



# NWCCC

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**NORTHWEST CHRISTIAN CHILDCARE CENTER**

Northwest Christian Child Care

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Columbus, Ohio 43235

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Visit us at our website:

[www.northwestchurch.org](http://www.northwestchurch.org)

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Welcome. We are pleased that you have become a part of Northwest Christian Child Care. We are committed to providing the best possible care for your family. It is our desire to guide and nurture each child by providing social, emotional, physical, intellectual, and spiritual learning experiences. We want to encourage children to reach their God-given potential. It is our prayer that your child will be surrounded by Christian love.

Dear NWCCC Families,  
Welcome to Northwest Christian Child Care, a ministry of the Northwest Church of the Nazarene. We are excited about the privilege of caring for your child.

Throughout the year we offer many family activities. You are welcome to join us at all of our events. We will do our best to keep you informed of activities that may be of interest to you. If you would like to receive our monthly calendar of events by email, please send your email address to [churchoffice@northwestchurch.org](mailto:churchoffice@northwestchurch.org).

We believe the worship of God makes better parents and families. If you do not have a church home, let me invite you to join us on Sunday mornings at 11:00 a.m. Childcare and Children's activities are available.

The church is here to serve you. If you have special needs or seek counsel or special prayer, please feel free to contact me, or our other church staff, or church volunteers. Our doors are always open!

Sincerely,

Bob Morrison  
Senior Pastor

### **Our Mission**

To join with families to provide quality care for young children that is:

- Bible based/age appropriate in its daily activities and curriculum
- Life applicable
- Relational
- Creative
- Safe and Fun
- Striving to teach the qualities of a "servant heart"

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Northwest Christian Child Care is a privately owned and operated non-profit child care center. The child care center is licensed by the Ohio Department of Job and Family Services. We are approved to operate legally as a child care center, preschool, and Summer Day Camp (School-Age) Program. Care is provided from 6 weeks of age through Pre- Kindergarten. A Summer Day Camp program is offered for children having completed Kindergarten through 12 years of age. NWCCC does not discriminate on the basis of race, religion, sex, color, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

The licensing rules and laws are available at the center, and a copy for review can be requested from the Director. The licensing inspection reports and complaint investigation reports, for the current licensing period, are located in the front office. The center's licensing records, both past and present, and the compliance report forms from the Health, Building and Fire departments are available upon request from the Ohio Department of Job and Family Services. These are also available online at [jfs.ohio.gov](http://jfs.ohio.gov)

If any person wishes to report a suspected violation by the center, The State of Ohio Licensing Division can be reached by calling 1-866-635-3748, option 2, ext. 4, OR 466-7765.

The licensed capacity for each age category is noted in the center's license. The license is posted in the front office.

The center observes the following staff/child ratios and small group sizes for each age group.

	<i>Cherubs</i> 6 wks to 6 months	<i>Lambs</i> 6-12 months	<i>Guppies</i> 6-18 months	<i>Ducks</i> 12-18 months	<i>Toddler</i> 18-30 months	<i>Toddler</i> 30-36 months
Staff/Child Ratio	1:5	1:5	1:5	1:6	1:7	1:8
Small Group	2:10	2:12	2:10	2:12	2:14	2:16

	<i>Pre-School</i> 3 yrs	<i>Pre-school</i> 4-5 yrs	<i>School Age</i>
Staff/Child Ratio	1:12	1:14	1:18
Small Group	2:24	2:28	2:36

Hours and

Days of

## Operation

Northwest Christian Child Care is open, year-round from 6:30 a.m. to 6:00 p.m. Monday through Friday. Summer Day Camp 7:00 a.m. to 6:00 p.m. A list of days that we are closed are included in the back of the booklet.

## Daily Schedule

### Infant (6 weeks thru 18 months)

Infants will be fed and changed on demand. Naps will be taken as needed. Infants are placed in different positions throughout the day, such as in swings, walkers, and play mats on the floor so that they can exercise their entire body. As the children become older and are eating table food, they will have a more regular schedule for lunch and snack time. The 12-18 month class will have one daily nap, table foods for lunch and snacks, and outdoor play time. All infants will be given time and space to play with age appropriate objects such as books, balls, and plush toys, etc. to help develop their hand skills. Talking, music, and reading will be a significant part of their day for language development.

### Toddler (18 – 36 months)\*

6:30am	Children meet in Lambs Room
7:00	Children go to the Toddler Play Room
8:00-9:00	AM Snack in classrooms: Prepare/Eat/Clean up
9:00-9:15	Diaper change/Restroom Break
9:30	Circle Time
9:45	Center Time (music, stories, art, drama, science, etc)
10:15	Outside/Gym Time
11:00-1200	Lunch Prepare/Eat/Clean up
12:00-12:30	Diaper change/Restroom Break
12:30-2:30	Naptime ( <i>Phone calls will not be transferred to classrooms during nap time.</i> )
2:30-3:00	PM Snack: Prepare/Eat/Clean Up
3:00	Diaper Change/Restroom
3:30	Story Time/Music
4:15	Clean up and prepare to go Outside/Gym
4:30	Outside/Gym
5:30	Prepare for pick up
6:00	Final Check and Closing

**\*For your child's specific class schedule please see his or her teacher.**

## Preschool Schedule (3-5 years)\*

6:30am	Meet in the Penguin classroom
8:00	Children go to their assigned classes
8:30	AM Snack in gym: Prepare/Eat/Clean up
9:00	Outside/Gym
10:00	Circle Time
10:30	Center Time (free choice)
11:00	Restroom Break
11:15-12:00	Lunch in gym: Prepare/Eat/Clean up
12:00-12:45	Outside/Gym play time
1:00-3:00	Rest Time: Prepare/Restroom Break <i>(Phone calls will not be transferred to classrooms during nap time.)</i>
3:00-3:45	PM Snack in classroom: Prepare/Eat/Clean Up
4:00	Center Time (free choice)
4:30	Outside/Gym
5:15	Back to the classroom/Prepare for home
5:50	Meet in school office
6:00	Closing

**\*For your child's specific class schedule please see his or her teacher.**

**All classes use "Creative Curriculum" as their basis for teaching. We also include a basic bible curriculum appropriate to each age level.**

## School Age Schedule (Summer Day Camp: Kdg. thru 12 years)\*

The day camp schedule will be available in the Camp Hosanna Parent Handbook distributed to parents at the beginning of each summer.

**\*For your child's specific class schedule please see his or her teacher.**



## **Child Guidance and Behavior Management**

The childcare staff in charge of a group of children shall be responsible for their discipline in keeping with the policies established by the center.

Child training and discipline will be handled with kindness, consistency, and understanding in accordance with the individual needs of each group and each child.

The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want children to hurt themselves or others. We want them to learn to respect other people and their property.

Discerning right from wrong is a continual learning process. We first talk with the child when unacceptable behavior occurs to be sure he/she understands the rule and why it exists. If the unacceptable behavior continues, the child care staff member shall use developmentally appropriate techniques suitable to the child's age and circumstances, such as redirection or removing the child from the situation. The staff will use developmentally appropriate separation from the situation only as necessary. The staff shall communicate with the parent or guardian to implement any specific behavior management plan. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

In case the staff member and child cannot come to a satisfactory solution in the classroom, the Director and Parent will be made aware of the situation to support each other in resolving the situation.

In extreme cases involving the chance of injury to self or others, or destroying property, it may be necessary to require that a child be disenrolled from the center.

There is to be no form of corporal punishment administered in the center. No cruel, harsh, unusual or extreme techniques shall be used.

Use of abusive language or attacks on the child's self worth is not to be used to shame a child into conforming to the rules of behavior. Any instances of such practices are to be reported to the Director.



No discipline or behavior management techniques shall be delegated to any other child.

### **Child Guidance and Behavior Management (continued)**

When a child's behavior is unacceptable, the child care staff members shall not restrain a child by any means other than holding the child for a short period of time, such as a protective hug, so that the child may regain control.

No child shall be placed in a locked room or any confined area.

Children shall not be confined to equipment such as cribs or high chairs.

Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Also at no time will food, rest or toilet use, or outside/gym time be withheld as a form of behavior management.

Techniques of discipline or child management shall not humiliate, threaten, shame or frighten a child.

The staff shall not subject children to profane language or verbal abuse. Making derogatory or sarcastic remarks about a child or their families is unacceptable and will not be tolerated. It is our goal to provide a positive and safe environment for each child.

The child care staff shall not punish an entire group of children due to the unacceptable behavior of just one or a few. No child will be isolated or restricted from all activities for an extended period of time.

Parents of children in our center are not permitted to discipline other children at the center. Please express your concerns to the staff.

We want to approach discipline with positive actions that reinforce acceptable behavior and encourage the learning process taking place as a natural part of the child's growth and development. **All** Northwest Christian Child Care staff adheres to the child guidance and behavior management guidelines listed above.

If a child is acting out, we will use the following approaches, depending on the situation:

A teacher may choose a time-out consistent with the child's age. That is one minute for each year of age. Example: 3-minute time out for a 3-year old, 5 minutes for a 5-year old.

### **Child Guidance and Behavior Management (continued)**

If two children are fighting over a particular toy, we will redirect each child to a different activity.

Northwest staff will ignore negative behavior when appropriate, but generally respond and praise appropriate behavior before the negative occurs.

### **Bite Policy**

Northwest Christian Child Care acknowledges that infant and toddler biting may be a normal part of a child's development. However, in order to provide a safe and positive learning experience for your child we have established a few guidelines regarding our policies and procedures for repetitive biters. The parent or guardian of the biter and the parent or guardian of the bitten child will be informed in writing. All parents or guardians will be called immediately if the bite breaks the skin.

All bites will be washed with soap and water. Ice will be applied to the bite mark.

For repetitive biters the following behavior management plan will be used.

- A bite surrogate will be provided to the biter (Teething ring)
- Staff will give attention to the bitten child.
- The biter will be separated from the group.
- The staff will shadow the biter.
- The staff will be alert to the environment and possible causes of the biting.
- A conference will be held with the Director and parent/guardian.
- The staff will use a firm, non yelling voice to alert the biter.
- The staff and parent/guardian will communicate so that a plan can be implemented in order to stop the biting.
- The child can be disenrolled, if after a reasonable time the biting has not stopped. This will be determined by the Director.

It is the goal and intention of Northwest Christian Child Care to work with the child and their family to resolve any biting issues. Information about biting is available upon request from the Director.

### **Custody Issues**

To ensure that Northwest Christian Child Care is in compliance with any court order pertaining to the custody of your child, we require a certified copy of the custody order. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need certified copies of these documents on file. It is Northwest Christian Child Care's policy to remain neutral in all custody matters.

### **Delivery and Release of Children**

Our facility is a “**secure**” center. Upon entering the building, each parent must code in their child. When you enroll your children at NWCCC, you may choose a code or fingerprint to enter the center. Each child must be taken directly to his or her teacher. Under no circumstances is a child to be dropped off outside or left unattended. Children must be supervised at all times. At no time should a child be left unattended.

Each teacher is to keep a class list with them to mark your child's attendance and departure. Please make sure the teacher responsible for your child knows that your child has arrived. Also when the child is leaving with an authorized person, the attending teacher should be notified.

Children will only be released to their parent or persons who have been authorized in writing by their parents at the time of enrollment. Changes in authorization must be done in parent's handwriting and submitted in advance to the office. Anyone wanting to pick up a child must show proper identification.



## Emergency Closing Procedures

In the event that Northwest Christian Child Care has to close due to a weather emergency, the following TV stations will be notified.

### TV Stations

**WCMH News Channel 4**  
**WSYX News Channel 6**  
**WBNS News Channel 10**

**We also send out a text message to parents who are registered with their carrier.**

If Franklin County calls:

**Level 1 Emergency:** we will be open regularly scheduled hours

**Level 2 Emergency:** we will open at 8:30 a.m.; **however, closing for a level two will be at the discretion of the director.**

**Level 3 Emergency:** we will automatically be closed for the day.

**There are sometime circumstances that we cannot predict, so any closing is at the discretion of the director and office staff.**

If we are already in session, and Franklin County calls a level 3 emergency, we will close immediately. In order for our staff to have the same safety consideration, it is imperative that you pick up your child within the hour. Please do not call, just come. Phone lines should be open for emergency calls and we will send out a general email and texts to alert parents.

## Meals and Snacks

A breakfast snack is served between 8am and 9am. This nutritional snack includes a minimum of two out of the four basic food groups.

The lunch meal will include foods from the four food groups, which supply 1/3 of the child's recommended daily dietary allowance. Lunch will be served to every child who is in attendance at the center from 11:00 a.m. through 12:00 p.m. inclusively.

An afternoon snack is served following the afternoon nap. This nutritional snack includes a minimum of two out of the four basic food groups.

The monthly menus are posted in each classroom and are distributed to families. Extra copies are located in the office.

**Should your child require vitamins or a special diet, including any allergies, or any change to our menu, you must have a written prescription or statement signed by a licensed physician or you may provide all of your child's food when they are at the center.**

(Please see guidelines below) NWCCC is a peanut-free center. No peanuts or other nut products are used.

If you choose to provide your own food, the following guidelines will need to be followed:

1. Foods brought in must be foods that do not need to be heated but can be taken from a fridge and served as is. Our teachers are managing several children and do not have the time or equipment to be heating individual meals in the classroom.
2. Each of the nurseries have refrigerators in their rooms, but the toddler and preschool classrooms do not, so if you choose to bring your own food in for your toddler or preschooler, then you must put them in container, label it with your child's name and classroom and drop it off in the kitchen to be placed in the fridge so that the cook can put your child's lunch out for that classroom. If the food does not need to be refrigerated, then it can remain in your child's cubby. Please inform your child's teachers if you have left a lunch in the kitchen.
3. There will be not reduction in tuition if you choose to bring your own food.
4. If you decide to provide your own food you must follow our CACFO meal guidelines. You may obtain a copy of those guidelines in the office.

### **Meals and Snacks (continued)**

Parents of infants may furnish formula or expressed breast milk and infant foods, along with written instructions for the caregiver. NWCCC provides formula and baby cereal if you choose to use that option. In the Cherubs, Lambs and Guppies rooms table foods are introduced from the menu when the child is developmentally ready, and when agreed upon by the parents. When an infant moves to the Duck room, they must abide by the same food guidelines as the older classes.

NWCCC participates in the Child and Adult Care Food Program (CACFP) without regard to race, color, national origin, age, sex, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). The USDA is an equal opportunity provider and employer.

### **Evacuating the Property**

In the event that we would need to evacuate the property we will notify the Columbus police department and any other authority necessary. The staff would then evacuate the building and begin to shuttle children in their cars and child care bus to Christian Community Church North located at 5586 Olentangy River Road. A complete copy of the evacuation plan is located in each classroom, gym, music room, kitchen, and office.

### **General Emergencies**

A general emergency plan has been posted in each classroom with instructions for the following situations:

- Threats of Safety of Children due to Environment or Violence
- Threats of Natural Disasters such as Fire or Tornado
- Loss of Power, Heat or Water
- Evacuating Northwest Christian Child Care property
- Serious Incident, injury or illness

### **General Emergencies (continued)**

All situations mentioned above will be handled in accordance with Ohio Department of Job and Family Service rules and regulations and in accordance with Northwest Christian Child Care policies and procedures.

## **Serious Incident, Injury, or Illness**

If a child becomes seriously injured or ill the parent or legal guardian will be notified immediately. A state mandated incident/injury report will be filled out and medical treatment will be sought. If a child must be transported for medical treatment, he or she will be transported by EMS. The director or an appointed staff member will accompany the child to the authorized medical facility indicated on the child's enrollment form. For all serious incidents the child's parent or legal guardian will be notified and the situation will be documented. The incident will be handled according to NWCCC Child Guidance and Behavior Management guidelines. NWCCC does not assume any responsibility for co-pay or deductibles that your insurance does not cover.

### **Incident/Injury/Illness Reports**

The staff member responsible for the care and control of children will fill out a state mandated incident report for the following:

- An illness, incident, or injury which requires first aid treatment.
- A bump or blow to the head or face.
- Emergency transportation to seek medical attention.
- An unusual or unexpected event which jeopardizes the safety of children or staff.

These incident/injury reports will be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. A copy of the report will remain in the child's file for one year.

### **Communicable Disease Policy**

A chart of communicable disease symptoms and information is posted in the workroom located in the school office. If your child has been exposed to a communicable disease at the center, a note will be posted in the classroom involved.

### **Communicable Disease Policy (continued)**

When there are questions of illness please use these guidelines that are in accordance with Ohio Law, Chapter 5101:2-12, April 1, 2003. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his /her parent or guardian:

- Diarrhea – three or more abnormally loose stools within 24-hour period
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Temperature of 100° Fahrenheit taken by the auxiliary (armpit) method, along with any other signs of illness
- Untreated infected skin patch or patches, unusual spots or unexplained rashes
- Unusually dark urine and/or gray or white stool
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty in swallowing
- Evidence of untreated lice, scabies, or other parasitic infestations
- Stiff neck with an elevated temperature

If a child develops any of the above symptoms, a parent or guardian will be notified and will be expected to pick up the child as soon as possible, not exceeding one hour. In the meantime, the child will be made comfortable in a quiet location away from other children. The child will be supervised by a child care staff member at all times.

**If your child is sent home with a fever, vomiting, or diarrhea, they MUST be kept home the following day to recover. Your child must remain fever or symptom free for 24 hours without medication before returning to school. Mildly ill children, recovering from an illness but no longer contagious, may return to school.**

When staff becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

### **Communicable Disease Policy (continued)**

Staff will attend a state-approved course for training in the recognition of Common Childhood Illnesses and Communicable Diseases.

The course on communicable disease teaches proper hand washing and disinfecting techniques to our staff.



## **Medication Procedure**

Your child may occasionally need to take medication while at the center. To insure that we administer the medication in a safe and healthy manner, we will only administer medication that is properly labeled and dated. All medications and topical ointments must be in the original container. Only prescription or authorized over-the-counter medication will be given. Over-the-counter medications will be administered only in accordance with the labeled instructions, unless written physician instructions are given. A green Medication Administration form must be completely filled out in order for NWCCC to administer any medication. These forms are available in the teacher workroom, located in the office.

The Medication Administration form must also be filled out for all topical ointments such as diaper cream, sunscreen, and lotion.

Please give the medication and signed green Medication Administration form to an office staff member.

**ONLY** Epi-pens and topical ointments, diaper cream, sunscreen or lotions can be kept in the child's classroom. All other medication is to be kept in the office in the designated area. All refrigerated medication will be kept in the small refrigerator in the office.

## **Other Health Concerns**

**If your child has been DIAGNOSED with allergies or other health issues, these must be indicated on the child's Medical Statement, and we must have a completed Health Care Form on file. Anything listed on the medical or enrollment form as a health issue must be accompanied by a Health Care Form.**

**If, for health reasons, an infant needs to sleep in anything other than a crib, we must have a doctor's written permission in the child's file.**

## **Transportation of Children**

In the event of a medical emergency, parents will be contacted immediately, and the emergency squad will be called to transport the

child to the authorized medical facility indicated on the child's enrollment form. The director or an appointed staff member will accompany the child.

### **Field Trips**

Occasionally, our Pre-school age children take field trips as an extension of the classroom learning experience. Children are transported by parent volunteers or church/child care bus.

Staff/child ratios are always maintained while on the field trips. Each child must have a written permission slip signed and dated by a parent or guardian for each field trip. Each child shall have proper identification, indicating their name, the center's name, address, and telephone number (provided by NWCCC). If children are transported by the child care van a second staff member shall be present. A staff member trained in first aid will always be present on field trips along with a first aid kit. No child is left unattended. Each child will be assigned to a responsible adult. Attendance is taken at departure and arrival from the child care center and also at the field trip site. Child care staff also keeps with them at all times the attendance records, emergency transportation authorizations, and health records for children with chronic health conditions

Northwest Christian Child Care also has child car seats available in the office for emergency situations.

### **Swimming Policy**

Before a child can participate in water or swimming programs where the water is more than two feet deep, a signed and dated permission slip is required indicating whether the child is a swimmer or non-swimmer. Northwest Christian Child Care staff will supervise the children, and persons who are Certified Lifeguards or Water Safety Instructors in compliance with the rules of the American Red Cross shall supervise the pool or body of water. The required staff/child ratios of Ohio Law shall be maintained during all swimming and water play activities.

When available Pre-school through School Age children will swim at Indian Hills Swim Club located directly behind our property. Pre-school children will also have the opportunity to participate in water activities at the center. These water activities may include, but are not limited to, wading pools, sprinklers, and water games.

Infants (12 – 18 months) and Toddlers will have the opportunity to participate in water activities. These activities may include but are not limited to, wading pools, sprinklers, and water games. Written parental permission is required before any infant or toddler participates in any water activities.

### **Indoor Policy**

If the weather is inclement (raining, extreme hot or cold) children will be provided with large muscle play in the gym or Toddler playroom. They will follow their regular outside play schedule.

### **Outdoor Policy**

Under ODJFS operating rules, all children must have an outdoor time scheduled. Fresh air is necessary and healthy in a child's development. Children will be going outside unless the weather is severe (storming, extreme hot or cold). If you feel that your child should not go outside, the best choice is to have your child remain at home. We cannot accommodate individual children asked to remain indoors.

### **Parent Participation**

A roster of the names and telephone numbers of the parents or guardians of children attending the center is available upon request. The roster will not include names of any parent or guardian who requests that their information be omitted.

Throughout the year there will be special programs for family entertainment and educational purposes. Conferences may be requested anytime throughout the year for your child.

We welcome and encourage parents to volunteer and assist on party days or with field trips. We have an open door policy at our center and any parent, custodian, or guardian of a child enrolled here at Northwest is allowed to visit the center at any time during the day. We ask only that you notify the office at the time of your visit.

Parents who need assistance with concerns related to Northwest Christian Child Care are encouraged to make an appointment with the Director.

## Transition Policy

Each child must be transitioned to the next class before they move to the new classroom. The transition schedule will be as follows:

Monday: Following the PM snack, the child(ren) will visit the new class.

Wednesday: After breakfast, visit the new class, return to current class before lunch.

Friday: Visit new class in the morning through lunch. Return to current class before naptime.

Part-time students will follow the Monday, Friday transition schedule. This policy is subject to change based on the individual child's needs. The child's parents and teachers should notify the office if a longer transition time is needed. Parents will be provided with a letter making them aware of their child's transition time.

## Enrollment Qualifications

**Enrollment Form:** An enrollment form must be filled out completely for each child enrolled in Northwest Christian Child Care. **This form must be updated yearly in the office.**

**Medical Form:** Each child must have a current medical statement filled out by his or her physician. This state mandated form may be picked up in the school office and **must be renewed yearly.**

**Registration:** A one-time registration fee of \$50.00 per family. \$25 will be due when you place your child on the waitlist and the remainder due at the time you turn in your registration papers.

**Advance Deposit:** A **non-refundable** deposit of one week's tuition is required at least two weeks prior to enrolling. A completed enrollment form must be submitted along with your deposit. The deposit is held to be applied to your last week of tuition before withdrawal, **only when a two week written notice is given.** Without a two week written notice, your deposit will be forfeited.

**Tuition:** Northwest Christian Child Care is a non-profit organization with tuition established to defray the primary costs of operation. All checks should be made payable to Northwest Christian Child Care or NWCCC and dropped in the tuition box located on the wall outside the office. All tuition is due by Wednesday at noon. A \$10.00 late charge will be charged to your account when tuition is paid after noon on Wednesday. There will be a \$20.00 charge for all NSF checks. NWCCC also offers Tuition Express which allows your tuition to come

directly from your bank account or credit card. Details concerning Tuition Express are in your parent packet and arrangements can be made for that form of payment through the accountant.

Should it be necessary to increase tuition rates, you will be notified as soon as possible, but not less than 30 days prior to the effective date. Rates are reviewed on an annual basis and changes are implemented at least annually.

Two week's delinquent payments automatically disenroll the child unless satisfactory arrangements have been made with the Accountant or Director.

If your child is out for two consecutive weeks due to illness, the first week of tuition is full price and beginning the second week, tuition is half price until your child returns to school.

**Account statements** are available upon request. The center's **Tax ID #** is available upon request. Year end statements are distributed to all families in January.

### Tuition Rates for 2015

Effective 02-29-2016

# of Days per week	<b>Early Childhood 1</b> Cherubs, Lambs, Guppies, Ducks	<b>Early Childhood 2</b> Chipmunks, Teddy Bears, Chickadees	<b>Early Childhood 3</b> Penguins, B. Bees, Butterflies, Eagles
5	\$284	\$259	\$234
Mon, Wed, Fri	\$210	\$194	\$180
Tues, Thurs	\$163	\$145	\$133
Drop-In Care <i>If Available</i>	\$74	\$67	\$64

**Family Discounts:** Families who attend full-time will receive a \$20.00 per week discount for the second child and each additional child enrolled. \$15.00 for Summer Day Camp. (Rates in Camp Hosanna Handbook)

**Late Pick-Up Fee:** Our center closes promptly at 6:00 p.m. If you cannot pick up your child prior to 6:00 p.m., please contact someone from your pick-up list to come and get your child. Should it be necessary to pick up your child later than 6:00 p.m., a late fee will be assessed to your account at \$1.00 per child per min. Please notify the school if you will be late. Repeated lateness will prompt the child's

disenrollment. All parents and children must be out of the building by 6:00 p.m.

**Holidays:** Northwest Christian Child Care will be closed on all major holidays: Good Friday, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. If the holiday falls on Saturday, the center will be closed on the previous Friday, and if the holiday falls on Sunday, the center will be closed on the following Monday. **We do not adjust tuition for holidays.**

**Payment Arrangements due to Emergency Closing:** If Northwest Christian Child Care is closed for two or more consecutive days due to an unforeseen circumstance (power outage, inclement weather, center-wide illness, etc) your account will be credited as follows:

*Full-time Students:* \$30 per day beginning with the second consecutive day of the closing

*Part-time Students:* \$40 per day beginning with your child's second consecutive scheduled day.

**Vacation Voucher:** Each child enrolled in Northwest Christian Child Care (**child care only**) for at least 90 days will be given a one-week tuition-free vacation voucher. This voucher is valid from March 1<sup>st</sup> through February 29<sup>th</sup>. Each voucher must be turned in prior to the week of vacation requested. In order to use the voucher, the vacation days must be taken for one full week. Your child may not be in attendance while using the vacation voucher.

### **Child Abuse/Neglect**

All childcare staff is required by law to immediately notify the local public children's service agency when child abuse or neglect has been suspected.

### **Toys**

We cannot be responsible for toys and personal items brought to the center. When a child brings his/her own toys it may create conflict. Check with your child's classroom teacher if you have any questions about toys.

### **Chapel**

A Chapel time is held once a week for toddlers and preschool children.

## Clothing

Please dress your child as comfortably as possible to enable him/her to participate in the different activities of the day. Shoes that are comfortable with nonskid soles are preferred. All children, from the Duck room through Preschool, must wear shoes while in attendance. Children who will be on the playground in the summer are encouraged to wear sturdy shoes and socks to avoid injury to their feet. An extra set of clothing is needed and must be in the child's classroom the first day of enrollment. **All clothing should be marked with your child's name** and stored in your child's classroom.

Soiled clothing, training pants, etc. should be taken home daily. Check for these on a daily basis.

In the winter, children play outside if the temperature is above 25 degrees, so please make sure your child is prepared by sending hats, gloves, boots, long pants, and a warm jacket.

Lost and found items may be located in the closet in the school office.

## Safety Policies and Procedures

No child is to be left unsupervised by staff or parent. There is to be no rough play or running in the building except for directed physical activity in the gymnasium.

The use of aerosols is prohibited when children are in attendance.

Emergency telephone numbers and names of persons trained in first aid are posted in each classroom. The center staff has immediate access to a working phone at all times.

If a child has a head injury, the staff will contact the office immediately. Phone calls will be made to a parent or guardian in the case of any head injury, no matter how slight.

The fire emergencies and weather alert plans are posted in each classroom.

Fire drills are held monthly at varying times and a record of these drills is kept in the school office.

Northwest Christian Child Care is the weekday ministry of *Northwest Church of the Nazarene Children's Ministry Department*. Northwest Church offers several opportunities for worship each week to meet the needs of the entire family.

<b>Sunday Mornings</b>	
Bible Study 9:30 am Morning Worship 11:00 am	Children's Bible Study – 9:30 KidVenture – Kid's worship – 11:00 Youth worship – Bible Study at 9:30, Worship at 11:00

Dear Parents,

We are pleased that you have chosen Northwest Christian Child Care as the place where your child will receive the best care and educational opportunities possible. Our dedicated staff will do their best to meet the needs of your family. If you have any questions regarding the policies and procedures in this handbook, please do not hesitate to contact us at 451-4412, FAX 451-0201 or check us out our website at [northwestchurch.org](http://northwestchurch.org). We look forward to meeting each of you.

Your NWCCC Office Staff,

Jen Leonard, Tammy Smith, Twyla Fleming, Becky Bowman, Michele Rosato & Bethany Nicholson, Director

Revised 2/9/15