



**2010 - 2011**  
**School Age**  
**Parent Handbook**

**669-7300**

**Georgetown Christian Reformed Church**  
**6475 40<sup>th</sup> ave., Hudsonville**  
**[www.georgetowncrc.org](http://www.georgetowncrc.org)**

**[caringforkids@georgetowncrc.org](mailto:caringforkids@georgetowncrc.org)**

## **Georgetown Christian Learning Center**

### **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 that your child will feel comfortable and secure in. We will work together with you to promote the healthy growth of your child. We will continually evaluate our program for the benefit of all children enrolled. We will provide children with opportunities to know God, who loves and cares for them in their daily lives.

### **Schedule of Operation**

Hours: 6:15 a.m. - 6:00 p.m.

Days: Monday through Friday

Georgetown Christian Learning Center will be *closed* these additional dates, according to the Hudsonville Public School schedule.

- Labor Day
- Thanksgiving Day & the Friday after
- Christmas
- Memorial Day
- Fourth of July

No tuition is charged for these holidays.

Advance notice is given if center will be closed due to low enrollment.

### **Staff/Child Ratio**

1 staff for every 12 children

### **Admission**

- A minimum of 1 day a week is required for enrollment.
- Children are enrolled on a first-come, first-served basis and will not be discriminated against due to race, religion, sex, or creed.

### **Enrollment**

Needed for enrollment

- Completed **Child Information card**
- Completed **Enrollment Form**
- \$50.00 non-refundable deposit per family. \$25.00 is a registration fee and \$25.00 will be credited to your account.

### **Before School Schedule**

6:30 a.m. children begin arriving, quiet choice time  
7:30 a.m. breakfast is served  
8:00 a.m. choice time - including gym, group games  
8:00 - 8:35 school busses arrive

### **After School Schedule**

3:00 p.m. children begin to arrive - choice time  
4:15 p.m. snack is served  
4:45 p.m. outdoor play, group game or craft choice  
5:15 p.m. choice time  
6:00 p.m. final pick up

### **Early Childhood Program**

For Kindergartners, Pre-Kindergartners, and Preschoolers on the days they are not in school. They can also attend the before and after school sessions.

8:30 a.m. Child-initiated choice time  
9:15 a.m. clean up  
9:30 a.m. snack is served  
10:00 a.m. Literature time (Story)  
10:30 a.m. creativity/art  
11:00 a.m. Directed Play - indoor or outdoor activity  
11:30 a.m. Child-initiated choice time  
12:00 a.m. lunch with sack lunches  
12:30 p.m. Quiet play at centers  
1:00 p.m. Directed play  
1:30 p.m. Bible Story/ Science time  
2:00 p.m. Music  
2:30 p.m. Rest time  
3:00 p.m. Child-initiated choice time

### **Schedule Changes**

- When a child is not coming on a scheduled day please call or write it on the clipboard next to the sign-in/sign-out attendance record on the podium. You are required to pay for sessions your child is enrolled in.
- Temporary schedule additions made in advance will be accepted based on availability and approval by the Administrative Director.
- Permanent Changes can be made with a Change of Schedule form.

### **Snow Days and School Delays**

- Georgetown Christian Learning Center is open when there is a school delay or snow day that is announced that morning. We will provide care for children who are regularly scheduled for that day. If your child is not scheduled, you can call about space availability if you wish to bring him/her.
- If Hudsonville Public School is canceled the night before (11:00 news) due to weather Georgetown Christian Learning Center will be closed that day also.
- Power outage - If there is no power in the church building at 6:15 a.m. we will be closed that day. An attempt will be made to call each family scheduled that day.

### **Arriving and Leaving**

- Parents are required to come into the center to drop off or pick up their child. Children are not allowed to walk to or from school.
- 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.
- Parents are to pick up their child by 6:00 p.m. If a parent is not here at 6:00 we will call parents or persons listed on the Child Information Card.
- Hudsonville Public Schools Transportation Department requires that parents contact them at 669-7757 to arrange **bus transportation** to or from Georgetown Christian Learning Center.

### **Authorization to Pick Up Child**

- A completed Child Information Card is required for each child to attend. Please update work information and phone numbers whenever needed.
- Children will be released to either parent if listed on the card. Only with a copy of a restraining order can we deny access to a non-custodial parent.
- If a parent is unable to pick up their child, the parent should make arrangements for someone already listed on the Child Information Card to pick up their child. Our staff will ask to see a picture ID the first time someone listed on the Child Information Card picks up your child.

## Financial Policy

- Billing statements will be put in Parent Boxes on Monday of the week of care.
- Payment is due by Friday of the week of care.
- **Deposit** made at enrollment is non-refundable.
- You will be billed for your **normal weekly schedule** unless there are added times, sick days or a week-long vacation.
- If your child is **sick** we will charge the full rate for the first day. Half the regular rate will be charged for the second and consecutive days.
- **Vacations** of one week, Monday through Friday, will be charged half the regular rate.
- There is a \$10.00 **late payment fee** if weekly payment is not made. If you would like to pay biweekly, please pay ahead to avoid a late fee.
- There is a \$15.00 charge for **returned checks**.
- A **late pick up fee** of \$1.00 per minute will be charged after 6:00 p.m. according to the clock on the podium. Please plan to arrive before 6:00 p.m. in consideration for our staff who are ready to go home at that time.
- **Two hour delays** will be charged as an additional morning session.

## Session Fees

	<b>Before School</b>	<b>After School</b>
One child	\$6.25 per day	One child \$6.25 per day
Two children	\$11.50 per day	Two children \$11.50 per day
Three children	\$16.50 per day	Three children \$16.50 per day

## Early Childhood Program fees

Whole Day	\$30.00	8:30 - 12:30	\$9.25
8:30 - 3:00	\$18.50	11:30 - 3:00	\$9.25

Early Childhood children participate in the before and after school program sessions.

## Snow Days

- On snow days when the center is open, you will be charged according to the above rates if your child is in care. There is no charge if your child does not come that day.
- When the center is closed due to school closing the night before, there is no charge.

### **Extra Service Days**

Extra service days are days when school is not in session. You must sign up for these days if you need care, even if they fall on your regularly scheduled day. Only those who sign up are charged. Sign up information will be communicated through a newsletter in your Parent Box.

### **Extra Service Rates**

Half Day equals any time from 6:30 a.m. to 12:00 p.m.,  
or 12:00 p.m. to 6:00 p.m.

One Child	Half Day - \$18.00	Whole Day - \$30.00
Two Children	Half Day - \$30.00	Whole Day - \$52.50
Three Children	Half Day - \$41.00	Whole Day - \$75.00

### **Meals and Snacks**

- Breakfast and snack menus are posted.
- If your child has an allergy to a specific food, please notify us. In the case of extreme allergy, you may be required to provide appropriate foods for your child.
- Participant in the USDA Child and Adult Food Program.
- Lunch is not provided. Parents agree to provide a sack lunch for their child whenever he/she is in care during lunch. **Please do not pack candy, gum, or pop.**

### **Personal Items**

We cannot be responsible for toys or other items brought from home. Please provide shoes for your child to wear indoors during boot season.

### **Health**

- The Child Information Card includes authorization for emergency care while your child is in our care.
- Georgetown Christian Learning Center is licensed for well-child care only. When your child is ill we cannot provide care. Please call and let us know that you will be keeping your child home.
- 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 if whose children may have been exposed at the center.

## **Medication**

- Prescription and non-prescription medication will be given only with written instruction from parent/guardian.
- Prescribed Medications must be in the original container.
- We will maintain a record of time, amount and medication given to your child.

## **Injury**

- First aid will be given for minor injuries.
- If medical attention is necessary we will call you using the Child Information Card.
- Our Directors are all trained in First Aid and CPR.
- In case of serious injury we will call 911. The Director will make decisions until the parent or ambulance arrives. Parents are responsible for any expense involved.

## **Emergency Procedure**

- In case of fire we will remain outside and notify parents as soon as possible.
- 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.
- NOAA Weather radio is monitored.

## **Pest Management**

The pest management service used for our building follows current Integrated Pest Management guidelines. April through October the exterior is treated to help minimize the need for interior treatments.

## **Staff**

All staff members have been cleared by a State Police Background Records Check and DHS Clearance reports are on file for each.

## **Photographs**

Photos of center activities are often displayed at the entrance. Occasionally, photos may be taken by the media for publication. If you do not wish your child to be photographed for outside publication please notify the Administrative Director.

## **Withdrawal**

A written withdrawal notice is expected at least two weeks in advance if your child will be withdrawn from the program.

## **Discipline Policy**

Our staff uses positive methods of discipline that encourage self-control and cooperation. We will demonstrate positive methods for handling conflict, with respect and kindness for one another. Our staff will never use any form of physical or corporal discipline, deprive children of a meal or snacks, or use methods that frighten, shame, or humiliate children.

Our Guidelines for children's behavior are:

Children are expected to respect others' personal space, belongings, and feelings.

Children are expected to respect all staff.

Children are expected to respect the equipment and building.

When a child doesn't comply with one or more of our guidelines we will remind them of the guideline and the reason for it. Time is given for a positive choice to be made. If the child chooses not to stop they will be sent out of the area of play.

If the child is disrespectful to a staff member by yelling, arguing, or refusing to cooperate the parents will be notified by phone or written note.

## **Suspension**

Georgetown Christian Learning Center reserves the right to suspend a child who chooses not to follow the guidelines. A meeting will be held with the director, parents, and the child to discuss the discipline problem. If a child has been suspended, it is up to the administrative director and the board if and when the child would be able to return.

## **Dismissal**

Georgetown Christian Learning Center retains the right to dismiss a child if he/she is not complying with the guidelines of the program.

Payments are not kept current.

Parents arrive 30 minutes late to pick up their child.