

EAST DAYTON CHRISTIAN SCHOOL PARENT DAYCARE HANDBOOK 2022-2023

PLEASE READ CAREFULLY AS CHANGES HAVE BEEN MADE.

- EXTENDED DAYCARE IS A PROGRAM DESIGNED TO AID WORKING PARENTS. IT INVOLVES ADULTS SUPERVISING STUDENTS BEFORE AND AFTER SCHOOL. NO TUTORING SERVICES ARE INCLUDED.
- WE ASK THAT ALL STUDENTS LISTEN AND OBEY ALL DAYCARE RULES. OUR GOAL IS TO HAVE A SAFE AND FUN ATMOSPHERE FOR ALL OUR STUDENTS.
WE ENCOURAGE HOMEWORK TIME IN DAYCARE.

DAYCARE HOURS:

- **MORNING DROP OFF IS 6:30AM IN THE CAFETERIA FOR GRADES K-6. PLEASE DO NOT DROP OFF YOUR STUDENT BEFORE 6:30 AM, THIS IS A SAFETY ISSUE FOR YOUR STUDENT.**

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- STUDENTS WILL BE DISMISSED FROM AM DAYCARE AT 7:45 TO REPORT TO THEIR HOMEROOM CLASS. School starts at 8am.
- PM DAYCARE- ALL DAYCARE STUDENTS ARE DISMISSED FROM THEIR CLASSROOM AT THE END OF THE DAY TO REPORT TO THEIR DAYCARE ROOM STARTING AT 2:20PM.
- EXTENDED DAYCARE CLOSSES AT 5:30PM PROMPTLY. (WE USE THE CLOCK LOCATED IN THE SCHOOL KITCHEN) **ANYONE ARRIVING AFTER 5:30PM WILL BE CHARGED \$4.00 PER MINUTE LATE FEE. AFTER THE 2ND LATE FEE, THE FAMILY WILL BE ASKED TO DISCONTINUE DAYCARE SERVICES FOR THREE DAYS. AFTER RETURNING IF THE PROBLEM CONTINUES, YOU WILL BE ASKED TO DISCONTINUE THE SERVICE FOR THE REMAINDER OF THE SCHOOL YEAR.**

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PAYMENT DETAILS:

ALL DAYCARE FEES MUST BE PAID BEFORE THE FIRST OF THE MONTH TO USE THE DAYCARE SERVICE. YOU WILL BE CHARGED THE \$25.00 LATE FEE AND WILL NOT BE PERMITTED TO USE THE DAYCARE SERVICE UNTIL PAYMENT IS PAID IN FULL INCLUDING THE \$25.00 LATE FEE. NO EXCEPTION THIS SCHOOL YEAR 2022-2023. PLEASE PLAN ACCORDINGLY TO HAVE YOUR PAYMENT ON TIME.

FAILURE TO PAY BY THE 1ST OF EACH MONTH FOR THAT MONTH WILL RESULT IN TERMINATION OF THE DAYCARE SERVICES UNTIL PAYMENT IS PAID IN FULL. THIS INCLUDES THE \$25.00 LATE FEE

- **ALL LATE PAYMENTS PAST 5:30 PM MUST BE PAID THE FOLLOWING DAY FOR YOUR STUDENT TO CONTINUE USING THE DAYCARE SERVICE. PLEASE PAY IN CASH, OR CHECK, INDICATE ON AN ENVELOPE WITH STUDENT NAME AND DAYCARE FEE. YOUR STUDENT WILL NOT BE PERMITTED TO USE THE DAYCARE SERVICE UNTIL THE LATE FEE IS PAID. NO EXCEPTION TO THIS RULE THIS SCHOOL YEAR 2022-2023.**

1 STUDENT \$150 PER MONTH
2 STUDENTS \$175 PER MONTH
3 STUDENTS \$200 PER MONTH
4 STUDENTS \$225 PER MONTH

DAYCARE PART TIME OR OCCASIONAL:

\$15.00 PER DAY. IF YOU ATTEND AM OR PM OR BOTH ON THE SAME DAY YOU PAY \$15

- IF YOU HAVE QUESTIONS PLEASE LET ME KNOW.
- IF YOUR STUDENT ARRIVES AFTER 7:30AM YOU ARE NOT CHARGED THE DAYCARE FEE.

ACTIVITIES:

- TABLE GAMES, CRAFTS, COLOR SHEETS
- HOMEWORK TIME VARIES MON, TUES, THURS, WE DO NOT FORCE YOUR STUDENT TO WORK ON HOMEWORK BUT WE DO ENCOURAGE THEM TO DO SO.
- OUTSIDE TIME WEATHER PERMITTING.
- MOVIES(MUST BE APPROVED BY THE DAYCARE COORDINATOR)

DAYCARE RULES:

ALL STUDENTS MUST FOLLOW ALL DAYCARE RULES.

ALL STUDENTS MUST OBEY THE ADULTS IN CHARGE.

ALL STUDENTS MUST RESPECT AUTHORITY.

STUDENTS MUST KEEP THEIR HANDS TO THEMSELVES. WE HAVE A NO TOUCH POLICY.

UNCOOPERATIVE STUDENTS COULD RESULT IN DETENTION, OR SUSPENSION FROM DAYCARE.

- **STUDENTS ARE NOT PERMITTED TO BRING TOYS FROM HOME.**
- **NO POP OR RED JUICE IS PERMITTED.**
- **ALL STUDENTS ARE ENCOURAGED TO BRING A WATER BOTTLE. NO GLASS CONTAINERS.**
- ***STUDENTS MUST SIGN OUT WITH THE PERSON IN CHARGE TO LEAVE THE ROOM***

DRESS CODE:

- DAYCARE STUDENTS MAY CHANGE CLOTHES.
BOTTOMS: LOOSE FITTING SHORTS, KNEE LENGTH, NO HOLES. JEANS, LOOSE FIT, NO HOLES.
SHIRTS: MUST MEET SCHOOL PHILOSOPHY. NO MESH MATERIAL, NO MIDRIFF SHIRTS.

****NOTHING TIGHT SHOULD BE WORN. IF THE STUDENTS VIOLATE THE DRESS CODE, WE WILL ASKED THEM TO CHANGE BACK INTO THEIR UNIFORM.**

DAYCARE DETENTION:

- ARE SCHEDULED FOR TUESDAY AND THURSDAY 3:05-4:00.
- DAYCARE DETENTIONS DO NOT APPEAR ON THE STUDENTS SCHOOL RECORD.
- ANY STUDENT RECEIVING THREE DETENTIONS FROM DAYCARE MAY BE SUSPENDED OR ON PROBATION FROM DAYCARE. A MEETING WITH PARENTS MUST BE SCHEDULED WITH THE DAYCARE COORDINATOR TO REVIEW THE MATTER.

DETENTION/ PROBATION/SUSPENSION:

THE ABOVE -CAN BE GIVEN IF A STUDENT EXHIBITS SEVERE OR CONTINUAL MISBEHAVIOR, THIS INCLUDES,BUT NOT LIMITED TO:

`DISRESPECTFUL
`NOT OBEYING
`HITTING
`PHYSICAL HARM
`BITING
`FIGHTING
`INAPPROPRIATE TALK AND OR INAPPROPRIATE TOUCH.
`LYING
`STEALING

**** A STUDENT IS SUSPENDED FOR THREE DAYS OR LONGER UPON THE REVIEW WITH THE DAYCARE COORDINATOR. IF A PROBLEM CONTINUES A MEETING WITH THE PARENT TO DISCUSS THE STUDENT ON PROBATION, OR YOU WILL BE ASKED TO DISCONTINUE DAYCARE SERVICES FOR THE REMAINDER OF THE SCHOOL YEAR.**

ADDITIONAL INFORMATION:

OUR DAYCARE PROVIDERS DO NOT ACCEPT FEES OF ANY KIND. WE HAVE A DROP BOX LOCATED ACROSS FROM THE CAFETERIA.

IF YOU HAVE ANY QUESTIONS PLEASE EMAIL mhudson@eastdaytonchristian.org

I LOOK FORWARD TO PARTNERING WITH YOU.

BLESSINGS,

MARY HUDSON/DAYCARE COORDINATOR