



Mission statement

It is the mission of In His Care Children's Center to provide a safe, loving, and enriching learning environment that encourages children to know who they are in Christ and develop into who God created them to be.

Philosophy of In His Care

Each child is uniquely created in God's image. Each child has gifts and callings given to them by their creator. As Teachers we will create a learning environment that enables children to develop these gifts and callings.

Curriculum

Our curriculum is Bible based. Each teacher will develop lessons on the strengths and challenges of each child in their class. We follow the standards that Arkansas Childhood Division implements for child care centers.

Discipline Policy

In His Care works towards bringing out each Child's unique gifts and talents to help them grow in spirit, soul, and body.

We believe in encouraging each child with uplifting communication. We will encourage each child to express themselves in a way that benefits them as individuals. We will redirect Children's challenging behavior to diffuse the situation. At times if the child is hurting themselves or others then time out will be used. If necessary a call to the parent or caregiver will be done in order to help with the situation.

Confidentiality

In His Care believes in promoting respect for all our families. We believe that each family is their children's primary teachers, caregivers, and greatest influence in their lives. Every conversation between you as the family and the staff will be kept confidential. It will be on a need to know basis when information is shared. Every family needs to know that every staff member is a mandated reporter which means we will report suspected abuse or any communication that expresses that abuse is going on in the home.

Procedures for Enrollment and Withdrawal

*Enrollment is based on the age of the child and if we have an opening for that age.

*There is a registration fee of \$50.00 dollars a year per family

*There is a supply fee of \$60.00 a year per family.

*Withdrawal needs to be in writing with a two weeks' notice

*If child is taken out without a two weeks' notice or doesn't stay the whole two weeks you will still be charged the two full weeks.

Required forms for enrollment:

(These forms must be on file before child attends In His Care)

*Birth certificate

*Rate sheet signed

*Policy formed read and signed

*Child questionnaire

*Medication Authorization from

*Immunization chart

*Contact form

*Authorization of pick up

Hours of Service

In His Care business hours are 6am to 6pm. This does not mean that your child can be in my care from opening to closing. At

enrollment a daycare contract will be made and at that we will set up the times for your daycare hours. An overtime fee will be charged of \$1.00 per minute if you go beyond your contracted time. I know that occasionally things happen to make it impossible to get here in time and I will take that in consideration before charging the late fee.

Tuition

Tuition is due the Friday before the week begins. It is on a prepaid basis. If payment is not made prior to the care of the child then services will not be provided until payment is rendered. Full payment for the week is still owed even if child didn't attend their enrolled time slot. In His Care reserves the right to terminate enrollment if tuition is not paid. There will be a \$30.00 charge for all returned checks. A late fee will be charged at \$10.00 a day for late Tuition payments.

There are nine paid holidays that the center will be closed but tuition is still due for these holidays.

*New Year's

*Good Friday

*July 4th

*Memorial Day

*Labor Day

*Thanksgiving Day and day after

*Christmas Eve and Christmas day

When these holidays fall on the weekend, In His Care will be closed either the Friday before or Monday after.

Vacations

In His Care will close three weeks out the year. There will be a months' notice before closing. This will allow vacations to be taken. Tuition will not be required for closings due for vacations.

Personal Items

In His Care has a no toy from home policy. We will not be responsible for a child losing their toy or it being broken while here at the center.

No outside food is allowed to be brought for your child to consume on these premises. If you want to bring something special for your kids birthday to share with every child then just let us know when you are bringing it. All items have to be store bought and cannot be made at home.

Please bring three changes of clothes. Remember to dress your child for success. In His Care provides care for multiple children of all ages. It is very important that your child's clothing helps the child be successful while playing, jumping, and running.

Tennis shoes are highly recommended and clothing that can be easily taken off and on especially during potty training stage.

Grievances

I have a open door policy. You are welcome at In His Care Children's center at any time. If you would love to come visit with your child at any time you are encouraged to do so. If at any time you have any concerns please communicate these concerns immediately so we can work on a solution together. At times In His Care might not be able to do anything about your concerns if it goes against licensing policy.

Illness and Emergency Policy

We follow the Arkansas Division of Children policy for illness. A copy is attached for your connivance.

We will conduct monthly fire and tornado drills to make sure that everyone at In His Care is prepared to get the kids to safety promptly and safely.

There is an emergency preparedness plan that provides guidelines for a variety of emergency situations. Such as Terrorist attacks, winter storms, flooding, earthquakes, that potential violent situations, and any medical emergencies may occur. This plan is in a binder in the office and you are welcome to look at it any time. All emergencies will be communicated to the Parents and/or caregivers as soon as possible.

In His Care is excited to partner with you to provide care for your children. I pray this place becomes like a second home for the children in our care.

Parent/guardian signature

_____ Date _____

_____ Date _____