
Centennial Christian Learning Center



SUMMER DAY CAMP

COMPLETED K - 5TH

TABLE OF CONTENTS

Statement of Faith.....	3
Mission Statement.....	3
Our Responsibility.....	3
Our Staff.....	3
Policies and Procedures.....	4
Fee Schedule.....	4
Closures.....	4
Admission, Registration and Tuition.....	5
Arrivals and Departures.....	5
Visitors.....	6
Denying Access to Parent/Guardian.....	6
Dress Code.....	6
Personal Belongings and Money.....	7
Meals and Snacks.....	7
Outdoor Play.....	7
School Manners and Safety.....	8
Discipline.....	8
Withdrawal of Services.....	10
Policy for Reporting Child Abuse.....	10
Procedures for filing a complaint.....	10
Illnesses, Accidents and Injuries.....	10
Medications.....	11
Emergencies.....	12
Special Programs and Field Trips.....	12
Pictures.....	13
Parties.....	13

Changes to Handbook

Centennial Christian Learning Center reserves the right to change, add, or delete any item listed within the Parent Handbook and within the guidelines set by Colorado Division of Childcare, Tri-County Health, Centennial Fire Department, and other agencies governing the procedures for operating a less-than-24 hour childcare center. Notice of these changes will be given to staff personnel and parents to allow for any discussion regarding the specific changes and for providing clarification.

Please read through the Parent Handbook carefully. If you have any questions, please contact the office and we will be happy to answer them.

Statement of Faith

1. We believe in one God, three persons of one substance; Father, Son and Holy Spirit.
2. We believe in the divine nature of Jesus Christ, who was both fully God and fully man.
3. We believe in the Holy Spirit who lives within us, giving us the power to live a holy life.
4. We believe the Holy Bible is the inspired Word of God, infallible and without error.
5. We believe that man was created in Gods image, but because of Adam's sin is depraved.
6. We believe that Christ died on the cross so that by faith in Him we are given salvation.
7. We believe that good works show evidence of our faith in Christ.
8. We believe that sanctification is the work of God in the life of the believer.
9. We believe the Holy Spirit gives spiritual gifts to all believers for edifying the Church.
10. We believe in the sacraments of the Lord's Supper and Baptism.
11. We believe in the personal return of Christ to receive His believers into eternal life.

Mission Statement

Centennial Christian Learning Center (CCLC) is committed to providing a nurturing environment for every child in our care. This includes providing Christian training and developmentally appropriate education for every child. Our educational program incorporates many components necessary for effective learning: exploration, socialization, creativity, and independence. We support developmental stages and individual learning styles. We help every child engage in meaningful learning.

Our Responsibility

- To introduce the foundational concepts of the Christian faith
- To provide a safe, clean, and nurturing environment
- To value the uniqueness of each child
- To provide each child with a developmentally appropriate education
- To foster all components of a child's development

Our Staff

Our staff maintains current First Aid, CPR and Universal Precautions certification and participates in annual staff development training. This training relates to topics of child

growth and development, health, safety, positive guidance techniques and developmental teaching strategies.

Policies and Procedures

The purpose of the Centennial Christian Learning Center Summer Day Camp Program is to provide those children finishing kindergarten through those children finishing 5th grade with a nurturing and safe environment while introducing them to the foundations of the Christian faith and the essentials of education. In order to accomplish this we will offer regular Bible lessons. Children of all races and ethnic origins have equal access to our services. Children with special needs may be enrolled in compliance with the Americans with Disabilities Act based on determination by medical specialists and state recommendations, and the ability of existing staff to meet such needs.

We will be open Monday through Friday from 6:45 a.m. to 6:00 p.m. with the exception of July 2.

We will observe the same daily classroom schedule with occasional changes to accommodate special guests or circumstances.

Fee Schedule

Rates	
6+ Hours per Day	\$40/day
3-5 Hours per Day	\$30/day
Signed up for 12+ full days per month	\$35/day
Payment is due the first of each month	
<i>Tuition includes 2 snacks a day and any field trips and/or special projects. Family will provide a sack lunch</i>	

Other fees:	
Late Charges:	If payment is not received by 9 a.m., the Thursday of the week your payment is due, \$10 a day will be charged until payment is received.
Registration Fee:	There is a \$25 non-refundable registration fee for the Summer Day Camp Program.
Late Pick Up Fee:	\$1 per minute will be charged if you are late picking up your child.

Closures

Closures may be necessary during extreme weather conditions including excessively hot or cold temperatures, local or national emergency situations, inability to use the facility, or any situation that would involve risk for the children. We will make every reasonable effort to accommodate the needs of our families in these circumstances. We will usually follow the policy of local public schools in these situations; but we reserve the right to close independently if it is in the best interest of the children. We will make every effort to broadcast emergency closures, but you should follow local public schools closures. There will be no deduction in tuition for such closures.

Weather Related Closures:

If Cherry Creek Schools have a delayed schedule, CCLC is open as usual.

If Cherry Creek Schools are closed, CCLC will also be closed.

Admission, Registration and Tuition

At the time of registration each child will need one completed enrollment packet:

1. Application for Enrollment form
2. Completed Emergency Information form
3. Physician-signed immunization records. Records must be brought by the first day of attendance.
4. Medical Information form completed by child's physician or a written statement from parent/guardian indicating appointment with the doctor.
5. A written authorization form for emergency medical care signed and dated by parent/guardian. This must be renewed and updated annually.
6. Financial Agreement.
7. Field Trip permission slip
8. Compliance Agreement signed and dated by both parents and/or guardians, indicating that they have read and are in compliance with all the center's policies and procedures.

Arrivals and Departures

The care and welfare of your children is an awesome responsibility; and we take it very seriously. Therefore, we need your cooperation and help in following safe arrival and departure procedures. We need your help to maintain with certainty which children are present and their exact location at all times. Please be sure to *sign your child in* when you come, and *sign your child out* at the end of the day on the data terminal. Always make contact with a teacher when bringing or picking up your child. This ensures that

the teacher is aware of the child's arrival and provides an opportunity for the teacher to personally welcome your child every day.

Please understand that children will be released *only* to adults designated in the authorization section of the registration form and/or Emergency Contact Form. No child will be released to anyone—even a relative—who does not have written authorization. Be sure to list an adequate number of alternate people and keep contact information accurate and current. Anyone who is not known to the closing teacher will be required to provide a photo I.D. before taking the child. Be sure that your alternates know this so they bring their I.D. into the building with them. Again, be sure to sign the child out and make a verbal connection with the teacher before taking your child.

Please pick up your children on time. We reserve the right to charge a late fee of \$1 per minute if you pick up your child(ren) after scheduled hours. If you have an emergency, call and let the teacher know you will be late and when you expect to arrive. We will make every effort to accommodate your needs as much as possible and to reassure and comfort your child.

Before we close we will inspect the entire facility from back to front to ensure that no children remain in the building. We will also review our sign out list to verify that every child has been picked up.

In the event that a child is not picked up and we do not hear from you, we will make every effort to contact you. If the parent or guardian is unavailable, we will try to contact an authorized alternate. If this fails, the police department will be called, and they will take the child into custody. A staff member will remain with the child until the contact person or the police arrive. A note informing you of where your child is located will be posted on the door.

Visitors

No unscheduled visitors, other than Social Services representatives, will be admitted to the center. All scheduled visitors, such as those who want to observe, will be required to sign in. Parents are always welcome but please be aware that the program will continue as scheduled. We appreciate as little disruption as possible.

Denying Access to Parent/Guardian

The law authorizes the person in charge of the child daycare facility to deny access to the parent/guardian if the parent/guardian is behaving in a way that poses risk to children in the facility. Otherwise, parental access cannot be denied to either parent without a court order.

Please note that we will ask for identification from all unfamiliar individuals attempting to pick up a child. If we determine that the individual has been authorized by the parent, we will allow the child to leave with that individual. If we determine that the individual is not on the list to pick up the child, we will attempt to contact the parent. We will call 911 if an unauthorized person refuses to leave the property.

Only in an emergency will we release a child per a parent's verbal authorization.

Dress Code

Clothing should be clean and neat, and appropriate for playing on the playground and sitting comfortably on the floor in the classroom. Clothes should fit well. Oversized clothing is a safety hazard. We will provide smocks to protect the children's clothing during painting and other messy activities. However, we are not responsible for torn or damaged clothing.

Choice of shoes can be a safety concern, especially for girls in the summer time. Flip-flops, clogs, and sandals without heel straps are unsafe on the playground. All children should wear shoes that enable them to run and climb.

Children should not wear jewelry, especially necklaces and bracelets. These items are easily broken or taken off and lost. Children often put jewelry in their mouths, especially during rest time. This is a safety hazard. Girls sometimes have pierced ears. Earrings for pierced ears are permissible as long as the child does not remove them.

Please make sure that your children have clothing appropriate for the weather. We will go outside every day except during extreme temperatures and storms. Your child should have a light jacket or sweater due to Colorado's fluctuating temperatures. All clothing should be functional and free from advertising. Please avoid clothing with pictures or logos that suggest violence or have negative messages.

Personal Belongings and Money

We discourage bringing personal items to school with the exception of things authorized by teachers or nature items, such as leaves and seashells, for the Science Center. Please do not allow your child to bring something special that he/she will not want to share or that will not be available to all the children.

Any personal items should be clearly labeled with the child's name and given to the teacher to hold until the appropriate time. No toys, books, or any items that suggest violence are allowed. No toy weapons are permitted.

Please do not allow your child to bring money unless it has been requested for a party or special project. If your child brings money for any of these purposes, please put it in an

envelope labeled with the teacher's name, the child's name, amount enclosed, and the purpose for the money.

Meals and Snacks

We understand that children don't always feel like eating before they come to school. For this reason, children are more than welcome to bring their breakfast to school with them before 8:15. We will also provide nutritious morning and afternoon snacks with milk or juice. Water is available all the time.

Parents are responsible for sending a sack lunch. We will provide milk for lunch, so please do not send a beverage. Please provide a lunch that does not require extra preparation, such as heating. Send warm or cold food in a thermos. Please include no more than one sweet item.

Outdoor Play

Each class will play outside every day. If the weather is severe or the temperature outside is extreme (below 35 degrees or above 95 degrees), the children will remain indoors. If the temperature nears these extremes, we will make adjustments in the length of time the children will be allowed to remain outside. Also, we will apply sunscreen if it is provided by the parent. All children will go outside unless otherwise stated in writing by physician. Please have your child dress appropriately.

School Manners and Safety

As people created in God's image, all of us have the right to be respected and the responsibility to respect others. This respect is necessary for everyone's safety and sense of well-being. We will use the "golden rule" as our guide.

"So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."

Matthew 7:12

Please review the following school manners with your child:

Show respect for teachers.

Listen to the teacher and obey the first time.

Remember that the teacher loves every student and is here to help you learn and keep you safe.

Speak courteously and politely to the teachers.

Show respect for our classmates.

With our mouths:

Use kind and polite words.

Use a quiet voice while in the classroom.

If another person is speaking, wait to speak until he or she has finished.

We never put anything in our mouths but food.

With our hands:

We keep our hands to ourselves

We never push or shove

We remember that our hands are to help and work, not to hurt

Our hands never throw things, except when playing ball on the playground.

When we finish an activity, we replace it neatly on the shelf.

We keep our classroom neat and do our share when it is time to clean up.

We push in our chairs when we are finished sitting in them.

With our feet:

Our feet must walk inside, but may run outside.

We never use our feet to hurt others.

We never leave the classroom without the teacher's permission.

With our eyes:

We watch where we are going so that we don't hurt others or ourselves.

When eating snack or lunch:

We chew our food with our mouths closed.

We never throw food.

We never handle other children's food.

We put our leftover lunch back in our lunchbox so that our parents know what we have eaten

We keep our food on our placemat on the table.

Discipline

“Train a child in the way he should go, and when he is old he will not turn from it.”

Proverbs 22:6

Please discuss the school manners and safety guidelines with your child and make sure that he/she understands what is expected. We prefer to approach these issues positively; i.e., “this is what you *do*” rather than “this is what you *don't* do.”

The goal of discipline is to provide guidance; this maintains a positive learning environment and helps children develop problem-solving skills. Our staff maintains this positive atmosphere by using positive guidance strategies:

- Modeling appropriate behavior

- Reinforcing appropriate behavior through direct and indirect positive reinforcement
- Setting developmentally appropriate behavioral expectations
- Using redirection and distraction
- Intervening verbally
- Setting logical consequences

For a classroom setting to foster positive learning and social experiences each child must contribute to the order and peace by following age-appropriate rules. This benefits the individual and the group, encouraging the development of independence, teamwork, and cooperation.

Our goal is to promote Christian behaviors and to guide the children in self-discipline. Each person must be respected and must respect others. Consistent use of this principle fosters healthy self-esteem. For these reasons, our goal is to “guide children in the way they should go” rather than to punish them. Positive reinforcement and redirection are usually effective in most situations. We use these opportunities to help the child pray and bring the problem to the Heavenly Father.

In situations where an undesirable behavior persists and redirections are ignored, we may make use of “time-out” time (one minute of quiet time per year of child’s age). Or we may impose an appropriate consequence, such as the loss of a privilege that would be linked to the offense. These measures will never be linked to food, rest, or toileting. Corporal or verbal punishment is not used.

A child is considered to be a discipline problem when his/her behavior consistently disrupts the group and interferes with the management of classroom activities. Such disruptive behavior requires the teacher to be focused on one child at the expense of what is good for the rest of the group. This will not be acceptable in our center. When a child refuses to respond to guidance, the parents will be notified and a conference will be scheduled to outline possible solutions and outcomes. After two such conferences, the family will be notified that after the third conference the child will be dismissed.

If any child threatens or causes bodily injury to another child or a teacher, suspension and/or termination will be immediate. These actions do not require notice; circumstances will be documented. We reserve the right to disenroll a child whenever it has been determined that we can’t meet the child’s or the center’s needs.

Withdrawal of Services

If either the parents or the center desires termination of participation in the program, we require 14-day written notification or payment for two weeks. The exception would be

extreme circumstances such as described in the section on discipline. In such a case, dismissal or suspension could be immediate.

Policy for Reporting Child Abuse

According to the State of Colorado under *General Rules for Child Care Facilities* 7.701.53, "Reporting of Child Abuse," B:

"Any caregiver or staff member in a child care facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency."

Procedures for Filing a Complaint

If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. For additional information regarding licensing and childcare programs, consult:

Colorado Office of Child Care Services
1575 Sherman Street
Denver, CO 80203-1714
Telephone: (303)866-5958

To report abuse in Arapahoe County:

Arapahoe County Social Services
1690 West Littleton Boulevard
Littleton, CO 80120
Telephone: (303)795-4825

Illnesses, Accidents and Injuries

Because the health and safety of the children is of vital importance, parents and teachers must work together to prevent spreading illnesses. The teachers reserve the right to refuse any child that is brought to the center whose health is in question. The following symptoms constitute questionable health and may result in our refusal to accept the child.

- Temperature of 100 degrees or higher
- Discolored or bloody nasal discharge
- Unexplained rash
- Oozing eyes or ears
- Nausea
- Vomiting
- Headache
- Swollen glands
- Unequal pupils
- Irregular breathing
- Neck pain
- Stomach ache

- Diarrhea
- Puffy and/or red eyes
- Severe cough
- Inflamed or oozing laceration

If any of these symptoms develop during the day the child will be isolated and the parent will be notified to pick up the child *within one hour*.

Children need to be free of fever for twenty-four hours before returning to school. If taking medication is needed to reduce the fever, the child is still sick and *should not be brought to school*.

In the event that a child has an accident or injury, an accident report form will be recorded. We will notify you by phone of any head injury or an injury that requires medical attention. If emergency medical treatment is needed, we will contact you by phone immediately. If we are unable to reach you we will contact one of the alternate people indicated on your emergency contact list. *Please be sure that you keep this list up to date, and that your personal phone, cell, and emergency numbers are current and accurate.*

Medications

Administering medication involves risk of side effects, adverse reactions, and allergic reactions. Because of the expertise, time, and safety measures involved with administering medication, please ask your health care provider for a medication schedule that involves us as little as possible. The health care provider must fill out the medication form in its entirety. *No fever reduction medication will be given.*

If a child must receive prescriptive or *non-prescriptive* medication while in our care, these six legal requirements must be in place.

Otherwise, medication cannot be legally administered at a childcare facility.

1. Written authorization from the person with prescriptive authority stating the child's name, medication, medication route, dosage, time to be given, for how many days, and side effects.
2. Medication properly identified and in its original pharmacy labeled container.
3. Written permission by the parents giving the childcare facility authorization to administer the medication.
4. Written permission by the child's physician.
5. A medication log to document when medication was given.*
6. Storage of the medication in a clean, locked cabinet or container.*

*Childcare facility's responsibility

Medication can only be legally given by the childcare nursing consultant or by personnel who are trained and to whom the childcare facility nursing consultant has delegated the task of giving medication. (Ref. p. 26, "Medication Administration Handbook for Child Care Providers") No samples of medication from a physician may be given.

These requirements also apply to lotions, creams, and ointments applied to a break in the skin. Sunscreen is necessary during summer months. A reminder will be sent home as summer approaches. Parents need to provide sunscreen clearly labeled with their child's name. Also, we must have the Permission for Sunscreen form filled out by the parent. Parents should apply sunscreen before bringing children in the morning. We will apply it again before going outside in the afternoon. We will not apply sunscreen if the child's skin is cracked, broken, or irritated.

Emergencies

- Fire..... CCLC provides regularly unscheduled fire drills. Evacuation plans will be posted.
- Tornado warning... The children will be divided into two groups and taken into the bathroom area and the two-and-a-half-year-old room or the kitchen. Teachers will not be able to leave the children to answer the phone.
- Lost child..... We keep all the children under direct supervision and within sight at all times. Sometimes a child thinks it is funny to hide from the teacher in the classroom or on the playground. We will discuss this inappropriate behavior with the children and would appreciate it if the parents would also. In the unlikely event that a child is lost, staff will follow this procedure: search inside the building; search outside the building; call the parents if the child isn't found in fifteen minutes; call police if the child is not found after thirty minutes.
- Kidnapping threat... Our sign-in and sign-out procedures are vital to the safety of each child. The doors to our facility are kept locked or closely monitored. *We will not allow any unauthorized person to take a child.* If such an attempt is made, police will be called immediately.

Emergency In the unlikely event it becomes necessary to evacuate the premises
Evacuation..... we will do whatever we can to inform parents. Our evacuation
destination is:

Centennial Christian Academy
4343 S. Flanders St.
Centennial, CO
(303)680-7402

Special Programs and Field Trips

Parents will be responsible for field trip expenses.

In the event of an off campus field trip, parents will be notified at least a week in advance. Some activities may require a parent's permission in addition to the permission given on the permission form at time of enrollment. Staff-to-child ratio will be maintained, but the staff may ask parents to accompany them on excursions to aid in supervision.

Transportation will be provided by the teachers, staff and parents during off campus field trips. Only those over the age of 25 are permitted to provide transportation involving students. If your child is still in need of a booster seat in the car, please provide that on the day of the field trip. Please be sure to have your children at CCLC at least 15 minutes prior to a scheduled field trip or outside activity. Should your child arrive after the class has left the building, your child will remain in the office until the class returns, as long as their class is scheduled to be back within 30 minutes. Otherwise you have the choice of either taking your child with you or delivering him or her to the location of the excursion.

Pictures

Sometimes we will take photos of the children in the classroom or on the playground. The main purpose of these photographs will be for classroom displays and for our classroom album. Programs and special events will be photographed. Occasionally some of these photos may be used for public relations or publicity. We will provide a permission form for you to sign regarding the use of these photos.

Parties

We will have holiday parties and occasionally a theme-related party throughout the year. Parents will be informed about the dates and times.

We do acknowledge and celebrate student's birthdays in the classroom. If you also wish to celebrate your child's birthday at our center, please let your child's teacher know in advance. You may provide treats for your child's birthday; they will be served as an after-lunch dessert or at snack time.