

# Zion Child Development Center

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## Parent Handbook

2018

## History

Zion Child Development Center was opened in 1973 by Zion Lutheran Church as a non-profit organization to meet the developmental and educational needs of the children of the community. In 2006 the Child Development Center moved from the little church to the main church building in the basement.

## Philosophy

The Center's program philosophy will concentrate on the combination of the convictions of the director, the teachers, the parent and the child. The learning experience will be both a blend of teacher-led activities and the child's independent discovery through play. All children are gifted in their own right and will progress at their own rate. Our program will adapt to meet individual needs. Parents are encouraged to visit the Center and participate in all phases of the program, including field trips, special programs and classroom curriculum.

## General Information

### Hours of Operation

Zion Child Development Center is open from 6:00am to 6:00pm. The Center will be closed for the following days:

- New Year's Day (2 days)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 days)
- Christmas (2 days)

### Programs

There are four classrooms offered at Zion CDC They are:

Rainbow Room	24 months-3 years old
Butterflies	3 years old and Potty Trained
Sugar Bears	4 years to 6 years
School-Age	5 years old to 12 years old

### Weather-Related Closing

Zion CDC will remain open for most server weather. The director and/or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

**In the event that the CDC will be closed we will be posted on KMOX Fox 2 News.**

# Enrollment

## Procedure

There is a non-refundable \$25.00 registration/supply fee due at the time of registration. This fee is an annual fee and will be paid prior to the start of school each fall. The registration fee is as follows:

<b>One Child:</b>	<b>\$25.00</b>
<b>Two Children:</b>	<b>\$40.00</b>
<b>Three or more Children:</b>	<b>\$50.00</b>

Each child will have a completed enrollment form on file. **Forms must be updated annually and will be done so when the annual fee is due prior to school starting in the fall.** This form will provide information where the parent(s) can be reached at all times, along with emergency contacts and who will be allowed to pick the child up from Zion's care. State licensing requires that a person must be at least 18 years of age to pick up a child. Identification may be requested. It is the parent's responsibility to make sure that the office up-to-date at all times; please notify the office immediately of any changes.

A medical report is also required for all children enrolled at Zion CDC. The form for preschoolers must be completed and signed by a physician and is due within 30 days from the time of enrollment. If the form has not been completed within 30 days, the child will not be accepted for attendance until the completed form is turned into the office.

School-age children must also have a medical report on file which may be completed by the parent/guardian. A copy of the school health record is required.

*Health forms may not be older than six months at the time of enrollment.*

The Missouri Department of Health and Senior Services requires that we have up-to-date immunization records in each child's file. Parents/guardians are responsible for updating the immunization and health information.

## Full Time and Part Time Enrollment

Full time enrollment is four to five days per week, at least five hours per day, every week, and the full time rates will apply (20 + hours). **The weekly rate must be paid each week, regardless of the number of days in attendance.**

Part-time enrollment is considered three or less days per week on a regular basis (20 - hours). You must pay for your three days regardless of the number of days attended. This is

Parent Initial: \_\_\_\_\_

# Tuition

## Payment Policy

Tuition is as follows:

<b>Rainbow Room</b>	<b>\$120/week or \$24/day</b>
<b>Butterfly Room</b>	<b>\$115/week or \$23/day</b>
<b>Sugar Bears (Pre-K)</b>	<b>\$115/week or \$23/day</b>
<b>School Aged:</b>	
<b>Before Care</b>	<b>\$58/week</b>
<b>Before and After</b>	<b>\$78/week</b>

\*Multi-Child Discounts are provided to families with two or more children who attend full time. The discount is 15% off the youngest child's rate. The eldest child is always full rate. Multi-Child discounts do not apply to part-time or daily care.

- **Tuition is due by Monday for the current week, or a late charge (\$10.00 for the week) will be applied to your account on Friday. If you HAVE NOT paid by the following Monday, your child will not be allowed to return until we are paid for the prior week and the current week.**
- Cash, money orders, personal checks, Master Card, Visa and Debit Cards are accepted for tuition payments. Receipts will be made out for all payments.
- If a check is returned to us for any reason by the bank, we will require a money order or cash for that amount within one week, along with a \$20.00 returned check charge, and your check will be returned to you. If a second check is returned, you will be asked to pay cash or money order for ALL tuition payments. Checks that are not paid will be turned over for collection.
- Zion CDC reserves the right to terminate child care if accounts are not kept current. **Two weeks will be the maximum grace period.** Unpaid tuition accounts will be turned over for collection, if the balance is not reconciled.
- Zion CDC will accommodate school-age children for in-service days and holidays. Prior notification will be required. An extra fee will be charged for full day of care.
- For families with state aid: State requires you to pay your share of child care services. If you do not follow through, state may be notified and they will no longer grant aid for your family's child care.
- See Vacation and Sick days for the allotted days you are given as non-payment days. You must pay for all other days your child is out in order for us to hold your child's spot.

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## Vacation

Please notify the CDC office in writing two weeks in advance of scheduled vacations so the staff can adequately plan their programs. You get 2 weeks of vacation each year of unpaid days.

## Illness/Sick Days

Zion CDC will call the parent/guardian when a child

1. is running a fever that is over 99 degrees F
2. vomits more than once
3. has two or more loose stools
4. is coughing severely or if there is a croupy or whooping sound after coughing
5. has a greenish or yellowish discharge from the nose
6. has a discharge from the eyes or redness of the eyelid lining

The child will need to be picked up within a reasonable time after notification.

The child will not be allowed to return to the facility until he/she has been symptom-free and off fever medication for a period of 24 hours. (If a child is sent home and taken to the doctor who writes a note that the child is not considered contagious, the child may be allowed to return sooner than the 24 hours.)

Please notify the CDC if your child will not be in attendance for any period of time. We would also like to be notified if a child is going to the doctor and if there is any contagious illness such as pink eye, chicken pox, measles, ringworm, or any other illness that can be passed on to others.

Thank you for your cooperation in helping us to keep the children and staff at the center as healthy as possible.

***If your child is out for 3 or more days due to sickness, your child will only be charged for the days they are in attendance.***

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## Payments

Office staff and teachers are able to take your payment in the center. When your payment is made, please make certain you receive a receipt. You may pay with a card over the phone by calling: 314-521-3175.

After the end of each calendar year, a letter stating how much you have paid for the year for your child's care including our Federal Tax Number will be made available. If you are behind in your payments, you will receive your Tax letter once your payments are up to date.

***Zion CDC reserves the right to terminate child care if accounts are not kept current.***

In the event that child care is terminated, and if arrangements are not made to pay, your account will be turned over for collection. The amount to be collected by the agency will be the total amount of the balance, plus any late fees and expenses incurred by the CDC.

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## State Assistance

Those families who receive assistance from the state are expected to make any co-payments on the same tuition schedule previously listed. This is the difference in what state pays and the CDC regular rates. After a child misses five days in any month, the state stops paying. The parent/guardian will be required to pay the regular rate for any days missed beyond five. Please keep in communication with both your case worker and the Director of the CDC.

***Failure to make your payments as is your agreement may result in the termination of state aid.***

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## Drop Off and Pick Up

Parents or guardians are REQUIRED by state to accompany their child into the center and into the child's classroom. The person dropping off and picking up MUST sign children in and out each and every day as is required by state.

When entering a classroom, PUT DOWN YOUR CELLPHONE and talk to your child's teacher and your child. In the mornings, let the teacher know how your child's night/morning has been. In the afternoon, take time to ask how their day was and if there is any information you need to know.

Our preschool curriculum begins at 9:00 am every day. Please try to have children here by 9. Lunches begin at 11:15 am. Please call the center if your child has an appointment and will not be here before 10:00 am when the meal count is taken.

If your child is later than 10:30 and we have not received a phone call telling us your child will be late, your child will be turned away.

The CDC closes at 6:00pm. Please be prompt as our teachers and staff like to spend time in the evenings with their families as well. For each minute you are late there is a late fee of \$1/minute per child. If you know you are running late, please give us a call as children begin to worry when they see their friends leaving.

Habitual lateness may be cause for dismissal of a child from the CDC.

The Division of Family Services recommends that children not be in a child care setting excessive hours each day. Please make every effort to see that your child is not at the CDC more than 10 hours a day.

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## Curriculum

Zion CDC uses Common Core with a mix between child-initiated and teacher-directed activities. Each classroom has weekly lesson plans, posted on the outside of the classroom. These plans are designed to foster each child's development, and the development of the group as a whole. We recognize that children learn at a different pace and work with each child according to their ability and growth.

## Meals and Snacks

Each day we serve Breakfast, Lunch, and Afternoon Snack year round. The meals served are nutritious and designed to include all four food groups daily, following the state-recommended guidelines. During the school year, breakfast is served to school age children at 7:45 a.m. so they will be able to get to school on time. If you plan for your school age child to eat breakfast at Zion CDC, please be sure he/she arrives no later than 7:30 a.m. Pre-school children are served breakfast from 8:00 a.m. – 8:30 a.m.

Children are encouraged to try a bite of everything being served, but they are not forced to eat. Seconds will be allowed on most items. Parents can help by encouraging the child(ren) to try new foods.

Weekly menus will be posted outside each room.

No outside food is allowed with the exception of foods you bring if your child is unable to eat or drink certain foods. If a child is unable to eat or drink certain foods (allergy to milk, for example), then a medical statement signed by a recognized medical authority must be on file and explain any substitute the child may have.

If you need to bring in special milk or other food alternatives, please label your items with the child's name and the date you bring it in.

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## Outdoor Play

It is a state requirement that the children go outside to play for at least 1 hour each day. We will be outside when the temperature is between 20 degrees and 100 degrees. Heat and chill Index's will be taken into consideration. ***Please bring your child appropriately dressed for these days.***



# Parent Code of Conduct

Zion CDC requires the parents of enrolled children at all time, to behave in a manner consistent with decency, courtesy, and respect. Parents are required to behave in a manner that fosters an environment that children can grow, learn and develop. Parents who violate the Parent Code of Conduct could no longer be permitted on the property thereafter.

## Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on Zion CDC's property at any time, weather in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. At NO time shall inappropriate language be directed toward members of the staff.

## Threatening of Employees, children other parents or adults associated with Zion CDC:

Threats of any kind will not be tolerated. **Parents must be responsible for and in control of their behavior at all times. If threats are made, the police will be called.**

## Physical/verbal punishment of your child or other children at Zion CDC:

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or in concerned about behavior reported to them by their own child.

## Confrontational interactions with employees, other parents or associates or Zion CDC:

No one is perfect and we all fall short of the glory of God there are bound to be times when parents will not agree with an employee of Zion CDC. It is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. If you have an issue with a teacher or staff member that you feel you cannot resolve with them personally please report it to the Director of the CDC. If the problem is with the Director, you may speak with the pastor of the church regarding your

Failure to adhere to the parent code of conduct will result in the dismissal of your child from our program.

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## Custody Order, Restraining Order or Protection from Abuse Order

In cases where the child is the subject of a court order (custody order, restraining order, or protection from abuse) the parent must provide a **Certified Copy** of the order to Zion CDC. The orders of the court order will then be followed unless the custodial parent(s) request a more liberal variation of the order in writing.

## Discipline Policy

Zion CDC teachers and all staff will provide a Christian environment where children will be encouraged to learn and play in cooperation with others.

We expect all individuals (both adults and children) to respect all other individuals and property. ***Abusive or destructive behavior, either verbal or physical, and profanity will not be tolerated.***

If behavior problems exist, the teacher will make every effort to redirect the child's interest and solve the problem. Time out, sentence writing, rationales, and verbal communication will be used to accomplish this. If persistent behavior problems exist, the teacher will ask the Director to set up a conference with the parent and child, teacher and Director. At this conference, it will be determined under what conditions the child may remain. At no time will any form of corporal punishment be used, even at a parent's request.

If a child's behavior continues to be detrimental to the teachers, staff, and/or other children in the center, the child shall be discharged from the care of Zion Child Development Center.

## Mandated Reporter

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Zion CDC are considered mandated reporters, under this law. The employees of Zion CDC are not required to discuss their suspicions with parents prior to the reporting the matter or the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect.

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## Clothing

Please make sure your children are dressed in clothing appropriate for the CDC's activities: art, outdoor play, etc. Shoes such as clogs, sandals, etc. are not allowed. Please make you're your child wears tennis shoes. This is to keep them safe on the playground.

Be sure to send appropriate outdoor apparel (jackets, coats, hats, gloves, boots, etc.) when the weather requires such, as the children will play outside

Every child should have a complete change of clothing at the CDC including pants, shirt, underwear and socks. All clothing must be marked with the child's name. When it has been necessary to change your child's clothing, the soiled clothing will be placed in a bag for you to take home and launder. Please remember to replace the extra clothing.

The young children who are not potty-trained are required to have disposable diapers or pull-ups and wipes, in addition to a complete change of clothing.

Zion CDC will make every effort to protect each child's belongings. However, the CDC is not responsible for damaged or lost articles.

## Cubbies

A coat hook and cubby basket is provided for all the pre-school children to encourage the child to organize and be responsible for his/her belongings. Both the hook and basket are marked with the child's name. All work and art projects your child completes are placed in his/her cubby and should be taken home daily.

A coat hook and a cubby are provided for all school agers in the Multi-Purpose Room. Each child's book bag, coat and all belongings should be kept in their cubby area.

## Parking

Parents and guests are required to park on the main church parking lot only. **Please park IN a parking space.** Leaving your car in the drive in front of the door is a fire hazard and puts our children's safety at risk. Please do not park in the reserved spaces on the parking lot, including pastors and bus spaces.

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## Nap Time

All pre-school children take a nap each day. Please bring a small blanket for your child to use at naptime. We do have cot sheets for all of the cots. Personal bedding supplies need to be taken home each Friday for laundering and then returned on Mondays. All of these articles need to be clearly marked with your child's name.

The CDC washes our cot sheets each week.

When school age children are at the CDC all day, quiet time will be part of the daily schedule.

## Field Trips

Field trips will be planned from time to time for all age groups. The CDC will post information about each trip as the scheduled date approaches.

WE MUST HAVE A SIGNED FIELD TRIP PERMISSION SLIP ON FILE FOR A CHILD TO BE ABLE TO PARTICIPATE IN A FIELD TRIP. Permission is granted on the back of your child's enrollment form. We cannot contact a parent/guardian by telephone to receive permission.

Fees may be required in order to attend a field trip. Fees will be posted and must be paid in advance of the trip.

Children ages 2 and 3 must have a car seat left at the center on the day of the field trips.

## Birthdays

Parents are welcome to bring in a modest treat to celebrate your child's birthday. The Missouri Department of Health and Senior Services requires that the treat be store bought, not home-baked, to help stop the spread of Hepatitis in child day care centers. Thank you for your cooperation.

## Summer Camp Activities

Zion Child Development Center offers a Summer Camp program for preschool and school age children. The program runs the entire summer from the close of school in May until the opening of school in August. We offer field trips each week and planned activities. **There is a summer activity fee.**

All children need to bring have a swimsuit, towel, and water play shoes (flip flops) for summer water play.

## Christian Education

**Chapel:** Pre-school and school agers will have chapel once a week.

**Vacation Bible School – VBS** will be offered each summer for CDC children, church children and neighborhood children. It is an evening program which includes a light supper, music, skits, Bible story, crafts, and games.

## Bus Rules

Children who ride on the CDC bus must follow certain safety rules. The children must remain seated at all times, facing the front of bus with their legs and feet in front of their seat (not in the aisles), and with their seatbelts fastened. Seatbelts should remain fastened until the driver has taken the key out of the ignition and give permission to get up.

**Children who continue to scream or act up will be warned by the bus driver and a behavior report will be written; if unacceptable behavior continues, your child may not be allowed to use the transportation service to and/or from school or for field trips.**

These rules must be enforced for the safety of your child.

IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO NOTIFY THE CDC THAT THEIR CHILD WILL NOT BE RIDING THE BUS TO SCHOOL BY 7:00 A.M. AND AFTER SCHOOL BY 2:00 P.M. A COURTESY CALL IF YOUR CHILD IS ABSENT IS APPRECIATED.

Transportation is offered to school-age children on a first-come, first-served basis at the following schools: Central, Cool Valley, Lee Hamilton, Griffith, Vogt, Walnut Grove, and Johnson-Wabash. A set schedule will be followed in order to insure the children arrive at their school in a timely manner. If your child eats breakfast at the CDC, please have them at the CDC in plenty of time...breakfast times and bus times will be posted on the bulletin boards. We may not be able to schedule bus runs to all schools, depending on the number of children who need service.

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