

**Parent Handbook**

Email: nlcdaycare123@gmail.com

Website: <http://www.nlcdaycare.org>

Facebook: <https://www.facebook.com/pages/New-Life-Christian-Daycare/278828732297865>

Address: 120 Save-A-Lot Drive
 Pearl, MS 39208

Phone: 601-392-4040 / 601-927-5696

Fax: 601-392-6224

Thank you for entrusting New Life Christian Daycare (NLCD) to help meet the physical, cognitive, and social-emotional developmental needs of your child.  We believe that a child grows and develops through interactions with every person, event, and experience in their life, including all of the child’s experiences at daycare and preschool.

**About Us**

NLCD is a Christian daycare and preschool.  We put Jesus Christ at the forefront of everything we do.  We start each day with prayer and a daily devotion.  We hope to represent Christ through our social interactions as well as through our curriculum. We serve families with children with ages ranging from 6 week old infants to elementary school age children up to twelve years old.  We offer full-time and after school care.  Our full-time program includes a Christian based preschool which uses the [Abeka Curriculum](http://www.abeka.com/).

**Goals:**

* To provide a Christian-based, early-education program
* To provide a safe learning environment
* To provide a variety of age appropriate activities that will enhance the mental, emotional, social, physical, spiritual development

**Administration**

* Childcare Administer/Director:  Kelly Burge
* Director’s Assistant:  Brittney Cook
* Board of Directors:  Billy Lacey, President; Joseph Biard, Secretary Treasurer; Marcus Marbury, Gary Phillips, and Arlen Bailey, Trustees

**Hours of Operation**

Monday    6:30 AM – 6:00 PM

Tuesday    6:30 AM – 6:00 PM

Wednesday 6:30 AM – 6:00 PM

Thursday    6:30 AM – 6:00 PM

Friday        6:30 AM – 6:00 PM

* Please drop off your child before 10 AM to reduce interference with children’s lunch and nap times.  Children dropped off after 10 AM will need to have a doctor’s excuse.
* Any child not picked up by **6:00 PM** (by our clock) will have $2.00 per minute fee charged to their tuition account.
* Any child not picked up by **7:00 PM** will need to be picked up at the Rankin County Police Station.

**Holidays**

We will be closed the following days:

* New Year’s Day
* Good Friday
* Memorial Day
* July 4th
* Labor Day
* Thanksgiving Day
* Friday after Thanksgiving
* Christmas Eve
* Christmas Day
* New Year’s Eve(early closing at 3p.m.)

**Staff Development Day** (*once a year…you will be informed of the date 30 days prior*)

Should any of the above mentioned holidays fall on a Saturday; our center will close the Friday before.  Should the holiday fall on a Sunday; our center will close the Monday after.

**Tuition, Fees, and Payment Policies**

* Registration Fee: Due upon enrollment and collected yearly on January 2nd.   ($75 for first child, $50 for each additional child).
* Supply Fee:  Due twice each year in August and January ($20).
* Workbook Fees:  Due once each year in August or upon enrollment (if starting after August – prices announced each August).

**Tuition Rates:**

* Infant: $130.00 per week
* Toddler: $125.00 per week
* K-2:      $120.00 per week
* K-3:      $115.00 per week
* K-4:      $110.00 per week
* School Age, after school:    $70.00 per week
* School Age, full-time:      $110.00 per week

**Payment Policies:**

Payments are accepted in the form of cash, money orders, or checks made payable to **New Life Christian Daycare**.  All payments are due on or before every Monday, regardless of any absences or holidays.  A late fee of $30.00 will be added to your account if payment is not received before Wednesday.  You will be charged a fee of $30.00 for any insufficient funds checks returned by the bank.

* We hold the right to terminate childcare services if your balance is not paid in full by Wednesday.
* A two weeks written notice is required before withdrawing your child from our facility.  Failure to submit a two weeks notice will result in your account being charged for two weeks.
* Any outstanding balances will be turned over to collections and garnished from your pay.

**Attendance**

* Please notify our center if your child will be absent.
* All children need to be free of any known illnesses and free of fever (100 degrees or higher) before you drop them off.
* All infant children need to have the following items at school daily:
	+ Diapers and wipes, baby food, bottles labeled with the child’s name, and a change of clothes in a diaper bag.
	+ All toddler/ preschool aged children need to have a nap mat, blanket, pull-ups, wipes, and a change of clothes in a backpack.
	+ All school age children need to have a change of clothes in a backpack.

**Bite Policy**

Because toddlers and two year olds have a limited vocabulary and limited reasoning skills, they tend to communicate via biting. To minimize biting occurrences, it’s best to understand why they bite, and have a policy in place so that it doesn’t become a problem.

**Reasons Children Bite**

Very young children learn best by multi-sensory exploration. They love to touch, smell, taste, hear, and see things. It is normal for toddlers and two year olds to continue to put objects in their mouths to learn more about it. Children use their tongues and teeth to explore objects. Because children are learning more about their bodies and their friends’ bodies, children occasionally get bitten during the learning process. Some children bite other children when they get angry. Some children bite when they get very excited. Some children bite because they are teething.

**Ways to Discourage Biting**

One of the best ways to keep a bite from occurring is to offer lots of safe objects for the children to play with so they can explore a variety of shapes and textures with their mouths. Teachers are encouraged to sit on the floor with the children, interacting directly with them. Teachers should change activities every 20 to 30 minutes to keep the children’s attention focused on something fun. Teachers are instructed to provide several different “center activities” throughout the room, giving the child the option of choosing his or her favorite activity. Teachers should sing, dance, and play games that will encourage the child to learn the importance of sharing objects with their classmates. It is vitally important to establish a daily schedule so that the child can become accustomed to the routine for the class.

**Protocol After a Biting Incident**
When a bite occurs, the bitten child will be removed from the situation. The teacher will wash his or her effected area and apply ointment and a bandage. The teacher may need to apply ice to the injured area to soothe and reduce swelling. Teachers are instructed to place all attention on the child who was bitten, rather than give attention to the biter. The incident will be documented and recorded in both the biter and the bitten child’s file. The parents of both the biter and the bitten child will be called after the bite occurs. Because of confidentiality laws, no names will be given to either parent.

**Discipline**

Teachers are never allowed to spank or encourage the bitten child to bite back. Teachers are never allowed to restrict food from the biter or to give the biter an unpleasant tasting food after he or she has bitten. If a child’s biting becomes a continuous and serious problem, the child may be asked to leave our facility until the child has outgrown his or her tendency to bite.

**Homework Policy**

NLCD has formulated a Homework Policy that will satisfy the parent, support our staff, and provide a program that meets the needs of the children, such as:

* Low Staff-to-Child Ratio
* Opportunity to be Active
* Activities That Promote Creativity and Confidence
* Consistent, Caring Caregivers

**Purpose of the Homework Policy**

The purpose of this policy is to inform you of what you can reasonably expect from the caregivers in terms of supervision and curriculum knowledge. The policy will also reduce the possibilities of inappropriate expectations and tension.

**Daily Schedule for School Age Children**

* 2:00-2:15 – bathroom/hand-washing
* 2:15-2:30 – snack
* 2:30-3:30 – outside/indoor exercise
* 3:30-4:30 – homework/quiet, individual activity
* 4:30-6:00 – group activities/free play/departure

**Center’s Capabilities and Accommodations**

All children will have a quiet time to do their homework. Our center will allow the children to use our limited resources, such as: typing paper, construction paper, copying machine, pencils, pencil sharpener, glue, scissors, crayons, paint, and paint brushes. The caregiver will ask the children to retrieve and start their homework. The caregiver will help the children as well as he or she can, while still supervising the other children.

**Center’s Boundaries**

To ensure that the children’s needs are met, time to do homework will be limited to one hour, between 3:30 and 4:40. Any homework that wasn’t completed in the allotted time will need to be finished at home. Our center will not check your children’s homework for completion or corrections. We will not search through your child’s belongings if your child says he doesn’t have homework. We will not drive your child back to school if he or she forgets their homework at school. The caregiver will attempt to help answer all questions your child may have related to understanding their homework; however one-on-one tutoring cannot be offered due to the caregiver’s need to supervise all of the school aged children.

**Parental Involvement**

NLCD understands the demands of the fast-paced lifestyle of parents and school aged children. We understand the importance of your child’s need to complete as much of their homework at our center as possible so that your family can have plenty of time to bond at home. Please remember to check your child’s homework daily to ensure that it is correct and complete. Please feel free to donate any resources that would help our students complete their homework in a more efficient way, such as:

* Dictionary
* Thesaurus
* Used Encyclopedias
* Volunteer Tutoring

 **Discipline Policy**

NLCD has formulated a policy in regards to discipline because many parents and staff members base their ideas on what is appropriate according to their family and cultural backgrounds, which may or may not be appropriate for center-based care.

**Our Discipline Philosophy**

NLCD understands the difference between discipline and punishment. Discipline is a positive technique that teaches the child how to behave in everyday situations. Discipline is daily encouragement and repetitious training on how to be safe, neat, and kind. It helps the child gain self- control, which is the ultimate goal of discipline. Punishment refers to inflicting negative consequences to control behavior through fear and intimidation.

**Appropriate Discipline Techniques**

Effective guidance techniques for children are as follows: Separate child from the behavior; redirect behavior; provide acceptable choices; use positive language; look for deeper problems; allow for natural or logical consequences; provide expectations for upcoming events; use humor when appropriate; refuse to argue on non-negotiable issues; and appropriate time-out.

**Punishments NOT Allowed in a Childcare Center**
The following behaviors are not allowed in the center by staff, parents, or other adults due to licensure regulations, liability factors, or The Code of Ethics for Early Childhood Education: any measure that produces physical pain; withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities; abusive language, any humiliation; threats of physical abuse; emotional abuse; using medication for a purpose other than for which it was intended; isolation out of view of the caregiver; inappropriate use of time-out; forcing children to sit for long periods of time; or telling parents to punish the child at home for misbehavior at the center.

**Staff Training on Discipline Issues**

The staff at NLCD has/will be trained on what is appropriate and inappropriate discipline. They have/will read professional literature, attend workshops, watch videotapes, and attend staff meetings to discuss difficult situations.

**Communications with Parents about Discipline and Punishment Issues**

If a child’s behavior becomes a threat to anyone’s physical or emotional well-being and safety, the parents will be contacted by phone. The behavior will be documented and signed by parents and staff members and kept in the child’s file. Depending on the severity of the issue, the child may be dismissed from the center immediately. Within reason, every child will be given ample opportunities to establish self-control. If the child fails to gain self-control, NLCD will dismiss the child from the center.

**Emergecy Plan**NLCD is well-equipped with well-trained and experienced staff members. Each staff member has a state issued background clearance to work with children of all ages. Each staff member is CPR and First-Aid Certified, has a current and up to date shot record, has 15 state required educational hours of annual continuing education, and has been informed of our Evacuation Plan in the event of an emergency. All staff members are trained via monthly drills as to the plan for tornadoes (children go with their teacher into the hallway) and fire (children go with their teacher to the nearest exit door and wait outside away from the building).

**Minor Emergencies and How We Will Respond**

* Skin Abrasion- wash wound with warm soapy water, apply ointment, apply bandage, call parent
* Sunburned Skin- apply cool water, apply over the counter burn cream, call parent
* Bruised Skin- apply ice, call parents
* Dislocated Joint- apply splint (if possible), call parent
* Broken Bone- apply splint (if possible), call parent

**Major Injuries and How We Will Respond**

* Head Concussion- call 911, call parent, keep child awake
* Internal Bleeding- call 911, call parent
* Anaphylactic Shock- administer Epi-Pen (if possible), call 911, call parent
* Severe Laceration- apply direct pressure to the wound with a clean cloth, call 911, call parent
* Seizure- hold child firmly, close child’s mouth (if possible), call 911, call parent

**Ways Parents Will Be Informed Due To Emergencies**

1. Phone Call
2. Email
3. News Channel 12 and 16

**Transportation Methods for Major Evacuation**

1. (Preferred Method) Daycare Van
2. Police Rescue Vehicles
3. 3- church and local school buses
4. 4- employee’s personal vehicles

**Locations for Pick-Up Due to Evacuation:**

1. Quality Inn, 360 Gilcrist Drive, Pearl, MS 39208
2. Enviro-Flo, 1128 Flowood Drive, Flowood, MS 39232

\*NLCD does have liability insurance coverage for the building and the daycare van.