

Parent Handbook

REDEMPTION KIDS
DAYCARE



"Let the little children come to Me"
Luke 18:16

2925 Kiowa Blvd N. Lake Havasu City, AZ 86404
Monday – Friday | 7:00am – 6:00pm

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Philosophy

Our program aims to develop and enhance the child's overall growth, including their social, intellectual, physical and emotional development. We believe in the uniqueness of each child and that children go through the same developmental stages, but the timing and method of their growth varies. Keeping this in mind, we have structured a learning environment in which your child will actively participate. Children will have the opportunity to explore, initiate their own learning, make decisions, create and learn to make personal choices.

Children will learn through play, by doing and experiencing selected educational/biblical activities. The teacher becomes a facilitator, a guide and an active observer.

We believe that by providing children with a warm, caring and stimulation environment they can become unique individuals with a strong, positive self-image to carry into their future.

Mission Statement

To provide a fun and stimulating environment in which learning is hands-on, and through Biblically based teachings for spiritual, emotional, cognitive and physical growth.

What is Redemption Kids Daycare?

Redemption Kids Daycare is a place where you child will:

- Receive life skills from a Christian perspective through quality training and instruction.
- Be taught Christian love, grace and mercy.
- Be seen as a gift from God to you and us – requiring great responsibility.
- Begin his/her academic preparation.
- Understand his/her value through our encouraging, nurturing and loving environment.
- Be physically, emotionally and spiritually safe.

How?

1. Through partnership between parent and teacher/staff in molding him/her to prepare for life as an independent person through lessons taught during the day and that are reinforced in the home.

2. Through the curriculum used with Biblically based teachings for spiritual, emotional, cognitive and physical growth.
3. Through our friendly, qualified, caring teachers and staff, who provide a fundamentally sound instruction.
4. Because we accept children based solely on the same unconditional partiality God has given us.

Redemption Kids Daycare has an open-door policy

Parents will always have access to the daycare building during their child's enrollment during business hours or for special events.

Contact Information

Website: cchavasus.com

Director – Dianne Andrews

Director office hours: 9:00am – 6:00pm Tuesday – Thursday

Phone: 928-680-6808 – option #3

Email: RKDCdirector@cchavasus.com

Senior Pastor – Ray Carter

Phone: 928-680-6808 – option #1

Email: r_carter@cchavasus.com

Administrator – Allison Miller

Phone: 928-680-6808 – option #2

Email: administration@cchavasus.com

Director Designee – In the absence of the Director the following teachers will act on her behalf:

Laura Munoz-Fritsch

Kimberly Baywood

Leisa Carter

Elizabeth Reaser

Should a parent encounter an issue with a teacher or staff, they should contact the Director.

Should there be an issue with the Director, contact the state designated agent for
Redemption Kids Daycare, Senior Pastor Ray Carter.

Program Design & Curriculum

Monthly Curriculum – Monthly thematic planning allows the children to learn in an interactive environment. The monthly themes are used to reinforce our curriculum based on the interests of our students. We take topics of interest and build from there! Themes will include age-appropriate activities using art, science, math, dramatic play, writing, reading, Bible stories, social skills, and more!

Bible Curriculum – At RKDC we teach from a Bible based curriculum that will bring the Bible to life for the children by using age-appropriate activities and teaching Biblical truths through song, art, Bible verses, stories and having the students attend a weekly chapel. Chapel will be held weekly on Thursday morning in the sanctuary.

Language – Children will be introduced to the alphabet through recognition of letters, both visually and by way of sound and writing.

Mathematics – Math concepts will be introduced through age-appropriate activities which include shapes, counting, patterns, numbers and more.

Science – The curriculum teaches students about God’s wonderful creations where they will learn about the solar system, plants, animals, insects, birds and the all things that God has created.

Community – Children will be introduced/exposed to various careers and cultures. Receiving and accepting all of God’s people with love.

Socialization – Children will be given many opportunities to practice acceptable social behavior such as sharing, treatment of friends, taking turns, managing emotions, and accepting consequences for actions, and by using a kind tone of voice.

Art – Monthly themes will be incorporated into projects that compliment Bible stories, letters, numbers, science and other educational themes. Students will use scissors, glue, crayons, markers, paint and many other craft items.

Physical Education – Growth of all motor skills is targeted during your child’s day. Morning and afternoon recess includes free-play on the playground equipment which includes sand tables, water tables, balls, cars and bikes, running, jumping, climbing and also organized games led by teachers. Specific small motor skills will be developed with sensory tables/bins both inside and outside the classroom.

Class Division & Teacher/Student Ratios

Room 1: 1 lead teacher for up to 9 students 3 years old and up. Must be potty-trained.

Room 2: 1 lead teacher for up to 9 students 3 years old and up. Must be potty-trained.

Room 3: 1 lead teacher for up to 8 students 2 – 3 years old. Children in this class are allowed to wear diapers, pull-ups or be potty-trained.

Room 5: 1 lead teacher and 1 aide for up to 13 students 2 – 3 years old. Children in this class are allowed to wear diapers, pull-ups or be potty-trained.

Room 6: 1 lead teacher for up to 13 students 3 years old and up. Must be potty-trained.

Staff-to-child ratios per Arizona Administrative Code R9-5-404

<u>Age Group</u>	<u>Staff: Student</u>
2-year-old	1:8
3-year-old	1:13
4-year-old	1:15
5-year-old	1:20

We are required to be licensed as a daycare facility under Arizona Revised Statutes, Title 36, Chapter 7.1, and meet the childcare facility regulations set forth in the Arizona Administrative Code, Title 9, Chapter 5, We are a licensed childcare/educational facility and including state and local health and safety regulations, we are required to comply with laws that apply to childcare/educational institutions.

Arizona Department of Health Services, Bureau of Child Care Licensing
150 N. 18th Ave. Suite 400 Phoenix, AZ 85007
602-364-2539 or 800-615-8555

Schedule & Events

RKDC will be hosting a variety of special events throughout the year as follows:

- Christmas Program
- Open house – back to school night
- Mother's Day breakfast
- Father's Day breakfast
- Picture Day
- Graduation Ceremony
- Many more!

We understand that parents are working and have busy schedules, but we believe that it is important whenever possible to show support for your child by being present.

Daycare Observed Holidays

- New Year's Day
- President's Day
- Good Friday (half day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve (half day)
- Christmas Day

Tuition Rates

Full time - 5 days - Monday-Friday	Monthly	Bi-monthly
Non-potty-trained	\$775.00	\$387.50
Potty-trained	\$710.00	\$355.00
Part time - 3 days – Tuesday-Thursday	Monthly	Bi-monthly
Non-potty-trained	\$575.00	\$287.50
Potty-trained	\$470.00	\$235.00
Part time - 2 days – Monday & Friday	Monthly	Bi-monthly
Non-potty-trained	\$425.00	\$212.50
Potty-trained	\$355.00	\$177.50

Registration Fee	Upon Enrollment	every August thereafter
All students	\$100.00	\$75.00

Rates subject to change. Registration fees are non-refundable.

You are required to pay tuition regardless of the school being closed for Holidays, your child is out sick or days missed due to family vacation, etc. No refunds will be given. We are obligated by the rules of our state license to maintain teacher-to-student ratios and therefore will not be able to add make-up days to your schedule.

Tuition Policies, Fees & Penalties

RKDC has partnered with Brightwheel – an early education technology platform.

This platform charges the following fees for invoices paid through their app:

2.95% for credit card transactions

0.6% for ACH transactions with a minimum of \$0.25 and maximum of \$2.00

No fees are charged for cash/check payments to the front office

Payment Options:

Bank Withdraw – Tuition will be taken out of your checking/savings account through the Brightwheel app. You can set up auto-pay or make manual payments on or before the due date.

Credit Card – Tuition will be charged to your credit card through the Brightwheel app. You can set up auto-pay or make manual payments on or before the due date.

Cash – pay in person at the front office on or before the due date.

Check – pay in person at the front office on or before the due date with checks made payable to: REDEMPTION HILL CALVARY CHAPEL

***** It is your responsibility to communicate with the director or administrator, as soon as possible, regarding any hardship or reason why you are unable to make payments in a timely manner. In the event of a hardship, we can make a one-time consideration. *****

Tuition & Fee Schedule:

- Tuition must be paid in full by the due date agreed upon at enrollment.
- If your card payment declines you will be charged \$25.00 per incident.
- If tuition is not paid by the third day past due date, you will receive a \$25.00 late fee.
- If tuition is not paid by the sixth day past due date, you will receive an additional \$50.00 late fee and your child will not be able to attend school until the account balance is \$0.
- If payments are habitually late your child's enrollment may be terminated.
- If you have multiple card payment declines you will be required to make cash only payments to the front office.

Penalties:

Sign in/out – If you do not sign your child in/out daily with your own personal Brightwheel code, this is a violation of the state requirements and could result in termination of enrollment.

Registration Fee – must be paid upon enrollment (\$100) and each August thereafter (\$75) for every student.

Late Pick up – Is considered after 6:00pm. A one-time grace period will be allowed up to 5 minutes, if you arrive later than 6:05pm you will be charged \$1.00 per minute thereafter per child.

Disenrollment Fee – If you choose to leave RKDC, you must provide a written two week notice and pay for that period of time in full, whether your child attends or not.

Missing Bedding – If your child is sent to school without proper bedding for the week you will be required to bring it to school before nap time or your child will be sent home for the day.

Invoices & Receipts

All invoices are sent through the Brightwheel app according to the agreed upon payment schedule. Payments and charges are updated by the system.

If you need a payment receipt for your employers' reimbursement program, you can access that from the billing tab of the Brightwheel app by clicking on 'statements'. Tax statements are generated by BW and can also be found under the payment/billing tab.

Enrollment Paperwork

The following documents must be provided to RKDC at least 72 hours prior to your child's enrollment. These forms are available in the front office.

1. Registration Packet
2. Parent Handbook Agreement
3. ADHS Emergency, Information and Immunization Record Card
4. A copy of your child's current official immunization record or signed waiver stating that you've chosen not to immunize
5. RKDC Biting Policy Form
6. Photo, Chapel, Treat and Sunscreen Form
7. Photocopy of parents ID card or photo emailed to RKDCdirector@cchavasusu.com

What is Needed for your Student

Clothing – Students should wear comfortable, weather appropriate clothing; nothing “fancy” as your child will be involved in many fun, messy projects. Jackets should be labeled with the student’s name using a permanent marker. Students should wear athletic shoes or sandals with a heel-strap. Please do not allow your child to wear flip flops or high heeled shoes. Clothing with suggestive images or profanity will not be allowed. Female students should wear shorts under skirts or dresses.

Spare Clothes - Every student should have a change of clothes to be left in their cubby at school. Please include a top, bottoms, underwear and socks because accidents WILL happen. Please put all spare clothing into a large ziplock bag and write their name on it. If clothes become soiled, wet or overly messy they will be put into a plastic bag and put inside their cubby to go home at the end of the day. Two-year-old students should have two complete sets of spare clothing – especially if they are in the potty-training stages.

Diapered Students – Parents should provide enough diapers/pull-ups, wipes and diaper cream (if needed) for two weeks. These items will not be shared with other students. If your child runs out of these items while in our care, we will use items in our supply. Teachers will message you when your supply of diapering items is low.

Bedding – Please send a small blanket and a fitted crib-size sheet to be used during nap/rest time. The blanket needs to be small enough to fit in their cubby or designated bedding container. We will provide each student with their own nap mat or cot for comfortable resting. All bedding will be sent home on your child’s last day of the week and must return on their first day the following week. You will be responsible for laundering them. Please be sure to write your child’s name on both the sheet and blanket.

Lunch– Label your child’s lunchbox with their name. We ask that you send a balanced and nutritious meal each day. Treats and sugary foods/juices at lunch time may make it hard for your child to have a restful nap time. Please note that RKDC will provide a morning and afternoon snack each day. If your child has allergies, you may send an alternative snack item in their lunchbox that is labeled “snack” – please let their teacher know.

Treasures from home – Toys or other personal belongings should not be brought, unless the teacher has sharing day scheduled. This includes stuffed animals, electronic games, books, etc. There will be times when certain items are permissible at the teacher’s request. Hats and sunglasses are permissible in summer months but as always, make sure they are labeled.

Water Bottle – Please send a clean, full water bottle each day with your child’s name on it.

Nutritious Food Guidelines for Snacks/Lunch

Snack - RKDC will provide each student with a morning and afternoon snack. The menu is posted on a monthly basis.

Lunch - All students must bring their own nutritious lunch, eating utensils and drinks. It is better to send too much food rather than not enough. We will not throw out uneaten food – this way you will know how much was eaten. Please **DO NOT** send soft drinks, sugary juices, candy or any other items with high sugar content. Glass containers are not permitted in the classroom.

Lunch Time – lunch is scheduled each day so your child will be expected to sit and eat with other children to promote personal interaction and fellowship at the same time. Children will not be allowed to roam around with food or “graze” whenever he/she desires. If a child refuses to eat during lunch time, their lunch will be packed up and saved to be offered again at afternoon snack time.

We will not force a child to eat or punish/withhold privileges from a child who doesn’t eat. Often eating with a group of children is a new experience and might make him/her feel nervous and “not hungry”. Please be understanding both of your child and the class schedule. Most children adjust after a short period and end up enjoying their social lunch time.

Special Dietary Needs or Food Allergies – Even though each student will bring his/her own lunch and/or snack, RKDC still needs to be informed of any special dietary needs and/or food allergies a student may have. This information should be written on the emergency card and will be given to each teacher.

*** At this time RKDC IS NOT a peanut free facility ***

Party Food – State health regulations will not allow children to be served home-baked items. Food for special occasions/birthdays may be served as long as the containers are unopened and in the original packaging. If you would like to celebrate your child’s birthday by providing a special treat for the class, please notify their teacher ahead of time. This allows us time to notify parents of any students with allergies or dietary restrictions.

Communication

RKDC uses several ways to communicate

- This parent handbook – also available online at cchavasus.com -> Redemption Kids Daycare tab
- Event Calendar – provided at enrollment and also posted on the parent board
- Daily activity reports from teachers through BW
- Emails from the director or Administrator
- Notices posted on classroom windows or the check-in table
- Monthly newsletters from the director
- Verbal communication from staff/director
- Phone calls – 928-680-6808
- Messages through the BW app
- Parent/teacher meetings
- Family conferences with the director

Drop Off & Pick Up

If your child has difficulty with separation from parent's please give him/her a hug and kiss, reassure them of your return, then pass them off to the teacher and leave. Please DO NOT prolong your departure as it will make things harder on your child – and possibly other students and the staff. We will notify you if your child doesn't settle down quickly.

We encourage that you bring your child to school by 9:00am so that they gain the most from their enrollment here by being present for circle time. There are many benefits that come from circle time - it encourages social skills, improves listening and teaches structure. We understand that things happen unexpectedly and Dr. appointments are needed but we ask that you notify us on the Brightwheel app or call the office if you are unable to get your child here in time. This helps to minimize classroom disruptions and preserve learning time. The cut-off for drop off is 10:00am. Thank you for your understanding.

If there are any special circumstances for the day, please briefly let the teacher know. This could be early pick up, had a rough night of sleep, etc. If you need to have a conversation that would take more than 2 minutes, please reach out through Brightwheel to schedule a meeting. When a teacher is engaged in conversation with parents it takes away from the supervision of the classroom.

If someone other than a parent needs to drop off/pick up your child, the person must be named on the emergency form. Under special circumstances you can give someone else permission but it is required that the parent notify us by calling 928-680-6808 to provide the name of the person dropping off/picking up. Be aware that they will need to bring the ID and show it to the teacher upon arrival and must be at least 18 years old.

Students must be signed in and out of daycare on each day of attendance. Failure to comply with this policy is a violation of the state requirements and could result in termination of enrollment.

When you pick up your child each day, please be sure to take home their lunch box, water bottle, artwork/crafts and any soiled clothes from their cubby.

Guidance & Discipline with Grace

Acceptable Guidance & Discipline

Staff, teachers and director shall:

- Follow reasonable rules and limitations for a child's behavior that teaches, models and encourages orderly conduct, personal control and age-appropriate behavior.
- Explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child to become engaged in an alternative activity.

Unacceptable Disciplinary Methods

Staff, teachers and director shall NOT engage in the following:

- Any method of discipline that could cause harm to the health, safety or welfare of a child.
- Corporal punishment
- Discipline associated with eating, napping, toileting, medication, mechanical restraint
- Discipline administered to any child by another child

Separation or Time-out

Staff, teachers and director may separate a child from other children for unacceptable age-appropriate behavior if:

- 1). the separation is no longer than three minutes after the child has regained control or composure
- 2). the staff member does not allow a child to be separated for longer than five minutes without the staff member interacting with the child

Suspension & Dismissal

In the event that a child has repetitive behavioral/social issues with little or no changes after attempts of appropriate discipline, the director has the authority to immediately suspend a child by calling the parent for early pick up and/or notifying parents that a child cannot return to class. The duration of suspension will be determined by the director. Tuition must continue to be paid during a suspension.

In severe cases of behavioral/social issues where a child has become violent, harmful to himself or others, verbally abusive, or grossly disrespectful to staff, the director has the authority to dismiss the student from RKDC permanently with no prior notice. Tuition must be paid up until the day of dismissal.

Virus Precautions & Medication

Fever – Children are not allowed into the classroom until free of a fever for at least 24 hours. This means WITHOUT fever reducing medicine.

Runny Nose - Green or yellow coloring is typically a sign of illness. A clear runny nose is permissible if due to allergies.

Vomiting/Diarrhea - If a child is vomiting or has continued diarrhea they should remain home until symptoms subside. If either occurs while at school you will be notified to come pick them up.

Other Symptoms – Generalized rash, red & itchy eyes accompanied by drainage, open sores, or a “droopy” appearance will be examined and determined whether the symptom calls for a child to go home.

Director/Teacher Discretion – While we understand the hardship of keeping a child home or finding other arrangements for a sick child, especially for working parents, it is unsafe to your child, teachers and all classmates to bring your sick child to daycare when he/she is not feeling well or has not made a complete recovery. If a child has any of the above-described symptoms or any other physical ailments that give cause for concern, the child may be refused into the classroom for the day. If a child develops symptoms while in our care, we will separate them from other students and contact you for pick up.

Parent Responsibility - If your child is diagnosed with a contagious illness/virus it is the parents' responsibility to notify the director or admin as soon as possible so that we can notify other parents. Your privacy will be kept as families will be notified. As these notifications come up, they will be posted as exposure notices on the check-in table or sent through the BW app. It is each parents' responsibility to stay informed of these matters by looking over posted notices and staying current on notifications sent through Brightwheel/email.

School Responsibility - Once the school is made aware of any virus or contagious illness, please know that we are very proactive and diligent in making sure that everything in the classrooms is thoroughly disinfected/sanitized in a timely manner.

Medication – RKDC will administer medicines, prescription or over-the-counter, to an enrolled student. Prescription medicine MUST have the original label on the bottle/box, showing the child's name, DOB and RX #. Additionally, you must complete a medication permission form and turn it in to the front office or teacher.

Security & Emergency Procedures

If you should have any questions regarding the safety of your child while at RKDC, please feel free to talk with the director – she will be happy to address any questions or concerns.

Parental access to the premises is accepted for an enrolled student during normal business hours. Otherwise, no person will be allowed in the classrooms with students unless he/she is a parent, staff or special guest with pre-approval from the director.

First aid kits are in every classroom.

The director and teachers have first aid and CPR certifications.

In the event of an emergency – Once emergency personnel have been contacted, parents will be notified by phone call, brightwheel message, and/or email from the director. The appointed designee in her absence will fulfill the director duties if she is not on premises. If the parent can't be reached, another person listed on the emergency form will be contacted.

RKDC staff members are friendly and caring. Our staff considers their time with your child to be a ministry of love. All staff members have been background checked, have AZ fingerprint clearance, have been TB tested and held to other state standards to ensure the safety of all children.

At this time RKDC does not provide transportation or allow field-trips of any kind.

Evacuation/Fire Drill

The purpose of an evacuation/fire drill is to familiarize and re-enforce proper evacuation routes and practices. The goal is to have the proper actions be an automatic response whenever a fire alarm sounds, so that everyone safely evacuates the area in an orderly manner. Fire drills take place once monthly on varying days of the month.

Fire Drill Process

1. Director or administrator sounds the alarm and each teacher is to line children up at the door and grab the class roster.
2. Everyone exits the room into the hallways and the class door is closed behind the last child after the light has been turned off.
3. In a quiet and calm manner everyone exits the building through the north-west chapel doors.
4. Children are guided to the parking lot and are instructed to wait between their classes designated yellow lines.
5. Each teacher will take roll of the students.
6. Fire safety is discussed with the children and any questions are answered.
7. Everyone calmly returns to their classroom.

School Lockdown

A school lockdown confined all staff and students to the classroom due to a perceived or real threat. A lockdown limits exposure to an unwelcomed person on premises or in the vicinity, chemical accidents or a menacing animal.

Lockdown Process

1. The director or administrator will make the decision to activate a lockdown.
2. The director or administrator will utilize school radios to announce lockdown in 1 of 2 ways.
 - a. DISCREETLY – “Lauren Dawson report to the office immediately” or
 - b. PROMPTLY – “Prepare immediately for lockdown status, this is not a drill. I repeat, prepare immediately for lockdown status, this is not a drill”
3. The director or administrator will call 911 to request assistance as needed and lock all building doors.
4. Teachers are to ensure classroom doors are locked and move the heaviest movable object in front of the door.
5. Teachers will direct all students to sit along walls away from doors, turn off lights and close window coverings.

6. Teachers are to calm and reassure students.
7. Teachers WILL NOT open doors for any reason until “all clear” is heard over the radios.
8. Teachers WILL NOT use cell phones in the classrooms to request information, it is important to be quiet.
9. We will resume normal operations as soon as possible and assess the need for any kind of debriefing.
10. The director or administrator will communicate to parents as soon as possible that the school is/was in lockdown. Parents are not permitted the enter the building until the area has been secured by law enforcement or cleared by the director/administrator.

Inspection and Licensing Information

Facility inspection reports are available for review at the front office.

In compliance with state regulations, RKDC is inspected at least annually and regulated by the Arizona Department of Health Services. RKDC is owned and operated by Redemption Hill Calvary Chapel Lake Havasu, Inc.

Pesticide application will take place monthly to the outside of the property. Parents will be notified at least 72-hours in advance.

Liability insurance is available for review in the front office. RKDC carries full liability insurance as required by the State of Arizona.

Arizona Department of Health Services
150 North 18th Avenue
Phoenix, AZ 85007

Ph: 602-542-1025
Fax: 602-542-0883