



## OLIVE TREE CHILDREN'S CENTER

### Family Policies 2007-08

(Please keep for your reference)

#### **Our purpose:**

The Olive Tree Children's Center is a year-round program dedicated to serving the physical, social, intellectual, spiritual and emotional needs of infant through preschool age children. The Center is a ministry of the Lee's Summit United Methodist Church. The Preschool / Daycare Ministry Board of the Church establishes all policies of the Center.

#### **Hours:**

The Center is open Monday through Friday from 6:30 a.m. until 6:00 p.m. It is important that your child be picked up at or before the closing time of 6:00 p.m. The Olive Tree clock will be used to avoid confusion. If you arrive or are still present in the Center after 6:00 p.m. you will be charged a flat fee of \$5.00 for the first five minutes and a dollar a minute after that. In the event your child is still present after 6:15 and we are unable to contact you we will begin contacting the emergency contacts from your enrollment form to come pick up the child (ren). If a child (ren) is picked up after 6:05 p.m. more than three times your enrollment will be reevaluated.

#### **Days closed:**

New Year's Day

Good Friday

Memorial Day

July 4<sup>th</sup>

Labor Day

Thanksgiving and the day after

Christmas Eve, Christmas Day and the day after Christmas

There is no reduction in tuition for these holidays. We reserve the right to add additional days we are closed. If there should ever be a power failure at the Center, we would be forced to close due to heat and lighting. Parents should have an alternate plan for care in this event.

#### **Snow:**

In the event the Lee's Summit School District is closed due to weather Olive Tree will be open from 7:00-4:00. In the event the Lee's Summit School District starts late, Olive Tree will open at 7:00. In the event the Lee's Summit School District closes early due to weather, Olive Tree will close at 4:00. Please watch and listen for the Lee's Summit School District schedule on inclement weather days to know our hours of operation.

#### **Fees:**

Checks are to be made to LSUMC. All weekly tuition is due on Monday for the current week. A tuition payment is late if it is not paid by Thursday at noon, there will be a \$20.00 late fee charged to your account. Even if a child is sick, tuition is still due. There is no credit given for sick days. If you are in violation of the payment procedure more than once you will be given a warning, and a chance to pay in full. Repeat offenses will result in termination of care.

Any family with more than one child enrolled in Olive Tree, which resides in the same household, will get a 10% discount on the oldest child (ren)s tuition.

In the event you withdraw, or graduate from Olive Tree you will need to pay your last weeks tuition one week in advance.

An annual, non-refundable, enrollment fee of \$50.00 will be due every September. Any persons who enroll June through December will pay the full amount. Any persons who enroll January through May

will pay half the fee (\$25.00) and then pay the full enrollment fee in September along with everyone else.

No deduction in tuition will be made due to absences due to minor illness, grandma's visit, short vacations, etc. No deduction will be made for extended absences.

Small fees will be charged (\$1.00-\$7.00) for field trips, transportation and special activities as they occur.

**Vacation:**

If an account is paid in full a child may utilize their vacation week when earned. Parents may take one week of vacation (five days) per enrollment year. Our year is based on the fiscal year September 1-August 31. Vacation will be prorated for those who enroll January - May to only two days. One week written notice to the Director is required for staffing purposes. No charge will be made for that one week.

**Enrollment Papers:**

All enrollment papers must be completed before attendance. This includes your child's Health Record, which must be signed by your doctor. Immunizations must be updated as needed and copies given to the Director.

All children enrolled must have both parents information on their paperwork. The only reason we would not obtain information is if there is a restraining order against a parent. Likewise we cannot hold a child (ren) from either parent unless there is a restraining order on file in the Olive Tree office.

If parents are divorced, both parents must consent to persons on the pick up and emergency list.

**Drop off and Pick Up:**

\*Parents are required to sign their children in and out at each drop off and pick up time. Parents and others who are here to pick up or drop off may not enter the classrooms for safety and sanitation reasons. If the children are not in the room (ex. They are outside or in the gym) people dropping off / picking up may enter the room. When picking up from the gym area persons may go to the gym curtain and retrieve their child (ren), please do not enter the gym play area for safety and sanitation reasons.

It is policy that parents sign their child (ren) in and out each day. We take responsibility for children once their parent(s) have physically dropped them off in their assigned classroom, and that parent has made verbal contact with that child's teacher, a child is not our responsibility upon sign in. Upon pick up a parent accepts responsibility of a child once the child has made verbal or eye contact with that parent.

**Emergency contacts and authorized persons to pick up:**

Parents must have two emergency contacts that live close by and are available to pick up the child (ren) if necessary. It is the responsibility of the parent to notify the Director of changes such as change of address, telephone number (work or home), or changes regarding persons authorized to pick up your child (ren).

No child will be released to a person not authorized by the parent to pick the child up. Siblings or anyone under the age of 18 are not permitted to pick up a child. Authorized persons must be listed on your child's enrollment forms. Forms to notify of pick up are available on the sign-in table. If a friend or relative is to pick up your child (ren) and they are not on the authorized list, the parent is responsible for leaving a written letter of permission for the specified day for the Director. Please update the list as necessary.

**Food:**

Foods that are restricted for the Nursery and Toddler rooms are listed in their rooms. Foods are not restricted in the preschool rooms unless there is a food allergy present, and a doctor's note on file.

Lunch and two snacks are served daily. Children are not to bring food, gum or snacks from home. Arrangements can be made for birthday or special event snacks.

Note: The MO Department of Health does not allow home baked/cooked foods to be served to the children in a day care center. Therefore, all food furnished by parents for birthdays or special events must be pre-packaged or commercially prepared.

Parents of infants may bring food as stated in the "Policies for the Infant/Toddler Rooms" paperwork.

**Illness:**

Olive Tree will not accept children who have a temperature (101 degrees or over) or are in a contagious state. A child may not return to the center until they have been fever free for 24 hours without the aid of medication or fever reducers. If your child is diagnosed with a contagious illness, please advise the office. When children become ill at Olive Tree we will isolate the child, and the parents will be contacted for immediate pick up. A "pink slip" on the child's locker means exclusion from day care the next day.

**Medication:**

Medicine will be given once a day before naps in the preschool rooms. Medication will be given at any time in the nursery and toddler rooms. Medication will be administered only if the Medication Authorization Sheet is filled out and signed by a parent. Each medication requires a separate sheet. Medication slips can be found on the sign-in table. If needed, medication will be stored in the refrigerator, if not it will be on top of the cabinet in the classroom. Children and parents are not allowed to enter the kitchen, if you ask a staff member, they will be happy to get your medication for you.

**Parking:**

Parents are asked to park in the parking lot, *and not in the fire lane*, for safety reasons.

**Special Days:**

Throughout the year Olive Tree will have what we call Special Days; these are party days, theme days and other events. Due to space limitations we request parents do not attend special days, birthday parties and field trips. There are events that are reserved for parents and we will let you know, in advance, when those days are.

**Naptime:**

All children in the preschool rooms have a rest period after lunch. We provide a cot, sheet and blanket. Bedding is laundered weekly or as needed. If your child has a favorite naptime blanket or stuffed toy, they may bring it to be used at naptime only; such items are to be kept in the child's locker. All of the above items apply to infants except they nap in cribs on their own schedules. Please be sure all items are labeled with your child's name or initials.

**Clothing:**

All children are to be dressed for school when they are dropped off. In case of spills or accidents, we ask that each preschool age child have a complete change of clothes (season appropriate) in their locker at all times. For the infants, toddlers (and Bears that are toilet training), we ask that you have two spare outfits on hand at all times.

**Toys:**

With the exception of "Show & Tell" days, we ask that toys from home remain at home. Guns, swords or other toy weapons will not be allowed at Olive Tree.

**Playtime:**

Weather permitting; children will play outside on a daily basis. On inclement weather day's children will be allowed gym time. Your child should always be dressed for outside weather. Coats, hats, gloves, etc. should be sent with the child during cold weather months. Outdoor privileges should not be withheld unless there is a written request from the doctor.

**Religious emphasis:**

The children and teachers attend "Chapel Time" once a week in the church sanctuary. Chapel Time is lead by Olive Tree teachers. We have a Bible verse, a Fruit of the Spirit and a Christian song for each month of the year. Our curriculum also consists of Bible stories that go along with our preschool curriculum themes. Our children say a prayer together before meals and snacks times. Christian holidays are observed. Vacation Bible School, in conjunction with the church, is held for one week during the summer.

**Enrollment Policy for Nursery:**

Due to the number of families on our nursery waiting list, we have adopted a policy for families wishing to enroll a baby in our nursery.

If a spot is available in our nursery, and your name is next on our waiting list, to reserve your spot the full enrollment fee of \$50.00 is due upon the birth of your baby. When a nursery spot comes available we will hold the spot for you free of charge until the infant is six weeks old. We can only hold a spot, free of charge, in the infant room for six weeks after the baby is born. Once the child is six weeks old, if you wish to continue holding your child's spot you will be required to pay 50% of the weekly nursery tuition, up to but not exceeding, 12 weeks. Once the child is 12 weeks old full tuition is expected if you wish to continue holding the spot.

We understand some parents will enroll their child at six weeks of age, and those families will not be affected by this policy. However, if you wish to keep your child at home longer than six weeks we will need this form of payment to hold your child's spot.

**Miscellaneous:**

- \*Parents should read the notes posted on the calendar / sign in board. Upcoming events and messages will be there for you to read. Daily sheets about the morning activities will be sent home daily.
- \*Two week written notice should be given to the Director any time a child withdraws from Olive Tree.
- \*The Olive Tree Children's Center reserves the right to terminate any child's care at the discretion of the Director.
- \*Olive Tree is open to all children regardless of race, color, or creed.
- \*If a family wishes to enroll a second (or more) child, their tuition balance must be current in order to do so.
- \*Children enrolled in the Genesis program will be taken to Genesis every day they are signed up for. The only exception is if a child is ill and their parent is picking them up.
- \*For the safety and consistency of each child we ask that tennis shoes be worn everyday, NO OPEN BACK SHOES PLEASE.

(Policies revised Aug 2007)