

Lighthouse Daycare Center



Daycare & Preschool Handbook

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Program Statement

The Lighthouse Christian Academy Preschool & Daycare Center is a nonprofit ministry of Lighthouse Baptist Church and is governed by a Board of Trustees.

The Daycare & Pre-School Center is licensed by the Department of Human Services and meets all health and safety standards and maintains liability insurance as required by the West Virginia Department of Health and Human Services and the State Licensing Board. The Center operates on a nondiscriminatory basis, and the practice of this policy is demonstrated through equal treatment in regard to race, color, creed, religion, sex, national and ethnic origin, and age or marital status of parents.

Purpose and Intent

The purpose of Lighthouse Christian Academy and Daycare Center is to provide a program of education and care which upholds a standard of excellence. This instruction has as its integrated center the faith and principles as laid down in the Word of God. The end result of all instruction must be the development of positive personalities adequately prepared to take their place in the home, and in society. The purpose of Lighthouse Christian Academy and Daycare Center has two aspects:

- To be an extension of the home and the church, and thus to provide a continuity of training for young people for the purpose of equipping them for service.
- To furnish a quality program in a safe and secure environment while providing a strong character building atmosphere so the child may develop through varied experiences.

The licensed capacity of the Lighthouse Daycare Center is 140 children ages 6 weeks to 12 years. Our scheduled days of attendance are Monday-Friday 6:00 am to 6:00 pm.

Mission Statement

To provide quality care and education in a Christian environment while providing instruction in social, emotional and physical skills.

Philosophy of Education

The philosophy of education at Lighthouse Christian Academy Pre-School and Daycare Center incorporates the following important aspects:

- A. All subjects are viewed and taught from a Christ-centered standpoint. "In Christ are hid the treasures of wisdom and knowledge". (Col 2:3)
- B. The reinforcement of academics is only one part of a child's education. Spiritual and moral values, proper attitudes, respect for authority and the rights and feelings of others are also important in the task of training children to become mature leaders.

C. God has given the child to the parents. The parent in turn entrusts this precious child to the Daycare for a very vital part of training. We consider our share in the care and protection of this child to be a sacred trust and will instruct each child as an individual. This program cannot be placed in a position to be a substitute for the parent and their instruction. We are told, "Train up a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6). Each child is a human being endowed with God-given abilities and unique personality. We must recognize that each student will respond differently to that which is presented. However, all of them should be encouraged and exhorted to produce to their fullest capacity.

Center Information

Hours of operation: 6:00 A.M. - 6:00 P.M. Monday - Friday

The Daycare will be closed on the following days (see Director for specific dates):

- New Year's Eve and New Year's Day
- Memorial Day
- June Staff Training Day (1) – date dependent upon school closing
- Independence Day
- Staff Planning/Training Days (2) – 2 days prior to school starting
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day
- Preschool classes follow the Putnam County schedule

Lighthouse Daycare & Preschool Center reserves the right to close on other dates for staff training and on days the need for childcare is minimal. During inclement weather, the Daycare will be open unless a State of Emergency is declared by the Governor..

Daycare Staff cannot provide care at the Center after normal Center hours. Lighthouse Daycare Center cannot be held responsible for child care arrangements made between parents and staff of LDC for child care after Center hours.

Staff/Child Ratio

The following staff/child ratios must be maintained at all times when children are present:

6 weeks – 2 years	1 adult to 4 children
2 years (25 – 35 months)	1 adult to 8 children
3 years (36 – 47 months)	1 adult to 10 children
4 years (48 - 59 months)	1 adult to 12 children
5 years (60 months to school age)	1 adult to 12 children
School age	1 adult to 16 children

Changes in Policy

Lighthouse Preschool and Daycare Center reserves the right to change any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the Center.

Curriculum & Assessments

Lighthouse Daycare and Lighthouse Preschool uses ABEKA curriculum. Assessments of our Preschool children are done twice a year, once in January and again in May. The Administration performs formal observations throughout the year of all children and works with classroom staff to enhance the care of each child. If something is observed beyond our ability to help (a delay in speech, possible hearing problems, etc.) a referral can be made to outside agencies, such as Birth-to-Three for early intervention assistance.

Lighthouse Daycare staff will be observing your child on a daily basis. Reports will be given to you at the end of each day listing activities of the day, meals eaten, diapering done (for infants and two-year-olds), and any information or concerns about your child.

Pictures

Preschool and Daycare student pictures are made each year in the Fall. A class picture will be taken one time a year. Purchase of pictures is optional.

Admissions Policies, Procedures

1. Admission to Daycare requires that the child be at least 6 weeks of age.
2. All applicants must provide documented proof of required immunization within thirty (30) days of admission. Note: Parental objection to treatment for immunizations will make a child ineligible for admission to Lighthouse Christian Academy and Daycare Center. Following are the state required immunizations.
 - **DTP** Five (5) doses required, one of which must have been received after the 4th birthday.
DT may be accepted instead of DTP if a medical excuse is signed by a physician/health department representative or if the student is seven years of age or older.
 - **Polio** Four (4) doses required, one of which must have been received after the 4th birthday.
 - **MMR** Kindergarten Students - Two (2) doses, first dose received no earlier than the first birthday. All other students - One (1) dose received not earlier than the first birthday.
 - **HIB** Five (5) doses are required, one of which must have been received after the 4th birthday.

- **VARICELLA** Two (2) doses if the child has not had Chicken Pox. None are needed if the child has had Chicken Pox.
3. Complete the registration packet, providing all required forms and fees.
 4. The registration fee and a last week's tuition deposit are required prior to admission.
 5. Lighthouse Daycare Center admits children of any race color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the children at the Daycare. LDC/LCA does not discriminate on the basis of race, color, creed, religion, sex, national and ethnic origin in administration of its educational policies, admissions policies and programs.

Enrollment Forms

There are several forms that we must have completed before we can assume responsibility for your child:

1. Registration Form/Fee Contract
2. 2 Emergency Forms – both must have original signature (no copies)
3. Health Appraisal- To be provided within thirty (30) days of admission. Health appraisal must be updated with new or current information at least every two (2) years for child under the age of six (6) years.
4. Immunization Card (Updated every year or when shots are given).
5. Permission to Administer: Sunscreen Permission and Publication or Advertisement Release Form
6. Policy on Biting
7. Free/Reduced Meal Application (if family does not qualify, mark form as such)
8. LDC Handbook Release Form
9. Link Provider Certificate (If approved)
10. Birth Certificate
11. If there are special dietary needs, the regulated Special Dietary Form must be filled out specific and signed by the Physician. Any Medical condition or other reasons must be on file before admission.
12. Legal verification of custody when one (1) parent is the sole legal guardian. If joint custody then a legal statement of parenting plan must be on file. These must be legal documents by virtue of a court proceeding (signed and dated by judge).

Dismissal Policy

We reserve the right to terminate for the following reasons:

1. Failure to pay
2. Failure to complete required forms within 1 week

3. Lack of parental cooperation
4. Physical or verbal abuse of any person or property
5. Our inability to meet the child's needs
6. Lack of compliance with handbook regulations
7. Parent/Provider differences

Suspension from School Policy

The Daycare will not admit students who have been suspended from school for any reason. These suspension days are not built into our system and cannot be considered drop-in days. Students are permitted for their regular after school time, but no additional time will be granted.

FEES

Fall Registration Fee

The registration fee is **non-refundable**. The fee for first-time enrollment is \$100.00 and is prorated according to the month of enrollment. For those with LINK assistance the first-time enrollment is \$50 and is prorated according to the month of enrollment.

For children who are re-enrolling, the registration fee is \$65.00 for private pay. For those with LINK assistance the re-enrollment registration fee is \$30. Re-enrollment is done twice yearly, fall and summer.

Children attending the Lighthouse Daycare Center either full-time, part-time or drop-in must pay the Registration Fee. Two (2) week notice must be given before withdrawal of any student.

Summer Registration

Each summer there will be a summer re-enrollment fee of \$50 for all private pay children. Those with LINK assistance the summer re-registration fee is \$25. The registration fee will be used for field trips, art supplies, summer activities, curriculum and administrative costs. There are no multi-child discounts on the summer activity fees.

Multi-Child Registration Fees

Private Pay Family Registration:

\$150 maximum for first-time enrollment

\$100 maximum for re-enrollment

Family LINK Registration:

\$75 maximum fee for first-time enrollment

\$50 maximum fee for re-enrollment

Newborn fees (6 weeks - 1 year)

Full Time: (5 days M-F)	\$185.00/ week
Part Time: (3 days M-W-F)	\$155.00/ week
Part Time: (2 days T/Th)	\$130.00/ week

1 year old care

Full Time: (5 days M-F)	\$160/week
Part Time: (3 days M-W-F)	\$130/week
Part Time: (2 days T/Th)	\$105/week

Fees for 2 years Old

Full Time: (5 days M-F)	\$155/week
Part Time: (3 days M-W-F)	\$125/week
Part Time: (2 days T-Th)	\$100/week

Fees for 3 & 4 year olds

Full Time: Preschool and Daycare (5 days M-F)	\$155/week
Part Time: Preschool and Daycare (3 days M-W-F)	\$125/week
Part Time: Preschool and Daycare (2 days T-Th)	\$100/week

NOTE: *These fees include Preschool if child is eligible by September 1st.*

Fees for Preschool ONLY

Full Time Preschool (5 days M-F)	\$180/month
Part Time Preschool (3 days M/W/F)	\$140/month
Part Time Preschool (2 days T-Th)	\$120/month

NOTE: *Fees for Preschool Only is for 10 months and is not based on attendance.*

Fees for After School Daycare for children enrolled in Elementary School, either public or private are as follows:

Morning before school only	\$15/week
After School Daycare	\$65/week
After School Drop-in	\$40/day
After School-Snow Days and Early Ins or Early Outs	\$20 additional per day

Drop-In Daycare will be offered when space is available. The fee for Drop-In Daycare is:

Infant - \$65.

1 year old - \$60.

2 year old - \$55.

3 year old - \$55.

4 year old - \$55.

Parents are to call in advance and speak to the Daycare Administrator or Assistant Director of Business to see if space is available.

A Late Pick-up Fee of \$10 will be charged if a child is picked up after 6:05 PM, and thereafter, an additional \$1 per minute. Late Fees are due the next day the child attends daycare.

Discounts Available

One child attending Lighthouse Daycare Center will pay full Daycare Fees. The Second child in the same family will receive a 5% Fee Discount. The Third child (and additional children) in the same family will receive a 10% Fee Discount.

LINK

For those receiving LINK assistance, your child must be in attendance in our Daycare a minimum of three (3) days each week. If you are unable to meet this weekly requirement, your child's slot will be given to another child on the waiting list and the child will be terminated.

LINK assistance allows a specific number of days each month for your child to be in our care. If your child attends daycare for more days than are allotted, the daily drop-in fee (\$25) will be added to your monthly statement.

Late Payments

All weekly fees are due by noon on Wednesday. Charges for the prior week are processed and added on Monday or Tuesday. A Late Payment Fee of \$25 will be charged to any account that is \$275 or more past due by noon on Wednesday.

If you use LINK to pay your charges, all weekly fees are due by noon on Wednesday. A Late Payment Fee of \$25 will be charged to any account that is \$25 or more past due by noon on Wednesday.

Outstanding Charges/Collections

If the Business Office has had trouble collecting an outstanding bill from a Daycare parent, the Center will take the parent to Magistrate Court. When this happens, the children of the said parent cannot return to daycare for services. *All fees associated with collection must be paid by the parent.*

Non-Sufficient Funds

There will be a charge of \$25 for all non-sufficient fund (NSF) transactions. Your bank may also charge NSF fees on your account. Any check returned by your bank for insufficient funds must be reissued and any bank fees paid within five days of notification. If a second insufficient funds check is returned, then you will be required to reimburse the check and bank charges within five days with cash only. *In addition, all future daycare services will be on a cash only basis. Checks will not be accepted for any reason on any account if more than one insufficient check has been returned.*

Taxes

We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you by January 31st each year. You may request a statement at any time by contacting the Business Office.

GENERAL INFORMATION

Center Property

Many people over the past ten years through their work, prayers and gifts have made the Center and programs possible. Our sponsoring church, Lighthouse Baptist, has maintained the vision of quality care in a Christian environment and sacrificed much to make the Center possible for this community. Parents and volunteers have also assisted in maintaining our facilities and programs. Students should consider it a privilege to attend Lighthouse Daycare Center and Lighthouse Preschool. Therefore, they should do all in their power to keep our facilities attractive and clean. Any student known to deface or destroy Center property will be assessed the full cost of repairs and be subject to dismissal.

Newborn Care Program

We provide quality care for 6 week to 1 year old children. Children must have a written statement from a health care physician allowing the child to enter the Newborn program. Eating, sleeping, and daily activities will remain on the child's routine until 12 months of age. Daily reports will be provided to parents with the following information: food intake, sleeping patterns, bowel movements, and developmental milestones (crawling, sitting, walking etc.) Infant cribs, table, chairs, bottle warmers, refrigerator, freezer, and age appropriate toys will be provided by the Center. Parents Choice Premium powder formula can be provided on the request of the parent. All proper documentation must be complete. Parents are to provide a crib sheet and light blanket. No pillows for Newborns under 12 months of age. Parents must also provide an adequate amount of diapers and wipes for at least a week at a time, along with any diaper creams needed. If your child has a pacifier, we ask that parents provide 5-6 pacifiers to the center. Pacifiers on a string 6 inches or longer will not be affixed to clothing. Please put your child's name on all items brought into the center. All pacifiers and bottles will be sanitized on a regular basis according to state regulations, and as needed throughout the day.

Newborn care policies:

- A written statement by the parent or health care physician will determine age appropriate foods.
- Parents are to provide the center with a sufficient portion of formula, baby food and/ or cereal to satisfy the child throughout the day. Please provide one bottle per feeding, according to your child's feeding schedule.
- All pacifiers and bottles will be sanitized on a regular basis according to state regulations, and as needed throughout the day.
- Bottles must be clearly labeled by the parent with name, contents, and date received. No bottles will be given to a child if they are not labeled.
- All milk left in bottles will be discarded after each feeding.
- No additional snacks are to be brought into the center, such as Cheerios, crackers or cookies.
- No juices will be given to infants due to our WV Leap of Taste Program.
- Assorted baby food may be provided in the case of an emergency.

Parental Responsibilities

In order to retain a child's position, tuition must be paid weekly.

Parents will:

- Sign your child in/out daily (by fingerprint) and give the ticket to the teacher.
- Check your child's cubby for notes, clothing, and artwork.
- Inform staff of any changes in your child's routine that may affect his/her needs.
- Call the Center by 9:00 AM when your child will be absent.
- Notify Daycare Administration of changes to the names and telephone numbers of Emergency Contact Person(s) listed on enrollment form and fill out a Change Form. These can be found in the Business Office.
- When there is a need to change your child's scheduled days of attendance, a Change Form must be completed (i.e. vacations etc. These can be found in the Business Office.
- Send all messages to the Center in writing.
- Report any communicable conditions to the Center staff as soon as possible. Such conditions may include, but not limited to, chickenpox, pinkeye, lice, etc.

Parental Involvement

Parents are encouraged to be involved in the Daycare experiences of their child. Parents will have the opportunity to volunteer to help with parties, field trips, special programs and activities. Volunteers must always work under the direct supervision of a staff member.

Parents can visit the Center at anytime. It is requested that parents call to schedule times to have conferences with the Director or the child's teacher. The Parent/Visitor

must sign in at the Church Office and receive a visitor pass. Upon leaving, the Parent/Visitor must sign out in the Church Office.

Parent Conferences

Preschool Parent/Teacher conferences will be scheduled in January. There are no other scheduled conferences, but the teachers will be available at anytime throughout the rest of the year. We do recommend that the parents meet with the teachers at this time. We encourage all parents to contact the teachers whenever a question arises regarding student progress. The best way to contact a teacher is to call the school at 304-562-3900 and leave a message for them to call you back.

Change in Personal Information

Any time you, your child's caregiver or persons indicated to contact in case of emergency has a change to their address and/or phone number (home or work), please fill out a Change Form as soon as possible and return to the Business Office.

Daycare Need List

As your child begins at the Lighthouse Daycare Center, you will need to bring in the following things on his/her first day: *(please note that the Newborn program list is different)*

- Toothbrush with cover & Toothpaste
- Nap things (pillow, blanket, crib sheet) all things must be in a sealed bag.
- Extra change of clothes (this can be kept in a backpack)
- Sunscreen for outside play in the heat.
- Diapers & Wipes

Please make sure your child's name is printed on each item. If you have any questions or concerns about any of these items, please feel free to call the Daycare office at 304-562-3900.

Newborn Program Need List

If your child is enrolled in the Newborn care program, you will need to bring in the following things on his/ her first day:

- Diapers, wipes, and diaper creams
- Bottles (one for every feeding) & 5-6 Pacifiers, if your child still takes these items.
- Formula, baby food and/ or cereal to be added to the formula.
- Crib sheet and light blanket (must be in a sealed bag)
- Extra clothes

Please make sure your child's name is printed on each item. If you have any questions or concerns about any of these items, please feel free to call the Daycare office at 304-562-3900.

Separated or Divorced Parents

The Center will follow the court order or separation agreement regarding custody of a child, visitation procedures, and release of records. It is the responsibility of the custodial parent to provide the Center a copy of the court order or separation agreement, which states applicable procedures, restrictions, custodial arrangements and signatures. In the absence of a written order or agreement, either parent has the right to see the child or have the child released to him/her.

Personal Property

Please mark all jackets, coats or sweaters with your child's first and last name. Children are responsible for all items brought to the program. Games, toys, and crafts will be provided; therefore it is our policy that children NOT bringing toys from home. All lost items will be in a barrel located in the lunchroom and will be left there for 30 days. If not claimed they will be donated. *The Center will not be responsible for items brought and lost, stolen or broken.*

Electronic Equipment

Cell phones, radios, tape players, CD players, digital cameras, MP3 players, iPods and hand-held electronic games are not permitted at the Center. *The Center will not be responsible for items brought and lost, stolen or broken.*

Dress Code

Children at Lighthouse Daycare Center are expected to dress in a manner befitting young Christian men and women. Modesty, neatness, and practicality will be the guiding principles. Casual dress is permitted but students are not to wear torn, loose fitting, or sloppy clothing.

Examples of clothing that are **not** permissible are: bare midriffs, spaghetti strap tanks, halter tops, tube tops, low necklines, short shorts, short skirts, low riding shorts or pants that show undergarments or body parts, and tight or otherwise revealing clothing will not be allowed. T-shirts with negative, outlandish, disrespectful messages or pictures will not be allowed. Examples that are not acceptable: groups that are anti-Christian in countenance or lifestyle; TV, movie or cartoon characters that promote non-Christian values. Children may wear shorts & skirts of modest style that are fingertip length. Girls need to wear shorts under skirts. The Administration reserves the right to make judgments on what is acceptable.

If a student violates the dress code, action will be taken as follows: *First time* - a note will be sent home along with a clarification of the dress code. *Second time* - student will call home for a change of clothes before he/she may attend. *Third time* - student will be sent to the Administrator and parents must come in for a conference.

Health Care

Please do not send your child to daycare when there is a sign of illness developing. Symptoms of illness may include: green or yellowish nasal discharge accompanied by a fever of 100° or higher, fever of 100° or higher, vomiting (3 or more times), diarrhea (3 or more times), undiagnosed skin rash (that is accompanied by behavior change, joint pain, open sores, blood, red or purple spots), mouth sores with drooling, Infestation (lice, scabies), etc.. Students who are sick will be brought to the Business Office, the parents will be called and the child will be sent home. **Children are not permitted to return to Daycare until they have been fever free for 24 hours without fever reducing medication, a physicians release is provided, or the child has been on an antibiotic no less than 24 hours.**

If you cannot be reached and the emergency contacts cannot come to get the child, we will put the child on a cot in the office and a \$25 fee will be added to your account. Please use emergency contacts that are available to come during Center hours.

Medications

Our policy is to not administer medication to children while in our care. If a child is on the premises more than 8 hours, prescription medication will be dispensed ONLY after a physician fills out a medication form. ALL MEDICATION MUST BE IN ORIGINAL CONTAINER.

Both non-prescription and prescription medicines, and ointments can be given to your child as needed if you have a medical form from your doctor stating the name of the drug, how much to be given and how often. You must also fill out the medical log in your child's room with your signature. All non-prescription medicines must be in a sealed container. No medicines that have been opened will be permitted.

Diaper Changing & Toilet Training Policies

Diaper changing is considered part of our daily routine and the child being changed is involved in the diaper change through conversations about what is happening, and handing the clean diaper to us. The changing table is located in the bathrooms inside the Daycare Central Room. Diaper changing facilities are located in the bathrooms. Caregivers' wear gloves while changing diapers and their hands are always washed after a diaper change, the child's hands are also washed after a diaper change, and the changing surface is cleaned and disinfected after each use. Please bring a bag of diapers and a tub of wipes with your child's name on it and give it to your child's teacher to be placed in the cubbies or under the changing table for easy access.

If your child is potty training please bring lots of extra clothes and pull-ups for naptime and we will encourage your child as much as possible to go to the potty. Potty chairs will be kept in the bathroom for easy access and will be cleaned and disinfected after each use.

Transition Policy - Arrivals & Departures

Please bring your child clean to begin the day as stated on the daily schedule. It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please be very brief (no more than 10 minutes) during drop off times. 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 are all that is needed. Please feel free to call the Center at any time to check on your child.

Our naptime is from 11:00am – 1:30pm for 1 year olds and 12:00-2:30pm for 2 – 4 year olds. We prefer that pick-up or drop-off be done before or after naptime. But if it becomes necessary, please call the Daycare Office so your child will be ready to be picked up and staff will know to expect you.

Emergency Pick-up Policy

If there is an emergency and someone not on your child’s list must pick them up, a call must be made by the parent giving the name of the person. That person must enter the building using the entrance at the top of the hill or by ringing the doorbell at the Keyless Entry door on the East side of the building. They must present their drivers license to the Business Office for clearance to pick up the child.

NOTE: A child will not be dismissed to anyone not on their list unless a note is provided by the parent or a phone call is received. If this happens in excess, that privilege will be withdrawn.

Keyless Door Entry

Purpose of keyless door entry:

Lighthouse Daycare Center strives to be a “Center of Excellence” where our children are cared for in a safe environment. As a feature to our center, we offer a keyless door entry that will allow minimum access to the building.

The purpose of this would include:

1. To protect children and employees.
2. To provide parents with entrance access to their children.
3. To limit visitors from walking into the building unannounced.
4. To allow teachers easy entrance into the building.

The location of the keypad will be on the East front door of the building.

Each parent and staff member will be given an access code that will be confidential. This code is not to be shared with other staff members or parents. The keypad will be monitored by the Administration Department. A guest door button will be available on the system if someone does not have a code. When a parent or employee is no longer

affiliated with the Daycare, Administration will remove their number by the end of that business day.

Harassment Policy

Lighthouse Daycare Center will not tolerate harassment at anytime. All harassment must come to the attention of the Director immediately.

Grievance Policy

This policy affects all parents, notwithstanding any other policy to the contrary.

- If a parent has a grievance with a teacher, the parent should first approach the teacher for resolution.
- A parent who has been unable to resolve a grievance directly and wishes to file a formal grievance shall do so, in writing, to the Director. The grievance shall state the issue(s) being grieved and the desired remedy being sought.
- The Director shall respond to the parent with a determination, both verbally and in writing, within ten (10) days of receipt of the grievance.
- The Director may concur or deny the grievance and may deny, approve in whole or approve in part the remedy desired by the parent.
- The parent may seek review of the determination of the Director with the Administrator and the Church Administrator by written request in no more than five (5) working days. Such written request shall state the reason(s) a parent feels the determination is incorrect.
- The Administrator shall review the entire record and render a final decision within twenty (20) working days. The final decision shall be given to the parent with a copy provided to the School Board.
- The decision of the Administrator is final.
- In the event that the grievance is against the Director, the Administrator, the School Board and then the Senior Pastor shall review the determination.

Lunch/Snack Program

Our Center highly values the role nutrition plays in the growth and development of children. Therefore, we plan and prepare, to the best of our ability, a well-balanced nutritional food program for the children who receive our services.

Our food program consists essentially of a breakfast, a hot lunch and afternoon snack. The menus are planned on a rotating basis and are regularly evaluated and monitored by the West Virginia Department of Education (CACFP). Menus will be provided to you one week in advance.

In addition to our compliance with the nutritional requirements established by the Child Nutrition Program, our facility also meets all state and local Health Department Standards.

Bottle usage beyond age 12 months: Some children may have certain medical conditions that require them to be on a bottle longer. If that would be the case a physician's statement regarding the medical condition is required to be put in the child's file.

NOTE: If your child has specific food allergies, a Regulatory Special Dietary Form must be filled out by a Physician. The form will be posted then in the kitchen and will not be served to your child. The Center shall make substitutions in foods for participants with a disability that restricts their diet provided there is proper medical documentation. The Special Dietary Needs forms are available in the Business Office and must be filled out by the child's primary physician. At the Center's discretion, substitutions may be made in foods for non-disabled participants who are unable to consume the regular meals because of medical or other special dietary needs.

In accordance with Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's Target Center at (202) 720-2600 (Voice or TDD).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC, 20250-9410, or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Fundraising/ Donations

Lighthouse Preschool and Daycare Center are ministries of Lighthouse Baptist Church and are therefore, non-profit entities, dependent on tuition revenues and contributions to operate. LCA/LDC have two fundraisers per year. You may also wish to donate to our scholarship and annual fund drives. These funds supplement the cost of the school program through direct donations. Families or companies who are able to help with these important funds are encouraged to donate. You can receive a tax write-off for all direct donations. Call the Church Office for information.

Indoor/Outdoor Play

Indoor Play: We provide a variety of age appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored.

Outdoor Play: We will be playing outdoors every day when weather permits. Please make sure that your child is dressed appropriately according to weather conditions for outdoor play at all times (shoes they can run in, coats, hats, and gloves, etc.).

Discipline

The Lighthouse Daycare Center includes opportunities for the children to grow in all areas of development. Discipline is approached in a positive, understanding manner. At no time will corporal punishment be administered or tolerated in the Center or on the grounds. When necessary, a short "time out" may be given equal to one minute per year of age. A note will be given to the parent describing the problem and action taken. After three notes are sent home, a conference will be held with parent and Daycare Director.

It is the responsibility of the Daycare Center to provide a safe environment for each child. We therefore reserve the right to dismiss a child from the program if he/she causes emotional and/or physical harm to other students or staff.

Field Trips/Special Activities

Field trips and special activities may be scheduled during the summer months. Transportation will be provided by the Center by use of a Putnam County School bus. Before each trip a permission slip will be sent home with a letter describing the date and time of the trip, destination and activities at each. Parents are responsible for signing and returning the slip to the school. A child that does not have a signed permission slip will not be able to participate in the field trip and will remain at the Center. Parents will not be called to obtain verbal permission.

Student Behavior

Following are the safety and conduct policies to be followed by each participant during field trips and special events. Participants shall:

Demonstrate safety:

1. By staying with adult chaperones
2. By always being with a buddy
3. By never talking to strangers or going anywhere with them
4. By staying with the group
5. By wearing a seat belt

Demonstrate quiet and orderly behavior:

1. By listening politely to guides and instructors
2. By not running in buildings or museums

3. By speaking quietly when indoors

Demonstrate Christian character:

1. By always addressing people politely and at the proper time
2. By waiting patiently without complaining
3. By following all rules of the place being visited
4. By always using the very best of manners

This list is not meant to be inclusive. The Administration reserves the right to make the final decision concerning acceptable or unacceptable behavior.

Emergency Policies and Procedures

Fire Drills

Fire drills will be held twice a month. When the alarm sounds, the Daycare teachers are responsible for seeing all children are clear from the building. The Daycare teachers will take the Roll call sheet to account for all of the children. All rooms will have fire exit instructions posted in their rooms.

Emergency Plan – Non-Medical

1. Procedure to be followed:

Fire/Bomb Threat/Evacuation

Students and teachers will exit the building to their designated locations. They will wait there until authorities have given the all clear to enter the building. If the authorities feel that the premises must be vacated, students and teachers will walk to Presbyterian Church of the Covenant, located next door. If children and staff need to move further away from the premises, they will board a bus to the Putnam County Parks & Recreation Community Center located at the Valley Park. Parents will be notified once all children are there.

Storm

Keep children away from windows. If a severe storm occurs, children and staff will move into the Fellowship Hall/Lunch Room where no windows are located.

Flood

All Children will be moved upstairs to the Newborn Room and East Wing. Parents will be notified of new location.

Chemical Spill/Shelter in Place

In the event of a shelter in place, all students and staff will go to the Fellowship Hall/Lunch Room. Once all students are seated, teachers will perform assigned duties.

These duties include shutting all windows and doors, taping windows and doors, making sure all children are present. Students and staff will remain in this location until an all clear is given.

Power Failure

The Director or Assistant Director will call the Power Company to assess the outage. If power has not been restored after one hour, parents will be called to pick up their child.

Kidnapping

In the event that a child is missing, LCA and LDC will be under Lock Down. Staff will search for missing child. If staff cannot find the child, the authorities will be called.

2. First aid kits are located in the Kitchen, Floaters Office and the Hallway Cabinet.
3. Children's Emergency information will be kept in the Business Office and in your child's classroom. Children with special needs will remain with teachers who have been trained to meet the needs of that child, taking with them any equipment, supplies and/or medicines that would be needed outside of the Center.
4. Safe locations are determined according to the emergency. See specific emergency (fire, bomb threat, storm, power failure, chemical spill, Kidnapping) plans.
5. Emergency drill records will be kept on file in the office of the Director.
6. All staff will be trained in the procedure for managing emergency situations at orientation and during regular staff trainings.
7. Staff will take attendance at designated locations to ensure all children are accounted for.

Emergency Plan - Medical

1. Procedures:
 - A. Attend to the injured child with first aid or follow appropriate emergency procedures.
 - B. Determine if further medical attention is needed (physician or dentist). If so, call appropriate people.
 - C. Notify parents of incident.
 - D. Complete incident report.
2. First aid kits are located in the Kitchen, Floaters Office and the Hallway Cabinet.
3. Children's Emergency information will be kept on in the Business Office and in

your child's classroom.

4. CAMC Teays Valley Hospital is the designated location for emergency medical attention.
5. CAMC Teays Valley Hospital will be available for consultation (1400 Hospital Drive, Hurricane, WV.) Phone: 304-757-4700.
6. Means of Transportation:
 - A. Ambulance 304-586-0846
 - B. 304-562-3900 (Director)
7. Emergency Numbers:

Putnam County Fire Service — 304-586-0247

Child Abuse/Neglect

The Center is required by law to report all suspected cases of child abuse or neglect. The Daycare Director will fill out an abuse/neglect form describing the circumstances leading to the suspicion of abuse/neglect. This form will be submitted to Child Protective Services.

Birthdays

If you wish to send treats for your child's birthday, please contact the Director to inform of when you are bringing them. Because of safety issues, balloons are not permitted.

Holiday Parties

Parties are at the discretion of the Administrator or Director. Food for treats must be purchased from a food supplier that meets all Health Department requirements. *No homemade food products are allowed.*

Private Parties and Invitations

Our staff will only distribute invitations to private parties when ALL the children are included. If you are planning a small exclusive party and are only inviting a few children from the class, please do not ask the staff to hand out invitations. The Daycare Staff will not give out phone numbers and addresses of our students.

Sample Daily Daycare Schedule

6:00-7:45	Arrival time	Stations, Puzzles, Games, Coloring
7:45-8:00	Washing hands	Getting ready for breakfast
8:00-8:30	Breakfast	Preschool children begin class at 8:30
8:30-9:00	Cleaning up	Brushing teeth, washing hands
9:00-9:15	Center	Story time
9:15-9:45	Exercise	Inside/Outside play
9:45-10:15	Music	Music/Dancing
10:15-10:45	Craft	Craft
10:45-11:15	Clean up	Getting ready for lunch
11:15-11:45	Lunch	Eating
11:45-12:00	Clean up	Brushing teeth, diapers etc.
12:00-2:30	Nap Time	Resting, Sleeping
2:30-3:00	Cleaning up	Putting nap items away
3:00-3:30	Snack time	Eating
3:30-4:15	Fine motor skills	Play-dough, Puzzles, Coloring
4:15-5:00	Gross motor	Indoor/Outdoor play
5:00-6:00	Going home	Free play (Combined class)

Sample of Weekly Themes

Seasons

Arctic Animals

Weather

Snowmen, Snowflakes

Angels

Valentines

Dr. Seuss

Music

Food

Big, Little, Same, Different

Castles, Queens, Kings

St. Patrick's Day

Easter/Jesus Resurrection

Frogs/Amphibians

Story Books

Gardening

Insects/Spiders

Senses

Nursery Rhymes

Woodsy Animals

Farm Animals

Stars/Moons

Dragons

Shapes

Colors

Transportation

Numbers

Dinosaurs

Thanksgiving

Winter Fun

Christmas

Jesus Birthday

New Years