

**Policies and Procedures**

**A Guide for Parents and Staff**

**Youthland Christian Academies of Delray & Boynton Beach**

 Delray Beach Boynton Beach

 675 Auburn Ave 1770 N.E. 4th Street

 Delray Beach, FL 33444 Boynton Beach, FL 33435

 Phone: (561) 278-3352 Phone: (561) 364-8695

**WELCOME TO YOUTHLAND CHRISTIAN ACADEMY**

**CHILD CARE CENTER**

 This guide is designed to familiarize you with our policies and procedures, as well as to open the doors of constant communication and understanding concerning your child’s growth and development.

Please review the policies outlined here, and feel free to direct any questions and/or comments to our Academy Director.

We are pleased to welcome

 to Youthland Christian Academy.

First day of attendance:

Class:

Teacher:

Registration Fee:

(upon enrollment)

Weekly Fee:

(upon enrollment)

Director:

Center: Delray Beach / Boynton Beach

 (circle one)

 **Youthland Christian Academy**

 **www.youthlandchristian.com**

Youthland Christian Academy Childcare Centers are licensed for operation for the care of infants, toddlers, pre-schoolers, and school-age children. Youthland Christian Academy is an equal opportunity provider. We do not discriminate upon the basis of race, color, religion, sex, national origin or other categories protected under Title VII.

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

The Mission for Youthland Christian Academy is the product of Ms. Booth’s passion for making a difference in the underserved communities surrounding the Academy.  The Vision takes this mission and visualizes the projected outcome for the children and families served by the Academy.

Community history along with the hopes and dreams of the community today, drive the vision of Youthland Christian Academy.

**Our Mission**

Youthland Christian Academy is committed to strengthening families while providing opportunities and experiences in a loving caring environment that empower each child to reach his or her fullest potential. Youthland Christian Academy is focused on providing a fun, nurturing and curiosity-driven environment where children develop a love for learning as they come to understand their own real and growing personal relationship with Jesus Christ.

**Our Vision**

Youthland Christian Academy envisions a generation of leaders in our community who are grounded in God’s word, who value and support education, and lifelong learning.  These leaders approach life’s challenges with the guidance of the Holy Spirit utilizing the values, principles, and ethics of Christian life.

**Our Educational Philosophy**

Youthland Christian Academy believes that each child is a unique gift from God.  The loving, caring, Christian atmosphere of the Academy provides an environment that allows children and families to feel safe and valued.  Our Educational Philosophy is based on the research of; Abraham Maslow, T.Berry Brazelton and Stanley Greenspan who teach us the importance of feeling safe, Stanley Greenspan along with Erik Erikson teach us the importance of developing relationships and a sense of trust.  Children build confidence as they explore stimulating child-centered environments experimenting and discovering new knowledge and skills. Engaging in both quiet and active play children realize success and fulfillment in making good choices and developing positive social skills.  Jean Piaget and Lev Vygotsky teach us about cognitive development, the construction of knowledge and the importance of social interaction in that construction of knowledge. We believe children are born naturally curious and when that curiosity is cultivated children become critical thinkers and work together to problem solve and become constructive members of their community. They benefit from a balanced education that invites creativity and curiosity into the learning process.  Science, technology, engineering, and math are balanced with literature, art, dramatic expression, and music. Weekly themes based on the child’s interests ignite each child’s curiosity and pleasure in learning. Faith-based materials are used to enrich these themes and support each child’s character development. Teachers use these resources to develop “discovery centered” lesson plans that address both the group and individual child’s needs and skills. Lev Vygotsky, like Piaget teaches us theimportance of scaffolding children’s learning and that we need to be expert observers of children.  We partner with families on the healthy growth and development of their children, our observations and documentations track the growth and development of each child and keep families informed on their child’s progress.  Formal Conferences are scheduled annually to review each child’s progress. Families are encouraged to meet with their child’s teacher and director and visit the Academy at any time. Early care and education is a partnership between the program the family and the community.  We work together for the healthy development of our children in life and in embracing the word of God.

 **Youthland Christian Academy**

**Our Story**

The needs of children and their parents are the top priority of Youthland Christian Academy. We help each child develop physically, emotionally, cognitively, socially and spiritually. We do this by presenting Christ in our curriculum while providing a safe, nurturing, challenging and fun environment.

First and foremost, Youthland Christian Academy provides children with constant and alert supervision in a safe environment, screened from hazards. Youthland Christian Academy believes that each child is a unique gift from God. The Academy’s loving, caring, Christian atmosphere provides an environment that allows students to feel confident as they experiment, and discover their abilities. The stimulating, child-centered setting offers a safe and developmentally appropriate environment where children can learn self-discipline and have the opportunity to make good choices. Experienced and devoted teachers create challenging opportunities for children, inspiring them to do great things for the glory of the Lord.

Youthland Christian Academy is a “learning center” that assists children in their realization of success and fulfillment through programs of positive self-image. Enrichment centers, outdoor play, and special activities provide additional literacy opportunities and resources that include a writing center, computer center, and library. The large open classroom with designated areas provides both quiet and active play. Our entire program is designed to enable children to have a positive self concept and to know success at an early age. This is possible because our Academy environment provides children the opportunity to be critical thinkers. Children experience the joy of learning; they feel loved and accepted. Our program is our attitude!

Our Teachers and Directors provide weekly themes that ignite each child’s unique pleasure in learning. The seasonal curriculum suggests proven ways to include these weekly themes in a variety of “discovery centered” activities. Using the curriculum’s themes, each teacher designs individualized lesson plans; in addition faith-based materials will be utilized to help your child’s character development. We do not adhere to standardized lesson plans because we feel there is no “standard” child or class. This is why we keep our teacher-child ratio at a level which comfortably supports personal attention.

The Academies provide activities such as field trips, karate and yoga classes. These services enable parents to further enrich their children’s lives without cutting into the quality time parents and children share after working hours.

Progress reports and/or developmental checklists are given to parents to keep them up-to-date on the total growth of their child/ren. Formal conferences are scheduled yearly to discuss a child’s progress. Parents are also strongly encouraged to meet with their child’s teacher and director and visit the Academy at any time.

**Youthland Christian Academy**

**Policies and Procedures**

This Parent’s guide to Policies and Procedures is a necessary part of admission and clearly defines the center’s responsibilities to the parents as well as the parent’s responsibilities toward the center. The policies apply to all parents and may not be changed on a parent-by-parent basis. It is the responsibility of the Academy Director to enforce these policies for the safety of the children and the staff of the

center.

**HOURS**

The Academy is open Monday through Friday from \*6:30 a.m. until \*6:00 p.m. The Academy provides both full-time and part-time services, before and after school, as well as summer camp for school-aged children.

\* Hours may vary at each location. Please contact your local Youthland Christian Academy for specific hours of operation.

**WEATHER POLICY**

It is our intention to provide service at all scheduled times. However, severe weather conditions may prevent this. Should we need to close our centers before regular closing time, we will post the information via local stations. If weather conditions worsen during the day, please check these sources often, or call the center to check on its status. It is important in these circumstances to be prompt in picking up your child so that children, staff and families have safe travel home.

**VISITATION**

You may visit your child at the Academy at any time. Unannounced visits are encouraged and welcomed. Additionally, we are interested in presenting the children with as many varied experiences as possible. If you would like to be a guest speaker, or if you know of someone with an interesting talent or job, please do not hesitate to contact us! We like changes of scenery and learning through field trips. If you know of any interesting destinations, please share with us.

**LICENSING**

Youthland Christian Academy, Delray Beach and Boynton Beach are licensed by the State of Florida. The license is posted in the Director’s office and on the Parent Board. The Delray Beach facility is licensed to care for 148 total children, and the Boynton Beach facility is licensed to care for 152

total children.

**REQUIRED STAFF/CHILD RATIOS FOR CHILD CARE CENTERS**

The attached chart shows child/staff ratios which must be maintained in order to follow minimum licensing requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff to Children** | **Max Group Size** | **Category** | **Ages of Children** |
| **1:4 or 2:8** | 8 | Cubs | 0-12 Months |
| **1:6 or 2:12** | 12 | Teddy Bears | 12-23 months |
| **1:11**  | 22 | Koalas | 30-36 months |
| **1:15** | 30 | Pandas | 3-4 years |
| **1:20** | 40 | Polar Bears | 4 years until age eligible for Kindergarten |
| **1:25** | 40 | Grizzlies | Age eligible for Kindergarten to 12 years |

Where all the children are 24 months and older, the staff ratio shall be based on the age of the majority of children in the group. When there is a tie, the ratio shall be based on the requirements for the youngest child in the group.

A copy of the State’s Rules and Regulations are posted for viewing. Our licensing record is available upon request and on display on the Director’s board. The current year’s license for operation is located in the entryway and/or office of each center. A copy of the laws governing the licensing of the center is available for review at any time. The licensing record for each center is also available in the center and with the Director.

**ENROLLMENT**

Child Enrollment and Health Information forms, including current immunization records, must be completed in full and signed by the parent or guardian. A medical statement signed and stamped by your child’s physician must be turned into the center on the first day of enrollment. A written feeding plan is required for any child under 1 year of age.

**PARENT RESPONSIBILITIES**

This Parent Handbook is a necessary part of admission and clearly defines the center’s responsibilities to the parents as well as the parent’s responsibilities toward the center. The policies apply to all parents and may not be changed on a parent-by-parent basis. It is the responsibility of the Academy Director to enforce these policies for the safety of the children and the staff of the center.

Listed below are areas in which we require active parent involvement in order to offer your child the best possible care at all times.

Maintain Current Files:

It is the responsibility of each parent to work with the center to maintain current and accurate emergency contact information, as well as update each child’s medical file yearly. Failure to provide up-to-date medical forms as requested may lead to a suspension in services rendered.

Child Pick Up

It is the responsibility of the parent to pick their child/ren up from the center before closing time. When a child is left at the Academy past normal operating hours, staff may wait until the parents arrive. **A fee of up to $1.00 per minute, per child will be assessed. This fee must be paid to the staff member at the time of the late pick up.** If a child is left at the center for over an hour after closing, we reserve the right to notify the Police and Child Services.

Children's Needs

 Reporting important information about your child is the responsibility of the parent. Please communicate each child’s needs to the Center Director. This includes but is not limited to, allergies, changes in behavior and illnesses.

Medical Insurance

Youthland Christian Academy will not pay any medical expenses for any child, including but not limited to, accidents and/or illnesses children may have at the Academy. It is the responsibility of the parent/guardian to provide health coverage. **Normal childhood related accidents may happen at the childcare facility including falling, bumping into objects, tripping etc. Youthland Christian Academy shall not be responsible for medical expenses resulting from these types of incidents.** It is the policy of YCA to screen the classrooms for potential hazards as well as maintain a clean, safe environment. Even with all the safeguards in place, children can still have accidents. Parents are notified by the Academy Director immediately following an accident and the Director will advise if a visit to the hospital is recommended.

Hospital Transportation Policy

If the Academy is unable to reach a parent if their child has had an accident or is ill, YCA may send the child to the hospital by ambulance. This includes but not limited to; temperatures over 101 degrees, any head injury, broken or sprained limbs, uncontrollable asthma, wheezing or difficulties breathing and other related symptoms.

If it is necessary to transport a child to a hospital by ambulance, one staff member from the Academy will ride along if the parent does not make it to the center in time. In the event the parent does not arrive to the center in time to ride with the ambulance, then the parent must arrive at the attending hospital no later than 15 minutes after the child and staff member arrive. Parents will be charged $1.00 per minute after 15 minutes.

This Parent Handbook is a necessary part of admission and clearly defines the center’s responsibilities to the parents as well as the parent’s responsibilities toward the center. The policies apply to all parents and may not be changed on a parent-by-parent basis. It is the responsibility of the Academy Director to enforce these policies for the safety of the children and the staff of the center.

Damage to the Facilties or Equipment

In the event a child maliciously damages equipment, toys or the facility attended, the parent may be asked to reimburse the facility for the replacement cost of said item/s.

**SUPPLIES**

Parents are responsible for providing the items listed on the following page. Please bring the supplies appropriate to each child’s age group on or before his/her first day of attendance. ALL ITEMS MUST BE LABELED.

The following list includes necessary supplies for each age group:

 **Infant Supplies**

* Formula in labeled bottles (label must have child's name and date)
* Bottles with appropriate lids
* Adequate supply of diapers
* Wipes
* Ointments (medication authorization)
* Two complete change of clothing
* Pacifier
* Crib sheet and blanket
* Bibs

**Toddler Supplies**

* Adequate supply of diapers, wipes, and ointments
* Two complete changes of clothing
* Blanket and crib sheet
* Paint shirt (man’s old short sleeve shirt)

 **Pre-School Supplies**

* Complete change of clothing, including socks
* Paint shirt (man’s old short sleeve shirt)
* Blanket and crib sheet

If it becomes necessary for Youthland Christian Academy to supplement any of these items, there will be an additional charge added to your weekly fee.

Children will not be permitted to stay in the center without appropriate clothing and/or a change of clothing in their cubby.

**YOUTHLAND ACADEMY IS NOT RESPONSIBLE**

**FOR LOST, STOLEN, OR DAMAGED ITEMS.**

**CLASS ASSIGNMENT**

The Academy accepts children ages six weeks through twelve years of age. Each child is assigned to classes based upon their age/development as denoted previously in the chart outlining child/staff ratios.

**TRANSITIONING POLICIES**

Each family receives our enrollment packet upon touring our centers. Within that packet is a Child Information Statement that needs to accompany the child prior to, but no later than the first day of attendance. With this enrollment packet we help the teacher prepare for the new child with Name, Birthday, Cubby and Cot or Crib assignment. During the first two (2) to four (4) weeks of enrollment, our staff and Director will use this information to familiarize themselves with each child and assess that they are placed in the class that best suits that child’s individual developmental needs.

Transitioning students from one age group to another is determined on an individual basis as deemed necessary. The developmental readiness is determined by the child’s primary teacher and Director in accordance with Florida’s Early Learning and Developmental Standards/Guidelines. In order to prepare the child for their new classroom, the duration of the transitioning process is determined by the child’s consistent demonstration of social and emotional comfort levels within the new environment. Each parent is notified verbally on a daily basis of their child’s progress until permanent placement in the room is determined by the teachers.

When a child has completed our preschool program and will be entering Kindergarten we help prepare the family by giving them school pamphlets for the surrounding schools to which we transport. By providing the parents with a body of work and Child Assessment Portfolio, it helps the parents make the best decision in choosing a school. We help the child transition better by scheduling a field trip to the nearest elementary school, and practice techniques such as holding lunch trays, bringing book bags and even completing homework assignments. This is a fun new adventure for both parents and students.

In the event that a child may withdraw from our program, we require a two week notification in order to adequately gather your child’s documents and belongings. We also prepare your child and his/her fellow classmates for the upcoming change through various transitioning techniques, such as reading stories about new schools and moving, and taking pictures with their classmates and teachers. If, at any point in time, a question or concern is had by a parent regarding this procedure, we encourage our parents to address these to the Director. If the family moves into a new area where there is a Youthland Christian Academy, we try to make arrangements with that center so the child may remain a part of the YCA family.

**DAILY SCHEDULE**

The daily schedule for each age group is designed to meet the developmental needs of the children. A healthy balance between active and quiet play, outdoor play and nap time is integrated into the schedule. The teachers will post weekly lesson plans on the “Parent Board” located in each classroom.

**ARRIVAL AND DEPARTURE**

For the safety of each child, the Academy requires that each parent accompany their child/ren into the building and escort them to the care of the attending staff member. A family member under the age of 18 years **may not** bring children in or out of the building. This includes older siblings. Youthland Christian Academy requests that our parents phone ahead if they plan on arriving later than their usual time.

If your child participates in other programming (ie. Head Start, alternate child care provider or program) where direct transportation or drop off to our center is involved, we require parents to notify us in the event of a change in attendance. If a child does not arrive at the center as scheduled, we will call the parent and/or program/school to determine the child’s whereabouts. Please notify our office of any and all changes to a child’s daily schedule.

It is the responsibility of the parent to notify and alert the Director and/or staff when a child is departing the premises. Staff will document arrival and departure of each child on a daily attendance form.

No child will be released to anyone other than the parent or guardian without written consent. Youthland Christian Academy requires written notification in advance to release children to anyone other than the parents or guardians as indicated by the Alternate Pickup Authorization form located in the Enrollment Packet. Any person picking up a child will be required to show official identification. YCA reserves the right to ask new parents for identification until all of the staff is acquainted with the new family.

In the event your child is involved in a custody agreement, a court order must be provided to the center stating the appropriate days each parent will pick up the child. This court order will be copied and kept on file in the administrator’s office. Each teacher will be notified as to whom will be picking up the child on which day. The court order will be implemented as stated, and no adjustments may be made at any time.

Each Academy has a parent sign in/out book. Parents must sign their children in and out using their full signatures. This document will also track accounting statements, medical notices or center announcements. It is the responsibility of the parents to check notices daily and accurately sign your children in and out.

We begin our morning curriculum at 9:00 a.m.; we request all children to be in attendance prior to that time. **Parents are required to call ahead of time to announce late arrivals. Youthland Christian Academy reserves the right *not* to accept any child arriving after 10:00 a.m., without prior approval.**

**PROFESSIONAL CONDUCT**

Youthland Christian Academy will not tolerate offensive language from parents or staff members. It is policy that any inquiries and/or concerns shall be addressed to the Academy Director only. Any negative matters that need to be discussed, must directly involve the Director. It is a violation of state law, as well as YCA policy, for a parent to physically or verbally discipline children in the center, or to reprimand or accuse other children of misconduct. Academy staff is required to maintain a professional attitude towards our parents at all times as well. If the Center suspects a parent or guardian is picking up a child under the influence of drugs or alcohol, YCA will contact the police and Department of Children and Families immediately. All rules and policies are in place to ensure the safety of each child and caregiver in the facility. As stated earlier, the Academy requests that all Center matters are addressed directly to the Center Director or the Corporate Office.

**Youthland Christian Academy reserves the right, at any time, to discontinue child care services to any parent or child who jeopardizes the safety of the center.**

**Youthland Christian Academy reserves the right, at any time, to discontinue child care services to any parent or child who does not practice the policies of the center.**

**DISCHARGE**

**Youthland Christian Academy reserves the right to terminate child care services immediately in the event of behavioral issues that endanger the health or safety of our staff or other children in our care.**

In most instances, if a child demonstrates consistent aggressive behavior or discipline problems there will be documented observations done by the teachers and all of our procedures will be followed. When we feel we have exhausted all of our abilities to control the behavior we will require a parent-teacher conference to discuss the situation and/or behavior. At that time there will be a follow-up meeting set to discuss any progress, alternatives, etc. If behavior has not improved or has gotten worse, and if the teacher and director feel it is necessary, a professional referral will be recommended. This will be done only after we have exhausted all our abilities and it is in the best interest of the child to receive outside help. If professional help is not sought, alternative childcare arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed in a reasonable time frame, then alternative childcare arrangements must be made.

**HIRING CENTER STAFF**

Youthland Christian Academy provides job related training for all staff. The Academy does not endorse, nor is it responsible for teachers and other staff who provide outside services for Youthland Christian Academy’s parents such as babysitting. YCA does not insure or train staff to work outside the daycare setting. Any relationship formed outside the daycare setting excludes Youthland Christian Academy from all liability.

**SAFETY POLICY**

All children will be supervised at all times. The policy governing arrival and departure of children assures that a child care staff member is aware of each child’s presence at the Academy.

There is immediate access to a telephone within the building at all times. A monthly fire drill is conducted and exit plans are posted in each area in the event of fire or emergency weather alerts.

First Aid kits are located in the office, infant room, and vans. Staff members trained in First Aid, CPR, Communicable Disease, and Child Abuse recognition are always present in the building. The director and each employee of Youthland Christian Academy are required by state law to report any suspicion of abuse or neglect to the proper authorities.

Use of aerosol sprays shall be prohibited when children are in attendance in the Academy.

**CHILD ABUSE AND NEGLECT POLICY:**

 If a Youthland Christian Academy staff member suspects a child in his/her care has been the victim of child abuse or neglect we are required by law to report our suspicions. All child development teachers in the State of Florida are mandated reporters. Similarly, no physical punishment of a child will be tolerated on our premises. Should a staff member observe a parent physically punishing a child on the Academy’s property, that staff member will report the behavior to the appropriate authorities.

**HAIR BEADS/BARETTES/ACCESSORIES**

Children under the age of three (3) are not permitted to wear beads/barrettes in their hair, earrings, necklaces, bracelets, or any other jewelry or hair decorations. These items, if removed, pose a serious choking hazard. If a child wears any of the aforementioned items to the center, YCA staff will immediately remove and store these items in the office until pickup time.

**GENERAL EMERGENCY PLAN**

General emergencies include any threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc.; and loss of power, heat or water. Any staff member who learns of a significant health or safety hazard will immediately notify the Director so that appropriate action can be taken. All staff will follow the posted Emergency Procedures and wait at the designated safety site in the event emergency personnel are involved.

In the event of an emergency evacuation, the Delray Beach and Boynton Beach location will move to the following site(s):

Located at the rear of the Academy’s playgrounds.

A monthly fire drill is conducted and emergency medical/dental/evacuation plans are posted in each room of the facility in the event of fire, severe weather alert, or other emergency. Parents should refer to the Fire and Weather Alert written plan and diagram for instructions on evacuation and weather safe rooms.

**Fire and Weather Alert**

Procedure and Practices:

There is immediate access to a telephone within the building at all times. The director will monitor weather daily by radio/TV and advise staff of any pending weather-related emergencies.

* The Emergency Information for each child will be taken along during any emergency or emergency evacuation drill.
* First Aid Kits and other emergency supplies will be taken along during any emergency or emergency evacuation drill.
* There will be emergency supplies (food, water, clothes, blankets, flashlights, diapers and other necessary items) to care for children in the facility or the designated “safe place.”
* In the event of a tornado warning, the director will alert the staff, and children will go to the assigned “safe place,” bringing with them the aforementioned supplies and emergency information. All may return to their classrooms when an “all clear” is sounded.
* In the event of a power failure, the director will discover whether the power outage is in the facility only, the neighborhood, or a larger surrounding area. Emergency lighting will be activated. The director will call the local power provider to explain the situation and request assistance, if appropriate. If weather conditions do not allow for children to be cared for at a safe temperature, academy staff will notify families by phone to make other arrangements for the children’s care. Unless the power failure is accompanied by an emergency situation, children will be kept inside. Staff will look for downed power lines that may require evacuation.
* In the event of closings necessary due to hurricane/tropic storms (i.e. Level 3 hurricane emergency), the director will notify the following media Chanel 12 News. If the facility must close during operating hours because of a storm, the director and staff will notify families or emergency contacts via local media outlets and if possible, by phone. If weather conditions prevent any child from being picked up from the facility, staff will care for them until families can safely arrive. If parents arrive late for pick up due to inclement weather, we suggest you to tip our staff $10.00 for every half hour past closing time. The staff will stay and feed the children dinner.
* In the event the facility is quarantined, we will continue to provide care, food, and supplies for the children as long as necessary. In the event that a facility needs to be evacuated for disaster relief, the children and staff will evacuate to the closest “Safe Place”. Please refer to the Emergency Plan posted in each room for the specific location of the nearest “Safe Place”.

**INCIDENT REPORTING**

Any time a child has an accident or receives an injury that requires First Aid, the staff member in charge will fill out a report, in duplicate, explaining the nature of the accident and any resulting injuries. This form is completed on the day of the incident. A copy of the form is given to the parent and the original is placed on file in the office. If First Aid is administrated, the Director must also sign the report.

Directors may contact the parent at the time of an injury or incident, even minor incidents. Please be certain the center always has a current phone number or method of reaching you at all times.

**SERIOUS INJURY OR ILLNESS**

The following procedures will be followed in the event of an accident, injury, or illness.

 1. The parent/guardian will be called immediately, and 911 when necessary.

 2. If the parent/guardian is unavailable, the emergency contact listed on the Emergency Medical and Transportation Authorization form will be notified.

 3. The physician or dentist listed on the Emergency Medical and Transportation Authorization form will be called for instructions.

 4. The child and the child’s health record will be taken by ambulance to the physician’s office, clinic, or hospital of the child’s parent’s/guardian’s choosing.

 5. A copy of the incident report completed by the staff will be issued to the parent/guardian. The original report will be kept on file at the center.

\*Parents must arrive at the hospital no later than 15 minutes after the emergency vehicle transporting their child.

**TRANSPORTATION**

Transportation is provided for the children of Youthland Christian Academy to and from designated schools. Written permission from the parent(s) is on file at the Center for all children who are transported. Youthland Christian Academy only uses mini-buses with a trained, professional driver. The use of staff vehicles and parent vehicles is prohibited.

In the event that your school age child is to be dropped off or picked up by either public transportation or the Youthland Christian Academy bus, you must notify the administrator if your child will be absent. In the event your child is scheduled to be at the center after school, but the child does not appear at the center, the administrator will be notified immediately and the administrator will notify the parent/guardian.

In each YCA bus, the following items are required:

* First Aid Kit
* Transportation Log
* Emergency gas money
* Cell phone for emergencies only
* Insurance card and registration
* Annual Vehicle Inspection Report

Every driver for Youthland Christian Academy has a perfect driving score, which is checked frequently by the insurance company. Drivers are certified in First Aid, CPR and Communicable Disease, and must attend required trainings provided by the Academy and Safety Specialists.

For field trips, the following bus behavior rules will be observed:

1. Children are to remain seated at all times, keeping arms/legs/feet to themselves.
2. No eating, gum chewing or candy permitted.
3. No foul language or fighting.
4. Only approved items may accompany any student.
5. Any child who does not follow the bus riding rules must be reported to the center director immediately returning to the center. The child will be suspended from the bus and possibly future field trips.

Responsibility for Loading, Unloading, and Tracking Each Child

Transportation Log:

A transportation log shall be used to track each child during transportation.

The first and last name of each child received for transport shall be recorded on the log.

Either the driver or second staff member shall be designated by management as the person responsible for completing the log.

Loading Procedures:

As each child is loaded on the vehicle, the time the child was placed on the vehicle shall be recorded onto the transportation log by the person designated to complete the log.

If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.

Unloading Procedures:

The individual designated by the agency as responsible for the log shall update it immediately upon the child being released from the vehicle. The designated staff member shall update the log by:

Recording the time the child was released; and Initialing next to the time of release.

When the child was released to a parent or other authorized person, that person must sign the log indicating that the child was released to them. Confirming that Every Child is Off the Vehicle.

Driver Responsibilities:

Immediately upon unloading the last child and to ensure that all children have been unloaded the driver shall:

Physically walk through the vehicle;

Inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle’s interior; Sign the log, with the driver’s full name, indicating the children are all unloaded; and

Give the log to the second staff member.

Second Staff Member Responsibilities:

The second staff member shall:

Physically walk through the vehicle;

Inspect all seat surfaces, under all seats, and in all compartments or recesses in the vehicle’s interior;

Sign the log with the staff person’s full name indicating the children are all unloaded.

YCA-Boynton YCA-Delray

Serves children at the following Schools: Serves children at the following schools

Rolling Green Elementary Orchard View Elementary

Poinciana Elementary Village Academy Elementary

Galaxy Elementary Pine Grove Elementary

Forest Park Elementary

When children are picked up at school they shall be loaded on the vehicle at the location designated by the school using all applicable procedures for logging of children’s presence on the vehicle.

Loading and Unloading Children for Field Trips:

Prior to and during field trips the relevant procedures outlined above must be followed.

Tracking of each child and related documentation is required for each time children enter and leave the vehicle, whether at the destination, or at rest stops during the trip.

Unloading Children at the End of the Day:

When children are unloaded at the end of the day and the vehicle does not return to the facility for the additional review that confirms every child is off the vehicle.

Verify all children are off the vehicle; and Verify that each child was released to a responsible person authorized by the parent.

**CURRICULUM GUIDELINES FOR DEVELOPMENTALLY APPROPRIATE PRACTICE**

Our curriculum provides for all areas of a child's development including physical, social, emotional and cognitive.  Curriculum planning is partially based on teacher's observations and recordings of each child's special needs, interests and developmental abilities.  Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials.   Learning activities and materials are concrete, real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills.

**GUIDANCE AND BEHAVIOR MANAGEMENT**

Guidance and behavior management applies to all employees of the center, staff members assigned to supervise a group of children will be responsible for their guidance and management.Measures used will be developmentally appropriate, consistent, and will be explained to the child at the time of the incident, or as soon as it can be safely addressed.

Youthland Christian Academy’s philosophy for behavior management is to create a positive atmosphere that emphasizes self-esteem, self-control, and self-actualization. Our approach rewards positive behavior and ignores behavior we wish to discourage. Positive directions are used to tell children what they ***are*** to do rather than focusing on what ***not*** to do, (i.e. “walk please” instead of “no running”).

Staff members use age appropriate techniques such as:

* Setting clear limits
* Redirecting to another activity
* Offering positive alternatives
* Modeling desired behavior
* Reinforcing appropriate behavior
* Encouraging children to control their own behavior cooperate with others and solve problems with words, talking things out.

Staff will intervene as necessary, as quickly as possible, to ensure the safety of all children.

The last resort used would be a “thinking time,” when a child might be given time to sit and determine a better choice of conduct for their actions. The maximum thinking time allowed is one minute per year of the child’s age (not for use with infants). When the child is ready to return to an activity, staff members must review the reason for separation and discuss with the child what behavior is expected.

All staff members are required to document excessive inappropriate behavior and turn it in to the Academy Director. If the inappropriate behavior continues, a meeting with the child’s parents will be scheduled so that we can devise a plan to work as a team to eliminate behavior issues. Any behavioral management plans will be in writing and signed off on by the parent/guardian.

Physical or verbal punishment shall never be an accepted disciplinary procedure. Discipline shall not be administered for a child’s failure to eat, toilet accidents or for not wanting to participate in certain activities. Techniques of discipline shall not humiliate, shame, or frighten a child. YCA staff members are forbidden from the following acts:

* Abuse, endanger or neglect children
* Utilize cruel, harsh or extreme behavioral management techniques
* Utilize any form of corporal punishment
* Delegate children to manage or discipline other children
* Use physical restraints on a child
* Restrain a child by any other means than holding a child for a short period of time (ie. a protective hug) so that the child may regain control. Prone restraint of a child is prohibited. This is defined as all items or measures used to limit or control the movement of a child’s body while in a face-down position.
* Place children in a locked room or confine children in an enclosed area.
* Confine children to equipment such as cribs or high chairs
* Humiliate, threaten or frighten children
* Subject children to profane language or verbal abuse.
* Make derogatory or sarcastic remarks to children about their fellow classmates or families.
* Punish children for failure to eat or sleep or for toileting accidents.
* Withhold food, snacks, rest or toilet use.
* Punish an entire group of children due to the unacceptable behavior of one or a few.
* Isolate or restrict children from activities for an extended period of time.

Youthland Christian Academy believes open communication between the center and the parents is the best tool for conquering behavioral problems. The Academy has many resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations. The Academy happily assists our parents in any way possible. However, if a situation is out of the control of our staff and Director, we reserve the right to discontinue care for any child. In the event there is a severe or continual problem with an individual child, he/she may be asked to leave the Academy for his/her own welfare and that of the other children.

**BITING**

Biting is a typical and often common development amongst toddler aged children in a childcare setting. YCA provides detailed and comprehensive training to our staff in how to prevent and reduce biting incidents in the classroom. When biting occurs, written documentation is sent home with the offending child’s parents. An incident report is provided to the injured child. Under no circumstance will names be given to either family. In the event a child continues to bite without showing signs of progress, the director may suspend him or her from the Academy until the problem is under control.

**MEALS AND SNACKS**

The Academy serves breakfast, lunch, and afternoon snack. Students enrolled for full days receive breakfast, lunch, and afternoon snack.

A noon meal consisting of one third of the recommended daily allowances of vitamins and foods from each of the four food groups will be served. The children usually eat family style with their teacher and may eat as much as they want. We offer the children each entrée and we encourage them to try all foods served that day. Weekly menus are posted in the kitchen and on the Parent’s Board as you enter the Academy. Any substitutions will be noted as they occur by the cook directly on the menu.

Due to allergies the Academy’s policy on food preparation restricts parents to provide food for their children’s lunch or snacks. Any diet eliminating the use of any one of the four food groups or dietary allowances as required by Child Care Licensing must be written, signed, and dated by the child’s attending physician. The parent is responsible for any substitute items.

YCA is committed to providing children healthy choices. Our commitment to our families addresses and promotes good health at an early age. We substitute foods including white flour with those containing whole wheat or whole grain, fresh fruits in place of canned fruits, 100 % fruit juices rather than juice “cocktail” etc. A detailed list of our menus and ingredients can be seen at your participating YCA locations.

**ILLNESS AND COMMUNICABLE DISEASES**

**To prevent the spread of communicable diseases, Youthland Christian Academy requires that all adults and children wash and/or sanitize their hands upon entering the classrooms.**

Please notify the Academy by 10:00 a.m. if your child will be absent. Under no circumstances will we accept a child who is ill. Please be sure to check your child each morning before sending him or her to the center.

Staff members are trained by a registered nurse or by the Red Cross to recognize of the signs and symptoms of illness and communicable diseases. All YCA Teachers are trained by their Directors in the proper methods of hand washing and disinfecting after diaper changes. (All staff members trained in recognition of the symptoms of illness and in hand washing procedures are listed by each phone). We monitor children and their behavior for signs of illness throughout the day. You will be contacted immediately if your child becomes ill while under our care. Please be sure you have made provisions for your child to be picked up in the event such illness should occur. Your child must be picked up from the center within 30 minutes of notification of the illness, or a late fee will apply.

Because we are concerned with the health and safety of all the children, **it is extremely important for you to notify the center immediately of all contagious diseases your child contracts other than the common cold.** *We must abide by state and health department restrictions and policies on return-to-school guidelines. Youthland Christian Academy will not be held liable for lost wages or fees incurred in the event a child is unable to return to the center due to restrictions imposed upon us by the health department in the event a communicable disease has been identified.*

Any child identified with the symptoms listed below will be isolated from the other children, within sight and hearing of staff member. The child will wait on a cot in the Director’s office until the parent or guardian arrives. The cot will then be cleaned and sanitized after use. An ill child must be picked up immediately; dismissal procedures for a sick child will be the same as the procedures as listed in the departure policy. Return to care policies shall apply as directed below.

* Temperature. One hundred degrees Fahrenheit or higher in combination with any other sign or symptom of illness. Fever must return to normal for 24 hours before returning to care without the assistance of medication (ie. Tylenol/Advil). Call the doctor if your child suddenly develops a rash, especially if it is accompanied by a fever, sore throat, or swollen glands, as this may be a sign of scarlet fever. This is especially important if your child has any of the symptoms of strep throat, or if someone in your family or in your child's school has recently had a strep infection.
* Diarrhea. (two or more abnormally loose stools within a twenty-four hour period). Your child may return to care after 24 hours without loose stools. In the event of a rotovirus diagnosis, please provide release from your physician before returning to care. In the event of a shigella case, parents may be required to exclude their child from class until diarrhea has ceased and the child has two stools that have tested negative for the bacteria. A release from the physician or health department may be required.
* Severe coughing. Cough which causes the child to become red or blue in the face or to make a whooping sound as well as difficult or rapid breathing. Return to care when free of symptoms or with a physician’s written approval.
* Ringworm. A common skin infection which takes different forms depending on the part of the body infected. It is very contagious, so if you believe your child has ringworm, please see your healthcare provider immediately. Return to care 24 hours after treatment has begun. ***A release from your physician must be provided***.
* Yellowish skin or eyes. Return to care when free of symptoms or with a physician’s written approval.
* Pink eye. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Return to care 24 hours after treatment has begun and a release from your physician is provided.

* Untreated infected skin patches, unusual spots or rashes. Return to care when free of symptoms or with a physician’s written approval.
* Unusually dark urine and/or gray or white stool. Return to care when free of symptoms or with a physician’s written approval.
* Stiff neck with an elevated temperature. See your healthcare provider immediately. Return to care when free of symptoms or with a physician’s written approval.
* Evidence of untreated lice, scabies, or other parasitic infestations. Return to care no sooner than 24 hours after treatment is begun. In the event of lice, your child must be “nit free” before being allowed back to care. Upon return, the child must check in with the staff each morning for 4-8 days for a quick recheck in order to prevent recurrence. To assure effective treatment, please check previously treated children for evidence of new infection daily for ten (10) days after treatment. It is recommended you repeat the treatment seven (7) to ten (10) days after initial infestation.

* Sore throat or difficulty in swallowing. In the event of a strep throat diagnosis, your child must be fever free for at least 24 hours, and on an antibiotic for a full 24 hours before returning to care.
* Vomiting. Vomiting more than one time or when accompanied by any other sign or symptom of illness. May return to care after 24 hours without vomiting or other signs of illness.
* Hand-foot-mouth disease. Hand-foot-mouth disease is a common childhood illness featuring mouth sores, [fever](http://www.drgreene.com/21_832.html), and a [rash](http://www.drgreene.com/54_21.html). Often, the first thing parents notice is their children’s decreased appetite for solids. Children may also have a fever and a sore throat. A day or two later, many children develop sores in the mouth. They begin as small [red spots on the tongue](http://www.drgreene.com/21_367.html), gums, or mucous membranes. They may blister or form ulcers. A skin rash may also develop over a day or two, with flat or raised red spots. Unlike with many rashes, the spots are often found on the palms and soles. Symptoms and recovery time may vary, so please speak to your director before returning to care.
* Fifth’s Disease. Especially common in kids between the ages of 5 and 15, fifth disease typically produces a distinctive red rash on the face that makes the child appear to have a "slapped cheek." The rash then spreads to the trunk, arms, and legs. Fifth disease is a viral illness. Recovery time may vary, so please see your child’s physician and speak to your director before returning to care.

If you have additional questions concerning symptoms of illnesses, a complete “Child Day Care Center Communicable Disease Chart” is posted in the office.

All parents will be notified of a contagious disease by written notice on the “Parent Board”.

A mildly ill child (minor cold, not exhibiting any of the listed symptoms or discharge) will be permitted to stay in the class and will be closely monitored by the teacher for any communicable disease symptoms to develop.

Your child will be readmitted to Youthland Christian Academy after the signs and/or symptoms of any communicable disease are not present for a period of twenty-four hours unless otherwise indicated by a physician's instructions.

Staff members exhibiting any of the signs of symptoms of communicable disease will be excused from job responsibilities and may not be permitted to return to work without a physician stating that they are free of communicable disease.

**MEDICATION/MODIFIED DIETARY PLANS**

When a medication, food supplement, or modified diet is administered by a staff member; it must be approved by the Director and follow these guidelines:

 1. Prescription medication must be accompanied by written instructions from a physician and/or written instructions from the parent. It must be presented in the original prescription container with label intact.

2. Any fever-reducing medications that do not contain aspirin, or cough/cold medications that do not contain codeine, may be given for no longer than three days. These items must be in the original container and accompanied by written instructions from the parent describing the dosage and the times of administration. Written instructions from the parent may not exceed the manufacturer’s recommended dosages.

3. Any non-prescription topical lotions, creams or ointments may be administered with written instructions from the parent for no longer than three months. When used for skin irritations, the ointment, lotions, or creams shall be administered for no longer than fourteen (14) consecutive days at any one time.

 4. All medications must be hand delivered to the area allowed and the staff member responsible for medication.

Youthland Christian Academy advises all children with medications to arrive 10 minutes early to ensure all necessary medication forms are properly filled out. If a parent leaves medication and fails to correctly fill out the forms, YCA will not administer the medication.

**ALL MEDICATIONS MUST BE CHECKED IN WITH THE DIRECTOR. DO NOT LEAVE ANY MEDICATION IN DIAPER BAGS OR CUBBIES. SCHOOL AGE CHILDREN ARE NOT PERMITTED TO CARRY THEIR MEDICATION WITH THEM; IT MUST BE GIVEN TO THE DIRECTOR.**

Modified diets will be approved in writing by a licensed physician, renewable up to 12 months maximum. If an entire food group is eliminated, parents must submit written instructions from the physician on the Administration for Medication form. When special diets are required for religious or cultural reasons, parents shall provide written, dated and signed instructions for the center. Parents may provide food for children’s meals that are on a modified or special diet. The center will provide any supplemental food items which are needed to fulfill one-third of the child’s recommended daily dietary allowances if the parent provided meal does NOT meet the requirements.

A breakfast should include, at a minimum, one serving of each: fluid milk, fruit or vegetable, bread or grains.

A lunch should include, at a minimum, one serving of each: meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

Afternoon snack should include at least one food from two of the four basic food groups. These include: meat/meat alternative, bread/grains, fruit/vegetable or milk.

**DAILY BEHAVIOR CHARTS**

It is the goal of Youthland Christian Academy and its staff to keep the parents informed of each child’s daily behavior. “Daily Behavior Charts” for each group are posted each day in the appropriate classroom area. You may check your child’s report by looking at the posted form when you pick your child up. For example:

Child’s Name Health Lunch Snacks Rest

Mary Smith Great Yes Yes 1-2 hours

All parents of children in the infant, ones, and toddler classes receive individually written “Baby Grams” each day. “Baby Grams” detail the child’s entire day, including; feeding times and amounts, detailed diaper changes, and napping times. “Baby Grams” also inform the parents of special activities of that day.

**OUTDOOR PLAY**

It is the policy of Youthland Christian Academy to incorporate as much outdoor time as possible in our daily programs. If a child is restricted from going outside due to medical reasons a written statement from a doctor is required. Children will go outside at least once a day (weather permitting), unless they have written approval by a physician. **Youthland Christian will not reimburse for clothing that is damaged on the playground and recommends that parents dress children in appropriate play clothes, which may become wet or dirty.** If the child is unable to follow the day’s scheduled activities, the parent may need to consider whether attendance that day is in the best interest of the child.

Since the children play outside, we recommend they dress appropriately for the anticipated weather. This includes sweater, coats, comfortable shoes and socks, (**sandals and flip flops are not permitted),** hats, gloves, and boots. Please be certain there is a change of clothes at the facility at all times in order to accommodate children who may be wet or dirty after playing outside.

Youthland Christian Academy’s policy states that children will not be taken outdoors in extreme cold/heat conditions. During heat advisories, children will only be taken outdoors in the early morning or evening hours. The facility may provide water sprinklers for the children during hot weather. Parents will be notified and written permission requested when we have “Water Days”. On days that children are not permitted outdoors due to weather or safety conditions, (such as tropical storm watch or warning, lightening or other dangerous weather conditions) or any situation which would threaten the children’s personal safety, the children will participate in indoor large muscle play. (i.e. games, parachute play, music & movement activities, etc.)

**CHANGE OF CLOTHING**

Upon enrollment, each child is to have a plastic shoe box containing two complete changes of clothing at the Academy. Whenever a child is sent home with soiled clothing, parents must check the box and replace the clothing for the following day. Replacement clothes should be sent in a marked bag. If the Academy provides clothing for a child, we ask that the garments be replaced as soon as possible.

It is the policy of YCA not to wash the children’s clothing. If a change of clothing is unavailable, the parent will be contacted. If a change of clothing is necessary for a child but is unavailable, the parent will be called to immediately provide a replacement. In order to avoid this inconvenience we recommend parents constantly monitor the child’s cubby.

**CUBBIES**

Each child is assigned a cubby in or near his/her classroom area. Parents should clear their child’s cubby daily. Any items left will be placed in the “Lost and Found” box. Any spare clothing labeled with a child’s name will be kept in the plastic box in the child’s cubby.

**LOST AND FOUND**

Any clothing articles or blankets found in the center are placed in the “Lost and Found” box. Any clothing not claimed within a reasonable amount of time is donated to charity.

**SHOW-N-TELL**

Only on Fridays may children bring a toy or an interesting object to the Academy. If possible, please choose an item that follows the theme of the week. This item will be shared with the class during the time designated for “Show-n-Tell”. All “Show-n-Tell” items must be labeled and placed in the designated box. This is the only time children are permitted to bring toys from home to the Center. There are no exceptions to this rule.

Children are not permitted to bring cell phones into the center. If a school age child carries a cell phone, it must be turned into the director’s office upon arrival and may be picked up upon departure of the center.

**NAP TIME**

Each child is provided an individually assigned crib or cot during the daily rest time. A child is never required to sleep, but a quiet time is scheduled after lunch. At this time children are encouraged to relax, look at books, or sleep. Because the Academy participates in a “nap time program,” the children are expected to remain on their cots to rest and sleep as part of their daily schedule.

Please inform the Center Director if a blanket, or pillow is required for security by the child. All napping articles must go home for laundering at the end of each week. Quiet, easy listening classical music is played to soothe and quiet the children. Back rubs are also a favorite of the children at nap time.

**UPDATES TO THE PARENT HANDBOOK:**

If major policy changes are made to the handbook any other time in the year, the center director will make copies or flyers noting the policy change available to all parents.

**SWIMMING POLICY:**

Should your child be involved in an off-site activity which includes swimming, you must complete the water activity form included in the enrollment packet. Written permission is required (a) before the child swims in water two or more feet in depth and (b) before the child participates in activities near water two or more feet in depth. The written permission form should include the following:

1. Child’s name and birth date
2. A statement indicating whether the child is a swimmer or non-swimmer
3. Location of the swimming site to be visited
4. Statement of whether or not the center is providing additional adults or staff members above the licensing requirements for this activity
5. Statement granting parent/guardian permission for the child to participate.

For offsite pools over two feet in depth, there shall be one life guard for every thirty five (35) children involved in the water activity at any one time. Counselors or teachers who accompany students to water activities will be expected to supervise students in and out of the water and enforce the pool or any local rules. While students are in the pool, teacher/counselors will station themselves at intervals around the pool so as best to observe the children and any dangerous situations that may arise (i.e., two teachers will be stationed at opposite ends of the pool, etc.) Staff should be able to see clearly all parts of the swimming area, including the bottom of the pool.

Staff members will review swimming or water safety rules with children each time they participate in water activities. Students will be expected to observe all rules associated with the swimming area. Failure to follow rules and/or safety procedures may result in the suspension of swimming/water privileges.

**CHANGE OF ADDRESS, HOME/OFFICE PHONE NUMBERS**

Parents must submit any changes of work or home addresses and/or phone numbers **in writing** as soon as they occur. This is extremely important for the safety and well being of the children. This also applies to emergency contact number and physician information. The Center asks each parent to update enrollment records annually.

**PAYMENT OF CHILD CARE FEES**

Upon enrollment, a deposit of one week’s child care tuition is required along with a nonrefundable registration fee of $50.00. This deposit will be used for the last week of child care, provided a written two week notification of withdrawal is given to the Academy Director. Tuition for full-time care at YCA is as follows:

|  |  |
| --- | --- |
| **Age Group** | **Weekly Fee** |
| Infants | $159 |
| Ones | $150 |
| Two | $132 |
| Preschoolers/Pre-K  | $126 |
| Schoolagers |  $62 |

Please see your center director for additional fee information if you are seeking part-time care. Summer fees for school agers may vary and include an extra activity fee. See your director for details.

**Child care fees must be paid in full on Monday for each week of child care. Fees not paid in full on Monday are subject to a $25.00 late fee or termination of services.**

Checks, money orders, major credit cards and cash are acceptable methods of payment. Cash payments must be placed in a sealed envelope noting the name of child, date, and the amount paid on the outside of the envelope. All payments must be placed in the safe located outside the Director’s office. Cash receipts will be given within 48 hours of payment; however, parents paying cash should request a receipt at the time of payment. Youthland Christian Academy will not accept responsibility for unmarked payments or payments that are not properly deposited in the noted areas for payment collection. A receipt for all other payment types is given upon request.

**Deposits are picked up bi-weekly by a bonded courier service. Place your tuition payment directly in the safe. Do not hand checks or cash payments to any employee at the center. Receipts for all cash payments will be sent back to your center.**

There is a $30.00 fee for each returned check. If a check returns to the Center for NSF or on a closed account, a six (6) month period must pass before a check will again be considered as an acceptable form of payment. There is a $25.00 late charge for all payments made after Tuesday, unless other arrangements have been pre-approved with the Director or Corporate Office. A late fee of $25.00 is assessed for all payments made after Friday, NO EXCEPTIONS.

Any parent who withdraws from the Center with a delinquent payment is sent to Youthland Christian Academy’s collection agency. NO EXCEPTIONS.

No refunds are given for services rendered. A reimbursement may only be issued for overpayment of services. Any parent who withdraws a child and has prepaid tuition may receive a reimbursement with a minimum one week written notice to the center.

A late dismissal charge is enforced for all children picked up after closing time. This fee will not be waived under any circumstances. The charge is $1.00 per minute per child, for each minute after closing time. This charge must be paid directly to the center Teacher(s) who stayed after hours to supervise the child/ren.

It is the goal of Youthland Christian Academy to provide the highest quality of care at an affordable cost to our parents. As the cost of living rises each year, unfortunately child care fees increase as well. YCA’s rates traditionally increase once a year in the fall, and notices of the event are given weeks in advance. YCA recommends parents plan ahead and anticipate a 4% - 7% periodic rate increase every year. The Academy ensures parents that our rates are always the most competitive in the area.

Refunds are not given for absence. In order to hold a child’s place at the Academy fees must be paid in a timely fashion.

**HOLIDAYS AND VACATIONS**

The following holidays are observed by the Academy; **Labor Day, Good Friday, Thanksgiving, Day after Thanksgiving. Christmas, Day after Christmas, New Year’s Eve and New Year’s Day, Memorial Day and Independence Day**. **The Academy is closed but there are no discounts for the fees on these days.** If a holiday should fall during a weekend, the Academy will announce whether the Friday before or the Monday after will be honored in its place.

Vacations from the Academy are available. Each family is entitled to two weeks of vacation per year of enrollment. This is applicable only after a child has been enrolled for at least six months. If the enrollment is less than six months, there is no vacation time allotted towards child care fees. Vacation days may only be taken in weekly increments and may not be used without one week prior written notification to the Academy.

For any additional questions concerning Youthland Christian Academy vacation policy, please feel free to speak to your center’s director.

**WITHDRAWAL POLICY**

Youthland Christian Academy requests a minimum of a one week notice in writing prior to withdrawing a child. Together, the Academy and the parents can use this time to collect the child’s belongings, zero out your accounts and receive necessary tax filing information. It also gives each child an opportunity to say goodbye to his or her teacher and friends. Following withdrawal, all belongings and personal effects must be removed from the center within one week or they will be donated to charity.

**DELINQUENT TUITION**

Youthland Christian Academy will give parents a minimum of two (2) notices regarding unpaid tuition. If any parent refuses to acknowledge or respond to these notices, Youthland Christian Academy will not continue to provide services until the balance is resolved.

**PARENT PARTICIPATION POLICY**

The director is available to assist parents and employees with problems related to the childcare center. If he/she is unable to assist you, then you will be directed to the appropriate person/agency where you may be able to receive further assistance.

The Academy encourages parents to participate in the center’s programs as often as possible. Notices will occasionally be posted or sent home requesting the participation in specific activities such as field trips, parties, special events. Our facility has an open-odoor policy and your unannounced visits are welcomed and encouraged.

For privacy reasons, YCA does not provide a parent/child roster. Should you require contact information for fellow parents/guardians/students, please see your center director.

Youthland Christian Academy holds two Parent-Teacher Conferences per school year. The dates andtimes of the conferences will be announced and posted in the facility. You will be asked to join your child’s teacher to discuss your child’s care and development and to exchange information about the program. Your child’s teacher will complete a chart detailing your child’s development. If you are unable to attend a conference, a phone conference may be available. If you would like to request a conference with your child’s teacher and/or Director, other than those regularly scheduled, you may do so by speaking with the Director.

**DAILY SCHEDULE / DAILY ROUTINE**

INFANTS (6 WEEKS TO 12 MONTHS)

In the infants’ room a “T.L.C.” individual approach is stressed. This means that each infant’s “at home schedule” is followed by our infant care providers. As each baby grows, Youthland Christian Academy adjusts their schedule to that of the baby’s. Each baby is cuddled and loved as they are bottle fed in the child care provider’s arms. We know how important that is to a child’s development.

Each baby has their own crib which parents are welcome to personalize and make like home. Parents are provided with a storage bin in which to store extra clothes, diapers, and wipes. The Teachers at Youthland Christian Academy sterilize toys, equipment, and bedding on a daily basis to prevent the spread of germs. They are also trained in Youthland Christian Academy’s elaborate diaper changing procedure. When the child care provider is not involved with the immediate needs of the babies, she stimulates them through play activities in which their small and large motor skills are developed.

* Diaper changing occurs and is recorded every two (2) hours and as needed based upon the child's arrival at the center
* Babies are fed according to their individual schedules
* Cuddling and play will occur throughout the day

7:30 - 9:00 Breakfast

 Play

9:00-12:00 Nap

 Large motor activities

 Song, games

 Outdoor walks

11:00-12:30 Lunch

12:00-2:00 Nap time and/or play

 Afternoon snack

 2:30-5:30 Free play

 Large motor activities

 Outdoor walks

Parents of infants are encouraged to check in daily mid-day during the first few weeks of enrollment as the child transitions to his or her new setting.

TODDLER (12 MONTHS TO 24 MONTHS)

In the toddler room, the focus is on life skills, toilet training, and learning activities. At this age the children learn to develop social skills by playing with other children. The Teachers work with the children to help them develop attention spans through directed activities. The children are also developing verbal skills by learning to express their feelings and resolve difficulties they may experience in new social interactions.

Each child experiences the various activities available in the learning center:

 Art Expression

 Blocks

 Group activities - music, storytelling, circle games, etc.

 Housekeeping

 Library

 Small manipulative toys (put together and take apart)

A child will graduate to the pre-school class when he/she is toilet trained, his/her language skills are adequately developed, and he/she is able to accept direction.

6:30 - 9:00 Breakfast

 Free play

 Circle activities

9:00 - 11:00 Small group center activities

 Attendance, weather, and morning snack

 Story telling

 Outdoor play

 Centers (sand & water, large motor, dramatic play, housekeeping, manipulative)

11:00-12:00 Lunch

12:00-2:00 Nap time (story record, soft or classical music)

2:00 - 4:30 Centers

 Afternoon snack

 Outdoor play

 Arts & crafts

 Music

4:30 - 6:00 Good Grooming; large motor; circle time, and free play

PRE-SCHOOL (2 YEARS TO 5 YEARS)

It is the goal of the Academy to develop a self-directed and self-motivated child. A child exhibits a natural curiosity for learning and the Center Teachers create an environment of fun learning. The Teachers work with the children to teach them self-control in a group setting.

The Academy teaches children through hands-on experiences with a wide variety of material which develops practical life experiences, sensorial perception, and knowledge of language, math, science, art and music.

The Youthland Christian Academy philosophy is based upon Learning Centers that develop skills, provide academic instruction and allow for learning discovery. The Teachers promote creative play in each area to enrich each child.

The Pre-Schoolers learn through the following:

 Art Library and Language Arts

 Blocks Math

 Dramatic Play Outside Play

 Arts Small Manipulative

 Music Science

6:30 - 9:00 Breakfast

 Centers

 Circle games

 9:00 - 11:00 Pre-School Curriculum

 11:00-12:00 Lunch

 Music

 Story telling

12:00-2:00 Nap time (story record, soft or classical music)

2:00 - 4:15 Afternoon snack

 Outdoors or table toys

 Center rotation

 Music

 Arts and Crafts

4:15 - 6:00 Good grooming

 Large motor

 Circle games

 Free play

SCHOOLAGE (5 YEARS TO 12 YEARS)

For school holidays and summer, the school-age children will follow a schedule with field trips, camp, special activities, etc.

6:30 - 8:00 Breakfast

 Centers

 Leave for school

 2:30 - 4:15 Snacks

 Centers

 Arts and Crafts

4:15 - 6:00 Outdoor play

 Homework

 Free play

Train up a child in the way he should go; even when he is old he will not depart from it.

Proverbs 22:6