



Care Guide

Fax: (636)296-1386

2012 Missouri State Rd. Arnold, MO 63010

(636)296-7729

Nursery Suite x132 (to speak to teachers in rooms 4 and 5)

Care Management Specialists Voice Mail x182 (questions regarding child/daily activities, or to report attendance) Financial /Business

Office x165 or chyrle.walls@fbca.us (questions regarding billing or to speak to director)

FFCA Administrator x123 or shelly.straheer@fbca.us (if other lines cannot be reached)

Partnering with parents to build a “firm foundation”... for life!

“Even youths grow tired and weary, and young men stumble and fall; But those who hope in the Lord will receive new strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be afraid.” Isaiah 40:30-31

Admission Policy

In admitting students, Firm Foundations does not discriminate on the basis of race, sex, and national or ethnic origin. All registration fees and paperwork are required before a child may attend class. Registration and Curriculum fees are non-refundable for all programs. All materials and supplies purchased will remain the property of this facility.

Updates

Parents must be prompt in updating the Director or Care Management Specialists regarding any changes to schedules, contact numbers, addresses, or change in employment. It is imperative that we are able to reach parents in the event of illness or injury. Emergency medical personnel cannot take action on behalf of an injured child, unless it is life threatening, until parental permission is obtained. Immunization updates should be faxed (636-296-1386) or sent through the Care Givers to the office. Not meeting state requirements regarding immunizations can result in not being able to attend.

Health

It is our desire to keep your children and our staff Care Givers as healthy as possible. We are counting on you to help us maintain this standard. If symptoms of illness arise while here, parents will be notified and an immediate pick-up by either you or someone on your authorized pick-up list will be required. If early symptoms arise such as a loss of appetite, lethargy, or your child expressing concerns to his/her teacher Care Giver we will contact you so that you have the option to make a doctor's appointment that day. We do understand the hardship that is caused by parents missing work so we do encourage you to look for a back-up like a friend that is home during the day, a grandparent, or an aunt/uncle or other family member. It is in the best interest of your child, as well as all the others, that they receive more individualized and isolated care when they are not feeling well. Since most common ailments are contagious even before symptoms clearly manifest, we do all that we possibly can to clean and sanitize everything that our kids come in contact with. Please be proactive during cold and flu seasons. Staying home and visiting the doctor one day can have you both back on track by the next day for some diagnosis'. If your child's condition is questionable, please ask yourself if you would want "your" healthy child exposed to another child in his/her condition. Some illnesses really require rest at home for a full recuperation to take place.

The following guidelines are established by the Missouri State Health Department:

Symptom	Child May Return
Strep throat	24 hours after antibiotic treatment begins as long as there is no fever present and cough is manageable by CMS discretion
Head Lice	When all nits have been removed; an inspection by the CMS is required before returning
Chickenpox	When all pox are scabbed over and fever-free 24 hours
All forms of Conjunctivitis	24 hours of antibiotics and no secretions from the eye
Diarrhea	24 hours after the last loose movement and on a *regular diet
Fever of 100 degrees	24 hours fever-free *unaided by medication
Vomiting	24 hours without vomiting *on regular diet
Rash of Unknown Origin	Requires a doctor's diagnosis; May return at the CMS's discretion; Hand Foot & Mouth -all filled sores need to be scabbed over with no new outbreaks or symptoms for 24 hours
Non-Clear Nasal Discharge	May require a doctor's visit and diagnosis with return at the CMS's discretion*
Cough	May require a doctor's visit and diagnosis with return at the CMS's discretion*
	<i>*May be longer during flu season. Our ability to keep your child soothed and comforted is a consideration</i>

Remember that the definition of a healthy child is at our discretion. The CMS on duty will decide if your child is healthy enough to be in our care. At any point we do reserve the right to require a doctor's visit and diagnosis. From there we will decide on your child's ability to return to our care.

There is no reduction in fees for sick time off.

Parking

There are specially designated timed parking spots on lot J along the sidewalk for Daycare drop-off and pick-up. This will be the closest entrance for you. There is also a convenient accessibility entrance there with a ramp so that you can avoid stairs with small children and strollers.

Absences

If your child will be absent please contact us at chyrle.walls@fbca.us or call (636)296-7729 to contact the CMS on duty.

Tuition must be paid whether or not your child attends in order to secure their position.

Medications

We will not administer any over-the-counter medications to children under the age of six years old without a doctor's prescription. You must send the exact medication the prescription calls for. The prescription must list the proper dosage and a beginning and ending date. Prescription medication should be sent in its full original container. This will serve as the prescription. Please include a tool by which to measure and administer dosage such as a dropper or medicine spoon. Please turn medications in to the sign-in teacher and complete the state required Medical Authorization form. This form will be completed and attached to your prescription and placed in your child's file. An authorization for teething pain will be kept on file for 30 days and then will need to be re-checked.

Vacation

This section applies to year-round, Full-Time Care families only. Students who are seasonal or in Readiness Packages do not qualify. After 6 months of continuous enrollment, you will be entitled to one free week for vacation. The child may not attend at any time during that week. To qualify, your account must be in good standing and you must submit your requested dates to the Director with a minimum of two weeks notice. Tuition for your returning week will be required prior to time off to avoid late penalties.

Meals & Snacks
All meals are prepared by our kitchen staff on the premises. Each child is given the same age appropriate serving of food. Menus will be provided.

Specifications are as follows:

Snacks provided. No individual snacks can be brought in. You may bring special treats for birthdays and holiday parties. Please get class count and allergy listings from your teacher. Celebrations will be at the facilities discretion. We will not serve food at undesignated meal/snack times (i.e. special snacks at early arrival/late departure or late arrival breakfast/lunch). No breakfast will be served after 8:15.

Nursery Suite- You provide food until they are ready to eat from our menu. You will receive a monthly menu. We offer 2% milk. Please try new items at home first to monitor for allergic reactions. Toddlers have a morning and afternoon snack that are provided by the facility with no substitutions. Complete meal replacements (no partial menu) may be brought in that do not require prep or heating. If your child has allergy restrictions, please speak to the a Care Management Specialist regarding alternatives. K3-K4 Classes- You will receive a monthly menu. If your child is bringing a sack lunch, please be advised that we will not be refrigerating it and are unable to prep or warm it. Lunches from home need to be full lunches, no add-ons to school lunches. No soda cans or glass containers are allowed in sack lunches. Please let the teacher know at sign-in that they have brought

a lunch. Children will not be allowed to share lunches. Afternoon snack are provided by the facility and may not be brought in.

Dress Code Beyond the Infant Room

Please dress children in modest apparel. Shorts underneath girls' dresses are encouraged because of active play and modesty. No halter-style or mid-drift tops. No articles of clothing that advertise alcohol or tobacco, or that use offensive language or images should be worn here. Tennis shoes are encouraged daily as this is the only type of shoe allowed on our gymnasium floor. If a child wears soft-soled sandals, please be advised that our playground has rubber mulch and this could cause discomfort. Please send your child dressed seasonally appropriate as we will be going outside as often as possible as weather allows. Dressing in layers is always a good option as the temperature varies throughout the day. Costumes and nighttime wear do not constitute proper school attire unless it is on a specially designated day. Please make sure names are in all jackets and that they fit in backpacks for kids aged two and up. Toddler classes and up must wear shoes all day everyday as per fire safety regulations.

Potty Training

All children entering a program three years of age and older must be completely potty-trained. In our Full-Time Program, we begin potty-training in once your child turns two. We do not begin earlier. Prior to that, we focus on other needs. It is vitally important that communication is open between home and school in regards to this process. We will keep you informed about progress and you will receive your daily sheets that keep you updated on how things are going. Please keep us informed about how it is going at home. Your teacher will let you know when we feel it is time to transition into underwear. Once a child begins potty training, they will be required to bring a full-size backpack with them daily to house their supplies when on the move.

Sign In/Out

Children must be escorted in by their parent or guardian and signed-in on the class roster. Children may be dropped-off no earlier than 6:00 AM. No child is to be left in the hall unattended. Teachers need to accept the child directly from the parent. If class has already begun, please say "goodbye" outside the door and let your child enter quietly. Lingering in rooms or common areas is not allowed for the protection of all children. Children must be picked-up and signed-out no later than 6:00 PM. There will be a \$25 fee assessed for failure to pick-up at 6:00PM regardless of reason or notification. \$1 per minute will also be accrued starting at 6:01. Notification will keep us from contacting

others on your pick-up list if we cannot reach you. Please have your photo I.D. readily available. We cannot release a child to anyone who is not listed on the authorized pick-up section of your registration form. Phone-in changes will not be accepted for your child's safety. The inability to reach someone will result in a police report of child abandonment.

Conferences

You are important to us. If you have any questions regarding your child's progress or wish to have some scheduled time to discuss needs for either our student or your family, please do not hesitate to call the Director's office at (636) 296-7729 x165. These are your children...No question is ever too small or unimportant. While we are caring for other's children as well, it is difficult to give our full attention to a parent. We ask that you use your communication notebook where it applies. We are here to love your family along with providing an excellent quality, Christian education, in a loving environment for your child. You are always welcome here!

Learning Center Property

God has provided the Learning Center property and equipment through faithful members giving and registrations. We consider the campus a blessing and strive to do all within our means to care for it. Anyone known to deface or destroy property or belongings will be assessed the full cost of repairs or replacement and be at risk of dismissal from the program.

Discipline Policy

Positive reinforcement and redirection are used to encourage children to choose proper behaviors. It is our desire to provide a safe and secure environment for your child to learn and grow in. In order to achieve this, we do view certain behaviors as unacceptable. Under no circumstances will disrespect to teacher or peers, direct disobedience, or physical aggression be tolerated. The result for such behaviors is as follows:

1. Removal from the situation with a verbal reprimand by the teacher.
2. Time out if necessary (1 minute per year of age to consider other options that will help them make better choices in the future).
3. Brought to the Director for further evaluation and support. Parent contact may be made at this time.
4. Dismissal from program if behavior does not improve.

*Please note that for certain behaviors parents may be called immediately. We reserve the right to dismiss anyone from our program.

Responsibility

Neither Firm Foundations nor its staff will be responsible for lost, stolen, or damaged items brought in from home. Do not send toys to school unless they are requested by the teacher. We are not responsible for clothing or other personal items brought to school. Please make sure to put names in articles of clothing and on the outside of backpacks. Place gloves, hats, and scarves inside backpacks at drop-off so that they do not get mixed up with others. The teacher you pick up from in the evening may have no idea what your child was dropped off in so having their things labeled and in their bag is helpful.

Weather

For older toddlers and up, we may go outside daily. We accommodate for rising/falling temperatures by the duration of time spent outdoors. Please make sure your child has the appropriate outerwear or sun block.

We will not be able to accommodate a child not going out with the group. If your child requires indoor play, he should not be at school that day.

In the event that we would have to close our facility (full-time care, limited care, before/after school care) that closing would be listed on channel 4 as Firm Foundations. Their website is www.kmov.com. You can also look on our church website www.fbcarnold.org or call our office at (636) 296-7729 x 165 and listen for a pre-recorded message.

Readiness Package programs will be cancelled anytime our elementary/middle school is cancelled which is listed on KMOV as FFC Academy.

Emergency closings during business hours will result in a personal phone call. Please make sure the office is up-to-date on your daily contact information. If we cannot reach you, we will contact others on your authorized pick-up list.

There is no reduction in fees due to closings.

Financial Policy

Payments will first be credited to any outstanding balance (i.e. ...late fees, late pick-up fees, etc...) before being credited to the current weekly/monthly tuition. Late fees must be paid immediately to keep your account current. A \$25 fee will be assessed on all returned checks and charged to the family's account. We have the right to require cash or money order payments at any time. Returned checks will be considered as late payments and subject to late fees also. A registration fee is required on each student to secure enrollment. A *BEKA* class registrations are assessed yearly. All fees are non-refundable. You will not be allowed to enroll any children in any of our weekday programs with an unpaid balance in any department. We begin registration for the forthcoming school year in February. All balances must be current to register for the next year. Our K4 Classes participate in a Showcase ceremony in early May. All accounts must be in good standing to be able to participate.

Yearly curriculum fees will be due at the beginning of April for those children who will be in a Two Year old class or older for the upcoming school year. Payment by the deadline will be required to secure your child's placement in a Fall class. *This fee is non-refundable and non-transferable.*

Tuition

Tuition is due every Friday by 6:00 PM for the forthcoming week. A late fee of \$25 will be assessed on Monday morning. Late payment will need to be made along with tuition to re-enter the program on Monday morning. We cannot extend care if payment has not been made. You will not be allowed to drop-off your child. If you have a need, please call the financial office at (636)296-7729 ext. 165 before Friday to make arrangements. This will help you to avoid suspension from the program. Not making a payment will result in your spot going to the next person on the waiting list. This does not require prior notice and should be understood. You will still be billed for the next two weeks and will be financially liable for payment including late fees. We require a two-week written notice for you to opt-out of our program. You are financially liable for the full two weeks. Readiness Package tuition is due on the first of the month.

Tuition must be paid whether or not your child is in attendance.

Calendar

An appropriate basic calendar for your selected program will be issued upon registration for all families. Calendars are subject to change at our discretion and you will be so advised as soon as possible.

There will be no reduction in fees for closure of the facility for any reason.



Care Guide

Parent Acknowledgement

Child's Name _____

I have fully read the Care Guide Rev. 11/19/18. I understand that these are the policies and procedures of this program and they will be strictly adhered to. I acknowledge that it is my responsibility to ask questions regarding those things I do not understand.

Parent Signature _____ Date _____

Parent Signature _____

Date _____

Please sign and return this page.

Welcome to Firm Foundations!

First, allow us to say, "Thank you for choosing us as your child's 'Foundation' for early education." We strive to care for your child with a standard of excellence. We want them to thrive in a loving environment where they will receive plenty of one-on-one attention and exposure to group learning early on from our wonderful Care Givers. We believe that your child will receive the best possible preparation for their Kindergarten experience by preceding it with our A BEKA curriculum beginning as early as two years of age. We look forward to getting to know you and your family and being able to work alongside you in this important time in our student's life. Through the A BEKA program, your child will become adept at letter recognition and phonetic blending, number identification and concepts, along with increased vocabulary skills and full knowledge of the proper behaviors necessary to enter a Kindergarten classroom.

Our prayer is that both you and your child will feel comfortable and loved here. Also, that you will share with us any prayer requests or concerns that you may have. Galatians 6:2 exhorts us to "bear one another's burdens". We want to encourage you and your family and to make known all requests unto our Heavenly Father and we are happy to join you in doing so. Your Care Givers, Care Management Specialists, and Administrative Staff are all here to love and support your family.

God Bless!

*Firm Foundations Learning Center Administrative
& Care Staff*