



# Parent Handbook

Updated February 2021

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, more snack, Lunch, and an afternoon snack. The current week's menu is posted in the office.

Sincerely;

Yvette Gongaware - Director  
Sarah Archibald - Assistant Director

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

Childcare Licensing Service division of The Arizona Department of Health Services (DHS), 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**

We exist to better prepare our children for the classroom and beyond, through the love of Christ.

## **ADMISSION**

Admission is open to children between the ages of six weeks and thirteen years. All applicable forms below, must be completed before your child's first day at the center:

1. Completed application form
2. Emergency card
3. Current immunization record
4. CACFP eligibility application
5. Admission agreement
6. Social Media form
7. Enrollment fee
8. Proof of custody (For child protection)
9. Transportation authorization (If applicable, this for school age children)
10. Infant feeding preference form (If applicable)

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.

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 \$1 per minute (for each child) picked up after 6:05pm. In compliance with our licensing requirements, DCS will be called on the behalf of any child not picked up by 6:30pm.

## **TRANSPORTATION**

We provide transportation to and from certain schools within a limited radius of our center. Please call our management team to verify if your school is in limits. 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. We have a \$1.50 per trip transportation fee that will go on the monthly invoice.

## **LIABILITY INSURANCE**

We maintain liability insurance that is in compliance with the Arizona 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 & COVID-19**

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.

COVID-19 has changed the way we operate as a center.

We have invested in a new automated system of taking temperatures. The system is designed to automate the process of screening for health, every time a person enters and exits the building.

This means that for infant to 5 years of age, each child will be tested twice (when they enter and exit the building). For school age children, a child may be tested 4 times, if they come into the building before school or a field trip, when they leave to go to school or on the field trip, when they return and then when they go home. Our staff, will be tested more than anyone, because it will be required each time they enter and exit the building. Why so much testing? Because we want to notice changes in temperature to better safeguard our center and maintain a healthy environment for everyone at The Son's Children.

A parent cannot leave a child if that child fails the two entry point tests, the same holds true for staff. If during the course of the day a child develops a fever or other COVID-19 identified symptoms. We have a designated isolation location that the child with kindly and comfortably be placed within. We will then call the isolated child's parent/guardian and require that this child be picked up within 90 minutes.

Returning to our Learning Center after either not being admitted (high scan temperature) or having to leave due to illness will be a minimum of a 3-day process. The first step will be a visit to a medical clinic to either receive clearance from a doctor to return to the child care center or seek a COVID-19 test.

If a parent decides, based on symptoms or quarantine guidelines (after 15+ minutes of exposure) to test for COVID-19 (after the incubation period of 4-5 days has elapsed), below is the timetables for return:

**>> If a child tests positive:**

- *Stay home for 10 days (From when symptoms first appeared)*

**>> If a child tests negative:**

- *Stay home 7 days total (incubation period, plus 2-3 days after test results)*

If a parent does not want to test their symptomatic child for COVID-19, then they will need to following the guidelines below with this child:

- *Stay home 10 days*

**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.

- HiMama App
- Phone calls
- Emails
- Printed Notices

**TUITION SCHEDULE**

<b><u>Age</u></b>	<b><u>Weekly</u></b>
<b>Infants</b> (0 – 12 months)	\$225
<b>Toddlers</b> (1 & 2 year olds)	\$200
<b>Preschool</b> (3 – 5 year olds)	\$175
<b>School Age</b> (6 – 12 years old)	\$115/150

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

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

- Single parent discount of 10%
- Multiple child discount of 10%
- Income based tuition scholarships

### **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**

- **Weekly Tuition Invoice** - Tuition is paid at least one week in advance of services. Tuition is due by Monday for the upcoming week.
- **Monthly Expense Invoice** - include late fees, transportation fees, & DES copays.
- If invoices are over 2 weeks delinquent, then we will no longer be able to provide child care services until payment has been received.
- There will be no refunds.
- Look over, initial and sign Admission Agreement

### **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 weeks' notice for dismissal.

### **CHRISTIAN CURRICULUM DISCLOSURE**

We have positioned ourselves as one of the premiere child care programs in the area. Our first priority with curriculum is to provide excellence in education and to promote character-building exercises for every child. Our planned activities take into account the development of our children. Additionally, our goal is to provide faith-based activities during any given day. This may include prayer at meals, Bible stories/lessons and Christian music. Feel free to discuss any topic of concern with your child's teacher, we are here to help. By signing this parent handbook, all parents grant permission to The Son's Children to teach the curriculum described above.

**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..... 9:30am-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. 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. 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 Son's Children Parent Handbook.

Our start date for childcare 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.

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Parent Signature and Date

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Director Signature and Date