



Northwest Christian Childcare Center
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NorthwestChristianChildCare.org

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Dear Parents,

We are pleased that you have become part of the Northwest Christian Childcare family. We are committed to providing the best possible care for your family. We desire to guide and nurture each child, providing social, emotional, physical, intellectual, and spiritual learning experiences. Northwest encourages children to reach their God-given potential. It is our prayer that Christian love will surround your child.

We believe your child will receive the best care and educational opportunities possible. Our dedicated staff will strive to meet the needs of your family. If you have any questions regarding the policies and procedures in this handbook, please do not hesitate to contact us at 614-451-4412 or check out our website at www.northwestchristianchildcare.org.

Your NWCCC Director,
Anita Walker

Our Mission

To partner with families in providing quality care for children that is:

- Bible based/age appropriate in its daily activities and curriculum
- Life applicable, relational, and creative
- Safe and Fun
- Striving to teach the qualities of a “servant heart”

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Northwest Christian Childcare is a privately owned and operated non-profit childcare center. The childcare center is licensed by the Department of Children and Youth. We are approved to operate legally as a childcare center, Preschool, Aftercare, and Summer Day Camp program. Care is provided from 6 weeks of age through Pre-Kindergarten. A Summer Day Camp program is offered for children having completed Kindergarten through 12 years of age. NWCCC does not discriminate on the basis of race, religion, sex, color, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

The licensing rules and laws are available online at [ODJFS eManuals > Family Assistance - Child Care > Child Care Center Manual > Child Care Center Rules \(ohio.gov\)](#). The licensing inspection reports and complaint investigation reports are also available online. The center's licensing records, both past and present, and the compliance report forms from the Health, Building and Fire departments are available upon request from the Ohio Department of Job and Family Services. These are also available online at [jfs.ohio.gov](#).

If anyone wishes to report a suspected violation by the center, The State of Ohio Licensing Division can be reached by calling 1-866-635-3748, option 2, ext. 4, OR 614-466-7765.

The licensed capacity for each age category is noted in the center's license. The license is posted in the front office.

The center observes the following staff/child ratios and small group sizes for each age group.

	<i>Cherubs</i> 6 weeks to 6 months	<i>Guppies</i> <i>Lambs</i> 6-9 9-12 months	<i>Ducks</i> 12-18 months	<i>Toddler</i> 18-30 months	<i>Toddler</i> 30-36 months
Staff/Child Ratio	1:5	1:5	1:6	1:7	1:8
Max Group Size	2:12	2:12	2:12	2:14	2:16

	<i>Pre-School 3 yrs</i>	<i>Pre-school 4-5 yrs</i>	<i>School Age</i>
Staff/Child Ratio	1:12	1:14	1:18
Max Group Size	2:24	2:28	2:36

Hours and Days of Operation

Northwest Christian Childcare is open, year-round from 7:00 a.m. to 6:00 p.m. Monday through Friday. Summer Day Camp 7:00 a.m. to 6:00 p.m. Please refer to the Holiday section for a list of days that NWCCC is closed.

Daily Schedule

Infant (6 weeks-18 months)

Infants 6 weeks through 9 months will be fed and changed on demand. Naps will be taken as needed. Infants are placed in different positions throughout the day, such as in swings, walkers, and play mats on the floor so that they can exercise their entire body. As the children become older and eat table food, they will have a more regular schedule for lunch and snack time. Once a child reaches 12 months of age they will have one daily nap, table foods for lunch and snacks, and outdoor play time. All infants will be given time and space to play with age-appropriate objects such as: books, balls, and climbing toys to help with their development. Talking, music, and reading will also be incorporated throughout the day.

Toddler (18 – 36 months)*

7:00 am	Children meet in Lambs Room
7:30-8:00	Chipmunks Room
8:30-9:00	AM Snack in classroom
9:00	Free Play/Table Activities/Circle Time
9:45	Diaper change/Restroom
10:00	Center Time (Sensory, Art, Science, Fine Motor)
10:30-11:30	Gym or Outside
11:30	Lunch
12:00-12:30	Diaper change/Clean up/Prepare for nap

12:30-3:00	Naptime <i>(Phone calls will not be transferred to classrooms during nap time.)</i>
3:00	PM Snack/Diaper Change/Restroom Break
3:30	Free Play/Table Time/Circle Time
4:30	Outside/Gym
5:30	Prepare for pick up
6:00	Final Check and Closing

***For your child's specific class schedule please see his or her teacher.**

Preschool Schedule (3-5 years)*

7:00 am	Meet in the Lambs Room
7:30	Children go to the Butterflies classroom
8:00-8:30	Children begin to break up into their assigned class
8:30	AM Snack
9:00	Circle time and Centers
10:30	Playground/Gym
11:30	Lunch
12:00	Prepare for nap/Restroom break
12:30-2:30	Rest Time <i>(Phone calls will not be transferred to classrooms during nap time.)</i>
2:30	PM Snack: Prepare/Eat/Clean Up
3:00	Center Time (free choice)
4:30	Outside/Gym
5:30	Back to the Busy Bees classroom/Prepare for home
6:00	Closing

***For your child's specific class schedule please see his or her teacher.**

All classes use The Creative Curriculum as their basis for teaching. We also include Grow Kids curriculum appropriate to each age level.

All children Infants through Pre-K are required to have a rest time daily while in attendance at NWCCC. All children will rest and/or nap on a cot or a crib for a set period of time. Please see the schedule for your child's naptime.

Child Guidance and Behavior Management

The childcare staff in charge of a group of children shall be responsible for their discipline in keeping with the policies established by the center.

Child training and discipline will be handled with kindness, consistency, and understanding in accordance with the individual needs of each group and each child.

The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want children to hurt themselves or others. We want them to learn to respect other people and their property.

Discerning right from wrong is a continual learning process. We first talk with the child when unacceptable behavior occurs to be sure he/she understands the rule and why it exists. If the unacceptable behavior continues, the childcare staff member shall use developmentally appropriate techniques suitable to the child's age and circumstances, such as redirection or removing the child from the situation. The staff will use developmentally appropriate separation from the situation only as necessary. The staff shall communicate with the parent or guardian to implement any specific behavior management plan. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

In case the staff member and child cannot come to a satisfactory solution in the classroom, the Director and parent will be made aware of the situation to support each other in resolving the situation.

In extreme cases involving the chance of injury to self or others, or destroying property, it may be necessary to require that a child be disenrolled from the center.

Corporal punishment is not administered in the center. No cruel, harsh, unusual or extreme techniques shall be used.

Use of abusive language or attacks on the child's self worth is not to be used to shame a child into conforming to the rules of behavior. Any instances of such practices are to be reported to the Director.

No discipline or behavior management techniques shall be delegated to any other child.

When a child's behavior is unacceptable, the child care staff members shall not restrain a child by any means other than holding the child for a short period of time, such as a protective hug, so that the child may regain control. No child shall be placed in a locked room or any confined area.

Children shall not be confined to equipment such as cribs or highchairs.

Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Also, at no time will food, rest or toilet use, or outside/gym time be withheld as a form of behavior management.

Techniques of discipline or child management shall not humiliate, threaten, shame, or frighten a child.

The staff shall not subject children to profane language or verbal abuse. Making derogatory or sarcastic remarks about a child or their families is unacceptable and will not be tolerated. It is our goal to provide a positive and safe environment for each child.

The childcare staff shall not punish an entire group of children due to the unacceptable behavior of just one or a few. No child will be isolated or restricted from all activities for an extended period of time.

We want to approach discipline with positive actions that reinforce acceptable behavior and encourage the learning process taking place as a natural part of the child's growth and development.

If a child is acting out, we will use the following approaches, depending on the situation:

1. A teacher will give a child the choice to go to the calming corner in the room to calm themselves, and when they are ready, they can go back to their regular activities. We believe that a child needs to practice self-regulation skills and learn to manage their reactions.

2. Northwest staff will ignore negative behavior when appropriate, but generally respond and praise appropriate behavior before the negative occurs.

Bite Policy

Northwest Christian Childcare acknowledges that Infant and Toddler biting is a normal part of a child's development. However, to provide a safe and positive learning experience for your child we have established a few guidelines regarding our policies and procedures for repetitive biters. The parent or guardian of the biter and the parent or guardian of the bitten child will be informed in writing when a bite occurs. All bites will be washed with soap and water. Ice will be applied to the bite mark. **If your child bites 3 times in a day, they will be sent home for the rest of the day.**

For repetitive biters the following behavior management plan will be used:

- A bite surrogate will be provided to the biter (Teething ring)
- Staff will give attention to the bitten child.
- The biter will be separated from the group.
- The staff will shadow the biter.
- The staff will be alert to the environment and possible causes of the biting.
- A conference will be held with the Director and parent/guardian.
- The staff will use a firm, non- yelling voice to alert the biter.
- The child can be disenrolled, if after a reasonable time the biting has not stopped.

It is the goal and intention of Northwest Christian Childcare to work with the child and their family to resolve any biting issues.

Custody Issues

To ensure that Northwest Christian Childcare follows any court order pertaining to the custody of your child, we require a certified copy of the custody order. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need certified copies of these documents on file. It is Northwest Christian Childcare's policy to remain neutral in all custody matters.

Delivery and Release of Children

Upon entering the building, each parent must sign-in in their child. When you enroll your children at NWCCC, you may choose a code or fingerprint to enter the center. Each child must be taken directly to his or her teacher. Under no circumstances is a child to be dropped off outside or left unattended. Children must be supervised at all times.

Each teacher is to keep a class list and iPad with them to mark your child's attendance and departure. **Please make sure the teacher responsible for your child knows that your child has arrived. When the child is leaving with an authorized person, the attending teacher should be notified.**

Children will only be released to their parent or persons who have been authorized in writing/email by their parents at the time of enrollment. Changes in authorization must be done in parent's handwriting and submitted in advance to the office. Anyone wanting to pick up a child must show proper identification.

Emergency Closing Procedures

If Northwest Christian Childcare has to close due to a weather emergency, an Admin staff will send out an email and text message to parents who are registered in Procare.

Level 1 Emergency: NWCCC will be open regularly scheduled hours

Level 2 Emergency: NWCCC will open at 9:00 am; however, closing for a Level 2 will be at the discretion of the Director and due to staffing.

Level 3 Emergency: NWCCC will automatically be closed for the day.

If we are already in session, and Franklin County calls a level 3 emergency, we will close immediately. For our staff to have the same safety consideration, **it is imperative that you pick up your child within the hour.** Phone lines should be open for emergency calls, and we will send out a general email and texts to alert parents.

Meals and Snacks

A breakfast snack is served between 8am-9:00 am. This nutritional snack includes a minimum of two out of the four basic food groups. **Please plan to have your child arrive before 9:00 am so that the teachers are able to start instruction immediately following the breakfast snack.**

Lunch includes foods from the four food groups, which supply 1/3 of the child's recommended daily dietary allowance. Lunch will be served to every child who attends the center from 11:00 am through 12:00 pm.

An afternoon snack is served following the afternoon nap. This snack includes a minimum of two out of the four basic food groups.

The quarterly menus are posted in each classroom and are distributed to families. Extra copies are located in the office. NWCCC is a nut-free center. No peanuts or other nut products are used.

Should your child require a special diet, including any allergies, or any change to our menu, you must complete a Medical Care Plan for your child or you may provide all of your child's food when they are at the center.

If you choose to provide your own food, the following guidelines will need to be followed:

- Foods brought in must be foods that do not need to be heated but can be taken from a fridge and served as is. Our teachers are managing several children and do not have the time or equipment to be heating individual meals in the classroom.
- If you choose to bring your own food in for your child, then you must put them in a container, label it with your child's name and drop it off in the classroom. Please inform your child's teachers if you have left a lunch in their cubby.
- There will be no reduction in tuition if you choose to bring your own food.
- If you decide to provide your own food, you must follow our CACFP meal guidelines. You may obtain a copy of those guidelines in the office.

Parents of infants may furnish formula or expressed breast milk and infant foods, along with written instructions for the caregiver. NWCCC provides formula and baby food if you choose to use that option. In the Infant rooms, table foods are introduced from the Infant

menu when the child is developmentally ready, and when agreed upon by the parents. When an infant is 12 months of age, they will begin eating from the NWCCC menu provided for the rest of the childcare.

USDA Non-Discrimination Statement

NWCCC participates in the Child and Adult Care Food Program (CACFP).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax:

(833) 256-1665 or (202) 690-7442; or

Email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

Evacuating the Property

If we need to evacuate the property, we will notify the Columbus Police Department and any other authority necessary. The staff would head to the evacuation site and parents would be notified by text and email where they can pick up their child. A complete copy of the evacuation plan is located in each classroom, gym, kitchen, and office.

General Emergencies

A general emergency plan has been posted in each classroom with instructions for the following situations:

- Threats of safety of children due to environment or violence
- Threats of natural disasters such as fire or tornado
- Loss of power, heat or water
- Evacuating Northwest Christian Childcare property
- Serious incident, injury, or illness

All situations mentioned above will be handled in accordance with Department of Children and Youth rules and regulations and in accordance with Northwest Christian Childcare policies and procedures. Our staff practices quarterly Lockdown drills.

Serious Incident, Injury, or Illness

If a child becomes seriously injured or ill the parent or legal guardian will be notified immediately, and the situation will be documented. If a child must be transported for medical treatment, he or she will be transported by EMS and the Director, or an appointed staff member will accompany the child. NWCCC does not assume any responsibility for co-pay or deductibles that your insurance does not cover. NWCCC does not enroll children whose parents refuse to sign a permission form to transport by squad if deemed necessary.

The staff member responsible for the care and control of children will fill out a state mandated incident report for the following:

- An illness, incident, or injury which requires first aid treatment
- A bump or blow to the head or face
- Emergency transportation to seek medical attention
- An unusual or unexpected event which jeopardizes the safety of children or staff

These incident/injury reports will be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. A copy of the report will remain in the child's file for one year.

Communicable Disease Policy

A chart of communicable disease symptoms and information is posted in the hallways and school office. If your child has been exposed to a communicable disease at the center, a note will be posted in the classroom involved.

When there are questions of illness please use these guidelines that are in accordance with Ohio Law, Chapter 5101:2-12-16. Appendix B to the rule. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his /her parent or guardian:

- Diarrhea – three or more abnormally loose stools within 24-hour period
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Rapid or difficulty breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Temperature of 100° Fahrenheit taken by the auxiliary (armpit) method, along with any other signs of illness
- Untreated infected skin patch or patches, unusual spots or unexplained rashes
- Unusually dark urine and/or gray or white stool
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Sore throat or difficulty swallowing

- Evidence of untreated lice, scabies, or other parasitic infestations
- Stiff neck with an elevated temperature

If a child develops any of the above symptoms, a parent or guardian will be notified and will be expected to pick up the child as soon as possible, not exceeding one hour. The child will always be supervised by a childcare staff member.

If your child is sent home with a fever, vomiting, or diarrhea, they **MUST** be kept home the following day to recover. **Your child must remain fever or symptom free through the next school day without fever-reducing medication before returning to school.** NWCCC will not accept doctor's notes allowing children to return the following day when sent home with a fever or other contagious illnesses. NWCCC reserves the right to not let a child return to school based on symptoms that are still present.

When staff becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

Staff will attend a state-approved course for training in the recognition of common childhood illnesses and communicable diseases.

The course on communicable disease teaches proper hand washing and disinfecting techniques to our staff.

COVID Policy

All children should wash or sanitize their hands before entering the classroom. We require children to wash frequently throughout the day and use hand sanitizer. We follow the current COVID guidelines published by the CDC. If your child has been exposed to COVID, a communicable disease sign will be posted outside of the classroom.

Medication Procedure

Your child may occasionally need to take medication while at the center. To ensure that we administer the medication in a safe and healthy manner, we will only administer medication that is properly labeled and dated. They must be in the original container. Only prescription or authorized over-the-counter medication will be given. Over-the-counter medications will be administered only in accordance with the labeled instructions unless written physician instructions are given. A medication form must be filled out for NWCCC to administer any medication. These forms are available in the office.

Please give the medication and signed Medication Administration form to the office. Only emergency medication, topical ointments, diaper cream, and sunscreen can be kept in the child's classroom. All other medication is to be kept in the office in the designated area. We do not permit school-age children to carry any ointment or medication.

Other Health Concerns

When your child is enrolled at Northwest Christian Childcare you will be required to submit a medical statement and an updated immunization record. If your child is not immunized, it will be up to the Director's discretion as to the acceptance of the child into our program.

If your child has been diagnosed with allergies or other health issues, these must be indicated on the child's Medical Statement, and we must have a completed Health Care Plan on file.

If an infant needs to sleep in anything other than a crib, we must have a doctor's written permission in the child's file.

Transportation of Children

In the event of a medical emergency, parents will be contacted immediately, and the emergency squad will be called to transport the child to an authorized medical facility. The Director or an appointed staff member will accompany the child. Parents must give permission for their child to be transported by EMS if it is deemed necessary before the parent arrives.

NWCCC will provide transportation on routine field trips for Pre-K and school age children from school. This transportation will be done in the childcare busses and a staff member with First Aid/CPR and

Communicable Disease trainings will be present in the bus. We will be taking periodic field trips, which will also be done with a trained staff member. Before departing the Center, a count will be taken of all the children, and they will be marked on the attendance sheet. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the Center. During field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, NWCCC will obtain written permission from the parent or guardian. Each child will wear an ID bracelet or t-shirt with the center's name, address, and phone number. All ratios will be observed for field trips. A First Aid kit will also be available on all trips and each child will wear a child restraint system while riding in the bus. Emergency contact information, emergency transportation authorization, and health records will be taken with the children.

Swimming Policy

Before a child can participate in water or swimming programs where the water is more than 18 inches deep, a signed and dated permission slip is required indicating whether the child is a swimmer or non-swimmer. Northwest Christian Childcare staff and certified lifeguards will supervise the children when using the pool. The required staff/child ratios are maintained during all swimming and water play activities.

School age children swim at Indian Hills Swim Club located directly behind our property. Pre-school, Toddler, and Infant children have scheduled time at our Splash Pad.

Indoor Policy

If the weather is inclement (raining, extreme hot or cold) children are provided large muscle play in the gym or Toddler playroom. They will follow their regular outside play schedule.

Outdoor Policy

All children must have scheduled outdoor time daily. Fresh air is necessary and healthy in a child's development. Children will go outside unless the weather is severe (storming, extreme hot or cold). If you feel that your child should not go outside, the best choice is to have your child remain at home. We cannot accommodate individual children asked to remain indoors.

Parent Participation

A roster with telephone numbers of parents or guardians of children attending the center is available upon request. The roster will not include names of any parent or guardian who requests that their information be omitted.

Throughout the year there will be special programs for family entertainment and educational purposes. Conferences may be requested anytime throughout the year for your child.

We welcome and encourage parents to volunteer and assist on party days or with field trips. We have an open-door policy at our center and any parent or guardian of a child enrolled at Northwest is allowed to visit the center at any time during the day. We ask that you notify the office at the time of your visit.

Parents who need assistance with concerns related to Northwest Christian Childcare are encouraged to make an appointment with the Director.

Transition Policy

Parents will be notified by email two weeks in advance when their child is transitioned to the next classroom. Each child may visit their next class prior to moving up. Please sign the transition statement and return to the office.

Enrollment Qualifications

Enrollment Form: All enrollment forms may be completed on our website at www.gofivestar.org . An enrollment form must be filled out completely for each child enrolled in Northwest Christian Childcare. This form must be updated annually on Five Star.

Medical Form: Each child must have a current medical statement filled out by his or her physician. This state mandated form may be picked up in the school office and must be renewed annually. Please also provide updated immunizations.

Registration: A one-time registration fee of \$125.00 per family. \$50 will be due when you place your child on the waitlist and the remainder due at the time you accept an opening.

Advance Deposit: A non-refundable deposit of two week's tuition is required at the time an opening is accepted. A completed enrollment packet must be submitted along with your deposit. The deposit will be applied to the last two weeks of tuition as long as the child has been enrolled for six months and a two-week written or emailed withdrawal notice is received.

Tuition: Northwest Christian Childcare is a non-profit organization with tuition established to defray the primary costs of operation. Tuition is payable through Tuition Express by ACH bank withdrawal or debit/credit card. Debit/credit card transactions incur a 4.5% fee. Your weekly tuition will be automatically charged to your account on file with Tuition Express each Friday for the current week's tuition.

Should it be necessary to increase tuition rates, you will be notified as soon as possible, but not less than 30 days prior to the effective date. Rates are reviewed annually, and tuition increases are implemented in March of each year.

Two weeks' delinquent payments automatically disenroll the child unless satisfactory arrangements have been made with the Director.

If your child is out for two or more consecutive weeks due to hospitalization, please contact the Director to make tuition arrangements.

Account Statements are available at your convenience through www.tuitionexpress.com. If you have not registered, please contact the office and we can send you a link with instructions to register. Year-end statements are provided to all families in January.

2024 Northwest Christian Childcare Center Tuition Rates

The Northwest Church of the Nazarene Finance Committee approved the following rate increases beginning March 4, 2024. These rates are reviewed by the Northwest Church of the Nazarene Finance Committee in February of the current year and are based on childcare market conditions at that time and projected operating costs.

# of days per week	Early Childhood 1 <i>Cherubs Lambs Ducks</i>	Early Childhood 2 <i>Chipmunks Teddy Bears Ladybugs</i>	Early Childhood 3 <i>Penguins Busy Bees Butterflies Eagles</i>
5 (M-F)	\$416	\$374	\$338
3 (MWF)	\$302	\$278	\$260
2 (TR)	\$230	\$213	\$196
Drop-in care (if avail)	\$115	\$110	\$105

Summer Day Camp Tuition (K-12 yrs. old)	
5 days (M-F)	\$300/week
3 days (MWF)	\$217/week
2 days (TR)	\$158/week
SDC Drop-in day (if avail)	\$75/day
SDC Registration Fee (non-refundable)	\$100
SDC Activity Fee	\$200
Aftercare Program Tuition (K-12 yrs. old)	
Aftercare Registration Fee	\$100
Family enrolled in AC Fall '24	\$500/month
School Days off Drop-in full day	\$80/day
*less daily discount credited for Aftercare tuition paid within monthly rate	

Family Discount

*Discounts are available for full-time enrollment only and **do not** apply to Drop-In Care or Aftercare. Children within same family can be enrolled in childcare or Summer Day Camp (SDC) to qualify.*

FT CHILDCARE DISCOUNT FOR MULTIPLE CHILDREN:

Child #1 in CC	Child #2 in CC/SDC	Child #3+ in CC/SDC
Full tuition	\$30/wk	\$40/wk
Part-time tuition	\$10 3-days/\$6 2-days	\$15 3-days/\$9 2-days

Please note: All declined payments will be charged a \$15.00 fee per incident. Per our Parent Handbook two occurrences of delinquent payments can result in disenrollment of the child(ren) unless satisfactory arrangements have been made with the Director.

Enrollment Fees

Discounts are available for childcare and SDC and **do not** apply to Drop-In Care or Aftercare.

Waitlist Fee	Registration Fee	Deposit	First Week's Tuition	Weekly Tuition
\$50. Non-refundable. Due at the time family desires to be placed on waitlist. Payable by ACH bank withdrawal, or debit/credit card.	\$125 one-time fee, per family for childcare program only. Due when family accepts opening. Non-refundable. (Note: \$50 waitlist fee is credited toward registration fee). Payable by ACH bank withdrawal, or debit/credit card.	Two weeks of tuition. Due when family accepts opening. Refundable/applied to acct as long as child has been enrolled for 6 months and a 2-week written (email) withdrawal notice is given.	Due Friday of child's first week enrolled at center. Payable by Tuition Express, ACH bank withdrawal or debit/credit card.	Automatically charged to account on file with Tuition Express each Friday for the current week's tuition due. Debit/credit card transactions incur 4.5 % fee.

Late Pick-Up Fee: Our center closes promptly at 6:00 p.m. If you cannot pick up your child prior to 6:00 pm, please contact someone from your pick-up list to come and get your child. If it is necessary to pick up your child later than 6:00 p.m., a late fee will be assessed to your account at \$5.00 per child for each incident. You will also be charged \$1.00 per child per minute. Please notify the school if you will be late. Repeated lateness will prompt the child's disenrollment. All parents and children must be out of the building by 6:00 pm.

Holidays: Northwest Christian Childcare will be closed on all major holidays: New Year's Day, MLK Day, Teacher Training Day, Good Friday, Memorial Day, Fourth of July, Teacher Workday (August), Labor Day, Thanksgiving Day, and the Friday after, Christmas Eve and Christmas Day. If the holiday falls on Saturday, the center will be closed on the previous Friday, and if the holiday falls on Sunday, the center will be closed on the following Monday. **We do not adjust tuition for holidays.**

Vacation Voucher: Each child enrolled in Northwest Christian Childcare (childcare only) for at least 90 days will be given a one-week tuition-free vacation voucher. This voucher is valid from March 1st through February 29th. Each voucher must be turned in prior to the week of vacation requested. In order to use the voucher, the vacation days must be taken for one full week. Your child may not be in attendance while using the vacation voucher.

Child Abuse/Neglect

All childcare staff are required by law to immediately notify the local public children's service agency when child abuse or neglect has been suspected.

Toys

We cannot be responsible for toys and personal items brought to the center. When a child brings his/her own toys it may create conflict in the class. Check with your child's classroom teacher if you have any questions about toys.

Chapel

Chapel time is held every Wednesday morning for older Infants through Preschool children. Pastor Sam and Pastor Gennifer lead Chapel. On Fridays, Pastor Gennifer leads a Bible review and music with the children.

Breastfeeding

NWCCC supports mom's who choose to breastfeed their babies and provides a private space located in the back of the Cherub room.

Clothing

Please dress your child as comfortably as possible to enable him/her to participate in different activities throughout the day. All children, 12 months and older, must wear shoes while in attendance. Children who will be on the playground are encouraged to wear sturdy, closed toe shoes and socks to avoid injury to their feet. An extra set of clothing is needed and must be in the child's classroom on the first day of enrollment. All clothing should be marked with your child's name and stored in your child's classroom.

Soiled clothing, training pants, etc. should be taken home daily. Check for these each day.

In the winter, children play outside if the temperature (the Real Feel) is above 25 degrees, so please make sure your child is prepared by sending hats, gloves, boots, long pants, and a warm coat.

Safety Policies and Procedures

No child is to be left unsupervised by a staff member or parent. There is to be no rough play or running in the building except for directed physical activity in the gymnasium.

The use of aerosols is prohibited when children are in attendance.

Emergency telephone numbers and names of people trained in First Aid are posted in each classroom. The center staff always has immediate access to a working phone.

If a child is being transferred from another location and does not arrive, the parent will be called immediately to verify their location. If the parents cannot identify their location the police will be called.

The fire emergencies and weather alert plans are posted in each classroom. Fire and tornado drills are held monthly at varying times and a record of these drills is kept in the school office.

NWCCC Families,

It is a great privilege to welcome you to Northwest Christian Childcare Center, a ministry of Northwest Church of the Nazarene. Although I am the lead pastor of the church, I am also the Childcare chaplain, and as such, I have the privilege of being a part of your child's childcare experience.

I have ministered to this wonderful congregation since July of 2019, and I have seen how much love and investment they have poured into NWCCC. Throughout the year, we offer many family activities along with NWCCC to better serve our community. We will do our best to keep you informed of activities that may interest you. If you are interested in more information about Children or Family ministry, you may contact our office at office@nwnaz.org.

We believe a loving spiritual family, meaningful worship, Biblical teaching, and compassionate work are essential for our families. If you do not have a church family, I would love to invite you to join us on Sunday mornings at 11 am. Childcare and activities for all ages are available.

The church is here to serve you. If you have special needs or seek counsel, or prayer, please feel free to contact me or our staff. Our doors are always open, and I make it a personal exercise to pray daily for our congregation and childcare families. You are prayed for.

Sincerely,

Pastor Sam Simoes
pastorsam@nwnaz.org

Sunday Mornings	
Bible Study 9:30 am Morning Worship 11:00 am	Children's Bible Study – 9:30 am KidVenture – Kid's worship –11:00am Youth Bible Study at 9:30