

**TRAINING HIS TREASURES
PARENTS' DAY OUT PROGRAM
PARENTS' HANDBOOK**



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

Dear Parents/Guardians:

Welcome to the Parents' Day Out Program, Training His Treasures, of Stanton Christian Church. Our Program exists for you and your child. Since your child is truly a treasure, a gift from God, we will strive to provide the loving care and guidance that your child needs as he/she grows and develops.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this program as a ministry to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man" (Luke 2:52).

This handbook has been prepared so that you may know the policies and better understand the program as we work together to help your child through a successful time in our Parents' Day Out program.

Pastor

Program Director

MISSION STATEMENT

The purpose of the weekday Parents Day Out Program of Stanton Christian Church named Training His Treasures, is to serve as an outreach to the community and to support the home by providing biblically based, age-appropriate education for preschoolers. We are licensed facility by The State of Kentucky.

EDUCATIONAL PHILOSOPHY of the PROGRAM

A child develops mentally, physically, spiritually, socially, and emotionally. We are committed to providing biblically-based age-appropriate experiences to allow each child no matter what race or creed, socio-economic background or any other factor to progress in these areas at his/her own level of ability while enjoying feelings of success. This is primarily done through hands-on activities in learning centers and positive Christ-like role modeling of the staff. Parent newsletters will keep you informed about each unit designed for your child's class. We are also committed to Proverbs 22:6 which says, "Train up a child in the way he should go, and when he is old, he will not depart from it." Our staff and the day-to-day activities which will occur will support you in this proverb.

STANDARDS

Since Training His Treasures is a two-day-a-week program for children, we are not bound by state regulations. However, we have tried to raise our standards to state standards as much as possible so that our program, even though exempt, will be a quality program in every aspect. Our staff is trained in CPR and First-Aid, and has had criminal and sexual abuse checks, along with TB tests.

SCHOOL CALENDAR

Opening Date: First Tuesday in August

Holidays: Any holidays that fall on Tuesday and Thursdays with a break at Christmas
The program **will try** to operate during public school snow days unless the roads are not passable. The director or staff will notify you of a cancellation due to snow or no school for holidays or you may watch Channel 27 for cancellations.

Closing Date: Fall and spring semesters are from August through June. Summer semester may be offered depending on need/interest. In July the school is closed but opens the first Tuesday in August.

THE PROGRAM

Your child will participate in a variety of learning center activities which include art, books & reading, blocks, puzzles & manipulatives, nature, music, homeliving, group time, play inside & outdoor time, snacks, and rest time. Field trips are taken with four year olds (you will be notified in advance) and community members will be invited from time to time to share. Social skills are developed through sharing, taking turns,

thinking, reasoning, and solving problems. Bible stories, thoughts, and verses are included in each teaching unit. Finally, prayer will be a component of all activities with a chance for your child to pray.

POLICIES

- ◆ **Age of Child-** Training His Treasures enrolls children ages 6 weeks to including preschool five year olds.
- ◆ **Health and Safety-Updated immunization records are required.** Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, severe headaches, severe colds or a suspicious-looking rash) may not attend. If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick him/her up immediately. If we cannot contact you, we will proceed with emergency numbers that you have provided, and when necessary, utilize the emergency release you have provided. In the event of exposure to a contagious disease within the group, you will be given written notice. The staff will administer only prescription medication with the child's name on it. You will need to complete a medication form daily and leave medication with the staff. Medicines will be stored in a designated area, safe out of the reach of children and returned to the parent at the end of the day. We will **not** administer any cough medicine, aspirin, Tylenol or other over-the-counter drugs without a physician's written permission or your permission where appropriate. Your child should be free of fever for twenty-four hours before returning to the program.
- ◆ **Arrival and Departure-** Parents will sign the Child's Sign In/Sign Out Sheet when bringing or picking up a child, noting the name of the person bringing or picking up, time of arrival/departure and any special instructions. Persons bringing or picking up a child will need to confirm that a staff member is aware of the child's arrival or departure. Children need to be dropped off at the left side of Stanton Christian Church at the Family Life Center doors. A staff member will be stationed at the door. All doors will be locked for your child's safety.
- ◆ **Authorized Pick-up-** Your child will only be released to persons listed on the Enrollment Form under release of Child or on form designating those who may pick up child. Will ask for I.D. for those we don't know. Inform those on your list.
- ◆ **Food-** Parents provide a nutritious lunch for each child. Your child's lunch **must** have the following: (a) Milk (b) Protein (c) Bread; and (d) 2 fruits or 2 vegetables or 1 fruit & 1 vegetable; If your child's lunch is deficient in one of the above, we are required to supplement that lunch with the required component. We will charge \$1.00 to do that. Sorry about the inconvenience but it is a state regulation. If you choose foods that need to be micro-waved, we will not accept those that require more than **3 minutes or more than one step**. We always have many lunches to get ready. The lunch sack/bag/container needs to be labeled with the child's name clearly on the **outside**. Also, parents provide all food for children too young to eat solid foods.

The program will provide children with nutritious morning and afternoon snacks. Also milk will be provided for lunch. All cups and bottles will need to be labeled. The program does have “sippie” cups.

For Infants: Formula or breast milk provided by parent shall be prepared & labeled. If the parent provides the formula, , the parent should pre-measure the formula & the water, and then the school is able to mix the two components before feeding the child.

- ◆ **Records-** Attendance, health, enrollment records are kept for each child. All information forms are required at enrollment. **Updated immunization records are required. We will notify you of any expired forms. Your child may not stay enrolled after two weeks with expired immunization records or incomplete forms.**
- ◆ **Clothing/Personal Needs-** Diapers-a sufficient supply for each day- need to be provided by parents. Washable play clothes are recommended for preschoolers. Parents are expected to bring an extra set of clothes for emergency purposes. Each child needs to bring a blanket, roll-up sleeping mat or towel for rest time. **No flip-flops.** You will be required to go home & bring shoes for your child if he wears these. We run and play and flip-flops are unsafe, offering very little protection for a child’s feet. Padded, vinyl mats will be supplied to place a child’s blanket or mat on. Please label all clothing and blankets with child’s name.
- ◆ **Curriculum-** Our curriculum is based on the Wee Learn Curriculum. ; David C. Cook Curriculum and other excellent Curriculums and many other resources. A Math Curriculum is used for 4’s/5’s. Each room is set up in activity centers with several rooms housing art, blocks, music, nature, home living, puzzles, Bible stories & reading. Learning will take place through activities with hands-on experiences appropriate to each age group with field trips for the older age groups (4’s & 5’s). A trip to the pumpkin patch will be for all children and parents are invited to go along. Our annual “wagon train” trip to nearby businesses for Treat & Treat (giving gives back to businesses) in the fall & water day are only a few of the activities the children are involved in.
- ◆ **Discipline-** The staff of Training His Treasures is committed to providing a positive learning environment and will use a discipline policy of redirection by diverting a child to another activity. If that ineffective, a child will be placed in “timeout.” Hitting or physically hurting another child will not be allowed and will result in a quiet time away from other students to decompress and think about his choices with an explanation of the inappropriate action and a modeling of the appropriate action. We will also discuss with the child alternate ways of handling a conflict (usually one-two minutes per year of age of child. A toddler will be removed from the situation. Yelling, insulting, or other inappropriate language by staff to handle a conflict will not be allowed. If a behavior problem persists, the parent will be contacted so that staff and parent can work on it together for the best interest of the child.
- ◆ **Toys-** No toys may be brought from home unless requested by a teacher in writing for a special occasion. It is difficult to keep up with each child’s toys and generally other children want to play with them. Children are provided with toys at school. Do not send toy guns, knives or other play weapons with your child. Or

matchbox cars. We discourage this type of play. Books, recordings, and other items of interest to the children may be brought. Nature items are encouraged.

- ◆ **Outdoor Play-** The children at Training His Treasures go outside every day, weather permitting. Dress your child appropriately to enjoy God's beautiful world.
- ◆ **Parent Meetings and Activities-**Parents are encouraged to attend parent meetings and child-centered activities scheduled throughout the year.
- ◆ **Parent Visit-** The staff welcome opportunities to confer with parents from time to time about their child. We are happy to arrange conferences. Parents are invited and encouraged to visit the classrooms at any time **EXCEPT** during the first two or three weeks of school. This is a period of adjustment for the child-especially, if it is his/her first experience away from home. One thing you can do as a parent to ease the transition is to send an item of yours that the child associates with you like a scarf, photo or the child's stuffed animal. The presence of parents at this time is sometimes confusing and upsetting to the child. Please wait after these weeks to make your visits. Keep in communication with the staff. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we know something of his situation.
- ◆ **Parties-** Parents may be asked to participate in snacks for special occasions (birthday and holidays). If you would like to do something special for your child's class, make arrangements with your child's teacher. We love to celebrate birthdays. We celebrate each child's with , candles and singing!
- ◆ **Progress Reports-** Daily progress reports will be sent home to parents concerning your child's participation and other activities.
- ◆ **Dismissal of a Child-** The program reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences or if fees have not been paid.
- ◆ **Fees-** A **\$25.00 registration fee per child per semester. Tuition is \$ 25.00 per day** for the first child and \$18.00 per day for second child.. Payment for each month is due on the **1st week** of the month unless previously arranged. If payment is not received by the 10th of the month, a \$5.00 late fee will be attached. **No adjustment s in fees will be made for your child's missed days.** However, snow days will be credited on to the next month. Our staff is still working, and this tuition helps pay their salary. It is not the goal of Stanton Christian Church to make money from this program but to supply an outreach to the community. The church only wants to cover operating expenses. Also, we offer free days during certain months so watch for them in our newsletters.
- ◆ **Withdrawal-** If a child needs to be withdrawn from the program, two weeks notice is required.

PARENT AGREEMENT

I, _____, WHOSE CHILD _____
IS ENROLLED IN THE _____ SCHOOL YEAR OF
TRAINING HIS TREASURES PARENTS' DAY OUT PROGRAM, HAVE
RECEIVED A COPY OF THE *PARENTS' HANDBOOK*. I HAVE READ AND
UNDERSTOOD THE POLICIES AND GUIDELINES AS DESCRIBED IN THE
HANDBOOK, AND I AGREE TO ABIDE BY THEM.

Signature of Parent/Guardian

Date