



# Crosslight Christian School

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Daycare, Montessori Preschool & Kindergarten

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[reachteachserve.org](http://reachteachserve.org)

317.984.4653

located in Cicero Christian Church / 1715 Stringtown Pike / Cicero, IN 46034

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**WELCOME TO CROSSLIGHT CHRISTIAN DAYCARE  
A DEPARTMENT OF CROSSLIGHT CHRISTIAN SCHOOLS  
A Ministry of Cicero Christian Church**

*When a child is born, his world is full of possibilities.  
Possibilities of discovery, of caring and sharing, of adventure  
and success, and the fullness of God's Love. At Crosslight we  
strive to assist each child to achieve these possibilities. With  
parents and staff working together, your child will grow to  
reach their greatest potential.*

## **CROSSLIGHT DAYCARE'S PURPOSE AND GOALS**

Crosslight Christian Daycare offers a safe and secure environment for children, 6 weeks through age 12. It is a place where your child will experience developmentally appropriate learning activities in a loving environment. These learning activities will always be mixed with many opportunities to learn through play. Your child will participate in art, music, pre-reading activities, science and much more. At Crosslight we teach our children Christian values through Bible stories and loving caregivers.

The administration and staff have a strong commitment to providing every child the opportunity to grow and develop to their highest potential. We strive to provide parents the peace of mind that their child is receiving safe, loving care while at Crosslight Christian Daycare.

Our Daycare Ministry is registered with the State of Indiana, complying with all health, building and fire codes. We are sponsors of the State Food Program insuring that children get a well balanced diet that also meets their daily nutritional needs. We also accept Child Care Development Fund vouchers. Our Daycare Ministry is governed by the Crosslight Christian School Board.

You and your family are invited to come join our loving Daycare family.

### AGE GROUPS SERVED

We offer child care services for children ages 6 weeks through age 12. For school age children we provide a before and after school program and a full day summer program for children Kindergarten through age 12.

### HOURS OF OPERATION

Crosslight Christian Daycare is open from 6:00 A.M. until 6:00 P.M. Monday through Friday.

The daycare will be closed on the following days:

Memorial Day                      July 4<sup>th</sup>  
Labor Day                          Thanksgiving Day and the Friday after  
Christmas Eve through New Year's Day

### HOW TO ENROLL YOUR CHILD

A packet of admission forms will be required for your child to attend Crosslight Christian Daycare. Enrollment will depend upon whether or not we have an opening in the appropriate age group. If we do not have an immediate opening you will be given the opportunity to put your child's name on our "waiting list".

To enroll your child, please call (317) 984-4653 x 25 or stop by our Daycare office and pick up the enrollment packet. There is a non-refundable **registration fee of \$50.00 per child.**

## **ADJUSTING TO THE DAYCARE**

Many children may have separation problems. This is normal and to be expected! Loving caregivers will help children and parents adjust to their new routine and environment. Please remember our caregivers are here to help you through this adjustment. Sometimes prolonging the separation may cause a longer adjustment period. It is sometimes easier on the child if parents are loving and short with their departure.

## **ARRIVAL PROCEDURES**

Upon arriving at the Daycare Ministry, you **must sign your child in** at the counter located in Noah's Park. Then please walk your child to his/her classroom.

## **DEPARTURE PROCEDURES**

When you pick your child up you **must again sign them out.**

Only those people authorized by parents/guardian can pick your child up and they must be listed on your pick up list. **We will not release your child to anyone whose name is not listed on your pick up list.** If someone new picks your child up, teachers or office personnel will be required to see some type of picture I. D. (such as a driver's license), before they are allowed to release your child. This is done for your child's safety. If someone other than those listed on the release form will be picking your child up, the person's name must be shared with the director and/or your child's teacher. If someone new is picking up your child, please communicate this policy with them.

## **PARENTAL VISITS**

We welcome unscheduled visits by parents/guardians and pre-approved family visitors at anytime. We do try to discourage visits other than parents during nap time.

## **CURRICULUM GOALS**

Our curriculum goals are to provide all children, the opportunity to grow socially, emotionally, intellectually, physically and spiritually.

### **Curriculum-Activity Areas:**

- \*Art
- \*Music and Rhythm
- \*Dramatic Play
- \*Science
- \*Pre-Reading / Pre-Writing
- \*Math
- \*Blocks
- \*Large and Small Motor/Sensory
- \*Christian Principles

## **SPECIAL NEEDS**

Crosslight Christian Daycare welcomes children of all ability levels and will work to meet the developmental needs of each child. Sometimes families and providers work with outside resources to ensure these developmental needs are met.

First Steps which provides services to children who are at risk birth to 36 months and the Special Education Cooperative in your child's home school will provide services for children 36 months to 22 years. Crosslight Christian Daycare feels it is vital to be an active participant in this process.

A part of any partnership is having all necessary information. If your child is receiving services through First Steps it is important to share your child's Individualized Family Service Plan (IFSP). If your child is receiving services through the school system, it is important to share your child's Individualized Education Plan (IEP). Crosslight Christian Daycare will request a meeting with all involved parties in order to set up your child and Crosslight staff for success.

### **MOVING CHILDREN TO THE NEXT LEVEL OR GROUP**

At Crosslight Christian Daycare we prefer to move children when they are developmentally ready rather than only considering the child's birthday. Most children **are** ready to move about the time of their birthday, but this decision to move a child will be a joint decision made with parents, Director and your child's teacher before a move will take place. We are a program that believes in developmentally appropriate practices and this information will always be kept in mind when discussing when to move a child. Sometimes Child Care Ministry regulations dictated by the Bureau of Child Care or a child's special needs will help dictate a time to move. Please remember that every child learns and grows in their own special way and that at Crosslight Christian Daycare we watch for readiness rather than dates.

## DRESS

Your children will be involved in a variety of activities that will call for comfortable, non-binding, casual clothes. Messy activities involving paint, play dough, water and glue will be a part of our daily activities. Closed toe shoes are best for playground play. A **complete** (shirt, pants, socks, underwear) change of clothes should be kept at the Daycare for each child. Each article of clothing should be clearly labeled with your child's name.

## OUTSIDE PLAY

Your child will spend time outside when weather permits. If the weather is severe (temperature or wind chill below 35°F) the children will not go outside. Please dress your child accordingly (hats, mittens, etc.).

## TOYS & MOVIES

**PLEASE** do not send toys, money, gum or candy with your child. "Show and Tell" **will** be a part of your child's weekly routine but this is the only time when children should bring "special things" to Daycare. Daycare children will not be allowed to watch TV or movies unless it is part of our curriculum or as a part of a special activity here at Crosslight. Please remember our Church only allows **G-rated movies!**

## NAP/QUIET TIME

Each day a two hour "quiet time" will be provided. The children will lie down on their cots and are to be quiet for 30 minutes, but are not required to sleep. After 30 minutes, quiet activities will be provided for children who do not go to sleep.

Your child should bring his/her own blanket (CLEARLY LABELED). You will be asked to take blankets home on Friday to be laundered and returned on Monday. Please do not send sleeping bags or large pillows. Your child's things will need to fit in a backpack and will be hung on hooks inside or outside of the classroom.

### **MEALS**

Well balanced, nutritious meals and snacks will be served daily. We participate in the Child and Adult Food Program (CACFP), sponsored by the Department of Education, which insures that all children get a healthy, well balanced diet. Two hot meals plus two snacks are served daily. If your child has a food allergy or a special diet, it must be noted on the child's physical form plus a note from your physician listing special instructions and allergies. We will be required to serve the approved menu unless we have a note from your child's physician. The physician's order also insures that all staff are properly informed of your child's special needs.

Parents of infants are responsible for all formula, breast milk, cereal and baby food unless provided by other funding.

### **CLASSROOM PARTIES**

We enjoy having special celebrations with your children. Parents are encouraged to attend and as always we appreciate your help. All parties should be arranged in advance with our teachers. State regulations do not allow any food that is not prepared in the building or store bought to be served to the children. Therefore all cakes and goodies must be store bought and in the original unopened container.

## PAYMENT POLICIES

### TUITION

Weekly tuition is due on Monday or the first day of scheduled attendance for part-time children. A late fee of **\$5.00 will be added to your account for late tuition if not paid by Friday A.M. of that week.** In the event that the tuition payments (and/or late fees) are two weeks in arrears you will be asked to remove your child from our program until the balance is paid in full. This may result in your child losing his/her place in our program depending upon our waiting list.

If a child is absent (other than during scheduled vacation time), payment for those days is required. This includes part time families. The only exception is if a child is **absent due to hospitalization** and is out for a full week (Monday through Friday). **If this occurs, a doctor's statement is required.**

Individual days that the Daycare is closed are to be paid. There is no discount from the regular weekly rate for those weeks that include holidays, snow days or other closures. The exception is the full week between Christmas Eve and New Year's Day. There is no charge for this "CHRISTMAS SHUT DOWN" week. If one of the holiday closure days falls on Saturday we will be closed on that previous Friday. If the closure day falls on a Sunday, we will be closed on the next Monday.

### RETURNED CHECKS

For returned checks a **\$25.00 service fee plus any additional fees charged by our bank** will be added to your account. In the event that more than one check is returned, cash or a money order will be required for payment of tuition.

### VACATIONS

You will receive two weeks vacation per year per **your enrollment date**. Please try to schedule vacations **two weeks in advance and fill out the "vacation request form"**. Vacations must be taken a full week at a time and **not broken into days**. **FAMILIES ENROLLED ONLY FOR SUMMER WILL RECEIVE ONE WEEK OF VACATION**. You are welcome to take additional vacation time, but are still obligated to pay tuition for those extra weeks.

### LATE PICK UP POLICY

The Child Care Ministry closes promptly at 6:00 P.M.; arrangements must be made for your child to be picked up by closing time. It is imperative that you have an alternative pick up list in the event that you cannot be here by closing time.

A late fee of **\$10.00 per every fifteen minutes** is charged for failure to pick up your child by closing time, and/or requiring staff to call and arrange pick up. A late pick up form will be signed by the person who picks up your child. Late fees should be paid within 24 hours directly to the employee who stayed with your child. Regulations require that we call Child Protective Services if a child is not picked up or arrangements are not made for your child to be picked up.

## **WITHDRAWAL POLICY**

Tuition payments will continue to be charged until you formally (in writing) withdraw your child from our program. You must give two weeks notice and/or pay the two weeks tuition upon withdrawing.

## **TERMINATION OF SERVICES**

Your child may be discharged from our program for any of the following reasons:

**\*Attendance**

Failure to call and report absences for long periods of time

**\*Non-payment of Fees**

**\*Policies and Procedures (may include but are not limited to)**

Failure to abide by policies in the PARENT HANDBOOK

**\*Inability to function within the Ministry**

If the interaction of the parent or child results in a situation where the parent or child will not cooperate with the Ministry the child may be discharged.

**\*The Ministry cannot meet the parents' expectations**

## **TUITION INCREASES**

Just as you expect a pay increase each year, so do our teachers. Please keep this in mind and plan for a possible yearly tuition increase. The economy and inflation will also effect this decision.

**TUITION RATES**

**Effective September 29, 2008**

**FULL TIME RATES (three or more days)**

Infants (6 wks. up to 12 mos.)

\$185.00 per week

Waddlers and Toddlers (12 mos. to 24 mos.)

\$175.00 per week

2 year olds (24 mos.- 36 mos.)

\$175.00 per week

3 year olds

\$165.00 per week

4 year olds

\$165.00 per week

5 year olds

\$165.00 per week

Supply Fee (due September 1<sup>st</sup> each year)

\$50.00

Summer Fee

Amount varies due to field trips /events planned per summer

**PART TIME RATES (one or two full days only)**

Infants

\$50.00 per day

Toddlers & 2 year olds

\$47.00 per day

3-5 year olds

\$45.00 per day

Kdgtm & School age

\$45.00

## SCHOOL AGE RATES

**(Full time is 3 or more days / part time is 1 or 2 days)**

Before & After (weekly rate)                      \$90.00

Before ONLY (weekly rate)                         \$65.00

Before ONLY (daily rate)                          \$15.00

After ONLY (weekly rate)                         \$65.00

After ONLY (daily rate)                          \$15.00

**"NO SCHOOL DAYS" which also includes snow days and early dismissal days, add \$20.00 per day to normal tuition rate.**

## SPRING BREAK/SUMMER SCHOOLAGE CARE

Full Time only                                         \$130.00

**An additional "summer recreation fee" will be charged to cover field trips.**

## DISCOUNTS

Discounts will be given to families with more than one child enrolled in our program. The discount is on the older child/children and for full time children only.

First child	Full price
Second child	10% discount
Third and/or more	25% discount

If your child is enrolled in more than one of our programs additional discounts are available depending upon the combination of programs.

### **ANNUAL HEALTH REQUIREMENTS**

It is a State regulation that all children in our program have a current immunization record and a physical/health record completed by the physician and on file within 30 days of enrollment. We will also need an updated form as your child receives additional immunizations.

### **ILLNESS POLICY**

**PLEASE DO NOT BRING AN ILL CHILD TO DAYCARE.** We do not have facilities to care for sick children.

If your child is ill, please inform the Daycare office. All communicable diseases and parasitic conditions must be reported to the Director so that we can be alert to symptoms with other children. We also need to notify all parents of any communicable conditions. Names are always kept confidential.

Our staff are always alert to signs of illness. Parents will be called should your child become ill or injured while at daycare. It is imperative that we have current emergency numbers should we need to reach you. Also, please designate a friend or relative in your absence that would be able to pick your child up within 30 minutes of notification. Again, those individuals who are designated to pick your child up must be listed on your pick up list.

## **MEDICATION POLICY**

Medications may be given to children enrolled in Daycare, under the following conditions:

**All medications must have a physician's written order including:**

\***Over-the-counter medications** which the child routinely takes for fever, cough, cold, etc. require a "**standing order**" with a physician's signature. The Director can provide you with the correct form.

\***Prescription medications** can be given if they are in the original container with the doctor's order on the label.

\*We will **also** need your permission to give **any** medication. A **Medication Administration Form** must be filled out, signed and given to your child's teacher. The form is located at the back of our parent information file. This form will insure that the teacher has specific directions about times and doses.

## EXCLUSION POLICY

When a child has had any of the following or has been sent home with any of the following, they may not return to Daycare for 24 hours:

Fever - temperature 101 degrees F or higher

**\*\* (without the use of medications such as Tylenol, Advil, etc.)**

Vomiting - one or more episodes

Diarrhea - three or more episodes

Communicable and contagious diseases - chicken pox, scarlet fever, measles, pink eye, mumps, etc. (Cannot return until the contagious stage has passed - A doctor's statement may be required)

Parasitic conditions - lice, scabies, pin-worms. **Children will be sent home if they are found to have lice or nits in their hair.**

Any other reason that may prevent your child from participating in our normal classroom activities.

## DISCIPLINE POLICY

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

Through rules that are fair, consistent and clearly communicated your child will be lovingly guided to conduct themselves appropriately while at Crosslight Christian Daycare.

However, there will be times when your child's behavior is unacceptable and needs to be redirected. This redirection will be done in a loving way and parents will be consulted when needed.

No staff member will ever be permitted to use any type of corporal punishment, cruel, harsh or unusual punishment or any other humiliating or frightening methods to control the actions of a child or group of children. No child of any age shall ever be shaken, hit or spanked. No child will be subject to verbal abuse or profanity. Punishment shall not be associated with food, rest or toilet training. Children who have toileting accidents will not be shamed or punished.

No child shall ever be physically restrained except when it is necessary to ensure their own safety or that of others. No child shall ever be placed in a locked or dark room.

Time out will only be used with children 3 and older and only for the purpose of enabling the child to regain self control.

The Director and the Crosslight Christian School Board reserves the right to terminate a child from our program for reasons of consistent disruptive behavior. Prior to termination, the child's parent will be consulted and ample opportunities will have been given for improvement.

### **BITING**

Biting is not an **acceptable** behavior. However, it can be age appropriate for toddlers and two year olds as a way of communication and/or a part of teething. Children in this age group (toddlers and twos) will not be discharged due to biting unless it is an excessive ongoing problem with little or no support from parents.

### **SAFETY POLICY**

Crosslight Christian Daycare has established the following precautions to help ensure your child's safety:

- \*No child will ever be left alone or unsupervised.
- \*Emergency exits are marked and posted.
- \*Monthly fire drills
- \*Tornado drills
- \*During times of emergency, all staff will remain at the facility until the danger passes.
- \*Babies sleep on their backs

### **MINOR ACCIDENTS ("Boo-Boos")**

We make every attempt to watch for and prevent situations that are potentially dangerous to our children; however, accidents do happen. If they do, the caregiver will complete a "boo-boo" report that will need to be signed by parents.

If the accident is serious, we will immediately seek emergency medical care and notify parents.

### **EMERGENCY PLAN**

**For your child's safety your phone numbers, alternative contacts and medical care authorization must be kept current.**

This information is used for Daycare only and is kept confidential, but is necessary in case of emergency, accident or illness. Please remember we need to be able to contact someone who can be responsible for your child at all times. You should always have a backup plan in case an emergency would prevent the Daycare from providing care.

Closings due to weather, no electricity, no water or any other emergency condition are dictated by State requirements and at the discretion of our Director and our School Board. See appendix I & II (Crisis Policy & Crisis Intervention Plan) for more information.

In the event of an emergency or any other condition which requires the children to leave the building, the children and staff will be taken to the **Hamilton North Public Library**, 209 Brinton St., Cicero and parents will be notified.

## **CONFIDENTIALITY STATEMENT**

All files are property of Crosslight Christian Daycare. Files relating to the child and parent/guardian are kept confidential and will not be released without a subpoena. The health form and immunization records can be release with parent's permission. Copies of any accident report, biting report, or disciplinary report can be given to the parent the day of the incident.