



CROSSROADS PRESCHOOL

POLICY AND PROCEDURE MANUAL

Mission

Crossroads Preschool is committed to providing a quality educational program which teaches the joy of learning, and models Biblical principles in a loving Christian environment.

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Communication

Crossroads Preschool program views itself as an extension of each child's family. We feel it is vital to communicate regularly with parents and involve parents/family in our school. We do this through texting/calling the **Preschool phone at 574-606-7718**, monthly calendars, special activities, parent/teacher conferences, a communication folder, and an open door policy. When a new family is accepted into our ministry, we like to be sure that we can share openly about any concerns or questions that may arise. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in private at a mutually beneficial time.

Enrollment Policy

Students will be accepted on a first come, first serve basis.

All forms must be completed and in our possession before we can consider your child for enrollment. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state registered ministry guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records.

If you have any questions regarding the completion of these forms, please feel free to ask your director.

Curriculum

Crossroads Preschool uses Scripture Bites and ABeka Curriculum. This can be viewed online at www.kiddieprep.tripod.com/scripturebitesmenu.htm and www.abeka.com. Activities correspond with the attention span, developmental stage, and interests of the children. Concepts are presented in an interesting and fun manner, through puppet plays, art projects, stories, games, songs, finger plays, etc.

Crossroads Preschool emphasizes Christ centered learning. Biblical truths and traditional Christian values such as caring, sharing, loving, honesty, and acceptance are stressed throughout our curriculum as well as attitudes and behaviors such as independence, creativity, responsibility, curiosity, self- esteem, etc.

A Christian education nurtures children's knowledge and understanding of God, Jesus, the Bible, the church, themselves and others. We will present these ideas through Bible stories/verses, pictures, songs, and /or play activities.

Crafts and activities include projects which develop imagination, individuality, and aesthetic appreciation. They also develop hand-eye coordination and fine motor skills.

Language development includes prayer time, discussions, "show and tell", word games, stories, books, and other experiences to increase communication skills.

Physical development includes games, exercises, and activities (both indoor and outdoor) which increase physical skills and large muscle coordination as we develop a good self-concept as a child of God and a person of value.

Science includes experiments and observations to know the creative power of God and to feel the continuing presence of God as the students experience, explore, and enjoy the world in which they live.

Creative/free play and movement implements the use of puppets, props, blocks, play dough, sand and water table, dramatics, and movement. This promotes social interaction as well as an appreciation and an understanding of God's love for all God has created.

Music activities include Christian as well as secular songs, and musical instruments.

Pre-math skills include the use of learning games, crafts, worksheets, stories, activities, and manipulatives that provide a foundation for understanding mathematical concepts.

Snack time is provided to promote physical growth, sharing, courtesy, good manners, and a thankful heart.

Special programs are offered throughout the year (Christmas program, Graduation program etc.) as students participate in Christian as well as secular celebrations.

Registration Fee

There is a \$65 Non-Refundable/Non-Applicable registration fee per student at time of enrollment. If you terminate childcare services and are gone more than 90 days and wish to return to Crossroads Preschool, you must pay a \$50 re-application fee. Re-application does not guarantee your child will be re-enrolled, please call to find out about availability.

Tuition

Tuition is based on enrollment (a reserved space), not on attendance.

20 months – 2 Year Old Class (non-potty trained)	\$135/week
2 ½- 3 ½ Year Old Class (non-potty trained)	\$135/week
3-5 Year Old Classes (must be potty trained)	\$125/week
Part Time Options:	
M/W/F – (full days 7:30am-5:30pm)	\$80/week
T/Th – (full days 7:30am-5:30pm)	\$55/week

Tuition and fees are computed with the following factors in mind:

1. Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
2. Outside play equipment
3. Employees' Social Security, Medicare, and Workers Compensation
4. Employees' continuing education
5. Employee wages and benefits
6. Building rent, heat, electricity, telephone, maintenance, and liability insurance
7. Additional time spent, each day, on record keeping, parent-provider communication: clean up from day care, and shopping trips for food and supplies

Payment Procedures

Tuition is payable in advance and is required by the first working day of every month or the first day of the week for the current week or month. Payment may be made by check or cash in the Director's Office Mail Slot. Please keep in mind that the success of our ministry depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Non-payment will result in your child's dismissal from Crossroads Preschool.

Parents are responsible for the full monthly/weekly tuition even when children may be absent from school for vacation or illness. Our budget is based on the yearly tuition.

Please deliver payment by hand to the mail slot in the Director's office door. Checks are to be made payable to Crossroads Preschool and do not require an envelope. However, if you are paying with cash, then you must fill out a provided Preschool envelope with parent name, date, and amount. Tuition payment may be brought to the school and put in the Director's office door drop slot or mailed to: Crossroads Community Church, 57415 Alpha Drive, Goshen, IN 46528.

Automatic Withdrawal options will also be available. Please ask Director for information.

Checks with Insufficient Funds

If a check is returned for insufficient funds there will charge a \$30 fee in addition to immediate payment of tuition for services to continue. The second time a check is deemed insufficient, childcare services may be halted until full payment of tuition has been made in CASH.

Late Pick Up Fees

Crossroads Preschool closes at 5:30pm. If you are late you will receive a call from the Director and will be charged a late fee. A \$2.50/minute late pickup fee will be assessed for all children picked up after closing time (5:30pm). This must be paid for with the next week's tuition

payment. This will be strictly enforced, and habitual tardiness may result in termination of services.

Multiple Child Discount

Discounts will be given to families with more than one child enrolled in our program.

Youngest Child	Full price
Second Child	10% discount
Third and/or more	20% discount

Hours of Operation

We offer Preschool and full time/part time child care from 7:30a.m. - 5:30p.m., Monday through Friday.

Arrival and Departures

Please feed your child breakfast before you arrive as we will only be providing a morning snack, not a full meal at the beginning of the day. Also, we will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Children will **ONLY** be released to his/her parents, or a person the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child you **MUST** notify us ahead of time in writing or by texting the person's full name and phone number to the preschool line (574-606-7718). To protect your child he/she will NOT be released to any person without your written permission (electronic texts are acceptable).

Please inform emergency contacts, or people designated to pick up your child, that the Preschool teachers will need to see official identification (driver's license) at the time of pick up. This is not meant to offend them. This is simply a measure taken for your child's protection.

ALL CHILDREN MUST USE SEAT BELTS. As child care providers we are mandated by the state to report anyone who does not have car seats. All students, even five year olds, should have car seats.

Lastly, drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a more appropriate time where the issues can be discussed in private.

Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, maternity leave, vacation, or for any other reason.

Holidays / Vacations

The following is a list of the holidays that Crossroads Preschool will be closed:

- Labor Day (September 3)
- Thanksgiving Break (November 21 – 23)
- Bethlehem Live (Friday, November, 30th)
- Christmas Break (December 24 – January 4)
- Martin Luther King Jr. Day (January 21)
- Parent –Teacher Conferences – Monday, March 18th (Preschool Closed)
- Spring Break (April 1-5)
- Good Friday (April 19)
- Memorial Day (May 27)
- Independence Day (Thursday, July 4)

Specific dates will be given in the monthly calendars. Please watch for these dates to be marked CLOSED on your student's monthly calendar.

Snow Days

Crossroads Preschool will be canceled because of bad weather if the Goshen Community School Corporation closes. Crossroads Preschool usually does NOT call the TV stations. Please watch/listen to your favorite station or check online to see if the Goshen Community Schools have closed due to snow. Also please know that parents will all receive a text in the morning regarding whether Crossroads Preschool will be closed if inclement weather is predicted for our area. Crossroads Preschool does **NOT** have 2 hour delays. We are either open or closed.

Clothing / Attire

Your child will be most comfortable in the type of clothing that will allow him/her to move freely. Clothing that is durable and easily laundered is best as our students will be doing activities that require them to be on the floor. Clothing should be comfortable and seasonally

appropriate for outdoor play. PLEASE BE SURE TO PUT YOUR CHILD'S NAME (label) on all coats, hats, mittens, boots, book bags, lunch boxes, etc. No clothing will be laundered at the preschool.

Personal Belongings

We prefer that children do not bring toys from home unless it is a designated "Show and Tell" time. You will be properly notified in advance if it is time for show and tell (usually notification will come through the calendar). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. If toys are brought, please note that they will be put away. Exceptions to this policy are that each child may bring a favorite sleepy toy and/or blanket for naptime only.

Supplies

Parents must supply the following items to be kept in their child's cubby:

2 Year Olds

Diapers, refillable wipes pack, pull-ups, and blanket for nap time. Also an extra shirt, pants, and pair of socks

If needed you may bring baby powder. Also, if needed you may bring a pacifier for naptime. Pacifiers will not be used throughout the day because pacifiers often fall out and then are picked up by other children in the classroom. We must avoid unnecessary passing of germs. This same policy applies to sippy cups. If children need the application of diaper rash ointment, sunblock, or any other topical ointment we will need written parental permission, in advance, giving teachers and staff permission to apply these types of creams. Please ask staff for a medicine form and they will provide one to you for this purpose.

3-5 Year Olds

An extra pair of underwear, shirt, pants, and socks. You may also include a naptime blanket, small toy or stuffed animal for naptime (if needed). Please write your child's name on all items.

All eating utensils, cups and dishes will be supplied. Please do not bring them from home.

Donations

Crossroads Preschool accepts and appreciates donations to the program (monetary, supplies, educational items). All monetary donations to Crossroads Preschool are tax deductible. Donations also help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Paper towels
- Anti-bacterial gel

- Anti-bacterial hand soap
- Paper plates
- napkins
- Kleenex
- Clorox Wipes
- Gently used toys or clothes (please call or text the Preschool when donating)

IDEAS! We welcome any ideas that you may have for fun activities or crafts!!! We do not want any family to feel an obligation, but do appreciate any way we can further increase and enrich the educational environment.

Preschool Schedule

Our daily schedule will provide both the overall structure and flexibility which children need:

- 7:30 a.m. - Ministry opens - free play
- 8:30 a.m. - Snack time
- 9:00 a.m. - Circle time (preschool curriculum begins, bible stories, songs, etc)
- 10:00 a.m. – Fine motor skills & structured activities (crafts, centers, dramatic play etc.)
- 10:45 a.m. – Large motor skill play (gym or playground area)
- 11:30 a.m. - Wash-up for lunch
- 12:00 p.m. - Lunchtime
- 1:00 p.m. - Naptime
- 3:00 p.m. - Afternoon snack
- 3:30 p.m. - Gross motor play (outside weather permitting or gym)
- 4:30 p.m. - Free Play in foyer area
- 5:30 p.m. - Ministry Closes

Weekly chapel will include all children and will be at 10:00am on Wednesdays.

Meals

Crossroads Preschool will provide both morning and afternoon snacks for every child. Parents are expected to bring a sack lunch with their child's name, clearly printed, on the outside of the bag or lunch box. Please keep in mind that the state rules allow us to reheat food (in a microwave), but NOT to cook food. If your child does not have a drink we will supply them with water.

If your child has allergies, and requires a modified diet, please describe everything in detail on the Enrollment Form under Allergies. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

Fire Drills

We are required by state law to complete one (1) fire drill per month at our location. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees.

Child Abuse and Protection

Crossroads Preschool supports and maintains a zero tolerance policy against child abuse and neglect. All volunteers and employees will immediately document and report any incident of suspected abuse or neglect which they observed and/or are informed of by a child.

Steps taken when a volunteer or employee makes a report:

1. The person reporting an incident of abuse will immediately contact the Preschool Director who will then contact the parents or guardian of the alleged victim to inform them of the incident.
2. The Preschool Director and employee will take steps to ensure the safety of the alleged victim.
3. Child protective services will be notified by the Preschool Director about the suspected abuse or neglect.

Parental Involvement

We are always looking for volunteers to help us enrich the educational environment for each and every child. We view volunteers as more people to show the love of Christ to our children. We would love help with crafts and cut outs that we will regularly have in the classroom. Here are a few ways to get involved in the daycare:

- Coming to talk about your job, when asked
- Helping your child at home with the concepts we are studying (see monthly newsletter)
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties
- Scheduling a special party for your child on his/her birthday with the teacher

Discipline

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

Through an ongoing process of teaching, training, and learning that promotes self-control, character development, and morally responsible behavior, preschool children are helped to come to know, love, and follow Jesus as they begin to develop a set of Biblical virtues and values. Using the following standards, we will protect and correct your children using encouragement and consequences while assuring them in every way possible that we truly love them.

Behavioral Expectations:

Rules we obey to show our love for God and God's people

1. Be polite to others and respect one another. (Use kind words and actions)
2. Respect authority. (Obey directions the first time)
3. Respect peers. (Raise your hand if you want to talk; listen when someone else is talking; and keep your hands and feet to yourself.)
4. Respect the property of others.

Positive Consequences

1. Learn about and please Jesus
2. Verbal encouragement
3. Know you've done a good job

Negative Consequences (We will deal with problems individually)

1. Redirection - Verbal discussions with child and then redirect the child to positive action. (30/30 Method) – Give child thirty seconds of explanation about what was wrong with his/her behavior and how she/he can modify it next time. Then immediately follow up with thirty seconds of telling the child how much God loves him/her and how much we love her/him. (I may not like what you are doing, but I love you; and nothing you can do will change my love for you.)
2. Warning – Verbal warning letting child know what behavior needs to be corrected.
3. Separation or time out for child with discussion following.
4. Call or meet with parents and develop a "working together" plan. If a plan is necessary, then it will consist of a three strike system where the child has the course of three tries to correct the behavior. If behaviors are harmful to other children (leave marks on other children) or are a detriment to other students' safety and the student makes it to the third strike, then care may no longer be available to the student.

As we work with those who are so very precious to Jesus, we want to love them and provide them with a safe and secure environment as they learn about God, life, others, and themselves. We want to honor children as Jesus did. The experts tell us that kids truly want and need boundaries. They also need consequences. Young children need to experience stepping over boundary lines and then receiving the forgiveness of a loving adult. Never breaking the rules, experiencing consequences, and receiving forgiveness prevents a child from understanding that she/he is loved and accepted unconditionally.

Health Issues, Medication and Illness

Crossroads Preschool is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Sick Child Policy

Under **NO** circumstances may a parent bring a sick child to daycare. (See below: HEALTH SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE.)

Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one half hour (30 minutes). If the parent(s) cannot be reached, or have not arrived within a half hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after their condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call the director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Health Symptoms requiring removal of child from day care:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, or 101°F taken orally. A child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- Rash
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

Medication

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization by a physician is needed for us to administer ANY and ALL medication, prescription or over-the-counter. Crossroads Preschool must receive a faxed notice from the Pediatrician regarding name of medication, dosage, and frequency of administration. NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and

times to be administered clearly written. Also, Parents must fill out a medicine form with the parent signature giving permission for the teacher to administer. Please ask a teacher for this form when dropping off medication.

POLICIES AND PROCEDURES STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of Crossroads Preschool Policies and Procedures and understand the importance of the material in the handbook. I agree to abide by these guidelines while my child attends Crossroads Preschool. I understand that I am agreeing to monetary compensation for child care services. I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Crossroads Preschool.

Printed Name: _____

Signature: _____

Date: _____