

Georgetown Christian Learning Center Infant & Toddler Parent Handbook

Philosophy

We believe that God values each child as a unique individual. We will provide quality and loving care for your child in an environment in which your child can feel comfortable and secure. We will work together with you to promote the healthy growth of your child. We will provide children with opportunities to know God, who loves and cares for them in their daily lives.

Schedule of Operations

- Hours: 6:15 a.m. - 6:00 p.m.
- Days: Monday through Friday
- Closed these Holidays: Labor Day, Thanksgiving and the Friday after, Christmas, Memorial Day, Fourth of July
- Advance notice is given if center will close due to low enrollment

Enrollment

- Annual registration fee of \$25.00 per family is non-refundable.
- A minimum of 1 day a week is required for enrollment.
- Children are enrolled on a first-come, first-serve basis and will not be discriminated against due to race, religion, sex, or creed.
- This information must be completed before your child attends:
 1. Parent Commitment Form
 2. Michigan Health Appraisal
 3. Child information card (both sides)
 4. \$25.00 per family non-refundable registration fee

Tuition Rates

Full Week	5 consecutive full days	\$160.00
Full Day	over 6 hours per day	\$38.00
Half Day	4 - 6 hours per day	\$32.00
Hourly	less than 4 hours daily	\$6.30

Staff

- Meet all the educational criteria of Michigan Child Care Licensing
- Are screened through the State Police and Dept. of Human Services
- Receive training in CPR, First Aid, blood-borne pathogens, safe sleep and shaken baby syndrome, as well as additional annual training

Financial Policy

- Tuition is due on Friday of the week of care, or the last day of the week your child is in attendance.
- We reserve the right to dismiss your child if payments are not made.
- If your child does not attend on a scheduled day for any reason, including illness, payment is still required.
- If the family is enrolled in FIA, the parents are responsible for the amount not covered by the program.
- There is no charge for days the center is closed. Advance notice will be given; the only exception is in the instance of a power outage.
- One week notice of withdrawal or change in schedule is required.
- There is a \$10.00 late payment fee if weekly payment is not made.
- Returned check fee is \$15.00.
- A late pick up fee of \$1.00 per minute will be charged after 6:00 pm.

Arriving and Leaving

- Child Day Care Licensing requires a parent or designated adult to sign in and out children with time and signature.
- Parents are welcome to visit at any time.
- If someone other than parents will be picking up your child, please call to inform us. They will need to be indicated on your child information card and be able to show photo ID.

Infant Program

- Staff/Child Ratio: 1 staff for 4 children
- We will provide a loving and nurturing environment where children feel safe and can grow in all areas of development.
- Infants will eat and sleep on demand to meet their individual needs.
- Infants will experience a variety of age appropriate early learning activities including music and lap reading.
- Infants will be placed on their backs to sleep. Blanket sleepers can be used, but no other blanket or soft object can be in the crib.
- Parents are responsible for providing disposable diapers and wet wipes for their child.
- Bottles must be prepared at home, furnished daily and clearly marked.

Illness Policy

Communicable diseases spread easily. Children should remain at home if any of the following symptoms are present:

- Fever of 101 degrees or above
- Tiredness, Headache, or Diarrhea that prevents normal play
- Rash or draining sore - until the cause is determined and treated
- Sore throat or difficulty swallowing
- Red or watery eyes, or conjunctivitis (pink eye)
- Vomiting or upset stomach
- Ringworm, scabies, lice
- Any communicable disease, including chicken pox, measles, mumps

Children can return when symptoms are absent for 24 hours.

Health

- In the event that your child should become ill during the day we will call you. We will keep your child comfortable until you or someone designated by you arrives to pick up your child.
- Please notify us if your child contracts a communicable disease. We will post a notice of the disease for other parents whose children may have been exposed at the center.
- Children and staff will wash hands after using the bathroom and before eating.
- All surfaces are sanitized daily.
- Medication, including ointment, ibuprofen, and sunscreen, will be given only with written instruction from parent on Medication form.
- Prescribed medications must be in the original container.

Injury

- First aid will be given for minor injuries.
- In case of serious injury we will call 911. Parents will also be called.
- We will call you using the Child Information Card when non-emergency medical attention is deemed necessary.

Emergency Procedure

- In case of fire we will remain outside and notify parents.
- In a tornado warning we will go as a group to the basement tornado shelter at the northeast corner of the church basement.
- We will release children to parents who choose to come for their children from the tornado shelter.

Georgetown Christian Learning Center
Parent Commitment Form

This is a contract between _____
(Parent/Guardian)
and Georgetown Christian Learning Center for the childcare
services provided to _____
(Child's Name)
for the days and times listed below.

Day	Arrival time	Departure time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

The weekly fee of \$_____ will be paid on Friday of each week, or the last day your child is in attendance for that week. The fee is due each week, beginning _____. It is understood that if the child is absent for any reason, including illness, the fee remains the same.

Late arrival fees will apply if parents fail to pick up their child by 6:00 pm.

Arrangements may be made in advance with the Director if additional days are requested. Any temporary or permanent changes to the expected arrival and departure times will be made in advance with the Director.

I will call if my child will not be attending on a scheduled day.

I have read the parent handbook and agree to abide by the policies therein.

I agree to provide diapers, bottles, and all related supplies for my child's use while in care.

Signature of Parent: _____ Date: _____

Signature of Director: _____ Date: _____

