**Parent Handbook**

**(Revised August 29, 2019)**

Jesus said, “Let the little children alone

and do not hinder them from coming to Me; for the kingdom of heaven

belongs to such as these.”

*Matthew 19:14*

**Statement of Aims**

We aim…

To develop the total personality of each child by providing an educational experience of lasting value:

Spiritually

through including God’s Word in the daily program in Bible stories, verse memorization, and songs; through the modeling of Christ by the faculty and administration.

Emotionally

by providing a loving and caring faculty in a safe and nurturing environment designed specifically for the needs of the young child.

Physically

by offering experiences that will develop large and small muscle coordination and motor skills.

Cognitively/Intellectually

by exploring and using firsthand experiences that will help to build an enthusiasm for learning.

Socially

by encouraging participation in group activities and getting along with others.

**History of Jesus Loves Me**

Jesus Loves Me Childcare Center and Preschool is a ministry of First Baptist Church of North East. After eighteen months of prayer, planning, and preparation, the Center opened on October 1998. A school age program was added in 2004. In the winter of 2006 a part-time preschool department was opened. The Center continues to meet the childcare needs of the community.

**Statement of Faith**

The Statement of Faith of the First Baptist Church of North East is hereby incorporated and is the Statement of Faith of Jesus Loves Me Childcare Center and Preschool.

**Statement of Philosophy**

We believe…

That parents are the primary educators of their children spiritually, physically, emotionally, academically, and socially.

That the Holy Bible is God’s inerrant Word.

That the Christian childcare center should cooperate with the parents to provide a Christian education for the child.

That Christ died and rose again for the salvation of children and adults

**Statement of Purpose**

It is our purpose to…

* Honor God by providing quality care and facilitating growth in the lives of young children in a loving and safe environment where they can develop spiritually as they grow emotionally, physically, cognitively, and socially.
* Provide a Christian service to the families and children of the community.
* Support the values of the Christian home.
* Provide facilities where all are welcome regardless of race, color, sex, or national and ethnic origin.
* Foster a love for learning and allow the child to develop socially in an age-appropriate environment including such activities as:
1. Beginning language skills
2. Social Interaction
3. Letter recognition and introduction to phonics
4. Number recognition and introduction to basic math concepts
5. Strong emphasis on children’s literature
6. Bible stories and Bible memory
7. Music
8. Open-ended art activities
9. Science, through hands-on introduction to God’s world
10. Large and small muscle motor skill development
11. Field trips and special event days.

**Jesus Loves Me Childcare Center**

**Policies and Procedures**

Welcome to Jesus Loves Me Childcare Center and Preschool. We are glad that you are a part of our family. Clear communication is one of the keys to a successful childcare program. This handbook contains specific information and requirements set forth by Jesus Loves Me Childcare Center and Preschool. After reading it, please sign the handbook verification stating that you have received, read, and understood this information. This verification will be kept in your child’s file. This handbook is designed as a handy reference for you. We suggest you keep it in a convenient place for easy referral throughout the year.

**Regulations**

In compliance with the State of Maryland Department of Education, Jesus Loves Me Childcare Center and Preschool is required to have the following information in you child’s file. It is necessary to have this information updated on an annual basis.

**Health Status**

A dated, written health inventory of your child’s health status, signed by an approved health professional, shall be obtained annually for each child less than seven years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child’s general condition indicates the need for such examination.

**Immunization Form**

Information regarding all immunizations the child has had, including date each immunization was administered. Immunizations must be recorded on the Certificate of Immunization form supplied by the Maryland State Department of Health. The completed immunization form must be submitted to the Center office prior to your child being accepted into care. Immunizations must be given according to the Maryland State Department of Health schedule.

**IEP or Special Needs Documentation**

At JLMCC, our goal is to work together with families to provide each child with the best learning environment possible. This can often mean that modifications to the classroom routines need to be made to accommodate children with special needs. JLMCC partners with agencies and resources such as Infant and Toddler, Child Find, Child Care Links, Project ACT, to name a few. Our doors are always open and our staff is more than willing to accommodate requests and visits from a variety of service providers. We work together with speech therapist, behavioral specialist, and other service providers to assist ALL children in their development.

Please include a copy of the most current documentation if your child has an IEP, IFSP, 504 or other type of education or behavioral plan. For these plans to be the most effective they need to be implemented throughout a child’s daily routine. This includes the daycare classroom environment.

**Emergency Form**

Information including parents’ home and work emergency contact information, known allergies to foods or medications, and a release for emergency medical treatment shall be obtained at the time of admission.

**Authorization for Pickup**

Information giving permission for person(s) other than the parents to pick up the child from the Center is required at admission. Any person not familiar to the staff will be asked to show identification. It is a good practice for the parent to notify the staff or director when other person(s) are picking up the child on a given day. In emergency situations, parents sometimes need other person(s) not on the authorization to pickup form to pick up the child. In such cases, the parent must give written authorization or verbal authorization and their password over the phone. The Center has specific procedure in place for the director and/or staff in the event an unauthorized person attempts to pick up a child.

**Handbook Verification**

A parent/guardian signed verification that the parent has received, read, and agrees to abide by the policies and practices in the Parent Handbook is kept in the child’s file. This information shall be obtained at the time of admission.

 **Photo Release**

A parent/guardian signed consent for your child to be photographed shall be in the child’s file. Any photos taken of your child will be used for parent projects or our in housed photo albums. No photographs of any child will be used in any publication of any kind. Jesus Loves Me Childcare Center and preschool does not provide web cam services that allow parents to view their children from an internet site.

**Video Release**

A parent/guardian signed consent for each child to watch age appropriate and approved videos shall be in the child’s file.

**Sign-In/Sign-Out Procedures**

In compliance with Maryland Department of Education regulation, your child **must** be signed in **AND** out each day. Please use the computers located at each entrance to sign your child in **AND** out. A password will be provided to you when your child is enrolled at JLMCC and a staff member will instruct you in the computer sign in procedure.

**Adjustment Period**

Starting childcare for the first time often causes anxiety for children. We recommend that you visit the Center before the first day with your child, allowing him/her to meet some of the staff and see the other children at play. We will work with you and your child to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the childcare experience.

Jesus Loves Me Childcare Center and Preschool reserves the right to terminate care for your child at any time.

**Tuition Payment Policy**

All tuition payments will be made weekly using the Tuition Express (TE) automatic bank transfer system. Payment requests will be sent to TE on Friday prior to the week of care being billed, processed on the following Monday and transferred from parent account to JLMCC account on Tuesday. If an account becomes the equivalent of two weeks past due, the account must be brought current ($0 balance) or care will be suspended. Tuition will continue to accrue during this suspension. If an account is suspended for more than two weeks then the account will be terminated and steps will be taken to collect all money due. Returned checks and NSF transfers will be assessed a $25.00 fee.

**Tuition Deposit**

JLMCC requires a tuition deposit equal to one week’s tuition, to reserve a spot for an enrolling child. Once paid, the deposit will be non-refundable should you decide you no longer want to enroll your child. When your child begins care your tuition deposit will then be set aside and applied to your last week of care upon two week written notice of withdraw.

**Withdraw Notice**

A two-week advance written notice is required to withdraw a child from care. Upon timely receipt of your written withdraw notice your tuition deposit will be applied to your final week of care.

**Registration Fee**

There is a $25.00 registration fee upon enrollment. This is a one-time only, per family fee.

**Late Pickup Fee**

Parents who pick up their children after 6:00 PM (for childcare) and 12:00 PM (for preschool) will be charged a late pickup fee of $25.00 for late pick ups up to 20 minutes late and $10.00 for each additional 20 minutes thereafter.

**Vacation**

Families enrolled year round will be allotted one week vacation each calendar year (January-December) where no tuition payment will be due. A week vacation is 5 consecutive days that your child is not in care and may not be taken as individual days throughout the year. Two week’s advance written notification is required and may be received as a written note or email. This vacation credit does not apply to families with children enrolled in the summer program only.

**Scheduled Center Closures**

Jesus Loves Me Childcare Center will be closed in observance of the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Day after Thanksgiving, Christmas Day and the day after Christmas. We will close at 3 PM on Christmas Eve.

If any of these holidays fall on a weekend a designated closure day will be announced.

**Unscheduled Center Closures**

Jesus Loves Me Childcare has several methods of notifying parents of unexpected closures. The primary method is through ClassDojo. Your child’s teacher will contact you with closure information as it is relayed to them.

 It is very important that parents provide the office with a current cell phone number for each parent.

Jesus Loves Me Childcare Center also uses our Facebook page to post all important last minute information. Please be sure to “like” our page if you are on Facebook. You can also see our closures listed on Channel 2 news ([www.abc2news.com](http://www.abc2news.com)) as well as Channel 11 news ([www.wbaltv.com](http://www.wbaltv.com)). There will be no reduction in tuition for unscheduled center closures as these are emergency situations and happen for the safety of your children and staff.

**Medical/Emergency Information**

**Absences**

If your child is unable to attend childcare, please notify your child’s teacher through the Dojo app. If your child is absent due to illness with a communicable disease, please let us know as soon as possible. We are required to notify all parents of exposure to certain communicable diseases.

**Sick Children**

State regulations require that there be daily observation of each child on arrival at the Center by a person capable of recognizing common disease or other evidence of ill health. A child who is ill upon arrival at the Center will not be admitted into care. A child who becomes ill during the day will be separated from the other children until they can be picked up by a parent or guardian. Parents or guardians are expected to make immediate plans for their child to be picked up from the Center. To ensure a healthy environment for all children, sick children must be picked up within one hour of notification.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, or measles, all staff members and all parents or guardians of children shall be notified immediately by the Center. With any infectious disease, we ask that you seek your physician’s advice and notify us of the diagnosis and doctor recommendations. A physician’s note will be required for all children who have been absent with an extended illness.

If a child displays any of the following symptoms, he/she must be kept at home:

* Fever
* Diarrhea
* Nasal secretions that are thick, yellow or green and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
* Sore throat with fever or throat spots
* Cough accompanied by fever, chills, and coughing up of green or yellow mucus.
* Vomiting or nausea
* Eye drainage of any type should be checked by a doctor to rule out infection.
* Unusual rashes should be checked by a doctor to rule out bacterial infection.
* Child not feeling well, such as lethargic behavior, complaining of pain, and/or crying.

The child may return to care after illness when:

* Fever has been broken for 24 hours
* Nausea, vomiting, or diarrhea has subsided for 24 hours
* Antibiotics have been administered over a 24 hour period for any type of strep or bacterial infection
* Child is feeling well again and normal behavior has returned

**Medications**

MSDE has strict guidelines regarding medication administration in a childcare environment. There are specific forms that must be completed and kept on file for each medication dispensed during operating hours. The giving or application of prescribed medication, including tranquilizers and sedatives, or individual special medical procedures shall be provided only on written order from the child’s parent(s) or guardian(s) and is accompanied by a prescription in the child’s name, from the child’s physician. We do not give over-the-counter medications unless we have a written order from a physician. This includes cough syrup, Tylenol, Motrin, allergy medications, etc. All prescribed medications must be in their original container and be labeled with the child’s name and dosing instructions.

**Allergies**

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Maryland state law requires that we have a signed note from your physician stating any food allergies that your child may have. Please be aware that, by MSDE standards, we are not permitted to withhold certain food items based on a parent request. (I.e. milk, juice) A physician must state there is a specific allergy and recommend alternate food choices for your child. . Parents will be asked to provide alternative snacks and/or milk for their child if an allergy has been established. Information about children with allergies will be posted in all classrooms and in the kitchen.

**Accidents**

Staff members are certified in infant/child CPR and first aid. In the case of any accident, assessment and treatment of the injury will be given under the supervision of the lead teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be notified. All accidents are recorded on an accident report that requires the signature of the parent or guardian.

**Inclement and Excessively Hot Weather**

On days of inclement or excessively hot/cold weather, children will be kept inside the classroom area. Due to skin sensitivities, MSDE requires that all sunscreen be provided by the parent. Please provide a bottle(lotion only, NO SPRAYS) of sunscreen labeled with your child’s name. This bottle will be kept collectively in each child’s classroom and applied by the staff prior to going outside during the warmer months.

**Tornadoes/Hurricanes/Floods**

In the event of a severe weather warning, children will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety. The Center will conduct periodic Emergency Preparedness drills with all staff and children.

**Snow Days**

When severe weather conditions exist that would delay or close the Center, each family will be contacted by text message, Facebook or channel 2 and channel 11 news. Closure alerts will be posted by 5:30 am to allow parents adequate time to make other arrangements. JLMCC does not follow the Cecil County Public School closure policy. If you do not receive a text then the Center will be open. Please continue to check back to the above mentioned sources for updated information.

**Fire Drills**

Fire drills are held on a monthly basis in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of a fire, children will be

evacuated according to our emergency plan. The Center is inspected on a regular basis by the Maryland State Fire Marshal. The most recent fire inspection information is located in the Center’s office.

**Child Abuse**

The staff of Jesus Loves Me Childcare Center and Preschool is required by Maryland state law to report any suspicion of child abuse to the proper authorities.

**General Classroom Information**

**Classroom Planning**

The classroom activities revolve around a monthly theme. These themes include Bible-based character-building studies, open-ended art projects, and much more. All activities are presented in an age-appropriate manner.

**Parent Involvement**

We welcome parent involvement in the classroom, and we feel that it benefits not only the Center, but the parent and child, as well. Parents are encouraged to participate in the classroom as a helper whenever possible. The state of Maryland requires that all volunteers who participate in the classroom have a current negative TB test on file in the office. All parent volunteers must sign in when they come to the classroom.

Other ways that parents can participate in the childcare experience is by chaperoning field trips, special-day events, teacher appreciation committee, and much more. Let the staff know if you are interested in being more involved in your child’s classroom.

**Field Trips**

Field trips are a special part of the childcare experience. They enhance the learning process by offering opportunities not available in the classroom. Parents will be notified of a forthcoming trip in advance. Signed permission forms will be required for all trips.

**Special Event Days**

Throughout the year the childcare staff plans special activity days to enhance the monthly classroom themes. These days may include Family Fun Day, Outside Movie Nights, Grandparents Day, holiday celebrations, and Christmas Programs. Parents are encouraged to participate by helping in the classroom or providing special snacks or activities. Your child’s teacher will provide information.

**Lunch and Snacks**

The daily lunch will be provided by the parents and packed in a lunch box with your child’s name written on the outside. In accordance with MSDE regulations, all lunches will be refrigerated upon arrival at JLMCC. All lunches need to consist of ready to eat items. It is the policy of JLMCC to serve lunches in the condition they arrive at the center. The staff will not heat or prepare (i.e. microwave, assemble) your child’s lunch. Parents are encouraged to provide a well balanced and nutritious lunch. Also, in accordance with MSDE regulations, fresh milk will be provided daily by the Center. If your child has a milk allergy you will be required to provide an alternate source of milk and documentation of allergy from the child’s physician.

A morning snack and afternoon snack will be provided by the Center. A menu listing the snacks for each week is posted for easy viewing.

Birthdays are very special occasions for children. Cupcakes or cookies are appropriate for the occasion. Some parents provide pizza for their child’s classroom at lunch time. We welcome you to celebrate your child on their special day!

**Daycare Supplies**

Parents need to provide, on the first day of care, the following items for children enrolled in Jesus Loves Me Childcare Center:

* One large box of tissues
* Backpack with child’s name on the outside
* At least one full change of clothes (placed in the backpack and left at the Center)
* Child’s sleeping bag (all day care only)
* Small pillow or snuggly for nap time. (if desired by your child)
* Sunscreen during warmer months. (Lotion/NO SPRAYS)

**Parent Communication**

We want to do our best to keep all our families informed about what is happening here at Jesus Loves Me Childcare Center and Preschool. Parents need to be aware of several important forms of communication that we use.

**Parent/Teacher Conferences**

There will be daily communication between parents and staff to keep you informed of daily activities and behavior. If there is a problem with behavior we will share it with parents at pickup time. If the problem persists then a conference will be called with the parents and involved staff members. It is our goal to work together with parents on a daily basis so that conferences are always a last resort.

**Class Dojo**

Class Dojo is an App used in our classrooms that allow teachers to communicate in real-time with parents. Once your child starts into care your child’s teacher will provide you with an invite code that you will enter into the App on your phone. This will connect you to the classroom.

**Facebook**

Please be aware that JLMCC has a Facebook page. You will find it listed as *Jesus Loves Me Childcare Center*. The Facebook page is used to inform parents of time sensitive matters, such as closures, as well as keep parents up on the latest activities at JLMCC.

**Discipline**

Discipline has an important place in the childcare program at Jesus Loves Me Childcare Center and Preschool. Parents and teachers will need to work together in order to be consistent and effective in training children to make appropriate choices in the classroom setting. We have developed a “discipline formula” we feel is appropriate in shaping and encouraging responsible behavior in children.

Discipline Goal: God created all of us in a very special way. When He created us, He gave us the ability to make choices. Some choices honor God, help us get along with each other, and are the best for us physically, mentally, emotionally, and spiritually. Other choices dishonor God, hurt others and are harmful to us physically, mentally, emotionally, and spiritually. God wants us to know there is no choice we could ever make that would cause Him to stop loving us.

**Discipline Formula:** The staff person makes sure the children know what is expected of them, reviewing the rules, and guidelines and reminding them that they need to obey. A teacher will redirect a child that is making a bad choice by suggesting alternate activities that would be considered a better choice for the given situation. If redirection is not effective, a warning of time-out or loss of classroom privileges will be given. If the warning is not heeded, then a time-out will be given or a privilege will be taken away.

A time-out is administered in a respectful way. The length of time-out is one minute per year of the child’s age, being careful with those who are more sensitive and do not need to stay as long in time out. The time-out chair/mat will remain in range of the staff person’s vision. The chair/mat may be turned so the child cannot visually participate in classroom activities. After time-out the staff person will spend a few minutes reviewing with the child what happened and why. The child is then guided back into the classroom environment. In addition to time-out, restriction from some classroom activities or privileges will occur if the behavior continues.

If a child is causing physical harm to himself or other children, causing a major disruption, behaving disrespectfully, or being blatantly disobedient, the teacher will then bring the child to the office for a time-out with the director. The child will never be left alone, isolated, or intimidated.

If a child is being brought to the director’s office repeatedly, the director will request a meeting with the parents and the staff persons directly involved in the child’s care.

**Miscellaneous Information**

**School Visitors**

Parents are welcome to visit their child’s classroom at any time throughout the daycare day.

**Solicitation**

We respectfully ask that you refrain from approaching any JLMCC staff member, during Center hours, with fund raising requests. It is impossible for our staff to purchase something from every child and they do not want to hurt any child’s feelings by declining their fund raising efforts. JLMCC agrees, in return, not to ask parents to participate in any fund raising activities that directly benefit Jesus Loves Me Childcare Center and Preschool.

**Gum/Candy/Toys/Electronic Devices**

Children are not permitted to bring anything from home into the classroom. This includes, but is not limited to; gum, candy, toys, or electronic devices. Electronic devices will include hand held game devices, tablets, and wrist devices that do more than just tell time. Toys are only permissible when they are requested by your child’s teacher. (Show and tell, special class projects, etc.)

***Come and Worship With Us!***

First Baptist Church of North East

206 Mechanics Valley Road

North East, Maryland 21901

410-287-6247

**Opportunities for Worship**

 ***Every Sunday***

 8:30 AM Early Worship Service

9:30 AM Sunday School

 (Classes for nursery thru adult)

 10:30 AM Worship Service

 6:00 PM Youth Group

 ***Every Wednesday***

 6:30 PM Kids Klub (Grades 2-5)

 6:30 PM Prayer Meeting

 *Various Bible studies and small groups*

 *Available throughout the week*

 **A place to meet a friendly face and**

 **To receive God’s Amazing Grace!**