



## Parent Handbook

We are a Christian non-profit childcare center that provides a warm and loving atmosphere for children while they are away from home. We are licensed to care for children ages 6 weeks thru 12 years old.

Children learn and develop at their own pace; our curriculum is designed to offer a balance of structured and free choice activities. Our emphasis for learning is on language, arts, number concepts, music, exercise, cooperation and social development.

Our center participates in the CACFP Child and Adult Food Program. Meals are nutritionally balanced in accordance with Federal guideline. We serve Breakfast, Lunch, and an afternoon snack. The current week's menu is posted in the office.

The Son's Children has an Open Door Policy. Parents may visit the center and interact with their children at anytime.

Sincerely;

Melissa Currie - Director  
Sarah Archibald - Assistant Director  
Austin Willard - Executive Director

The Son's Children  
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### **OUR CENTER IS REGULATED BY**

Childcare Licensing Service division of The Arizona Department of Health Care Services, located at 150 north 18<sup>th</sup> avenue phoenix, Arizona 85007. Phone number (602) 364-2539. Inspection Reports are available for public review, upon request.

## **MISSION STATEMENT**

Our purpose is to be a catalyst for positive and complete growth (mind, body and spirit) for the children entrusted to our care. Through nurturing and love, our aim is for God to accomplish more than we could ever do on our own.

## **ADMISSION**

Admission is open to children between the ages of six weeks and thirteen years. We must receive a completed application form, an emergency card, a copy of your child's current immunization record, Transportation Authorization for school age children, and enrollment fee. You must provide us with proof of custody in order to prevent a non-custodial parent from removing a child from our care.

We are licensed to accept DES clients and welcome drop-ins on a space available basis.

Each enrolled child must be signed-in and out on the computer log in and the Sign in/out book each time the child enters or leaves the facility. Please sign your first initial and last name legibly. Only designated staff or authorized persons, as listed on the Emergency Information Card, will be permitted to remove your child from the premises.

All forms must be completed before your child's first day at the center.

We comply with the ADA and will make reasonable accommodations to meet the needs of special care children.

## **HOURS OF OPERATION**

The center is open from 6:00am until 6:00pm, Monday through Friday except for the following holidays: New Years Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, and Christmas Day. We also reserve the right to close early the day before and the day after major holidays. Holiday hours of operation will be posted at the entrance no less than one week before any applicable date.

## **LATE PICK-UPS**

There is a late pick-up charge of \$5.00/ 5 minutes (for each child) picked up after 6:00Pm. In compliance with our licensing requirements, Child Protective Services will be called on the behalf of any child not picked up by 6:30pm.

## **TRANSPORTATION**

We provide free transportation to and from the Kennedy, Monte Vista, Papago Schools, Biltmore Prep, Tavon, Loma Linda, and Madison Camelview. We can only provide transportation for those children who attend on a regular basis and meet the state's minimum age/size/weight requirement for the use of a safety seat belt.

## **LIABILITY INSURANCE**

We maintain liability insurance that is in compliance with the State regulations.

## **RELEASE AND PICK-UP OF A CHILD**

Any person picking up a child must have picture identification and meet one of these requirements:

1. The person must be listed on the emergency information card, or
2. The parent must have provided written authorization at least 24 hours earlier, or
3. The parent can provide authorization by phone. These authorizations will be verified by a return call to the parent.

## **DISCIPLINE**

Discipline is needed with all children at times. By maintaining a few simple rules and examining situations from more than just a behavior point of view, we feel we will be able to help all the children adjust to a group experience easily. The method of discipline used at The Son's Children is as follows:

1. Observe situations that lead to problems.
2. Oral reprimand to correct behavior.
3. Remove the child from the group if warning is ignored.
4. Bring the child back fro the group after explaining to him/her why he/she was removed.
5. Bring the child to the Director if unacceptable behavior persists.
6. Discuss behavior with parent if deemed necessary.

We expect support from each parent when we are experiencing discipline problems. Any child who persistently fails to respond to the method of discipline we adhere to may be dis-enrolled. Parents must understand that these situations are disruptive to the other children and classroom effectiveness. We have found that there are some children who benefit from a smaller ratio environment. Be assured that we will make every effort to help the child adjust before taking any steps to dis-enroll.

## **Dis-Enrollment Policy**

Your child may be dis-enrolled if:

1. A problem continues which negatively affects other children in attendance at The Son's Children, such as threats directed towards children, staff or self
2. There has been no payment for the current week by close of the business day on Wednesday.
3. Failure to meet The Son's Children policies.

## **WITHDRAWAL**

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you will be charged for two weeks of fees. Vacation/sick days may not be used for these two weeks. After notice is given, vacation/sick days may not be redeemed. Vacation/sick days will not be available to use until your child has been at the center for 6 months.

## **PESTICIDES**

We will post a notice of Pesticide Application 48-hours prior.

## **ILLNESS OR INJURY**

As required by the Arizona Department of Health Services, a center shall not permit a child to remain at the center if a staff member makes the determination that the child shows signs of illness or infestation. If a child develops symptoms while at the Center, personnel shall notify the child's parents or guardian immediately.

A child exhibiting any of the following symptoms should not be brought to school:

- A fever over 101 degrees within the last 24 hours
- Diarrhea within the last 24-hour period.
- Vomiting during the night or the morning before school.
- Persistent coughing
- An unexplained or undiagnosed rash.
- Pink-Eye/Conjunctivitis- pink to red, itchy eyes with a discharge in the morning.
- The presence of head lice.

If a child contracts a long-term illness, or becomes exposed to a communicable disease, the school staff should be notified as soon as possible.

## **MEDICATION**

We do not administer prescription or over-the-counter medications of any kind unless life saving. Medication form must be filled out and put on file with the office.

## **COMMUNICATION**

In addition to conferences and assessments, there are many ways to keep you knowledgeable about what is happening in your child's classroom.

## **WAYS OF COMMUNICATING WITH FAMILIES**

- Daily or weekly Bulletins
- News letters
- Telephone calls
- E-mails
- Daily sheets
- Notices

## **TUITION SCHEDULE**

<b><u>Age</u></b>	<b><u>½ Day</u></b>	<b><u>Daily</u></b>	<b><u>Weekly</u></b>
<b>Infants</b> (0 – 12 months)	\$215	\$215	\$215
<b>Toddlers</b> (1 & 2 year olds)	\$52	\$61	\$175
<b>Preschool</b> (3 – 5 year olds)	\$48	\$55	\$165
<b>School Age</b> (6 – 12 years old)	\$49	\$49*	\$145*

\* Daily/weekly apply to summer, winter, spring and fall breaks

The following **tuition discounts** are available to those in need:

- We will be providing multiple child discounts:
  - 10% for two children
  - 15% for three children
- Single parent discount of 10%
- Income based tuition scholarships

Before School	\$60.00
After School	\$80.00
Before and After School	\$90.00

Registration Fee: \$75.00 one child; \$135.00 per family

## **DROP-INS**

We welcome drop-ins on a space available basis. The daily rate for drop-ins is \$70.00. Parents should contact the center 24 hours in advance to ensure space availability.

## **PAYMENT POLICY**

- All tuition will be paid at least one week in advance of service. Tuition is due by Monday for the upcoming week.
- Payment NOT RECEIVED, as of the close of business Wednesday for that week, shall be considered late. A \$20.00 late fee will then be assessed, and all money owed will be due in full or you will not be able to drop your child off.
- Returned Check fee is \$25.00
- There will be No Refunds.
- A child in the center's care for six (6) or more hours is considered full time and the full time daily rates apply. All rates are subject to change with 2 weeks written notice by center.

## **VACATION**

All full-time enrolled students receive up to 10 days of vacation per year. To receive credit for vacation days we must have written notice 14 days prior to the first day of vacation. Any time used over the 10 days will be billed at our regular rates.

## **CHILD ACCIDENT FORM**

Our staff takes every effort to ensure the safety of your child. Unfortunately accidents do occur. In case of that event, an accident form will be filled out By The Son's Children staff for every detected injury that occurs. A copy with your signed signature will be retained for your child's file.

A child coming into the program with injuries may require an accident form, so that both the parent and staff are aware that they did not occur at the Center. Child Incident Form- An incident form will be filled out by The Son's Children staff if your child exhibits behavior that is not acceptable and does not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child's file.

## **BITING POLICY**

We understand that biting is a developmental stage for some children. We try to redirect the behavior and figure out what the trigger is for the biting. However, if the biting persists there will be a meeting with the parents, director and teachers. Following the meeting, a child who bites twice will be sent home for the day. We will try this technique for 2 weeks, and if the biting continues we will give you two week notice for dismissal.

## **CHRISTIAN CURRICULUM DISCLOSURE**

At The Son's Children, we have positioned ourselves as one of the premiere childcare programs in the area. We accomplish this by using a solid curriculum that is reflective of not only educational components, but character building pieces as well. Your child will participate in educational and faith-based activities throughout any given day. This includes bible stories, Christian music, pretend play centers and more. Feel free to discuss any topic of concern with your child's teacher, we are here to help. Written curriculum plans are posted, as well as daily schedules in each room. Ask your child's teacher for further details. Our curriculum plans are based on developmentally appropriate practices and individual learning styles and needs. By signing this parent handbook, all parents grant permission to The Son's Children to teach the curriculum described above. Our daily schedule provides a balance of quiet and active, indoor and out door activities and child and adult initiated activities, as well as promoting gross and fine motor skills. Our planned activities take into account the development of the children. Please see the schedules in each classroom.

## **TOYS**

Please DO NOT send toys from home with your child as they may get lost or broken. Books and CD's that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your child's class has a "sharing day" you will be notified. Toy guns and weapons are not allowed at The Son's Children at any time.

**NUTRITION**

The Son’s Children participates in the Childcare and Adult Food Program (CACFP). Therefore, all of our meals and snacks meet or exceed the nutritional requirements defined by the United States Department of Agriculture. Meals and snacks will be served as follows:

- Breakfast ..... 6:30am- 8:00am
- Morning Snack ..... 10:00am-10:30am
- Lunch..... 11:30-12:30pm
- Afternoon Snack ..... 2:30-4:00pm

**FIELD TRIPS**

Parents must submit a permission slip and pay any fees that are due before the field trip; otherwise the child will not be allowed to participate. Do to limited vehicle seating; participation in field trips will be on a first come pay/ first serve basis. However, regular full-time students will receive priority preference over part-time and/or drop-ins.

**PARENT CONTRACT**

I understand and agree that a two-week written notice is needed to end my child care service. If no notice is given, I am responsible for paying a two-week rate and vacation/sick days may not be used. Our billing period is from Monday to Friday. Billing will be completed on Monday for the current week and payment is expected in full by Monday. A late fee of \$5.00 will be charged per day to accounts not paid by Monday. Children may NOT attend after Wednesday until the weekly payment due is received. I understand that there is NO REFUNDS and if my child is not in attendance for 1 full week (Monday through Friday) I am responsible for ½ my child’s weekly tuition. If my account with The Son’s Children is left delinquent, I understand that my child will be discharged from the program and his/her spot will become vacant. I have read, understand and agree to follow the policies and procedures outlined in the The Son’s Children Parent Handbook, including the Christian Curriculum Disclosure Statement.

Our start date for childcare services will be: \_\_\_\_\_

Our earliest drop-off time will be \_\_\_\_\_

Our latest pick-up time will be \_\_\_\_\_

In order for the center to schedule adequate staff and meet adult/child licensing ratios, I understand that any change in my child’s drop-off or pick-up time must be communicated with the Director.

\_\_\_\_\_  
Parent Signature and Date

\_\_\_\_\_  
Director Signature and Date