

Welcome to Fairfield Christian Academy Child Care!

Fairfield Christian Academy Child Care is delighted to welcome you to our center! We are a non-profit, Ohio Department of Education licensed child care service of Fairfield Christian Academy, dedicated to providing a Christian atmosphere of love and concern for infants and young children. This handbook contains important information regarding the child care program. It is very important that you read and keep it handy as long as your child is enrolled in our program. It will answer many of the questions you have about FCA Child Care.

Erica Neal

Director of Fairfield Christian Academy Child Care

Mission & Educational Philosophy

Fairfield Christian Academy Child Care is viewed as a supplement to your child's family by providing a safe, nurturing environment outside the home. The mission of the program is to guide and nurture each child in his/her spiritual, physical, mental, emotional and social experiences for continual growth and life-long skills based upon Biblical principles. We are pleased that you have chosen to include us in the growth and development of your child.

We believe that young children learn through play via structured and unstructured activities. We have designed the environment to reflect that belief. Through careful curriculum planning, children are encouraged to develop at their own pace. Children learn in different ways, therefore varied experiences and materials are provided for multi-sensory and cognitive learning. Turn-taking skills and independence are also gained.

At the school-age level (Before & After School Care), our desire is to support families before and after school with a safe and caring "home away from home." We believe it is important to provide a caring and safe environment, as well as one that is fun and intellectually stimulating. The weekly curriculum includes snack, homework, arts and

crafts, table games and puzzles, reading time, group project work, devotions, science and math exploration and playground fun.

Registration Information

To begin the enrollment process with FCA Child Care, complete the enrollment packet and return them to the Child Care office. All paperwork must be completed before your child's first day of care. The Medical Statement, including current physical date (within the past year) and Immunization Record must also be completed prior to admission.

We recommend taking a tour of the center prior to your child's first day of care. This will provide an opportunity for you to meet our staff and for your child to become acquainted with his or her room. After your visit we can set a start date. We recommend having your child gradually enter the center, starting with half days and building up to full days.

To secure Before & After School Care enrollment, return the completed enrollment packet to the Child Care office no less than 48 hours before you wish to use the program.

We are not able to accept part-time or drop-in care for either child care program.

Hours of Operation

The center is open for all children Monday-Friday from 6:00am to 5:30pm. Before School care runs from 6:00am-8:00am, at which time the children are dismissed to their classrooms. After School care runs from 3:00pm to 5:30pm. The children are picked up from their classrooms by a staff member.

The center closes at 5:30pm. You must arrive in time to pick up your child and exit the building **by this time**. We understand that an unexpected delay may cause you to be late in picking up your child, therefore, you will not be charged the first time you run a few minutes late. However, out of consideration to our staff members, we ask that you be prompt when picking up your child. The center will begin assessing late fees the second time you are late. The amount of the late pick-up will be calculated and the parent will be required to sign a late pick-up slip. The amount will be added to your bill. If a child is picked up late, a fee of \$1 per minute will be charged. If this practice continues, you may be asked to withdraw your child from the center.

Contact Information

Fairfield Christian Academy Child Care is located at 1965 N. Columbus St. Lancaster, OH 43130. The phone number is (740) 654-2889. You can also reach the center by calling the cell phone at (740) 503-7904. Our fax number is (740) 654-7689. All faxes should

be marked to the attention of Child Care. The office is located on the first floor, between the elevator and Room 407.

Holidays

If a holiday falls on a Saturday, the center will close on Friday. If the holiday falls on a Sunday, the center will close on Monday. The center observes **New Year's Eve, New Year's Day, Good Friday, Independence Day, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day.**

Before & After School Care is not available on days that FCA is not in session. This includes calamity days.

Cancellation Procedure

In the event of inclement weather, it may be necessary to close the center. Parents will be notified by phone, using the Honeywell Instant Alert system. In the event of an early dismissal, Before & After School Care parents will be called to pick up their child.

Payment and Billing

Child Care and Before & After School Care payments must be made through the FACTS Management Company, which authorizes automatic tuition payments directly from your bank account. FACTS assesses a yearly enrollment fee for this service. Please be assured that neither FACTS nor the child care will have direct access to or any knowledge of the status of your bank account. It is simply a pre-authorized bank-to-bank transfer of funds. A family discount of \$10 per additional child/per week applies to families with two or more children enrolled (Child Care only). **You will be required to pay through the office, in advance, until your FACTS payments begin.**

FCA Child Care accepts Job & Family Services (JFS) referrals for the Title 20 program. This program helps to subsidize your child's tuition. Please contact JFS in your county to see if your family is eligible to participate in this program.

Our tax ID is available upon request. There will be a \$20 charge for returned checks.

Tuition

Infants 6 weeks to 18 months	Room 407	\$150.00/week
1.5-2.5 years of age	Room 409	\$145.00/week
2.5-3.5 years of age	Room 413	\$145.00/week
3.5-4.5 years of age	Room 415	\$145.00/week
4.5-5 years of age	Room 420	\$140.00/week
School Age	Before School	\$60/month
	After School	\$110.00/month
	Both	\$145.00/month

Vacation & Sick Days

Children will receive 10 vacation/sick days for the year. Monthly tuition payments are based on 50 weeks using the FACTS program. Since 50 weeks, not 52, are used to figure your monthly payment, no adjustments to the tuition withdrawal is necessary when vacation/sick days are used. (Child Care only)

Withdrawal Policy

We understand that circumstances change and you may choose to withdraw your child from the center. A two week notice and/or payment equivalent to two weeks is required upon withdrawal.

Child-To-Staff Ratio

We strive to maintain small classroom sizes that provide many opportunities for individualized attention. Though ratios are subject to change as enrollment fluctuates, at no time will the center exceed state licensing regulations.

<u>AGE</u>	<u>STATE RATIO</u>	<u>OUR RATIO</u>
Infants (birth to 12 months)	2 to 12	2 to 12
Toddlers 12-18 months	2 to 12	2 to 12
18 months to 2 years	2 to 14	2 to 12
2 years and under 3 years	2 to 16	2 to 14
Preschool- 3 years	2 to 24	2 to 18
4 and 5 years	2 to 28	2 to 18
School Age	2 to 36	2 to 36

Mixed-Age Group Care

FCA Child Care promotes age-appropriate group care, which creates a climate of cooperation instead of competition. Children share and learn from one another, developing important skills such as communication, respect, self-control and leadership. Older children are given the opportunity to role model behaviors such as offering help, sharing and taking turns. Older children also cultivate a spirit of responsibility and sensitivity toward younger peers.

Room #	Group
407	Infants 6 weeks to 18 months
409	Toddlers 18 months to 30 months
413	2.5 to 3.5 years of age
415	3.5 to 4.5 years of age
420	4.5 to 5 years of age
B&A	5-14 years of age

Supervision

At least one staff member who is trained in CPR, First Aid, Communicable Disease recognition, and Child Abuse and Neglect recognition will be available at all times when children are in the program. A nurse is on duty during FCA school hours. You will be contacted to pick up your child immediately if your child becomes ill.

School-Age children (Before & After School Care) may run errands or use the restroom without adult supervision if the children are within the hearing of a staff member. Staff members will know the whereabouts of children at all times.

Staff members will be able to summon a Director or another adult by telephone located in the classroom. Two staff members will go outside with a group of students or one staff member will use a cell phone if supervising a smaller group of children on the playground.

Children may attend activities during Before & After School Care if written permission is given to the Director at least 24 hours prior to the scheduled activity. The written information must include the child's name, where the activity will take place, departure time and return time, and the individual responsible for the child during that time.

Arrival & Departure

Upon arriving at the center, you will need to bring your child to his or her assigned classroom, checking in with the teacher when you arrive. An adult must accompany the child into and out of the classroom. If your child's class is not in the homeroom, a note on the door will direct you to where the class can be located. Teachers will have the sign-in/out sheet with them at all times.

The enrollment application contains a release form where you can list all names of those authorized to pick up your child. Until faces become familiar to us, anyone picking up a child will be required to show a photo ID. **Children will only be released to those individuals on file with the office.** Names cannot be added to the Pick-Up list by phone; requests must be done in writing with the parent's signature and date.

If a custody issue arises, the center must be given appropriate court papers indicating to whom the child may be released.

During the school year, FCA remains locked between the hours of 8:00am and 3:00pm. If dropping off during this time, you will be required to check in with the receptionist at Entrance B. If you must drop off between 7:30am and 8:15am, please be considerate of the traffic flow and use the cross-walks. Please do not park in the handicap parking spaces along the building, unless you have a handicap pass. At 3:00pm, the doors of the building are unlocked to allow Academy parents access to the building. The doors are then relocked until 5:00pm. Throughout the day, child care staff will consistently maintain security in the rooms as well as en route to various parts of the building.

During summer hours, FCA will remain locked throughout the day. Please continue to enter through Entrance B and check in with the receptionist.

Guidance & Discipline

FCA Child Care staff maintains a safe, non-threatening environment. The staff fosters creativity, encourages children to explore and allows them to make discoveries. Teachers are committed to helping children learn self-control through praise, positive role modeling, and careful guidance. When inappropriate behavior occurs, it is dealt with immediately. We set limits and encourage self-discipline, providing boundaries and consistency. To establish the boundaries and rules of the center, staff members will use the following techniques with children:

- Clear statement of the limit
- Stating expectations positively
- Redirection
- Supporting problem-solving and negotiation between the children
- Logical consequences or choices
- Modeling effective ways to express feelings and emotions

If the above techniques have been used and the problem persists, the child will be asked to sit by him/herself for an appropriate period of time.

Meals & Snacks

FCA Child Care will provide nutritious and age-appropriate food for your child. The center will serve breakfast from 7:30-8:00am and snack from 3:00-3:30pm. You may purchase a hot lunch through the school cafeteria or pack your child's lunch. School lunches include 2% milk (white or chocolate) and cost \$2.40 for all rooms, except 407 and 409. The cost for these rooms is \$2.00 per lunch and includes whole milk. Milk can also be purchased separately for 40 cents. Please pre-pay for your child's lunches in one-week increments. Checks can be made out to FCA. Please sign your child up in their classroom by 9:00am. If you will be arriving after 9:00, you may call the child care office to request a lunch. A breakfast, lunch and snack menu will be distributed via email each month.

Meeting your child's nutritional needs is important to us. All of our breakfasts and snacks will meet the USDA food requirements. If you choose to pack your child's lunch, you must include nutritious food. For example, a carton of milk, a piece of fruit and a peanut butter sandwich would meet the *minimum* USDA food requirements. Please do not send "Lunchables." Lunches will be stored in the classroom. Please be sure to include ice packs in your child's lunch if the food needs to be kept cold. If your child forgets his/her lunch, the center will provide one at a cost of \$3.00 and will consist of a main course, a fruit and milk. ***Please fill out a Health Plan if your child is not permitted certain foods due to personal beliefs or allergies.***

Clothing

Each child must keep at least one change of seasonally appropriate clothing in a zip-lock bag in their classroom at all times.

We ask that you dress your child appropriately for outdoor and indoor large motor play. For colder weather, children should wear coats, hats and gloves. For warmer weather, we recommend lightweight shorts and shirts. Girls should wear shorts underneath skirts or dresses. Comfortable shoes are best for play—please no backless shoes or flip-flops.

Hooded shirts and sweatshirts are discouraged as they may present a strangulation hazard.

Medications

FCA Child Care staff can administer **prescription medication only after the first dose is given by the parent and a *Request for Administration of Medication* form is completed and signed.** Medicine must be delivered from the parent to the Director. Medication will be stored in the Child Care office. Medication may NOT be stored in a child's cubby or in a book/diaper bag in the classroom. All medication must be in the original container and administered in accordance with the label. If you request different dosages or uses, your physician must provide written instructions on the *Request for Administration of Medication* form. In addition to the prescription label, all prescription medication must be accompanied by the physician's signature, stating the exact dosage and instructions.

All medications must be clearly marked with the following information:

- Physician's name
- Prescription number
- Date
- Child's name
- Name of medication
- Dosage

A *Request for Administration of Medication* form must be completed for any topical products (diaper ointment, sunscreen, teething gel, etc.).

Field Trips

Children in the 4's and 5's classes may periodically take field trips. Fives may take school bus transportation, when necessary. During field trips, children are broken into small groups and assigned to a staff member who will take head counts before, during, and after arrival/departure. The children must also wear FCA wristbands with the school's emergency contact information. Written permission by the parents will be obtained for each child.

Management of Illnesses

FCA Child Care provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group

experience, it is possible they may experience more frequent illnesses in the beginning before their immune system becomes more active. We observe all children as they enter to quickly assess their general health. In order to protect the health of our staff and other children, we ask that you do not bring a sick child to the center. Please also plan ahead and have a back-up care plan in place if you are not able to take time off from work/school.

A child exhibiting any of the following symptoms will be removed from the class and the parents or emergency contact person will be notified.

- A temperature of 100 degrees F
- Severe coughing
- Sore throat
- Vomiting
- Lice or other parasitic infection
- Difficulty breathing
- Redness or discharge from eyes
- Allergic reaction

A parent will be called to pick up their child if the child does not feel well enough to participate in daily activities. Your child must be isolated until you or a designated emergency contact is able to pick them up from the center. **Your emergency contact must be available to pick up within 45 minutes, therefore please list local contacts only.** A letter will be sent home if children have been exposed to a communicable illness.

Children will be re-admitted to the center after at least 24 hours of being free from fever (without the aid of fever-reducing medicine), nits, vomiting or diarrhea. Re-admittance for Upper Respiratory infections (suspected Influenza) will follow the current policy provided by the Ohio Department of Health. Depending upon the severity of your child's illness, a doctor's note may be required for re-admittance to the program.

Outdoor Play

Daily outdoor play is included in our program; however, we will limit the amount of time the children spend outside if the weather is very hot or very cold. Children will utilize our indoor, large motor play area if the outside temperature is above 90 degrees or below 30 degrees. We will also adjust outdoor play due to rain, ozone warnings, lightning, etc. Please send your children in proper clothing so they will be comfortable and safe whenever outside.

During the summer, water days are organized for toddler through preschool aged

children. Water activities (sprinkler, water toys, wading pool, etc.) are provided on the school property so kids can enjoy the summer sunshine. Parents must sign permission slips for water activities and sunscreen application.

Parent Participation

FCA Child Care maintains an open door policy, allowing parents unlimited access to the center during normal business hours. We would like to encourage each parent to participate in any activities that their child experiences while at FCA Child Care.

Teachers are available to discuss any questions or concerns you might have about your child's care; however we do encourage you to schedule an appointment, rather than pulling staff away from supervising the children. We understand that you are entrusting us with the care of your child and we are committed to providing timely, open communication that promotes the overall well-being of the child and family.

Transitioning

Children will be promoted to the next classroom based upon age, readiness and space availability. Prior to promotion, both parent and teacher will discuss a desired length of time for the transition (typically two weeks). Parents will be provided with a copy of this transition agreement.

Statement of Non-Discrimination

FCA Child Care, a ministry of Fairfield Christian Academy, does not discriminate on the basis of race, religion, ethnic background or gender.

Rate & Policy Changes

Parents will be notified in writing of any adjustments made to policies and/or fees.

Primary Care Giving

Primary care giving ensures that every child has a "special" person and every infant's parent has a primary contact. Primary care giving is practiced in the infant and toddler classrooms as a type of care that encourages the forming of close relationships and fosters the development of closeness and trust between caregivers and the child's family.

Your child will receive a primary caregiver on his or her first day at the center. This person will form a caring, nurturing, and responsive relationship with the child in her care. In the classroom, the teacher shall be the expert on each child in her care, knowing

pertinent information like the child’s individual schedule, developmental achievements and special needs, sleeping needs, and individual interests.

Bottles & Baby Food

Parents must provide baby food, bottles, and formula with written instructions, including the following:

- Amount of food to be given
- Date
- Type of food
- Approximate feeding times
- Child’s first and last name

Daily Infant Reports

Caregivers will maintain daily written reports for children through the 3 year old preschool class. Reports will be given on a daily basis and will include the following:

- Food intake
- Times and results of diaper changes/pottyng
- Sleeping patterns
- Information about daily activities

Daily Schedules

The daily schedule is flexible enough to provide adaptability, but structured enough to provide predictability for the children. We want children to view their experience as safe and comforting, where they know what to expect and when to expect it. A daily schedule is posted in all classrooms.

The following is a typical day in a preschool classroom:

7:30 - 8:00

Breakfast

8:00 - 9:00

9:00 - 9:30

9:30 - 10:30

10:30 - 10:45

10:45 - 11:15

11:15 - 11:30

11:30 - 12:15

12:15 - 12:30

12:30 - 1:00

1:00 - 3:00

3:00 - 3:30

3:30 - 4:00

4:00 - 4:30

4:40 - 5:15

5:15 - 5:30

Center Play

Circle Time

Activity or Craft

Clean-up

Outdoor play

Wash up for Lunch

Lunch

Quiet Time on Cots

Movie

Nap time

Snack

Craft

Music & Movement

Outdoor play

Clean-up/Departure

The following is a typical day in the Before & After School Care:

Morning Session

6:00 - 7:00 Free play in Room 414
7:00 - 7:30 Breakfast, silent reading. Puzzles, homework
7:30 - 7:45 Devotion Time
7:45 - 8:00 Clean-up, pack up belongings
8:00 Take children to classrooms

After School Session

3:05-3:15 Pick up students
3:15-3:30 Put book bags away/wash hands/restroom /Snack
3:30-4:00 Homework and/or worksheets/reading (quiet time)
4:00-4:15 Restroom Break
4:15-5:00 Playground/Chapel (large motor)
5:00-5:30 Return to room to finish any homework

Toys

We cannot be responsible for toys and personal items brought to FCA. When a child brings his or her toys, it can create a conflict. Children should not come to the center with toys from home. These items may be inappropriate for other children in the room and may also be misplaced or broken during daily activities.

Diapers & Toileting

Diapers and wipes will be provided to all children in the infant room. When your child transitions to the next room, you will be responsible for providing diapers and wipes. Currently, we use Luvs diapers and Parent's Choice unscented wipes.

We will strive to make potty training a smooth and successful transition for your child. Parents and teachers will collaborate on a plan that encourages your child's success. At the parent's request, toilet training may begin when your child is in the toddler room (18 months to 2.5 years).

Children must be daytime potty trained in order to transition into the 4 year old and 5 year old preschool rooms.

Potty Training & The Center's Role

We encourage parents to talk with their child's teacher when they feel their child is ready for toilet training. An information sheet on potty training readiness is available in your child's room. Each child will experience the developmental process of toilet training in his or her own way. Generally speaking though, children pass through the four phases of toilet training, consisting of: toilet play, toilet practice, toilet training, and independent training. You may find that your child's teacher will wait until you are further along in the process at home before starting at the center. Please do not be surprised if your child's teacher is seeing different behavior in the classroom; the classroom setting is very different from home and children often change their behavior in different settings. We encourage you to discuss what you are doing at home to see if your child's teacher can reinforce and support your efforts.

Rest Time

Each infant will be provided with her or her own crib. Teachers will work with the parents to develop a nap schedule that complements the preferred schedule at home. It is the center policy that all infants will be placed on their backs for sleeping. A light blanket may be used in the crib. No toys or stuffed animals may be placed in the crib.

A rest or nap period will be observed daily from 1:00pm to 3:00pm for toddlers and preschool age children. Each child will be provided his or her own personal cot. Parents are encouraged to provide a blanket and/or a crib-sized sheet to fit over the cot. Please write your child's first and last name on these items. All bedding will be sent home on Fridays to be washed and returned the following Monday. **We strongly urge you not to drop your child off right before or during rest time, as it is difficult for children to transition into the center when arriving at this time.** Licensing requires that the center offer rest time. We encourage children to nap during this time, however if a child wakes up early or has difficulty falling asleep, quiet activities such as puzzles or books will be provided.

Emergency Transportation

FCA Child Care does not transport children in emergencies. In the event of an emergency, 911 will be contacted. By signing the *Permission to Transport* section of your child's enrollment forms, you are authorizing emergency transportation for your child.

How to File a Complaint

To obtain a copy of the license review or to file a report on our child care, please contact:

Office of Early Learning & School Readiness

25 South Front St. Mail Stop 305

Columbus, OH 43215

Phone 614-466-0224