
PURPOSE STATEMENT

The purpose of Pearce 4 Kids (P4K) Child Care Center is to provide a loving and stimulating Christian environment for children from infancy through sixth grade during hours their parents must work. The program is designed to meet the developmental needs of each age group with fun activities while working to determine and respond to the unique needs of each child.

PHILOSOPHY

Our Before/After school and Summer CAMP programs are for children kindergarten through sixth grade, or up to 12 years of age. During the school year we provide care for children who attend the Churchville-Chili School District, as well as several private and parochial schools. Our focus in our after-school program is primarily on physical activity, arts and crafts, baking, and completion of homework. Our Summer CAMP program offers fun weekly themes with activities revolving around those themes.

At Pearce 4 Kids Child Care Center, we believe each child is a unique individual. We strive to provide a loving, nurturing, creative, and Christian environment for children. We are sensitive to their social, emotional, intellectual, physical and spiritual needs. We provide developmentally appropriate programs in a physical environment that is safe, clean, healthy, and child friendly. Classrooms are arranged to offer creative play and learning choices at a range of developmental levels.

The strength of our program is the experience, expertise, and dedication of our staff. We support our counselors with training, resources, and the freedom to create a unique and fun environment. We provide many opportunities for the teachers to share ideas and grow professionally. Our counselors create a caring and nurturing atmosphere that fosters each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent and appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. We strive to strengthen each child's own cultural identity, while instilling a respect for others.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and counselors - a partnership for the benefit of the child. We encourage daily communication between parents and Center staff. Our doors are open to parents at all times.

Our Center values people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to provide the best early childhood educational services possible.

PROGRAM OVERVIEW

Our **Morning Care Program** is for children who need care in the morning prior to the school start time. We open at 6:30 a.m. and the staff stays until the last child gets on the school bus. Morning Care is a relaxed program. We offer board games, coloring, some recreational play, and occasional movies or crafts and time outside, depending on the weather. A breakfast such as cereal, bagels, toast, and juice will be provided each morning with no additional charge.

Our **After School Program** begins with the arrival of the busses after school dismissal. A counselor checks them in as they arrive from the bus. Kindergarten and 1st grade children will go to the primary wing, and the older children will meet in Room 58 or the rec. room. The rest of the buses arrive between 3:20 and 3:50. As children arrive they have snack (K-1 in their classrooms, 2-6 in the snack room), and then begin their activities for the day.

When the weather is nice the children will be given the option of playing outside. When the weather does not allow for the children to play outside, we will make use of the Family Life Center and/or our recreation room. We believe that it is important to keep the children moving and active after a long school day and we encourage these large motor skill activities.

Monday through Thursday the homework room is available for children seeking a quiet environment to finish their school work. The homework room will not be open on Fridays. (Due to the number of children that attend P4K, it is impossible for us to keep track of when you want your child to go to the homework room. Please discuss your expectations for homework with your child ahead of time.) Other activity options for children include outside play, gym time, crafts, and other activities such as board games, quiet reading, and movies. Children in 2nd – 6th grades will use the tracking board to chart their location. Parents are encouraged to check the board before picking up their children.

Our **Summer Camp** is a 9-week summer program for children who will enter Kindergarten in the fall through children age 12. Activities may include field trips, music, drama, snacks and more ~ all corresponding with the week's theme. Information about Summer CAMP will be available by March of each year.

FULL DAY GUIDELINES (BEFORE/AFTER SCHOOL PROGRAMS)

There is a daily charge for full days. (Check tuition schedule)

- Due to staffing, we will only have guaranteed space for 30 children on a full day. A sign up sheet will be posted and parents will sign up for the day(s) needing care. A waiting list will be established after the first 30 children are signed up.
- Parents may remove their child from the list at any time before the end of the sign-up week without penalty.
- Once signed up, if it is determined that your child does not need care you are still responsible to pay for the spot unless it can be filled with a child from the waiting list.
- Parents must sign up in person, and only for their own children. No phone reservations can be made.

HALF DAY GUIDELINES (BEFORE/AFTER SCHOOL PROGRAMS)

There is a daily charge for half days. (Check tuition schedule)

- The number of registered P4K children that can be signed up for half day is unlimited.
- Parents may remove their children from the list anytime prior to the week of the half day. If they have not canceled by that time, parents are still responsible to pay for the spot as we must hire staff based on numbers signed up. Since we must maintain staff/child ratios required by our license, if a child arrives for a half day and has not been previously signed up we may have to call the parent to pick up their child from the program.
- Parents must sign up in person, and only for their own children. No phone reservations can be made.
- A surcharge of \$10 per child will be billed to parents whose children arrive from school for care but who have not been previously signed up.

SNOW DAY POLICY

In cases of inclement weather, ***Pearce 4 Kids will be closed when the schools in the Churchville-Chili School District are closed for the day.*** You will not be refunded for these days. If morning care children have already been dropped off at the Center prior to the schools' closing, Pearce 4 Kids will remain open until 8:30 a.m.

If children are dismissed early from school due to weather or emergency closing of the school, Pearce 4 Kids will open. Parents will be called and asked to pick up their children as soon as possible.

EMERGENCY CLOSING

Information regarding emergency closings can be obtained by listening to radio stations WHAM 1180 and TV stations WHEC Channel 10, Channel 9 R News and WHAM Channel 13 for information.

CURRICULUM

While our After School and Summer CAMP programs do not have formal curriculum, we actively work at helping children develop their social skills and often are able to provide an atmosphere of learning. We actively seek ways to help children connect with the world locally and internationally through projects, activities and special events.

CLOTHING/SUPPLIES

Children should come to P4K prepared with clothing suitable for the weather. Unless we have a note from you giving consent to do otherwise, all children will be required to wear a coat/sweatshirt outside on days when the temperature is below 60 degrees. We will use our best judgment about coats when the weather is above 60 degrees unless we have specific instructions from you.

We have found that sneakers or rubber soled shoes give the children the best support for running and active play.

CONFIDENTIALITY

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. Staff members are not allowed to divulge the names of children involved in discipline problems with your child. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Director for immediate investigation and action with the appropriate authorities. (See page 11 regarding our Mandated Reporting policy.)

DISCIPLINE

One of our goals is to help your child develop a positive self image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self directed and exhibit self control. In order to achieve these goals, we apply principles that build individual esteem and avoid any shaming practices. As such, we accomplish order and thus discipline through close supervision, gentle guidance, and redirection. We do not employ corporal punishment as a means of discipline.

ENROLLMENT CRITERIA

Children must be in Kindergarten and no older than 13 at the finish of the sixth grade year to participate in our Before/After School Program. Our Summer CAMP program accepts children entering Kindergarten in the fall of the same year through children age 12.

Children are admitted on a space available basis. A waiting list is maintained by the Registrar and will be used when an opening becomes available.

EXPECTATIONS

While at Pearce 4 Kids, we expect all children to treat our staff, their peers, and the building with respect.

FIELD TRIPS

We use a CDL licensed driver for field trips on Full Days and during Summer CAMP. (Full Days are when school is not in session, and children are enrolled for the day to be at Pearce 4 Kids.) The cost of field trips is covered in the full day charge unless otherwise noted.

Occasionally we have an opportunity to expose children to music or the arts or even science through opportunities on the campus of Roberts Wesleyan College. These are walking fieldtrips where children will be supervised by P4K staff.

FUND RAISERS

From time to time, we will run a fundraiser. We encourage your participation but we recognize you may have other obligations. All monies raised will be utilized to improve the operation of the P4K unless there's a designated charity noted in the promotional materials.

HEALTH CARE

Because of our concern for the health of your child and all other children in class, the following guidelines have been created. We appreciate your cooperation in complying with them. Children who are ill will not be accepted at P4K. Children who become ill during the day will be sent home. In all cases, P4K reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the Director or Director's Assistant to make that determination based on his/her best judgment. When a child will be absent due to illness, the parent is asked to notify P4K by 1:00pm.

In the event the following occur, we ask you to keep your child at home:

- A temperature of 100° or any fever accompanied by:
 - a deep cough
 - earache or draining ear
 - spasms of cough
 - sore throat
- A rash of any kind until diagnosed treated or declared harmless by a physician. Documentation from the physician must accompany the child when returning to school.
- Early colds (coughing and sneezing), very bad colds with purulent discharge.
- Diarrhea or vomiting the previous evening or before morning arrival - child needs to be free from vomiting or diarrhea for 24 hours before returning to school.
- Red, runny or matting eyes
- Bronchitis

We are a center for "healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

In the event your child becomes sick while at P4K, you will be promptly notified. We expect that you will pick up your child within one hour to take him/her home. A sick report will be completed and reviewed with you at the time you pick your child up.

If your child is diagnosed with a contagious illness, please inform the Center.

ILLNESS CHART:

Illness:	May Return:
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage and excessive tearing have stopped)
Croup	After illness has subsided:
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after antibiotic treatment has started/rash must be covered with band aid
Fever	24 hours after temperature is normal without the aid of medicine
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Mumps	14 days after swelling begins
Lice	24 hours after treatment is completed/ NO NITS may be present
Whooping Cough	At least 7 days after therapy has started
Pin worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	48 hours after start of antibiotic treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-Flu, Health Dept. must give order)
Bacterial (Spinal) Meningitis	When Health Dept. gives OK
Mumps	14 days after swelling begins

MEDICATION ADMINISTRATION POLICIES:

Medications may be administered by trained staff only. Medications must be checked in with a trained staff member who will ensure their immediate and proper storage in the designated lock box or refrigerator which are located in the P4K office. Below are basic guidelines regarding medical administration but parents should refer to the *Medical Administration Handbook* for more detailed information.

- Prescription Medications (ex. Oral, nasal, patches, nebulizer, EpiPen): requires written permission from a Licensed Health Care Provider. This medication must be in the original child-resistant container and have the original pharmacy label attached along with the package insert for a complete list of special instructions.

- Topical, Over-the-Counter (ex. Sunscreen, diaper cream, ointment): requires parental written instructions for administration, consistent with directions for use on the original container.
- If a child develops symptoms which require the need for over-the-counter medication while in our care, such medication may be given under oral instructions from the parent for *that day only*.
- Medication consent forms must be completed by a Licensed authorized prescriber and the parent/guardian when the medications are brought to P4K to be given to your child.
- We are not allowed to administer any medications to children by putting them in a bottle, cup or food.

INJURIES:

While it is our goal to keep your child safe while in our care, occasional accidents will occur. When a minor injury occurs, (cut, bruise, scrape, etc.), a staff member will provide basic first aid for your child. The parent will be notified of the injury when the child is picked up from the program. The staff member administering first aid will fill out an accident report and have it signed by an office staff member. Accident reports must be signed by the parent or their pick up designee, and returned to the office that day. If there is any doubt or question as to the severity of the injury, the parent will be contacted.

In the event of a major injury, the child’s parents, an ambulance, and the doctor will be contacted immediately by a staff member. A staff member will remain with the child to care for them. If a parent cannot get to the Center in time, the Director will go to the hospital with the child and the parent will be notified where to meet their child and the Director.

HOLIDAYS / SCHOOL BREAKS

The P4K Before/After School Program is not open on the following holidays:

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| • New Years Day | • Labor Day |
| • Good Friday | • Public School Thanksgiving Break |
| • Memorial Day | • Public School Christmas Break |
| • July 4 th (appointed holiday) | • New Years Eve/Day |

We are open for children who sign up on other school breaks and Superintendent’s days. A schedule for these full and half day opportunities is prepared and put in parent P4K mailboxes at the beginning of the school year. See page 6 for further details on full/half days.

HOURS OF OPERATION

P4K is open during the Churchville-Chili School schedule, Monday through Friday from 6:30 a.m. until buses take the children to school and from bus drop off time until 6:00 p.m. On Full Days and during Summer CAMP we are open from 6:30 a.m. until 6:00 p.m.

MANDATED REPORTING

As a licensed child care center, Pearce 4 Kids is required by law to report any suspected child abuse, neglect, or maltreatment. Any suspicious bruises, injuries or actions will be documented and reported to Child Protective Services. Questioning of the parent may or may not occur depending on circumstances. *All* mandated reports are not generated at Pearce 4 Kids. Doctors and teachers are also mandated reporters.

PARENT PARTICIPATION / OPEN DOOR POLICY

Pearce 4 Kids Child Care is committed to working with families. We strongly encourage parents to participate in every aspect of their child's program. Our main focus is your child. If you have any concerns or questions, please immediately contact the Director at 594-9191 or 594-1833.

It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's needs openly and honestly with your child's counselor. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate.

Parents are welcome here and you may feel free to enter your child's room at any time. Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and encouraged.

- **Parent Conferences** – Available upon request.
- **Home/School** – It helps us immensely when you communicate information regarding your child's illnesses, and other health concerns.
- **Parent Concerns** - If you have any problem or concern about our operation or your child's progress, please contact the Director immediately. Your concern is our concern.

PICK UP

No person other than those who appear on the departure authorization form will be allowed to pick up your child. If your authorized persons change you may send in a note letting us know of the change with your signature. Both parents in a divorce situation are permitted to pick up their children unless we have documents from the court that tell us otherwise. We can accept faxed notes that are signed by the parent giving permission for someone else to pick up their child. Our fax number is **585-594-0223**. If you will be late in arriving, please call. It helps to minimize unnecessary concerns. We know that there are occasional mishaps that prevent you from being here on time and we appreciate that most parents are consistent in picking up their children on schedule.

LATE FEE:

Our staff members often have commitments immediately following their scheduled work time. In consideration of this we have put in place a late fee system for children picked up after 6 p.m. There will be a charge of \$10.00 per child in 10 minute increments, and additionally, \$2.00 per child for every minute after 6:20 p.m. You will be billed for late fees. The payment of these fees

is considered as critical as regular childcare fees. If we have not heard from you by 6:30 p.m. Pearce 4 Kids reserves the right to call the Monroe County Child Protective Services.

SAFETY

We are dedicated to the safety of your children and our staff. This dedication is so important to us that we have established a staff position which monitors the sign in and out of children. We sincerely appreciate your participation in this system. Occasionally we have substitute personnel who monitor the receptionist's desk. When new personnel are at the desk we may need to ask you or your designated drop-off/pick up person for photo ID to confirm your identity. We collect pictures of those permitted to drop-off or pick-up children. This helps the procedure go more smoothly when someone new is at the reception desk.

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

- Please monitor your child in the parking lot.
 - Please make sure your child doesn't run ahead of or behind upon arrival and pick up.
 - Upon arrival please turn off your car.
 - Feel free to call ahead if you want us to have your child ready for pick up at a certain time.
 - Please check behind your car before backing out.
 - Please drive slowly in our parking lot.
 - Do not leave children in the car when entering the building.
 - Parking is permitted in the Pearce drop off alley on the North side of the building.
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SEASON OF OPERATION

The Center is open for Before/After School care from the first day of the Churchville-Chili School schedule until the last scheduled day of school with exceptions when there are holidays (see below) or for school breaks (see below). Summer CAMP will be offered for **eight** weeks in the summer and information will be out in March of each year regarding that program.

SNACKS / LUNCHESES

P4K Child Care serves a light snack every afternoon. During Full Days and Summer CAMP we additionally provide a morning snack. Parents must provide a bag lunch and non-caffeine beverage for Full Days and Summer CAMP. According to NYS health guidelines, all snacks provided to the children must be prepared by a commercial bakery or store bought.

SPECIAL OPPORTUNITIES

We offer ways for parents and children of Pearce 4 Kids to become involved with us in community and global arenas. We are privileged to connect families with opportunities for giving

such as Operation Christmas Child in which families provide a shoebox of small gifts for a needy child in poverty, or the Thanksgiving Basket drive for needy families in our area.

STATE CHILD CARE CENTER APPROVAL

Pearce 4 Kids Child Care Center is licensed by the New York State Office of Children and Family Services, 259 Monroe Avenue, Rochester, NY 14607. The phone number for this office is 238-8535. Our current license and regulations are posted on the wall going into the day care wing. There is also a copy of both posted behind the door in the P4K Office.

TOYS FROM HOME

Parents are strongly discouraged from bringing in expensive or treasured toys from home. At no time are children permitted to bring in toys associated with violence including toy guns, knives, swords, etc. The P4K program is not responsible for lost or stolen toys brought from home.

TUITION

A \$30 non-refundable fee is required with all registrations. Please consult with the Director or Bookkeeper/Registrar for tuition information.

Tuition for Before/After School care is due the first of each month during the school year. Payment in full is required. Please pay by check made payable to Pearce 4 Kids Child Care Center (P4K). If payment is not received by the first of the month, a late fee of \$10.00 is invoiced. Fees for After School are divided evenly so that your monthly payments are the same each month regardless of the number of days in the month, the number of vacation/holidays in that month, etc.

Summer CAMP tuition is due in full (less the \$20 week deposit) by the Friday prior to the week your child is signed up to attend CAMP. Upon registering your child for the CAMP weeks, you are responsible to pay for those weeks even if you cancel.

Tuition payments may be dropped off in the mailbox next to the Daycare doors or in the mailbox next to the P4K office. Returned checks will be charged a \$10.00 returned check fee.

WITHDRAWAL

If you wish to withdraw your child from the Before/After School program, a written two week notice is required. If we do not receive written notice that your child is being withdrawn we will continue to charge for care.

BOOKKEEPING QUESTIONS

If you have questions regarding your bill, please feel free to contact Beth Antes, Administrative Assistant for Finance and Programs Registrar.

Families who need monthly receipts for flexible spending accounts or tax purposes may send an email to Antes_Beth@pearcechurch.org or drop a note in the check box located outside of the P4K Office. Upon your request we will provide a receipt each month after we have received your payment.

WHERE TO CALL

Please contact us at **585-594-1833** if you have any questions relative to your child, our programs or any other issue you feel needs review. In the event that our phone service is down you can try the main church number **585-594-9488**. Our fax number is **585-594-0223**.

OUR ADMINISTRATIVE STAFF

Lydia Monroe, Executive Director

Monroe_Lydia@pearcechurch.org

Beth Antes, Administrative Assistant for Finance/Registrar

Antes_Beth@pearcechurch.org

Sue Smout, Before School & Summer KINDER-Camp Program Director

Ssmout3@aol.com

Rebecca Johnson, After School & School Age Summer Camp Program Director

beccajohnson@yahoo.com

Mattie Benedict, After School Administrative Assistant

benedict_mattie@roberts.edu

Other P4K Administrative Staff:

Heather D'Imperio, Day Care Program Director

dimperio_heather@pearcechurch.org

Please put "P4K" in the subject line. Know that our computer security often blocks attachments.