

Word of God Christian Daycare

Handbook

3000 Rock Quarry Road

Raleigh, NC 27610

(919) 834-8201

Senior Pastors & CEO

Dr. Frank Summerfield

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Director

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Word of God Christian Daycare center

A MINISTRY OF
WORD OF GOD FELLOWSHIP
“WHERE THE WORD WILL CHANGE YOUR LIFE”

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Dear Parents,

Dr. Frank & Mrs. JoeNell Summerfield, Founders

We thank God for the way he has blessed Word of God Christian Daycare. Our Daycare is a vital part of our school ministry. Therefore, each Daycare worker is highly qualified to work with the children we serve. They are dedicated to giving your children a good academic foundation with a God-Centered, Structured approach.

There are many reasons why parents choose Christian Daycare Facilities over non-Christian facilities. We exist primarily to give your child a safe, healthy and fun learning environment with God as the basis as he is revealed in the bible.

This handbook has been prepared to assist you in understanding the policies and procedures of Word of God Christian Daycare. By reading this booklet, you will find the answers to most of your questions. However, if you have additional questions, please contact the daycare Director at (919) 834-8201.

We thank God for all parents who are concerned enough to give their children the very best in childcare.

May God bless you throughout this school year.

Dr. Frank Summerfield, Senior Pastor & Co-Pastor JoeNell Summerfield.

WORD OF GOD

CHRISTIAN DAYCARE

STATEMENT OF FAITH:

1. We believe the Bible to be the inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in his virgin birth, and sinless life, in his mercies and his vicarious death through his blood shed, in his ascension to the right hand of the father, in his personal premillennial return in power and glory.
4. We believe that salvation is by grace through faith alone.
5. We believe that salvation of lost, sinful men, regeneration by the Holy Spirit is essential.
6. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live Godly life.
7. We believe in the resurrection of both the saved and the lost; the lost unto the resurrection of damnation, and the saved unto the resurrection of life eternal.
8. We believe in the Genesis account of the creation of man as opposed to the theory of evolution of man.
9. We believe in the spiritual unity of the believers in our Lord Jesus Christ.



Philosophy

Word of God Christian Daycare is part of the ministry of Word of God Fellowship Church. All Teachings and beliefs are grounded in the Bible, which is God's Holy word. We believe in addressing the needs of the whole child which includes spiritual development. Our goal is to prepare every child for all future endeavors that God has prepared for them.



In order to be accepted into the program, the following must take place:

1. Schedule a tour and information session with administration.
2. An up to date medical exam form filled out by a physician, signed, dated and submitted within 10 days of the child's enrollment.
3. An immunization record (or copy) must be up to date and submitted with the application.
4. Parents should bring their child to the designated area and make sure the child is with a teacher before walking away.
5. Parents must provide their child's own disposable diapers and wipes – no cloth diapers.

Age of Children Accepted

We accept children from ages 6 weeks to 12 years of age in the daycare.

One-year-old

At this young age, our teachers begin to teach them good habits, songs and counting.

Two & Three-Year-Old

We offer a program of training and instruction using the Abeka Curriculum. Our experienced and qualified staff, faithfully follow a schedule and lesson plan each day.

Four-Year-Old

Beginning in K4, we focus on classroom habits and character training; Our K4 program is very structured. The children are taught using the Abeka Book Curriculum. The teachers use a wide variety of other resources as well. We begin teaching the basics in proper classroom behavior, such as good manners, helping and obeying skills. The Abeka curriculum has proven to be very successful. Many K4 students using the Abeka curriculum are able to read sentences. We also teach a Bible Curriculum through Abeka. We teach children how to pray for their own needs and the needs of others.

School Age Children from 5-12

We have a before and after school program and a track out program for ages 5-12. We provide age appropriate activities.

Discipline Policy for Word of God Christian Daycare Center

We fully recognize the right of every parent in Biblical Methods of discipline. We support and work in cooperation with parents who place their children in our daycare facility.

In discipline, we hope that praise and reinforcement are effective methods of managing the behavior of children. We desire to see each child develop self-discipline, respect for others and a value system based upon the scripture, Proverbs 22:6.

WE DO:

- 1. Praise, reward and encourage the children.**
- 2. Reason with and establish boundaries for the children.**
- 3. Set a good Christian example for them each day.**
- 4. Modify the classroom environment in order to attempt to prevent problems before they occur.**
- 5. Listen to the children**
- 6. Deny privileges for poor behavior.**
- 7. Provide the children with natural and logical consequences for their behaviors.**
- 8. Treat the children as children according to their age level and maturity.**
- 9. Respect the children's needs, desires, and feelings.**
- 10. Attempt to discipline without damaging the children's self-esteem.**
- 11. Explain things to the children on their level.**
- 12. Believe in working with and through our parents in order to develop good behavior in our children.**
- 13. Emphasize disciplining with consistency.**
- 14. Remove misbehaving children from the rest of the children for short periods of time.**
- 15. Deny our Daycare privileges to children who do not respond to the methods outlined above.**

- 16. Allow a parent to come in and discipline their child in the presence of a witness by spanking.**

Policy Cont...

WE DO NOT

- 1. Use any type of physical punishment on the children, this includes: Pinching, biting and hitting.**
- 2. Yell at or use sarcastic remarks to the children.**
- 3. Punish the children when bathroom accidents happen.**
- 4. Use any form of profanity while children are present.**
- 5. Deny meals or rest as punishment.**
- 6. Leave children unattended or without supervision.**
- 7. Place children in locked rooms or boxes as punishment.**
- 8. Criticize, make fun of or otherwise belittle children's parents, families or ethnic groups.**

COST FOR DAYCARE

We work to keep Daycare affordable, yet due to the cost of materials and inflation, our rates may increase. We believe we offer the finest in Daycare Services and will continually strive to better our program for each age level.

Absences

Please read the following guidelines carefully regarding days absences.

1. Partial weeks are not permitted any discount in the weekly charge.
2. A week or any portion of a week that is unused due to sickness or any unforeseen event will be charged the regular weekly rate.
3. One free vacation week is permissible each school year after one year of enrollment. This week may be used at any time during the school year.
4. A two weeks' notice must be given in writing in order to use the free week. The child cannot be present at any time during the vacation week, which must be five consecutive days. The notice can be turned into the Daycare or Finance office.
5. When the vacation is used, one week of tuition will be credited to your account. If you received subsidy, this does not apply, your normal parent fee will still be due.

6. If the parents neglect to notify the Director of Finance Director about the free vacation week, then the regular tuition rate must be paid.
7. Parents who receive subsidy must notify the Daycare office when their child will be out more than five days in any given month.

Payments and Late fees

All parents must sign a Daycare payment billing agreement before their child(ren) can attend the Daycare.

The Daycare has several payment options:

1. Monthly billing- Payments are due on the 1st no later than the 5th of each month for which service is to be rendered.
2. Semi-monthly billing- Payments are due on the 1st no later than the 5th and 15th no later than the 20th of the month for which service is to be rendered.
3. Weekly billing- Payments are due every Monday before service is rendered.
4. Vouchers- Payments are due on the 1st no later than the 5th calendar day of each month for which services are to be rendered.

Late fees are as follows:

1. Monthly billing- Payments not received by the 5th of the month are considered late and your account will be subject to the late fee of \$30.00 per child. Accounts that remain unpaid at the close of business on the 6th day will be suspended and your child will not be allowed to re-enter the daycare until the account has been paid in full or an arrangement has been made and approved by the Finance Director.
2. Semi-Monthly billing – Payments not received by the 5th and 20th of the month are considered late and your account will be subject to the late payment fee of \$15.00 per child. Accounts that remain unpaid at the close of business on the 6th and 21st will be suspended and your child will not be allowed to re-enter the daycare until the account has been paid in full or an arrangement has been made and approved by the Finance Director.
3. Weekly billing- Payments not received by Tuesday
4. Voucher – All parents with subsidy vouchers must follow the monthly billing guidelines.

Payments can be made in the form of cash, personal or business check, certified check, money order, credit and debit cards, and online payments. In order to pay with a credit card you must

come during the times the finance director is present or you may call it in over the phone. Personal checks will not be accepted if your payment is late. Therefore, if you pay after the 5th or the 20th of each month, personal checks will not be accepted.

All returned checks will be charged a \$25 returned check fee. The payment represented by the returned check will be considered late and the account will be subject to the corresponding late fee and suspension timetables.

WOGCDC reserves the right to determine the necessary refund (if any) in the instance of a billing error. The customer is responsible for providing proof of payment in the event of any payment dispute.

Hours of Operation

Our hours of operation are determined by the average working hours of parents. The Daycare opens at 6:30a.m. and closes at 6:00p.m. Every 5 minutes after 6:00pm will carry a \$5.00 late care fee. We want our Teachers to be able to leave on time. Therefore, we are asking our parents to be considerate of our teacher's time. Arriving at 6:16pm would mean that you incur \$20.00 in late care fees due at that time.

The finance office is open from 8:00am until 3:00pm Monday – Friday. Payments may be made in the Daycare office throughout the regular business hours until 4:00 p.m.

The Daycare provides before and after care and a track out program for school age children. The hours of operation for before care are from 6:30am until 7:45am. The aftercare program hours are from 3:00pm until 6:00pm. Full day track out times are from 6:30am until 6:00pm.

Holidays

We will be closed the following Holidays:

1. **Martin Luther King's Birthday**
2. **Good Friday**
3. **Memorial Day**
4. **Independence Day**
5. **Labor Day**
6. **Veteran's Day**
7. **Thanksgiving Day & Day after Thanksgiving**
8. **Christmas – One week (Dates will vary from year to year)**
9. **New Year's Day**
10. **5 Teachers Workdays (TBA) Dates will vary from year to year**

If the above holidays do not correspond with the time you are off, please make other arrangements for childcare on those days. We will give you at least 30 days notice for teacher workdays and more time if known. Full payment is required for all daycare closings.

Inclement Weather Closing

In situations pertaining to inclement weather, we will do everything possible to keep the center open. During the periods of inclement weather, the Daycare operation status will be reported on WTVD-11, WRAL-TV and Channel 14.

We will notify the stations as soon as a decision can be made. To receive information faster, please check the station's website for closing information. Please make sure that you look under Daycare and not Schools. Please remember that we have an academy and closing for the academy may not necessarily mean that the daycare is closed.

Meals

Our center is peanut, fish and pork free.

Breakfast

Breakfast will be provided for all children who are on table food from 8:00am until 8:30am. If your child comes after 8:30 please make sure they have eaten breakfast as our cafeteria will be closed until lunch. If you bring your child after 8:30 and they need breakfast, you are responsible for providing your child with breakfast and you will need to sit with them. The teachers will need to assist the other children with bathroom time.

Lunch

Lunch will be served for all children who are on table food beginning at 10:45am until 11:30am. Milk is served with every meal with the exception of snack. Juice or water may be served with snack. We substitute for any food allergies as long as there is a **doctor's note** on file. A menu is posted in every classroom each month for parents to view. If you would like a copy, please see your child's teacher.

Snack

We will provide one afternoon snack for all students. No plastic bags are allowed in the children's cubby or any food that requires refrigeration.

Note: We follow all food service nutrition guidelines when planning menus and serving portion sizes for each item offered according to the age of the children. We have this information available for parent's review if needed.

Health and Safety

An annual physical examination complete with up-to-date immunization must be on file in our office upon enrollment.

Please bring official notification to us each time your child has additional immunizations so that his/her medical records may be updated. If the physician exempts a child from a required immunization, parents must provide a signed statement from the physician.

Parents may not send any type of medications to school with their child. All medications must be brought to the daycare office or left at home. If your child needs any type of topical cream applied such as sunscreen or diaper cream, a permission slip form must be filled out by the parent and brought to the daycare office. The administrative staff of WOGCDC **will administer breathing treatments only in emergency situations** and only if the breathing machine or inhaler, with medications with appropriate instructions are provided in advance. **The only medications that will be administered by WOGCDC staff are diaper cream ointment, sunscreen and insect repellent. We will also apply Vaseline or lip balm for chapped skin, etc.**

The staff of WOGCDC will attempt to exercise reasonable judgment for the care of the children in case of physical injury or illness. Staff will notify parents when an accident occurs at the center. In those cases where injury or illness appears serious, we reserve the right to seek professional help including ambulance, doctor and emergency room service. **Parents will be responsible for paying for any services obtained on their child's behalf.** Every attempt will be made to contact the parent by phone.

North Carolina law requires that the center hold fire drills monthly. The bells are very loud and can be frightening to a young child. Please talk with your children concerning routine drills to help us prepare in case of a fire emergency. Please make sure that the center always has your updated contact numbers, including cell phone numbers.

The removal of splinters, ticks etc. will not be done by staff members. Parents will be called immediately to perform these procedures.

Sick Child Policies

In an effort to promote the physical well-being of all children at the center, parents should keep their children at home if they have the following.

- Temperature of 101 degrees or higher - The child must stay home until the temperature has been normal (without medication) for 24 hours. If the temperature is due to a non-contagious condition, such as teething, we must have a note from the child's physician stating so.
- Diarrhea (watery or foamy bowel movements, more frequent than usual). Diarrhea is defined as three watery stools during a period of two hours. If the child is sent home for diarrhea he/she should not return to the center until at least one normal stool has occurred.
- Vomiting – (More than usual “Spitting up”).
- Rashes – That have not been diagnosed by a physician.
- Impetigo – a skin infection consisting of blisters surrounded by reddened area. When the blisters break, the surface becomes raw, weeps and oozes. The lesions eventually become crusted and yellowish.
- Conjunctivitis – an eye infection commonly referred to as “Pink eye”. The eye is generally red with some burning and there may be a thick yellow drainage. The child must be on medication for 24 hours before returning to the center and all signs of irritation must be gone.
- Head Lice – Small Insects that cause intense itching of the scalp. Child should be treated with a prescription shampoo, all nits (eggs) removed from hair shaft, and home environment cleaned according to health department's directions. Child may return with doctor's note and when all evidence of lice is gone.
- Bronchitis – Which can begin with hoarseness, cough and slight elevation in temperature. The cough may be dry and painful and then becomes loose.
- Any of the usual childhood contagious diseases (measles, mumps, rubella, and chicken pox). Children with chicken pox may not return until all of the sores are crusted and there are no new breakouts.

- Strep throat – If the doctor diagnoses a strep infection, the child should be on medication for 24 hours before returning to the center.

Please notify Word of God Christian Daycare immediately if your child contacts one of the following communicable diseases. (All parents will be notified when such diseases are present in our center).

Disease	Exposure/Onset	Center Exclusion
Chicken Pox	14-16 days	Until all scales are dry
Impetigo	Not Definite	Until lesions are healed
Measles	5-15 days	Until advised by doctor
Mumps	12-26 days	Until all swelling stops
Pink Eye	1-7 days	After 24 hours of medication
Scarlet Fever	1-7 days	Until adequately treated/temperature
Strep Throat	1-7 days	Until adequately treated
Fifth Disease	12-14 days	Several days (2-3) after onset rash
Whooping Cough	5-21 days	Physicians advice / cough completely gone



*Disclaimer: Hand mouth and Foot disease is typically common in a child care facility and sometimes hard to catch symptoms before an outbreak occurs. If your child has developing rashes or bumps on their hands, inside their mouths and on their feet please take them to a physician to seek treatment. Your child will need to have a doctor's note to return to daycare.