

# **MOUNT OLYMPUS CHRISTIAN CHILD DEVELOPMENT CENTER**

## **MISSION STATEMENT**

The mission of Mount Olympus Christian Child Development Center is to provide high quality, developmentally appropriate childcare with a Christian emphasis to members of the community.

## **PHILOSOPHY**

It is the philosophy of our center to provide children with an opportunity to grow and learn in a nurturing, Christian environment. As a service to the greater Salt Lake City area, this program is both a service and a ministry. Our learning environments are conducive to fun, exploration, discovery, and security, following developmentally appropriate guidelines.

Our staff places a high priority on encouraging the spiritual, social, emotional, physical, and intellectual growth of each child in our care.

The curriculum at Mount Olympus focuses on balancing the time spent between activities, which develop skills in the following areas: spiritual, physical, cognitive, language, and social development. Our skilled staff has developed a Christian-based, developmentally appropriate curriculum, which addresses all of these facets of learning.

Mt Olympus is an equal opportunity employer, we shall not discriminate on biases of religion, race, color, creed, gender, sexual orientation, disability marital status, political association, age, national origin, or veteran status.

# **MOUNT OLYMPUS CHRISTIAN CHILD DEVELOPMENT CENTER POLICY AND PARENT’S GUIDE**

Mount Olympus Christian Child Development Center is a full-time childcare center with well-planned and structured Christian pre-school and Kindergarten programs.

The Center operates on a year around schedule and is open Monday through Friday excluding the holidays listed below:

Hours of Operation:	7:00 AM – 6:30 PM
Children’s Age Range:	6 Weeks – 5 Years
Class Divisions:	Infants (6 Weeks – 12 Months) Toddlers (12 – 24 Months) 2 Year-Old Class 3 Year-Old Class 3 & 4 –Year-Old Mixed Class Pre-Kindergarten Kindergarten
Daily Meals Served:	Morning Snack Afternoon Snack
Holidays:	New Year’s Day Martin Luther King Day President's Day Good Friday Memorial Day July 4th and 24th Labor Day Thanksgiving (and the day after) Christmas (and the week after Christmas)

Our class sizes reflect State Licensing Standards;

Infants (under 24 months)	1 – 4 (Group size 8)
Two Year Olds	1 – 7 (Group size 14)
Three Year Olds	1 – 12 (Group size 24)
Four Year Olds	1 – 15 (Group size 30)
Five Year Olds	1 – 20 (Group size 35)

**The Director is Julie Hessheimer; please feel free to call 801-424-1420 with any questions**

## TUITION

1. Tuition is payable either on a monthly, or bi-monthly basis. Payment schedules must be pre-arranged with the Director.
2. Monthly payments are due on the 1<sup>st</sup> day of the month, and are considered late when received after the sixth of the month.
3. Bi-Monthly payments are due on the 1<sup>st</sup> and 15<sup>th</sup> of each month, and are considered late when received on the 6<sup>th</sup> and 21<sup>st</sup> of each month.
4. A late fee of \$5.00 per day will be charged if tuition is paid late, according to the above schedule.
5. A \$25 fee is charged for any checks written for tuition that are returned unpaid.
6. The Agreement Policy, which must be signed, details the above policies and also informs the parents that they are responsible for any costs incurred.
7. You will be charged \$5.00 for the first minute and \$1.00 for each consecutive minute that your child is in the center beyond the 6:00 PM closing time. This fee must be paid when you pick-up your child.
8. **Full time tuition pays for your child to attend MOCCD up to 45 hours per week any children using over 45 hours per week will be charged \$2.00 for every 15 minutes over or \$8.00 per hour.**

### Tuition Rates:

Registration fee: \$50.00 single child, \$75.00 per family for more than one child,  
Book fee: \$50.00 per child annually for all age groups due each August:

### Full time Tuition:

Infants/Toddlers	\$ 870 per month
Two's	\$ 720 per month
Three's	\$ 620 per month
Four's/Five's	\$ 595 per month
Kindergarten	\$ 595 per month

### Part time tuition 25 hours per week:

Infants/Toddlers	part time (case by case)
Two's	\$620 per month
Three's	\$520 per month
Four's/Five's	\$495 per month
Kindergarten	no part time
After school pick up	\$255 or \$25 a day
Daily	\$35 to \$40 per day depending on age of child

## ATTENDANCE

All parents are required to clock children in and out of the center on our computer.

## ABSENCE

The Director would appreciate **a call from you as soon as you know when your child will be absent from the center or if you will be coming in late.** This will assist us in staffing for the day.

## FOOD SERVICE

We serve morning/afternoon snacks. Each parent is required to provide lunch for his/her child.

1. Lunches must be in a clearly marked, lunch-box type container.
2. If your child is on a special diet, please include detailed instructions.
3. If formula or other food items are prepared at home, please indicate the date and time of preparation.
4. **MOCCD does not provide breakfast Children are required to eat breakfast at home please do not bring breakfast to the center.**

## SNOW DAYS AND OR DISASTER

MOCCC will close the center if the public schools in the area are closed due to weather or disaster.

1. Please listen to local news broadcast for information on school closings.
2. Each child is required to have a 72-hour kit on site. These kits may be purchased from MOCCD.

## OUTSIDE EXERCISE

Each child in our care must have a daily recreation time. The time spent outside on colder days will be shortened accordingly or the children will use the gym. Please send appropriate clothing every day

## CLOTHING

It is important that you dress your child appropriately. Consideration must be given for the weather and outside conditions when selecting your child's clothing.

1. On cool days in the spring or fall, please provide a lightweight jacket or sweater

- for outdoor play.
2. On specified days in the summer, you may be asked to provide swimming suits and towels for water play.
  3. Please have your child wear clothing items that are easy to unbutton or unbuckle. This encourages independence, and may prevent a toileting accident.
  4. Each article of clothing your child wears to Mount Olympus should be clearly marked with your child's name.
  5. Each child is required to have an extra set of clothing at school in case of accidents. This should consist of shirt, pants/skirt, underwear and socks.

### **AUTHORIZED PICK-UP**

A child may only be taken from the center by the following:

1. Parents or legal guardians. Child must be clocked out on the computer
2. Authorized adults. Parents may authorize any adult to pick up their children, by adding them to our pick up form. In an emergency a parent may call the center and make arrangements for pick-up
3. The authorized adult must present photo ID when picking up a child. Staff should send any unrecognized adult to office for identification.

### **ACCIDENT POLICY**

911 will be called for any severe accident or illness. The Director will attempt to notify parents, (or other persons designated by the parents). All staff members are required to maintain First Aid training. If necessary, the child will be transported to the nearest hospital for treatment.

MOCCC carries liability insurance however; all medical bills incurred in the event of an accident will need to be paid by your primary medical insurance and/or the parents.

### **SICK CHILD POLICY**

Our staff will observe each child and question each parent on the well being of the child. If the child has had symptoms of illness within the past 24 hours, looks ill or has a fever, the child will not be allowed in the center.

If a child shows any of the following symptoms:

- ✓ Fever of 100 degrees plus
- ✓ Nausea, vomiting, or abdominal pain
- ✓ Diarrhea (frequent, loose, watery stools)

- ✓ Unusual drowsiness or tiredness
  - ✓ Sore throat, acute cold or persistent cough
  - ✓ Red, inflamed, or discharging eyes or earache
  - ✓ Swollen glands around jaws, ears, or neck
  - ✓ Suspected impetigo or head or body lice
  - ✓ Any skin sore oozing fluid or pus
  - ✓ Chicken pox
1. The child will immediately be separated from the group, and the child's parent or guardian will be called to remove the child from the center.
  2. The child may return to the center with a physician's note, after the symptoms have subsided, or after the child has been on prescription medication for at least 24 hours.
  3. If your child demonstrates any of the above symptoms, please keep him/her at home. If your child is diagnosed as a carrier of an infectious disease, report this to the Director as soon as possible.
  4. Center staff members may administer medication providing a medication form is filled out in FULL. The prescription needs to be in the child's name only. All medication must be hand delivered to a staff member.
  5. Any medication not handed directly to a staff member may be grounds to terminate the child's enrollment. Please DO NOT send medication to the center in lunch's, back packs, or in place in your child's cubby. We must be very strict regarding medication to ensure the safety of all the children.

### **BIRTHDAY CELEBRATIONS**

We encourage the celebration of important events in each child's life, including birthdays. Please feel free to provide cookies, ice cream, pizza etc. However, the Utah State Health Department does not allow any homemade treats or food in childcare settings. Please bring in only store bought treats. If you include party favors, make sure they are age appropriate.

**Please do not bring cupcakes or cake to the childcare. Most children only eat the frosting the cake gets walked into the carpets.**

## **MOVIES, VIDEO AND COMPUTER GAMES:**

TV is used sparingly in the center. All content must be in compliance with our mission as a Christian organization and be pre-approved by the Director/Designee. We only allow G or PG movies and age appropriate games. We will not allow any media with violence or supernatural content. No guns, witchcraft, ghosts, devils, Harry Potter etc.

## **PERSONAL BELONGINGS**

Each child in our center has a cubby for personal items. **Toys should not be brought to the center unless they are for Show & Tell.** Please be sure these items are clearly marked with your child's name to reduce the possibility of loss or confusion. Our Center provides a large assortment of fun and educational toys for the children to play with. Sharing toys encourages social development. We appreciate your cooperation.

## **OUTSIDE SERVICES**

Due to liability issues we do not allow our staff to provide childcare, or personal favors of any kind outside of the center. The staff is also prohibited from personal involvement for 18 months after employment is terminated. Please do not ask our staff to compromise their professional ethics.

## **SPECIAL NEEDS**

Mt. Olympus will make reasonable accommodations for special needs children. All children will be accepted on an individual basis.

## **FIELD TRIPS**

The four and five year old preschool classes may take field trips to expand the learning environment of the classroom. Parent volunteers and the teachers/or the church van will provide transportation.

The following limitations apply to all field trips:

1. Children will not ride in front seats.
2. Each child will have a seat belt restraint or car seat.
3. The children will not be transported in an open vehicle.
4. The doors of the vehicle will be locked during transportation time.
5. Each driver must possess a current Utah driver's license and proof of insurance.
6. Each vehicle will carry a first aid kit and list of emergency contacts.

7. Children will not be left unattended in the vehicle.
8. Children will have a tag or shirt with center name and phone number on it (not the child's name).
9. Children will be counted before leaving and continually during the trip and again before returning to the center.
10. At least one teacher and one aid will accompany the group. Raito's on field trips will be adjusted for the age group:
  - a. Pre-school children will have at least one adult for every 7 children.
  - b. School age children will have at least one adult and an aid.
  - c. Parent volunteers may be needed. If we do not have enough volunteers we will cancel the trip.

### **BREAST FEEDING MOTHERS**

The absolute best food for an infant is breast milk; no other formula offers the same benefits as breast milk. Mt Olympus encourages, mothers to breast feed their infants, and also supports the practice of using pumped breast milk. MOCCD has a private room with a locking door for mothers who wish to breast feed their infant while here in the building. The Nursing room is on your left as you come down the stairs to the 100 level. Please feel free to use this room.

### **PARENT TEACHER CONFERENCE**

Your Child's Teacher will hold at least two parent teacher conferences during the year. One will be held the winter and the second conference are held in the spring. Parents are required to attend their child's conference. If you can not attend you may request a phone conference. We strongly encourage a face to face conference.

### **COMMUNICATION WITH FAMILIES**

Lead Teachers will be responsible to send weekly e-mails to each family enrolled in the class. Communicating any happenings, lesson plans, and individual notes to families about how their child is doing. Also for families that need daily information they will have a note book in their child's cubby where the staff and the parent can exchange information as needed. Parents have a file folder in the clock in hutch just out side of the office. Confidential information and tuition receipts will be in this file folder. Parents should check this folder weekly.

### **DISCIPLINE POLICY**

#### **Discipline techniques for Infants and Toddlers**

1. Distraction, help the child to get interested in a different toy or game.
2. Redirection, gently move the child away from others or to a safe place to play
3. Use simple words to teach i.e. that *made our friend cry, we are soft with our friends.* .

4. **NEVER** use time out for infants.

### **Discipline for Two's**

1. Distraction: move the child from an unacceptable behavior/activity by using a positive alternative.
2. Redirection: help child get involved with a different toy/book etc. or by moving the child to a different play area in the room.
3. Words: Help children use simple words to solve problems, *mine, no, move*
4. If a child is being disruptive, offer simple choices: *do you need to choose another center?* Or, help child find a private, quiet place.
5. Give the child simple directions, i.e. *put you feet on the floor; we need to be soft with our friends, we only bite food.*

### **Discipline for Threes, Fours, and Fives**

1. **Offer choices:** Choices are usually the best way to resolve an unacceptable behavior:
  - a. I can see that you are having trouble following the rules in the block center. I'm sorry but you will need to choose another center;
  - b. Teacher then suggests 2 or 3 choices. If the child cannot choose the teacher will choose for him or her.
2. **Natural consequences:** Consequences should be directly connected to behavior:
  - a. If you write on the wall you need to clean the wall
  - b. If you do not eat you will be hungry.
3. **Positive Statements:** Always tell the children **what you want them to do:**
  - a. If a child is standing on a chair, teacher should say please put you feet on the floor. Do not say don't stand on the chair.
  - b. By using the positive reinforcement and directions, the child's brain is only given the correct direction to move forward and the child reacts appropriately.

### **Discipline for School Age**

We use the same discipline criteria for this age group as we use for the Fours and Fives (**See previous section**). We also use the Green, Yellow, Red behavior pocket chart program for this age group. The program works as follows:

1. Each child will have a name card:
  - a. **Green:** All children's name cards start out in the green pocket each morning and stay in green as long as the child has proper behavior.
  - b. **Yellow:** The child's name is put into a yellow pocket as a warning when a child shows negative behavior. This offers the child a chance to correct his/her behavior.
  - c. **Red:** If the child continues to escalate then his/her name card will be placed into red. Once a child's card is in red he/she will write a note to their parents about the

behavior, the parent will then be asked to address the behavior with the child and the teacher.

**MOCCDC’S discipline measures shall NOT include the following:**

1. Any form of corporal punishment such as: hitting, spanking shaking, biting, pinching or any other measure that produces physical pain or discomfort.
2. Restraining a child’s movements by binding, tying or any other form of restraint other than gently holding a child who is a danger to himself or others.
3. Shouting at children.
4. Any form of emotional abuse.
5. Forcing or withholding food, rest or toileting.
6. Confining a child in any manner such as: a closet, locked room, or other enclosure such as a box, cupboard or cage.

**PARENT RESPONSIBILITIES**

- ✓ All parents must sign children in and out of the computer each day.
- ✓ Must keep your child/children within arms reach when walking to and from the classroom and parking lot. Parents are 100% responsible for their own children when the parent is on MOCCDC property.
- ✓ Each family is assigned a file in the office. Please check your mail regularly.
- ✓ Each classroom has a parent communication board, please check it daily.
- ✓ Messages to staff or Director may be left in our mailboxes next to the parent mailboxes.
- ✓ All bedding needs to be taken home weekly for laundering.
- ✓ Naps: children age 4 and younger will be offered a time each day to nap or rest. Children who do not fall asleep- (non-nappers) will be required to rest for 20 to 30 minutes, after the rest he/she will be offered quiet activities, such as folder learning games, writing skill pages, art, etc....

Each parent is required to provide the following for their child:

1. INFANTS:
  - a. Diapers and wipes
  - b. Change of clothes
  - c. Bottles/formula, juice, milk, etc. and baby food
  - d. Pacifiers/comfort items
  - e. 2-Port-a-crib sheets and a blanket
  
2. TODDLERS:
  - a. Diapers and wipes
  - b. Change of clothes
  - c. Lunches/Bottles
  - d. Pacifiers/comfort items

- e. Blankets /mat covers
3. TWO AND THREE YEAR OLDS:
    - a. Diapers/pull-ups and wipes
    - b. Lunches
    - c. Change of clothes
    - d. Blankets, mat covers and pillows
    - f. Stuffed animals for rest time
  
  3. FOUR AND FIVE YEAR OLD'S:
    - a. Lunches
    - b. Blankets and mat covers
    - c. Changes of clothes

The staff will post notes when your child needs more diapers, wipes, bedding etc... please make sure that your child has enough supplies to last 48 hours in the event of an emergency. If your child does not have needed supplies, MOCCDC will provide items at a charge of \$5.00 per item i.e. \$5.00 per diaper or jar of food. Payment will be due the same day of service.

### **GRIEVANCE POLICY**

Your children and their needs are the focus of our ministry. While we strive to do the utmost in meeting these needs. If you have any concerns, we ask you to notify us as follows:

1. Prayerfully and directly confront the person with whom you have concerns. Be specific and try to avoid emotional attacks.
- 2: If the situation has not been resolved to your satisfaction, please contact the Director.
- 3: If you still feel that the problem has still not been resolved, please feel free to contact the Pastor of Mount Olympus Presbyterian Church.

Each staff member is always available to talk to you. We will do everything to make sure any grievance is quickly resolved. All concerns may be brought to the attention of the Director. The Director maintains an open door policy, and will be available to address any needs or concerns that may arise.

### **CHILD ABUSE POLICY**

**The staff is required by law to report any suspected child abuse or neglect.**

1. Adults in the building are to act as roll models for the children.
2. Adults must refrain from abusive language, and violent outbursts.
3. Children are to be treated with respect at all times.

4. MOCCDC prohibits spanking and/or any physical punishment on the premises.

## **CONFIDENTIALITY**

**Mount Olympus Presbyterian Church and its Child Care Center will keep your family's personal information confidential.**

We will not disclose any of your information to a third party. Information that is discarded will be destroyed before being discarded. Only authorized staff will have access to confidential information. Therefore MOCCDC will not be able to give your phone number to another family attending the center.

MOCCDC reserves the right to refuse services to any child/family for any reason. Children and families who are in conflict with our basic mission may be asked to leave the program.