

**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.
9. Establish cooperative relationships among all persons involved in the total well-being and care of each child enrolled.

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.

WEEKLY FEES - DAYCARE

Full-time Care –(3 or more days per week)

\$185.00 weekly

Part-time Care (1 or 2 regular days per week; for example, M & F, Tu & Th or Wed only, etc.)

Given space is available, we can offer part-time care. The fee for this service is \$40 per day. Parents are responsible for paying all care service fees regardless of attendance. Our staff is scheduled based on your indicated attendance days; please understand that we are prepared for care and payments are based on individual enrollment status.

WEEKLY FEES – AFTER-SCHOOL CARE

PreK3 through 6th Grade

Full-Time \$60 weekly (3 – 5 days attendance)

Drop-In and Part-Time \$15 daily (1 – 2 days attendance)

School Holidays \$185 weekly (3-5 days) \$45 daily (1-2 days)

*All fees are to be paid the MONDAY **before** the week of service. A \$10 per day late fee will be added for payments not received by 5:30p Monday. Your child will not be accepted the following Monday until fees from previous week with late fees and current week fees are paid in full.

Again, your child has a reserved spot in the daycare for full-time, part-time, or after-school care; fees are expected regardless of attendance.

Each child is allowed two free weeks per school year (August 1st) to account for illness and/or vacations. These do not roll over and expire on July 31st.

PRE-REGISTRATION

New enrollments, WCCA requires a \$200.00 registration fee per child and a \$50 building fee per family and each August thereafter will inquire a \$250 supply/maintenance fee per child.

TIME AND DATES OF SERVICE

1. The Center is open from 7:00 am until 5:30 pm, Monday through Friday; exceptions are holiday closures and/or, in case of natural disasters, utility limitations, or extreme human circumstances. There is a daily arrival cut-off time of 9:30am according to the clock in the daycare center lobby. No child will be accepted into the center after 9:30am. A doctor's note will be required for arrivals after 9:30am. Please notify the daycare in such events.
2. Breakfast is served starting at 7:15am until 8:30am. *Breakfast will not be served after 8:30am in order to accommodate cleaning and maintaining a timely activity schedule. **(See attachment for Infant and Toddler Room Schedules) *Does not apply to Infants under 1 year***
3. 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 of \$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 5th 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 terminate services if a compromise cannot be reached.
4. 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 anyone other than the person whom the center has been notified as the proper person pick-up your child.
5. 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.**
6. 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.)**

7. 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.
8. Parents /Guardians are welcome to observe their child at WCCACC at any time so long as daily routines are not interrupted.
9. When it 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!
10. 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.
11. **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, including, but not limited to:

1. A child's parent(s)/guardian who demonstrates an uncooperative attitude with WCCA school, WCCA Child Care, and/or exhibits disagreement with our Mission-Vision statement; and/or
2. Makes derogatory remarks toward the school/daycare, students, its employees and/or the administration on any social media outlets.
3. Other reasons are covered in Weekly Fees and Discipline & Guidance sections.

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

WCCACC focuses on positive reinforcement and redirection for our young children.

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.

If a child displays aggressive behaviors, such as hitting, biting, pushing, etc., our caregivers will strive to focus on redirecting and guiding the child to more desirable behaviors. The caregiver will inform the Director and the parents will be made aware of the child's actions. If the child's aggressive/negative behavior continues, a written warning will be given to the parents to sign and return to Director. Any recurrences after 3 written warnings will result in consultation with the daycare's Director and possible termination of services.

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 old weigh station area 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.
4. In case of a disaster and the entire Woodville/ St. Francisville area is to be evacuated the children will be evacuated to Field System in Centreville, Ms.
5. In case of a medical emergency where a parent is needed, the director will assess the emergency and parent will be contacted to meet the director at Catching's Clinic for further assessment.

A HEALTHY CHILD IS A HAPPY CHILD

1. All children are required to have certain immunizations. You must provide proof by submitting a MSDH Form #121 from the county Health Department.
2. Please, **DO NOT** bring your child to the center if they are sick. **WE CANNOT KEEP SICK CHILDREN!**
To return to the center, your child must be fever or diarrhea free for 24 hours, without medication. Under certain circumstances, a doctor's note may be required for your child to return.

Parent/Family Handbook and Fee Agreement
(Please detach and return completed)

Child(ren)'s Name(s): _____

Type of Care (please circle one):	Full-Time Care	Part-Time Care
	(3-5 days)	(1-2 days)
	\$185 weekly	\$40 per day
		Days Desired
		for part-time
		(please circle)
		Monday Tuesday
		Wednesday
		Thursday Friday

Weekly Child Care Fees: _____

I/We (the undersigned) have read the parent handbook for WCCA Childcare and understand all the information, policies, and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement, we consent to all the handbook policies and procedures and agree to them: including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

Parent/Guardian Signature

Date

Director Signature

Date



Wilkinson County Christian Academy

Childcare Handbook

2022-2023

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