

**CHRIST THE KING LUTHERAN  
CHILDCARE CENTER**

Preschool  
1505 Ford Street  
Redlands, CA 92373  
(909)793-8722

Christine Chernobieff, Director  
Rev. Wiley James Smith, Pastor

**2018-2019**



“Let the little children come to me,  
and do not hinder them,  
for the kingdom of heaven belongs to such as these.”  
Matthew 18:2

The information in this handbook is given to set guidelines to enable us to provide the quality of child care that meets the standards of Christ the King Child Care Center and the families it serves. We are always learning, so please share any information that will help to improve your child's experience.

It is our prayer that this year will be a wonderful experience for your child.

In His Service,

Christine Chernobieff  
Director



## VIII.

### EXAMPLE OF A CLASS SCHEDULE

Depending on the Age Group and Class

#### AM

9:00-9:15	Welcome / Transition
9:15-9:30	Circle Time (Weather, Bible , Calendar)
9:30-9:45	Music / Chapel
9:45-10:15	Craft, Science, and Cooking
10:15-10:30	Snack
10:30-11:15	Playground
11:15-11:40	Concepts—Letters, Numbers, etc.
11:40-12:00	Story Time / get ready for lunch / home

#### PM

12:00-1:00	Lunch/bathroom/washing up
12:45-3:00	Nap time for nappers/ bathroom/washing up
1:00-2:00	Free play/ outside for children not napping
2:00-3:00	Rest time for non nappers
3:00-3:30	Snack
3:30-6:00	Free Play and Activities

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## I.

### GREETINGS IN THE NAME OF OUR RISEN LORD AND SAVIOR, JESUS CHRIST.

Many years ago, God in His infinite wisdom, saw fit that Christ the King Lutheran Church should have a preschool. It is by His grace alone that our school has blossomed into the vibrant center for educational and spiritual growth that it is today. Throughout this time we have been committed to highlight the inherent link between the church and the school. The church and school naturally compliment each other; what goes on at Christ the King, Monday through Friday leads to what happens on Sunday morning. All of what we do here is centered on the reality that God has become man, that this God/man, Jesus Christ, suffered for our sins, that He endured death in our place and that He was raised for our justification.

At Christ the King, we communicate the wonderfully simple message of salvation through Jesus Christ. We ponder the mystery of Christmas. We celebrate the miraculous epiphany of the man Jesus' deity. We mourn our sin during Lent, we are exultant during the season of Easter, and we commemorate the birth of the Church at Pentecost. The basic rhythm of our lives flows from the life of Christ which is lived in the church. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 18:2)

Christ the King Church welcomes you and your precious little ones to our school. We eagerly anticipate the time we will share together in this blessed place. Our director is an accomplished teacher, a gifted administrator, and true servant. We boast the finest staff of teachers, aides, and office personnel. They are all well trained professionals who are loyal to the mission of the school and the glory of our Lord. I personally stand ready to assist you in any way that I can. If there is ever something on your mind regarding church or school, please come and see me. I pray God's richest blessings upon you and your children this coming year.

Peace be with you,  
Pastor Smith

ATTENTION  
PARENTS:

DID YOU READ THE  
ENTIRE HANDBOOK??



## VII.

### Medications

We are unable to administer medication to your child, including sunscreen, lotion, Vaseline, etc. We will only keep inhalers and EpiPens in case of emergency. These items must have proper packaging and completed medical forms on file. Each child must have a completed IMS form in their file describing proper medical procedure, per Community Care Licensing. Please **do not send medication to school in your child's lunch box or backpack.** All medication must be picked up by a parent on or before the expiration date or we will dispose of it. We will also dispose of any medication belonging to a child who is no longer enrolled in our program.

### Earthquake Preparedness

CTK Child Care Center is prepared in the event of a major earthquake. We are equipped with earthquake supplies, and our windows are covered with Mylar to prevent shattering. We have enough food and water for each student and staff member for 72 hours. Our staff is trained in CPR and first aid. We practice earthquake drills often with your child, so that they will know what to do in the event of a disaster. In the event of a major earthquake, we would lock down our facility. This means that your child would not be able to leave unless you or someone on your emergency list were to come with proper identification to pick up your child. It is important that you keep your emergency list updated. If changes occur, please notify office staff, so that they can make the appropriate changes in your child's file.

## I.

### WE BELIEVE

In the Triune God, Father, Son and Holy Spirit.

That God the Father has created the universe and everything in it, and that He continues to preserve it according to His will.

That Jesus Christ is both true God and true man; that He suffered and died for us on the cross; that He rose from the dead, ascended into Heaven, and will return at the last day to judge the living and the dead.

That the Holy Spirit calls us to faith and leads us to sanctified life here on earth.

That man is, by nature, sinful. Since the Fall of Adam, all men are born into sin, full of evil, and justly stand under God's condemnation and eternal wrath.

It is also taught among us that we cannot obtain forgiveness of sin and righteousness before God by our own merits, works, or satisfactions, but that we **receive** forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith, when we believe that Christ suffered for us and that for His sake our sin is forgiven and righteousness and eternal life are **given** to us.

That the Bible is the divinely inspired Work of God in all parts.

That the primary responsibility for Christian instruction of children is given to parents. Ephesians 6:4 says, "You fathers provoke not your children to anger, but bring them up in the nurture and admonition of the Lord." Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it."

## OUR PURPOSE

“Feed My lambs” commanded Jesus to Peter. Embodied in Christian education is the need to assist parents in teaching children a saving faith in Jesus Christ as Lord and Savior. Christ the King has dedicated teachers and staff who offer your children an enriching experience which includes:

- Bible Stories
- Art & Crafts
- Music & Movement
- Reading Readiness
- Chapel Talks
- Science

Christ the King students are given the opportunity to experience intellectual, physical, spiritual, emotional and social growth.

Your children will enjoy our small classes and support facilities while gaining a positive self-image and loving attitude toward God, family and friends.

At Christ the King, we are preparing your children to meet the challenges of tomorrow with quality education in the classroom today. We deeply cherish your continued trust and confidence.

### Open Door Policy

Christ the King Child Care Center welcomes parents. Your involvement, participation and interaction is a meaningful dimension to our program. Please check in at the office prior to going to the classroom.

### State Licensing

Christ the King Childcare Center is licensed under the Department of Social Services. In compliance with the State Social Services regulation 101200.b, the Department of Social Services Licensing Division has the authority to interview children or staff, and to inspect and audit a child or childcare center records, without prior consent.

- 1) The license shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center.
- 2) The Department has the authority to observe the physical condition of the child(ren). We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our center complies with applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition,

## HEALTH AND SAFETY

A child may be sent home if he/she appears to have symptoms of illness during the day. If the parent cannot be reached, we will call one of the emergency references to pick up the child.

- If your child is sent home for any reason, they may not return to school the next day.
- Be sure your child is fever free for 24 hours/1 full school day, *without* the aid of medication, before returning to school after an illness.
- We are unable to administer medication. **Do not put any medication in the child’s lunch.**
- When recovering from Chicken Pox, all pox must be completely scabbed over and the child must be checked by the Director before returning to school.

If your child has been exposed to a communicable disease, please notify the school at once. Be aware of the incubation period so that you can watch for symptoms.

### Medical, Dental and First Aid

Simple first aid, ice packs, Band-Aids, and tender loving care will treat minor cuts, bruises, etc. In cases of serious injury or illness including dental accidents, we will make an immediate attempt to contact a parent. If necessary, we will also call 911. The school Director will be in charge and will make decisions about the child. **It is your responsibility, and to your child’s benefit, that you keep the school up-to-date on home and business telephone numbers, emergency numbers, and other pertinent information.**

### Lice Policy

In attempt to prevent the spread and infestation of lice, we will not allow children to come back to school with any traces of lice, including nits. Children who have been sent home from school, must be checked by a staff member before they can return to school.

## VI.

### Discipline Policy

Your child's safety and well being while at Christ the King is our first concern. With love we will guide and direct your child's behavior towards positive, acceptable decision making regarding their friends and themselves. Your child will be encouraged to be responsible for their behavior and encouraged to accept the consequences for their actions. It is our desire to work with the parents, teachers, and office, to help the child have a successful preschool experience. If an inappropriate behavior continues and becomes a problem and concern to our program the following steps will be implemented.

1. Children experiencing conflict will be given examples of how to correct their behavior and given tools to use when another situation presents itself.
2. If the child continues to struggle in the situation they will be redirected to another activity and removed from the area where they were having the conflict, again examples of more appropriate behavior will be shared with the child.
3. If the child continues to struggle with the other children or situation the child will be directed by the teacher so that the teacher can help them make better choices.
4. Once the child re-joins the group and then continues to have a problem, the child will be removed from the group and will sit in a time out. During this time their behavior will be discussed and the teacher will help the child think about how they will behave once they are up from their time out.
5. The child will be sent to the office to sit with the director or assistant director if their behavior continues to be disruptive to the class and to the teacher.
6. Parents will be informed if the child needed to spend time in the office.
7. If behavior continues to be a problem a conference will be set up with the director, teacher and parents to establish a behavior plan that will encourage the child's behavior in a positive, tangible manner.
8. If the child's behavior continues to be disruptive, hurtful or concerning for the program the child may be dismissed from the program.
9. Christ the King Lutheran Child Care Center will always treat your child with kindness and respect. It is our goal to help children learn how to resolve conflict in a positive kind manner. Christ the King will never discipline your child in a physical manner. Christ the King does not use corporal punishment, or any type of mental abuse.

## II.

teacher/child ratios, and record keeping. Our center is subject to inspection by state and city health, fire, and licensing officials.

3.) Parent volunteers are required to have the appropriate immunization records on file in the school office. See the Steps to Admission below for more information.

## ADMISSION AND REGISTRATION

Christ the King admits students of any race, color, national or ethnic origin. It does not discriminate in its administration of its education policies, admission policies, or scholarship programs.

**We do reserve the right to refuse service.**

### Steps to Admission

1. The child and parent will have a tour with the Director before registration. This will help the child and parent become acquainted with our staff, facility, and programs.
2. An enrollment application and physical examination form will be given to the parent after the tour. These must be completed and returned before the child may enter the program. California requires all children to be immunized. Your child's shot record will be required to enroll in school.
3. In order to volunteer/participate in your child's classroom, or on the CTK campus during school hours, the school office will need to have the following items on file: 1) Proof of a current flu shot or a signed waiver 2) A Good Health Statement 3) Proof of a negative TB test, within the last 12 months 4) Proof of Tdap immunization, within the last 10 years 5) Proof of immunity to MMR with doctor statement & signature, or proof of MMR immunizations. Please see the office for more information.
4. Christ the King school follows the modified traditional schedule, and runs from August to June, with our summer program from June to August.

Registration fees are due yearly for our August-June program. Only one fee will be charged for all programs used during the school year. However, there is also a separate registration fee due for our summer program.

**\*\*ALL REGISTRATION FEES ARE NON-REFUNDABLE.**

## III.

**PROGRAMS AND RATES****Tuition**

Christ the King Lutheran Child Care Center operates as a self-supporting, non-profit agency of Christ the King Lutheran Church and is financed by tuition receipts. Tuition is due by the 10th of each month. Christ the King Lutheran Church members, and those actively attending instruction classes, will receive a 25% discount on their tuition and daycare bill. Being a Church member implies an active participation in the life of the church. Please see Pastor Smith regarding Church membership.

**Rates**

Tuition is calculated on an annual basis. If you wish to pay tuition in one annual payment, you will receive a 2% discount. If you prefer to make payments, you will begin to be billed in August with your first payment due on the 10th, and your last payment will be made by June 10th. Vacations and holidays are figured into the payment schedule. No refunds will be made due to illness, or unplanned absences. The following guidelines offer two plans to pay your tuition.

**Plan A:** to pay your annual tuition in one payment, paid in full by September 1st:

**Registration:** 1st child \$145.00 per year  
 2nd child \$140.00 per year  
 5 day tuition is \$4350.00 per year per child  
 3 day tuition is \$2900.00 per year per child  
 2 day tuition is \$2100.00 per year per child

Hours 9 am-12 pm

**Plan B:** to pay annual tuition in 10 monthly payments, beginning in August ending in June.

**Registration:** 1st child \$145.00  
 2nd child \$140.00  
 5 day schedule is \$435.00 per month per child  
 3 day schedule is \$290.00 per month per child  
 2 day schedule is \$210.00 per month per child

**Biting Policy**

Although biting is an age appropriate behavior, it is socially unacceptable and harmful for all who are involved. As childcare advocates, it is our job to protect all children from harm in any way. Biting is a serious issue and must be addressed promptly. When biting becomes excessive, which includes a disruption to daily routine of the classroom, the parents of the child who bites will be contacted and a meeting with the Director will be scheduled. At the time of the meeting, the behavior will be discussed and a one-week probationary period will be given. If a bite occurs during this one-week probationary period, the child will be excused from the program. If improvement occurs, a follow-up meeting with the Director will be scheduled after the probationary period.

**Lost and Found Policy**

Christ the King will do its best to keep all children's items together. However, in the event that an item is lost, Christ the King is not responsible for the missing item. Labeling all belongings will help us locate lost items and help all things make their way back home. Please periodically check the Lost and Found cart located in the office. All unclaimed articles will be sent to charity.

**Child Supervision**

Children are required by state law to be supervised by parent/guardian or teacher at ALL times while at CTK. No child should be left in the classroom, playground, parking lot, or any part of our facility. This is a state law.

**Child Abuse**

We are required by Law to report any suspected child abuse to Child Protective Services. **This policy includes leaving your children unattended in the car.**

**Car Seat Law**

Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of a vehicle until they are at least 8 years old or 4'9" in height.

**Parking**

Please enter the parking lot from Ford Street and exit on South Street. Please do not block the driveway or crosswalk, and please refrain from parking in designated spots. Please **drive slowly**; our speed limit is **5 MPH**. Remember to turn your car off and lock the doors when dropping off/picking up your child/children.

## VI.

### **Tuition Express**

CTK offers the convenience of automated payments. Once enrolled in “Tuition Express,” your tuition payments will be deducted automatically from your checking or savings account by Christ the King Lutheran Preschool on the 10th of the month, with no additional fee. You will also be able to set up recurring Tuition Express payments using a credit or debit card. If needed, you may also come into the office to manually process a payment using a credit or debit card. There is a 3% transaction fee for the use of all debit and credit cards. All declined transactions will be assessed a \$10 processing fee.

### **Items from Home**

Please do not allow your child to bring play guns or violent toys to school. Please check with your child’s teacher as to her “show and tell” days. Please do not allow your child to bring toys from home unless it is a designated “show and tell” day in their classroom.

### **Backpacks**

Please send a backpack with your child each day. A backpack enables your child’s teacher to be sure that all your child’s items make it home. Please check your child’s backpack daily. Also, be sure that your child’s name is written clearly on the backpack.

### **Potty Accidents**

Accidents are to be expected. We will change your child into clean, dry clothes and put their soiled clothes in a plastic bag. All we ask is that you wash our clothes and return them as soon as possible. We are always in need of extra clothing from size 2-14.

### **Bottles/Pacifiers/Sipper Cups**

It is our policy at Christ the King to encourage sippy cups as long as they have a secure lid with a date and name written on the cup. Unfortunately, bottles and pacifiers are not permitted in our school program. To ensure comfort, security blankets and stuffed animals are allowed. Remember to label all these special belongings.

### **Animal Policy**

NO dogs will be allowed on Christ the King’s Church and School property at any time. Any other animal brought on the property must be checked in at the office and cleared by the Director before it is in the presence of any children. There will be no exceptions. Thank you for understanding.

## III.

### **Kindergarten Rates**

**Registration:** \$145.00

Curriculum fees: \$200.00 per year

**Plan A:** To pay your annual tuition in one payment:  
Kindergarten tuition is \$4800.00 per year per child.

**Plan B:** To pay your annual tuition in 10 monthly payments, beginning August, ending in June.  
\$480.00 per month per child  
Hours 9AM-3PM

### **Eligibility for Kindergarten Placement:**

Your child must meet the following criteria in order to be placed in our Kindergarten.

1. Must be at least 5 years of age by September 1st of the school year you wish to enroll your child. **If your child misses this deadline, you must see the Director, for special consideration.**
2. Your child must successfully complete our Kindergarten assessment, which will take place the first two weeks of school. After which time, your child will either be accepted or referred to Pre-K.

### **Enrichment Center**

The Enrichment Center is designed as an alternative to Preschool. Its environment is more casual and its curriculum is less structured. Children enjoy Bible stories, painting, project centers, science activities and numerous other activities in a classroom setting. This class is especially practical for parents of preschoolers who need child care on the days other than their scheduled preschool days. There will be a minimum three-hour charge for your reservation between 9am-12pm. You will be charged in advance for every one of these permanent reservations. Drop-in reservations will be accepted if there is space available. All reservations must be cancelled by 8am that day to avoid a 3-hour charge. If you call to cancel your reservation, in advance, your account will be credited accordingly. Please remember to sign your child in and out each day in the office. Reservations should be made in advance by calling the office.

**III.****Enrichment Center Rates**

Hours:	9:00AM-12:00PM	
Class size:	Twelve (12) per teacher	
Registration Fee:	1st child	\$145.00
	2nd child	\$140.00
Rate:	\$18.00 per day per child	

**Day Care Program**

Day care is available before and after school hours for all students. Day care will have activities including stories, songs, rest time and outside time. Please call the office ahead for availability prior to, so we can plan for your child, if it is not their scheduled day.

**Fall****Day Care Fees**

Hours	6:30AM-6:00PM	
Class size:	Twelve (12) per teacher	
Registration Fee:	1st child	\$145.00
	2nd child	\$140.00
Rate:	1st child—	\$4.75 hourly
	2nd child—	\$4.50 hourly

If one child is in the elementary program and one child is in the preschool, it will be \$4.75 an hour for the first child and \$4.50 for the second.

**Summer Program**

Our Summer Program is a program for children from 2 years through the 5th grade. Summer Activities may include: water play, cooking, music, arts & crafts, organized games, science, and chapel talks. Registration will take place for this program during the month of April.

**Minor Custody**

In the event of a separation or divorce, the court determines the custody of minor children. In some cases, a restraining order signed by a judge will prohibit a parent from seeing the minor child. If you are in a situation like this, it is necessary for us to have a copy of the restraining order on file in order to prevent the said parent from removing the child from the premises without permission.

**Authorization to Pick Up Child**

No child will be released to a person who is not authorized by the parent. We must have written permission and identification will be required.

**Lunch Program**

CTK does not have a lunch program. Lunch needs to be provided from home. Please make sure it is well balanced, with no candy, soda, carbonated drinks, or glass containers. We cannot prepare your child's lunch; please limit warm-ups to 1-2 minutes. Warm-ups may not contain liquid (i.e. soup).

**Snacks**

CTK does not provide morning snacks so that you have the freedom to choose healthy snacks that best suit your child. A sign-up sheet for birthday snacks is located on the classroom bulletin board. Please bring nutritious snacks for the celebration and do not send snacks with nuts in them so that all the children can enjoy! If a child does not have a snack, CTK will provide crackers and water only. Your child may also have the opportunity to cook or prepare special foods for snack at school.

**Field Trips**

Field trips require 100% parent participation. If a parent is unable to attend a field trip with their child, they may speak to the assistant director to make a reservation in the Enrichment Center for care that day.

**Permission to Publish**

As part of your child's educational experience at CTK, their photo might be published in conjunction with a school activity, group, or event. Such publication would be posted on classroom bulletin boards, in the school office, Christ the King Church bulletins, local newspapers, and online including our school website. You have the option of either opting in or out when it comes to permission to publish. Paperwork is included in our enrollment packet.

## VI.

### Returned Check Fee

In the event that a payment by check is returned, a \$40.00 fee will be charged. If two checks bounce per school year, you will be required to pay by cash the remainder of the year.

### PARENTAL RESPONSIBILITIES, DISCIPLINE PROCEDURE, AND GENERAL INFO

#### Parent's Responsibilities

Class begins at 9:00am. Please be on time so your child can participate in the morning routine. This will provide less disruption to the class.

Please bring your child to school on time and pick him/her up promptly. The teacher's responsibility ends at 12 noon. At 12:10pm, children not picked up will be placed in day care and need to be signed out in the office. NOTE: Your child must be dropped off in his/her classroom and "signed-in" each day. Be sure to check your child's backpack daily for notices and communication.

Please feel free to consult with your child's teacher whenever a problem arises or you simply have questions. As parents, we like to think of you as a vital part of our school and your help will make our programs successful. Below are a few tips for a successful home/school relationship.

1. Read the handbook.
2. Read carefully all supplement notes, newsletters and notices, which will be sent home from time to time.
3. Ask questions about items that need clarification.
4. Watch carefully for days that the school will be closed.
5. Be financially responsible to us. As a non-profit school, we are dependent on your fees.
6. Offer suggestions to help us improve our programs.
7. Give our programs your prayer support, because apart from God we can do NOTHING.
8. Discuss the daily curriculum with your child.
9. Be diligent about signing your child in and out every day.

#### Clothing

Please send your child in comfortable, washable play clothes and tennis shoes. No long dresses, water socks, flip flops, jellies, cowboy boots, or roller shoes (such as Heelys). All shoes must have a back strap. Please be sure children are dressed appropriately for the weather.

## IV.

### Summer Program Rates

Hours:	9:00AM-12:00PM	
Rate:	\$18.00 per child per day	
Extended Care / Daycare for summer:	6:30AM-9:00AM & 12:00PM-6:00PM	
Rate:	1st child—\$4.75 hourly 2nd child—\$4.50 hourly	
Registration Fee:	1st child	\$45.00
	2nd child	\$40.00

### Summer Vacation Policy

Each child may receive a vacation allowance based on the number of days that he/she attends. You will be charged for any days missed that are not prearranged and noted as vacation days. If your vacation plans change, and you intend to send your child to school, call the office and make sure your child's spot is available. The following schedule provides you with your vacation allowance:

### Vacation Days Allowance

- 5 days a week children receive 5 days
- 4 days a week children receive 4 days
- 3 days a week children receive 3 days
- 2 days a week children receive 2 days
- 1 day a week children receive 1 day

### Holidays

Christ the King will be open Monday through Friday from 6:30AM to 6:00PM all year except for the following holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- July 4th (and the 3rd/5th when applicable)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Break-2 weeks

## V.

**Note:** In addition, the center will also be closed the day after the Preschool year ends and the day after the summer program ends. These days are used to change the program curriculum. (These dates are subject to change.)

***Reservations are required for all CTK students (including Enrichment Center) on holidays that our daycare is open, which includes Spring Break and Thanksgiving week.***

### **Holiday Fees:**

Rates: \$22.00 per day per child for the hours  
between 6:30AM-12:00PM  
\$42.00 per day per child for the hours  
between 6:30AM-6:00PM

If you do make a reservation and then decide not to use it, you will be charged the minimum holiday fee, which is \$22.00 for half a day. You will be charged even if you cancel due to illness, etc. **No cancellations accepted. If you are attending the afternoon session only, you must specify or you will be charged for the whole day.**

## **BILLING POLICIES AND STUDENT WITHDRAWAL POLICIES**

All tuition is billed in advance on the 1st of each month. Daycare is billed on the 1st of each month for the previous month. Fees are due on the 10th of each month. Any payment not received by the 10th will be considered past due and subject to late fee of 10% of your bill. Checks should be made payable to "Christ the King Lutheran Child Care." If your bill becomes 5 days delinquent, you will receive a call from the school reminding you of your obligation. If your bill continues to be delinquent, after thirty days your child will be dismissed from the program and your account will be sent to collections. If there are extenuating circumstances and you would like to share them with the Director, please feel free to contact her. A registration fee shall be charged for all new enrollments and for re-registrations.

**A 30 day written notice is required for any student withdrawing from Christ the King. \*If you do not give thirty days written notice, you will be responsible for paying the full payment for the next month.**

## V.

### **PROCEDURE FOR SIGN IN AND SIGN OUT**

**\*\*The State law requires that all children are to be signed in and out each day by an adult (a person 18 years of age or older). If you do not sign in and out, you will be charged for the whole day. The computer system serves as our signing in and out method, and billing system.**

**\*\*If you bring your child between the hours of 6:30AM and 9:00AM, you must sign your child in, using the computer in the office.**

**\*\*If you bring your child before 8:00AM, the computer will be located in Room 0.**

**\*\*If you are bringing your child just for preschool from 9:00AM to 12:00PM you will sign in and out in their classroom only.**

**\*\*Kindergarten is 9:00AM to 3:00PM. After 3:00PM, please sign out on the computer in the office.**

**\*\*If your child is not picked up by 12:10PM, we will sign your child into daycare and you will be charged accordingly.**

**\*\*If you pick your child up between 12:10PM and 6:00PM, please sign out on the computer in the office.**

**\*\*Any students, who will be using the Enrichment Center, must sign in and out on the computer in the office.**

**\*\*During the Summer Program, June through August, all children are to be signed in and out on the computer in the office.**

**\*\*If you sign up for a holiday and you do not use it, you will be billed a 1/2 day holiday charge.**

### **Pick-Up Late Fees**

#### **Preschool and Kindergarten:**

Students not picked up by 12:10PM or 3:00PM for kindergarten, will be placed in daycare at applicable rates. Your child must be signed out in the office.

#### **Day Care:**

A late fee of \$22.00 for the first 5 minutes will be charged for children not picked up by 6:00PM for any reason. \$1.00 per minute will be charged thereafter. If your child is not picked up by 6:30PM and if we are unable to contact anyone on your Emergency Release Form, we are obligated to contact the proper authorities.