



Cavanaugh Children's Center

Parent/Student

Handbook

POLICIES & PROCEDURES

Fall 2021- Summer 2022

ENROLLMENT

Every child must have an enrollment packet on file with the office. Enrollment packets **MUST** be turned in with all signatures complete when registration fee is paid. Your child is not enrolled until packet is complete and returned.

HOURS

CCC opens at 6:30 a.m. and closes at 5:30 p.m., Monday thru Friday. A "Late Pick-Up" fee will be charged to your account if your child remains past your scheduled departure time. \$10 will be automatically added for the first 5 minutes past departure time. An additional \$5 per minute will apply after the initial 5 minutes of late pick-up. At 6:01 p.m. CCC will contact FSPD & Arkansas DHS and report child(ren) as abandoned.

Students must arrive at CCC prior to 10 a.m. Exceptions will be made for doctor's appointments (with physician's note) and family emergencies. Students can not arrive during naptime. Latest drop-off time for students is 12:00 noon.

AGREEMENTS, UNDERSTANDINGS & FINANCIAL AGREEMENT

Tuition will be applied weekly and is due **every Monday** of the week your child attends. You may pay ahead on your account as much as you choose, ***all paid tuition is non-refundable***. If an account becomes delinquent by Tuesday at noon, it will be charged a \$25.00 late fee. For any returned check, a \$25.00 fee will be charged to an account. After one returned check, CCC will NO LONGER accept a personal check for that account. CCC has the right to turn a delinquent account over for collections and/or Small Claims Court.

Acceptable forms of payment are Cash or Check. CCC does not accept credit card payments until further notice.

JR-K students will not be allowed to participate in the annual graduation program unless their account balance is current.

Account balance must be current at the end of each school year for your child to enroll in and participate in the CCC Summer Camp program.

CCC may be closed for inclement weather conditions or holidays, and you will still be responsible for full and normal tuition payments on those closed days.

Should your child be absent from CCC – you will still be responsible for the full weekly tuition. Full tuition will apply to any week in which CCC is closed for scheduled holidays, church activities, or inclement weather days.

CCC closes for a pre-determined number of days each year to perform annual repairs and renovations to the facility and will NOT charge tuition for those days.

CCC requires a 1-week notice of withdrawal. Should you fail to provide the one week's notice you will be charged a week's tuition.

If at any time you or a member of your family threaten to or take any form of legal action against CCC, Cavanaugh Church or any employee of the school or church, your child will be immediately discharged from CCC and will never be allowed to re-enroll at CCC.

Once your account becomes 2-weeks delinquent, your child(ren) will automatically be discharged from CCC and will not be able to attend school until your account is brought current.

Any Fall or Summer registration, supply or activity fees are NON-REFUNDABLE. Fall registration and Summer Camp registration fees are due each year at enrollment. Fall or Summer registration fees will not be applied to accounts with option of making payments. They must be paid in full at time of enrollment.

Any paid tuition, partial or in full, is NON-REFUNDABLE.

During the academic school year, if your child does not attend Spring Break week, you will not be charged. But we must have advanced notice that you will NOT be attending that ENTIRE week.

During Summer camp your child is allowed one (1) weeks' vacation – meaning if your child does not attend Summer Camp for one (1) week your account will not be charged. We must have advance notice of what week will be used for vacation.

Childcare Licensing/Child Maltreatment investigations and/or law enforcement may possibly interview your child for the purpose of determining licensing compliance or for investigative purposes. In accordance with Minimum Licensing Requirements: DCCECE/CHILD CARE LICENSING UNIT: 200.201.4

END OF YEAR CUSTOMER STATEMENT

CCC is not required to provide an end of the year payment statement for childcare; it is done as a courtesy. Receipts are provided with every payment made. Each receipt includes the CCC Tax ID number. CCC will provide one end of year statement for enrolled students. After leaving CCC, it will be your responsibility to contact the school to pick up your statement. The school does not mail statements. It is recommended that you keep up with your receipts throughout the school year as you would other receipts for tax purposes.

ARRIVALS & DEPARTURES/SEPARATION PROCEDURES

It is required that Parents/Guardians sign their child(ren) in and out using the Procure App. Parents will drop off children at the front door. At this time, parents are allowed to enter the facility in the afternoons to pick up their children if they are wearing a mask. This policy is subject to change based on COVID restrictions. If you are running late due to traffic or an emergency, please give the center a courtesy call so we can continue with staff schedules accordingly. Younger children may experience separation anxiety at drop-off times. We ask parents to give their child a hug and kiss and to reassure the child that they will return to pick them up in a little while. When the child arrives in the classroom, the teacher will get the child acclimated very quickly.

PERSONAL ITEMS BROUGHT FROM HOME

We do not permit personal items or toys from home. Young children do not share well, and special items tend to become lost, or “borrowed”. Parents are welcome to donate items such as books or toys to the Center at any time. The center is not liable for personal items.

Extra clothes are to be sent for use here and left here. Not sent back and forth in any type of bag. During the Fall/Winter months a travel size pillow and blanket can be left at the school. During the Summer/Spring months only a travel size pillow may be kept at the school.

SPECIAL OCCASIONS

When your child has a birthday, we would love to celebrate with him/her on that special day. It is optional of course, but if you choose, it is permissible to bring snack for the class. We ask that you limit the sweets and choose fruits, cookies, or cupcakes. Please remember we are a nut free facility. Every food item must be store bought and unopened.

CELL PHONES

HANG UP BEFORE YOU PICK-UP Student drop – off and pick – up is a **NO CELL PHONE ZONE**. Please help keep our children safe.

BACKPACKS, CUPS, & TOYS

Backpacks, diaper bags, and cups will no longer be allowed at CCC. Insulated bags for breast milk or baby food is accepted. Should there be something that your child is required to bring every day and take home every day, the office must be notified. With approval from the office, arrangements will be made to make sure this item is available at pickup daily. **If approved, bags must be clear.**

Studies have shown that backpacks are often unknown carriers of lice, bedbugs, roaches and other vermin and germs. CCC strives to keep our facility as sanitary as possible – germ and bug free – for everyone’s health and safety. The children enrolled at CCC have no need for a backpack daily. They do not carry schoolbooks or other items from area to area during the day as needed in public schools. CCC has also found that the children’s daily papers and information from the office are often put in the backpacks and not found in a timely manner.

BITING CHILD

If you are enrolling an Infant or toddler, you will need to be aware that some children this age may go through a biting state. Although biting is undesirable, this is a normal developmental process for that age. If a child does bite, we remove the child from the other children for a short period of time and tell the child “no biting” and “biting hurts.” To protect the privacy rights of our children we will not release information to any individual regarding the identity of a child involved in a biting incident. However, we will advise you of your child’s involvement through a standard incident report form. Please do not ask our staff to violate another child’s privacy rights by asking who bit your child or whom your child bit. Please understand that we make every attempt to keep biting from occurring.

NUTRITION

A lunch menu is provided monthly. It is your responsibility to check for allergies and you must supply food replacements if needed. **Lunch will be brought from home every Friday.** If a lunch is not brought, you will be called to bring a lunch for your child. We can keep a lunch in the fridge, but we cannot heat up any lunch. Please remember we are a nut free facility.

Parents of children too young to eat our provided breakfast, lunch, or snacks must supply food, food schedule and nutritional requirements. We will provide breakfast, lunch, and snacks when you inform us your child is ready.

We supply all sippy cups and drinking cups. Bottles are the only exception.

Vienna sausages are substituted for hotdogs with children 2 and under.

The center shall ensure that lunch is served to each child.

Breakfast, lunch, snacks, and evening meals shall each meet current U.S. Department of Agriculture guidelines, including portion size. If sack lunches are sent from home, they also meet these requirements. Milk shall be served to each child during the day. Exceptions may be made for children who suffer allergies to milk. (A substitute must be provided)

Mid-morning snacks or breakfast, and mid-afternoon snacks shall be provided for all children.

Infant & Toddler Nutrition Requirements

Mothers are allowed and encouraged to breast feed their children at CCC.

The routine use of food, bottles and formula shall be agreed upon by the caregiver and parent. Instructions regarding special needs for food, bottles, and formula, such as food allergies, shall be obtained in writing from the parent and followed by the caregiver.

Feedings for all children up to twelve (12) months of age shall be documented by the caregiver and available for review by the parent. This documentation shall continue for all children older than twelve (12) months of age who are still being given bottles. Infant bottles and food shall be prepared and heated in an area separate from the diaper changing area.

LUNCH COUNT

CCC takes a "head count" for lunch at 10:00 a.m. every morning and the **Office** must be notified by phone call prior to 10:00 a.m. if a child will be late arriving and will need to be included in the lunch count. If a child should arrive late to school, without notification, that child will not have a prepared lunch for that day and the child will need a lunch provided to them prior to arrival at CCC. This is for children eating our provided lunch. *Children cannot arrive to CCC after 12:00 noon.*

DISCIPLINE POLICY/ "THREE STRIKES"

A parent is allowed three (3) calls/visits to discipline your child. The fourth call/visit you will be asked to remove your child from CCC. Calling parents has been and will continue to be the last resort. We take calling parents a very serious matter. The child's behavior should be to such an extreme that we require parental involvement. When a call is placed to a parent, we want it understood that this is not some small, insignificant, silly behavior we are calling about. This behavior is of a level that demands further action and assistance from parents. These calls should not be taken lightly or viewed as a request to come but as a requirement.

Should a child continuously show aggression to other children and especially to other adults on staff you will be called. Aggressive behavior is not tolerated at CCC and can be cause for immediate dismissal.

If a child continuously disobeys, causes harm to another child or adult, or keeps the classroom in turmoil, he/she will be placed in "time out" for a few minutes. The time will depend on the age of the child. Children under the age of two (2) will not have "time out" per State Licensing Regulations. Positive redirection is the primary discipline technique used with infants and toddlers to age of two (2). The child will be guided into an acceptable activity and offered appropriate choices. If this fails to improve the behavior problem, a call to the parents will occur. At this point, if no improvement is evident, the parent will be notified again to come to the center and handle the matter. Please do not remove the child for the day unless instructed by the Director. This will only encourage the child to misbehave as an excuse for the parent to come and take them home.

THE CENTER WILL NOT TOLERATE CONTINUOUS MISBEHAVIOR OR ABUSIVE LANGUAGE OR VIOLENCE. Remember, children repeat everything they hear. We reserve the right to ask you to withdraw your child from our enrollment if parent or child cannot or will not cooperate with or benefit from our care and program. Every effort will be made on our part to avoid this kind of request.

Our job is to provide a loving, safe, educational environment for the children. Our staff are teachers. We will teach them about Jesus, their ABC's and numbers, colors, and shapes. We will encourage them to use proper behavior and manners and for the younger children we will HELP YOU potty train your child. But none of this is possible when we have a child that is requiring more attention and time from the staff due to bad behavior. Correcting undisciplined, bad behavior should NOT be our primary job focus. This should be taught and corrected

at home. CCC should simply be reinforcing and backing up the respectful behavior and discipline that is taught at home.

One of the main goals of CCC is to provide a Christian atmosphere for the children. This can be obtained only if we have harmony and friendship between the children and all the adults. For this to be possible, we believe that good behavior must be taught and encouraged to children at an early age. Please do not encourage your child to retaliate against another child.

BEHAVIOR GUIDANCE

1. Behavior guidance shall be:

- a. Individualized and consistent for each child
- b. Appropriate to the child's level of understanding
- c. Directed toward teaching the child acceptable behavior and self-control

2. Physical punishment shall not be administered to children.

3. The length of time a child is placed in time out shall not exceed one minute per year of the child's age.

Infant & Toddler Behavior Guidance Requirements

1. Time-out shall not be used for children under two years of age.

2. The child may be placed in a supervised area away from the group or in a crib or playpen while staff attends to the situation. Brief separation from the group is acceptable when the child's behavior places the child or others at risk of harm. Example: A child who has bitten another child would be removed from the group, briefly, while staff attends to the bitten child.

Shaken Baby Syndrome

A significant number of deaths from head trauma among children under age 2 are non-accidental. Shaken Baby Syndrome (SBS) is a leading cause of fatal physical abuse deaths, according to the Shaken Baby Syndrome Prevention Plus website (www.sbsplus.com). Research over the past two decades suggest that approximately one-fourth of SBS victims die and the majority of those who survive live with permanent impairment, including blindness, feeding difficulties, seizures, motor impairments and learning problems. Some of the injuries that are often associated with Shaken Baby Syndrome are:

A. Intracranial Injury

- a. Brain swelling (adema).
- b. Sub-dural or sub-arachnoid hemorrhages are often found.
- c. Inter-hemispheric bleeding is frequent.
- d. "Shear injuries".
- e. Evidence of external trauma is often lacking.

B. Retinal hemorrhage

- a. Found in most of cases of SBS on exam by ophthalmologist.
- b. Usually more than one/frequently many.
- c. Occasionally retinal detachment may occur.
- d. Visual impairment or blindness may result from the cortical damage.

C. Other Injuries

- a. Rib fractures may be seen due to squeezing while shaking. Location of fractures is usually lateral or posterior.

- b. May have bruises or other broken bones. It is rare to see bruises over the broken ribs. Grab marks are usually not seen.
- c. Evidence of previous shaking episodes, old broken ribs or broken bones may be found on MRI or skeletal survey and are not unusual. Many have evidence of prior abuse.

Injuries from Shaken Baby Syndrome are NOT caused by bouncing on a knee, jogging with an infant in a backpack, or tossing infants in the air and catching them (these may not be good activities, however). A severe injury can be compared with falling from a 3rd floor window or a car accident when the child is unrestrained. In severe cases the symptoms are rather immediate and usually occur within 1-2 hours before arrival at the hospital or clinic.

In infants who have a severe injury and survive, some areas of the brain are destroyed. These areas die and are reabsorbed into the blood stream. The cavity which remains fills with fluid and the remaining brain tissue may continue to shrink over time. This type of brain damage means those areas of the brain are GONE forever – new pathways through it cannot be formed. When Shaken Baby Syndrome is diagnosed, it is important to evaluate other children in the family as they may have been shaken or abused in other ways. A thorough psychosocial history is recommended.

According to the Arkansas Department of Human Services Child Maltreatment Protocol (used to determine whether the Hotline will accept a report), shaking a child age three or younger is defined as the parent or caregiver using one or both hands to violently and rapidly intentionally or knowingly move the body of a child age three or younger in a back and forth or up and down motion.

SAFE SLEEP POLICY

All childcare providers at Cavanaugh Children’s Center will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases:

Infants will always be placed to sleep on their backs.

Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.

No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.

Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.

If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.

The infant’s head will remain uncovered for sleep. Bibs and hoods will be removed.

Sleeping infants will be actively observed by sight and sound.

Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing, or bouncy chair. If an infant fall asleep any place other than a crib, the infant will be moved to a crib right away.

An infant who arrives asleep in a car seat will be moved to a crib.

Infants will not share cribs and cribs will be placed either end to end with the divider panel between or 3 feet apart.

Infants may be offered a pacifier for sleep, if provided by the parent.

Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.

When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.

In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.

MEDICATION

All medicines must be given to the office and a medicine form **MUST** be filled out or medicine will not be given to any child. If a doctor prescribes an over-the-counter medicine, please provide a doctor's note. If the child must take medicine twice a day, please take before and after school.

SICK POLICY & REQUIREMENTS

1. No child or staff shall be admitted who has a contagious or infectious disease.
2. The parent or legal guardian shall be notified as soon as possible when a child has any symptom that requires exclusion from the facility. The child shall be separated from other children and closely monitored until the parent arrives to pick the child up.
3. Any child who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one business day.
4. Parents or guardians of all children shall be notified of contagious illness as soon as possible.

PARENT COMMUNICATION APP

Please download Procure in the App Store. Once you return the last page in the handbook to the office you will be sent a WELCOME EMAIL! You will set up your username and password. Select your communication style from emails, texts or apps! Get pictures and videos of your child's day!

Cavanaugh Children's Center

Statement of Faith

Please read the following beliefs held by Cavanaugh Children's Center and complete the information.

Evangelical Beliefs

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
5. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

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Statement of Faith

God—We believe that God is the Creator, Sustainer, and Righteous Ruler of the universe. He has revealed Himself in nature, and in the Scriptures of the Holy Bible as Father, Son, and Holy Spirit: yet as one God.

Jesus Christ—He is God's unique Son; the only one of a kind. The Scripture teaches that He is God revealed in flesh. In His Divine nature He is truly God and in His human nature truly man. He is the One once crucified for man's sin, the now risen and glorified Savior and Lord who mediates between God and man and who gives us access to the Father through His intercession. None can come to the Father unless they come through Him.

Holy Spirit—All of the attributes of God are ascribed to the Holy Spirit by the Scriptures. It is He who convicts and convinces men of their sin. He also convinces man of that which is right, and that a final day of judgment will come. He, it is, who comes to live in us at conversion, to open our understanding to the Scripture, and to lead us into the truth.

The Bible—God used holy men to write the Scriptures. They are, in both the Old and New Testaments, the very words God intended us to have. They are, as given by God, without error and are our only rule of faith and practice. We profit from them by learning the truth about many things: they also speak to us about wrong doing; they even correct us and get us back on course as well as instructing us in right living.

Man—God created man in a state of innocence. Man, being tempted by Satan, yielded and willfully disobeyed God, becoming a sinner and incurring God’s judgment upon sin. All of Adam’s descendants inherit his fallen nature and thus have a natural inclination to sin. When one comes to an age of accountability, he is guilty of sinning before God and in need of salvation.

God’s Relationship to His Creatures and Creation—God exercises a wise and benevolent providence over all beings and things. He maintains the laws of nature and performs special acts as the highest welfare of mankind and His created order of things require.

Salvation—Man receives pardon and forgiveness for his sins when he admits to God that he is a sinner, when in Godly sorrow he turns from them and trusts in the work of Christ as redemption for his sin. This acceptance of God’s great salvation involves belief in Christ’s death on the cross as man’s substitute and the fact of God’s raising him from the dead as predicted. It is a salvation by grace alone and not of works.

Who Can be Saved?—It is God’s will that all be saved, but since man has the power of choice, God saves only those who repent of their sin and believe in the work of Christ on the cross. Those who refuse in this life to repent and believe have no later chance to be saved and thus condemn themselves to eternal damnation by their unbelief.

Perseverance—All believers in Christ, who through grace persevere in holiness to the end of life, have promise of eternal salvation.

Gospel Ordinances—We believe the Bible teaches three ordinances for the church to practice: Baptism in water by immersion, the Lord’s Supper, to be perpetuated until His return, and the Washing of the Saints’ feet, an ordinance teaching humility.

Resurrection—We believe the Scriptures teach the resurrection of the bodies of all men, each in its own order; they that have done good will come forth to the resurrection of life, and they that have done evil to the resurrection of damnation.

Church Government—Our churches enjoy local church autonomy (self-governing). The local church is the highest authority in the denomination. Local churches voluntarily organize themselves into quarterly meetings, district, state, and national associations for the purpose of promoting the cause of Christ on the local, state, district, national, and worldwide level.

Christ’s Second Coming—The Bible teaches that Jesus Christ, who ascended on high and sits at the right hand of God, will come again to close the Gospel dispensation, glorify His saints, and judge the world.

Missions—We believe that Jesus commanded the church to go into all the world and preach the Gospel to every creature.

