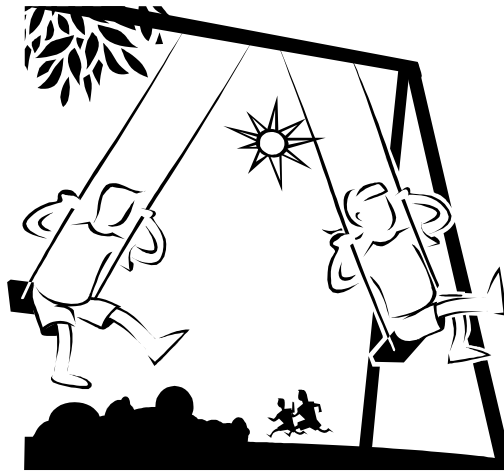




Warwick River Christian Child Care

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Parent Handbook

WARWICK RIVER CHRISTIAN
CHILD CARE

250-A Lucas Creek Road
Newport News, VA 23602
757-877-0130
wrccc@verizon.net

Dear Parents,

Thank you for your interest in Warwick River Christian Child Care. This Parent Handbook should answer many of the questions you may have about the services we offer.

Our child care center has a large multi-use room with additional space available as needed in the modular behind the child care building. We provide organized activities and supervised play time, both indoors and outdoors. The playground provides plenty of equipment and open space for large motor development.

We seek to provide an educational and wholesome environment with a Christian approach. We are operating under a Commonwealth of Virginia exemption clause offered to facilities operated by a religious organization. As such, we are required to comply with all applicable fire, safety, and health standards.

Please feel free to visit us here at WRCCC, and ask any questions that you may have regarding our program.

Sincerely,

Cheryl A. Oder
WRCCC Director

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Typical Daily Schedule

Morning

6:30	Center opens, Monday through Friday
6:30-9:30	Free Play (inside and outside)
8:30	Kindergarten and Grade school children are escorted to the school.
9:25	Clean-up time: children clean up and have bathroom time.
9:45	Snack time
10:00	Circle time: Bible, calendar, finger plays, music, songs, etc.
11:00	Free play, outside if weather permits.
11:30	Preschool children are escorted from school to child care. Clean up and bathroom time.
11:40	Lunch

Afternoon

12:10	Free play, outside if weather permits.
12:45	Bathroom time and prepare for nap time.
1:00	Rest Time
2:45	Wake up, put away sleeping things and bathroom time.
3:00	Snack
3:20	Clean up after snack.
3:30	Free play, inside table activities or outside when weather permits.
5:45	Clean up toys and get ready to close.
6:00	Child care closes.

Operating Hours and Days Closed

Our child care center is open from 6:30 a.m. to 6:00 p.m. Monday through Friday throughout the year. We are normally closed on the following days:

- ◇ New Year's Day (or nearest adjacent weekday)
- ◇ Memorial Day (Monday observance)
- ◇ July 4th (or nearest federally observed weekday)
- ◇ Labor Day
- ◇ Thanksgiving Day (and the Friday after)
- ◇ Christmas Day

The child care may be closed during Spring Break or Christmas Break after consulting with the parents about their child care needs. Please let us know of your holiday plans in advance to help with planning.

In general, the child care will remain open during poor weather. If in doubt, call the child care. We have skilled staff on duty during all operating hours. All regular staff are First Aid certified.

PLEASE PICK UP YOUR CHILDREN BEFORE 6 PM, to allow our staff members to close on time and to be with their families.

Arrival and Departure

We require parents to bring your child into the child care building and come personally to escort them out when you leave. Please do not have children enter or leave the building unescorted. We cannot release your child to an under-age sibling.

When you enter the building, please make contact with a teacher so that your child can be properly signed in or out.

Please drive carefully in the parking lot, respecting the safety of others. The parking lot is crowded between 8:15—8:30 and 3:00—3:15 on school days.

For the safety of our children and staff, the front doors are kept locked. Please ring the doorbell and a staff person will open the door for you.

Movement Between Buildings

Children attending kindergarten and grade school at Warwick River Christian School are escorted to and from the school daily by a staff member. Please notify the child care of changes in your child's attendance schedule or bus-riding plans.

Meals and Snacks

We do not provide breakfast. You are welcome, however to supply a box of cereal, and we will serve your child a bowl of cereal with milk. We serve a nutritious snack at 9:45 a.m. and at 3:15 p.m. We also serve a hot, well-balanced lunch at 11:45 a.m. The cost of snacks and lunch is included in the child care fee.

Play Time

- We encourage the children to use their imagination during free play time. The large play area allows for creative play with blocks, dolls, and dress-up clothes. Boys and girls have equal access to the toys and play areas.
- The children are discouraged from playing roughly. We encourage them to play gently with each other to allow children of all ages to play together. We do not allow pretend fighting or gun-play.
- We prefer that children do not bring toys from home to play with at child care. Young children have a hard time sharing their own toys with others, and there is always a risk of them being broken, ruined, or lost.

Clothing and Personal Items

Please have your child bring a back pack for notes, etc. A second set of play clothes should be kept here at all times in case of an accident. Please check occasionally to see if they are adequate for the present weather season. Include extra socks and underpants, just in case.

Children Who Become Ill

We do not have the facilities to care for sick children. Please keep your child home for 24 hours after they have had vomiting, diarrhea, or a fever.

If your child becomes sick while at child care, we will call you to come and pick them up as soon as possible. We recognize that this may be an inconvenience for you, but we do not have an infirmary to isolate a sick child. We appreciate your promptness in taking a sick child home for the sake of the health of others.

Discipline Policies

Please review the following rules with your child.

- Physical contact causing discomfort is not permitted.
- Loud noises are not permitted inside.
- Marking, defacing or destroying child care property is not permitted.
- Glass containers and animals are not permitted.
- Exchanging food is not permitted.

Parents should also be aware of the following policies.

- Items depicting and relating to violence or destructive behavior are not permitted.
- Children are not allowed to engage in "pretend" violence, such as gunplay or martial arts.
- "Time out" is often used to give a child space when a discipline problem occurs. Typically, "time out" equals one minute for each year in the child's age.
- The first time a child bites another person, a note and phone call will be made to the parents of each person involved. Depending upon the severity of the bite, or if it is repeated, the parent of the child doing the biting will be asked to take the child home.
- A child who engages in repeated verbal or physical violence that harms another child may be suspended from the child care.

Parent's Rights

At Warwick River Christian Child Care, the parents may:

- Feel welcome when visiting the child care.
- Visit their child at any time.
- Bring concerns and complaints to the attention of the director.
- Access their child's records at any time during business hours.
- Expect confidentiality regarding the child's and family information.
- Receive a written *Parent Handbook* containing policies.
- Feel confident that WRCCC operates in compliance with health, fire, safety and licensing regulations.
- Feel confident that all staff members conduct themselves in a professional manner.
- Feel confident that parents will be informed when children are sick or injured.
- Feel confident that the center's staff is well trained in areas of safety, health and nutrition.
- Feel confident that their child is disciplined in a gentle but firm manner that is not physically harmful, emotionally abusive, or developmentally inappropriate.
- Feel confident that their child is in a developmentally appropriate environment that is meeting his/her needs.
- Request and see evidence that staff members have been screened for criminal records and have met health, fire-aid, and CPR requirements.

Parent/Teacher Conferences

You are welcome to discuss your child's progress with the administrator and/or teachers. If you wish to have a conference that may last past closing time, please make an appointment with the director or staff person on duty so that a mutually convenient meeting time can be schedule.

Parent's Responsibilities

At WRCCC, the parents are asked to:

- Follow the rules and procedures in the Parent Handbook.
- Communicate concerns or criticisms to the director rather than to other parents.
- Avoid socializing or conferring with the staff at inappropriate times.
- Notify the center if a child has been exposed to a contagious disease or an infectious illness.
- Keep the child care informed so that the children's records and emergency information are up to date.
- Spend quality time with children during evening hours and put them to bed at a reasonable time.
- Inform the center if there are changes in family patterns or if there are upsetting situations at home that may affect a child.
- Inform the center about changes in child care schedule needs, pick-up routines, or any other area relating to providing care for their child.
- Be supportive of the center, its leadership, and its staff.

Registration

An annual registration fee of \$30.00 will be charged at the time of registration.

A registration form must be completed with updated phone numbers, address, and an emergency contact number.

Please also bring in a record of your child's immunizations. We need to keep a copy on file.

Payment Policies

We accept checks and cash. All checks should be payable to WRCCC and brought to the child care office. Payments are to be made on Monday morning for the previous week. Our policy is all accounts must be kept current. Child care services will be *suspended* for any accounts that are two weeks past due, and report cards may be held for delinquent accounts.

There will be a \$30.00 service charge for all returned checks.

The child care closes *promptly at 6:00 p.m.* Please be here on time to pick up your child. The first time you are late in picking up your child, a late fee will be applied to your account. The second time, a late fee and a charge of \$1.00 per minute for every minute you are late will be applied to your account. If it happens again, you may lose child care services.

Educational Philosophy

The Warwick River Christian Child Care believes that children are a gift from God, and they are given to parents, who lovingly nurture and guide their development. The child care center upholds Christian values, encourages positive self-esteem, teaches honesty, and promotes sharing with others.

We encourage the development of living skills, including table manners and speaking respectfully to adults and peers. Supervised cooperative play with other children allows for creativity and the development of proper social skills.

Fee Schedule

(Revised Fall 2006)

Full Time Child Care

	<u>Weekly</u>	<u>Daily</u>	<u>Hourly</u>
1st Child	105.00	28.50	4.50
2nd Child	95.00	26.50	4.00
3rd Child	85.00	24.00	3.50

Pre-school

	<u>1 Day</u>	<u>2 Day</u>	<u>3 Day</u>	<u>4 Day</u>	<u>5 Day</u>
1st Child	\$16.00	\$32.00	\$48.00	\$64.00	\$75.00*
2nd Child	\$15.00	\$30.00	\$45.00	\$60.00	\$70.00*

All Day Kindergarten and Grade 1-5

	<u>1 Day</u>	<u>2 Day</u>	<u>3 Day</u>	<u>4 Day</u>	<u>5 Day</u>
1st Child	\$13.00	\$26.00	\$39.00	\$52.00	\$65.00*
2nd Child	\$12.00	\$24.00	\$36.00	\$48.00	\$60.00*
3rd Child	\$11.00	\$22.00	\$33.00	\$44.00	\$55.00*

Middle School

	<u>1 Day</u>	<u>2 Day</u>	<u>3 Day</u>	<u>4 Day</u>	<u>5 Day</u>
1st Child	\$11.00	\$22.00	\$33.00	\$44.00	\$55.00*
2nd Child	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00*
3rd Child	\$ 9.00	\$18.00	\$27.00	\$36.00	\$45.00*

*If school is out a whole day, charge is \$28.50/day.

*If school lets out for 1/2 day, charge will be by the hour.

*APPLIES TO ALL SCHOOL CHILDREN AND MIDDLE SCHOOL CHILDREN

What Mennonites Believe

Warwick River Christian Child Care, along with Warwick River Christian School, is a ministry of Mennonite churches in Newport News. We make no requirements on your children to join any church, but they can expect that Christian values will be part of their experience with us.

Here are the main points of the Mennonite expression of Christianity.

- We believe in Jesus Christ as the son of God, our personal Savior, and model for life. All other allegiances are secondary to this.
- Reading and understanding the Bible is central to a Christian life.
- We can have new life in Christ and forgiveness from sins.
- Mennonites practice "believers baptism," an adult decision to join the church and commit oneself to a lifetime of following Jesus.
- We reach out to the whole world, regardless of racial or political differences.
- We belong to each other through caring, confronting and supporting.
- We live peacefully, following Christ's command to love our enemies, seeking justice and mercy, and refusing to engage in violence against anyone.