

**STATEMENT OF PURPOSE  
MISSION-VISION STATEMENT  
WILKINSON COUNTY CHRISTIAN ACADEMY  
CHILD CARE AND PRESCHOOL**

*Wilkinson County Christian Academy Child Care provides a place of growth and nurture in a Christian environment, which encourage each child the fullest physical, social, spiritual, emotional, and educational development.*

**OBJECTIVES**

1. Promote the positive development of the child's self-esteem.
2. Provide an environment where each child will learn and emulate Christian Values.
3. Provide a developmentally appropriate child care program for each child.
4. Provide multiple opportunities and activities to enhance the growth and development of each child.
5. Plan and coordinate service to meet the needs of each child.
6. Involve patrons, parents, and community members in different aspects of the center.
7. Provide a competent and motivated staff.
8. Provide adequate facilities which are clean, safe, and well maintained.

The School Board has adopted the Child Care policies and procedure so that our goals and objectives can be attained and your child's needs may be met. Our Goal is to provide the best possible environment for your child's health, safety, and welfare.

WCCA provides a blanket school Accident Insure paid in the Student fee/ enrollment fees.

See WCCA office for further details.

WCCA carries liability insurance on all students. Policy on file in WCCA office.

## **HOLIDAY SCHEDULE**

The center will be closed on the following holidays:

- 2 days, New Year-January 1&2, 2018
- Mardi Gras-February 12&13, 2018
- Good Friday-March 30 and April 2, 2018
- Memorial Day-May 28, 2018
- Fourth of July (if holiday falls on a weekend, the Friday before) July 4, 2018
- Labor Day-September 4, 2017
- Thanksgiving and the Friday after. November 23&24, 2017
- 2 days at Christmas-December 25&26, 2017

\*\*These holidays may be changed at the discretion of the School Board\*\*

## **PRE-SCHOOL PROGRAM**

WCCACC offers an age appropriate curriculum for our two-year-old children. From 8:30-10:30am the pre-school program is conducted. We utilize portions of the ABEKA curriculum. These materials and caring teachers provide your child with an easier and more productive transition from home environment to the future school environment.

## **WEEKLY FEES**

1 to 2 years -\$130.00 weekly.

After- school care- 3:00-5:30pm PreK-6<sup>th</sup> grade- \$50.00 weekly (Full day charges will apply during holidays or other school closings such as teacher meetings.). Drop ins are welcome at a rate of \$15/day. Students attending 1-2 days are considered drop in; 3-5 days is full time.

Drop-in Care- all ages- \$60.00 daily for full day and \$30 daily for ½ day. It is a requirement to call the center 24 hours in advance to be sure we

have adequate space and staff for drop-ins. A 121 form from the State Health Department must be on file to attend.

Part-time Care: 1 to 2 years. Given space is available, we can offer part-time care. The fee for this service is \$30 daily (1-2 regular days is considered part time. 3-5 days is considered full time enrollment)

All fees are to be paid the MONDAY before the week of service. There is a 10% discount for families with multiple children in attendance.

**Once your child has a reserved spot in the daycare for full, part-time, or after-school care, fees are expected regardless of attendance.** Each child is allowed two free weeks annually to account for illness and/or vacations.

### **PRE-REGISTRATION**

New enrollments and each April thereafter, WCCA requires a \$200.00 pre-registration fee per child and a \$50 building fee per family. After April 30th, this fee increases to \$300.00.

### **TIME AND DATES OF SERVICE**

1. The Center is open from 7:00 am until 5:30 pm, Monday through Friday, unless otherwise stated or in case of natural disasters, utility limitations, or extreme human circumstances.
2. All Children must be picked up by 5:30 pm according to the clock in the daycare center lobby. Should your child not be picked up at 5:30, a fee \$1.00 per minute will be expected. If the fee is not paid that day it will be added to your weekly bill. After the 5<sup>th</sup> late pick-up, the late fee will increase to \$2.00 per minute. Should late pickups continue, a conference with the director will be arranged

and the director will have the option to not allow your child return to the center.

3. The parent must inform the center if there is to be any deviation in the pickup time or who is to pick- up the child. A picture ID of the person picking up the child must be given to the center before the child will be released. No child will be released to any1 other than the person whom the center has been notified as the proper person pick-up your child.
4. It is **MANDATORY**, as deemed BY THE STATE, that all parents must provide the time and their complete signature when signing their child in or out EVERYDAY. Older siblings under the age of 18 are NOT allowed to sign in/out younger siblings or to escort them to cars.
5. The Center provides 2 nutritional meals and 1 afternoon snack daily. Other than infants up to 1 year of age, it is against state rules for your child to bring ANY food into the center. This includes candy, gum, or drinks. (The only exception to this policy is for birthday/holiday celebrations.)
6. If your child is scheduled to attend after school care and for any reason they will not be in attendance you must notify to center.
7. Parents /Guardians are welcome to observe their child at WCCACC at any time so long as daily routines are not interrupted.
8. When is time for your child to begin potty training, you must set up an appointment with the director and teacher to coordinate efforts to meet the child's needs to achieve effective results. Consistency between home and daycare is essential to achieve success in potty training!
9. Every child needs a bag of extra clothes each day that can be stored in their cubby or brought in their book sack daily. Potty training children may need 2 or three changes. Children over the age of 1 will begin bringing a nap mat and blanket for rest time. The blanket will be sent home each Friday to be washed and should be returned on Monday.
10. **NO TOYS** should be brought to the center, unless approved by director. The Center is not responsible for lost, damaged or stolen items.

## **SERVICE TERMINATION**

WCCA and WCCACC reserve the right to terminate services to a child for any reason at discretion of the administration.

Should a parent or guardian desire to terminate their agreement with the school, a 2-week notice must be given. This notice allows the center to fill the vacancy. If the 2-week notice is not given, a 2-week charge will be assigned.

## **DISCIPLINE AND GUIDANCE**

When positive reinforcement and/or re-direction fails, WCCACC practices the time-out method of discipline. Time-out means the child is given time away from the activity which involved inappropriate behavior and enables the child to regain self-control. The rule of thumb is 1 minute of time-out per years of age. Example: A 2-year-old would be in time-out for 2 minutes. The child will never be placed out of sight of the care-giver during the time-out period. Following the time-out, the caregiver will have a calming discussion about why the time-out happened and what appropriate behavior is expected. If the child is continually unruly and does not respond to time-out, the director will schedule a parent conference.

The following behaviors are prohibited by any caregiver employed by WCCACC.

1. Corporal punishment, including hitting, spanking, biting, and other measures that produce physical pain.
2. Withdrawal or threat of withdrawal of food, rest, or bathroom opportunities.
3. Abusive or profane language
4. Any form of public or private humiliation
5. Any form of emotional abuse, including rejecting, terrorizing, or corrupting a child
6. Use of any food product or medication in any manner or for any purpose other than that for which it was intended.
7. Inappropriate disciplinary behavior includes, but is not limited to, putting soap or pepper in a child's mouth.
8. Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.

## **TRANSPORTATION**

The center assumes responsibility for the safety of the children when they are transported under the supervision of the center.

- All drivers are appropriately licensed.
- Insurance adequately covers the transportation of students
- All children are seated comfortably in the vehicle.

## **DRIVER REQUIREMENTS**

- Children board from the curb side of the street and are safely conducted across the street.
- A good order is maintained on the vehicle
- Seat restraints are used. All children under the age of 3 must be in approved safety seats with proper restraints.
- An adult, in addition to the driver, must ride in the vehicle when there are more than 5 children under the age of 5, more than 3 infants or toddlers or when in route over 30 minutes.

## **POLICIES REGARDING WATER ACTIVITIES (Ages 3 to 12 ONLY)**

1. Any child attending a swimming session away from the center must have written permission from a parent or guardian.
2. Parent must provide the center with information on the child's swimming abilities, and send a swimsuit, towel, and sunscreen daily.
3. The swimming pool used by the center will have a chlorine and pH level test performed and logged each day upon arrival.
4. A list of children in attendance will be kept with the staff in attendance
5. A certified lifeguard will be at the pool per every 25 children and staff to child ratio will also be maintained.

## **SAFE SUN PRACTICE**

At the beginning of warm weather parents will provide the center with sunscreen to be used before going outside. Bug spray can also be sent in the child's book sack.

## **HEALTH AND EMERGENCY PROCEDURES**

1. The center participates in monthly fire drills. If a fire were to occur the children will be escorted to the white post located on the side of the log cabin childcare building.
2. In case of a tornado the children will be taken to the high chair area in the childcare building, facing the office wall.
3. In case of a disaster such as a chemical spill north of the campus the children will be bused to the weigh station on the MS/LA state line. In case of disaster south of the campus the children will be bused to Woodville Baptist Church, at 264 Natchez Street, or to Trinity Episcopal School in Natchez, according to the seriousness of the disaster.
4. In case of a medical emergency where a parent is needed, the emergency will be assessed by the director and parent will be contacted to meet the director at Catching's Clinic for further assessment.
5. In case of a disaster and the entire Woodville/ St. Francisville area is to be evacuated the children will be evacuated to Percy Quinn State Park in McComb, Ms. From there we will relocate to Parklane Academy in McComb Ms.

## **A HEALTHY CHILD IS A HAPPY CHILD**

1. All children are required to have certain immunizations. You must provide proof by submitting a #121 form from the county Health Department.
2. Please, **DO NOT** bring your child to the center if they are sick. **WE CANNOT KEEP SICK CHILDREN!** We will, however, administer follow-up medications. To return to the center, your child must be fever or diarrhea free for 24 hours.
3. The Center will administer fever/ pain relieving medications for teething infants and allergy/ cough medicines for all ages. Medications must be provided by the parents along with dosage information and written permission to administer.





# **Wilkinson County Christian Academy**

## **Childcare Handbook**

### **2017-18**

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