

# Faith Works Preschool & Childcare



## Non-Denominational Christian Learning Parent Information Handbook

*11755 Sherburne Avenue SE  
Becker, MN 55308*

Welcome to the Faith Works Preschool & Childcare. At Faith Works we work hard to help children develop positive attitudes toward themselves and others. We believe that children who gain a sense of security, self-worth and personal accomplishment when they are young, are much more likely to be successful learners and happy people throughout their lives.

**Mission Statement:** We strive to deliver excellence in preschool and child care for children. We offer a nurturing environment where the uniqueness of each child is recognized and respected and where children are safe, growing and learning. In support of this mission, we strive to:

- Provide services that facilitate social, emotional, physical, intellectual, and spiritual in a non-denominational Christian environment.
- Provide an environment that is stimulating, educational, caring, clean, healthy and fun.
- Treat everyone - children, parents, employees, students and visitors with respect, dignity and civility.

**Review of Child Care Program Plan:** The Program Plans are available at anytime upon request.

**Licensing:** We are licensed by the State and follow all state guidelines, this includes Staff/children ratios per age group and completed background studies on every staff member. All staff is required to continue their education in early childhood development through in-service workshops and accredited courses, as well as, regularly renew first-aid and CPR training in courses specific to the care and needs of children.

Any Questions on licensing can be referred to the Department of Human Services at 651-296-3971.

**Licensed Capacity:** Faith Works Preschool and Childcare provides care for children ages 16 mo. to 12 yrs.

The Capacity of the Center is 69 children.

Infants: 8

Toddlers: 14

Preschoolers: 40

School-age: 15

**Hours and Calendar:** Monday through Friday from 6:00 A.M. to 6:00 P.M. Twelve months a year. We will be closed the following holidays.

Labor Day

Thanksgiving Day

Friday after Thanksgiving (depending on need)

Christmas Day (When Christmas falls on Sunday we will be closed on the following Monday)

Christmas Eve we Close @ 4:00pm

New Year's Day

Memorial Day

Independence Day

If one of these holidays falls on Saturday we will close on Friday. If the Holiday falls on a Sunday we will be closed on Monday

Birthdays are a very special time for your child. Throughout the year parents may want to send a special treat into the center for their child to share with their group (birthday cake, Halloween candy, etc.) This is fine to do as long as the treat is commercially prepared and is in its original container. The Public Health Department will not allow us to serve anything that is homemade.

**Class Room Only Students** attend class according to the Becker School District Calendar year.

**WEATHER EMERGENCY POLICY:** Faith Works Preschool & Childcare Center will make every effort to be open for bad weather. Even when we are open parents should use their own judgment about bringing their children or picking them up early if the conditions are dangerous. If the Becker school District closes due to bad weather we are open to take your children, however, our class only children would not need to come in. This allows us the space for the School age children.

### **DISASTER PREPAREDNESS PLAN**

Faith Works has procedures in place for response to fire, natural disasters, and other emergencies. Since our families might not be able to get here after a disaster, we are prepared to care for children for longer hours if needed. We also conduct monthly fire drills and review severe weather procedures with the children. (Procedures are reviewed with staff in all classrooms.)

In the event of a Center emergency, children will be evacuated to the Becker Community Center and you will be contacted with information.

**Rest/Naps:** Infants will only be placed on their backs to sleep, unless otherwise requested by the parent in writing. Infants will be allowed to rest whenever they need it or by their own schedule that the parent has set into place. Infants will be removed from crib immediately upon awaking or after 30 min if infant doesn't fall asleep. Toddlers, Preschool, Pre-Kindergarten and Kindergarten classrooms have a designated quiet time each afternoon. A cot is provided for each child. Children are allowed to bring a blanket and/or favorite stuff animal from home. (These items need to be taken home weekly to be washed) Children will be encouraged to rest or nap. Children, who have rested quietly and not fallen asleep, within 30 minutes, they are welcome to play quiet activities.

**Diapering and Potty Training:** Faith Works Preschool and Childcare follows sanitation and diapering guidelines outlined by the state health department, OSHA and the public health department.

Families are to provide: Training Pants, Plastic Pants, Diapers, Pull-ups, swim diapers, wipes, ointments, and/or powders. For toddlers to participate in swimming related activities Swim Diapers are mandatory. (\*if diapers are not provided for Faith Works will provide them and your account will be billed.)

Because of our program schedules, staffing patterns and room arrangements, we must require that all children be toilet trained at the time they graduate from the Toddler Room. We consider a child to be toilet trained when s/he is able to have fewer than 3 toileting accidents of any kind within a one week period. It is quite common for children experiencing major transitions such as starting at a new child care program, moving up from one group to another, welcoming a new baby into the family or moving to a new home, to have some regression in toileting habits. When this happens teachers will help children get back on track by taking them to the bathroom more often and by positively reinforcing their successes.

**MEALS and SNACKS PROGRAM: Nutritious hot lunch program is provided daily. Monthly menu is posted.**

Toddler and up parents: To assist us with our snack program, about once a month a teacher will send a note indicating the items we would like you to bring. We would like items sometime within the week you receive the note.

Parents of infants are required to provide all formula or breast milk to the center for their child. Parent of Infants starting solids are to provide baby food and/or cereal for their child.

**Meals/Snacks are served at the following times:**

7:15-7:30 Breakfast

9:45-10:30 mid Morning Snack

11:30- 12:15 Lunch

2:45-3:15 AFTERNOON SNACK

Teachers work hard to ensure mealtimes are a relaxed and enjoyable part of the day. Children have daily opportunities to learn about nutrition, table manners, and the foods of other cultures. They are also able to practice fine motor and conversation skills. All children are expected to sit down at the tables for each meal. Teachers will enthusiastically encourage children to eat all of their lunches, but we cannot force a child to eat, and we do not wish to get into struggles over it.

Special dietary needs must be documented with written instructions from your child's physician.

**Outdoor Play and Designated Play Areas** - Children spend time outside daily. It is important for children to get fresh air and to engage in large motor activities. Children should come to school with appropriate clothing for both indoor and outdoor play. We have two play areas included in our daily play. The first is the fenced play area adjacent to our building. The second is the Becker Athletic Complex located adjacent and behind the church facility. You will hear the kids refer to it as the "Fish Park".

**Curriculum/Activities: All children will be supervised at all times.**

At Faith Works, we encourage discovery, creativity, development, and exploration in a safe, respectful, yet stimulating, relationship-based environment. We put this in action through our curriculum and daily programming designed to help all children learn and grow in positive ways. While your child is here, we will be helping him/her:

- Actively engage in and enjoy the learning process.
- Learn to question, to think, to problem solve, and to discover.
- Be creative and flexible.
- Discover his/her, own unique talents and wonderful possibilities.
- Learn to function comfortably as a member of a group.
- Become confident, strong, and competent.
- Learn to resolve conflicts in peaceful, respectful ways.
- Appreciate and respect individual differences among people and families.
- Learn more than just the "right" answers.
- Assimilate and apply necessary pre-academic skills.

Bi-Annually parent-teacher conferences will be offered as an opportunity for families to discuss their children's development. This will include a written assessment of the child's intellectual, physical, social and emotional development. Families are also welcome to schedule any additional conferences through out the year as needed. *For a more detailed curriculum and activities for a certain age group... program plans are available by request.*

**Open Door Policy:** We believe that a mutual trust and level of cooperation must exist between parents and staff in order to create a happy and challenging experience for your child. We welcome parents anytime to spend time in the classroom observing or interacting with the children. Please use your discretion when coming to visit during nap or quiet time since it is disruptive to a crucial time of the day for all the children. The staff is proud of the center, the children and their work, and they welcome the opportunity to "show off" whenever possible.

**Field Trips:** Faith Works Preschool and Childcare requires written parental consent form for all Toddlers/Preschool/Pre-K/School-age children to attend an off site field trip. Some Destinations around our area that are walking field trips include the library, Becker Community Center and local parks.

**Research and Public Relations:** Periodically, Faith Works Preschool & Childcare, Faith Lutheran church, students, or outside research agencies, photographers, advertising agencies, etc., will come to the center wanting to use the faces, names or time of the children enrolled. When these research or public relations events come up, parents will be notified in advance and will have the opportunity to sign permission forms which allow their child to take part. Permission forms will be kept in the child's file.

**Positive Behavior Guidance:** Here at Faith Works we believe that positive reinforcement and redirection is one of the best ways to handle discipline. If we find that these are not working then we will handle each case on a case by case basis. No children will be allowed to hurt themselves or any other children. We will work with you as the parent to determine the best way to resolve the issue by taking the following steps....

- 1) Redirection
- 2) Have them reiterate what they did wrong and what they can do differently next time. (If child is too upset may have to skip to three and come back to 2)
- 3) Calming down period (This will be done by age-1 minute per age in view of teacher with an option of doing an activity, such as looking at a book or coloring)
- 4) Sit with another staff person or director
- 5) Call parents to schedule a conference. And a behavior plan maybe put in place.
- 6) Another conference will be made with parents if behavior plan is not working. A new behavior plan will be put in place, as well as, child maybe placed on two week probation. After two weeks, the child will be reevaluated and probation maybe extended or child maybe terminated from our care, with a two week notice for parent to find alternate adequate care for the child.

Faith Works complies with all federal, state and other relevant laws, which prohibit corporal or abusive punishment in childcare settings. Additionally, staff is expressly prohibited from using unproductive or shaming methods of punishment. We believe that parents and childcare staff must work together to address persistent behavioral issues such as biting, unusual or dangerous aggression, or other issues. Parents will be contacted for a conference when a child appears to be unusually stressed, anxious or otherwise motivated to engage in negative behaviors.

**CHILD PROTECTIVE SERVICES:** All Center staff members are required by state law to report suspected child abuse or neglect to Child Protective Services (CPS). (763) 266-4500 The Center will work with CPS and families, as appropriate, to ensure the health and safety of children in the program. When a report is made, the Center will continue to work with and support the child and family. The report will be treated confidentially.

**Special Needs Services:** If our program is unable to serve a child's special needs, we will work closely with the family to find an appropriate program for the child. Our center must obtain permission from our licenser before enrolling a child with a physical disability.

**Placements:** First preference is given to fulltime childcare requests. Part time options are considered when space is available. When a program is full, the Center maintains a waiting list to fill any openings that may become available. *Request for Childcare* forms must be updated quarterly to remain on the waiting list as it is updated on January 1st, April 1st, July 1st, and October 1st.

**Summer & Fall Enrollment:** Priority will be given to fulltime, present students and siblings.

**Registration Fees:** There is a non-refundable registration fee of \$30.00 per child. It does not hold a slot for a child. A slot can be held for a child by contacting the center director or assistant director. The registration fee must be paid at the time of intake.

**Tuitions:** Each year the center fees will be reviewed by the center director. Fees are based on the actual cost of care with budgeting priority given to staff wages, benefits, staff/child ratios, program supplies and equipment. **Fees cover all listed holidays. Fulltime and Part-time children pay for all holidays the center is closed. We do not reduce or refund rates for vacation, sick, holidays or snow days.** For part-time and school age children if your child is scheduled to attend on a day that a holiday lands on, you are still charged for the day. Switching child to attend another day of the week in exchange for the holiday is not allowed. If space allows and you need an extra day of care because of the holiday, you will be charged an additional day. School Age Children pay for the days they attend according to their agreed upon enrollment schedule. If a school age child is signed up for non school days and they do not attend for any reason they still pay for the day. There are no refunds for missed days.

**Late Pick-Up:** Faith Works Preschool & Childcare closes at 6:00 pm there will be an automatic late charge for any child picked up after 6:00 pm. If you know in advance you are going to be late picking up your child, please be courteous and call us, (7630) 262-2403 this way we can ease your child's mind knowing that you did not forget them. And that you are okay. Late fees are as follows:

**\$1.00 per minute that you are late. If you are 10 minutes late it will be \$10.00**

Late Pick up fees will be charged and must be paid within 3 working days. If your late fee is not paid within 3 working days, we will add \$1.00 per day (including weekends and holidays) until your late fee is paid in full. Parents who are late picking up their child 5 or more times in a two month period may jeopardize their child's enrollment in the center.

If your child has not been picked up by 7:00 p.m., and we have not been able to reach you or any of your emergency contacts, staff will call the Becker Police Department. A police officer will then transport your child to an emergency shelter.

**Co-pays:** Co-pays need to be paid each week. If you fall behind we are obligated to report to the county of non-payment. This report could cause you to lose your county assistance for childcare.

**Returned Checks and Collections:** A service charge of \$29.00 will be assessed on all returned checks. If after three checks are returned your account will be on a cash or money order basis. All outstanding accounts two or more weeks will be sent to collections. All outstanding account balances, reasonable costs of collection, court costs, filing fees, attorney's fees and all costs and disbursements incurred are responsible to the family account. All previous negotiated discounts will be null and void for entire family account.

**Termination:** If you are planning to change the number of days your child attends or remove your child from the center, **a 2 week written notice to the director is required. 30 days for students who attend preschool classes only.** **All changes schedule, enrollment and tuition agreements must be in writing, verbal agreements must be followed up on a signed by the Parent, Assistant Director or Director.**

If the center needs to terminate services to a child or family, we will try to give the same notice. Fees are due for the 2 week period whether the child attends or not. Reasons for the center to terminate service to a child or family may include:

- Failure to pay fees (this includes debt due to loss or change in subsidy).
- Failure to attend more than 50% of one month.
- Decision by the center staff that another type of program would better serve your child or family.

**Grievance Procedure:** In all grievance situations, the person with the grievance is obliged to make an attempt to discuss and resolve the problem on a one-to-one basis with the other person involved before moving on to the following procedure.

Discuss the problem with the center director. The center director will resolve the issue or explain to both parties any limitations (licensing or legal) there might be to resolving the problem.

The Center's safety policies are based on the belief that prevention is primary to safety. Every adult, including you, is responsible for the safety of the children at the Center. Procedures for arrival, departure, and parking lots are described in the *Procedures/Policies* section and are an important aspect of keeping children safe at the Center.

**Child Drop off and Pick up:** Please walk in the center with your children and sign them in. Please remember we must have written authorization for every person who will be picking up your child/ren. You may designate several people on your child's *Enrollment/Parent Consent* form. You are welcome to give us written authorization for a one-time or ongoing pickup. Please remind anyone picking up that they must have photo identification as we cannot take responsibility for a child leaving the Center with an unauthorized or unidentified person.

**PARKING LOT SAFETY:**

- Always close entry doors and gates that give children access to parking lots/street.
- In parking lots, hold children's hands to ensure their safety.
- Transport children in car seats appropriate to their weight and age as required by state law.
- Do not leave children unattended in cars.
- Keep doors locked to protect valuables.
- Park only in designated spaces – fire lanes must be kept open.

**Child Custody Disputes:** From time to time there are families enrolled at the Faith Works Preschool & Childcare who are engaged in child custody disputes. These conflicts within families can cause tremendous stress for both children and parents. We must offer support and understanding to parents and security and consistency to children, while all the time remaining strictly neutral on all issues related to the custody dispute. **If you are involved in a child custody dispute, the Faith Works Preschool & Childcare will expect you to:**

1. Provide current court documents regarding any and all custody arrangements and access restrictions. The center director may also ask that you complete additional information forms for use by classroom and office staff.

2. Refrain from involving the center or its staff in the custody dispute. Involvement of the center and its staff includes, but is not limited to:

- Engaging in conversations about the dispute in the presence of children. This includes telephone conversations.
- Asking questions of staff or making statements to staff about the other parent.
- Putting staff in a position of mediating conflict between two parents, and/or their legal counsel.

**Data Privacy:** The information you provide during our admission and enrollment process assist the teachers at Faith Works to server your child(ren) better. Minnesota Department of Human Services requires emergency and health information for licensed programs, and Faith Works must have this information before your child's start date. Other information requested is desirable, however may not be legally required. You may refuse to provide Faith Works the information not required by law, however, the Executive Director of Faith Works reserves the right to refuse you child service should the omitted information be essential to our program.

The information you provide will be kept in confidence and made available to Faith Works Staff who work with your child and staff involved with billing. If your services are subsidized, fully or in part, we are required to allow our funders access to your records. Minnesota Department of Human Services may also request access to your records to ensure Faith Works is in compliance with licensing requirements.

### **Personal Articles and Clothing: (Please label all personal items)**

**TOYS** – The center has an adequate supply of age-appropriate toys that children may play with; please leave toys at home; however, children are welcome to bring one special toy that may help ease their adjustment to the daycare that can be in their cubby and brought out when the child is having a hard time. There are special days the teacher may ask children to bring in a toy. (Share days, or Friend of the Week) In these cases toys are to remain in their cubby till teachers are ready for that portion of their day. If toys from home become a distraction to the child, the toy will be placed in a parent box or in the office and may be picked up at the end of the day.

**CLOTHING AND DRESS CODE** - Throughout the day your child will be involved in active and sometimes messy play. Please dress your child in comfortable and carefree clothing so that he or she can get involved in the day's activities. Make sure that children's clothes do not represent any type of violence or derogatory words. If a child comes into the center wearing clothing of this nature, teachers will help the child change into something from his/her reserve clothing. If the child has no reserve clothing, the teacher will help the child turn their clothing inside out so that the picture/logo is no longer visible. Your child's clothing should also be appropriate to the weather as we go outside almost everyday in both winter and summer months. You will need to keep an extra set of your child's clothing in his or her cubby. If your child is in the process of toilet training, or has frequent toileting accidents, please keep two or more extra sets of clothing in his/her cubby. This set should include a shirt or sweater, pants, underpants and socks.

**BLANKETS AND PILLOWS** - Your child will need a blanket from home to use at naptime. Also, if your child has a special pillow or toy that helps him or her relax at naptime, you may want to bring that in as well.

**WEAPON POLICY:** Weapons do not belong at school. If a child brings a weapon (toy or real) to school, the weapon will be confiscated and turned in to Faith Works Director who will then contact the Becker Police Officer in order to return to the Center. Should it happen a second time, the Center may terminate the family's care at Faith Works.

**Pets:** *Faith Works presently has a pet, her name is Skittles she is a Leopard Gecko.* From time to time there will be pets in the classrooms. Pets are a fun and interesting learning experience for children. Any pets kept in the center will meet licensing guidelines for type and care of animals. Pets will also be properly inoculated. Parents will be made aware of any pets kept in classrooms.

### **Health Forms and Policies:**

**Health Forms:** We are required by law to have on file for each child a written copy of immunization dates and a health summary signed by a physician. Failure to provide current medical information for your child's file may result in termination from the center. If your personal convictions lead you to object to your child being immunized, we will ask you to complete a special form which must then be notarized and returned to the center. Updated immunization and physical exams are required as children move-up from one group to another.

**Sick Children: Most people when they are not feeling ell like to be in the comforts of their own home. Children feel the same way. Please DO NOT send your child to school with any of the following symptoms.**

*FEVER - Auxiliary temperature over 99 degrees or oral temperature over 100 degrees.*

*VOMITING OR DIARRHEA*

*SORE THROAT - If accompanied by other symptoms such as a rash, fever or behavior change.*

UNDIAGNOSED RASH OR SORE  
PINK EYE  
HEAD LICE  
DISCHARGE FROM EYES, EARS, OR NOSE

**NO ONE KNOWS YOUR CHILD BETTER THAN YOU. If they do not feel good, please don't bring them.**

If a child becomes ill while at the center, he or she will be isolated from the other children and a staff member will call the parent or an emergency contact. Staff will continue to monitor the child's condition (take temp., provide fluids, etc.) until the child is picked-up.

**COMMUNICABLE DISEASE:** The Center keeps records on communicable diseases. Any unusually large outbreak will be reported to Public Health. If your child has been exposed to a communicable, reportable disease or condition while at the center, we will notify you the same day we are notified. Parents will be given a letter describing the disease or condition and its symptoms and steps to take if your child displays any of those symptoms. Children can return to the Center when they are no longer contagious and can participate fully in scheduled activities, including outdoor play. A doctor's statement may be required informing the staff that the child is healthy enough to return to school.

**Medications:** We can only administer medications with a doctor's prescription. **Medications must be in their original container with the prescription clearly printed on it.** When you bring medication into the center hand it directly to a classroom staff person. DO NOT leave medications in cubbies, backpacks, or on top of shelves. When you hand the medication to the staff person s/he will give you a medication permission form to complete and sign.

**First Aid Procedures:** All Faith Works Staff members are trained in CPR and first aid. All staff will follow appropriate procedures in event of an emergency. In an emergency situation, Faith Works will contact 911, followed by contacting the parent. In a non-emergency illness or injury that requires medical attention parents will be notified immediately.

**TOBACCO/DRUG/ALCOHOL FREE ENVIRONMENT:** Center Staff is prohibited the use of Drugs and/or Alcohol prior to and within the work day. The Center is a drug and tobacco free facility. The use of drugs, alcohol and tobacco are prohibited at all times, both indoors and outdoors. They are prohibited in vehicles transporting Center children (van for fieldtrips, etc.). We will not release children to anyone under the influence of drugs or alcohol.

**And Justice for All:** It is the policy of the Faith Works Preschool & Childcare not to discriminate in admissions, exclusions, employment or employment status on the basis of race, color, national origin, gender, religion, current or previous economic status, affectional orientation, parental or marital status.

**Policy Changes:** Annually, parents will be provided with an opportunity to read and discuss the information in the handbook with the Director. Any time policies and/or procedures change that affect the operations of the center throughout the year, parents will be notified in writing as soon as administratively feasible. Parents are always welcome to discuss any policy or procedure with the Director at any time.

**In Closing,** I would like to thank you again for choosing Faith Works Preschool and Childcare for your son/daughter. We will do everything in our power to have a positive relationship with each and every parent and child at our center. If you ever have any questions or concerns please do NOT hesitate to ask, I will do whatever is in my power to resolve any issues. Thanks again!! We look forward to working with you and your child.

Jill Hardekopf, Owner/Director

The signature of the parent/guardian to this contract is an agreement to abide by the written policies of Faith Works Preschool & Childcare. Faith Works Preschool & Childcare may make changes to the written policies from time to time. Parents will be notified in writing of any policy changes no less than two weeks before their effective date. It is the responsibility of the parent or guardian to be aware of any changes made to the written policies of Faith Works Preschool & Childcare.

I/We acknowledge receipt and understand the Policies of Faith Works Preschool & Childcare.

\_\_\_\_\_  
Printed Name of Mother/Guardian                      Signature of Mother/Guardian      Date

\_\_\_\_\_  
Printed Name of Father/Guardian                      Signature of Father/Guardian      Date

Signature of Director or Asst. Director  
\_\_\_\_\_  
Jill Hardekopf - Director                      Date