



Weekday Care Guide

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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

Welcome to Firm Foundations!



First let me begin by saying, "Thank you for choosing us as your child's 'Foundation' for early education." I believe that your child will receive the best possible preparation for their Kindergarten experience by preceding it with our ABEKA curriculum. 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 ABEKA 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 make known all requests unto our Heavenly Father. Please feel free to contact my office if you have any questions or would like to schedule time to meet with me and/or your students teacher.

God Bless!
Chyrle Walls
Weekday Care Director

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 fees are non-refundable for all programs. This includes any and all materials purchased by Firm Foundations. They are the property of this facility.

Updates

Parents must be prompt in updating the Director 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 any action on behalf of an injured child, unless it is life threatening, until parental permission is obtained. Immunization updates should be faxed or brought to the office promptly. Not meeting state requirements regarding immunizations can result in not being able to attend the facility.

Health

It is our desire to keep your children and our staff 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 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 or uncle. 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.

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

Disease	Child May Return
Strep Throat	24 hours after antibiotic treatment begins as long as there is no fever present*
Head Lice	When all nits have been removed. Must be inspected by the Director before re-entering.
Chickenpox	When all pox are scabbed over
Conjunctivitis	24 hours of antibiotics and no secretions from the eye
Diarrhea	24 hours after the last loose movement *
Fever of 100	24 hours fever free*
Vomiting	24 hours without vomiting *
Rash of Unknown Origin	Requires a doctor's diagnosis; <u>return at the Director's discretion</u>
Non-Clear Nasal Discharge	May require a doctor's visit and diagnosis at the Director's discretion*
* <i>May be longer during flu season</i>	

*Remember that the definition of a healthy child is at our discretion. **The Director 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 the ability of your child to return to care.*

There is no reduction in fees due for sick time off.

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Absences

In the event that your child will be absent, please call **(636) 296-7729 x165** or email chyrle.walls@fbca.us

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 can be sent in its original container. Please include a tool by which to measure and administer dosage such as a dropper or medi-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.

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 provided the same 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.

Infant/Toddlers- You provide food until they are ready to eat from our menu. We offer 2% milk. Please try new items at home first to monitor for allergic reactions. Toddlers have a morning and afternoon snack.

We will begin adjusting them to our schedule upon their start in Toddler 1. Twos/Threes – You will receive a monthly menu. If your child has allergy

restrictions, please speak to the Director regarding your alternatives. Afternoon snack will be provided. 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 warm it. No soda 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 provided.

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Dress Code

Please dress children in modest apparel. Shorts underneath girls' dresses are encouraged because of active play and modesty. Shorts and dresses must be at mid-thigh length or longer. 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 rock 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. Toddler 1 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 our Two's class. 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 she feels it is time to switch to Pull-Ups and then transition into underwear.

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.** Children must be picked-up and signed-out no later than 6:00 PM. There will be a \$1 per minute fee assessed for failure to pick-up on time. 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. If class has already begun, please say "goodbye" outside the door and let your child enter quietly.

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. 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.

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Discipline Policy

Positive reinforcement and redirection are used to encourage children to use 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.

Inclement Weather

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 school is cancelled which is FFCAcademy.

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.

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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 Director 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.

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.

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**Weekday Care Guide
Parent Acknowledgement**

Child's Name

I have fully read the Weekday Care Guide Rev. OI/12. 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 to the office.

