



**“Where Children Find Learning Fun”**

Train up a child in the way he should go:  
and when he is old, he will not depart  
from it.” Proverbs 22:6

## **Parent Handbook 2017-2018**

A Ministry of First Bible Baptist Church  
332 Spencerport Road  
Rochester, NY 14606  
585-247-8620

Hours: 7:00 am - 5:30 pm [www.northstardaycare.com](http://www.northstardaycare.com)



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Northstar Christian Daycare  
does not discriminate on the  
basis of  
race, color, nationality, or  
ethnic origin  
in any of its policies.

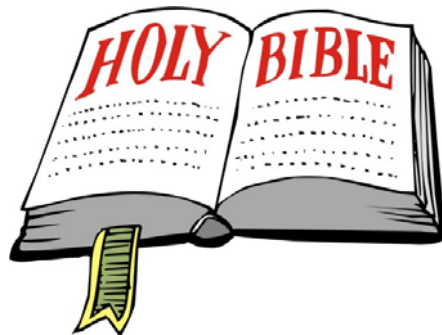


## **Pastor Kevin's Message**

Jesus said, "Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God." (Mark 10:14) Children have always held a place of high priority in our ministry. It is only reasonable that if you can influence a child for God and good at an early age that the training would likely carry them into their adult life. Our day care, nursery school, and after school ministry is special in that it is our desire to instill biblical, i.e., godly values into the mind and heart of your child while we are entrusted with their care. We are sure that the program will benefit you, your child, and your home. Thank you for the opportunity to serve you.

Most sincerely yours,

Pastor Kevin



## **Biblical Philosophy**

With the Word of God (the Authorized King James Version) as the final authority, NCA is committed to assisting the two institutions ordained by God, the home and the local church, in fulfilling their responsibility to the youth of today. The primacy of the home and family is basic to the philosophy of NCA. Our commitment is to help parents in their appointed task of raising and training their children in the fear and admonition of the Lord. We therefore established NCA Daycare as a ministry of First Bible Baptist Church.

Northstar Preschool and Daycare is a Bible based classroom where the Bible is taught and practiced throughout the year. Our goal is to perfect the Christ like qualities in the lives of our students so that they grow up "in the nurture and admonition of the Lord".

# **Day Care / Preschool**

## **What We Teach**

Northstar daycare/preschool teaches from the ABEKA curriculum, which is based on letter recognition, writing and phonetic sounds to each letter. The 3-year-old program is a wonderful introduction to a fun filled learning environment. All of our classes are teacher directed. Our 4-year-old program introduces the 5 vowels and then pairs them with a consonant to form blends, which the children have fun forming into three letter words. This creates an excellent reading environment for your child. Along with letter recognition, your child will be taught number recognition and number writing,. We incorporate counting by 2's and 5's with the use of songs and finger play. Our circle time is full of learning including the days of the week, months of the year, opposites, shapes, and colors. We practice very important social skills everyday such as sharing, how to be a good friend, respecting others, but most importantly how to respect our self. A Progress report is sent home in January to let you know how your child is doing. A follow up is done at the end of the year. It is very important that we communicate on a regular basis. Any changes made in the classroom or with the center will be sent home in writing, therefore it is very important that you read all notices and news letters sent home.

## **Daily Routine**

<b>7:00 - 7:30 am</b>	Children arrive, breakfast served
<b>7:30 - 9:00 am</b>	Playtime & exercising
<b>9:00 - 9:30 am</b>	Small motor skills, singing, Bible, prayer, pledge
<b>9:30 - 9:45 am</b>	Snack
<b>9:45 - 10:00 am</b>	Large motor skills
<b>10:00 -10:15 am</b>	Circle Time (calendar, weather, counting, colors, shapes)
<b>10:15 - 11:00 am</b>	Seat work (craft, paper work ie: letter and number of the day)
<b>11:00 - 11:30 am</b>	Outside play, gym time or play in classroom
<b>11:30 - 11:45 am</b>	Get ready for lunch
<b>11:45 - 12:30 pm</b>	Lunch, clean up
<b>12:30 - 2:00 pm</b>	Nap/Rest time
<b>2:00 - 2:30 pm</b>	Wake up, get ready for snack
<b>2:30 - 2:45 pm</b>	Snack
<b>2:45 - 5:30 pm</b>	Play, reading, crafts until it's time to go home

# Day Care / Preschool

## Program Rates

### Preschool Program

Pre-K begins in September, the same day NCA begins classes for K-12th grades, and ends in June.

Preschool hours are 9 am to 11:30 am on your child's assigned days.

Pre-School Payment is due the first day of class each month.

Three (3) morning Pre-K is \$235.00/month

Five (5) morning Pre-K is \$350.00/month.

### Day Care Program

Daycare children are part of our pre-k program with no additional charge.

Daycare payment is due the Friday prior to the week of care.

Daycare programs run on a year round calendar.

All Day childcare if 4 days or less....\$45.00 per day

Half Day 7-12.....\$21.00 per day

3 full time days \$ 135.00

5 full time days \$ 205.00



Payments may be handed to any one on Staff at NCA Daycare. Please request a receipt if you are paying in cash.

## Admission and Fees

The annual registration fee of \$45.00 per child and \$10 for each additional child is due with the registration papers. The fee is nonrefundable. Your registration payment assures your child's placement in our program. A new registration must be submitted for September of each year. NEW: The annual Field trip fee of \$25.00 is payable upon registration for our daycare and preschool programs. Please note that it may take at least 2 full business days before your child can start in our program. This will allow time to review the paperwork submitted and to clear any questions we may have. At the time of registration, be prepared to pay the registration fee, a payment of one week's dues, and include all paperwork

All weekly accounts must be paid on Friday, prior to the week of care. If your account is in arrears your child may not return to our program until payment is made. **A weekly late fee of \$10.00 may be charged to any account with an outstanding balance.**

When you make a commitment for childcare in the PK3 or PK4 Daycare program, or the Preschool program, you are responsible for payment even if your child isn't in attendance.



## **SCHOOL AGE CARE**

Your child will be in a well-balanced Christian atmosphere with teachers who love working with children. Our center provides a close-knit After School age program, along with all day care during school vacation breaks. Your child will have the opportunity to play with educational toys, do science experiments, cook, show their creativity through inventive arts and crafts, and play fun filled games both indoors and outdoors. We also provide devotional readings and discussion, as well as a time set aside for homework. Your child will be in a well-balanced Christian atmosphere with teachers who love working with children.

Time on electronics is limited per child, per day. Our teachers are hands-on at all times and are always looking for new and exciting things to do. We have a beautiful playground right outside our back door, and if it's too cold or rainy, we can always use the gymnasium.

Registration fee:           **\$25.00**

After school care:       **5 day Weekly \$55**

Per Diem Care: \$15 (1day); \$28 (2 days); \$39 (3 days); \$48 (4 days)

**Vacation Breaks:           \$155.00 weekly**

### **Admission and Fees**

The annual registration fee of \$25.00 per child and \$10 for each additional child is due with the registration papers. The fee is nonrefundable. Your registration payment assures your child's placement in our program. A new registration must be submitted for September of each year. Please note that it may take at least 2 full business days before your child can start in our program. This will allow time to review the paperwork submitted and to clear any questions we may have. At the time of registration, be prepared to pay the registration fee, a payment of one week's fees, and include all paperwork

All weekly accounts must be paid on Friday, prior to the week of care. If your account is in arrears your child may not return to our program until payment is made. **A weekly late fee of \$10.00 may be charged to any account with an outstanding balance.**

When you make a commitment for childcare School Age Program you are responsible for payment even if your child isn't in attendance.

If your account is in arrears your child may not return to our program until payment is made. **A weekly late fee of \$10.00 may be charged to any account with an outstanding balance.**

**All weekly accounts must be paid on Friday, for the upcoming week of care.**

# Preschool / Daycare / School Age Guidelines

## Illness

1. If your child(ren) should become ill during the day you will be notified to pick them up promptly. We expect that your child will be picked up within an hour. Your child may not return to the center until he/she has been free from symptoms for 24 hours. In case of contagious or infectious diseases, a doctor's note may be required.

2. Use discretion when having your child return to school. Please only send them when they are ready.

3. A child may return to the center after chicken pox when all blisters have developed scabs. The scabs need not all be gone.

4. Keep your child home if they have a fever or has had one during the **previous 24-hour** period, a heavy nasal discharge or has a constant cough.

5. Please notify the center if your child may have a communicable disease: Symptoms of a possible communicable disease are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.

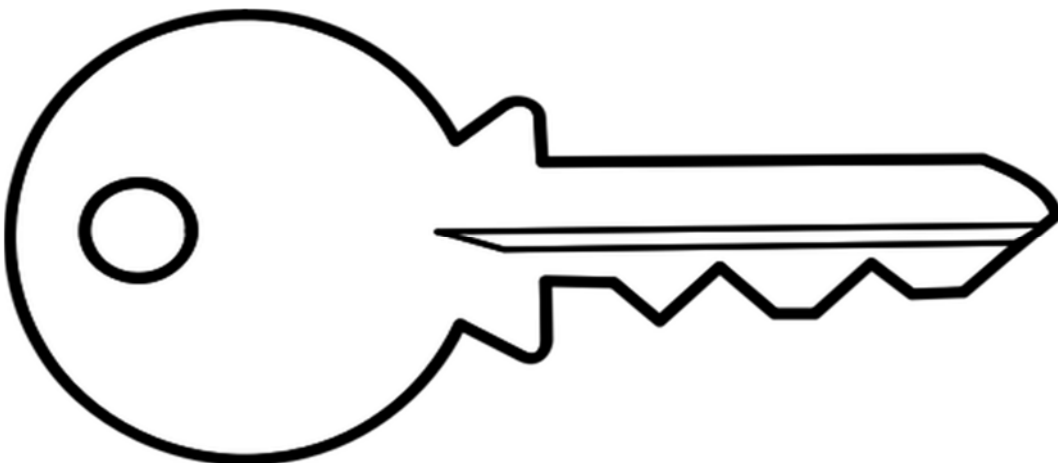
6. Children will not be allowed to attend the center with a fever, vomiting, diarrhea, rash of unknown origin, or any other communicable disease until the child is free from symptoms for 24 hours. *This is subject to the director's discretion.*



## Security Key Card

As we are a secured building, you need to obtain key cards for each person that would be dropping off or picking up your child each day. Each key card requires a \$10.00 refundable deposit that will be returned upon surrender of each key card.

In the event that you misplace or forget your key card, you may enter the building through the main entrance of the school. If a key card is lost, please inform the office and your deposit is forfeited and an additional deposit is required for a new key card.





## **Behavior and Tolerance Policy**

Our goal is to teach self-discipline. We are a teacher directed center. In most cases, the teachers will handle minor behaviors in the classroom through redirection. You will be notified by the center if your child's behavior needs your attention. The center will work with you to try to change your child's behavior within the classroom, however if this is not possible the center reserves the right to dismiss the child. We have a responsibility to offer a safe and positive environment to all of our children within the center. If the behavior escalates into an unsafe situation for other students or teachers and we are unable to correct the negative behavior, your child may be asked to leave our program.

## **Children's Rights and Responsibilities**

All children have the right to a safe and healthy environment, with equal use of equipment, and attention. All children are encouraged to express their feelings and thoughts in an appropriate manner. Every child will be treated with respect, and staff will have an individualized understanding of each child.

Children are expected to treat others how they would want to be treated. Equipment, toys, and material provided by our facility should be kept in good condition. School aged children are old enough to decipher between, "good choice," and "bad choice." This concept is what we encourage the children to use while interacting with others, as well as while personal decision making.

## **Clothing**



Please make sure your child is dressed in comfortable attire that is easily washed, as we are very involved with crafting, outdoor play etc. Please dress children weather appropriate. Northstar Christian Academy Daycare is not responsible for lost or damaged clothing or belongings.

For School Age Care please send in a change of clothes and footwear if you do not want them playing in their NCA uniform.

## **Emergency Closings**

Any late openings or closings will be announced on local news media including Facebook, and our website, Northstardaycare.com. When you listen for school closings and only hear that Northstar Christian Academy is closed, the NCA Day Care will be open. The Day Care is only closed when you hear that the Northstar Christian Academy Day Care is closed. **In all instances the preschool program will always be closed when the school is closed.**

## **Holidays & Closings**

You are responsible for your weekly daycare fee each week including any holidays that the center may be closed with the exception of a shut down week with dates to be announced. Please refer to the provided school calendar for these dates.

## **Hours and Late Fees**

There will be a **late fee of \$10 per child, for every ten minutes you are late** in picking up after the designated pick up time and or closing time. Please see the Director if you have any questions or concerns regarding this policy.

## **Medication Policy**

Prescription and orally-administered over-the-counter medication may be administered only with written permission of the parent and written instructions from a health care provider stating that the daycare provider may administer such medication or prescription and specifying the circumstances. Medication must be in the original container labeled with the child's complete name, the medication name, recommended dosage, time intervals for administration, method of administration, expiration date. For prescription medication, the prescriber's name and license number must also be written along with the above mentioned for all medications.

## **Outdoor Policy**

Children will have an opportunity to play outside at least 15 minutes, per day, weather permitting. Please be prepared for your child to go outside, even in the winter. Parents may request that their child stay inside, and we may do so, only if our ratios allow for that.

## **Pick-up Authorization**

People authorized to pick up your child have been submitted by you on your registration form. Persons without photo id will not be able to pick your child up. All persons authorized to pickup must be at least 16 years old. If there is a custody agreement in place, we ask that the court order is provided to our center. If a parent not authorized to pick up the child on a day they are not authorized, we will contact authorities and the other parent.

## **Returned Check Policy**

There will be a \$30.00 surcharge for all returned checks. You have one week in which to make repayment. After a second returned check we will only accept cash or money orders for the remainder of the year. We cannot accept any out of state checks as payment on an account.

## **Snacks and Lunches**

Morning and afternoon snacks are provided along with juice. Lunches are served daily with milk. A monthly menu is posted in the hallway and on our web page. If at any time you feel your child will not or can not eat what is provided by our program, please provide your child's lunch and / or snacks. We provide lunches during the calendar school year. In the summer months we require the children to pack their own lunch as there is no cook.

School age snacks are provided by center. After School children will be given a snack as they arrive. Two snacks are provided when there is all day childcare (school breaks and Summer Camp). **All lunches are to be provided by the parents.**

**\*\*Keep in mind, if your child has a food allergy or food preference, we request that you provide their food and drink for the day. Any allergy needs to be documented with a note from the doctor's office.**

## **Things Not Allowed**

Please be advised that we do not allow certain items in our classroom that portray violence, witchcraft, or the like. We provide plenty of healthy activities for everyone.

## **Toilet Training**

Children in our program need to be toilet trained and self-sufficient in the toileting area. Please provide extra clothing in the event your child has an accident. We can assist your child, but they must be able to dress and undress themselves and be able to meet their personal needs.

## **Termination/Change of Care**

**Any changes for registered children require a two week notice in writing. A verbal notice will not be adequate. This includes children leaving our program or children changing hours of attendance in our program.** Parents who fail to do so will be responsible for payment. NCA Daycare reserves the right to dismiss a child from the program with a two week notice. When health, welfare and safety of other children are involved, we reserve the right to terminate child care services immediately.

## **Video Games/Electronics (School Age Only)**

We strive for personal interaction through physical and social activities. In the event we allow electronics, we have access to computers, tv, wii systems and much more. If you send electronics or any other items in from home please be aware that it is at your own risk.

Dear Parents,

We want to have as much communication you as we can. We have created many ways to do this. We have our website where you can email us at time. We also have our facebook page which offers recent activities of all of our children throughout their days with us as well as you can call the daycare office directly during our operating hours. Please feel free to contact us with any comments, questions or concerns at any time. We use all of these resources to communicate with you any changes, emergency or weather closings, reminders for our program activities and for sharing our day with our child. We look forward to working with you.

[www.northstardaycare.com](http://www.northstardaycare.com)

Northstar daycare on Facebook



Email: [daycare@northstarchristian.info](mailto:daycare@northstarchristian.info)

NCA Daycare Staff



### **Final Message**

We value each child in our program and understand that we spend a good amount of time with them. We understand that we have contributory influence on their behaviors, actions, and minds. We strive to have our influences be effective and positive. We encourage parent input and enjoy being part of your family's team in the process of, "Training up a child in the way they should go; and when they are old, they will not depart from it." Proverbs 22:6



## Come Join our School Age Summer days!

Come and join the fun in the summer. We have theme days all summer long. Our summer camp programs start in July each year. Our days are filled with games, music, Bible, crafts, and lots of outside fun. We are excited to share our days with your child.

This is a great social experience for your child with a lot of hands on learning. We have had field trips to the movies, bowling, Strong Museum, Altitude, Summers Best Days @ FBBC and so much more... Come join us!

**Registered by June 6th with paid field trip fees: Weekly rate \$155.00**

Registered after June 6th: **Weekly rate \$185.00**

**Field trips two days weekly\***

**Field trip fees due: \$75.00 at registration**

**\$75.00 due July 10, 2017**

Choose: K-2 Summer Camp  
3-5 Summer Camp

M-F 7-5:30  
M-F 7-5:30

## Come join our Preschool Summer days!

Enjoy some "free" time and let us entertain your child along with their friends. We have theme days that are full of games, music, Bible, crafts, and lots of outside fun. This is a great social experience for your child with a lot of hands on learning.

Our skilled and trained staff are just as excited as you are to be here each summer and are ready to lead you in our awesome and great program. We're pretty sure you'll even make some new friends along the way!

**Dates:** July 10—August 25

**Time:** 9:00—12:00

**Price:** M-W-F - \$60 weekly  
M-F - \$90 weekly

Please contact the Daycare Office  
at  
247-8620 by **May 19th** to re-  
serve your child's spot for summer.