

All students must be picked up at their dismissal time, if the students are not picked up at this time the student will go to the daycare and the fee is \$15.00 per day per student.

## EAST DAYTON CHRISTIAN SCHOOL PARENT DAYCARE HANDBOOK 2023-2024

**PLEASE READ CAREFULLY AS CHANGES HAVE BEEN MADE.**

**Our goal as daycare providers is to have a safe and fun  
atmosphere for all our students.**

**Between the hours of 3:15-5:30 pm emergency number to call is  
937-701-5984**

- 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 DO ENCOURAGE THE STUDENTS TO WORK ON HOMEWORK WHILE IN AFTERCARE.
- In order to use the daycare service all students must be respectful, obey all daycare rules. If discipline issues arise we will ask for a meeting and discuss either probation or suspension from using the daycare service.

### **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 FOR KINDERGARTEN.

- EXTENDED DAYCARE CLOSES 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.

**PAYMENT DETAILS: ANY QUESTIONS PLEASE LET KAREN WINNETT KNOW IN THE BUSINESS OFFICE.**

**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. 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 7:30 AM YOU ARE NOT CHARGED THE DAYCARE FEE.**

### **ACTIVITIES:**

- TABLE GAMES, CRAFTS, COLOR SHEETS
- HOMEWORK TIME VARIES, 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 AND BE RESPECTFUL TO THE ADULTS IN CHARGE IN ORDER TO USE THE DAYCARE SERVICE.**

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.
- WATER BOTTLES ONLY. 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:**

SCHEDULED FOR TUESDAY AND THURSDAY 3:05-4:00. IF YOUR STUDENT IS NOT PICKED UP AT 4PM THEY WILL GO TO THEIR DAYCARE AND CHARGE THE FEE OF \$15.00.

DAYCARE DETENTIONS DO NOT APPEAR ON THE STUDENTS SCHOOL RECORD.

DISCIPLINE:

UNCOOPERATIVE STUDENTS THAT DO NOT FOLLOW THE DAYCARE RULES OR ARE DISRESPECTFUL:

A VERBAL WARNING GIVEN, SPEAK TO THE STUDENT EXPLAIN WHAT SHOULD HAVE HAPPENED.

DETENTION/ PROBATION/SUSPENSION:

*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 PLACED ON PROBATION OR SUSPENDED FROM THE USE OF THE DAYCARE SERVICE IF THE ABOVE ISSUES OCCUR.**

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](mailto:mhudson@eastdaytonchristian.org)

I LOOK FORWARD TO PARTNERING WITH YOU.

BLESSINGS,

MARY HUDSON/DAYCARE COORDINATOR