

## **Statement of Philosophy and Purpose**

Our educational philosophy is based on the belief that early Christian education provides an essential part of the development and growth of young children. Therefore, it is our purpose to honor God by providing quality care in a loving and safe environment where children can develop spiritually as they grow, emotionally, physically, socially and cognitively.

## **Licensing**

RCA is currently license by the Department of Human Resources. The minimum standards for daycare centers are available for review at the center upon request. RCA follows all Health, Building and Fire Department guidelines. The center will not exceed the following state ratios for each age group:

0 to 18 months	1:5
18 months to 2 ½ years	1:7
24 months up to 36 months	1: 8
2 ½ years to 4 years	1:11
4 years to school age	1:18
School age to 8 years	1:21
8 years and older	1:22

## **Admission Policies and Procedures**

To enroll at RCA, an interested parent/guardian should contact the center discuss the philosophy, policies, and procedures of the program. The parent/guardian will be give a tour of the center and discuss what will be offered to their child. The **enrollment form, immunization record**, along with the **registration fee** must be completed and returned before an enrollment date can be set for the child. The enrollment packet will include:

- ✓ Enrollment Application
- ✓ Permission Slips
- ✓ Tuition and Fees

*Taylor Kinder Care admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and/or admission policies.*

## **Tuition**

Weekly tuition for all ages is listed below. The nonrefundable registration fee must be paid before a child can be admitted to RCA.

<b>Yearly Registration Fee</b> (Nonrefundable and recurring)	\$50.00 \$75.00 Family Max
<b>Infants -2 ½ Years</b>	\$130.00
<b>2 ½ -3 years</b>	\$122.00
<b>4 Years Old</b>	\$118.00
<b>School-Aged (5-12 Years of Age)</b>	\$110.00 Full Time \$55.00 Part Time

**\*There is a 25% discount for multi children families.**

## **Payments**

- ❖ Payments are due on Monday of each week. Checks should be made payable to Revelation Christian Academy.
- ❖ A late fee of \$10.00 will be assessed if payment is not received by Wednesday of each week. If two weeks go by with no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available.
- ❖ A service charge of \$25.00 will be assessed for each returned check. The account must be brought up to date within one week of notification of the returned check. If the center receives a second returned check, future tuition payments must be made by cash, cashier's check or money order.
- ❖ Tuition costs remains the same regardless of daily absence, holiday, staff training, or extreme weather days.
- ❖ If your child is out sick, a doctor's excuse must be provided within one day of your child returning in order to qualify for a tuition adjustment.
- ❖ If your child goes on vacation, the director must be notified prior to for tuition to be adjusted.
- ❖ **Tuition adjustments are not guaranteed and must be approved.**

### **Swipe Machine**

All parents that receive Child Care South subsidy must swipe their child in and out on a daily basis. Failure to swipe your child in or out a total of 3 times will result in your child being dismissed from Revelation Christian Academy.

### **Attendance**

If your child is going to be absent, please contact the center to inform the Director. (251) 476-0677.

### **Hours of Operation**

RCA opens at 6:00 AM Monday-Friday and closes at 6:00 PM.

### **Late Pick Up**

The Center closes at 6:00 PM. If you are going to be late, please notify the office. There is a \$10.00 late fee per child and a \$5.00 charge every 5 minutes after 6:15 that each child has not been picked up.

### **Visitation Guidelines**

Revelation Christian Academy has an open-door policy. Parents may observe and/or visit their children at any time during their child's scheduled class time. A daily schedule will be posted in your child's classroom, and you may also ask for a copy at the office. ***For security purposes, all parents and visitors must report to the office upon arrival to receive a visitor's badge.***

### **Delivery and Release of a Child**

Each child must be taken directly to their classroom. Under no circumstances is a child to be dropped off outside the building or left at the door. All children must be signed and/or swiped in on a daily basis.

Children will only be released to their parents/guardians or persons who have been authorized in writing, on the appropriate paperwork in your child's file. Changes in authorization must be done in writing and submitted in advance to the program director's office. The center is authorized to ask for identification should there be any question concerning who is picking up your child.

If an "unauthorized" person arrives to pick up your child, the child will not be released. The director will notify the parent/guardian. Please ensure that all contact numbers are up to date.

### **Court Orders and Custody**

The school denies parent access to their child only if there is a legal document, which addresses that denial. We will not accept information regarding the validity of orders over the phone.

## Vacation

We understand that vacations may come up. However, in the event of a vacation planned, please notify the Center Director in writing one week in advance so that accurate records may be kept, and your account adjusted.

## Holidays

RCA is open year-round 6:00 AM-6:00 PM. However, we do observe the following holidays:

New Year's Day	Dr. Martin Luther King, Jr. Birthday
President's Day	Good Friday
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving	Christmas

## Withdrawal

If you choose to withdraw your child, please inform the Center Director in writing one week in advance.

## Curriculum

Our goal at Revelation Christian Academy is to provide a caring and nurturing environment that is sensitive to the needs of your child. Our curriculum is aimed to provide developmentally appropriate learning experiences that build progressively as the children continually discover and acquire new concepts and skills in the areas of cognitive, physical, spiritual and social development. Our curriculum is designed to take an active approach to learning. We will strive to make learning fun and exciting, because we believe this enhances learning experiences. Social and communication skills will also be an integral part of our classroom routines. Our teachers will be working hard to provide a variety of activities, materials and learning experiences that introduce, reinforce and extend desired skills and concepts at all levels. The curriculum is divided into seven major areas of focus; social and spiritual development, gross motor, fine motor, reading, math and basic readiness skills. Following is a list of basic concepts that your child will be working toward in each of these areas.

<b>Social Development</b>	<b>Gross Motor</b>	<b>Fine Motor</b>	<b>Math</b>
Manners Sharing Turn Taking Cooperative Play Following Directions Carrying on conversations Basic Hygiene Skills Organization Skills Attention Span Self-pride and	Walking Running Jumping Skipping Climbing Balancing Coordination Playing with a ball	Manipulate writing, drawing and coloring tools Scissor Skills Gluing Block Play Puzzles Using Manipulatives Dressing Writing and drawing skills	Colors Shapes Numerals Counting Positions Ordering Comparing Patterning Opposites Problem Solving

confidence			
<b>Reading</b>	<b>Basic Readiness</b>	<b>Spiritual</b>	
Book Knowledge Print Knowledge Letters Characters Recalling Details Sequencing Retelling Predicting Basic Comprehension Finger plays and rhymes	Name Birthday Phone Number Address Colors Shapes Alphabet Skills Numerals Counting Using art materials Problem Solving	Gain knowledge of God through His word  Experience God's goodness through the world around us.  Discover God's purpose in our lives.	

**Field Trips**

A vital part of our program is field trips which are planned to support our curriculum. Occasionally, there will be fees related to field trips. Parents are encouraged and always welcome to participate in any field trip outing. Permission and release forms must be completed before a child can be transported.

**Outdoor Play Policy**

The daycare will provide outdoor play each day in suitable weather. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 36 degrees or above 90 degrees. The center may also limit outdoor play if the heat index is at a caution or above level. If outdoor play is not possible, large muscle play will be held indoors.

**Clothing**

We ask that the following extra clothing is sent with all children: pants, shirt, underwear and socks. The clothing will be labeled and kept in each child's cubby. In the event that a child's clothing must be changed, the dirty clothing will be sent home to be replaced by an extra set of clothes. We recommend weather appropriate comfortable clothes, closed shoes they can run and jump in and clothes they can get messy. Please be sure all coats, jackets and sweaters are labeled as well. Boys are not allowed to wear earrings.

Students aged 2 (potty trained) to 4 years old will be required to wear the following uniform:

- Burgundy Uniform Shirt**
- Khaki Pants**
- Black Shoe**

## **Nutrition**

RCA will provide nutritious meals and snacks daily that follow the USDA guidelines. If a special diet is required for your child, proper documentation must be provided from your healthcare provider. If accommodations can't be made by the center, then parents will be required to furnish their child's lunch.

## **Allergies**

If your child has been diagnosed with severe allergies that require monitoring and intervention, specific forms must be completed.

## **Birthdays**

Parents can bring in ice cream and birthday cake or cupcakes for their child's class to celebrate their birthdays. Please arrange this with your child's teacher in advance. Party invitations will only be allowed to be passed out if every child is invited to the party. ***Do not send any food that contains peanuts, peanut butter, peanut oil or any other nuts because of allergies.***

## **Photographs and Video Taping**

Please notify your child's teacher and the Center Director in writing if it is your desire that your child not be photographed.

## **Medication**

Over the counter medication will be administered as directed by the printed label, or in accordance with a written physician's prescription.

All medication must be in the original container indicating the child's full name, type of medication, date of prescribed medication, amount and time of dosage to be dispersed. Medications will not be dispensed to a child whose name is not on the original label. This includes sharing medication between siblings. ***A medication authorization form must be completed by the parent before the medication may be given to the child. Medication authorization forms must be updated every Monday.***

## **Requirement to Report Child Abuse**

As a child care provider, our Center is required by state law to report any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or has suffered death by other than accidental means by a parent, guardian or caretaker, to the proper authorities. Our center will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, parents are encouraged to keep the center aware of any unusual bruises, marks or accidents occurring at home.

## Discipline

- a. Developmentally appropriate limits or rules shall be understandable to the staff and children to whom they apply.
- b. Staff shall agree on acceptable and unacceptable behavior and set limits.
- c. Expected behavior shall be on the child's level.
- d. A kind, firm voice shall be used.
- e. Discipline shall be consistent and fair.
- f. Positive reinforcement shall be encouraged. Developmentally appropriate reward system may be used.
- g. Discipline shall not be associated with food, naps or bathroom procedures.
- h. No corporal/physical punishment shall be used. Techniques of discipline shall not be humiliating, shameful, or frightening to the child.
- i. Discipline shall be related to the misbehavior and it shall be administered immediately, usually by the worker primarily responsible for the child. In occasional situations, consultations with the Director may be indicated.
- j. No verbal abuse, threats, or derogatory remarks about the child or his/her family shall be used.

## Communicable Diseases

**Signs of illness may include but are not limited to:**

**\*Vomiting or diarrhea**

**\*Inflamed mouth and throat**

**\*Runny nose**

**\*Unusual crying/fussiness**

**Please Note:** If your child is sent home with fever, vomiting/diarrhea, cold or any sickness or rash, they must be free of all symptoms for 24 hours including the following day. For example, if your child had fever on Monday and was sent home, they must remain out on Tuesday and can return to on Wednesday only if symptom free on Tuesday. This is for the well-being of your child and our care givers/teachers.

- **Colds:** From onset, a cold typically lasts 3 or more days. A runny nose that produces yellow or green mucous suggests an infection that should be seen by a physician. If a child has nasal discharge that interferes with the daily routine and classroom hygiene, the child should not attend school and will not be allowed to stay. If a child appears to be wheezing or having labored breathing, the child will need to be sent home.
- **Fever:** A child must be fever free for **24 hours** including the following full school day before returning. If your child had fever on **Monday**, they must be out on Tuesday and can return to school on **Wednesday** only if your child was fever free on Tuesday. *Fever*

Free means a child cannot have Advil, Tylenol, or any other fever-reducing medication in his/her system to make him/her fever free.

- **Vomiting/Diarrhea:** If a child vomits once at school, he/she will be sent home. If a child has two or more diarrhea diapers, he/she will be sent home. A child should not return to school for at least **24 hours** after symptoms have disappeared.
- **Strep Throat:** This is a highly contagious infection and the child should be on antibiotics for **48 Hours and Fever Free** before returning to school.
- **Chicken Pox/Shingles:** Children exposed may break out 10-21 days after exposure. He/she may feel ill for two days prior to the appearance of the skin rash. A child cannot return until no new lesions have appeared for 48 hours and all spots are dry and healing (about 7-10 days).
- **Pinkeye:** A child must be diagnosed and on medication for 24 hours and the eye must be cleared and free of discharge prior to his/her return to school.
- **Impetigo:** This is a bacterial infection of the skin. Blisters will appear first followed by brownish colored scabs. It will spread slowly to other body areas and is contagious to others. A doctor must diagnose and treat this infection. The child may return to the daycare after the use of medication and the infected skin area is clear.
- **Lice:** A child must remain home during the treatment period (2 days). All nits must be removed and a "Return to Class Slip" must be issued by our Director. Treatment should be repeated 7 days later to kill any new nits or newly hatched lice. If lice are discovered while the child is at the daycare, the parents will be notified, and the child will be sent home.
- **Fifth Disease:** This is a bright red rash on the cheeks followed by a lace-like rash on the extremities, which can come and go for 1-5 weeks. The child must stay home if fever is present or if the rash is itchy.
- **Giardia:** This is an active intestinal parasite that appears 5-25 days after exposure. Symptoms include mild or severe diarrhea, fatigue, occasional vomiting, and may come and go over a period. The child cannot return to school until he/she has taken all the medication (5-10 days) and has two negative tests three days apart. We also need a written confirmation from the doctor that the tests were negative.

- **Shigellosis:** This is a bacterial infection of the intestinal tract. Mild to severe diarrhea is the prominent symptom. The child cannot return until he/she has been treated with medication and the diarrhea is gone.
- **Ringworm:** This fungus is contagious and easily spread. The child should see a doctor for medication. After 24 hours of application of the medication, the child may return to school. However, the area must be kept covered while at school.
- **Measles:** This is contagious for 4-5 days after the onset of the rash. The child cannot return until he/she is fever free and the rash has been gone for three full days.
- **Hand, Foot, & Mouth:** This disease is a mild, contagious viral infection and is characterized by sores in the mouth and a rash on the hands and feet. There is not specific treatment for HFM disease. You can reduce your risk of infection by practicing good hygiene. HFM may cause the following symptoms: fever; sore throat; painful, red, blister lesions on the tongue, gums and inside of cheeks; a red, non-itchy rash on the palms of the hands; sores on the feet and buttocks; irritability in infants and toddlers; and loss of appetite. The incubation period for HFM is 3-7 days. A fever is often the first sign of HFM, followed by a sore throat and not feeling well. One to two days after fever, sores in mouth and a rash on hands and feet may appear. The child cannot return to school until he/she is fever free and the sores/rash has been gone for two days, or as a doctor's note.

\*All **skin infections** including scratches, scrapes, and abrasions that have become infected must be covered during the time the child is at school.

### **Emergencies**

In the event of an emergency dealing with a fire, severe weather, intruder or others, the center has policies in place. Should an emergency require evacuations, parents/guardians will be notified immediately, and the children will be relocated to Revelation Christian School.

As a parent, I have read the Parent Handbook. I understand that I must support RCA policies and procedures through my actions and my words. I agree to do so cheerfully and willingly in order to partner with RCA in the training for life of my child. We are in harmony with all RCA policies and hereby pledge our full cooperation.

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date