

### ChristKids Preschool and Child Care

Facility # 543801593

### Admission Agreement

2018-19 School Year

ChristKids Preschool and Childcare is incorporated as a nonprofit educational institution.

The basic service of this center is to offer full time child care for three to five year old children five days a week from 7am to 5:45pm with a 15 minute grace period to 6:00pm, and to offer morning enrichment programs between the hours of 8:00am to 12:30pm.

The Community Care Licensing branch of the State Department of Social Services shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child, or any staff member and for the examination of all records relating to the operation of the facility.

Community Care Licensing shall have the authority to observe the physical condition of the child, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

Tuition is due on the first of the month and is considered late on the 11<sup>th</sup>. CASH IS NOT ACCEPTED, payment may be made by check, money order, online through Paypal or via debit or credit in the office. A \$25.00 late fee will be imposed on all late payments. Children are not credited for any school days missed including vacation and sick days.

Children who are picked up after 6pm will be charged a late fee of \$28 for the first five minutes and \$5 per minute for each additional minute afterward. Children picked up after the 12:00pm or 12:30pm pickup time (enrichment programs) will be charged a late fee of \$1.00 per minute after the first five minutes, unless the director has been notified before-hand.

Tuition for fulltime care (M-F) is \$603.00 per month. 2 full days (TTh) is \$290.00 per month and 3 full days (MWF) is \$380.00 per month. *(Tuition payable in 12 equal payments)*

The morning enrichment program has the following options: *(10 equal payments Aug-May)*

2 days a week (TTh)	\$200.00 month (8:30-12)	\$225.00 month (8-12:30)
3 days a week (MWF)	\$265.00 month (8:30-12)	\$303.00 month (8-12:30)
5 days a week (M-F)	\$425.00 month (8:30-12)	\$485.00 month (8-12:30)

Summer enrichment programs may be offered in June and/or July. **All hours of enrollment must be approved by the director and are based on adequate staffing.**

A yearly registration fee of \$80.00 is due upon enrollment. The fee is non-refundable.

ChristKids Preschool and Childcare shall provide at least 30 calendar days prior written notice to the parent or authorized representative of any basic rate changes.

This agreement may be terminated with a 14 day written notice by either party. All tuition and registration fees will be forfeited.

Reasons for termination include failure to pay tuition or any fines imposed, repeated late pick up of child, discipline problems as stated in the discipline policy and any reason deemed necessary by the director to terminate enrollment.

Hours / Days Desired \_\_\_\_\_ Monthly Rate \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# ChristKids Preschool and Childcare Policy Statement 2018-19 School Year

*The mission of ChristKids Preschool is to make disciples by sharing  
God's love and serving children and their families.*

**PURPOSE:** To provide a healthful, safe and varied Christian environment in which a child can develop socially, emotionally, physically, academically and spiritually. The goals are to instill in each child a positive self-image, to help each child handle responsibility for his or her needs and desires, and to provide a warm, nurturing and happy place for the first school experience.

**MORNING ENRICHMENT:** The preschool will operate a five morning a week enrichment program from 8:30am to 12noon. This program runs from mid August through May and follows the Visalia Unified school calendar holiday schedule which includes one week off at Thanksgiving, three weeks off at Christmas and one week at Easter. Two, three and five day options are available. An extended enrichment program option from 8am to 12:30pm is also available. All enrichment children must be picked up no later than 12:30pm. Summer programs may be available.

**FULL TIME:** Full time child care is available from 7am to 5:45pm (15 minute grace period to 6pm) five days a week 12 months a year. We will be closed for 2 weeks in August, two weeks at Christmas and on the following holidays:

New Year's Eve & Day	Martin Luther King Day
Presidents' Day	Good Friday and Easter Monday
Memorial Day	4 <sup>th</sup> of July
Labor Day	Veteran's Day
Thanksgiving Day and the Friday after	

**ADMISSION:** ChristKids Preschool and Childcare is an equal opportunity provider. Applications for enrollment are considered without regard to race, religion, color, sex, national origin or any other basis prohibited by law. Admission is determined by the director, based on the child meeting the following requirements:

1. Ages 3 to 5 years -child must be three years by September 1.
2. Ready for the type of group experience that ChristKids Preschool will offer.
3. Socially, emotionally and physically mature (developmental level).
4. Able to benefit from the program offered.
5. Parents are required to attend a preschool orientation with their child as part of the registration process. The director may also require a personal interview with parents and child before a child may be admitted to the center. Parents may be required to attend additional parent meetings and conferences throughout the school year.

The following records need to be completed prior to admission:

1. Registration form with \$80 non-refundable registration fee
2. Admission Agreement
3. Physician's Report (completed by physician with copy of up-to-date immunizations)
4. Health History
5. Medical consent form
6. Identification and Emergency report
7. Parent's Rights
8. Personal Rights
9. Field trip permission
10. Policy statement
11. Family form

**CHRISTIAN VALUES:** ChristKids Preschool and Childcare is an extension of Christ Lutheran's ministry to the community. Our commitment is to share the love of God through Christian age-appropriate education, quality care and recreation for children ages three through five. Daily prayer, bible stories, songs and visits with the pastors and church staff will be a part of our curriculum. Our purpose is to help children and their families grow in the awareness that they are loved and very special children of God.

**COMMUNICATION:** It is ChristKids' policy that teachers are not allowed to discuss students with parents through social networking sites. If you would like to discuss your child's experiences at ChristKids, we ask that you communicate with teachers and staff through private methods: face-to-face, by phone, text, or email. This policy is strictly for the safety and privacy of your children.

**CURRICULUM:** The academic emphasis will be on color and shape recognition, number and letter concepts, spatial relationships, motor perception and body awareness, developing fine and gross motor skills, language and listening skills for reading readiness, bible stories, music, science, dramatic play and appropriate field trips to familiarize children with the world around them and to enhance their classroom learning. The learning of appropriate social and school behaviors will be of primary importance. Curriculum will be age appropriate and based on the developmental level of the children.

**HEALTH POLICY:** ChristKids Preschool and Childcare does not accept ill children. For both their well being and the protection of the other children, the child that shows signs of illness, including the common cold, must be kept at home. Children will be inspected daily for illness. Children who are ill will be isolated from the group and parents will be called to pick them up immediately. Please keep your child at home if he has had any of the following symptoms within 24 hours of a school day:

Fever (100 degrees)  
Sore throat  
Sever Runny nose  
(not allergy related)

Rash  
Earache  
Vomiting

Diarrhea  
Chills  
Unexplained pain

All children must have a physical exam by a licensed physician prior to admission to preschool. Proof of immunization for polio, HIB, measles, rubella, DPT, hepatitis B and the Varicella chicken pox vaccine are required before the child may enter preschool. TB tests are required as determined by the child's physician. **ChristKids Preschool does not dispense any medications. Exceptions can be made for children with chronic issues such as asthma, diabetes or non-contagious skin issues. Please see the office for clarification.**

**EMERGENCY TREATMENT:** Emergency care will be called for, if necessary. Parents will be notified as soon as possible. In the event of a minor injury, first aid will be given by a trained staff person and an OUCH REPORT will be sent home. All children shall have Consent for Medical Treatment and current emergency numbers on file. **Parents are required to keep all forms and emergency numbers current.**

**DISCIPLINE:** Positive reinforcement is used to elicit feelings of self-esteem and to encourage positive and acceptable behavior. Children are encouraged to use their "words" rather than actions to express themselves. When unacceptable behavior is exhibited, the first step in disciplining is reminding the child of the expected behavior. When this method fails to bring results, the child is isolated (time out) for 1-5 minutes in a safe place where he/she can be observed by an adult. If unacceptable behavior continues, the parent may be called to come and take the child home for the day. Parents may be called in for a conference. If such behavior persists and causes a problem to other children this may be cause for termination of enrollment. No corporal punishment or violation of personal right will occur at any time.

**GRIEVANCES:** The steps for a parent(s) to pursue a grievance are: 1) the lead teacher in a classroom; 2) the Director of ChristKids; 3) the Preschool Board; 4) the assigned Pastor; 5) Christ Lutheran Church Board.

**ARRIVAL AND DEPARTURE:** All children must be signed in and out of the center with the full name of the responsible adult. A child will not be released to anyone other than the parent or legal guardian unless named on the Identification and Emergency Information form. Exceptions may be made if the staff is notified in writing or by a phone call made by the parent. Sign in sheets shall be maintained for a one month period.

**FIELD TRIPS:** Occasional field trips may be taken with advance notice given to all parents. Volunteer parent drivers will be used. Copies of license and insurance will be required of all drivers. Vehicles must be in good working order with working seat belts. All children must be in an age appropriate car seat as required by law. All field trips will maintain a 1 to 6 adult/child ratio and be supervised by the teachers and/or director.

**TRANSPORTATION:** ChristKids Preschool and Childcare does not provide any transportation to and from school.

**SNACK AND MEALS:** Morning and afternoon snack will be provided by ChristKids. All snacks will be nutritious and fulfill at least two food groups. Children staying for lunch will bring a sack lunch. Please send healthy lunches. Our school policy is to eat healthy foods first before eating extra foods. **Soda and candy are not allowed.** Special snacks may be brought on birthdays or special occasions with permission from the teacher or director.

**REST TIME:** All full time children will have a rest time after lunch. Children may bring their own small blanket to be used at school. It needs to be labeled with child's name and kept in cubby when not in use. Blankets must be taken home and laundered every Friday (more if necessary) and returned on Monday. The center will provide each child with a sleeping mat and sheet. (We wash sheets weekly.)

**CLOTHING:** Please send your child dressed in comfortable play clothes with shoes appropriate for climbing. Expect your child to get dirty. We play outside every day unless it's raining hard. Please send an extra set of clothing including socks and underwear to keep in cubby. Please label all items (including jackets) with a permanent marker.

**VISITORS:** All visitors must sign in at the Preschool Office. Parents are welcome to visit their child's classrooms as long as it does not disrupt the daily activities. Please let a teacher know ahead of time if at all possible.

Approved 4/17/2018