

# Handbook

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# *Our Mission*

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Our mission at FaithWorks is to empower the youth in faith while helping them reach their full potential socially, academically, physically and spiritually.

We have a responsibility to help children ages 6 weeks to 5 years achieve the following:

- Develop a strong sense of self by empowering them to be the best they can be for the Lord, themselves and others while increasing independence.
- Develop healthy habits, including eating, resting and toileting habits.
- Develop a strong healthy foundation for hygiene and safety.
- Learn the importance of hard work, team work and good character.
- Learn to respond to others in a health way and be able to express emotion constructively.

Overall we are committed to providing a comfortable and diverse learning environment to enrich our children and to provide support to their families.

# OUR FOUNDERS

Jessica Morris – Center Director/Pre-K Teacher

Jodie Anstine – Toddler/Preschool Teacher

Kimberli Stokes – Toddler/Preschool Teacher

**Jessica** graduated from Northwestern Oklahoma State University with a Bachelor's Degree in Elementary Education. She has a passion for working with children and helping them grow and succeed. Jessica has worked with children ranging in age from newborn to age 12 for the past 12 years.

**Jodie** has a passion for young children and has taught preschool for the past several years. She strives to engage the children in active learning through high-energy and hands-on lessons to reach their fullest potential.

**Kimberli** is a 2017 graduate from Summit Christian Academy. She has a passion for young children and is dedicated to the social, emotional and academic development of each child and makes sure that they get the best care and love that they all deserve.

## HOURS OF OPERATION

Monday – Friday: 6:00am – 6:00pm

After 6:00 pm there will be a \$10 fee added  
to the account.

## WEATHER CLOSINGS

In the case of severe weather, FaithWorks will alert  
Fox 4 News and KCTV5 if closing is necessary.

We will remain open unless weather creates endangerment to  
staff members & families.

# TUITION POLICY

## Registration Fee – Due upon Enrollment

1 Child - \$60

Family - \$100

Families must attend a pre-enrollment meeting to discuss care before attending FaithWorks.

Tuition is due every Friday before the following week. It may also be paid monthly on or before the first day of the month. If tuition is not paid by close on Monday, there will be \$10 late fee applied to the account.

Insufficient checks will have a \$20 fee applied to the account. After three insufficient checks, cash payments are required.

There must be a week written notice when withdrawing from the program.

	Full Time	Part-Time (2 or 3 days)
Infant	\$160	\$90
Two's	\$140	\$80
Preschool	\$120	\$70
Pre-K	\$100	\$60

# HEALTH RECORDS

It is required that each child have a medical examination before attending FaithWorks. Immunizations must be kept current and a copy must be kept on file at the center.

## ILLNESS

Children will not be accepted for care if they have experienced ill behavior within the last 24 hours. Children who become ill at the center will be required to be picked up immediately and will not be allowed to return until signs of illness are clear for 24 hours.

Children will be sent home if they have any of the following symptoms:

- Diarrhea
- Difficulty breathing
- Pinkeye
- Sore throat
- Unusual Urine
- Fever over 100° F
- Vomiting more than once
- Severe coughing
- Yellowish skin/eyes
- Unusual spots/rash
- Infected skin patches
- Grey/white stool
- Headache and stiff neck
- Severe itching of body or scalp

## MEDICATION

If medication needs to be given, a parent must fill out a medication form and the medication must be in its original container. Medications will be kept in a secure place.

# ARRIVAL & DEPARTURE

Children shall be clocked in using the tablet in the foyer upon arrival in the morning. Upon departure please collect your child's belongings and clock them out using the same tablet.

On Fridays your child's sheet and blanket are sent home to be laundered for the following week.

If you plan to keep your child home for a day please notify the center so the necessary schedule changes can be made.

Your child will only be released to those who are authorized after receiving notice from a parent. Please list on the enrollment form all persons able to pick up your child. Authorized persons are required to show a valid form of identification.

## EVENTS

FaithWorks will host fundraising events and celebrations throughout the year. Graduation will be held in conjunction with an anniversary BBQ at the end of June each year.

## MEALS

Your tuition includes breakfast, snacks and lunches. A weekly menu is always posted on the Parent Wall.

- Breakfast is served between 7:00am and 8:00am
- A morning and afternoon snack is provided every day. Morning snack is served at 9:00am and the afternoon snack is served at 3:00pm.
- Lunch will be served around 12:00 noon.

# HOLIDAYS

FaithWorks will be closed on the following holidays:

- Labor Day
- Thanksgiving – Thursday & Friday
- Christmas Eve and Christmas
- New Years Eve and New Years Day
- Good Friday
- Independence Day (July 4<sup>th</sup>)
- Memorial Day

If the holiday falls on the weekend, the center will be closed the preceding Friday or the following Monday. (With the exception of Independence Day)  
Holidays are paid holidays for teachers; therefore your tuition remains the same if the center is closed.

# DISCIPLINE & DISMISSAL POLICY

We maintain a positive discipline policy that focuses on redirection, prevention, firmness and consistency.

If a problem arises, we will hold a conference with parents and together work to find a solution. Parents may be asked to remove the child for the remainder of the day if the behavior is preventing teachers from properly caring for the child. If the problem continues, other arrangements for the care of the child will have to be made.

There will be no spanking, physical or verbal abuse, name calling or isolation used. Time out will be used as a disciplinary action as well as withdrawing privileges.

# PARENT COMMUNICATION

Good communication is very important. We will have two scheduled Parent-Teacher Conferences a year. We welcome any questions, concerns, feedback or discussions that can better the outcome for the children.

Parent newsletters and/or informative papers will be placed in the child's cubby as well as hung on the class bulletin board inside the classroom.

## PROGRAMS

### **Nursery**

- Our nursery room cares for children ages 6 weeks to 24 months in a calm, safe and happy environment. Each day will include indoor and outdoor child initiated and teacher facilitated experiences for the little ones to explore and discover. Our loving staff will assist in sensory, communication and motor skill development. Loving interaction between our staff and little ones will be given all day throughout playtime, rest time, feedings and diaper changes.

### **Preschool**

- In our preschool classroom children participate in daily group activities to promote social skills, build cognitive skills, learn the organization of colors, shapes and counting, learn the alphabet, pretend play and other developmental skills. The teacher balances both playtime and learning throughout the day. As two and three year olds they now have the ability to create sentences, so our teacher will provide great opportunities for one-on-one teacher/student conversations, peer conversations as well as teacher guided group discussions. The toys and learning centers in this class focus on dramatic play, language, math and sensory exploration. Sign language is used to give the children additional communication tools. Children have the opportunity to learn concepts like: shapes, colors, numbers and letters, and the celebration of birthdays and holidays.



## Pre-K

- Our Pre-K class starts building on the foundation of formal education with an approach that is fun and exciting.

Our curriculum for the Preschool children follows a theme base, meaning lessons that are structured around a central topic each week. Children are given the opportunity to select Centers that they find interesting throughout the day. Our Pre-K program focuses on academics as well as social and spiritual development. The program is designed to prepare children for Kindergarten through hands-on experiences, active play, and pre-academic studies. Pre testing and post testing of academic skills are used to measure and determine curriculum. Fine motor skills are developed through drawing, writing and cutting.