



Growing In Faith Daycare  
512 Hughes Street  
Bellefonte, PA 16823  
Phone (814) 355-7838  
Fax (814) 355-7875  
[daycare@bellefontefaith.com](mailto:daycare@bellefontefaith.com)

---

# Growing In Faith Parent Handbook

Revised January 2009

Questions or Comments send email to [daycare@bellefontefaith.com](mailto:daycare@bellefontefaith.com) or [www.bellefontefaith.com](http://www.bellefontefaith.com).

## Table of Contents

Welcome

    Welcome to Growing In Faith

    Welcome letter from the Director

Program Mission Statement

Program Philosophy

Nondiscrimination Policy

Classroom Structure

Licensing Information

    Governmental Licensing Information

    Accreditation Information

Days of Operation

Unplanned Closings

Arrival & Departure

Fees

Enrollment Fee

    Payment Procedures

    Multiple Child Discount

    Age Related Fee Changes

    Late Payment Charge

    Late Pick-Up Charge

    Return Check Fee

    Enrolling or Withdrawing

Vacation & Sick Days

    Vacation Days

    Sick Days

Fee Increases

## Delinquent Payment

### Eligibility for Child Care Assistance

- Low-Income Working Families

- Employers with option of Dependent Care Reimbursement

- Growing In Faith Angel Fund

- Families Receiving Cash Assistance

### Assistance through the federal tax code

- Earned Income Tax Credit

- Child and Dependent Care Credit

## Waiting List

- Getting Placed on the Waiting List

- How We Utilize the Waiting List

- Staying on the Waiting List

## Why We Can't Tell You Exactly Where You Stand on the Waiting List

## Enrollment Procedure

- Emergency Contact/Parental Consent/Child Release Forms

## Individualized Education Programs (IEP)

## Termination of Child/Family

## Leave of Absence

- Taking a Leave

- Returning from a Leave

## Withdrawal from the Program

## Health and Illness

- Health Appraisals

- Guidelines for Handling Illnesses

- Inclusion/Exclusion/Dismissal of Children

- Contagious Illness

- Procedures for Notifying Parent/Guardians

- Medications

- Accidents and Emergencies

- Fire/Emergency Drills

Alternate Safe Location

Clothing for Children

Parent/Teacher Conferences

Program Curriculum

Transitioning Age Groups

Meals and Snacks

Field Trips

Transportation

Nap/Rest Time

Toys from home

Toilet Training

Biting Policy

Parent Participation/Volunteers

Discipline

Birthdays and/or Celebration

Child Abuse

Confidentiality

Parent Code of Conduct

- Swearing/Cursing

- Threatening of employees, children, other parents or adults associated with G.I.F.

- Physical/Verbal punishment of your child or another child

- Smoking

Confrontational Interactions  
Violations of Confidentiality  
Firearms/Weapons

Parent's right to immediate access

Court Orders Effecting Enrolled Children

Persons Appearing to be impaired by drugs and alcohol

## WELCOME TO GROWING IN FAITH!

The following information may be helpful to you. Please do not hesitate to call the center at (814) 355-7838, if you have any questions.

Payment Questions	Any payment questions should be directed to the Financial Secretary at the Growing In Faith Daycare office. Checks should be made payable to " <i>Faith United Methodist Church</i> " and can be placed in the payment box outside the daycare office or mailed to: Growing In Faith 512 Hughes Street Bellefonte, PA 16823
Sleeping Arrangements	Parent's supply bedding for their children. All children infants through preschool age will need a sheet and blanket. Cribs and nap mats are provided by the center.
Food Services	The center will provide breakfast, lunch and afternoon snack. The center will provide one brand of infant formula.
Feeding/Formula	Parents of infants provide bottles and breast milk/formula (unless your infant drinks the provided formula brand.) If you have special feeding instructions or formula for your child, please communicate the special needs to your child's teacher. You will be asked to provide the center with the needed items.
Hours of Operation	The center is open from 7:00 a.m. to 6:00 p.m. Parents should arrive by 5:45 p.m. in order for the center to close at 6:00 p.m. A late fee of \$10.00 for every 15 minutes after 6:00 p.m. will be assessed.

WE ARE HAPPY TO BE PROVIDING CARE FOR YOUR CHILD. THANK YOU FOR CHOOSING GROWING IN FAITH AND SHARING YOUR FAMILY WITH US!

## **Our Mission**

Our mission is to provide a supportive, nurturing environment building a sense of community among our families and staff and to build a Christian foundation amongst our members with emphasis on values of God, Family, and Love.

## **Our Philosophy**

The Growing In Faith daycare program is based on the belief that we are an extension of God's family. We are strongly committed to working with children and families. As Early Childhood Educators, we feel it is critical for us to understand your needs and values, as a parent, so that we can best serve your child(ren). Our goal is to provide a supportive and nurturing environment, building a sense of community among parents, children, and staff.

Each child is regarded as a unique individual. We value and celebrate each child. In consideration of the whole child, we strive to nourish the mind, body, and sense of self for continued growth.

Since we are a Christian childcare center, our program focuses on Christian values and places a strong emphasis on values of God, family, and love. We strive to provide a steady Christian example to the children in our care. We will provide each child with a Christian environment that will enable them to build strong character and shape Christian values.

Our philosophy is based on the firm belief that a positive relationship must exist between the parent/guardian and the teacher. Parents are the first and most important teachers of their children. A positive relationship between parents and teachers is strongly encouraged throughout the program. We believe clear communication is necessary to ensure a positive program for each child. We encourage communication in our center through formal and informal methods. Examples of formal communication include such things as parent/teacher conferences, daily sheets, advisory board, and newsletters. Examples of informal communication include such things as telephone contacts, arrival and departure conversations, and bulletin boards.

Approved by Growing In Faith Advisory Board  
January 2009

## **Nondiscrimination Policy**

Growing In Faith enrolls children in our program and does not discriminate on the basis of race, religion, color, national or ethnic origin.

## **Classroom Structure**

Our center specializes in infant care in our Honey Hut. Infants in our program range from 6 weeks of age to 12 months. We have mixed age groups for our toddlers, preschool, and school-age children. Growing In Faith strives to meet the developmental stages of all our children. Mixing our age groups and using large and small group's activities within the rooms better serves the individual levels of development of each child.

## **Governmental Licensing Information**

Growing In Faith Daycare strictly adheres to the licensing regulations set up by the Commonwealth of Pennsylvania through the Department of Public Welfare codes found in Title 55 Chapter 3270.

We are inspected thoroughly on an annual basis by a representative of the Department of Public Welfare. The result of this inspection is a license which is posted in the daycare office. This same representative also does several additional unannounced visits to our center to ensure that we are following State regulation.

## **Accreditation Information**

Growing In Faith is a part of the Keystone STARS program. STARS is a Pennsylvania voluntary program for improving the quality of childcare. Through Keystone STARS, a childcare provider works to increase its standard of care above the state's minimum health and safety licensing regulations. Research shows that quality childcare increases a child's learning skills and school readiness level. Growing In Faith's goal is to provide the best childcare possible, and Keystone STARS provides Standards, Trainng, Assistance, Resources, and Supports (STARS) to help meet this goal. STARS establishes a quality rating system beginning with Start With STARS level and progresses from a STAR One to a STAR Four designation. Each STAR designation has its own research-based performance standards in three areas: staff education, the learning environment and administration.

Approved by Growing In Faith Advisory Board  
January 2009

## **Days of Operation**

Growing In Faith daycare operates year round, Monday through Friday from 7:00 a.m. to 6:00 p.m., however there are some exceptions each year. Parents receive a calendar of scheduled holidays, in-service days, and other closed days each year.

## **Unplanned Closings**

It is always possible for emergency situations to occur which force the Growing In Faith program to close temporarily. Such emergencies include temporary loss of heat, water, or electrical service. Because these situations are likely to arise with little warning, parents are encouraged to make arrangements in advance for alternate care.

In general we follow the decision of Pennsylvania State University when closing or delaying for weather related emergencies. In the event of a closing or delay due to weather conditions an announcement will be made on Cable TV Channel 4, WTAJ Channel 10, and Radio Station 95.3WZ. We understand that it is your expectation that the center will remain open if at all possible. However, during inclement weather emergencies the center must often operate with reduced staffing. If you have a question as to the staffing at the center during such an emergency, please call the daycare office.

There is no credit given for closings due to emergency situations such as inclement weather or "acts of God."

Should the center need to close in the middle of the day, the center staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

## Arrival and Departure

Parents are responsible for transporting their children, escorting them to and from the classroom and signing them in and out. Children are required by law to be supervised at all times while in the center. Our sign-in and sign-out sheets are legal documents. It is required for our State licensing that you personally sign your child "in" and "out" every day. **Children will be released from the Growing In Faith childcare program only to parent(s)/guardian(s) or a person designated in writing by the parent(s)/guardian(s).** Photo identification is required for the release of child, when staff do not recognize the person designated to pick up.

The operating hours of Growing In Faith are as follows: the center opens at 7:00 a.m. and closes at 6:00 p.m. We support a comfortable departure time, one that enables parents to greet their children, talk briefly with teachers and gather clothing and materials from cubbies. *Please plan to arrive before closing time in order to assure that this process does not keep our dedicated teaching staff overtime.*

Departure times are generally hectic. Please keep in mind that once you have arrived at your child's room you are responsible for your child. Allowing children to run throughout the building unattended is dangerous and violates regulations set forth by the Department of Public Welfare.

Children seem to function best when they maintain a consistent and familiar routine. Growing In Faith suggests that parents adhere as much as possible to a regular schedule of arrival and departure to provide stability in your child's routine. Make sure that when you arrive and leave with your child, you make personal contact with one of the teachers in the classroom.

At arrival, parents are required to follow the medication policy if a child must receive medication during the course of the day.

## Fees

Growing In Faith tuition is charged as age related fees. Each age group has a specific fee. Our age groups are broken down into infants (6 weeks-12months), toddlers (12 months-3 years), preschool (3-5 years), and school-age (5 years-up). In addition, we serve low income families eligible for child care assistance through the Department of Public Welfare and Child Care Information Services of Centre County. Tuition does not include fees for field trips or activities.

Fees are reviewed annually with increases taking place effective September 1. We make every effort to contain costs while maintaining the highest standards of quality. We are aided in this effort by the considerable support provided by Faith United Methodist Church.

### Enrollment Fee

A one time enrollment/registration fee is charged for new children/families. This enrollment/registration fee can be found on our yearly fee charts. This fee is applied to cover enrollment costs.

### Payment Procedures

Invoices are placed in the mailbox of each parent/guardian or mailed directly to the home. Invoices include tuition charges for the month plus any additional charges that have been incurred (examples: late pick-up fee, late payment fee). The monthly charge is based on a yearly tuition divided into twelve equal payments. School-age children are charged at the school year rate 39 weeks divided into nine equal payments and summer session for 12 weeks divided into three equal payments. Families are charged for the days the center is open as per annual operating schedule and this amount is paid in equal monthly installments.

Checks for payment should be made payable to "Growing In Faith" and taken to the daycare office or mailed to Growing In Faith Daycare, 512 Hughes Street, Bellefonte, Pa 16823. Please include your *child's name* and the *month of service* for which payment is being made on the check or on an attachment. **Payment is due by the 15<sup>th</sup> day of the month of service.**

Questions regarding account balance should be directed to the financial secretary in the daycare office.

## **Multiple Child Discount**

A 10% discount is offered for the youngest child to families that have more than one child enrolled full-time. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per late payment charge.

## **Age Related Fee Changes**

Separate fees are charged for infants, toddlers, preschoolers, and school-age children. When a child moves to the next age bracket and has transitioned to the classroom the statement will be adjusted to show charges for the classroom in which the child is enrolled.

## **Late Payment Charge**

Payment is due in full by the 15<sup>th</sup> of the month of service. A \$25.00 late fee will be added to your account if any payment is not received in the office by the 20<sup>th</sup> of the month of service.

## **Late Pick-up Charge**

A late fee of \$10.00 for each 15 minutes late or any part thereof will be added to your monthly bill for any pick-ups after closing time. Consistent lateness may result in termination of care. Any child left for (30) thirty minutes or longer after the closing of the center, which is 6:00 p.m., is considered to be abandoned (unless prior arrangements have been made with the director or office administration). At this time, the local police and Child Protective Services will be contacted and a report made.

## **Return Check Fee**

If there is a returned check for non-sufficient funds, we reserve the right to take the necessary steps to collect the face value of the check, along with bank fees and a \$30.00 processing fee (NSF Check Fee)

## **Enrolling or Withdrawing**

If your child enrolls or departs at mid-month, bills are calculated on a per day basis.

## **Vacation and/or Sick Days**

If there is a change in the usual arrangements for arrival or departure please notify the Director or Assistant Director as well as your child's teachers. We ask that you contact the daycare office in the event your child is ill or absent. Parents of school-age children should notify the center if their child will not be returning on the school bus.

### **Vacation Days**

Growing In Faith Daycare offers one-week as a credit week for families per calendar year whose children are enrolled 5 days a week year around (52 weeks). Requests must be made 2 weeks in advance. Credit days are not carried over to the next year if not used. Credit days are only applied to days of operation and may not be used on days the center is closed (ex: holidays). Vacation days can only be used when a child is not in attendance. Credit days are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per late payment charge.

### **Sick Days**

There is no credit given for child illness.

## **Fee Increases**

Fees are reviewed each year with any changes effective on September 1. Consideration of fee increases is taken up each year by the Faith United Methodist Church Growing In Faith Daycare Advisory Committee. Fee increases require approval of the Growing In Faith Daycare Advisory committee and the Faith United Methodist Church.

Approved by Growing In Faith Advisory Board  
January 2009

## **Delinquent Payment**

The financial secretary for Growing In Faith will send out a late payment notification to families. The family has two weeks to pay the bill in full. If it is not paid in full and/or other arrangements for payment have not been made with the program director and Faith United Methodist Church Advisory Committee, termination of care procedures will be initiated. In addition if the bill is not paid in full, the statement may be turned over to the District Court for collection. Any charges incurred related to the District Court will be the sole responsibility of the family.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Growing In Faith. If you anticipate difficulty with paying on time, please discuss the matter with the Director or daycare office administration team immediately. If alternative arrangements for payment are approved you will be notified by the center Director.

## **Eligibility for Child Care Assistance**

There are a number of ways parents can get help covering the cost of child care. Until the verification process for eligibility for any option is approved, the highest rate for tuition will be charged.

### **Low-Income Working Families**

State child care subsidies through the Child Care Information System (CCIS) may be available for low-income families through the Centre County CCIS office, (814) 231-1352. General information is available from the Pennsylvania Department of Public Welfare website [www.dpw.state.pa.us/ocyf/childcarewks/ccwresparents.asp](http://www.dpw.state.pa.us/ocyf/childcarewks/ccwresparents.asp).

### **Employers with option of Dependent Care Reimbursement**

Growing In Faith's financial secretary will provide any account information required by a parent's employer who wishes to use the Dependent Care Reimbursement Account option for child care expenses. This is an alternative some employers provide to the federal Child and Dependent Care Credit.

## **Growing In Faith Angel Fund**

Growing In Faith Daycare has set up an Angel Fund created and maintained solely by the donation of funds. The Angel Fund was established on the belief that even small amounts of money carefully used can have an important effect on someone's life. Eligibility is determined by the amount of funds in the account at the time assistance is requested. Assistance is determined on a case by case basis, under guidance from the Advisory Board, and is no way guaranteed.

## **Families Receiving Cash Assistance**

State child care subsidies through the Department of Public Welfare may be available for those receiving cash assistance.

## **Assistance through the federal tax code**

### **Earned Income Tax Credit**

This is a refundable Federal tax credit for low-income working families. The EITC reduces the amount of tax you owe, and may provide a refund. Further information is available through the website for the United States Treasury ([www.irs.gov](http://www.irs.gov)).

### **Child and Dependent Care Credit**

If you are working or looking for work and paid someone to care for a dependent child under age 13, you may be able to claim the credit for child and dependent care expenses. Further information is available through the website for the United States Treasury ([www.irs.gov](http://www.irs.gov)).

## Waiting List

### Getting Placed on the Waiting List

A waiting list is maintained for the program. Parents/guardians wishing to enroll their child/children in Growing In Faith must complete an application and return it to the daycare office with their one-time enrollment fee. Enrollment requests which cannot be honored immediately are kept on a waiting list. ***It is the responsibility of the applicant to assure that all application information is kept current.***

When we receive a completed application we will enter the information on our waiting list. Applications are entered using the date the application is received with the following priorities:

1. Families already affiliated with the center (examples: sibling of a child already enrolled, staff employed at the center)
2. Families requesting a full-time schedule

Any decisions to bypass the waiting list procedures can only be made by the Growing In Faith Advisory Board.

### How We Utilize the Waiting List

When a space becomes available our center Director or Assistant Director selects the next child on our waiting list who meets the selection criteria. We then contact families, starting with the one with highest priority, to offer the space.

### Staying on the Waiting List

Families can remain on the waiting list until such time as a space becomes available to them. If a family is offered a space in the program and declines, their name goes to the bottom of the waiting list. It is the parent/guardian's responsibility to provide any updates/changes to the information on the waiting list (examples: address, phone number).

## **Why We Can't Tell You Exactly Where you Stand on the Waiting List**

Many parents want to know exactly what number they are on our waiting list. We do not provide a number because it has very limited meaning. Here is why:

Family circumstances sometimes change making it such that they are no longer waiting to get into our program. However, parents seldom notify us of these changes. As a result, we never know exactly who is active on our lists. An available space in the program may be filled by the first name on the list, or we may call many families before finding one still interested in the space. Changes in family circumstances may include:

1. A family made other child care arrangements with which they are satisfied.
2. A family moved from the area.
3. The employment or status of a family changed making it such that they no longer need child care.

The number of families with first priority can change. Families already affiliated with the program may get a child into the program ahead of someone who applies earlier because of their "in-house" priority. Children of center staff may receive priority over a family who may have applied earlier. The same is true for parents of a child already enrolled in the program who wish to enroll a second child in the program, and for families returning from a leave of absence from the program. The shifting priority happens mainly for the youngest age groups since pregnancies and adoptions can be unpredictable and parents may wait to notify us of the additions to their families.

Children keep getting older. The age composition of children in the program is constantly changing. In addition, we have different numbers of spaces for children of different ages. This means that the ages of children we need to fill our program is constantly changing as well.

## **Enrollment Procedure**

We require visiting the center with your child before deciding whether or not to enroll your child. The center Director or Assistant Director will give parents and children a tour of our center and time is set aside for parents to take time to observe and ask questions.

The following forms are part of the enrollment packet and are necessary to complete your child's enrollment at Growing In Faith. Failure to provide this information, including timely updates, may result in termination of care. Forms must be completed and turned into the daycare office a minimum of one week prior to the agreed upon start date of the child.

1. **Application**
2. **Fee Sheet**
3. **Yearly Operating Schedule**
4. **Contract**
5. **Emergency Contact/Parental Consent Form**
6. **Parental Consent Form (required by the United Methodist Conference)**
7. **Health Assessment & Immunization Record**
8. **Parent Handbook & Signature Page**
9. **Video/Picture Permission**
10. **Individualized Education Program (IEP) if applicable to child/family**

## **EMERGENCY CONTACT / PARENTAL CONSENT / CHILD RELEASE FORMS**

At enrollment, parents will be presented with an Emergency Contact / Parental Consent / Child Release form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Growing In Faith. In an emergency situation the child's parents will be called first. If they can not be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program

Parents do not need to be listed in the "Release Section" on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

By putting a person on the Emergency Contact / Parental Consent / Child Release form, parents are giving that person the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues.

The persons on the Emergency Contact / Parental Consent / Child Release form will be required to provide a photo ID (ex. Driver's license, work ID) prior to the center releasing the child in cases where the staff does not know the pick-up person. There will be no exceptions to this rule.

All changes and/or additions to the Emergency Contact / Parental Consent / Child Release form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Growing In Faith reserves the right according to the Department of Public Welfare regulation code number 3270.32 "Persons Suitable to be on site" to refuse/ban any person listed on the Emergency Contact / Parental Consent / Child Release Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Contact / Parental Consent / Child Release Form of the policies/procedures contained herein.

## Individualized Education Programs (IEP)

Growing In Faith works with organizations outside our facility only with prior approval from the parent/guardian of the child receiving such care. Examples of IEP's include speech therapist, early intervention specialists and Head Start. Many of these organizations will work with the child during regular business hours in the child's classrooms and offer additional services to the families in the child's home.

## Termination of Child/Family

Growing In Faith aims to help children grow and thrive in a safe and stimulating setting that is respectful of them, their parents/guardians and our staff. We also comply with all relevant laws. We make every effort to work with families to address concerns that arise which may compromise our ability to successfully reach these goals. ***In the rare event that attempts to work with families to resolve concerns and issues fail, we reserve the right to terminate care. We will give a notice, determined on a case by case basis, to the family, unless the safety and welfare of parents, children, staff and/or the integrity and professional standing of the center is in immediate jeopardy.***

## Reasons for Termination

Termination of a family's contract with Growing In Faith, may result from, but is not limited to, the following:

1. Nonpayment of fees. Parents will receive a late-payment notification letter from the program Director if invoices have not been paid by the twentieth of the month. Parents will be notified that care will be terminated two weeks after the notification if the fee has not been paid in full or other arrangements made.
2. Failure to comply with state licensing regulations as stated in *Pennsylvania Code Title 55. Public Welfare, Chapter 3270. Child Day Care Centers*. Noncompliance includes but is not limited to providing required paperwork for file (ex: current health appraisals and updated emergency contact information).
3. Failure to comply with program policies as stated in the Parent Handbook provided to parents when they enroll in the program.
4. Refusal to follow up on a referral for professional services recommended by the program (ex: recommendation for developmental and/or behavioral evaluation/consultation).
5. Inability of the program to make reasonable accommodations for the care and education of a child.

## **Leave of Absence**

### **Taking a Leave**

Family situations sometimes arise that create a need for a child to withdraw from the programs temporarily and rejoin us at a later date. When a child will be absent for *three months or more*, a leave of absence can be requested by completing the appropriate form. It is the parent's responsibility to request a leave of absence and to make sure that the form has been completed and approved at least four weeks prior to withdrawal. Fees will be charged for an additional four week period if appropriate notice is not given. Leave of absence will not be approved for absences less than three months. Leave of absences can only be considered at times of shifting enrollment.

### **Returning from a Leave**

Children who are on an approved leave of absence will be given priority on the waiting list after children of currently enrolled families. An attempt will be made to fill a child's space while he/she is away. Growing In Faith cannot guarantee that a space will be available as soon as the child is ready to return. The only way to ensure that a space will be reserved is to continue paying for it while the child is absent. If the classroom is nearing capacity prior to a child's anticipated return, the child's parents/guardians will be notified and given the option of resuming payment for a full-time space or remaining on the waiting list.

### **Withdrawal from the Program**

A written notice from the parent/guardian addressed to the Director of the program is required four weeks prior to withdrawal. Withdrawal forms are available in the daycare office. If written notice is not given, final bills will include an additional four week period charge following the final day of attendance. Growing In Faith will transfer copies of the child's records, at the request of the parent, when the child transitions to another educational setting.

## **Health and Illness**

Our medical policy is designed to reduce the spread of infectious illness in the classrooms, to protect children from accidents as much as possible and to respond appropriately in the event of a medical emergency.

### **Health Appraisals**

Completed health appraisals are due to the daycare office at the time of registration and must be on file prior to your child's first day of attendance. The center will remind families when their child's health appraisals need updated. Regular health appraisals must be maintained in your child's permanent file. A doctor's written notice is required if there is a delay in any scheduled immunizations or health appraisals. Failure to provide required health appraisals may constitute grounds for termination of care.

### **Guidelines for Handling Illnesses**

The control and prevention of infectious diseases in childcare depends on the good communication between parents, caregivers, health departments, and primary health care providers.

When the center staff has a concern about your child's health they will give you a call to discuss symptoms and determine a course of action. Depending on the specific case, this may or may not mean that a parent/guardian will be expected to pick up their child immediately.

Illness is always an issue in childcare settings. While we understand the needs of working parents/guardians, we must protect all the children in our care from infection. We try to be guided by common sense, while following the rules, and trust that you will do the same.

Your child should be well enough to participate in scheduled activities, as we are unable to provide additional teacher coverage for ill children. Every effort is made to spend time outdoors with all children daily as required by State regulations. Please keep this regulation in mind if your child is ill as we will not keep a child indoors.

## **Inclusion/Exclusion/Dismissal of Children**

Decisions to include/exclude a child from our program on a temporary basis for health reasons are as follows:

We will temporarily exclude a child or send a child home as soon as possible if a combination of the following conditions exists:

1. The equivalent of an oral fever of 101 accompanied by behavior changes or other signs or symptoms of illness;
2. Symptoms and signs of possible severe illness:
  - Lethargy that is more than expected tiredness
  - Uncontrolled coughing
  - Inexplicable irritability or persistent crying
  - Difficulty breathing,
  - Wheezing, or
  - Other unusual signs for the child
3. Diarrhea that is not associated with changes of diet or medication. Children with diarrhea of infectious origin generally are allowed to return to childcare once the diarrhea resolves.
4. Blood in stools not explainable by dietary change, medication, or hard stools.
5. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration.
6. Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms
7. Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious
8. Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease
9. Conjunctivitis until after treatment has been initiated.

## **Contagious Illness**

Parents should keep their children at home if there is a suspicion of contagious illness that is not yet being treated. Also, we require your child to remain at home during the first 24 hours of antibiotic treatment for any contagious illness.

The following are among those conditions categorized as “highly contagious.” These need to be reported to the center immediately. Information about duration of exclusion for specific illnesses is available from the daycare office staff. Some illnesses are considered “reportable diseases” meaning we must notify the Department of Public Health of any cases.

1. Head Lice – No Nit Policy
2. Scabies
3. Tuberculosis
4. Impetigo
5. Strep throat or other streptococcal infection
6. Chicken-pox
7. Pertussis
8. Mumps
9. Hepatitis A virus
10. Measles
11. Rubella
12. Unspecified respiratory tract illness
13. Shingles
14. Herpes simplex

## **Procedures for Notifying Parent/Guardians or Highly Contagious Illness in the Center**

When children in the center have been exposed to one of the above “highly contagious” illnesses, all parents will be notified via posting of an information fact sheet on the illness. The fact sheet includes information on symptoms, course of disease, treatment, etc...

## Medications

When it becomes necessary for your child to take medication, we encourage you to attempt to dispense the medication on a schedule that does not include the period of time your child is in the center. When this is not possible, the guidelines below will be followed:

- Medication will only be given with current orders from a physician and written permission from the parent. The label on prescription medication will be accepted as the physician's order.
- Non-prescription medication (cough syrup, ibuprophen, etc) cannot be given without a physician's instructions and the parent's written consent.
- Current medication of any kind must be in the original container. Medical sign-in sheets are available in each classroom. These must be signed daily. Please request assistance from the teacher if you have any questions.
- The center can store only doctor prescribed medication (prescription and/or over the counter) onsite.
- Parents/guardians who wish to are invited to come to the center to dispense medications to their child themselves.

*If these procedures are not followed, Growing In Faith will be unable to administer the medication for your child.*

Parents are responsible for ensuring that all prescription medication is picked up from the center on a daily basis. Under no circumstances is prescription medication to be left at the center.

## **Accidents and Emergencies**

Protecting the safety of the children in our facility is extremely important. Part of our education plan includes teaching and explaining safety rules to your child. In addition, the adult to child ratio enables adults to closely monitor various activities in the classroom and on the playground. The staff at Growing In Faith constantly monitors the facility to remedy unsafe conditions. Parents are also asked to alert us to hazards or concerns that they observe. In spite of all our efforts, accidents do happen, in part because of the curiosity and vigorous activity of young children.

Most of our teachers are trained in Pediatric First Aid and CPR procedures. In case of an emergency requiring medical attention, 911 will be notified first, followed by an immediate attempt to contact the parents. Children may be transported by ambulance for emergency treatment if necessary. By informing you of our emergency procedures, it is hoped that you will be reassured of our preparedness to deal with injuries should they occur. Through our efforts to emphasize safety, the need to use these measures is minimized.

Parents are responsible for any expenses that arise from accidents or medical emergencies that occur at Growing In Faith. It is expected that children enrolled in the Growing In Faith program will be covered by a family health insurance policy.

In the event of a minor injury requiring basic cleaning and first aid treatment, you will be notified by an injury report form. Copies of this form are distributed to: a) the parent b) the child's file at the program

In the event of an injury requiring medical treatment outside of the Growing In Faith program, additional information regarding the treatment must be documented. The Department of Public Welfare is notified and an additional copy of the injury report is filed with the Faith Church office.

## **Fire/Emergency Drills**

Fire and emergency evacuation drills are held monthly at the center. Evacuation routes are posted in hallways and classrooms. An Emergency Evacuation Plan is also posted in all classrooms. Copies of the center Emergency Evacuation Plan are available upon request. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

### **ALTERNATE SAFE LOCATION**

Should the administration of Growing In Faith or any emergency services personnel determine the building which houses the center to be too dangerous to be occupied, the staff and children will be taken to either the Bellefonte Area High School gymnasium or Lambert Hall. Once the children are assembled at the evacuation location, the staff will begin contacting parents or emergency contact persons for pick up.

Approved by Growing In Faith Advisory Board  
January 2009

## **Clothing for children**

Children will need seasonal changes of clothes, including socks and underwear. It is important to keep in mind that as per State regulation all children in the center will be taken outdoors daily, weather permitting. Be sure to send jackets, boots, etc.. Children must have closed-toe shoes for the playground and indoor gym (fellowship hall). If your child likes to wear sandals or flip flops, families must bring a pair of sneakers to use for gross motor activity. Children should wear clothing which allows them to participate in active play and creative art experiences that are offered daily at the center. Play clothes and sneakers are appropriate dress for children as they will get dirty. Children are required to have extra clothes at the center. All articles must be marked with your child's name and placed in your child's cubby or extra clothing bin in the classroom. Clothing not marked cannot be the responsibility of the center. Soiled clothing will be bagged and sent home daily. Parents are expected to take home soiled items daily. The center maintains a very limited supply of center owned extra clothing. We ask that you return any borrowed clothing as soon as possible to the center. It is asked that you launder the borrowed clothing prior to returning it to the center. Please talk to your child's teacher about the amount of clothing your child needs each day. Growing In Faith is not responsible for lost or damaged items of clothing.

## **Parent/Teacher Conferences**

All children will be assessed for developmental progress. You are invited to discuss your child's assessment at a scheduled parent/teacher conference three times a year. We offer an initial 45 day conference and then two other conferences six months apart. Other parent conferences can be held upon request by parents, teachers, and/or the program Director. Conferences are held to assist the teachers in planning an appropriate program curriculum for your child. Parents will also hear from the center and staff on an on-going basis. Each child will receive a daily "take home" report. This form varies from classroom to classroom, however it will include such things as: a summary of the day's activities, meal information, and nap/rest information. Parents will also receive a monthly newsletter for the center outlining such things as: classroom activities for the upcoming month, field trips, and special visitors.

## **Program Curriculum**

Our teachers work with families to develop a curriculum that emerges from the children's interests. Topics for exploration emerge from the conversations with children, through community and family events, and through knowledge of individual children's particular interests. Teachers and parents work as a team to formulate "threads" of learning to guide the direction of the children's projects. We consider ourselves a Christian learning center. We strive to provide a steady Christian example to the children in our care. There will be daily prayers before each meal, weekly Bible stories and Christian holiday observance. We will provide a Christian environment that builds character and shapes values for your child's future success.

The curriculum will be a balance of the following activities which are adapted to the appropriate age level of each child and/or classroom: Group and Circle time; Music; Individual activities; Art; Literature; Indoor / Outdoor games and activities; Learning centers; and Field trips. A classroom theme will be selected that can be incorporated into the area listed above. Some of those themes include: Bible; The four seasons; The five senses; Plants and animals; All about me; Weather; and Shapes.

Because we are a Christian day care, many of our themes will have Bible lessons incorporated into them. These activities will allow the children to expand in the following ways:

**BIBLE** - Thoughts related to everyday Christian life, respect for others, and love for one another.

**LEARNING CENTERS** - are broken down into these areas: art, math, science, literacy, music, dramatic play, and second language learning.

**GROUP TIME** - we provide structured activities that will prepare the children for school.

**CIRCLE TIME** - the children will be introduced to the theme of the week, the calendar, the weather, and more.

**INDOOR / OUTDOOR** - at this time children will be able to play games and work on their large motor coordination skills.

**SNACK TIME** - provides an opportunity for children to utilize social skills, and learn appropriate table manners.

**FIELD TRIPS** - create a time for children to enhance their knowledge and explore the world around them.

ART EXPERIENCE - gives the children the chance to experiment with different art media such as paints, colors, and different textures to create their own creative masterpieces.

MUSIC - a time to express themselves through songs and the opportunity to use musical instruments to create musical patterns.

LITERATURE - allows time to sit and listen and learn to enjoy and respect books.

Our infant care consists of nurturing and interaction with babies. Infants will be held, sung to, played with and talked to throughout the day. The staff will work hard to follow each baby's individual schedule to provide a smooth transition from home. Our babies go outside for a minimum of sixty minutes on a daily basis, weather permitting. A report which includes napping schedule, feeding schedule, diapering schedule and an overview of their day will be filled out and sent home daily.

Our toddler curriculum is designed to introduce the children to the world around them. They will be learning about things they come in contact with everyday. They will work on extending their vocabulary and begin to delve in to the world of art, music and movement. They will have daily circle time where they sing, read stories and share. There is also a time set aside each day for growth in art, fine motor control, gross motor control, science, literacy and self-help skills. Each activity is intermixed with free and group play. The amount of time spent on any one activity is based on the individual child's attention span. Our toddlers go outside for a minimum of sixty minutes daily, weather permitting. Parents are encouraged to talk with your child's teacher about toilet training. Each child is different and will be ready for toilet training at different times. A report which includes overall appetite, napping times and an overview of the day will be sent home daily.

Our Preschool curriculum is based on a thematic design. Each child will be introduced to a new theme through activities in art, music, movement, science, literature, and math. Our goal is to prepare your child for their transition to school. Our preschool children have daily circle time where they read stories, sing and talk about a thematic unit. They experience learning centers which are designed to help the children learn to socialize and work together. Our preschool children go outside for a minimum of sixty minutes daily, weather permitting. A report which includes their overall appetite, napping times and an overview of their day will be sent home daily. Field trip opportunities are available for our preschool children throughout the year.

Our school-age class has different goals. During the school year, the classroom's main focus is to provide time and assistance for the students to complete homework, provide a snack and activities which follow a thematic unit. During the summer, this classroom provides a full-day of activities which follow a thematic unit and provide activities in the following areas: language arts, math, science, art, fine and gross motor, food experiences, music and movement. During the summer the children in this classroom will have the opportunity to go on field trips. The school-age classroom goes outside for a minimum of sixty minutes daily, weather permitting. The children write their own take-home report daily to share with parents their activities of the day and any needs.

Our School-Age curriculum is based on the building blocks that have already been established in preschool.

### **Transitioning Age Groups**

Growing In Faith is a mixed age center. The center has three basic times for classroom movement. When an infant turns one year, the infant will be transitioned to a toddler classroom. When a toddler turns 3 years, the toddler will be transitioned to the preschool classroom. Depending on the time of year of the child's fifth birthday and Kindergarten entry date, the child may or may not transition to the school age classroom. Parents will receive written notification of a child's transition. Information to the parents includes the date of movement to the next class, the classroom and teacher names, and any fee changes. A new contract will need to be signed at the time of transition. Children are given a transitional period of at least two weeks before the movement takes place. During this transitional period the child will visit the new classroom for short amounts of time with familiar caregivers at various times throughout the days and weeks.

Approved by Growing In Faith Advisory Board  
January 2009

## **Meals and Snacks**

Growing In Faith will provide breakfast, lunch and afternoon snack. Meal time is an opportunity for the children to thank God for their food and to learn good manners and nutrition. Growing In Faith encourages nutritionally balanced lunches. Our infant and toddler classrooms eat in their classrooms. Our preschool and school age classrooms eat in our lunch room (room #11).

Growing In Faith participates in the Child and Adult Care Food Program. All meals served to participants under the Child and Adult Care Food Program are served at no separate charge regardless of race, color, sex, age, disability, or national origin. There is no discrimination in admissions policy, meal service, or in the use of facilities. Any complaints of discrimination should be submitted in writing to the Administrator Food and Nutrition Service, USDA, Park Center, Alexandria Virginia 22302.

## **Field Trips**

Field trips are scheduled for preschool and school age classrooms throughout the calendar year at off-site locations. Permission slips are required for all field trips. Parents will be notified in advance of any trips. Field trips may involve an additional cost to families. Assistance for field trip costs is available through the Angel Fund.

Growing In Faith provides all required supervision for all field trips but parents are welcome and encouraged to attend field trips.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with the daycare office administration at least one week prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day's fee as well as cost of the trip and signed permission slip will be due prior to the date of the trip.

## **Transportation**

Growing In Faith does not own or lease any form of transportation for the purpose of transporting children.

To provide for the educational experiences of the children enrolled at the center, Growing In Faith contracts with local transportation companies. All enrolled families will sign a permission slip prior to each educational trip giving written permission for their child to attend the outing and understanding that all transportation liability lies with the transportation company. All children are requested to wear a Growing In Faith t-shirt for all educational trips.

To provide for the school-aged children, Growing In Faith assigns a staff member to meet children attending Bellefonte Elementary School at the bus stop, located outside the Faith Church entrance by the Fellowship Hall and escort the children into the center. In the morning school-age children are escorted to the bus stop by a staff member. The staff member remains with the children until all our school-age children have safely boarded the bus.

All arrangements for busing must be arranged by parents with the Bellefonte School District.

## **Nap/Rest Time**

Each day, a nap/rest time is provided for the children.

- Infants nap on their own individual schedules.
- Toddlers – approximately 11:45 a.m.-2:30 p.m.
- Preschool – approximately 12:45 a.m.-3:00 p.m.

Each child is assigned their own mat (toddlers & preschoolers) or crib (infants). Bedding will be bagged and sent home every Friday for laundering. It is the parent's responsibility to ensure that clean bedding is returned on Monday.

Each infant will need the following: crib fitted sheet and a light blanket. NO pillows, bumper pads, stuffed animals or other toys are permitted in the crib while the infant is napping.

Each toddler and preschooler will need the following: crib fitted sheet and a small blanket. A small napping toy is permitted.

All children are required to rest on their mat for at least 20 minutes. If within this time they do not sleep, they may read books or choose another activity from the classrooms "quiet box". We are not permitted to keep a child awake during nap/rest period.

## **Toys from home**

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest times are permitted to include with their bedding supplies, one toy with which to nap/rest. This toy is to be placed with their bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum and/or nap/rest time will be inspected by Growing In Faith staff for safety and appropriateness and may be prohibited at the sole discretion of Growing In Faith.

## **Toilet Training**

Growing In Faith staff are prepared to help children through the potty training process. A child may be ready to potty train if the child is staying dry for several hours, able to communicate the need to use the toilet, and appears to be aware of wet or soiled diapers. There is no definite age when a child is ready. Both the parent and the teaching staff should use the same procedures for training so that they do not confuse the child. If there is too much anxiety or stress then it may be better for the child to wait and try again at a later time. During the potty training process it is very important to dress your child in uncomplicated clothing that the child can easily manage on his/her own and to provide extra clothing. The toilet training process affects children differently. Because the children are in a group setting at the center and it is different than the training setting at home some children may accelerate and some may actually slow down in the training process.

## **Biting Policy**

Biting is a natural, developmental behavior in which many young children engage, especially during their second and third years of life. We recognize that biting is a distressing event for parents, staff, the child who has been bitten, and the child who has done the biting. Because biting is so distressing, everyone involved would like to eliminate it quickly. Unfortunately, a “quick fix” is not usually available. However, biting does require immediate action by staff to comfort the child who has been bitten, the child who has bitten, and to find the cause of the biting.

Children bite for a variety of reasons so it is important, but not always possible, for adults to get to the cause of the behavior. Most of the reasons for biting are not related to behavior problems nor does biting make the child who has bitten a “bad child.” Since biting is developmentally related, it is more common for toddlers to bite than for older preschool age children.

### How Staff Respond

Staff members respond to biting as they would other aggressive behaviors by:

- Calmly, yet firmly telling the child who bites that biting hurts and is not allowed
- By comforting the victim immediately and providing first aid if needed
  - Wash the bite with soap and water
  - Apply ice to reduce swelling
  - If the skin is broken, universal precautions are followed and parents are informed immediately in order to discuss the bite with the child’s physician

When a particular child bites on a regular basis, the center staff attempt to find the cause of the biting and take action to prevent future incidents. The staff looks at

- The precipitating factors such as time of day, area of the classroom, the interest level of the activities, transition times, other children involved, etc.
- Changes in the child’s life such as health problems, teething, the absence of a family member, the birth of a sibling, transitions, etc.
- The possibility of sensory integration issues which might be impacting the child

The staff then develops strategies to help prevent further biting. These might include:

- Ensuring that there are enough materials, including duplicates, for the children to use
- Ensuring that there is enough space in the classroom and that there are quiet times in the schedule
- Shadowing the child who is biting in situations and times when the child has bitten before
- Providing teething toys for children who are getting new teeth or who have particularly intense sensory needs
- Working collaboratively with parents to reduce or eliminate biting

#### How Parents are Informed

The parents of the bitten child are notified of the incident the day the incident occurred. Parents are advised to contact their physician if the bite has broken the skin. Confidentiality prohibits the staff from divulging the name of the child who has bitten. The parents of the child who has bitten are informed personally and privately the same day.

#### How Biting is Documented

All biting incidents are documented by the teachers on the DPW Incident Report form. A copy of the report is given to the parents and a copy is placed in the child's folder in the daycare office. Teachers are also required to record each incident in their Anecdotal Notes.

Approved by Growing In Faith Advisory Board  
January 2009

## **Parent Participation/Volunteers**

Parents are invited and encouraged to be involved in their child's activities. There are many different ways in which parents can participate and volunteer at the center. Parents may become members of the Parent Committee. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. One parent is also asked to be a part of the center's Advisory Board to bring views and opinions of the whole parent group. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the daycare office.

Any parent may become a member of the Parent Committee, our Parent/Teacher Organization. The Committee meets monthly and participates in many activities: fundraising, special events, holidays, community and school stakeholder. As a parent you can sign-up by stopping in the daycare office.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

## **Discipline**

Our philosophy of discipline is to work with your child and family in a positive manner. We help your child learn self control while insuring positive self-esteem. Negative behavior in the classroom will be addressed by utilizing appropriate developmental techniques. Techniques will include:

- Encouraging and reinforcing positive behaviors
- Praise on-task behavior to keep the child going to completion.
- Reinforce compliance if the child does what is asked reinforce immediately
- Planned ignoring of negative behaviors (unless harmful)
- Identify precursors to negative behavior and then redirecting and offering alternatives
- Distract the child by moving child's attention before the behavior occurs
- Adjusting the classroom environment (classroom arrangement and management)
- Adjusting the classroom schedule
- Adjusting the classroom activities
- Calm-Down time (time out)

## **Birthdays and/or Celebrations**

Most families celebrate a child's birthday as a special event. Unless you ask otherwise we will celebrate this event at the center. Seasonal and cultural celebrations are other special days for children. We will celebrate various other events throughout the year. As a Christian center, Growing In Faith, celebrates all Christian holidays. Families are welcome to attend all celebrations as a volunteer or by providing a snack. Each classroom teacher will post a sign-up sheet in their classroom for this purpose.

## **Child Abuse**

The State of Pennsylvania requires that all members of child care facilities are mandated reporters of any evidence of child abuse/neglect. Growing In Faith is obligated to report to the State any suspected cases of child abuse/neglect.

## **Confidentiality**

Within Growing In Faith, confidential and sensitive information will only be shared with employees of Growing In Faith who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as Growing In Faith strives to protect everyone’s right of privacy. Confidential information includes but is not limited to: names, addresses, phone numbers, disability information and health related information of anyone associated with Growing In Faith.

Outside of Growing In Faith, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Growing In Faith, persons with whom the information will be shared, and the reason for sharing the information.

Any parent who violates the confidentiality policy will not be permitted on agency property thereafter.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (examples include biting, hitting, or spitting). You may be curious or concerned about the other child. Our confidentiality policy protects every child’s privacy. Employees of Growing In Faith are strictly prohibited from discussing anything about another child with you.

## **Parent Code of Conduct**

Growing In Faith requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Growing In Faith is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Growing In Faith but also each and every parent or adult who enter the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.

### **Swearing/Cursing**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### **Threatening of employees, children, other parents or adults associated with Growing In Faith**

Threats of any kind will not be tolerated. In today's society Growing In Faith can not afford to sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

Approved by Growing In Faith Advisory Board  
January 2009

## **Physical/Verbal punishment of your child or other children at Growing In Faith**

While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress.

Parents are prohibited from addressing, for the purpose of correction or discipline a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concerns to the classroom teacher and/or center Director.

It is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or the center Director's attentions. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our confidentiality policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

## **Smoking**

According to Faith Church policy and the health of Growing In Faith employees, children and associates, smoking is prohibited anywhere on the church property. All individuals are prohibited from smoking in the building, on the grounds, and in the parking lot of Faith Church. Individuals who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

## **Confrontational interactions with employees, other parents or associates of Growing In Faith**

While it is understood that parents will not always agree with the employees of Growing In Faith or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## **Violations of the confidentiality**

Growing In Faith takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents/guardians must understand the implications of this responsibility. The confidentiality policy not only applies to your child and family, but all children, families, and employees associated with Growing In Faith. Any individual who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the confidentiality policy.

## **Firearms/Weapons**

At no time is any individual permitted to carry any type of firearm, ammunitions and/or weapon on center property for any reason.

Approved by Growing In Faith Advisory Board  
January 2009

## **Parent's right to immediate access**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Growing In Faith, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Growing In Faith must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Growing In Faith, both parents shall be afforded equal access to their child as stipulated by law. Growing In Faith can not, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Growing In Faith suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Growing In Faith staff will contact the local police should a conflict arise.

Growing In Faith will dismiss any child whose parent is prohibited from entering agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Growing In Faith can not have a child at the agency when the child's parent is prohibited access. Growing In Faith will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Approved by Growing In Faith Advisory Board  
January 2009

## **Court Orders Effecting Enrolled Children**

In cases where an enrolled child is the subject of a court order, (ex. Custody Order, Restraining Order, or Protection from Abuse Order) Growing In Faith must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with Growing In Faith administration, both parents shall be afforded equal access to their child as stipulated by law. Growing In Faith can not, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Growing In Faith suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Growing In Faith is obligated to follow the order for the entire period it is in affect. Employees of Growing In Faith can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Growing In Faith will report any violations of these orders to the court.

## **PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

The staff of Growing In Faith will contact local police and/or the other custodial parent should a parent appear to the staff of Growing In Faith to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Growing In Faith staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Growing In Faith to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Growing In Faith will contact the child's parents, local police and Child Protective Services to notify them of the situation.

I have received a copy of the Parent Handbook (Revised January 2009). I understand that this manual is intended to cover procedures, rules and policies most often applied to day to day situations. I understand that this manual is under constant review and that the information may change from time to time. I understand that I will be notified of such changes. I understand that it is my responsibility to read this or have it read to me.

_____	_____
Parent Signature	Date
_____	_____
Parent Name (Printed)	Date
_____	_____
Child(ren) Names	Date

RECEIPT OF REVISIONS/ADDENDUMS

Title of Revision	Date	Parent/Guardian Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____