**Parent Handbook**

****

**801 Seymour Road**

**Bear, Delaware 19701**

**Phone: 302-328-3388**

**Fax: 302-322-5171**



Dear Parents,

Welcome to Fairwinds Little Friends Daycare. We appreciate your interest in our center and hope you will be pleased with the services we offer. Our goal is to provide quality childcare and education in a nurturing environment at reasonable prices. If you wish to meet with the director or schedule a tour, please consider calling ahead to schedule in order to avoid schedule conflicts.

Our main objective is to provide a positive, Christian atmosphere that promotes the social, physical, intellectual and emotional growth of children. Learning experiences, appropriate to the developmental age of each group, are provided daily.

The daily schedule includes each of the following:

* Breakfast, Lunch, and Afternoon snack
* Nap time
* Large and small group interaction that helps stimulate cognitive growth and creativity
* Outdoor activities that will help develop large and small motor skills.

In Him,

Dawn Miller, Daycare Director

302-328-3388

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**PURPOSE OF FAIRWINDS LITTLE FRIENDS DAYCARE**

* To provide quality childcare and education in a nurturing environment
* To promote social, physical, intellectual, and emotional growth of children
* Intended to be an extension of a godly and Christian home
* An arm of Fairwinds Baptist Church and Christian School
* Diligently teach our children how to know and love God with all their heart, soul, and strength
* Our desire for each child is that they:
	+ Learn about Jesus and His love for them
	+ Learn about the Bible
	+ Aid in overall development of each child
	+ Thinks of FLF as a safe and happy place
	+ Make new friends

**PHILOSOPHY OF FAIRWINDS LITTLE FRIENDS DAYCARE**

 Fairwinds Little Friends Daycare’s philosophy is based upon the Word of God. The primary objective and purpose of the daycare is to train the children in the way of life presented in the Scriptures while giving them the opportunity to learn through play and learning experiences. We believe that “the fear of the Lord is the beginning of knowledge”, and that all knowledge has its foundation in the Word of God. We believe the Bible is God’s inspired Word, and we teach it as such, helping children to know and obey God as revealed in the Scriptures.

Children between the ages of birth to 6 years old experience their world through their sense of touch, taste, sight, hearing, and smell. Our goal is to provide children with a sense of security and opportunities to learn and grow by exploring, asking questions, working independently, within groups, and with adults to develop and build their physical and social skills. We guide the children in our care with consistency, by redirection, and with positive reinforcement.

Play is an important tool for learning. It allows children to formulate healthy experiences. Play is work to children. In play time, children learn the rules for sharing, getting along with others, how to help others, how to recognize emotions, how to handle those emotions and conflicts, and how to appropriately interact with others. They also learn to foster imagination and creativity through play. A large portion of the day is spent in teacher guided, free choice play as well as teacher directed activities.

Character training is an important element in Fairwinds Little Friends Daycare. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self discipline. Character training is essential to the emotional, physical, social, and spiritual wellbeing of the children.

The teacher is the authority in the classroom. Discipline is administered firmly but fairly. Children are taught what it is to be loving, hard-working, thoughtful, kind, patient, and gracious. These attributes are emphasized and revealed through stories, songs, Bible time, and daily classroom interaction. In addition to achieving academic excellence, your child will gain knowledge, confidence and self-esteem as a result of learning these basic Christian principles. We strive to teach the whole child by providing quality Christian education in a nurturing atmosphere.

Character building takes place throughout our day, via every teaching method, and in every attitude. Any action of a student or teacher can create a teaching moment for training character. During these early years of development when your child’s character is being formed, we intentionally strive to instill the following positive values:

1. Respect authority
2. Pay attention
3. Obey willingly
4. Apply yourself to the task at hand
5. Learn rules and apply them
6. Do your best
7. Learn to work hard
8. Develop positive habits

A list of the habits that we emphasize includes, but is not limited to orderliness, carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline, endurance, helpfulness, neatness, patience, good judgment, and respect.

Any behavior or display of attitude that is in opposition to the basic principles and purpose of the daycare, or which restrict the spiritual or academic atmosphere of the daycare, is strongly discouraged. While not comprehensive, the following is a general list of unacceptable behaviors which will not be tolerated:

* + Being disrespectful to the teachers or other persons.
	+ Lying, cheating, stealing, using profanity, or other immorality.
	+ Fighting, excessive noise, disorderly conduct anywhere on the church/school campus or while in the care of FLF Preschool staff.
	+ Tampering with school or church equipment or destroying another individual’s property in any manner. (Parents may be financially responsible for damages.)

Praise and positive reinforcement are effective methods of behavior management of young children. When children receive positive, non-violent, understanding interactions from adults and others, they develop good concepts of problem-solving, self-value, and self-discipline. Based on this belief on how children develop values, FLF will provide the following discipline management policy:

We DO:

* Praise, reward, and encourage children
* Set limits for the children
* Model appropriate behavior for the children
* Modify the classroom environment in the attempt to prevent problems before they occur
* Listen to the children
* Provide alternatives for inappropriate behavior to the children
* Provide the children with natural and logical consequences of their behavior
* Treat the children as people, and respect their needs, desires, and feelings
* Explain things to children on their level
* Use short, supervised periods of time out
* Strive to be consistent in our behavior management program

We DO NOT:

* Spank, shake, bite, pinch, pull, slap or otherwise physically punish children
* Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or verbally abusive language to the children
* Shame or punish the children when bathroom accidents occur
* Deny food or rest as punishment
* Relate discipline to eating, resting, or sleeping
* Leave the children alone, unattended or without supervision
* Allow discipline of children by children
* Criticize, make fun of or otherwise belittle children’s parents, families or ethnic groups.
* As a staff, we strive to be models of Christ in our understanding, patience and love. It is not enough to simply talk about doing right; it must also be modeled in the classroom. We work to provide an orderly, organized environment for your child so that developing good character traits will come more naturally.

**NON-DISCRIMINATION POLICY:**

Fairwinds Little Friends Daycare admits children of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the daycare. FLF does not discriminate on the basis of race, color, gender (given by God at birth), and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and other school – administered programs. FLF does not discriminate on the basis of race, color, gender (given by God at birth), and national or ethnic origin in its employment of staff/faculty, paid and or voluntary.

**DOCTRINAL STATEMENT OF FAIRWINDS LITTLE FRIENDS DAYCARE**

• We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages. Students must use the King James Bible in school and for all school activities when a Bible is needed.

• We believe in God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; I Corinthians 8:6; John 1:1,14; Colossians 2:9; I John 5:7-8)

• We believe in the Deity and Virgin Birth of Jesus Christ. (John 1:1-3; Colossians 1:15-16; John 10:30; 17:11,22 / Genesis 3:15; Isaiah 7:14; Matthew 1:23; Luke 1:26-35)

• We believe that salvation is "by grace" plus nothing, and minus nothing. The conditions to salvation are repentance and faith in Jesus Christ. (Romans 3:24; Ephesians 2:5,8-9; 2 Timothy 1:9)

• We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. (Romans 3:20,24,28; 5:1)

• We believe in the visible, personal, and premillennial return of Jesus Christ. (I Corinthians 15:20-23, 51-52; I Thessalonians 4:16-18)

• We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (John 14:1-6; 2 Corinthians 5:8; Revelation 21:2,3 / Luke 16:23; Matthew 8:12;

Mark 9:43-48; Revelation 20:15)

• We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9;

1 Thess. 4:1-8; Heb. 13:4)

• We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

Note: The Philosophy and Doctrinal Statement of Fairwinds Christian School must be read and signed by the parents/guardians wishing to enroll their child in Fairwinds Little Friends Daycare.

To the parent: by signing you hereby state that you have read and are in full agreement with the Philosophy and Doctrinal Statement of Fairwinds Little Friends Daycare.

Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Policies**

***\*\*\*Fairwinds Little Friends Daycare is a Ministry of Fairwinds Christian School. However, our daycare policies, rules, and fees pertain solely to the daycare. Any daycare related questions or concerns should be directed to our daycare director. You may reach us at 302-328-3388.***

**HOURS OF OPERATION:** Daycare will be open Monday-Friday from 6:30 AM to 6:00 PM, unless otherwise noted. Parents are encouraged to stop by at any time during hours of operation, but please consider calling ahead to schedule a time if you wish to meet with the child’s teacher or director for a specific question or concern that cannot be addressed via email or telephone. This will allow us to avoid schedule conflicts and classroom coverage, so we can continue to care for our children while you get the full attention you need.

**HOLIDAYS:** *Full payment is due for the week even if it includes a holiday. The daycare will be closed on the following holidays: Martin Luther King Day, President’s Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Eve (closing at 3:00 P.M.), Thanksgiving Day, Black Friday, Christmas Eve (depending on what day of the week it falls) Christmas Day, the day after Christmas, New Year’s Eve (depending on what day of the week it falls) and New Year’s Day.*

**STATE OF EMERGENCY:** Daycare will be closed for all “State of Emergencies”.

**IN SERVICE DAYS:** The last Monday of every month has been set aside for the daycare to close early at 3:00pm for Staff training and deep cleaning. Please note these days on your monthly calendar. If we have other “in service days” throughout the year, prior notice will be given, at least 30 days in advance.

**SNOW DAYS:** If Fairwinds Christian School is closed for inclement weather, the daycare will also be closed. Please checkradio storm watches and the local television stations for school closings. You will want to check for “Fairwinds Christian School” (New Castle County, DE).

**MEDICATON: ALL** medications must be in their prescribed bottles. No medication will be administered by the daycare staff without a medication log form filled out. In case of an emergency, Tylenol or a similar product may be given with a parent’s verbal approval by phone. When the parent arrives to pick up the child, a signature of medication approval will be required

**PICK-UPS:**  If someone else will be picking up your child, parents must give the daycare staff an authorized note or phone call. Picture identification will be required.

**SIGNING IN/OUT:** All children are to be checked in and out using the parent iPad via the Brightwheel app. Each parent has a unique code specific for their child/children. (See *COMMUNICATION* for other uses of this app in our center.)

**DROP-OFF TIME:** Drop-off time begins at 6:30 AM and ends at 9:00 AM. Our learning activities start at 9:00 and it is very disruptive to our learning environment when a child comes in late. If you have a doctor’s appointment or other reason for being late, please call or let us know ahead of time so that we can be sure to have the proper staffing on hand, as well as accommodate our schedule to accept incoming children.

**PICK-UP TIME:** Children must be picked up by 6:00 P.M. Failure to pick your child up by 6:00 P.M. will result in a late fee (see *FEES*). We understand that you may want to discuss your child’s day at pick-up time, however we ask that any discussion should be kept to a minimum. We will be glad to set up a time for you and the teacher to discuss any issues that you may have with our director. Please be responsible for your child’s actions while they are with you as we must continue to give the other children our attention and maintain a calm, safe atmosphere.

**COMMUNICATION:** We are currently using an app-based program called Brightwheel to communicate with parents about their child’s day (i.e. diaper changes, naps, food and bottles etc.). This program allows you to download an application from your smart phone or tablet device and once you have received a unique code associated with your child, you will be able to open the app and see how your child’s day is going. We can also use this app to post pictures of your child as well as keep you up to date on any supplies they may be running low on. Brightwheel also allows our director to quickly communicate with all our families at one time using the messaging system on the app. We will also be putting a monthly calendar together and posting it on Brightwheel, on classroom bulletin boards, and in your child’s cubby to take home. This calendar will indicate any special events and days that we may be closed or closing early.

**MEALS & SNACKS:** Meals and a healthy afternoon snack need to be supplied by the parents. Parents will also need to supply formula, bottles, and baby food. Breakfast for the Toddlers and Preschoolers is from 7:30 A.M. until 8:30 A.M. If you are dropping your child off at 8:25 or later, please be sure they eat at home. We are not able to serve breakfast after 8:30am. Lunch is served between 11:00 A.M. until 12:00 PM (see classroom schedules for more detailed time information).

**\*WE ARE A PEANUT FREE FACILITY\***

Some suggestions when packing your child’s lunch may include, but are not limited to:

1. Breakfast: Milk, fruit, Pop-Tarts, French Toast sticks, mini pancakes, yogurt
2. Lunch: Milk, fruit, vegetables, fish sticks, chicken nuggets, macaroni & cheese, hot dogs, leftovers

**PHONE CALLS:** Please keep phone calls to teachers to a minimum during class times as we are busy learning and the staff needs to be able to focus on the children. Of course, if you must get in touch with us, you may call at any time and the director will be available to take calls and can pass on messages at any time to teachers. Brightwheel is a great way to get in touch with your child’s teacher for non-urgent matters.

**TRANSITIONING:**  When it comes time for your little one to move up into the next room, we will start transitioning over a two-week time span. We will discuss with parents when to begin that transition. On the Monday morning of the transition, your little one will spend about an hour to an hour and a half with their new class. They will gradually increase the amount of time spent in their new room over a two-week period. They will be completely transitioned over by the third week. We will be in constant communication with the parents during this transition time.

**FEES**

**Please make your checks payable to: Fairwinds Christian School**

$25.00 Registration fee per child (Non-Refundable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Room** | **Full Time Weekly Rate****(4 to 5 days)** | **Part Time Weekly Rate****(up to 3 days)** | **Daily Rate** |
| Infant Room (8 weeks to 12 months) | $200.00 | $180.00 | $60.00 |
| Ones Room (12 to 20 months) | $190.00 | $170.00 | $55.00 |
| Younger Twos Room(20 to 30 months) | $180.00 | $160.00 | $55.00 |
| Older Twos and Threes Room | $170.00 | $150.00 | $55.00 |

A 10% discount will be given for each additional immediate family member. Infant rates will not be discounted.

**ADDITIONAL FEES**

**Payment/Late Payment Fee:** There will be a late fee of $5.00 per day for each day your payment is late. Late payment is cause for termination. Payment is due at the morning drop-off on Monday or the first day they attend for the week. The late payment fee begins after drop-off and continues for each day the payment is late. A $25.00 fee will be charged for a return check and payment will be required by cash thereafter.

**Late Pick-up Fee:** A late fee of $10.00 per child, for the first 15 minutes will be charged for all pickups after 6:00 P.M. Starting at 6:15, one dollar per minute will be charged per child.

**Sick/Absent Days:** Payment is required for ALL DAYS a child is absent when the child is scheduled to be in daycare.

**Leave of Absence:** If you expect your child to be out of daycare (for reason of illness or non-illness) for a prolonged period of time (over 4 weeks), we require a one-week deposit (ie, you will pay whatever your normal one week tuition is at the time the absence begins) to hold your spot until a date agreed upon between you and the director. The director will hold the spot until the agreed date with that deposit. If you do not return or contact the director to make different arrangements by the agreed upon date, you will be considered withdrawn, you may lose your spot, and you will have to follow the enrollment process if you should decide to return after that point. If no deposit has been paid, unless specific arrangements have been made and your child has not been in the daycare for six (6) weeks, you will be considered withdrawn and will have to follow the enrollment process if you should decide to return.

**Scheduled Vacation Discount Policy:** After your child has been enrolled full time in our center for 3 months or more, you may qualify for a scheduled vacation rate.  You must notify the director, in writing, at least two weeks prior to your scheduled vacation dates to qualify for the reduced rates of 50% off your current tuition rate.A scheduled vacation must cover within a normal, consecutive Monday through Friday week. Pro-rated weeks will not be considered a vacation week. If you attend any day within that week, you will be required to pay your regular full tuition rate for that week.

**There will be an automatic review of the contract with the possibility of a rate increase and/or contract revision on a yearly basis. There will be a 30-day notice before the increase will go into effect.**

**ABSOLUTELY NO CASH REFUNDS**

**SICKNESS POLICIES**

**PLEASE KEEP YOUR CHILD HOME IF HE/SHE IS TOO ILL TO BE AROUND OTHER CHILDREN.**

**IF YOUR CHILD IS KEPT AT HOME OR SENT HOME FOR THE FOLLOWING REASONS THEY WILL BE ASKED TO REMAIN HOME AT LEAST FOR 24 HOURS. THIS HELPS ANY VIRUS TO COMPLETELY BE GONE FROM A CHILD BEFORE THEY RETURN TO THE OTHER CHILDREN. WE MAY ASK FOR A DOCTOR’S NOTE FROM YOU ON THE LIST BELOW:**

**Temperature:** If your child has a temperature of **100.5** degrees or more. The fever must be broken **without Aspirin, Tylenol, etc., for a period of 24 hours.**

**Diarrhea:** Diarrhea is characterized as two times the child’s usual frequency of bowel movements with a loose consistency within a 24-hour period. If the bowel movement is coming out of the diaper or underwear you will be asked to take the child home.

**Vomiting:** If there is projectile vomiting or vomiting after a meal or a bottle.

**Rash:** Anything that cannot be identified by daycare staff or has not been diagnosed by a doctor.

**Runny Nose:** Mucous is green or yellow in color suggesting infection.

**Bad Colds:** Accompanied by sneezing, watery eyes, cough, runny nose, with **or without fever.**

**If your child is sent home with concerns of the following listed sicknesses, *a doctor’s note will be* *requested, stating that the child has been seen and what the diagnoses is:***

**Ear Infection:** A child may come to daycare with an ear infection provided there is NO FEVER, the child has had at least one (1) full day (24 hours) of antibiotics, and the director is given a written note from the doctor stating that the child has an ear infection and is able to attend daycare.

**Streptococcal (Strep Throat):** A child with strep throat must be on antibiotics for one (1) full day (24 hours) and be fever free before returning to daycare.

**Conjunctivitis (Pink Eye):** This is an eye infection. The eye is usually red and itchy and there is thick yellow drainage. A child with conjunctivitis must be on antibiotics for one (1) full day (24 hours) before returning to daycare.

**Ring Worm (Tinia Infection):** Although Ring Worm is not a worm, it is a fungus that can infect the skin of animals and humans. It is a contagious infection that must be treated for 24 hours before being able to return to the daycare. You must have a doctor’s note stating that your child has been seen and that medication has been applied and the infected area is covered.

**Contagious Diseases:** This would include Measles, Mumps, Chicken Pox, Rota Virus, Kawasaki Disease and Roseola.

**Hand, Foot and Mouth:** As long as your child still has the bumps and sores from the hand, foot and mouth disease they **cannot return** to daycare until those sores have healed. The liquid that is inside of the sores is puss and infection and is still considered contagious regardless of the fever being gone.

**ANTIBIOTICS:** If your child contracts an illness requiring treatment with an antibiotic, they must have one (1) full day (24 hours) of doses, unless otherwise stated by a doctor’s note, before returning to daycare. This is for your child’s protection, as well as the other daycare children. In order for your child to receive any medication, we must have a filled out medication log with parent’s signature from you giving permission for us to give the medication. In addition to the medication log with permission from you, the medication must be in the original container.

If an illness requires a doctor’s attention, a written note from the doctor is required stating both the problem and when the child may return to daycare (even if the child may return immediately). If an antibiotic is prescribed, the “Antibiotics” policy must be followed before the child returns to daycare. This is for the protection of all involved.

Please respect any daycare decisions. If we think your child is too ill to remain in daycare, or if a child develops any one of these symptoms while at daycare, we agree to notify the parent(s) or legal guardian, and the parent(s) or legal guardian agrees to immediately pick up the child and take the child home until there are no symptoms present.

**GENERAL INFORMATION**

All our staff at Fairwinds Little Friends Daycare has been CPR and First Aid trained and certified.

Birthdays are important at the daycare. If you would like to send cupcakes or goodies with your child to share with the other children, you may as long as you stay within our peanut free policy.

Maintain a consistent bedtime schedule for your child. An unhappy child can disrupt everyone’s day.

Rest is a very important part of a growing child’s routine. A well-rested child is happier and easier to get along with. Nap time is between 12:00 P.M. to 3:00 P.M. Please let us know if you plan to pick up your child during this time so we can keep from disturbing the other children.

We enjoy playing outdoors and can get very dirty. Please make sure clothes are loose-fitting and easy to remove, especially for children being potty-trained.

Please do not send candy to daycare with your child.

Please do not send toys in to daycare with your child unless it is a special day activity or for show and tell activities. The daycare will not be responsible for lost or damaged items.

Each person is treated with dignity and respect. Feelings are recognized and addressed and appropriate methods of expression are taught.

Cooperation is another valuable skill developed in Fairwinds Little Friends Daycare. Everyone is responsible for clean-up. Older children learn to help younger children and each other in a variety of ways.

Please label all your child’s extra clothes, jackets, lunch bags, bottle bags and diaper bags. This will help us to get your lost item back to you.

All bottles must be prepared by the parents. Breast fed babies must have the bottles already portioned out. You may send in an extra bag for us for freeze in times of emergencies. Formula fed babies must already have the water portioned out. We can add the formula to the bottles.

**DISCIPLINE POLICY**

Fairwinds Little Friends Daycare is an extension of the home and therefore we wish to work with the parents in training their children in the way of the Lord. We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of the conflict.

We encourage children to empathize with one another’s feelings and see the results of their actions. We discourage inappropriate behavior. We use “Time Out” as our last resort. Any child that is put in time out is always supervised by a teacher and shall remain in time out only 1 minute per age of the child. When time out is over, it is explained to the child why time out occurred and what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.

**Positive Guidance Techniques**

* Redirection
* Ignoring the behavior
* Verbal Intervention
* Logical and Natural Consequences
* Taking a break

Giving positive verbal rewards will encourage the child to continue toward acceptable behavior. It reinforces the child’s good feeling about his/her behavior and serves as an example to the other children to act in such a way to receive equal praise.

Our goal is to never humiliate or embarrass a child. We want to respect the children and let them know that whatever they are feeling is okay – but it is the way they express their feelings is what we want to help them control. Punishment that is humiliating or frightening to a child, such as hitting, spanking, pinching, shaking, pulling hair or arms, yelling or screaming, jerking, verbal or sexual abuse, withholding or forcing food, etc. is PROHIBITED.

**Termination of Service**

Enrollment with Fairwinds Little Friends can be terminated for voluntary or involuntary reasons.

For voluntary withdrawal, families must provide a written intent to withdraw to the director two weeks prior to your intended last day of care.

For involuntary withdrawal, Fairwinds Little Friends can initiate termination with or without notice for the following reasons (but not limited to):

* Failure to pay
* Routinely late picking up child
* Lack of parental cooperation
* Failure of child to adjust to the center after a reasonable amount of time
* Behavior management\*
* Our inability to meet a child's needs
* Lack of compliance with handbook regulations

We will give two weeks’ notice of termination, when circumstances allow, for which full tuition is due. Fairwinds Little Friends Daycare reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the center, the staff or the other children in attendance.

\*Behavior management – if a child's actions or behavior is harmful to other children or staff in the center, termination may result (determined on a case by case basis). All efforts will be made to keep the child in our care, but the safety of the group will be a priority. Some of these behaviors or actions may include but are not limited to excessive biting, injury to peers and staff, violent/aggressive behavior and intentional damage to center property.

**SUPPLY LIST**

**Infants**

* Diapers
* 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
* Diaper Rash Cream/Powder (if desired)
* 1 Blanket for naptime and a crib sheet
* 2 Extra changes of clothing
* Pacifier (if desired)

**One Year Olds**

* Diapers
* 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
* Diaper Rash Cream/Powder (if desired)
* 1 Blanket for naptime and a crib sheet
* 2 Extra changes of clothing

**Two Year Olds**

* Diapers/Pull-Ups (side of pull-up must be able to be torn and re-attached)
* 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
* Diaper Rash Cream/Powder (if desired)
* Nap Pad for nap time (a crib sheet and small pillow are also allowed if desired)
* 2 Extra changes of clothing

**Three Year Olds**

* Re-sealable Pull-ups (The side of the pull-up must be able to be torn and re-attached.)
* Supply of underwear and clean clothes (Clothing should consist of pants, shirts, socks, undershirts)
* 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
* Nap Pad for nap time (a crib sheet and small pillow are also allowed if desired)

**Daily Supplies and tips**

* Please be sure to label all of your child’s belongings (clothing, bibs, cups,

lunch box, etc.)

* A Lunch box with an ice pack
* All dishes and silverware needed for the day. We do NOT have silverware readily available, nor do we have a kitchen sink available for washing dishes.
* A spill proof cup with a stopper (PLEASE do not send cups that will leak or spill)
* An afternoon snack
* **All blankets and sheets must be taken home each Friday to be washed and returned Monday morning.**
* Unless there is a special day, please do not send in toys or stuffed animals for the children to play with during the day. All toys and stuffed animals that are brought in will be kept in your child’s cubby. They will not be allowed to play with them during the day as we are not responsible for any lost or broken items.
* During the week, a special lunch is offered by Fairwinds Christian School. Order forms will be available to let you know the dates and costs of the lunches. You must pay and place your order the day before the special lunch is offered. All orders and payments must be placed in the payment drop box. Please do not send lunch orders through Brightwheel. No late orders will be accepted.

**Infants Schedule**

***(8 weeks to 12 months)***

**6:30 AM – 7:30 AM – Coming In Time**

**7:30 AM – 9:00 AM – Breakfast Time**

**9:00 AM – 9:30 AM – Diaper Changes**

**9:30 AM – 10:00 AM –Play time/Outside time (weather permitting)**

**10:00 AM – 10:15 AM – Baby Circle Time** *(Literature, Tummy time activities)*

**10:15 AM – 11:00 AM – Morning Naps** (as needed)

**11:00 AM – 11:30 AM – Diaper Changes and Play Time**

**11:30 AM – 12:30 PM – Lunch Time**

**12:30 PM – 12:45 PM – Diaper Changes**

**12:45 PM – 1:00 PM – Creative Play** *(Art Projects, Music and Movement)*

**1:00 PM – 3:00 PM – Afternoon Nap Time**

**3:00 PM – 3:15 PM – Diaper Changes**

**3:15 PM – 3:45 PM – Snack Time**

**3:45 PM – 4:30 PM – Guided Activity Time** *(Large and Small Motor Skills Focus)*

**4:30 PM – 4:45 PM – Diaper Changes**

**4:45 PM – 6:00 PM – Free Play Time**

**\*\* PLEASE NOTE\*\* This is a general guideline of your child’s activities; each infant has their own schedule, but we make every attempt to fit in all the above activities into your child’s day per their developmental level. Bottles, diaper changes, and naps are given according to their individual schedule or as needed.**

**1 Year Old Daily Schedule**

**6:30 AM – 7:30 AM – Coming In Time**

**7:30 AM – 8:30 AM – Breakfast Time** (Please note: We cannot serve breakfast after 8:30 AM. If your child is coming in after 8:30, please give them breakfast prior to coming in.)

**8:30 AM – 9:00 AM – Play time**

**9:00 AM – 9:30 AM – Diaper Changes**

**9:30 AM – 9:45 AM – Circle Time** (spend time singing songs, learning nurseryrhymes and reading books)

**9:45 AM – 10:45 AM – Learning Centers/Outside time** (weather permitting)

**10:45 AM – 11:00 AM – Diaper Changes and Play Time**

**11:00 AM – 11:30 AM – Lunch Time**

**11:30 PM – 12:00 PM – Diaper Changes**

**12:00 PM – 2:30 PM – Nap Time**

**2:00 PM – 2:45 PM – Diaper Changes (***As children wake up from nap)*

**2:30 PM – 3:00 PM – Snack Time**

**3:00 PM – 3:30 PM – Guided Activities**

**3:30 PM – 4:00 PM – Learning Play Centers**

**4:00 PM – 4:30 PM – Diaper Changes**

**4:30 PM – 6:00 PM – Free Play Time/Pick up**

**\*\* PLEASE NOTE\*\* This is a general guideline of your child’s activities; our schedule may vary at teacher’s discretion due to special activities, school schedule or a sick child, etc. Bottles are given to the children according to their schedule at home or as needed.**

**2 Year Old Daily Schedule**

**6:30 AM – 7:30 AM – Coming In time**

**7:30 AM – 8:30 AM – Breakfast time** (Please note: We cannot serve breakfast after 8:30 AM. If your child is coming in after 8:30, please give them breakfast prior to coming in.)

**8:30 AM – 9:00 AM – Learning Play Centers**

**9:00 AM – 9:15 AM –Diaper Changes/Potty Time**

**9:15 AM – 9:45 AM – Guided Activity** *(Large and Small Motor Skills Focus, Science/ Sensory Focus)*

**9:45 AM – 10:15 AM – Circle Time** *(Music and Movement, Literacy and Language, Daily Calendar)*

**10:15 AM – 10:45 AM – Creative Experiences** *(Arts and Craft, Dramatic Play, etc.)*

**10:45 AM – 11:15 AM – Free Play/Outdoor Play** *(weather permitting)*

**11:15 AM – 11:30 PM – Diaper Changes/Potty Time**

**11:30 PM – 12:00 PM – Lunch Time**

**12:00 PM – 2:30 PM – Nap Time**

**2:30 PM – 2:45 PM – Diaper Changes/Potty Time & Clean Up from Nap Time**

**2:45 PM – 3:15 PM – Snack Time**

**3:15 PM – 4:00 PM – Free Play/Outdoor Play** (weather permitting)

**4:00 PM – 4:15 PM – Diaper Changes/Potty Time**

**4:15 PM – 6:00 PM – Play Time** *(at times, we will have quiet play where we will play with Play-doh, puzzles, read books, play with blocks, etc.)*

**\*\* PLEASE NOTE\*\* This is a general guideline of your child’s activities; our schedule may vary at the teacher’s discretion due to special activities, school schedule or a sick child, etc.**

**3 Year Old Daily Schedule**

**6:30 AM – 7:30 AM – Coming Time** (Please note: We cannot serve breakfast after 8:30 AM. If your child is coming in after 8:30, please give them breakfast prior to coming in.)

**7:30 AM – 8:30 AM – Breakfast**

**8:30 AM - 9:00 AM – Learning Activity Centers**

**9:00 AM – 9:15 AM – Bathroom Break**

**9:15 AM – 9:45 AM – Circle Time** (Daily Calendar Activities, Literacy and Language, Music and Movement)

**9:45 AM – 10:15 AM – Lesson Time** (Preschool readiness activities, Creative experiences, Science/sensory focus)

**10:15 AM – 10:45 AM – Activity Time** [Indoor Large Motor Skills Focus, Music and Movement, Outdoor play (weather permitting)]

**10:45 AM – 11:15AM – Bathroom Break**

**11:15 AM – 12:00 PM – Lunch Time**

**12:00 PM – 12:15 PM – Bathroom Break**

**12:15 PM – 2:45 PM – Nap Time**

**2:45 PM – 3:00 PM – Bathroom Break**

**3:00 PM - 3:30 PM – Snack Time** (parents should provide the snack)

**3:30 PM – 4:00 PM – Free Play/Outdoor Play (weather permitting)**

**4:00 PM – 4:15 PM – Bathroom Break**

**4:15 PM – 5:00 – Activity Time** *(at times, we will have quiet play where we will play with Play-doh, puzzles, read books, play with blocks, etc.)*

**5:00 PM – 6:00 – Free Play until pick Up**

**\*\* PLEASE NOTE\*\* This is a general guideline of your child’s activities; our schedule may vary at teacher’s discretion due to special activities, school schedule or a sick child, etc.**

**2 and 3 Year Old Potty Training Tips**

We are so excited that your child is showing interest in the potty! We are ready to partner with you during this exciting time in your child’s growth experience. We will help your child learn how to pull up and down their own clothing, as well as wipe their bottom, flush the toilet and wash their hands. We encourage you to also do these things at home. This will ensure a good routine for your child while on their potty training journey.

Here are some helpful tips that will help make “potty time” easier for your child, as well as develop their motor skills:

* **Send your child to daycare with clothing that will be easy for**

 **your child to pull up or down**.

* **Do not send your child in onesies, overalls, suspenders,**

 **a belt, long skirts or dresses. These make potty training very**

 **difficult and may hinder your child’s progress.**

* **Please make sure that your child is wearing re-sealable**

**pull-ups. This makes accidents easier to clean up.**

* **Please make sure that your child has at least three changes**

**of clothes at daycare should your child have any accidents.**

You and your child’s teacher will work together to see when he/she is ready for big kid underwear. If your child has three or more accidents within a week’s time, we will ask that your child wait just a little longer for big kid underwear, and return to wearing pull-ups.

If you have any questions, please feel free to speak to your child’s teacher.

Fairwinds Little Friends Daycare

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