enrollment Procedure

In order to secure appropriate staffing levels at all times of the day, we will ask you to provide the specific days and hours of care needed for your child, recognizing that you may need to change these periodically. Prior to your child's start date, please feel free to schedule a visit to help familiarize yourself and your child with the center. This is an excellent way to help your child feel comfortable in his or her classroom. During the enrollment process, you must complete forms regarding your child's health and development.

Enrollment Forms

Your enrollment will be complete when the following forms are on file in our office:

1. Health Appraisal (for 2 to 5 years of age) must be completed by a physician. The **immunization record** must be included, showing that the child has received age-appropriate vaccinations.
2. Health Appraisal (for 6 weeks-2 years of age) must be completed, as above, every 6 months.
3. Child Information Form (reviewed every 6 months)
4. Medication Permission Form
5. Photography/Video Tape Permission Form
6. Consent for Child Record Access
7. Child Care Contract
8. Emergency Information Form
9. A Copy of your Child's Birth Certificate

Note: the dental exam is not required for enrollment.

Space will not be reserved for a child until all forms have been returned to the center and all fees are paid.

Please remember to provide the center with additional updates as needed (e.g., phone numbers, work information, change of emergency contact or medical information, including allergies).

Enrollment Contracts

Our contract year extends from August 23 through August 22 of each year. A contract may be arranged by the parent/guardian for any portion or for the full contract period. Contracts will be updated at the end of each year. In the event you find that you need to discontinue services prior to the end date of the contract, a two-week written notice must be provided.

Payment Schedule

Tuitions are due, as per your contract, regardless of a child's absence for **any reason**. These include a child's illness, family illness, vacations, doctor appointments, parent/guardian's days off work, or closures due to inclement weather, power outages, or other situations beyond Faith Builder's control.

At the time of registration, parents/guardians may choose from one of the following payment options:

OPTION A: Weekly payments are due the Friday *before* the week of childcare services.

OPTION B: Monthly or biweekly payments are also accepted. All payments **MUST** be made the Friday before the week of childcare services.

All payments are required to be paid through the Brightwheel App. If you choose to use the ACH option (which takes payment directly from your checking account), there are no additional fees. If you choose to pay using a credit card, a 2.9% fee will be applied to cover the processing fee for each transaction.

A child will not be accepted on Monday if the payments for services have not been received.

Schedule Changes

In order to provide sufficient supervision and to appropriately schedule staff, families are asked to carefully adhere to the schedule they choose for their child. We ask that schedule changes (including vacations) be made in writing and given to the administrator's office at least **two** weeks in advance. If you have an emergency and need to alter your child's schedule, please do not hesitate to contact the center.

General Attendance Policies

Children should not come to Faith Builders Day Care if they are sick. Please refer to the illness policy section in this handbook for full details about symptoms and illnesses that require children to be excluded from the program. If your child is going to be absent, please call 717-788-2231 or send a message on Brightwheel. Our teachers and staff care about the students they serve, and they would appreciate notification. This communication will also help teachers plan their day.

Emergency and Back-Up Care

Sometimes a child needs care for a few days because of an emergency or an unexpected event requiring a parent/guardian to be at work. In situations like these, Faith Builders **may** be able to provide back-up childcare. Contacting the center in advance is necessary to determine availability and to reserve a space.

Please **do not** bring your child to the center with the expectations that we can help in this way if you have not followed the above guidelines. We understand the stress surrounding unexpected events, but we have strict regulations for teacher-child ratios that we must follow. Reservations for back-up care are filled on a space-available, first-come, first-serve basis.

Program Placement

Children are placed in programs based upon a combination of their developmental and chronological age, as well as space availability. State regulations classify the specific age range and the number of children that may be enrolled in each program/classroom.

| | Age | Adult:Child Ratio |
|-------------------|----------------------|-------------------|
| Infants | 6 weeks to 12 months | 1:4 |
| Toddlers | 12 months to 2 years | 1:5 |
| Older Toddlers | 2 years to 3 years | 1:6 |
| 3 and 4 Year Olds | 3 and 4 years | 1:10 |
| School Age | K- Grade 5 | 1:12 |

Withdrawal Procedure

Parents/guardians may withdraw their child from the program at any time. **A two-week written notice is required.**

The center is unable to guarantee that space will be available for withdrawn children unless full payment is made during their absence. The center has final determination on refusing a child's attendance or readmittance to Faith Builders Day Care,

Suspending a Child's Enrollment

Our childcare programs are centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn as individuals with unique learning styles and ways of responding to the world. However, on occasion a child's behavior may warrant the need to find a more suitable setting for care. At any point that a child's behavior/circumstance is of concern to a teacher or administrator, written documentation and family/teacher communication will begin as the first steps to understanding the child's individual needs and challenges, and to evaluate these needs in the context of our program. After exhausting our resources, we may conclude that suspension of the child's enrollment from our program is the only option. Readmittance may occur after appropriate outside resources are obtained and implemented. Ultimately, we want to support children as they learn to monitor their behavior, while at the same time creating a safe environment for all children.

Disenrolling a Family

Our programs are based on developing partnerships and supporting families; however, despite our best efforts, on rare occasions a parent/guardians' actions or requests may warrant the need to find a more suitable setting for themselves and their child. Examples (but not a comprehensive list) of such instances include:

- The parent/guardian fails to abide by the center's policies, or those requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services that are not provided to other children's families and that cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to center staff, children, or anyone else at the center, including any communications they may have posted on any social media site.
- Children absent for 10 days, without notification, will be billed at their regular contracted rate and their space will be forfeited. The center may be unable to guarantee that space will be available if a family desires to re-enroll. If a space is available, outstanding tuition charges must be paid in full, a registration fee and a new contract will be written. Rates will be based on the updated fees. The center has final determination on refusing a child's attendance or readmittance to Faith Builders Day Care.

Meeting Children's Needs

Rest

In order to maintain consistency from home to center, and to meet the individual needs of our toddlers and preschoolers, the children will have an afternoon quiet period following lunch from 1:00 p.m. until 3:00 p.m.

Snacks

Faith Builders Day Care believes that snacks are critical to a child's health and development. Morning and afternoon snacks are provided by Faith Builders Day Care. When providing lunch from home, we offer the following suggestions. All lunches should include ice packs and the food be cut into bite-sized pieces that are easy to swallow. Please make sure all lunch boxes, bags, and containers are labeled with your child's full name. Additionally, we strongly recommend avoiding foods that are high in fat or sugar in your child's lunch. Providing a healthy lunch will ensure your child has the energy and stamina to get the most out of their day and fully participate in all of the fun learning experiences.

Infant care: parents/guardians are to provide infant formula, breast milk, and food until your child is old enough to eat table food. The family is to introduce an infant to solid foods, usually around the age of 6 months, and let the center know when it is appropriate to begin to offer our snacks.

Menus with snacks are posted on the Brightwheel App. If your child has special dietary needs or food allergies, please work with center administrators to find suitable accommodations (See Allergy Prevention).

Clothing Suggestions/Items Needed

Proper dress is an important part of Faith Builders Day Care experience. Durable clothing that can withstand the energetic activity of young children digging in the dirt, exploring sand, experimenting with water, or painting, among other activities. We consider our playground to be an extension of our classroom and we conduct programs outside whenever weather permits. That makes it important for your child to dress for the elements--rain gear including boots for wet weather; jackets/snowsuits, hats, mittens, and boots during the winter and snow.

Seasonal Items

Fall: Warm Jacket (no strings)

Winter: Winter Coat (no strings), hat (no strings), boots, mittens

Spring: Light jacket (no strings), boots or rain boots

Summer: Swimsuit, towel, swim shoes or sandals, bug spray and sunscreen (no aerosol spray). Parents/guardians are responsible for applying sunscreen and bug spray prior to arriving at daycare. (Outdoor play begins at 9:00.) *A signed release form by the parent/guardian will be needed for staff to apply sunscreen and bug spray in the afternoon.*

Preschool (please label everything)

- Complete change of clothes or two
- Lunch labeled with your child's name and the date
- Special blanket (optional)
- Seasonal clothes for outdoor

Toddlers - (please label everything)

- Training cup (optional)
- Training underwear (several pairs)
- Two complete changes of clothes
- Special blanket (optional)
- Disposable diapers and wipes
- Bibs (optional)
- Lunch labeled with your child's name and the date
- Seasonal clothes for outdoor

Infants - (please label everything)

- Prepared bottles (please label each bottle with your child's name, contents of the bottle and the date)
- Two complete changes of clothes
- Special sleeping sack (optional)...NO BLANKETS
- Two Pacifiers (optional)
- Disposable diapers and wipes
- Cereal and baby food

- Suction cup bottom bowl (optional)
- Bibs (optional)

Breastfeeding

A meaningful benefit of having childcare near your work site is the opportunity for a new mother to breastfeed throughout the day. If you are a nursing mother, we will be more than happy to arrange for you to visit your infant at any time. If the center is not convenient to your workplace for nursing visits, please feel free to supply us with expressed milk to feed your baby. You may provide milk daily.

Book Orders

Each month an order form from Scholastic Book Club will be placed in your child's cubby. Book orders are due in the Director's office by the 15th of each month. Please submit orders online (<https://clubs.scholastic.com>) using our center's number **YT8PL**. We hope you will participate in this important program. Reading to your child is a beneficial experience, and we encourage you to read daily to your child.

Special Celebrations

Parents/guardians are welcome to send a special treat to the day care to share with their children's friends on birthdays or special occasions. **Please let your child's teacher know in advance that you will bring in a treat.** For the safety of the children with food allergies, we ask that treats are limited to foods that are labeled and prepackaged (**no nuts, tree nuts, or products made in a facility where nuts are present**) or other non-edible treats.

Policies and Procedures

Drop-Off and Pick-Up

To ensure each child's safety and to encourage daily communication between families and staff, parents/guardians are responsible for physically checking their child in and out of the center each day. Teachers ensure safety throughout the day with rollcalls, head counts, and checking children in and out whenever a child leaves or enters a classroom.

Parents/guardians must accompany each child into the classroom and confirm that their child is under adult supervision before leaving the premises. Families are required to re-enter the center when picking up children at the end of the day. Please note children must be under direct adult supervision at all times while on the premises and parents or guardians are responsible for children once they are checked out. Children will be released only to parents, legal guardians, or persons whose names are listed on the Child Release Form. Authorized persons picking up children may be required to show photo ID.

Parent/guardians and other authorized persons are responsible for transporting children to and from the center in an appropriate child restraint system. If someone other than yourself will be picking your child up from the center, please ensure adequate child restraints either by leaving your child's car seat with us or confirming that the individual picking up has an appropriate child safety seat.

Parking Lot Safety

Our parking lot can be a busy place at certain times of the day. Please help us in maintaining a safe environment. We offer the following tips and ask for your cooperation. PLEASE...

- Drive slowly in our parking lot.
- Park in the designated parking areas.
- Turn off your car. Running vehicles are hazardous to all our children.
- Hold your child's hand in the parking lot.
- Walk your child to their classroom and sign them in.
- Please have direct contact with an adult before removing your child from the center.
- Help your child with their personal items.

Pick Up Concerns

Safety is our number one concern for the children we serve at Faith Builders Day Care. If a staff member has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. We hope that you would understand that if this occurs, we will request that another adult (parent/guardian or someone listed on the Child Release form) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

Late Pick-Up

Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the center, pick up your child, and leave the center by closing time. We do, however, understand that special circumstances arise. If, **in the case of an emergency**, you cannot pick up your child on time or send one of your emergency contacts, please notify the center immediately. Children left in our care after hours will be supervised and emergency numbers on the Child Release form will be contacted. Child Protective Services will be called if we are unable to reach you or an emergency contact after two hours.

A late fee will be charged (where applicable) if a child is picked up after the center's closing time. State law requires the presence of two people in the facility until the last child leaves the center. A \$15 late fee per half hour will be charged until child is picked up.

Child Custody

So that all parents/guardians feel equally welcome at the center, Faith Builders Day Care strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent/guardian or guardian access to his or her child. We

require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Faith Builder's primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

Emergency Closings

Closings due to weather or other emergencies will be posted to our Brightwheel App. A decision of any closing will be made by 5:30 AM. There is no tuition refund for emergency closings.

If Faith Builders Day Care must close, during regular hours of operation, due to weather, a power outage, gas leak or any other event that may create an unsafe situation the parent/guardian will be notified by our Brightwheel App. Arrangements will need to be made for your child to be picked up as soon as possible. The staff will stay with the children until they have been picked up. If the building needs to be evacuated, we will move south across the parking lot to the Otterbein Church building (912 South Potomac Street). Our Emergency Plan is available for review upon request.

Anti-Bullying Policy

We recognize that a physically and emotionally safe and secure environment promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all children enrolled, we at Faith Builders prohibit acts of bullying, harassment, and other forms of aggression.

Non-Discrimination/Confidentiality

Faith Builders Day Care provides programs for children between the ages of infant to grade 5 without regard to race, religion, color, creed, gender, cultural heritage, parent/guardian marital status, parent/guardian political beliefs, parent/guardian sexual orientation, disability or special needs, child's toileting ability, medical condition, HIV status, or any other consideration made unlawful by federal, state, or local laws. We view each child as an individual with a unique learning style and way of responding to the world. The Americans with Disabilities Act requires that reasonable accommodations be provided to people with disabilities. Faith Builders Day Care will work closely with parents/guardians, caregivers, and medical professionals to identify reasonable accommodations and to safely integrate the child into the program, given everyone's capabilities, and to give the family full access to and participation in our programs to the extent feasible. Any information regarding a child, a child's family, or other matters discussed with center administration or staff will be held in the strictest confidence.

Children's Records

The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, center administration, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for one year. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the center,

center management will provide a copy of your child's record to you within a reasonable time of your written request.

Photographs, Publicity & Video Surveillance

Faith Builders Day Care takes photographs and videos of children on a regular basis for its business purposes. We display the photos in a thoughtful and safe manner within our day care community through the Brightwheel app. A signed release form will specify a parents/guardian's desire to have their child included in photos and videos.

Television and Electronics

We desire to encourage socialization and limit the use of media devices. Television and children's movies or DVDs will be played periodically to reinforce our Bible lessons and on special occasions. Videos will be limited, but all videos shown are rated "G" or "E".

We believe limiting screen time and offering educational media in non-electronic formats such as books and board games can guide and enhance the experiences of the children attending our program. We ask parents/guardians to support our efforts by **not** sending electronic games and/or cell phones to the center.

At Faith Builders Day Care, your child will be cared for in a safe and nurturing environment. They will learn and grow through fun and developmentally appropriate activities. They will be introduced to Biblical teachings and hide God's work in their heart through song and Bible verse memorization.

Parent Acknowledgement

I, _____, acknowledge that I have received a copy of Faith Builder's Parent Handbook and have been given the opportunity to read the manual and ask questions about the policies set forth in the manual. Furthermore, I understand and agree to abide by the policies set forth in the manual.

I acknowledge that I have received and read the Faith Builders Parent Handbook. I acknowledge that I am responsible for adherence to the policies and procedures outlined therein, that I have had the opportunity to ask questions about them and that I understood them. I further acknowledge that I agree to abide by and enforce the policies and procedures outlined in the Faith Builders Parent Handbook.

DATE

Parents SIGNATURE

Parents PRINTED NAME

DATE

WITNESS SIGNATURE

WITNESS PRINTED NAME

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