



Parent Handbook

HOPEful Beginnings Parent Handbook

(All information is subject to change, but this is our intent with the knowledge we have at this time.)

MISSION STATEMENT

To provide a developmentally appropriate Christian environment where children are encouraged to let God love them, love Him in return, and love others in Jesus' name. Our goal is to come alongside parents as a team to help strengthen their children physically, socially, emotionally, mentally and spiritually.

THEME VERSE:

Luke 9:48 – “Whoever welcomes this little child in my name welcomes me...”

GENERAL INFORMATION

HOPEful Beginnings is in the process of becoming a full service licensed preschool and childcare center that is a part of the ministry of HOPE Church. Our program is licensed by the State of North Dakota and Grand Forks County Social Services.

CLASSROOMS AND ADULT/CHILD RATIOS

Infants Room 1 (Newborns & Beyond) Up to 8 children with 2 teachers
Infants Room 2 (Crawlers/Pre-Toddlers) Up to 4 children with 1 teacher
Toddlers (18 mo. +) Up to 20 children with 4 teachers
3-year-old Preschool..... Up to 14 children with 2 teachers
4/5-year-old Preschool..... Up to 30 children with 3 teachers

HOURS OF OPERATION

Our center is open from 7am – 6pm, Monday through Friday.

TUITION

Full Day Childcare with Embedded Preschool

Infants (ages 0 – 18 months)	\$850/month
Toddlers (ages 18 – 36 months)	\$800/month
3-year-olds	\$750/month
4&5-year-olds	\$700/month

*Rates include baby food, breakfast, lunch and snack. Diapers, wipes and formula are not included in this cost.

Morning Preschool Only

8:30am – 11:30am, Monday - Friday

3-year-olds	\$400/month
4/5-year-olds	\$375/month

Afternoon Childcare Only

12:30pm – 6:00pm, Monday - Friday

3-year-olds	\$400/month
4/5-year-olds	\$375/month

FINANCIAL PRACTICES

Families will be required to provide their bank account information so that an automatic electronic transfer can be set up for tuition payment transfers from a savings or checking account. Payments will be taken out on the 1st and 15th of each month, and will be paid in advance for the upcoming two-week period. When the transfer dates land on a weekend the transfer will happen the next business day.

In the event that the transfer is declined due to lack of funds, a \$50 service fee will be charged and the full payment will be due immediately. If payment is not received before the next tuition transfer date the child's

enrolment will be cancelled and full payment will be due immediately. For any further assistance or questions please speak with the childcare center director.

Electronic tuition statements will be sent monthly.

Since tuition fees are age-based, families will be notified in advance if their tuition statement will be changing.

There will be no refunds for days when children are absent.

A 30-day written notice is required when choosing to cancel enrollment, and the tuition will still be transferred for those 30 days whether or not the child is in attendance.

ENROLLMENT

Children will be enrolled on a first come, first serve basis, depending on openings available in each room. A non-refundable deposit is required at the time of online application to guarantee their spot is held. If no openings are available in a specific room, your name can be added to a waiting list and a deposit is not necessary at that time. We will contact you if an opening becomes available for your child. After the application is submitted, parents must attend a parent orientation meeting and complete all necessary paperwork before their child begins attending. Children with special needs will be accepted on an individual basis depending on the ability of the center to meet his/her needs.

CURRICULUM

We offer developmentally appropriate curriculum that is unashamedly Christ-centered and Bible-based. We strive to teach our lessons in a way that addresses growth in all areas of their lives. We support child-initiated as well as teacher-led learning, and feel both are essential learning experiences. Our center prides itself on allowing kids to enjoy hands-on learning experiences... and we'll do our best to clean them up afterward. ☺ Our goal is to provide an environment that promotes the complete development of children, preparing them to advance to a school-age education program.

CALENDAR

HOPEful Beginnings is always closed:

Labor Day

Thanksgiving Weekend (Thursday and Friday)

Christmas Holiday (Christmas Eve, Christmas Day, and the day following Christmas day)

New Years Day

Memorial Day

Fourth of July

3 staff training days (specifically noted on the annual calendar)

*Depending on the weekday that holidays fall on, there may be additional days that the center is closed.

Annual calendars will list exact dates for each year.

*Tuition remains the same for weeks that include holidays.

INCLIMATE WEATHER

We plan to follow the Grand Forks Public School announcements. However, we reserve the right to make decisions based on our own needs if necessary. Please see the HOPEful Beginnings website or Facebook page for added confirmation. A text message and e-mail will be sent to all families with current contact information in the event of cancellation.

DROP-OFF AND PICK-UP

Full day enrollees may arrive between 7am and 8:30am, and breakfast is served between 7:30am and 8:00am.

Children enrolling solely in the morning preschool program must arrive between 8:15am and 8:30am.

Children younger than preschool are not required to regularly arrive by the 8:30am start time.

In order to assure the safety of all children, we ask that you check each of your children in and out each day using our check-in systems. After checking in, take children to their designated classrooms. Parents are asked to initiate verbal contact with their child's teacher in order for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived!

When picking up your children please first stop at a check-in station to sign them out. Initiate verbal contact with the classroom teacher to be sure they are aware that the child is leaving their care. Your children will be released only to people listed on your authorization form. Please advise family and friends who occasionally pick-up that identification will be required.

Preschool children enrolled *only* in morning preschool must be picked up at 11:30am. Any preschool children still remaining in our care after 11:45am will be charged \$10 per 10 minutes for each child. Children who are enrolled full time must be picked up no later than 6pm and will be charged an additional \$10 per 10 minutes for each child that is in our care. Late fees will be billed on the next tuition statement.

If your child will not be attending any day we ask that you notify the director by calling our office number: xxx-xxx-xxxx. (TBD)

ILLNESS

In effort to keep all of our kids safe and healthy, please keep your child home if they are sick. We have a separate form that addresses our policies for various specific illnesses that every family must read and sign before their child begins attending. We know that often your parental discernment is the best indicator of if they should stay home, but here is a short review of our guidelines for families to refer to and follow:

- Must have been fever free *with no medication* at least for 24 hours (100.4 degrees constitutes a fever)
- Diarrhea and vomit free for 24 hours
- Pink-Eye: Children can be readmitted after seeing a doctor and seeking proper treatment
- Head lice or other infestations: Children can be readmitted when they have completed the prescribed treatment, are free of nits, and have been cleared to return by public health or your medical provider.
- Communicable Diseases (Hand Foot and Mouth, Chicken Pox, Fifth Disease, etc.): Please notify the center if your child becomes ill with one of these highly contagious diseases. Together we can work as a team to help all families be on alert for similar symptoms and keep our center as healthy as possible. Always follow doctors order and consult the center director before planning to return.

MEDICATIONS

We will work with your family to keep your kids at their healthiest! Parents can come administer medications themselves or choose to fill out our authorization form to allow staff to administer them. Prescription medications must be given to the person it was originally prescribed for, and must be brought to the center in its original, properly labeled container.

DIAPERING & TOILET TRAINING

Parents are asked to bring their own preferred brand and size of diapers for your child's diaper cubby, as well as any diaper creams you would like us to have access to. Our teachers will let you know if you are running low and need to supply more.

Please let your child's teacher know if you are ready to begin the toilet training process so we can support you and work together on this major developmental step! You may need to send extra clothing to accommodate us during this transition time.

MEALS AND SNACKS (Full day childcare only)

Breakfast, lunch and snacks will be available to all children enrolled in full time childcare. We are pleased to offer family style dining with healthy meals. All children will be encouraged to eat and try new foods, but not forced. We will do the best we can to meet varying dietary needs, but if your child has *any* food restrictions please contact the director to discuss how to best accommodate your child.

CLOTHING

Each child needs at least one complete spare outfit to be kept at the center. Please label all pieces of clothing to avoid confusion.

NAP AND REST TIME (Full day childcare only)

Children need a labeled blanket that comes with them on Monday and goes home to be washed on Friday.

FIELD TRIPS

We look forward to taking advantage of opportunities to take your kids out to enjoy real-world learning experiences! We will let parents know in advance if we are looking forward to any excursions so you can prepare your child. We always welcome parents to join us on these fun adventures and may even ask for extra help from time to time.

COMMUNICATION

Parents of infants and toddlers will receive a daily report about their child's "ins and outs." (What went in and what came out! ☺) You can look for any other extra communication on that same piece of paper so you can be well informed about how your child's day was.

Preschool families can look forward to a monthly newsletter to let you know about upcoming special events, what we'll be learning about that month, reminders, etc. Our newsletters will be e-mailed out to each family, posted at the center, and even available on our website.

Parent teacher conferences will be scheduled twice a year to review each child's progress and developmental success. These meetings will encourage ongoing communication and help strengthen and refine our goals for your child's growth and learning. Additional conferences may be added throughout the year if needed, but please keep in mind that pick-up and drop-off times are not the best times to address concerns with your child's teacher. We would love to set up a meeting with you in a setting where your teacher can devote their full attention to you.

ACCIDENTS & INJURIES

A form will be filled out to let parents know about any mishaps requiring attention or basic first aid, but not warranting immediate parent contact. Parents will be notified as quickly as possible if the child has any injury that places him/her at risk. When discussing accidents, we will always keep your child's identity private if they are involved in an activity the results in the injury of another child. In the same way, we will not disclose the identity of the other child involved if your child is the one injured. We will speak to all families involved, but this helps protect the children and we ask that you honor that.

BEHAVIOR MANAGEMENT

Our ultimate goal is to keep every child safe and to foster a fun, positive learning environment for everyone present. We also know that children are growing and learning, and discipline situations often open the door for teaching moments that allows for emotional and spiritual growth. With that in mind, teachers will use discernment in each situation and use methods such as re-directing their play, modeling alternate appropriate options, one-on-one discussion, and small group conflict resolution. Occasionally children may be asked to take a break from their interactive play and be given personal space to regain self-control before re-joining the group activities. Teachers will discuss any severe or recurring behavior concerns with the child's parents so they can work together towards improvement. The center reserves the right to discontinue enrollment of any child whose behavior is consistently unacceptable, or endangers his/her own safety or the safety of others.

CONFIDENTIALITY

We take your personal information seriously, and will not share your family's information with anyone before asking your permission. We do, however, enjoy sharing photos of our experiences, and sometimes even fun quotes and observations of the great things your kids share with us during the day! If for any reason you are uncomfortable with your child's photo being used in our newsletters or any publications, please let us know in advance. We will not list any names alongside children's photos on any publicly dispersed literature.

EMERGENCY PREPAREDNESS

Our staff has an emergency procedure plan so that all staff members are well equipped to remain calm and effective in the event of tornadoes, fires, lock downs, evacuations, and medical emergencies. In the event that we need to close the center mid-day, parents will be notified with a text message and e-mail.

SECURITY

HOPE Church cares very much about the security of the children we care for at HOPEful Beginnings. We are currently in the process of consulting and researching to determine our best plan. Our intent is to install security cameras in each room and high traffic entrances in the near future.