

Philosophy & Curriculum

The Mount Calvary Day Care Center is an outreach under the sponsorship of the Mount Calvary Lutheran Church and has been established as a service to the community. In compliance with the code of Virginia it is classified as a "Religious Exempt" child day care facility.

The primary goal at Mount Calvary Day Care Center is to provide quality childcare in a safe, loving, secure environment for children while they are away from home. The program is designed to promote the social, physical, intellectual and emotional growth of children through learning experiences developmentally appropriate for the child.

Based on the theory that children learn through play, daily activities will encourage active involvement and meaningful experimentation within a play-like atmosphere.

Admission Requirements

Prior to admission, an initial interview between parents/guardian, child, and the director is necessary to:

1. Discuss the policies, program and financial responsibilities.
2. Discuss your child's needs in order to help ensure a positive day care experience.
3. Tour the facilities and allow the child to become familiar with the surroundings, staff and peers.

Enrollment is open for children 4 weeks to 5 years of age.

Parents/guardian must complete and sign all required forms before admission. A probationary period of four (4) weeks is required for all incoming students.

Mount Calvary Day Care Center admits students of any race, color, and national or ethnic origin.

Registration

Maximum enrollment capacity at Mount Calvary Day Care Center is 45. Children will be accepted on a first-come, first-served basis until capacity is reached. It may be necessary to place children on a waiting list until an opening becomes available. Upon acceptance of application, registration procedure is as follows:

1. Read through the Parent Handbook and any other material provided.
2. Complete and return the registration packet.
3. A space will be reserved for you upon receipt of the completed registration packet with a non refundable \$25.00 registration fee.
4. Interview between parents, child, and Director.
5. Meeting with Director to tour the facility and meet the staff.

Enrollment

There are **3** types of daycare/preschool enrollment at Mount Calvary Day Care Center.

1. Full Time- 5 days per week
2. Part Time- 3 or 4 days per week. These must be the same days each week.
3. Mornings with Mt. Calvary- Monday through Wednesday, 9 a.m.-12 p.m.

In order to continually meet the Day Care expenses (salaries, supplies, etc.), we must principally enroll full-time students. Therefore, as applications for full-time placements are received, spaces taken by part-time students will come up for review. The part-time student will have first option to take the full-time space. If he/she does not choose to do so, the space will be offered to the full-time applicant. Part-time students will come up for review on a seniority basis, i.e., those who have been here the least amount of time and who are enrolled the least amount of days, will come up first.

Two Weeks Notice must be given before withdrawal of your child. If proper notice is not given, you will be charged for the two weeks.

Tuition

Current tuition rates are:

Registration Fee: \$25.00

Full Time (Attend 5 days per week): \$85.00, potty trained or \$100 for Non potty trained

Part Time (Minimum of 3 days per week): \$20.00 per day for potty trained children and \$23 per day for children not potty trained.

Mornings with Mt. Calvary (M, T, W): \$36.00 per week/ \$12.00 per day (must be potty trained)

In January of every year there will be a supply fee of \$25.00 per child.

Payment Policies

All payments are to be made in advance of services rendered.

If your child attends on a full-time basis (5 days per week), full tuition is billed and due in advance of services rendered, and is therefore pre-paid on a weekly basis. Full payment is due Monday morning for the upcoming week. Failure to pay by Wednesday will result in a reminder being sent home. If payment is not received by Friday morning at 9:00 a.m., you will be charged a late fee of \$5.00. If payment has not been received by the following Monday at 9:00 a.m., your child will not be permitted to attend until full payment is made.

If your child attends on a part-time basis (3 or 4 days per week), payment is due the morning of the first day he/she attends.

Due to bookkeeping costs, we are obliged to charge a \$20.00 processing fee to cover the costs of checks dishonored by the bank.

Hours of Operation

The Center is open Monday through Friday from 6:30 a.m. to 6:00 p.m. year round. The day care will **not** open until 6:30 a.m. The Center is closed **promptly** at 6:00 p.m. and parents are expected to pick up their child(ren) no later than this time.

Late Fees

Late fees have been designed for emergency situations only. Repeated lateness will result in the termination of your contract.

If a child remains at the Center past 6:00 p.m., the late fees are stated below:

- Up to 10 minutes: \$5.00
- 11-20 minutes: \$10.00
- 21-30 minutes: \$15.00

If you are over 30 minutes late, the fee is \$20 per half-hour or portion thereof. Late fees are to be paid directly to the staff member on duty.

If possible, please notify the Center if you will be late due to an emergency.

Holidays & Closings

Holidays on which Mount Calvary Day Care Center is closed are New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. These days are tuition free.

Because we provide a service to working parents, we try to stay open during inclement weather. However, if the Center should close or delay opening due to weather, please call the daycare phone number and listen to the pre-recorded voice message. If the Center is closed, you will receive a credit for the day. If the Center stays open, tuition is due for that day even if your child does not attend.

Illness

Tuition will not be charged for any child who misses 3 or more consecutive days due to illness. A doctor's note must be provided.

Vacation

The Center allows 5 days for non-attendance, which is tuition free, for vacation. The Director must be given a minimum of 7 days advance notice when vacation is to occur. Tuition adjustment cannot be allowed without prior notice.

Arrival & Departure

The Day Care Center door is located in the front of the building (downstairs), and is the only door to be used to enter or exit the Center. **Parents must accompany their child(ren) into the Center in the mornings.** Your child must be presented to the staff member on duty. Attendance and arrival time is to be recorded on the sign-in sheet. It is the priority of the Center to identify children attending the program each day in a prompt, thorough and accurate manner to assure that all children are accounted for and being cared for in the best way possible. Please, for the safety of the child, he/she **must not** be dropped off on the sidewalk or left at the door.

In order to ensure the safety of all children, it is imperative that we receive prior notification of children's absences from parents. If your child will be absent, you must call our office to notify us by 10:00 a.m.

Parents must accompany their child(ren) as they leave the building. Departure must be recorded on the sign-out sheet. **Your child will not be released to siblings or other children.** If someone other than the

parents/guardians or persons listed on the "Individuals Permitted to Pick Up Children" will be picking up your child, we must have your **written permission** in advance to release the child. This policy is for the safety of your child. The Center staff may phone a parent for positive verification of the person picking up the child. We reserve the right to hold the child if verification cannot be obtained.

Daily Schedule

Our program provides for a balance of active and quiet time for the different age groups. Outdoor activities are an important part of our program also. The following is a general schedule for all of the age groups. The schedule is subject to change depending on weather, group size, needs, trips, etc.

6:30 – 8:45 a.m.	Center Time/ Free Choice in small groups (in Multi-Purpose Room)
8:45 – 9:00 a.m.	Clean Up
9:00 – 9:30 a.m.	Morning Snack / Bathroom Visit
9:30 – 12:00 p.m.	Class Time- Children are divided by age in classrooms. Calendar, weather, morning pledge, Bible Stories, crafts, songs and movement, outside time, etc.
12:00 – 12:15 p.m.	Prepare for Lunch
12:15 – 12:45 p.m.	Lunch
12:45 – 1:00 p.m.	Bathroom Visit / Quiet Activities & Stories
1:00 - 3:00 p.m.	Rest Time
3:00 – 3:30 p.m.	Wake-up, Bathroom Visit, Prepare for Snack
3:30 – 4:00 p.m.	Afternoon Snack
4:00 – 6:00 p.m.	Outside Play (weather permitting), Center Time, Free Choice (in Multi-Purpose Room)

Religious Activities

Our teachers have the opportunity to use morning prayers, mealtime blessings, Bible stories, and religious songs. We have chapel once a week. While no particular denominational teaching is emphasized, we feel these occasions set a positive tone for interaction and behavior throughout the day. If you do not wish for your child to participate in these activities, please make your preference known to the Director and teachers. Another activity will be provided for your child at that time.

Health & Medication

Children who become ill while at the Center must be picked up immediately and will not be permitted to return to the Center that day. This is necessary to protect your child and the health of the other children. If your child has a temperature, he/she should remain at home for a minimum of twenty-four (24) hours **after** the temperature has returned to normal.

It is the responsibility of the Center to deny admittance to a child who exhibits symptoms of an infectious disease. For example, children who exhibit the symptoms below will not be permitted to attend day care until they are well again:

1. Infection from cold (green discharge from nose, etc.)
2. Pink Eye
3. Contagious rashes
4. Scabies
5. Head lice (periodic checks will be made at the Center)
6. Vomiting
7. Temperature over 100 degrees

This policy is in accordance with the policies of state agencies, which regulate Child Care Centers.

Please advise the Center of any diagnosis of a communicable disease or suspicion of one in consideration for the health of all children and staff. Also, please advise the Center of all illness, injury, or problems concerning your child, as well as any medications he/she is taking and their possible side effects.

A medical form completed by a physician is part of the registration process.

Should your child require medication while at the Center, it is mandatory for parents to give written permission for the staff to administer the

medication (including non-prescription drugs). A form will be provided for your convenience. The medicine must be labeled with the child's name and must be in the original container.

First Aid & Emergency Treatment

In the event of an illness or accident which requires immediate medical treatment at a time when a parent cannot be located, or in a situation where there is not time to locate a parent, the child will be taken to a hospital. Every attempt will be made to locate the parents, the child's physician or other persons listed to the Emergency Treatment form before treatment. Written authorization from parents must be given for emergency treatments. This authorization form is located in the registration packet.

Foods & Snacks

Parents are required to furnish a lunch for their child(ren) each day. One of the staff checks lunches every morning to see if they need to be refrigerated. There is a designated area for children to place their lunch upon arrival at the Center each morning. Lunches should be nutritional. Please limit sweets and do not send gum.

Please send plastic utensils only. We cannot be responsible for what might accidentally be thrown away.

The Center provides two (2) nutritious snacks each day: one at 9:00 a.m. and the other at approximately 3:30 p.m. During the initial interview, please advise the Director of any food allergies and make note of it on the Personal Profile.

As we cannot provide supervision in the cafeteria in the mornings for breakfast, children may not bring their breakfast to eat here.

Clothing

Each child must be dressed appropriately for the weather. We will go outside every day, providing the weather allows us. We encourage clothing that can be independently managed. (Belts and buckles may be difficult for children.)

Each child is required to have a complete set of clothing at the Center at all times. All items must be individually labeled. Soiled items will be sent home to be laundered and should be replaced the next day the child

attends the Center. All removable items worn to the Center (jackets, gloves, hats, sweaters, etc.) should be clearly labeled.

The Center provides mats for resting. Parents must provide a sheet or blanket to cover the child. Healthy policies state that all bedding material must fit within the child's individual cubby. If bedding items do not fit within the cubbies, they will be sent home to be replaced. The bedding will be sent home at the end of the week to be laundered and must be returned on Monday. If your child needs something to sleep with (stuffed animal, blanket, etc), it should be washable and clearly labeled.

Personal Home Items

The Center is fully equipped with toys, games, etc. MCDC asks parents to please help children refrain from bringing toys to the program. We cannot be responsible for these objects. Also, conflicts often arise between children over sharing these items.

MCDC also asks parents to help their children refrain from bringing violent-themed toys to the program. Examples of these would be: figurines that carry weapons, transformers, robots with claws, fighter planes or war-related vehicles. The MCDC staff agrees that while fantasy play involved with these toys can be productive, our experience has shown that the escalation to physically aggressive play tends to occur more frequently when these toys are present in a group setting.

Mount Calvary Day Care Center also asks parents to assist their children in refraining from bringing electronic toys, such as Game Boys, to the program. If your child brings electronic games to the program, they will be placed in the safety of the office or will be sent home with you.

Summer Program

Our stimulating Summer Program operates for 12 ½ weeks during the summer. Field trips, swimming, outdoor sports and games, creative arts, music, science and special programs are central components of the curriculum, which are designed to be relaxing and educational. Themes provide the focus for daily activities, long term projects and special events. The program offers a range of special, preplanned activities, as well as allowing for children to explore and grow in an open-ended environment.

Throughout the summer, teachers and children will periodically take field trips as an extension of the curriculum. Teachers also plan weekly walking-

trips and visits to the area park. Teachers will provide ample notice to parents regarding field trips and will ask for a parent signature to allow children to participate.

Discipline & Rules

Mount Calvary Day Care Center embraces a philosophy which acknowledges and values the importance of all children learning the skills needed for effective conflict resolution. We view the development of these skills to be an essential part of our care giving. The primary skills involved in conflict resolution are:

1. Problem Identification
2. Communication
3. Brainstorming
4. Negotiation
5. Follow Through

In an environment which offers children choices, decision making and conflict resolution abilities are naturally promoted through communication and daily opportunities to practice and refine skills. Teachers value this process by insuring adequate time for problem solving and resolution. Additionally, teachers actively support healthy conflict resolution by participating in numerous ways. Teachers will assume different roles (mediator, coach, advocate, etc.) based on the identified needs of the children in each specific situation.

Mount Calvary Day Care Center also believes that teachers must lovingly redirect children on occasion to help them learn to cooperate with their peers and to have positive, educational experiences that encourage and enhance their growth and development while in our care. We believe we can best accomplish this by:

1. Preventions- many discipline problems can be prevented before they occur. We make every effort to look for ways to prevent problems.
2. Providing a variety of stimulating activities for children to choose.
3. Using group management techniques, limiting the number of children in each play area to avoid overcrowding and to allow for sufficient materials.
4. Quietly speaking with the child if the behavior is inappropriate for the area or materials being used, i.e., "We use our walking-feet in the hall," "We keep our blocks on the ground."
5. Giving praise for appropriate behavior.
6. Redirecting children to make a different play choice.

After exhausting these methods, the child is asked to sit in a thinking chair, which is a quiet place to think about what has happened. The teacher and child then discuss the problem and possible solutions.

Termination

At the discretion of the Director, the child's enrollment at the Center can be terminated. We make every effort to consult with parents concerning the behavior of their child: however, termination will be necessary if disciplinary problems threaten health, safety, and welfare of the child, and/or that of another child.

Home/Center Relationship

Our Center is interested in facilitating a positive relationship between parents and staff. We have created many avenues to open the communication cycle. Some of the opportunities available to you include: daily conversations during drop-off and pick-up time, initiating parent conferences, providing daily written information on the parent information board, reviewing weekly calendars and reading monthly newsletters.

All children at Mount Calvary Day Care Center have a cubby/mailbox. Important information is either placed in your child's cubby or placed next to the sign-in/out sheets. Please be sure to check daily for messages. Other notices will be distributed or posted as necessary.

Parents are a vital part of the Center. You are welcome and encouraged to visit Mount Calvary Day Care Center at any time to observe or participate in any part of the program. It is necessary for the Center and parents to work in close cooperation to make your child's day fun, educational, and fulfilling. Volunteers are welcome and greatly appreciated. Interested persons should contact the Director.

We do keep our doors locked so that we may see everyone who is entering our Center. A buzzer is located outside the door.

If you are unable to visit the Center due to work schedule, etc., a friend or relative may visit for you. We do ask that your written permission accompany this individual when visiting because we will not allow strangers free access to the Center. This is a safety precaution for all children in our care.

If you have any questions or concerns, or wish to confer with the Center staff, please contact the Director and/or your child's teacher to schedule a conference. We are happy to discuss the development, needs and progress of your child with you.

If there is any information that you feel is important to your child's development, please let us know. The staff members need and appreciate the help of parents in order to do a better job of understanding and guiding your child.

General Staff Health Requirements

Annually all staff members are certified to be free from any disability, communicable disease, or infectious disease, which would prevent the employee from caring for children.

General Staff Requirements

1. All staff shall understand and be sensitive to the varying capabilities, interests, needs, and problems of children in our care.
2. All staff members must have the ability to provide a safe, stimulating environment for the children they work with, and use materials, activities, and experiences to encourage exploring, experimenting, questioning, and problem solving.
3. All staff who work with children must be 18 years of age or older and have at least a high school diploma.
4. Teachers will have at least one year of experience in a childcare setting.

Physical Facilities

The Mount Calvary Day Care Center is located in the Mount Calvary Lutheran Church. The Center has two regular classrooms, one cafeteria, two restrooms, one large carpeted multi-purpose room, a fenced outdoor play area, and a kitchen equipped with a microwave available for snack and lunch preparation.

Insurance

The Mount Calvary Day Care Center is covered by public liability insurance.

Board Members

A Board of Directors governs the Center. Monthly meetings of the Board and the Director are held to discuss issues concerning the Center. The Board is made up of the following members:

Heidi Bodanske
Anne Dellinger
Karen Fansler-Ryan
Yvonne Frasier
Lisa Lewis
Laura Ryman