

Calvary Chapel Lake Arrowhead



School Aged Child Care

Parent

Handbook

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Mission Statement

The Calvary Chapel Lake Arrowhead R.O.C.K. School Aged Program's mission is to provide children with a Christian, safe and loving environment, which supports their spiritual, academic and personal development. It is our mission to provide children, five thru 13 years of age, with a solid foundation upon which they will grow into disciples of Jesus Christ, achieve academic excellence and become a positive influence on the world around them.

Program Philosophy

The philosophy of Calvary Chapel R.O.C.K. School Aged Program is based on the desire to see children grow in excellence into the calling that God has placed on their lives. Children with working parents need a warm, supportive, safe environment in which individual differences are valued to come to before and after school. God has created each child uniquely. In His word we are called His workmanship, or work of art. It is our goal to promote each child's unique giftedness through providing a loving, safe, environment, where he or she can come before and after school.

As a team of teachers at the R.O.C.K. School Aged program we want to promote your child's giftedness and education in the classroom. Our Classroom schedule is designed to cater to children's differing needs, capabilities and development. A wide range of classroom activities are planned to support each child's physical, social, emotional, cognitive and creative development. The activities are designed to be open ended and exploratory in order to aid in reaching their highest potential of learning. One of our main objectives in the classroom after school is to aid children in completing their homework, to enhance the education that they are receiving at school.

Additionally, it is our goal to foster self-learning, decision-making, and responsibility in children. We believe that the most effective way to meet each child's needs is to have open communication between school and home, and to work as a team to promote God's gifts and talents in your child.





Facilities and Programs

Location

The Calvary Chapel Lake Arrowhead School Aged Child Care is located on the grounds of the Calvary Chapel Lake Arrowhead Church and the Elementary through High school campus. The School Aged program is housed in a separate classroom designated for children who are five thru 13 years of age. The hours of operation are 6:00 a.m. to 6:00 p.m. Monday through Friday. The main office telephone number is (909) 337-2468, the fax number is (909) 337-9656, and website is www.cclaca.com.

School Aged Classroom

The Calvary Chapel Lake Arrowhead School Aged classroom is spacious and designed to accommodate 22 children. Our program offers a morning, before school, and an afternoon, after school, session to meet the needs of as many families as possible. The classroom is equipped with a variety of furniture to provide a means for completing daily activities.

The classroom operates on a daily schedule that will remain routine with consistent times for activities such as: Home Work Time, Snack Time, Activity Time, Free Play, and Outside Play. These times are designed to be consistent to provide your child a sense of security and expectation during their hours of care. The daily schedule will be posted near the sign-in book of the classroom. Additionally the teacher will post a weekly lesson plan that outlines the daily curriculum and learning activities.

Out-Door Play Area

A fenced outdoor play area is located near the upper parking lot of the church, north of the classroom. Children will be escorted by teachers to the playground and supervised at all times. The area is covered in wood chips and equipped with climbing equipment, swings and slides to facilitate the development of children's motor skills. The playground also provides an area shaded by trees for children to utilize for resting or playing under during warm days.

Enrollment Procedures

To begin the enrollment process, a parent or caregiver must complete and return an application. Please contact the Preschool & School aged office for deadline information.

***Enrollment requirements**

Prior to admission the following items must be completed.

- ⇒ All Community Care Licensing documents must be completed per Title 22 Regulations
- ⇒ Registration fee of \$100 must be paid
- ⇒ An Emergency Card must be filled out, and updated as necessary
- ⇒ A CCLA R.O.C.K. Admission Agreement form and Admission Contract
- ⇒ A CCLA R.O.C.K. Parent Permission form as needed for emergencies, photographing, etc.

Hours of Operation & Food Service

Calvary Chapel School Aged Program is open from 6:00am to 9:00 a.m. and 2:00 p.m. to 6:00 p.m. During these times we offer a before school and after school session to accommodate the unique needs of parents. The morning session is held from 6:00 a.m. to 9:00 a.m., the afternoon session is held from 2:00 p.m. to 6:00 p.m. Children may be enrolled in both sessions, if this will accommodate the needs of the parent. During times of school breaks the school aged program will be open all day to accommodate the needs of parents. On days when your child will be at the program for a full day, you must provide your child with a packed lunch. If a child does not come with a lunch it is the parent's responsibility to pick their child up before 12:00 p.m., or drop them off after 1:00 p.m. The Calvary Chapel R.O.C.K. school Aged program will provide a nutritious snack at 7:30 a.m. and 3:00 p.m. The snack service schedule will be posted monthly near the sign-in book. All children attending the program with allergies will be given an appropriate snack based on their unique needs.

*We will follow the Child and Adult Care Food and Nutrition Program guidelines for all our snacks provided.

We will be closed on the following holidays:

The R.O.C.K School Aged Program will be closed on the following days: New Year's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the day after, and Christmas Day. On Christmas Eve day, we will be closing early. If a holiday falls on a Saturday, we will close the Friday before. If a holiday falls on a Sunday, we will close the Monday after.

Snow Day Policy

In the event of a Rim of the World School District snow day will we do our best to be open and provide care for your child. If the road conditions are unsafe we will be closed, and we will contact you no later than 6:00 a.m.

Power Outages

In the event of a power outage we will contact parents. If we feel that it is getting too cold we may ask that parents come pick children up; however, we will remain open.

Evacuation Plans

In the event that we have a need to evacuate the facility due to earthquake or fire we will follow the evacuation plan posted in your child's classroom. Our two relocation centers are as follows:

In the event that we have to evacuate the facility, but not the mountain we will take the students to: Grandview Elementary School
180 Grandview Rd.
Twin Peaks Ca. 92391

In the event that we have to evacuate transport the students off the mountain we will take them to: Calvary Chapel San Bernardino
1499 E Baseline St.
San Bernardino, Ca. 92410

***Tuition and Payments**

The tuition rates of Calvary Chapel Lake Arrowhead R.O.C.K. School Aged Program are established by the Calvary Chapel School Board. These fees are established to maintain the quality of the program and to be comparable with local childcare programs.

- ⇒ A contract with hours and fees must be established before a child's attendance in the program.
- ⇒ The full contract amount must be paid regardless of absence.
- ⇒ We will try to accommodate make up days, depending on availability
- ⇒ All fees must be paid upfront or on a weekly basis.
- ⇒ In order to terminate a contract parents must provide a two-week notice.

Health and Illness Policy

Parents are encouraged to monitor their child's health on a daily basis. Keep in mind that if you send your child to childcare when they are sick, they may potentially infect other children and staff.

If your child exhibits the following symptoms, please do not send them to the program:

- ⇒ Unusual or unexplained rash, especially on uncovered parts of the body and/or child is scratching it.
- ⇒ Vomiting.
- ⇒ Diarrhea (2 or more instances in a short period of time).
- ⇒ Temperature of 100 degrees or more accompanied by any of the following: tiredness, coughing, lack of appetite, rash, extreme irritability, or inability to participate in activities.
- ⇒ Red eyes that exhibit swelling and discharge.

–If they exhibit these symptoms during the day, we will call you and ask you to come pick them up.

Prescription Medications

Any prescription medications must arrive in their original container, with your child's name, the instructions for administration, along with a prescription date within the last 30 days. Over the counter medications must also be in the original container and be **accompanied by a Doctor's note outlining what the medication is for as well as administration directions.** Parents must

also fill out a **“Medication Administration Form”** and sign it. Please notify us of any allergies your child has, so that we can ensure their safety in all situations. If your child requires an Epi-Pen, please bring one properly labeled as outlined above, that we can keep on site.

👏 In the event of a medical emergency, every effort will be made to contact the Parent/Caregivers. However it is vital that we have an emergency release form on file for every child enrolled in the School Aged Program. This way if we are unable to reach you or have to act quickly for the health and safety of the child, we have the appropriate paperwork.

👏 For small injuries or accidents, an “Incident Form” will be filled out by your child’s teacher and placed in the Sign-In/Sign-Out Book. Please review the form and sign it when picking up your child from the program.

Discipline Policy

The goal of any necessary “discipline” or guidance at CCLA R.O.C.K. School Aged Program is to promote lifelong self-control and self-discipline in children. We want children to learn to make appropriate choices by themselves and not rely on adults to control their behavior for them.

In accordance with our goals for discipline, we utilize supportive and fair discipline techniques that help children acknowledge their behavior, make choices about the solution and be responsible for the consequences.

At no time will any physical discipline techniques be used to discipline. The largest consequence a child will receive for behaviors that are “unsafe” is being invited to sit in “thinking time.” This is a time when the child will sit down in a chair for as many minutes as they are old. After they have had this time to think about their behavior, and better choices they could have made, they will then discuss the situation with their teacher and return to the regular classroom activities.

👏 Please also understand that if your child’s physical or emotional needs cannot be met by the program, and/or if your child inflicts bodily harm on another student or teacher, they may be expelled from the program. We will make every effort to work with your child and meet their needs. However, we must protect the health and safety of all of the children present in the program.

Transportation

Children attending the before school program must be brought in by their Parent/Guardian. However, children that attend the after school program can take the Rim of the World School District bus to the Grandview Elementary bus stop and we will have a teacher from our program waiting to greet them when their bus arrives. For children who attend Grandview Elementary, a teacher from our program will walk across the street and meet them in the pick-up line at the school.



Arrival and Departure Procedures


Arrival: The earliest arrival time for both the morning and full day sessions is 7:00 a.m. For children who attend the afternoon session the earliest arrival is at 2:00 p.m. Each child must be accompanied into the building by a parent/guardian or authorized adult (this will be your child's teacher if we are receiving them directly from the bus or school). Each child must be signed in upon entering the classroom and the parent must make direct contact with the teacher. Signing in and out is important for the purposes of attendance, safety, and communication. To ensure that your child's belongings stay together, be sure to label all clothing, backpacks, etc. and place them in the child's cubby during their time of arrival.

Departure Children must be accompanied out of the childcare classroom by a parent/guardian or authorized adult and signed out on his or her daily attendance sheet in the Sign-in /Sign-out Book. Any adult other than a parent or guardian that wishes to pick up a child must be listed on the child's emergency card, be 18 years or older and have a valid picture I.D. Staff will check for these requirements before the departure of your child. The School Aged program closes promptly at 7:00 p.m. Parents are expected to pick up their children on time. All children must be signed out with a full signature and the time of departure noted.

***Late Pick-Up Policy-**

The School Aged Program closes at 6:00 p.m. Children are expected to be picked up promptly by 6:00 p.m. For every minute that a child is picked up late a \$1.00 fee will be accrued. This means if you are eleven minutes late to pick up your child an \$11.00 fee will be added to your tuition. Parents are responsible to synchronize their watches with the preschool clock. **There is no grace period at the time of close.** If a child is picked-up late more than three times their contract may be terminated.

Child Expulsion Policy

 Please understand that if your child's physical or emotional needs cannot be met by the program, and/or if your child inflicts bodily harm on another teacher or student, they may be expelled from the program. We will make every effort to work with your child and meet their needs. However, we must protect the health and safety of all of the children present in the program.

We make every effort to work with our families and love them as well as their children. However, for reasons of safety and integrity we must adhere to the following policies:

 Additional reasons that we may have to expel a child include but are not limited to:

- Failure to pay
- Routine late pick up
- Failure to complete required forms
 - Lack of parental cooperation
- Failure of the child to adjust after a reasonable amount of time
 - Physical or verbal abuse of any person on the property
 - Lack of compliance with Handbook regulations
 - Serious illness of child

Summer Day Program

Our summer day camp program is designed to make sure that the children in our care experience a wonderful event filled summer. We take many field trips. We try to be gone from campus at least three days per week. We go swimming, hiking, to the movies, to museums, to theme parks, to water parks and try to include activities that the children are really interested in doing. For this reason, this program carries a per child activities fee that covers all of their entrance fees and tickets for the summer. The fee depends on the

activities planned each summer and so will vary. Please see the director with any questions you may have.

😊Please be sure to keep all of your CCLA School Aged Program contracts, receipts, and contact information for your reference and records.😊

Calvary Chapel Lake Arrowhead Preschool



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