

First Assembly Christian Academy Childcare Ministries



FACACM
Est. May 2006

108 Beck Lane
Lafayette, In 47909
Phone 765-474-5437
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The Playplace

We are always excited to have a new family join our childcare. We have designed this booklet to help you to get to know us better and to understand our policies. We hope that you will be able to find the answers to most of your questions here. If there are questions that you still need answered please don't hesitate to let us know.

Please direct all questions to our director: Julie Clark
or our assistant director:



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First Assembly Christian Academy Childcare Ministries

First Assembly Christian Academy Childcare Ministry's (FACACM) mission statement is to love and nurture children just as Christ loved us, while providing an age-based learning environment.

Ephesians 5:1

“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us...”

We are committed to educating children with a Christ-centered worldview and providing a Christian educational environment which promotes the child's spiritual, intellectual, physical, and social-emotional growth.

Our Goal:

Nurture each child in Christ's love.

Encourage each child's unique qualities and potential.

Support families in strong partnerships.

Create a work environment that encourages spirituality, professionalism, and growth.

Provide appropriate, age-based learning opportunities.

Our prayer is to do this so successfully that we make a measurable difference in the lives of our children and families and that the community we live in is changed as well.

ADMISSIONS

FACACM is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be at least six (6) weeks of age, but must not be over five (5) years of age. Classes will be filled on a first-come/first-serve basis according to the date of enrollment with the director. If classes are full, the child's name will be placed on a waiting list to fill vacancies as they occur. As vacancies occur during the year, they will be filled from the waiting list.

DAYS AND HOURS OF OPERATION

FACACM is open Monday through Friday from 6:30 AM to 6:00 PM. In the unlikely event that FACACM would close due to bad weather, please listen to local television and radio stations or on the church's website: www.firsttag.org. We will be listed at First Assembly Childcare.

PICK-UP AND DELIVERY

FACACM families are to enter the building through the front canopy entrance. This is the entrance directly across from Walgreens. No child will be released to a person not authorized by a parent to pick up the child. Appendix 4 must be completed and photo ID copies submitted of those who will be allowed to pick up your child. We must have written or verbal authorization for changes in this respect. When you or an authorized person arrive at or depart from FACACM, you or that person must sign your child in or out. The staff should also be notified of your child's arrival or departure. A general schedule will be generated at the start of care for your child. If you will be varying from that schedule, please contact the director and notify us of your expected pick-up time. You will need to be available to be reached by phone at all times should an emergency take place. A late fee will be assessed if your child remains at the center past 6:00 PM! \$2 a minute for the first 10 minutes then \$3 for each additional minute.

CARE OPTIONS

FACACM offers Full-time care for up to 48 hours per week. Each child may be at FACACM for a maximum of 9 1/2 hours per day. When care exceeds 9 1/2 hours in a day there will be a \$20/hr fee per child.

TUITION FEES

FACACM accepts checks and money order payments.

Payment is due each Friday prior to care.

The weekly tuition is as follows:

RATES:	AGES:
\$158	6 weeks-18 Months
\$148	19-36 Months
\$132	3*-12 Years

*This rate is for those who are potty trained and enrolled in the three year old and older classes. Our classes promote to the next level in August of each year. (excluding infants)

Multiple Child Discounts are available for 2nd and 3rd sibling in the household.

REGISTRATION FEE

After completing the application and acceptance into the program, a \$50 non-refundable Registration Fee is due. This fee reserves your place until the actual admission date.

DELINQUENT PAYMENTS

Payments are due by noon on the Friday prior to the week your child attends our facility. If payment is not received by noon on Friday a \$25 late fee will be added and childcare services for your child will be suspended until your account becomes current.

ATTENDANCE POLICY

- Everyone must sign the attendance book before they will be admitted into the daycare.
- We require notification of all absences so that we may accurately staff our childcare facility. You must call for each day they are absent. Please call as early as possible. 765-474-5437
- If you will be gone for vacation, please fill out a vacation request form a minimum of two weeks prior to your vacation in order to receive 1/2 price tuition.
- If your child is absent for one week without leaving notification with our director, we will assume you have withdrawn your child. Your child's name will be put on our waiting list and you will be billed two weeks without notice. When a vacancy opens, we will accept an enrollment fee of \$50 to re-enroll your child and his/her weekly rate will be at the current market rate for his/her age.

VACATION TIME

Your child is allowed 2 weeks (or 10 days) vacation per year and will be billed as half-pay. They may be used daily or weekly. You must fill out a vacation request form 2 weeks prior to receive half-pay. No other discounts will be awarded once the 10 days have been credited as ½ pay.

REFUNDS AND HOLIDAYS

- No refunds are given for illnesses or vacations.
- If FACACM would happen to close due to inclement weather, you would not be charged for that day. An adjustment will be made for the next week's fee.
- FACACM will be closed on the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

- When a holiday occurs on a weekend, we will be closed before or after the holiday on a weekday.
- In 2011 since Christmas eve, Christmas day, New year's eve and New year's day fall on the weekends we will be closed the week in between those holidays. **Ex: We will be closed December 26-30th in 2011. This will be one of the vacation weeks used for all families when we close that week in 2011.**

WITHDRAWAL PROCEDURES

Two weeks prior notice (or two weeks fees) is payable upon your child's withdrawal from FACACM. This allows us time to advertise and fill the vacated position.

FACACM may not be able to meet the need's of your child. In this case, the Director will discuss your child's needs with you and allow you two weeks notice for you to find alternative childcare. Reasons for expulsion of your child may consist of: delinquency in payment of fees, inability of parent or child to adjust to FACACM's program, a lack of cooperation, or discipline issues.

HEALTH INFORMATION

Each child is required to have an Indiana State Department of Health Child Care Center Health Record on file (Appendix 6/7). This form includes a record of up-to-date immunizations and the signature of the child's source of medical care.

FACACM must also have a Medical Permission Slip on file (Appendix 3). This enables your child to receive any necessary emergency care. In case of medical emergency at FACACM, first aid will be administered by the staff. The parent or authorized adult will be notified by the staff as quickly as possible. If medical attention is necessary, the staff will call the local ambulance service, who will transport the child to a local hospital. You will be expected to assume full responsibility for any expense resulting from whatever treatment is administered to your child. It is to your child's benefit that you keep FACACM up to date on phone numbers, emergency numbers and other pertinent information.

Your child's health is very important to us. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted. If the child is not picked up within an hour a \$25 fee will be assessed for the time exceeding one hour.

Please keep your child home if he or she:

- Has a fever of 100 degrees or higher or has had one during the previous 24 hour period.**
- Has been taking an antibiotic for less than 24 hrs (may return earlier with a medical approval)**
- Has a heavy or colored nasal discharge**
- Has a constant cough**
- Has symptoms of a possible communicable disease**
- Has diarrhea during the past 24 hours**
- Has been vomiting during the past 24 hours**

Please notify FACACM at once if your child does have a communicable disease. You will be notified if your child has been exposed to a communicable disease. A doctor's note must accompany the child upon return.

Any medication brought to the FACACM must be in its original container, must not have gone over the expiration date on the container and be age appropriate. We will not administer medication to your child if it is out of their age range. FACACM will not administer any medication containing aspirin because of the threat of Reyes Syndrome. A medicine spoon or dropper must accompany the medication.

DRESS

Our daily activities at FACACM include active and messy play. Your child should wear clothes that are washable and comfortable enough to enjoy themselves. A child wearing sandals or backless shoes must also bring a pair of tennis shoes. If no tennis shoes are brought the child will sit out of gross motor play. Each child regardless of age should bring a complete change of clothing, including socks, and shoes to be kept at FACACM. To help ensure the return of all clothes, your child's name should be placed on all clothing, including outdoor clothing. We are not responsible for the loss of unlabeled items. The same should be done for any possessions brought to FACACM.

MEALS

A balanced lunch, including protein, vegetables, fruit, bread and dairy will be served at approximately 11:00 AM. Your child must be here no later than 9am to be counted for lunch. If your child will be arriving later than 9 AM then you must notify us so that we may include them in our lunch count. If we do not receive a call notifying us they will be arriving after 9am, you are responsible to bring a lunch for your child. Children are encouraged to eat their food, but they are not forced to eat. A snack will be served at 9:00 AM and 3:00 PM.

NAPS

Nap time at FACACM is from 12:00-2:30, there is no drop offs allowed during this time. If it is necessary for you to pick up your child prior to 2:30, please contact the director ahead of time. This enables us to have your child ready when you arrive and it keeps the disturbance of other children to a minimum. Your child may bring **one** stuff animal to sleep with during nap time.

TOILET TRAINING

Frustration results when toilet training too soon. Toilet training is developmental and cannot be rushed. Toilet training in a daycare setting is much different from toilet training at home. A child being trained at home has the undivided attention and fewer distractions while being trained. The staff at FACACM will assist you in toilet training your child. However, toilet training must first be started and encouraged at home on a regular basis. Children who are not completely toilet trained must wear a disposable diaper or a Velcro sided pull-up training diaper. Before training pants or underwear can be worn, children must be able to communicate when they have to go to the bathroom for both urination and bowel movements.

TOYS FROM HOME

We ask that you leave your child's toys at home or in the car. A small stuffed toy will be permitted for napping. Appropriate toys may be permitted for your child's scheduled show and tell. Movies brought from home must be approved by the teacher before bringing them into daycare. Fighting games/ movies will not be allowed at FACACM.

TELEVISION TIME

Each class is allotted 1/2 hour of educational lesson based video and 1/2 hour of recreational video per week. This video time may or may not be used weekly based on the discretion of the teacher. Extended movie time is allowed for Friday/holiday movie time.

INFANT CARE

In care of infants, the parents are responsible to provide a daily supply of diapers, wipes, 3 complete change of clothing, formula and a days worth of bottles. Soothing items to clam babies can be brought as well. Due to limited space please do not bring a diaper bag. Breastfeeding areas are available for those who wish to visit their child and feed them. A sofa and chair, located in the infant room, are available behind a partition for you to use.

DISCIPLINE

The staff at FACACM encourages acceptable behavior in children by giving positive verbal rewards. These verbal rewards serve as an example to other children to behave in such a way as to receive the same praise, and they reinforce a child's good feeling about his/her behavior.

Unpleasant or unacceptable behavior is dealt with in several ways. A child will first be asked to stop and think about his/her behavior. This encourages self-control. If a child is not cooperating in a group listening situation, the child is seated by the teacher and reminded of acceptable behavior. If a child continually demonstrates unacceptable behavior, he/she will be removed from the group for a period of time-out. This time-out period is a time for the child to calm down, remember what behavior the teacher is asking for, and decide when he/she is ready to rejoin the group with acceptable behavior. If behavior problems continue to persist, the parent is asked to a conference to discuss what to do in order to motivate the child to behave acceptably.

At FACACM we do not administer corporal punishment as a form of discipline. We will not hit, slap, or spank any child in any way. We believe all discipline should be administered in a loving but firm manner. Your cooperation in this area of discipline is greatly appreciated. Together we can make your child's time at FACACM a happy and rewarding experience.

COMMUNICATIONS WITH PARENTS

Parents you are always welcome to visit your child. Although, please be aware that it may be upsetting for some children when you leave again without taking them. Please understand that because children come first during our childcare sessions, our teachers may not be free to talk to you. They will, however, be happy to schedule a time to do so. The cooperation of parents and staff together at FACACM helps to make everything run smoothly. It also creates a happy experience for your child.

Appendix 1- (Family Copy)
First Assembly Christian Academy
Childcare Ministry
Child Application

Child's Name _____ Date of Birth _____

Child's Nickname _____ Sex _____ Age _____

Race : Black Caucasian Hispanic Other _____

Family Address _____

City _____ State _____ Zip _____

Desired Start Date _____

Mother's Name _____ Home Phone _____

Employer _____ Work Phone _____

Work Arrival Time _____ Work Departure Time _____

Cell Phone _____ Email _____

Father's Name _____ Home Phone _____

Employer _____ Work Phone _____

Work Arrival Time _____ Work Departure Time _____

Cell Phone _____ Email _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Appendix 2 (Family Copy)
PERSONAL HISTORY

OF _____

Brothers/Sisters

Name _____ Age _____ Grade _____

Name _____ Age _____ Grade _____

Name _____ Age _____ Grade _____

Name _____ Age _____ Grade _____

Right / Left Handed _____ Word(s) for Toilet Training _____

Child's Favorite Foods _____

Child's Least Favorite Foods _____

Special Eating Instructions _____

Child's Nap Time _____ Napping Instructions _____

Allergies _____

Medical Problems _____

Discipline Problems _____

Method of Discipline _____

Child's Fears _____

Special Concerns _____

Appendix 3 (Family Copy)
**MEDICAL PERMISSION AND
TRANSPORTATION SLIP**

Child's Name _____ Birth Date _____ Sex _____

Address _____ Phone _____

Mother's Name _____ Home Phone _____

Employer _____ Work Phone _____ Cell _____

Father's Name _____ Home Phone _____

Employer _____ Work Phone _____ Cell _____

Doctor's Name _____ Phone _____

Dentist's Name _____ Phone _____

Hospital Preference _____ Date of Last Tetanus _____

Insurance company _____ ID # _____

Group # _____

Name and Address of Person to Contact in an Emergency Other than Parents

Relation of Emergency Contact Person (Family, Friend, Neighbor, etc.)

I (we) agree, and by our signature give our consent, that in the case of injury, accident or illness of a serious nature, my (our) child will be given emergency medical care. I (we) understand that I (we) will be contacted immediately, or as soon as possible if I (we) cannot be reached at the phone numbers given above. We will assume full financial responsibility for such treatment.

We hereby authorize FACACM to transport the children listed above to a local medical facility deemed reasonable by the FACACM Staff. We agree to assume responsibility for all such treatment.

We grant permission at any time for the children named above to accompany the teachers and staff of FACACM on or off the premises of FACACM for recreation and/or field trips.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

Appendix 4 (Family Copy)
CHILD RELEASE FORM

I (we give our permission for child(ren), _____,
To be released by the director and staff of FACACM to the following listed people. These people listed below may pick up my (our) children at any time that it is necessary and with further specific verbal or written permission on any particular day he or she is to be picked up. Photo ID is required when persons listed below is picking up your child. We will not release your child without a photo ID.

Photo ID

1. Name: _____
Address: _____
Relationship to Child: _____
Home Phone: _____ Work Phone: _____

2. Name: _____
Address: _____
Relationship to Child: _____
Home Phone: _____ Work Phone: _____

3. Name: _____
Address: _____
Relationship to Child: _____
Home Phone: _____ Work Phone: _____

The following people may **NOT** pick up my child:

1. Name: _____
Relationship to Child: _____
2. Name: _____
Relationship to Child: _____
3. Name: _____
Relationship to Child: _____

We must have a copy of any court orders of no contact in your child's file.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

Appendix 5 (Family Copy)
PARENT/GUARDIAN AGREEMENT FORM

I (we) the parents of _____
have read the entire FACACM Informational Booklet and understand all policies and fees as outlined
for FACACM.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

Our curriculum and craft projects sometimes include taking pictures of children. These pictures are
taken in a classroom setting and often as a part of a class picture. If you would like for your child to
be included when we take pictures, please sign below.

I (we) give permission to the director and staff of FACACM to take photographs or video pictures of
my (our) child(ren), _____, while he/she
is being cared for at FACACM.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

I (we) understand that this is a Registered Daycare Ministry, as described by the State of Indiana, and
receives continuing inspections for fire safety and health sanitation. I understand that FACACM
complies with the State Regulations concerning the operation of A Registered Daycare Ministry. I
understand that it is my responsibility to ensure that the nutritional and health needs of my child are
met while he/she is at the FACACM. I understand that this notice does not absolve a daycare facility
from liability for injury to a child while the child is at the day care ministry if the cause of the injury is
negligence or intentional wrong doing on the part of the FACACM Staff or Facility.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

(Please return the following pages to the childcare)

Appendix 1 - (Childcare copy)
First Assembly Christian Academy
Childcare Ministry
Child Application

Deposit _____
Start date _____
Departion _____

Child's Name _____ Date of Birth _____

Child's Nickname _____ Sex _____ Age _____

Race : Black Caucasian Hispanic Other _____

Family Address _____

City _____ State _____ Zip _____

Desired Start Date _____

Mother's Name _____ Home Phone _____

Employer _____ Work Phone _____

Work Arrival Time _____ Work Departure Time _____

Cell Phone _____ Email _____

Father's Name _____ Home Phone _____

Employer _____ Work Phone _____

Work Arrival Time _____ Work Departure Time _____

Cell Phone _____ Email _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

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Name _____ Age _____ Grade _____

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Right / Left Handed _____ Word(s) for Toilet Training _____

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Allergies _____

Medical Problems _____

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Child's Fears _____

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We hereby authorize FACACM to transport the children listed above to a local medical facility deemed reasonable by the FACACM Staff. We agree to assume responsibility for all such treatment.

We grant permission at any time for the children named above to swim in public pools in Tippecanoe County and to accompany the teachers and staff of FACACM on or off the premises of FACACM for recreation and/or field trips.

Mother's Signature: _____

Date: _____

Father's Signature: _____

Date: _____

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Home Phone: _____ Work Phone: _____

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Address: _____
Relationship to Child: _____
Home Phone: _____ Work Phone: _____

3. Name: _____
Address: _____
Relationship to Child: _____
Home Phone: _____ Work Phone: _____

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1. Name: _____
Relationship to Child: _____
2. Name: _____
Relationship to Child: _____
3. Name: _____
Relationship to Child: _____

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Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

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Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____

