

MCS DAYCARE HANDBOOK

ADMISSIONS PROCESS FOR MEMORIAL CHRISTIAN DAYCARE:

1. Parent completes and signs the application.
2. Pay the registration fee for preschool/school which is nonrefundable.
3. Sign a parent-school contract.
4. Bring a certified birth certificate for the office to copy for student records.
5. Bring in your child's immunization records and they must be kept current.
6. Bring your child's social security number.

Full- Time Daycare Fee includes: A fee schedule is sent home with registration papers.

1. Tuition for one month (preschool-sixth grade)
2. Lunch/Snacks for one month
3. All hours of daycare needed from 6:30-5:30 PM

Late Fee will be charged to your account in the amount of \$5.00 per 15 minutes if after 5:30 PM. If you see that an emergency has arisen and you know you are going to be late, please call and let the staff member know as soon as possible.

HOURLY DAY CARE:

Hourly daycare is \$2.75 for each hour per child. This does not include lunches, but does include snacks. Hot lunch is \$1.75 and milk is \$.25 at lunch time only.

Termination of care-Please notify the office as soon as possible. If you child withdraws from the program during the year, tuition payments for that month are nonrefundable and payments for the future months are refundable. If we see that your child was NOT going to fit into our program and we have done everything possible to work with you as parents, staff and child, we would give you notice to make other arrangements.

GOALS AND OBJECTIVES:

The purpose and goals of our daycare program are to provide each child with quality care. We want to provide each child with love, security and a sense of well-being. Qualified staff will help to provide experiences and education for growth and development of each child.

We want to provide an environment for learning, fun, and social interaction. Many opportunities will be provided to develop each child's intellectual, social, emotional and physical potential.

In planning and implementing our daycare program we will provide a flexible and balanced schedule of activities. They will also have periods of free play. We will also establish some routines to help provide a feeling of security. Needs of individual children are acknowledged, as well as the planning and serving of children are essential to the program.

DAILY PROGRAM:

6:30-7:45AM	Arrival-Free Play
7:45-8:05 AM	Gym activities
8:05-8:15 AM	Recess outside
8:15-8:30 AM	Lunch Count, Bible story, Prayer
8:30-11:10 AM	Planned Activities, Snack, Free play, Clean up
11:10-12:00	Bath room, lunch, recess
12:00-2:00 PM	Story, Nap time, bathroom
2:15-2:45 PM	Snack, Recess
2:45-5:30 PM	Planned activities, gym activities, homework, free play

ILLNESS: Staff must answer several questions in determining the extent of illness. Does the child have a fever? Is the child's behavior earlier consistent with that of a sick child? Did parent mention anything about not feeling well? Temperature will be taken and parents called. Child will be moved away from other children until parent arrives. Please do not send your child to daycare if he/she is running a temperature, suffering from nausea, and coughing.

Staff/Director will be reporting contagious diseases to Dept. of Health if we have had cases in our daycare/school. See chart in director's office. This helps them know if there is an epidemic.

Medication given should be in original bottle with amount and time given. Medicine sheets will be signed by parent and then signed by the person giving the medicine. These sheets are in a designated area. **MAKE SURE YOU COMMUNICATE WITH OTHER STAFF MEMEBERS WHEN MEDICATIONS NEED TO BE GIVEN ON OTHER SHIFTS. ALL STAFF SIGN OFF ON SHEET.** Medicine is kept in a locked area and a designated container in the refrigerator.

Lunch Menu & Snacks are sent home monthly. Snacks are scheduled at 9:20 AM and lunch is served around 11:20 AM and afternoon snack is at 2:30 PM. Hot lunches are available at MCS daycare. All meals meet the nutritional requirement for children as specified by the USDA and the National School Lunch Program. Applications for free and reduced priced meals may be obtained from the office. If you are running late, and your child needs a lunch, please call the office to let them know to include your child on the lunch count. Lunch and milk tickets are available at the office. This is a separate account from daycare program so you must make out separate checks for lunches if you are hourly daycare. To help instill healthy choices in all the children, we ask that sack lunches brought from home contain a balanced meal. Please send juice, instead of pop. Candy should be kept to a minimum. Cold packs must be placed in lunch pail, as we do not have room in the refrigerator. We also do not have time/space to warm up lunches in the microwave, so do not send food that has to be warmed. Students with disabilities

requiring special needs or allergies in the Child Nutrition Program must submit a medical statement signed by a licensed physician. Parents are always welcome to join their children for lunch. Please notify the office on the day you plan to eat lunch so that a lunch may be ordered. Adult lunches are \$2.10.

Snacks sent from home are not encouraged unless your child has a medical reason that they may not eat our snacks.

SLEEPING AREAS: Children are asked to bring a light weight sleeping bag with their name labeled on the bag. Pillows are provided with their name. Cases are washed weekly. Naps are taken daily. Quiet music is played. A soft sleep toy is allowed for sleeping only. All children are required to rest during this time.

TRANSPORTATION: Daycare transportation is only used in the summer for our weekly field trips. We use Rapid Ride. Parents pay these fees which have been \$1.00 per week per child. Each child has a seat belt.

FIRE/TORNADO Drills: We have 4 drills per year and one tornado drill. We also have a weather watch in our daycare that will go off if we have weather warnings. Staff has been trained what to do in these events. These drills are placed on our calendar and are followed on the specific days.

EMERGENCY SCHOOL CLOSURE: If Rapid City Public Schools are closed so is Memorial Christian School and Daycare. We try to get announcements on KOTA, KEVN, KNBN and KSLT. Police/Road crews usually do not want travel on the streets. You may need to have a back up plan with a close neighbor or relative. If schools close during the day, you will be called to come and get your daycare child.

DAY CARE STAFF:

All staff read and sign child abuse/neglect statements (defines child abuse/neglect, identifies reporting responsibilities and procedures) to the DSS or law enforcement. All staff are required to have 20 hours of training per year for their daycare position. Each staff worker must be 18 years of age unless a secondary child care worker who must work under supervision of an adult. Staff is supervised by the director. Staff develops lesson plans with a variety of activities. We do not have any volunteers in our daycare program. All staff members are screened and will not have a substantiated report of child abuse/neglect. All changes of circumstances which may affect ability to comply with licensing rules will be reported to DSS. All people who plan and implement program must have appropriate degree and experience.

PETS: Please don't bring real pets to school because of so many allergy students.

CALENDAR: See yearly school calendar for the days when daycare will be closed. This gives you plenty of time to make other arrangements. The daycare is also closed on other

holidays, if we do not have 8 children who are signed up on the holiday sign up sheet. We do this as early as possible so that parents can make other arrangements.

COMMUNICATION:

Communication with child, parents and other staff members is so important!! We must ALL work as a team. God has placed these children in our care. If you have any concerns or questions about your child's care, please talk to the staff member or the director. Do not let small concerns build up to big problems. What you may be hearing and what we may be seeing may be completely different. Make staff aware of all situations.

Smoking is not allowed inside the building.

EQUIPMENT NEEDED: Back packs are needed to keep track of all personal items, notes, and papers. Please mark them clearly. Sleeping bags are needed for nap time. An extra set of clothes for accidents are needed in back packs of younger children. Dress children appropriately for outside weather. We do go outside unless wind chills are low.

TOYS:

Toys should not be brought to school unless it is a sleep toy. Toys get lost and broken so we prefer they stay at home. We may have special days when toys may be brought during holiday's or summer when we have fewer children.

DISCIPLINE: Love should be the center of all discipline. If we love our children, we must also correct them. Children need to know what they did was wrong and what right choice they should have chosen. When a child is sorry for a wrong behavior, we as a staff want to assure them of our forgiveness and God's forgiveness.

A child may need to be temporarily isolated from the group or activity "time out." Our staff feels we need to have parent support to be effective in discipline. Our ultimate goal for each child is to help establish self-control, self-esteem, and mutual respect. A child may be removed from the program if views and behavior are incompatible with those of MCS. We want to work with families if problems to work out a discipline plan that will work for your child. Communication will be the key to success.

SIGN IN SHEETS/SIGN OUT SHEETS:

Be sure you sign you child/children into daycare and sign them out. If we do not know the times they came and left, then we will need to give the maximum time. (6:30am-5:30 pm) This is how we bill at the end of each month and the bookkeeper will not have any idea your child's hours.

Memorial Christian Preschool Program

Daycare students who are in our daycare program that are full time daycare are in our preschool program, UNLESS all the slots for our preschool are full when you register.

Our Mission

Our mission at Memorial Christian Preschool is to provide a rich learning environment for children to grow and develop into what God intends for them to be, nurtured with love, and the knowledge of God's word. Each child will be assured that they are very special and loved by God. We want children to be excited about learning and excited about growing in their relationship with God.

Circle Time

Each day we have Bible time. Here we explore God's word, and apply it to our lives. Circle time the children are presented what concepts will be taught for the day. They say the pledges to the flags and Bible. They talk about the weather and calendar.

Learning Time

We have a strong educational core in our preschool program. The children will be taught: colors, shapes, numbers 1-20+ (counting recognizing and tracing); Days of the week; Months of the year; alphabet, Phonetic sounds of alphabet; positional relationships; creative skills, cutting skills, listening skills, sorting skills, gross motor and fine motor skills. Many of the children master these skills when they leave preschool. They have great preparation for kindergarten.

Our Schedule

8:15-9:00-	Lunch/Snack count, Check folders, Free play choices and activity
9:00-9:20	Circle time and Bible story-Pledges, Cal endar, Weather
9:20-9:30	Bathroom, Wash for snack
9:30-9:45	Snack
9:45-9:55	Recess or Games
10:00-11:00	Learning Activities, Craft, Play dough, Special Visitors, Discover,
11:00-11:10	Clean up, folders
11:10-11:15	Coats, Dismissal of children

When parents attend a parent night in September, they will receive a preschool handbook with more information to parents.