



CHRIST THE KING DAYCARE HANDBOOK

TWO YEAR OLD DAYCARE
THREE/FOUR YEAR OLD PRESCHOOL

Welcome to Christ the King Daycare and Preschool! My name is Daniel Thole, and I am the administrator at Christ the King. If you have any questions or concerns, please do not hesitate to reach out to me. I can be reached during school hours at 515-285-3349 or at dthole@cksdesmoines.com.

To report absences or contact the Daycare room, please call 515-953-4327.

Introduction

We are pleased to welcome you and your child(ren) to Christ the King. Your child's happiness, security, social, and cognitive development are our main objectives.

Christ the King Daycare's full day, year round program is available to children 2 through 4 year old preschool, and is licensed by the Department of Human Services for 54 children.

Christ the King Daycare encourages positive childhood development by providing opportunities for your child to meet new friends, try new activities, and learn through play. Our devoted qualified staff provides individual caring attention to each child. Everyday the children experience different activities such as dramatic play, manipulative, math, science, music, art, and circle time. The children will also have plenty of time to be outdoors playing on our state-of-the-art play equipment. Through carefully planned games and activities your child will be exposed to situations and will stimulate their natural curiosity and love of learning, develop initiative and independence, while building their self-esteem and decision-making abilities. Interaction with and respect for others are skills that are taught and reinforced daily.

Peace of Mind for Parents...PLUS

- A warm, safe, licensed environment
- A bright, clean and well-organized room
- Science and Math activities
- Music and Art
- Activities and games designed to promote learning through play
- Outdoor play for gross motor development
- Scheduled play for gross motor development
- Scheduled rest time
- Experienced teachers

Staff Qualifications

Our teachers have experience in Early Childhood settings and are all CPR certified, First Aid Trained, and Child Abuse Mandatory Reporters. We also attend 10 hours of additional training throughout the year.

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Communication

Daycare reminders will be sent out on Flocknote, ClassDoJo, or by email.

Hours of Operation

Monday through Friday

6:30 am to 5:45 pm

Late Pick-up Charges

Please remember to be on time when picking up your child at the end of the day. There will be a \$5.00 per minute late charge for picking up your child after 5:45. There will be no warnings or grace times. Frequent late pickups could result in the loss of your Daycare spot.

Drop off and Pick Up

For security purposes, all access doors will be locked at all times. Please ring the doorbell and someone will unlock the door for you. Upon entry, you will use the laptop to sign in/out for the day.

For your child's protection, you will need to fill out a permission slip that lists who may or may not be allowed to pick up your child. **We will not release your child to anyone without prior consent.** Please list all people who might need to pick up your child, especially in case of an emergency. A photo id will also be required.

We record daily attendance and encourage parents to notify us if your child will be absent. You can call the Daycare Center at 515-953-4327 or you may email the Director at

Daycaresdirector@christthekingparish.org.

07/2021

Withdrawal

A two-week written notice is required for permanent withdrawal from the Daycare. Christ the King Daycare strives to provide an appropriate curriculum for as many children as possible; however, each child's needs are different. Should it prove that Christ the King Daycare is not suitable for you or your child(ren), at the sole discretion of the Director, we reserve the right to ask for your child(ren)'s withdrawal.

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Sick/Vacation Allowances

Each child will be allowed 10 days of sick or vacation days per year. These days may be taken between July 1 through June 30. These days do not carry over to the next year. Please notify the Director in writing before or on the day that you want to use a vacation/sick day so it can be applied to your FACTS billing in a timely manner.

Inclement Weather

If Christ the King School is closed due to the weather, the Daycare will close.

If Christ the King School has a 2 hour delay, the Daycare will open at 8:30 am. Breakfast will not be served.

If Christ the King School is to dismiss early due to weather, the Daycare will close at a specified time depending upon weather. We will notify parents by either a phone call or Flocknote.

2020-2021 Program Options

2 Year-Old Daycare

- Weekly rate is \$195.00 per week
- Scheduled Drop-in rate is \$65 per day
- Childcare is available before and after learning time at no extra cost.
- Lunch and snacks are provided and included in this weekly cost.

3 Year-Old Preschool and All-Day Care

- Full Day Program / Monday-Friday / 8:10-3:20 / \$195 per week
- Childcare is available before and after learning time at no extra cost.

07/2021

- Lunch and snacks are provided and included in this weekly cost.

4 Year-Old Pre-Kindergarten and All-Day Care

- September - May
- Full Day Program / Monday - Friday / 8:10-3:20 / \$300.00 per month for 10 months
- Lunch and snacks are provided and included in this monthly cost.
- Childcare is available before and after learning time at \$75 per week.
- June - August (Summer Break)
 - Weekly rate is \$175 per week.

Multiple Children

If a family has more than one child attending the Daycare, each additional child will receive a \$25 weekly discount.

Payments

Christ the King Daycare offers weekly or monthly payments through FACTS. Please visit <https://online.factsmgt.com/signin/3ZB4C> and create an account if you have not yet done so.

Snacks, Meals and Food Allergies

Breakfast: 7:30am - 8:00am

Lunch: 11:30am - 12:00 pm

Afternoon snack 2:30pm - 3:00 pm

Food from home is not permitted due to regulations with our food program.

An exception would be if your child has food allergies. A doctor's note is required listing the allergies and a list of substitutions

Menus will be posted on the bulletin board inside the Daycare's entrance.

Medications

Christ the King Daycare can administer prescription medication to your child(ren) in agreement with a signed medication form. Over the counter medication can only be given if prescribed by a doctor, A written and signed authorization is required. Medication needs to be in the original container and clearly labeled with the child's name, name of medication, dosage, and instructions for administration and storage.

Health

The Department of Human Services requires all parents to provide an updated copy of your child's immunization record and current physical prior to starting the program.

In the best interest of your child(ren) and others, DHS requires the children to remain at home if they have the following symptoms

- Temperature over 100 degrees
- Rashes that you cannot identify or that have not been diagnosed by a doctor
- Diarrhea or Vomiting
- Discharge or redness in the eyes
- Severe cold symptoms; sneezing, runny nose, fever, cough, lack of energy
- A contagious condition as diagnosed by the doctor
- Head Lice - We will send the child home until it is treated and no nits are present

Children need to be symptom free for at least 24 hours before they can return to Daycare.

If a child arrives at the Daycare and the staff member feels the child is sick, the parent will have to take the child home. If the child becomes sick while at Daycare, he or she will be removed from the other children and the parent will be called. The parent will need to pick the child up in a timely manner. If the parent is unable to be reached, the emergency contact will be called. Please keep your emergency and work contact information up to date.

Parents as Visitors

Parents are encouraged to participate in our program in several ways. We enjoy having parents join us for breakfast, lunch, snacks, or on special days. Parents are encouraged to share a hobby or favorite book with their children. Please let the Director know when you would like to visit and we can set up a time that works best for all involved.

Toys from Home

The child may bring a stuffed animal and/or blanket for naptime but all other toys need to remain at home.

Clothing

Children should wear comfortable clothing that is suitable for play. Messy projects, sand, dough and water play are an important part of our curriculum.

If the child is not toilet trained, parents need to provide diapers, wipes, creams, and extra clothes labeled with your child's name or initials.

All children should bring an extra change of clothing labeled with the child's name or initials. Accidents can happen.

Toilet Training

Toilet training for each child occurs over a period of time that can range from a few weeks to several months, and includes several stages of development. Regressions are not unusual during the process. Accidents are to be expected and never met with disapproval. Parents and staff will work together to have your child be successful.

Sunscreen

Christ the King Daycare recommends that parents provide sunscreen for your child(ren). This will be labeled with your child's name. Staff will apply when necessary and document when it is applied.

Separation

It is common for a child to feel some separation anxiety when you leave them at Daycare for the first few times. Some children may cry and even try to leave with you. These symptoms usually disappear when the child understands that you will return and when they get to know the staff and other children. This may take a few minutes, a few hours, or a few days.

Our staff is dedicated to taking excellent care of your child(ren) and giving them plenty of affection and attention, while promoting involvement in an activity. Usually the sadness your child(ren) expresses ends shortly after you leave.

Behavior Management

Christ the King Daycare uses a positive and progressive approach to discipline. Support is given in a gentle and loving way to those who need a little reminder. The best discipline is based on mutual respect and consideration for others.

We feel it is important to be consistent and clear in the behavior expectations we set for children. For most children, a clear understanding of these expectations is all that is required. Should behavior be an ongoing difficulty, or of a severe nature, the teachers and parents will meet to discuss the next steps. The child may be asked to withdraw from the Daycare.

Biting

Biting is very common from birth to three years. Staff will respond to a biter in a positive manner.

Biting is a form of communication. It is almost always a response to the child's needs not being met or coping with a challenge.

Grievance

Christ the King Daycare wants to provide families with alternative options when a situation arises in the Daycare. We want families to feel that they are being heard and the issues are being resolved to satisfy all parties. If for some reason you are not happy with the service you receive from Daycare, please contact the Director or School Principal.

DAYS DAYCARE / KIDS CLUB CLOSED DATES

2021

LABOR DAY - MONDAY, SEPTEMBER 6

THANKSGIVING DAY - THURSDAY, NOVEMBER 25

FRIDAY AFTER THANKSGIVING - NOVEMBER 26

CHRISTMAS EVE DAY - FRIDAY, DECEMBER 24

NEW YEAR'S EVE DAY - FRIDAY, DECEMBER 31

2022

EASTER MONDAY - APRIL 18

MEMORIAL DAY, MONDAY, MAY 30

INDEPENDENCE DAY, MONDAY, JULY 4

LABOR DAY - MONDAY, SEPTEMBER 5

THANKSGIVING DAY - THURSDAY, NOVEMBER 24

FRIDAY AFTER THANKSGIVING - NOVEMBER 25

DAY AFTER CHRISTMAS - MONDAY, DECEMBER 26

Handbook Acknowledgement

_____ I have read and understand all the policies and procedures listed in the Christ the King Daycare Handbook

_____ I give Christ the King Daycare my permission to take my child to the Emergency Room or to the Dentist in case of emergency.

_____ I give Christ the King Daycare my permission to administer medicine directed by me to my child as needed. I understand the required paperwork needs to be filled out beforehand.

_____ I give Christ the King Daycare my permission to apply sunscreen that I need to provide for my child.

_____ I have filled out the Permission to Photograph authorization form to grant/declain Daycare to post photos of my child.

Person responsible for tuition

Parent/Guardian Signature

Date _____

ENROLLMENT INFORMATION

Child's Name _____ Birth Date _____ Grade _____

Father's Name _____

Address _____

Home Phone _____ Cell Phone _____

Place of Employment _____

Work Phone _____

Email Address _____

Mother's Name _____

Address _____

Home Phone _____ Cell Phone _____

Place of Employment _____

Work Phone _____

EMERGENCY AUTHORIZATION FORM

Child's name _____ Birth Date _____

Home Address _____

Mother's Name _____ Phone Number _____

Father's Name _____ Phone Number _____

Insurance Company _____

Medications taken on a daily basis _____

Allergies _____

Name of friends or relatives who can be contacted and pick up in case of emergency if parents are unable to be contacted:

1. _____ Phone _____ or _____

2. _____ Phone _____ or _____

Name of people who cannot be pick up for any reason:

Physician's name and phone number _____

Dentist's name and phone number _____

Hospital Preference _____

I hereby grant permission for the Director or other qualified staff member to take whatever steps may be necessary to obtain emergency medical care if necessary.

Parent/Guardian Signature _____ Date _____

CHILD RELEASE AUTHORIZATION

I _____ give my permission to the person or persons listed below to pick up my child(ren) from Christ the King Kids Club/Daycare in my absence. I understand that the individual will be required to provide photo identification before my child(ren) will be released. My child(ren) will not be allowed to leave with any other individual without my specific written or verbal consent.

Name _____ Relationship to Child(ren) _____

Address and Phone _____

Name _____ Relationship to Child(ren) _____

Address and Phone _____

Name _____ Relationship to Child(ren) _____

Address and Phone _____

Name _____ Relationship to Child(ren) _____

Address and Phone _____

Name _____ Relationship to Child(ren) _____

Address and Phone _____

List if there are ANY persons who may NOT pick up your child(ren)

Parent/Guardian Signature _____ Date _____

HEALTH RECORDS

Child's Name _____ Date of Birth _____

Parent's Name _____ Phone _____

Address _____

Physician's Name _____ Phone _____

Address _____

Dentist's Name _____ Phone _____

Address _____

Any existing illness? yes _____ no _____

If yes, please explain _____

Any previous injuries? yes _____ no _____

If yes, please explain _____

Any hospitalizations during the last 12 months? yes _____ no _____

If yes, please explain _____

Any medication that is long term, continuous use? yes _____ no _____

If yes, please, explain _____

Any restrictions on normal physical activity? yes _____ no _____

If yes, please explain _____

Any chronic medical condition requiring dietary supplements or restrictions, medications, or avoidance of allergies?

yes _____ no _____

If yes, please explain _____

List any known allergies _____

Parent Signature _____ Date _____