



# PARENT/STUDENT HANDBOOK



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# *Vision, Mission, Core Values, Philosophy of Education & Statement of Faith*

## *Our Vision*

Our vision at Lighthouse Christian Daycare is to empower our children to impact our culture by identifying and fulfilling their God-given purpose as Christians with Godly character influencing the church and the world.

## *Our Mission*

Lighthouse Christian Daycare partners with parents / guardians to provide children a positive and challenging academic experience in a truly Biblical environment administered by a well-trained, loving Christian staff.

## *Core Values*

Lighthouse Christian Daycare's core values include:

- Excellence** in academic pursuits
- Integrity** in character development
- Faith** – growing, vital, and life changing in Jesus Christ.

## *Philosophy of Education*

- LCDC believes the true goal of education is to know God because God is the source of all truth, wisdom and knowledge.
- Since God is omniscient, all areas of life and learning are sacred.
- A Christian worldview places all learning within the parameters of Scripture, therefore all instructional areas will be taught from the Biblically based view. Curriculum is specifically designed and selected to challenge the student in internalizing a Christian worldview.
- Children are gifts from God, a sacred trust, to be raised in the nurture and admonition of God “to love the Lord your God and serve Him with all your heart and with all your strength.” Deuteronomy instructs parents to “listen diligently to the Lord’s commands and to teach them to your children.” LCDC exists to assist parents in fulfilling this Biblical obligation.
- Christian teachers are called by God, gifted by God, and guided by the Holy Spirit, in their personal and professional lives to demonstrate excellence in educational practice.
- The teacher guides and nurtures students toward a Christian worldview through the effective utilization of a variety of teaching methodologies appropriate to each child’s stage of development.
- Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students.
- Because God has created all children, it is the purpose of the LCDC to direct each child to achieve their full potential with regards to their unique talents and developmental growth patterns.

## *Statement of Faith*

All parties involved in the operations of Lighthouse Christian Daycare profess and promote the following basic statement of Christian beliefs:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He is now interceding for us as High Priest and Advocate, and we look for His promised, personal return for His Church.

4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord, through the experience referred to in the Scriptures as being “born again,” and not as a result of good works.
5. We believe in the present ministry of the Holy Spirit, by whose grace and indwelling the Christian is enabled to live a godly life.
6. We believe that heaven is a place of eternal life and joy with the Lord Jesus Christ, and that hell is a place of eternal torment and separation from God, and we believe in the resurrection of both the saved and the unsaved.
7. We believe in the spiritual unity of all believers under the lordship of Jesus Christ.
8. We believe in the second coming of Christ includes the rapture of all Christians, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for 1000 years (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; 19:11-14; 20:1-6).
9. We believe divine healing from God is an integral part of the gospel, deliverance from sickness is provided in the Atonement of Christ’s suffering and death for our reconciliation with God, healing is a privilege of all believers. (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16)

### ***Administrative Structure***

*Lead Pastor*

*Central Assembly of God*

*Board of Deacons*

*Central Assembly of God*

*School Board*

*Lighthouse Christian Academy*

Cathy Garthwait, Director

*Lighthouse Christian Daycare*

The daycare is owned and operated by:

Central Assembly of God,

2020 Bedford St.

Cumberland, MD 21502

(301) 777-3105

### ***Non-Discriminatory Statement***

- It is the belief of the school board of LCA/LCDC that all people are created in the image of God and placed on earth to serve Him and our fellow man. Therefore, in the admission of students and the hiring of teachers and other employees, no individual will be discriminated against on the basis of race, color, and gender, national or ethnic origin.
- Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

## ***The Parent Church***

Lighthouse Christian Daycare is a ministry of Central Assembly of God of Cumberland, Maryland. No child enrolled in LCDC, nor the family of any child will be compelled to become a member of Central Assembly of God, but it is our hope that the children and their families regularly attend a church in which the Word of God is preached and taught.

### ***General Statement of Purpose Governing the Use of the Property***

It is the consensus of the governing body of Central Assembly of God that this property was entrusted into our care to bring glory to God and that every function and activity would be governed by the principles of the Holy Scriptures. In this spirit we conclude the following:

- A. All functions will be governed and regulated by the staff and personnel of both the daycare and church.
- B. Proper and orderly conduct will be required of all individuals at all times.
- C. Use or possession of alcohol, non-prescribed drugs, tobacco, or any other substance degrading to our purpose will not be permitted on the premises.
- D. Profanity or abusive language will not be permitted.

## ***Admission Policies & Procedures***

### ***Expectations***

#### ***Lighthouse Christian Daycare Agreement***

LCDC reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a child if the atmosphere or conduct within a particular home or the activities of the child are counter to or are in opposition to the biblical lifestyle the daycare endorses in its Statement of Faith.

#### ***Parent / Provider Contract***

Parents/Guardians who choose to apply to LCDC will sign off on the following Parent Contract.

- I agree to support the educational philosophy as listed in the parent/student handbook and am aware that my child will be taught from that perspective.
- I agree to support the Statement of Faith as listed in the parent/student handbook and am aware that my child will be taught from that perspective.
- I agree that my child will participate in structured activities such as Bible, worship and chapels.
- I agree to support my child's education through regular communication with the teachers/staff.
- I agree to support the daycare by participating in fundraising.
- I agree to avoid making doctrinal controversy and denominational points of contention.
- I agree to register necessary differences only with a teacher, staff member, or director in the spirit of humility.
- I agree not to air grievances in a public forum, including social media, according to Matthew 18:15-35.

## ***Procedures***

- a. Meet with daycare director and receive daycare packet including all required forms.
  - 1) Receive a Handbook.
  - 2) Maryland Health Inventory – (Part I to be filled out by parents/guardians - Part II is to be filled out by your child’s healthcare provider.)
  - 3) Immunizations (copy provided by child’s health provider).
  - 4) Lead Testing Certificate – to be filled out by your child’s health provider.
  - 5) Emergency Card – to be filled out by parents/guardians.
  - 6) Medication Order Form – is for medicine OTC or Prescription from the doctor while the child is in our care (LCDC never gives the 1<sup>st</sup> dose).
  - 7) Allergy & Anaphylaxis Medication Admin. Form (if child has an allergy.)
  - 8) Guide to regulated childcare – is available to read in the office.
  - 9) “All About Me” Form – is to be filled out by parent/guardian.
  - 10) Parent Contract – is to be filled out by parent/guardian and signed on the back of the form.
  - 11) Keyless Entry Code Form – we are a keyless entry system facility. You will need a 4-digit code for every member of the family that is to enter the building for drop off and pick up of your child. The last four numbers of your phone number is recommended.
  - 12) Promotional Material Form – is to be filled out by parent/guardian.
  - 13) One Call Form – this is a system that calls the one phone number that we could reach you in case of a change or closing at the daycare.
  - 14) Accident/Incident Form – used to inform parent/guardian of an accident or incident.
  - 15) Registration Form (Fall or Summer) – to be filled out by parent/guardian to register your child for the fall and/or summer.
  - 16) Auto Payment Authorization Form - all payments are set up to be withdrawn from a checking or savings account or a credit/debit card. Credit/debit cards have an added fee of 3.5% of the payment.
  - 17) Supply List – list of supplies needed for each class for Fall or Summer.
  - 18) Facts Management Form – Lunch program instructions.
  - 19) Raise Right Form (previously Shop with Scrip form)-A gift card program that parents participate in to save money on daycare.
  - 20) Topical Application Form
  - 21) Custody Information (if necessary)
- b. Pay a non-refundable Fall Registration Fee for school year or Summer Activity Fee for summer.  
(See contract for Fall Registration, Book and Summer Activity Fees)

## ***Hours of Operation***

- a. Lighthouse Christian Daycare is open year round, Monday - Friday from 6:30 am to 5:30 pm. Children may attend any variation of days and times, however, schedules are set and you agree to pay a set contract amount based on your child’s schedule. Contract amounts remain the same whether your child is absent or if daycare is closed for a holiday, weather related closing or any other reason.
- b. Lighthouse Christian Daycare strives to serve parents and children and we will do our best to remain open when possible.
- c. The only exception to set contract amount is for school age drop in (only applicable for children beginning the summer prior to kindergarten or older.)

## ***Parents Daily Drop Off and Pick up Procedures***

- Some children have difficulty separating from parents, or may cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Children are usually quick to get involved in play or activities as soon as parents are gone. Parents may call to check on a child at any time; however, 1:00 PM – 2:00 PM is the best time to call.

Since little ears and minds hear and understand everything, if a problem arises please notify the director or a member of the staff that you would like to talk about the issue in private or schedule a meeting with the director.

1. Preschool begins at 8:30 am; please have children here by 8:15 am so that he/she will be ready to start at 8:30 am.
2. It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet is located in the foyer, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day. Each sign-in book is separated by classroom, color and is in alphabetical order by last name.
3. Lunch sheets are also in alphabetical order by last name and are color coordinated to match the sign-in book for each class. Lunch sheets are placed in the front of each sign-in book each morning. After signing your child in please mark your child for buying or packing on the lunch sheet. You must sign your child up for buying before 9:15 a.m. Please call ahead if you are going to be later than 9:15 a.m.
4. Coats and backpacks are hung in child's cubby or on foyer hooks if class is in church building at drop off and please take artwork, notes to parents, billing statements, etc. that is in child's cubby or in your child's folder/backpack if their class is in the church/academy. Please do this daily.
5. Our normal procedure is to release your child to parents or someone else the parents designate on the Emergency Card. Each person that will be picking up or dropping off your child should have his/her own keyless entry code. Anyone that we do not recognize will be asked to show their identification. This is not meant to offend them. This is simply a measure taken for the child's protection. A call or note may be given for a one-time pick-up if not on emergency card. Parents will be called if the person picking up the child is not on the emergency card.

## ***Cancellations & Delays***

- LCDC uses a one call system. Please make sure to notify the daycare if there is a change in your number in order to keep you informed.

***LCA and LCDC do not necessarily operate on the same cancellation/delay schedule.***

- On days that LCA is closed because of bad weather, lunch will be ordered out and charged to each child's lunch account marked for buying.
- School Age Care for Cancellations & Delays
  - Drop in care is available on delay/cancellations days as well as other days school is closed for children with State paperwork completed. Children will not be allowed in the daycare without paperwork.

## ***Parent / Teacher Conference***

- These are scheduled on our annual daycare calendar given at the beginning of the school year. Sign-up sheets are posted in our front foyer and parents will receive an automated (One-Call) reminding them to sign up. Daycare remains open on conference days.

## ***TV Viewing***

- TV time is limited to brief periods not to exceed 30 minutes per week with the exception of special occasions such as holidays.

## ***Center Rules***

- While your child attends LCDC they will be taught and expected to follow the center's rules, this is for the safety and well-being of everyone. Also, we realize that a certain amount of wear and tear is involved where children are concerned. Please help us to keep our center in the best shape possible.
- There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children and/or adults is **NOT** allowed. No standing or climbing on chairs or tables.
- There will be **NO** use of obscene, derogatory or disrespectful language.
- Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules.
- No smoking is permitted in and around our facility per Maryland state law.

## ***Reporting Requirements***

As a child care center we are mandated reporters to Child Protective Services if we feel a child is being abused or neglected. Always be sure to let your director, teacher or a member of the daycare staff know when you drop your child off if he/she has any unexplained cuts or bruises.

If you ever feel that Lighthouse Christian Daycare is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say that we do our very best to care for your child while they are away from you. We strive to offer tender loving care, positive discipline and positive reinforcement. If you observe something that you know is a violation of state licensing laws, you can report the incident by calling the Child Protective Services at 301-784-7122.

## ***Discipline***

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. Although we try to "keep the peace" there will be disagreements between children. Young children have a hard time expressing their feelings. They may hit, throw toys, bite, to express their frustrations. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person and sometimes withdraw privileges based on the principle of "natural consequences." An example might be where a child is misusing a toy then he/she will not be allowed to play with the toy for a period of time. The use of time-outs is based on one (1) minute per year of the age of the child. Sometimes when children are fighting over or throwing toys, we will put the toy in a short time-out, and then bring it back out at a later time. This seems to work better than giving the child a time-out in some situations.

Under **NO CIRCUMSTANCES** will be there be any spanking, physical abuse, verbal abuse or name calling. Neither food nor sleep will ever be withheld from the children as a means of punishment.

If a discipline problem arises with a child and he or she does not respond to the above mentions techniques and this behavior prevents us from being able to properly care for other children, we will call the parent to come and get the child within 1/2 hour of the call. This behavior will be documented in the child's folder and initialed by the parent upon



picking up the child. If this problem continues other arrangements for the care of the child will have to be made. (*see also Behavior and Suspensions*), see pg. 12.

## ***Financial Policies/Payments***

### ***Daycare Payments***

- Daycare payments are auto withdrawn bi-weekly or monthly. Payments are prepaid for the care you are about to receive with the exception of drop in school age care which is billed when the month is over and payments are taken on the first Monday of the next month. See [Payment Calendar](#) for highlighted dates of withdrawals.
- If extenuating circumstances arise in your family, please express these to the Director prior to your withdrawal date.

### ***Lunch Account***

- Lunch accounts are set up to be prepaid accounts. All lunch accounts are separate from the daycare accounts and are processed through the LCA school office. Make checks payable to LCA and put 'lunch' in the memo field. It is recommended to pay on a weekly basis instead of paying each time your child buys lunch. Statements are emailed periodically. A negative balance indicates a credit while a positive balance indicates amount owed. Your lunch statement can be viewed on [www.factsmgt.com](http://www.factsmgt.com). Click on the **Family Log-In** in the blue box.

1. Log in as follows:
2. Go to [www.factsmgt.com](http://www.factsmgt.com)
3. Select **Logins** from the menu bar and **Facts Family Portal** from the drop-down menu.
4. Enter District Code: LCA-MD
5. Type in your username and password. If you have forgotten your username or password, click on the link provided.
6. After logging in, click on the **Family** button in the left menu.
7. Go to **Family Billing** block on right side of screen
8. Click **Pay Now** on **Lunch Account** line
9. Enter **Amount**
10. Enter **Bank account info. or Credit Card info.**
11. Click **Pay Now**

### ***Returned Check /Automatic Payment Fees***

- A \$25.00 fee is charged for any NSF / returned payments.

### ***Late Pick Up Fees***

- Parents arriving more than five minutes past 5:30 PM will be charged a late fee of \$10.00, plus \$1.00 per minute for every minute after that. This fee is applied for each child on the account. This will be strictly enforced, and habitual tardiness may result in termination of services.

### ***Payment Vacations***

- All children that come three full days or more will be entitled to a one-week payment vacation per school year and one-week payment vacation per summer session. (One-week payment vacation equals one week scheduled payment as per your contract). Payment vacations are to be used when a child is not in daycare for an entire week (Monday – Friday) and a written or verbal notice to LCDC.

### ***Holidays / Closings***

- New Year's Eve & New Year's Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving and the Friday After

- Christmas Eve & Christmas Day

The center may close the day before or the day after the holiday if the holiday falls on a weekend.

- If a holiday falls on your child's weekly schedule please remember payment remains the same for holiday weeks and children may not switch days if his/her day falls on a holiday. Parents may request to add days for a fee if space is available.

## *General Information, Policies and Procedures*

### *Preschool Dress Code*

- *All clothing and items brought to the daycare should be labeled with child's name.*
- Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play, and modest. Make sure to include hats, mittens, boots and coats for cold weather.
- Shorts, tights or leggings must be worn under skirts/dresses. Children should wear shoes they can walk well in. Keep in mind the playground has some mulch and flip flops, sandals and crocs are difficult to play in.
- All children should have a complete set of clothes (shirt, shorts or pants, socks and underwear) at the daycare in case of an accident. Also please make sure they are appropriate for the season. If your child has an accident and does not have a change of clothes he/she will be put in clothes provided by LCDC.
- Children are not allowed to have gum or soda at daycare unless there is a medical reason.

### *School Age*

#### *Dress Code*

- Shorts must be fingertip length.
- Tank tops must be two finger widths at shoulder.
- Bra straps must be covered front and back.
- Bathing suits must be modest.

#### *Fall Information*

- Before School students report to daycare building and are signed in by parent/guardian. A teacher will walk them over to the gym. They are allowed to play until they are dismissed at 8:15 a.m. Kindergarteners are walked to class by the teacher.
- After school students are picked up at dismissal time by the teacher and taken to the gym, a selected classroom or playground (weather permitting). They receive a snack and then are allowed to play until 4:00 p.m. at which they have homework time until 4:30 p.m. daily. All students are required to sit down and work on something at this time. Students are asked to have spelling words and memory versus with them as well as a book to read. A staff member is available to help those who need it. Parents come to the daycare to sign out when picking up.
- 2-Hour Delays – Students play in the gym and receive morning snack at 9:30 a.m. Students are dismissed at 10:15 a.m. to go to class. Kindergarteners are walked to class by the teacher.
- Anyone picking up students **must** be on the Emergency Card or have permission from the parents/guardians to do so. Also, anyone that we do not recognize will be asked to show their identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Parents will be called if the person picking up the child is not on the emergency card.

#### *Electronics Policy*

- Electronics including cell phones are not permitted, except on Fridays during the school year.
- During the summer students may only use electronics daily upon arrival before 9:15 a.m. then for 30 minutes after lunch and during long bus trips.

- At no time is LCDC responsible for lost, stolen or broken electronics, phones and / or other toys or belongings.
- Students are only permitted to listen to Christian music.
- Students are not permitted on the internet except for the purpose of playing games with other children within daycare.

## ***If You Have A Complaint***

- From time to time you might have a question or concern about activities at LCDC that seems so important that you want to share it with someone else. If the problem relates to our rules or policies and procedures, or their interpretation or application, you should share your concern in accordance with guidelines of administrative structure (page 5). Please do not spread discontent or bitterness by complaining to other. Instead, go to the source of the trouble and seek a solution. That is the Biblical approach. (Matthew 18:15-17).
- If your concern is a problem with a teacher, staff member or director, go to that person first. Go to them privately, at the right time, without anger and with the right attitude. Only if this meeting does not produce a solution should you “go higher” and share your concern with the director. If your concern is with the director and you are unable to come to a resolution, you may ask to meet with the school board or a committee from the school board. Present the facts as you see them and accept the daycare's authority right to render a decision that may not please you. In so doing, you invite God to “lift you up,” as you have “humbled yourself in the sight of the Lord.” (James 4:10)

## ***Trial Period***

Your child’s adjustment is important to all of us. Therefore, a 30-day trial period is provided before arrangements for continued care become final. At the end of this period, the parent(s)/guardian(s) and daycare centers director will discuss how the child has adjusted to the new setting realizing that this varies from child to child. At this time, or during the course of the trial period, either party may terminate care upon immediate notice. After the trial periods, the provisions of Termination and Withdrawal apply.

## ***Personal Belongings***

Toys, electronics and other personal items are ***not*** permitted in the daycare facility. LCDC is ***not*** responsible for lost, stolen or broken items that are brought into the center. Little ones have a difficult time sharing with others, and it is even harder with their own special toys. Exceptions to this policy will be that a child may bring a favorite stuffed animal or doll for naptime only. ***All personal items must be clearly marked with the child's name.***

## ***Supplies***

- Supply lists are given when a child is enrolled. However, if something is needed during the course of your child’s stay with us we will notify you with a note in your child’s backpack or face to face. (i.e.: diapers, wipes, seasonal clothes, etc.)
- All personal belongings should be marked with your child’s name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child’s name, to avoid mix-ups with other children.
- Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.
  - Toys, dress up clothing, costumes, shoes, spare clothes your child has out grown (mainly pants) for changing a child that has had an accident, etc.
  - Paper of any kind for drawing, coloring books, art supplies, etc.
  - IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

## ***Behavior & Suspensions***

- Children are encouraged and rewarded for good behavior. Each class has an individual reward system.
- Children are redirected and given opportunity to make good choices. If a child continues to make poor choices, he/she will be given a time-out of one (1) minute per year of their life. Children will be sent to the daycare office if

they are disrupting the class. Repeated unacceptable behavior will be documented and children may be suspended from daycare.

- A child may be suspended for a period of one week for not complying with LCDC's rules. An additional two-week suspension may occur if the behavior continues after the child returns to daycare. Payments will continue during the suspension period. Termination from daycare will result if parent(s)/guardian(s) and LCDC are unable to correct the undesirable behavior.

### ***Termination and Withdrawals***

- A two week written notice is required.
- The center reserves the right to remove a child from the facility if the center believes that continued care might be detrimental to the child, the staff or the program.
- Parent(s)/guardian(s) must give at least a two-week's written notice before they withdraw their child from the program. Pre-paid fees will not be refunded without a two-week written notice. Advanced payments will be refunded.
- Anyone who leaves the daycare and has a daycare or lunch balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed.

***We reserve the right to terminate a child for the following reasons (but not limited to):***

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required paperwork
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook

### ***Revisions to Handbook and Contract***

All families will sign a new contract each year for the fall session and a new contract when enrolling for the summer (Camp Light) session. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur.

### ***Field Trips***

- Permission slips are sent home with all important details of trips for parents to sign when LCDC takes a field trip. LCDC uses Central Assembly of God's vans and buses to transport children. Parents/guardians are welcome to participate however you may be required to provide your own transportation.

### ***Potty-Training***

When you feel your child is ready for potty-training, we ask that you begin this teaching at home during the weekend or vacation. We will follow through and encourage your child while in our care. The child must poop and pee on the potty. A child that does not poop on the potty must not come in underwear. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups until underwear can be worn with little to no accidents. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups when necessary, until your child can control his/her bladder and bowels.

- Parents will need to supply pull-ups (with Velcro sides), plus a couple of extra changes of clothing as needed (don't forget the socks!).
- During potty-training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists. Try to avoid really tight clothing, pants with snaps and zippers, belts, and overalls. These are difficult for children to remove "in a hurry."
- We will work on potty-training with the parents.
- Potty-trained means the child can and will consistently poop and pee on the potty.
- We will ask that children do not wear "little swimmers" for water day in the summer. They seem to leak every time. Pull ups or diapers are fine as we are not getting in a pool.

## ***Health, Safety, Indoor & Outdoor Play***

### ***Sick Child Policy***

- Parent(s)/guardian(s) should not bring sick children to the center. If a child arrives at the center with fever, rash, vomiting, diarrhea, lice, conjunctivitis (pink eye), or other symptoms of acute or contagious illness, the provider will refuse to admit the child. A child should not be brought to daycare if the parent(s)/guardian(s) had to give the child medicine to treat symptoms associated with these highly contagious illnesses. A child should be allowed to recover a full day after being sick. A child will not be admitted to daycare the day after being sent home.
- Fever: Fever is defined as having a temperature of 100°F or higher; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- If a child becomes ill or is injured while in the center's care, parent(s)/guardian(s) will be notified and must make arrangements to have the child picked up immediately. If a parent(s)/guardian(s) cannot be reached or cannot be at the daycare within one half (1/2) hour, the person(s) designated on the Emergency Information Card will be notified.

***Just a note:*** Many times our child care may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our center, the entire group of children and staff are at risk of exposure. If you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may ask for a doctor's decision as to whether or not the child is contagious. The Director has the final say if we feel a child is not well enough to be at daycare. We appreciate your cooperation in this matter.

### ***Symptoms requiring removal of child from daycare***

- **Lice** – LCDC had a "no nit" policy. Children with nits or head lice will be sent home.
  - Parents should treat children, home (toys, carpets, car seats, jackets, car seats, pillows, blankets and bedding, etc.), and other family members.
  - Children will be checked on return to daycare and checked periodically for a two-week period.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools.
- Vomiting: Note: please do not bring your child if they have vomited 24 hours prior to daycare.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

### ***Medication***

- The center will not administer medication, including Tylenol or Motrin, cough drops, vitamins, decongestant, or any non-prescription drugs or prescription drugs or apply topical medicine without parent(s)/guardian(s) signed

authorization on proper form. Prescription medication also requires a doctor's order. Our center will not administer the first dose of any medication.

**Note:** The original container of prescription or non-prescription medication shall be clearly labeled with the name of the child, the name of the medicine, the dosage and the name and phone number of the child's physician.

Medication, sunscreen, diaper cream, etc. that would be harmful if ingested should be given to the office where it will be placed out of reach of the children until it is needed, please do not put in backpacks. Items of this nature should be given to one of the office or daycare staff members. Provider shall follow Maryland Regulation for administering medication or applying topical products.

- Please inform LCDC of any medical conditions or medications your child is taking.

### ***Medical Emergencies***

- Minor bumps and scratches are inevitable, but we make every effort to keep children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an injury or illness occurs or requires medical treatment, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.
- Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Central Assembly of God Church or LCDC will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

### ***Indoor / Outdoor Play***

- We will be going outside most every day that weather permits, even if for just short periods, if the temperature is between 40 (including wind chill) and 90 (including heat index) degrees. Please dress children appropriately and in layers, especially in the fall and spring when temperatures change drastically from morning to afternoon. Parents who feel their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.
- **Sunscreen** – Parents are required to apply sunscreen in the mornings before arriving at daycare. LCDC will reapply sunscreen in the afternoons in the summer and early fall. Parents are required to fill out our Topical Application Form giving us permission to apply sunscreen in the afternoons. If your child has an allergy or sensitivity to certain sunscreens, please let us know. Parents will be required to provide sunscreen if your child cannot use the type / brand that we provide.

### ***Safety Checklist***

- Video surveillance
- Keyless entry
- Alarms on all doors
- Locked gates
- Release children only to people designated on emergency pick up list
- Staff member with Medication Administration training here at all times
- Emergency preparation drills
- Emergency evacuation drills
- All staff are: CPR certified/ First Aid certified / AED certified
- Daily cleaning schedules
- Well trained/dedicated staff
- Enclosed playground
- Smoke alarms/sprinkler system
- Fire extinguishers

- Accessible First aid kit
- Written policy for caring for the children
- Allergy / Medical Conditions & Diet Restrictions are posted in each class room.

## ***Daily Schedule - (During school months)***

We try our best to keep a schedule most days. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Children who arrive during quiet time will be expected to rest until the rest period is over.

### **6:30 am - 8:30 am- Morning play**

- Children may eat breakfast or snacks brought from home at this time. Children will not be allowed to eat after 8:30 a.m. until morning snack time.

### **8:30 a.m. -11:30 a.m. - Structured time**

- We begin with the pledge to the American Flag, the Christian Flag and prayer. Children work on recognizing colors, shapes, numbers, counting, letters and sounds as well as recognizing their name, and fine motor skills. Children are introduced to calendars, weather, and much more. There is also a Bible lesson and prayer time. Children also receive a morning snack during this time, about 9:30 a.m. It usually consists of breakfast type foods and white milk.

### **11:30 a.m. –12:00 p.m. - Lunch Time**

- White or chocolate milk is offered to children regardless of whether your child is packed or buying. Children may not have soda while at daycare. Children may bring items to be re-warmed. Please make sure food sent from home is cut into small pieces.

### **12:15 p.m. - 2:15 p.m. - Naptime**

- MD State Law requires that all children under the age of 5 have a 2-hour rest period. Each child is assigned a cot and sheets are provided and washed weekly at daycare. Parents/guardians are asked to send a blanket and pillow with a pillowcase in clean white trash bag with the child's name on it weekly. Blankets and pillows are sent home on the child's last scheduled day of the week to be washed. A soft toy can also be sent for naptime. **Please label everything with child's name.**

### **2:15 p.m. – 2:45 p.m. - Snack Time**

- Water or juice will be served with the afternoon snack. (We mix our 100% juice, 50/50 water to juice)

### **5:30 p.m. - Playtime**

- Children participate in individual as well as organized playtime both inside and outside, weather permitting.

## ***Emergency Procedures***

### ***Fire Drills / Emergency Drills***

- Fire Drills are done once a month according to Maryland State Regulations. In the winter months they are done on the warmest days. During fire drills, children are taught to act as if it were a real emergency. They are not allowed to gather any personal belongings.

We also participate in Emergency Drills with LCA for example Lockdown, Shelter-in-place, Evacuation and Reverse Evacuation.

### ***Evacuation Procedures***

- In the event of an emergency within either building, all students, daycare children and personnel will evacuate to the opposite building on campus.
- If it is necessary to leave the school premises, teachers will take their students/children to these sites:
  - Bedford Road Volunteer Fire Department
    - 13200 Bedford Rd. NE, Cumberland, MD 21502
    - 301-724-2193
  - Calvary Christian Academy gymnasium
    - 14517 McMullen Hwy., Cumberland, MD 21502
    - 301-729-0791
- Parents will pick up students/children at the above named locations.
- Teachers will remain with students until dismissed or other supervisory personnel take over.



***Lighthouse Christian Daycare  
Parent / Student Agreement***

I, \_\_\_\_\_, have read, understand and agree to abide by the policies  
(Parent's Name)  
set forth in the handbook.

I, \_\_\_\_\_, have read, understand and agree to abide by the policies  
(School Age Student's Name)  
set forth in the handbook.

Please sign below verifying that you have read and agree to abide by the policies outlined in the handbook. Remove this page and return it to the daycare office.

\_\_\_\_\_  
Mother's/Guardian's Signature

\_\_\_\_\_  
Father's/Guardian's Signature

School Age Student's Signature