

Heaven's Little Half Acre  
Christian Daycare & Preschool  
110 Central Ave  
Cheyenne, WY 82007  
(307) 637-4630

## Parent Handbook

2011

Our Mission Statement: To reach children for Christ and to teach them Christian Principles while teaching them pre-school basics, in a safe & fun environment.

	<b>Teaching</b>	
<b>Christian</b>	<b>Arts/Crafts</b>	<b>Educational</b>
Bible Stories	Books/Puzzles/Crafts	Phonics/Reading/Sign
Bible Memory	Games/Free Play	Numbers/counting
Morals/Manners	Exercise/Fresh Air	Science/Poetry/Music

**While having FUN!**

**Hours of Operation:**  
**5:45 a.m. - 6:00 p.m.**  
**Monday - Friday**

**A Ministry of Beacon Hill Baptist Church**  
**State Licensed, Quality Care**

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### **Non-Discrimination Policy**

"In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (Voice) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## Meet the Directors

**Administrative Director:** My name is Melanie Burger and I have a long history of doing things my way. I was 16 when I was saved at a Lay Witness Mission at Faith United Methodist Church. It was then that I started thinking about working in Christian Education. However, it was not in my plans to work in a daycare. I was going to work in a military Chapel as the Director of Christian Education, over all age groups. Shortly before my college graduation that program was rified from the military budget and my long journey began. I worked in the medical field for about 23 years as a unit secretary, then as a Christian Education Director in a Methodist church. When I left that position I had several other jobs before God led me to Beacon Hill and to this Daycare. I love working with the children, cooking, and the paperwork that goes along with keeping the Daycare going. My husband and I enjoy working together here and since our children are not at home we enjoy playing with and loving yours.

I thank you for allowing me to care for your children. After all, they are truly gifts from God and we want to teach them about the love God has for all of us, and His plan for us to live with Him in Heaven for all Eternity.

**Education Director:** My name is Linda Howlett. I was 20 before I got saved. I am so thankful God let me live long enough. There were times I could have died and gone to Hell for eternity. God's mercy and love are unsearchable!

Before I got saved, my plans had been to become a policewoman, you know, catch criminals, live dangerously and live an exciting life. But, God had other plans for me. His plan was for me to become a teacher, catch children for Him (before they become hardened criminals), and live joyfully and still live an exciting life.

I have not regretted one minute of this change of plans. Since God gave me this new live and plan it has been my dream to have a daycare. My husband and I are excited about Heaven's Little Half Acre Christian Daycare, and my desire is to teach these precious little ones of God's love for them.

### **We Are a Christian Daycare**

We want you to understand that we will be teaching Bible values, verses, stories, and ethics. We believe that LIFE is preparation for ETERNITY and therefore we all need to learn how to prepare for it. All of the children and adults will participate in Bible Time. We also teach the Pledge of Allegiance to the American Flag, the Christian Flag, and the Bible.

## Educational Statement

It is amazing how much children learn in the first 5 years of life. They learn to recognize faces, their name, motor skills, walking, talking, obedience, disobedience, love, hate, not to mention all the commercials and movies they memorize.

During the daycare years, children soak up so much information that many personal computers would be overloaded if they had the same input. It is our job to make learning time a fun time. Children who have fun learning, love learning.

Our Bible time is not only fun, it is also exciting. We teach Bible songs, stories, and verses on their level. They learn that Jesus loves them, died for them, and rose again for them.

We also teach Phonics in a way that children enjoy. They are so proud of themselves when they realize they are learning. We make games of the alphabet to help them learn to recognize the letters. We do the same with counting and numbers, shapes, colors, science, and Art.

No child is left out. We realize that each child learns at their own speed. Therefore, we recognize each child's successes with cheering from the whole group. The children have such fun they don't realize it is schoolwork until they have learned it.

Another big part of our program is Sign language. We teach the American Sign Language alphabet and many of the common signs used by the deaf community. We then try to incorporate these signs into our Bible time as well as music and play time.

Music with instruments as well as singing along with tapes to many of the children's songs we all grew up with are used in our music time. We love to have the children use the instruments in the programs we have for you.

The Laramie County Library sends a story teller over once a month and she will pick a theme and bring books and puppets to tell the stories to the children. They love to see her coming. We also have library books that the children can check out and bring home for you to read with them.

## Daycare Rules

The number one rule in the Daycare area is No Running! There are too many things that the children can fall over or run into that we just will not allow running in the Daycare area. We have places that we do allow them to run that are safe areas.

The second rule is No Fighting! That means no hitting, no kicking, no pinching, no biting, and no weapons of any kind are allowed in the daycare or on the daycare property. We know that many of the children love Spiderman, Superman, and Batman, but because they all represent fighting, even though it is fighting crime and evil, we do not allow them to play games that will involve acting like any of the super heroes. We have watched them become aggressive as they play these games.

The throwing of toys will not be allowed inside, and only the proper toys to be thrown outside during play time.

Rude or disrespectful behavior to teachers or classmates will not be tolerated.

Clothing should not have anything obscene, satanic or advertising alcohol, tobacco, or drugs.

Children will all participate in Bible time and class time. We will teach Bible verses, pledges to the American Flag, the Christian Flag, and the Bible. All class time will be age appropriate.

All children will lie down for nap time. A blanket and / or stuffed animal from home is allowed. Older children (those in school) will watch a movie, and will be required to lie on their mat and be quiet. If they choose to take a nap that is fine, however, we do not expect them to sleep. Adults are asked to remain quiet during this time.

Smoking is not allowed in the daycare.

If a child or parent/guardian willfully and deliberately damages or destroys any property of Heaven's Little Half Acre Daycare, the parent/guardian will be held responsible and may be grounds for termination of your enrollment.

**Eligibility:** We are licensed for one through 12 year old children. We also offer before and after school care during the full year. We can have up to 30 children at any one time. Children will not be excluded on the basis of race, ethnic background, or religion.

We participate in the Child and Adult Care Food Program (CACFP) and we provide meals for your children. Please be aware that this is a federally funded program through the Department of Education and USDA and we need to have a form filled out with your income per household on it. This information will be kept strictly

confidential. The amount of money we receive from the USDA for meals is determined by this form. We do not charge extra for the meals and our meals are based on the USDA guidelines for healthy kids.

**Enrollment:** To enroll your child(ren) in the center, registration forms, Contract, and copies of the child's shot records must be completed by the parent/guardian. If the Department of Family Services Assistance program will be providing monies for your family, we must have a statement from them that your paperwork has been completed and you are approved prior to the first day of care. You, the parent, are responsible for the full charges up to the date DFS authorization is received in the Daycare office. Charges will be adjusted based on the Auth. Form.

Terms of Enrollment: Parent/Guardian must fill out the contract, Child information sheet, and medical release forms. They must agree to the rules of this daycare, and they must also agree to the payment schedule.

The center may terminate enrollment: If the child poses a hazard (health or safety) to other children or staff; if a parent or child is physically or verbally abusive to any staff member or child in this center. If the child requires one on one care and can not interact with the class. Our staff ratios are state mandated and must be adhered to. Also, if payment for care is delinquent by more than two weeks without notice or reasonable arrangement; if the rules are not followed by children or parents; and finally, if a parent/guardian is consistently tardy picking up the children at closing time.

A parent/guardian may terminate enrollment with one week's notice. Without notice, you will be charged for the week's payment.

The registration form or Child information sheet will request the details we need to know about your child. Name, birthdate, allergies, health problems, fears, and special considerations we may need to know. It also asks for parent's names, addresses, home and work phone numbers. **THIS IS IMPORTANT! Please keep this information up to date.** If you move or change jobs, please contact us immediately. We need to keep your phone numbers handy in case of emergency. We also ask for an emergency contact in the event we cannot reach you. Please list the persons that you would allow to pick up your children with or without prior notice from you. **REMEMBER**, if we do not recognize you, be you parent, guardian, aunt, uncle, or friend, we will ask for picture ID. Please do not be offended. We are looking out for the safety of all the children left in our care.

We have a medical release form that states that if a parent / guardian cannot be reached in the case of an emergency, the center has permission to seek medical

attention for your child. We will do all in our power to reach you as we are getting medical help. This form includes transportation permission.

We also have a separate transportation permission slip that we will ask you to sign if we go on field trips. We will always have a staff person available to stay in the center for those whose parents wish them to remain in the center. We never go very far, generally to a park or a local museum or activity. We have car seats, booster seats, and strollers as well as a very good check off policy to keep track of our children.

We have a walk release form in case of a walk that takes us off of our property but close enough to walk to. These are usually nature walks and walks to the closest park to play in.

The photo consent is permission for your child to be in photographs for the bulletin boards, scrapbooks, and crafts. We do not use pictures of our children in outside advertising for the safety of the children. If there is ever a time that we would wish to do so, we will have a separate permission slip for that purpose.

We have an optional form to establish a code word in case you would need to send someone to pick up your child(ren) who is not on your established list and for whom you have not left written permission. If someone calls and claims to be you but does not know this code word you have established, we will not release your child(ren)'s information. If you choose not to establish a code work then do not send anyone who is not on your list of people who may pick up your child(ren).

All of the above listed forms will be kept in your child's file. This file is open to you. No information will be released without your written permission. Files will be kept confidential by us. (See attached samples of these forms).

## **Discipline Policy**

As teachers, our top priority is to set an example of Christian living that will leave a good impression upon the minds and hearts of our students. To this end we will use loving discipline tactics with all of our children. These include positive reinforcement using stickers, treasures, and very limited candy for good behavior and we will take these things away for bad behavior.

We will try time out and redirection of activities. If they continue to cause problems, they will be taken to the Director and we will have a one on one session about their behavior. We will do all in our power to help them understand why their actions are inappropriate and the correct way to play. If their actions are hurting another child and we cannot control them, we will call a parent or guardian to come pick up the child. If the child continues to be a danger to him/herself,

other children or teachers, we will be forced to terminate the child's enrollment immediately. We cannot and will not put the other children or staff at risk.

## Signing In / Out

Parents / guardians are to sign their child(ren) in and out with the time they arrive / depart. It is imperative that they are timed in / out for the safety and security of each child. If we have to evacuate the building for any reason we will need to know that your child is here and has not been picked up.

When you sign in your child, you should let us know if there will be someone else picking up the child(ren) at the end of the day. Please fill in a "just to let you know" form with the name of the person picking them up, and let them know that we will need to see picture ID when they come in. We don't want them to be offended, but we want to keep your child(ren) safe.

Be aware that your children will not be released to other children, younger than 16 years, so do not send a sibling in to get your child. Each day the person picking up the children needs to initial the sheet by the sign out time.

Remember to get their things from the coat room each day, and empty your box on the wall. The papers there are important.

If you forget to sign you child(ren) in / out, we will do it for you but we are not responsible for the exact time and therefore they may be signed in or out and you will be charged for more hours than the child was actually here. We cannot keep track of the time when there is mass chaos occurring at the sign in desk.

Pick-up Policy: If you have other family members or friends who will be picking up your children we will need to have their names on the paperwork we have on file regarding your children. We will always ask for a picture ID before we allow your children to leave with anyone we do not recognize. We might even ask you if you did not come in to sign the paperwork or if the staff member on duty does not recognize you the first few times we see you. Please do not be offended. We are looking out for your children's best interest and we want to keep them safe. If you have someone in your life who you **do not** want to pick up your children, we will also need that information on file with a picture or a good description so we will recognize that person if he or she walks in the door. We will call you to let you know the situation & we will not let your children go with that person.

## To Bring or Not To Bring

### **What should I bring for my child?**

- Children should come in play clothes. They will be playing and will probably get dirty. PLEASE no sandals or flip flops. If they must wear sandals, please bring tennis shoes for outside play.
- All children will need a change of clothing in case of accident. Older children may need a change in case they get sick or spill something on themselves. Those in potty training may need several changes.
- Weather appropriate clothing is necessary! For cold weather: hats, mittens, heavy coats and boots are needed for outdoor play. Please label these items with your child's name. For warm weather use your discretion. Our play yard will have pea gravel. To help prevent skinned knees you may wish to send long pants for outdoor play. Also, tennis shoes are needed for play time. If they come in sandals please send tennis shoes for outside play time, or your child will be left in the building with the teacher assigned to inside duty. All children must wear shoes of some kind at all times. This is a safety & fire rule.
- Parents need to supply diapers or pull-ups for children who are not yet potty trained. We will work with you in training. We will supply wipes and powder.
- Your child may bring a special blanket and/or soft stuffed animal for nap time. If your child still uses a pacifier at nap time, please bring it also.
- If your child requires special foods due to an allergy, please supply it and we will label it for your child only, with the exception of milk. We will provide it

### **What should I NOT bring?**

- Please do not bring toys from home. This will prevent lost, broken or fought over toys. We have plenty for them to play with.
- Please do not bring balloons and / or flowers to daycare for any reason due to allergies and choking hazards.
- Please no gum, candy or food unless they have special diet restrictions. If your child needs breakfast we will be happy to serve them. Breakfast is served from 7:00 - 8:30 a.m. and Lunch is served from 11:30 - 12:15 p.m.
- Please do not allow your child to bring money in their pockets.
- Don't make us the bad guy and have to take these things away from the children and put them up.

Special note: if your child has a birthday and you want to celebrate at the daycare please let us know in advance that you are bringing treats. We will have your treat

at snack time and sing Happy Birthday with candles on the treat. We will take pictures for you as well.

## Medication Policy

If you need medication given to your child, you must first fill out a medication form and sign it. We have staff that are trained to give medications to your children. If your child is prone to headaches or stomach aches and you want to provide an over the counter medication for them, fill out a medication form to keep on file. We have Acetomenophen and Ibuprophen available if it is needed.

No prescription or non-prescription medications will be given without written permission from the parent / guardian. **All medications must be in the original containers! All prescription medications must be current and in that child's name.**

Children who become ill or develop signs of disease at daycare will be isolated from the other children and allowed to lay down. We will take their temperature and if their fever is 100.6 degrees or more, you will be called to come get your child.

If your child comes down with a bad headache we will call you to let you know. If it is accompanied by a fever you will be asked to come for them. If your child vomits we of course will clean them up, and we will observe them to see if they continue showing signs of illness. If they vomit a second time, we will call you to pick up your child.

If we notice signs of disease such a diarrhea, discolored eyes, or a rash, we will call you to come pick up your child immediately.

If we notice signs of abuse or neglect we are required by law to report it to Family Services.

## Sick Child Policy

If you child shows signs of being sick before you bring them to Daycare, please keep them home or take them to their physician before bringing them here. It is hard enough to keep them well because of colds. We do not want to have Chicken Pox or Measles, or any of the other childhood diseases being passed back and forth. In the event that your child does have a communicable disease, notify the daycare immediately so that we can let the other parents know their children have been exposed. Please be thoughtful about the other children in our care. You must have a Dr.'s release to return to Daycare if they have had a communicable disease. If the Dr. puts them on antibiotics, they must have taken them for at least 24 hours before coming to Daycare. If you have more than one child, and one of them

is sick, please keep them all home. We know they have the germs on them & can pass them to the other children and staff.

## **In Case of Emergencies**

### **In Case of Fire**

We have a fire plan. We conduct fire drills monthly and will be ready to evacuate the building as quickly and safely as possible.

1. **STAY CALM!**
2. Get everyone out of the building to a safe place
3. Call 911.
4. Take the sign in sheet and the emergency contact list with us and call each child's name. Teachers will stay with their classes and help them be recognized if they can't answer for themselves. (This is why it is so important that you sign your child(ren) in or out of the daycare each and every day). We do not want to miss a child because we don't know they are here. Remember, we will be anxious enough and may not remember if you came to pick up your child or if you dropped off that morning.
5. As soon as possible we will call you to let you know what has happened and that we are safe and sound.

## **Weather Emergencies**

### **Watch your phones for a call from 877-698-3261**

This is a Call One Now system we use to notify everyone at the same time of emergencies & important information regarding the Daycare!! Please listen to the messages! It will be something you need to know.

**Tornado:** We have a Tornado Plan. We will go into the center room and get all the children settled down. We will keep them calm; tell stories, sing songs, do finger plays, etc. After the all clear signal sounds we will call you and let you know that we are safe and sound.

**Blizzard:** Be assured, parents / guardians, we will take care of your little ones and keep them warm, happy, and well fed. They will be fine. Please take care of yourself and don't take any chances out in the snow. Remember, you are important to your child, so if it is bad outside, stay safe. Please call us so we know you are ok and can reassure your child.

If the police advise travel is hazardous we will not run the vans for school, and we will notify you using the above number. If the police advise NO TRAVEL and

stay at home we will not open and we will call as well. If you are not sure, please call us at the daycare. There will be an announcement on the answering machine.

If the weather becomes so bad that schools close early, we will pick up your children from school, (if we normally pick them up after school), and you can get them at the daycare. If the weather should get worse we will call you if we need to close the daycare.

Please understand that we are concerned with your children's safety and the safety of our staff.

**Flood:** It would have to be a flood like that of the time of Noah for it to reach us. We are on one of the highest points in Cheyenne. If there are flooded streets and you are having trouble getting to us, just give us a call and we will be happy to keep your little ones entertained until you can get here.

**Health Emergency:** If your child is injured, rest assured we will take very good care of them. If the injury is something our staff has been trained to handle we will do so. If it requires a trip to the Emergency Room, we will take them there or call the ambulance. We will also call you to meet us at the ER and explain what happened and what to expect when you get there. The contract you sign gives us permission to transport your child to the hospital in the event of a life-threatening emergency, or broken bones. We do not expect these things to happen, but as you know, they sometimes do.

Our staff is fully trained in CPR and First Aid for infants, children, and adults. We are also trained in the administration of all types of medication. If your children have severe allergies to bug bites, foods, molds, or any other allergen, please be sure we have any medications needed to care for their allergic reaction, including an epinephren or Epi Pen, if you have been prescribed one by their Dr.

## Payment Policy

All fees will be paid either weekly or every other week, based on paydays. Parents who qualify for Family Services payment will pay on the same schedule as our private pay clients. Drop-in fees are payable per occurrence. Parents with unpaid fees that are two weeks behind are subject to immediate suspension or termination of care, unless reasonable arrangements are made with the administrative director, and accepted by both parties.

All fees are based on booked days, not attendance. Therefore, parents are responsible for fees, whether your child attends or not (exception - see sick leave and vacation policy in your copy of the contract). Example: you have requested full time care and you are consistently coming only 3 days a week. You will be charged

for the full week unless you revise your signed contract to reflect that you only need care on 3 days a week. The rate will then be changed to a part-time basis, and you will be charged the daily rate. A new contract will be required.

A fee of \$40.00 will be charged for all insufficient checks. Upon a second occurrence of an NSF check, all subsequent payments must be made in cash or money order and in advance. We are not set up to take credit or debit cards.

## Failure to Pay Policy

Payment is due every week. You may discuss arrangements with the Administrator if you need to make other payment plans. If you fail to make your payment as agreed in the contract you will be assessed a late payment fee of \$10.00 per week or scheduled payment date. Your child may not be allowed to return to daycare if payment is not made. You must realize that as you expect to get paid for your work, so do our employees. We will work with you as long as you work with us. If your account is turned over to a collection company, you will be assessed a fee of 35% of the unpaid balance due in order to collect your payment. That is the amount the collection company charges. Please stay on top of your bill. We do not want to go to collections.

## Why all these Forms?

We are mandated by the state to have all of these forms in order to insure the safety of your children. We must have written permission for almost everything we do. Attached are copies for your information of the forms we are required to have in each child's file. You have the authority to change the permission form at your will.

Each time we go on a field trip we will have you sign a new form. If we go on a walk outside of the confines of this building and immediate area, say to the greenway, we must have your written permission. If we want to take pictures of your child for a photo contest, or something that will be seen by others outside of this daycare, we will have a form for written permission.

If you have someone who is bothering you and you need to be sure your child is not picked up by that individual, you can fill out a code word sheet and if that person does not have the code word, they will not be allowed to get the children until you specifically change or rescind that form.

If you have questions regarding any of these forms, please feel free to talk to the Administrative Director about them.

## **Bus / Van Policy**

When we are taking children in the bus or van, whether it is to and from school every day or on a field trip, we will verify that we have signed permission slips in our possession at the time of the trip. We have taken pictures of each child and have attached these to a copy of their Registration form, which we carry with us in the van, so that in the case of an accident anyone who comes to the van to help will have an easy time of identifying your children. They would also have your phone numbers to notify you of the accident. This is a precautionary measure and we want you to be assured that we take every safety measure to maintain the safety of your children. When the children enter the van there is an attendance sheet for that vehicle and we note the time they enter the van. When we reach our destination, the time is noted and the children are marked off as they leave the van. Once we are loaded up for the return trip, the same procedure is done to be sure no one is left behind. When we reach the daycare the children are once again called by name as we leave the van to be sure no one has fallen asleep or tried to hide in the van. Head counts are taken often when we are away from the daycare and at the daycare as well, to ensure we have all children present and accounted for.

Before we go on an outing we go over the rules of proper behavior in the van so the driver is never distracted and there are always two or more adults on the van to watch the children.

In each van we have emergency first aid kits and all of our staff are trained in the proper use of them. Each of our vans will have at least 2 adults and one cell phone when we are taking the children out.

If you ever have a free day when we go on an outing (usually the Tuesday of Frontier Days and one other fall day) you are more than welcome to come with us. We will give you plenty of notice before taking the children on an outing.