



Bundles of Love Christian Academy

"Educating and Enhancing Children's Abilities in Learning"



Vision

We share a vision to see all children and families reach their fullest potential in a Christian environment.

Mission

To provide loving, affordable, and high-quality care for each child. Our focus is to create stimulating early care and education that promotes each child's social, emotional, physical, and cognitive development. Our goal is to teach children to become leaders of tomorrow.

The teachers at Bundles of Love Christian Academy will not be directly instructing your child in colors, numbers, shapes, and letters. Instead, they will provide activities to enable your child to construct knowledge about classification, observation, comparison, estimation, and problem-solving. All of which are required for an understanding of math and science concepts.

Children will learn songs and fingerplays, make up stories, and be encouraged to explain their ideas through the use of descriptive words when retelling stories shared to support the learning. They'll experiment with markers, paint, clay, and other materials, have their stories written down, and be encouraged to write in whatever way they can. This approach contributes to the foundation and appreciation of learning, reading, and writing.

Each day will be filled with stimulating and innovative activities which encourage each child to reach his or her full potential. Our daily schedule includes a balance of teacher-guided and child-initiated enrichment activities. You will find that our staff is very knowledgeable with regard to child development, and their people skills are the strength of our program. Please make the most of every opportunity to observe, listen to and learn from this group of caring educators. Our staff members are here to "Educate and Enhancing Children's Abilities in Learning."

Recommended Supplies

- 1" White 3-ring presentation binder
- 2 Pocket folders (1)
- 2 Boxes of Kleenex facial tissue
- 1 Disposable Wipes
- 1 Backpack

For children ages 6-12yrs, backpack with a weather-appropriate change of clothing, including socks and underwear.



We will make all the forms available to you and help you with any questions. Please thoroughly review the handbook and forms before signing the family agreement.

Hours and days of operation:

Monday through Friday, January through December. 6:00a.m. to 5:30pm. There is a \$2.00 per minute late fee if the child is picked up after 5:30pm.

Holiday Observance:

Bundles of Love Christian Academy will be closed in observance of the following holidays.

Parents will receive a two-week notice on the closing holiday. It will be posted at the center. If a holiday falls on a weekend, Bundles of Love Christian Academy will be closed on Monday after or the Friday before.

The holidays that this center will be closed on are:

New Year's Day	Thanksgiving Day and the day after
Martin Luther King Jr.	Thanksgiving
Memorial Day	Christmas Eve
Independence Day	1 Week of Christmas
Labor Day	

Other days from time to time, such as but not limited to inclement weather, physical plant problems relating to heat, air sewage, etc., and quarantine due to "Educating and Enhancing Children's Abilities in Learning" communicable disease.

No discounts from tuition will be made for holidays or other days on which the center does not operate.

- For Holidays that fall on a Saturday, we will close the centers on Friday before.
- For Holidays that fall on a Sunday, we will close the centers the Monday after.

Inclement Weather Advisory

Please be advised that the center will occasionally close due to inclement weather. If Paulding County Schools Close due to inclement weather, BOLCA will close. If we are prevented from



opening the childcare centers and Public Schools are already out due to break, we will call each parent.

The school will also be closed in the event of physical plant problems relating to heat, air, sewage, etc., and quarantine due to communicable diseases. No discounts from tuition will be made for holidays or other days on which the center does not operate. Except if the School is closed for three days or more

Transportation:

Bundles of Love Christian Academy provides transportation to and from elementary and middle schools and field trips. Please contact the center's director to find out what schools we provide transportation to and from. All forms must be completed before your child can ride the van.

The parents are responsible for contacting the center if their child doesn't need to pick up from Paulding County School. Failure to inform the school will result in a charge of \$15.00 that will be added to your account if we make a trip to the school.

Swimming:

A Bundle of Love Christian Academy does not provide any swimming activities at this time.

Sickness/Medicine Policy:

To protect the health of your child and other children, this childcare center adheres to the listed guidelines.

When a child is too sick or contagious, he/she SHOULD NOT be brought to Bundles of Love Christian Academy. If at any time the Director or another staff member feels that a child is too sick or contagious, he/she will not be allowed into Bundles of Love Christian Academy. If the child becomes ill during the day, it will be the responsibility of the parent(s)/guardian to remove the child within ONE HOUR of notification.

These are reasons why we would send your child home and/or why you should keep your child home:

- An oral temperature of 100 degrees or higher. The temperature needs to be gone for 24
- hours before the child can return to the center



- Conjunctivitis is an eye infection commonly referred to as pinkeye. The eye is generally red with burning and thick yellow drainage. The child needs to be on antibiotics for 24 hours before he/she can return to Bundles of Love Christian Academy.
- Coughs that produce phlegm and mucus with a slight temperature elevation.
- Any rashes that cannot be identified or that have not been seen by a physician.
- Frequent diarrhea, watery and explosive bowel movements, and vomiting, other than common spitting up, must be gone for at least 24 hours before the child can return to Bundles of Love Christian Academy.
- If the child has a contagious disease (measles, mumps, roseola, strep throat, scarlet fever, chicken pox, etc.) The child MUST be kept home and may return only with written verification from the doctor that the child is no longer contagious.
- If the doctor places your child on an antibiotic, the child must not be brought to Bundles of Love Christian Academy until he/she has been on the medication for at least 24 hours by mouth.
- If children have lice or nits, they will be excluded from Bundles of Love Christian Academy until they are found to be lice/nit free. They will be checked for the following 30-days after the lice have been discovered for precautionary reasons.
- We do not dispense medications. Medications for children who have life-threatening situations will be allowed only. Parents must provide a written authorization signed, and instructions from the Doctor.

In case of a medical emergency, an attempt will be made to notify the parent(s) immediately.

- If a parent cannot be reached, or if the situation warrants, Bundles of Love Christian Academy will contact the emergency number that you (the parent/guardian provided) and/or the center will call 911, and your child will be taken to the nearest hospital which is Paulding Wellstar.
- If your child is injured in an accident, the report will be filled out promptly, and the parent will be notified immediately. We have a 24-hour policy regarding antibiotics, vomiting, diarrhea, and lice treatment. This time span helps ensure that the child is well enough to return to Bundles of Love Christian Academy and will not relapse the illness.
- A child who is not well enough to participate in ALL of our daily activities should not attend Bundles of Love Christian Academy. Our staffing is limited, and we are unable to isolate ourselves with just one child for an extended period due to sickness, not to mention that a child who isn't feeling well would rather be at home than Bundles of Love Christian Academy. Should your child be dropped off under these circumstances, the Director or Asst. Director will call and ask you to remove the child within one hour of notification.



Meals:

Bundles of Love Christian Academy participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving daycare. Each day more than 2.6 million children participate in the CACFP across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of daycare and making it more affordable for families.

- All meals meet the USDA requirements.
- You may bring food from outside during special occasions and when requested, but please do not send any food, drink (this includes a morning Sippy cup), or candy with your child. We will not administer a modified diet for your child, only if you have a doctor's notice.
- You are responsible for feeding your child if he/she arrives at the child care after meal time. Our meal times may vary according to seasonal schedules. Please see the center director if you are unsure about our current times. Infants are always fed on demand.
- Children are offered a variety of foods but are not forced to eat. We encourage each child to try one or two bites of everything, and they must try a little of everything before giving seconds of something else. Sometimes they are surprised by what they like! If a child refuses to eat, there will be no food served until the next designated meal/snack time.
- Breakfast is served from 7:30-8:30a.m, Lunch is served at 11:00a.m. (sharp) Snack is served at 2:00-3:00p.m.
- If you wish to provide snacks for your child's birthday or another time, that's great! If you let us know a day ahead of time, it helps. Due to extreme allergies, snacks containing peanuts or other nuts are not served at school. This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and walnuts.

Termination of Childcare Services

If for some reason, you decide to discontinue our services, Bundles of Love Christian Academy requires a two-week written notice. This will provide time to fill your child's spot. Payment is due for the two-week notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day. If it becomes necessary for us to resort to legal action to collect fees, the parent(s) will be responsible for the legal fees incurred. If, for some reason, we are unable to provide services, we will provide as much notice as possible as we understand how difficult it can be to find quality educational programs.



Examples of why we would terminate your child's care include (but are not limited to):

1. Failure to complete required forms.
2. Failure of a parent to pay tuition on time
3. Lack of parental cooperation and discipline problems from the child.
4. Failure of a child to adjust to the center after a reasonable amount of time.
5. Our inability to meet the child's needs.

Payments and Fees:

A. Fees are to be paid by debit card, money orders, or cash. Tuition is Monday afternoon. After Tuesday, there is a \$25.00 late fee that will be added to your account. All tuition plus any late fees must be paid in full by Tuesday. Your child may not attend school until the balance is paid if fees are not paid.

B. When children are at the center for 3 days or more, the full tuition must be paid. Children at the center for 2 days or less will have a discount of 50% off the full-time rate.

C. When children are gone for an entire week (i.e., vacation, holiday), 50% of your child's tuition is due. (this holds your child's spot at BOLCA) Parents have a choice of opting out of paying the 50% and putting their child's spot on hold but please remember that if you choose to put your child's spot on hold, you are not guaranteed a position when you want to enroll your child back. If your child's spot is on hold and you would like them to come back (if space is available) to BOLCA, then a \$_____ per family re-activation fee will be added to your account, which must be paid in full before your child is enrolled.

D. Registration fees are paid annually.

Registration fees, vacation and sick days, C.A.P.S.:

A. There is a registration fee \$_160____ That is to be paid in the first two weeks of your child starting.

B. If your child is absent from school for an entire week and has a legitimate excuse (i.e., hospitalized/laid off), then BOLCA will waive the tuition fee. But please remember you must show proof that your child was hospitalized/ laid off in order for BOLCA to waive the tuition for that week. But please keep in mind that your child must be gone from BOLCA for the entire week.



If you receive a reimbursement from C.A.P.S. and have a co-pay, please keep in mind to pay your co-pay on time. Failure to do so will result in contacting your caseworker for non-payment and may lead to the dismissal of your C.A.P.S. or any state-subsidized assistant that you may receive.

Discipline:

We try to stress two main patterns of behavior: respect for other people and respect for property. As a result, we don't allow children to hit or shove other children, staff, or parents or verbally abuse them. We also stress that they treat material possessions (ours or theirs) respectfully. There is a difference between playing hard and using a toy for a purpose for which it was not intended. For example, books are for looking, reading, and observing, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen sets with.

A. Bundles of Love Christian Academy discipline techniques are a positive redirection. We don't use any physical punishment or punishment involving food or rest.

B. First, we will warn the child of his or her behavior and try to redirect them in a different center.

C. If a child fights, spits, throws a temper tantrum, or disrupts the class, we will put him/her in "time out" at another location in the room so the child can calm down. A child is only in time out a minute per age, i.e., 2 years old will be in time out for two minutes.

D. If we are having behavioral problems with your child, then a conference with you (the parent) will be set up to find a solution.

E. Occasionally, a child does not adjust readily to group settings. If, after 21 days, your child does not adjust to this group setting, Bundles of Love Christian Academy reserve the right to dis-enroll your child if he/she is unable to abide by the rules as stated in the policies and procedures handbook.

F. We do not tolerate a child damaging Bundles of Love Christian Academy property. If your child destroys materials, toys, and equipment, you will be responsible for purchasing the items or reimburse the school for the value amount of which your child destroys. Failure to pay back or purchase the damaging items will result in your child being removed from our program.



Parent Rights and Responsibilities:

1. Parents(s) are encouraged to discuss their concerns and questions with the teacher or the director at any time.
2. Parent(s) are required to read the policies and procedures handbook.
3. Parents(s) are required to supply accurate and current information concerning their children.
4. Parent(s) must provide a change of clothes that is to be left at the center. Please keep in mind the change of clothes must be suitable for the weather.
5. All clothes and personal items must be labeled with the child's first and last name on them. Children should come to school wearing suitable and comfortable indoor and outdoor play attire.
6. Your child must come to school wearing shoes at all times.
7. Your child may not bring toys, jewelry, and food (unless it's for a special event) to school. Parents will be notified when their child should bring such materials.
8. Parent(s) are required to maintain accurate information and update information on their child.
9. Attendance is important!! To get your child ready to succeed academically, your child must be at school every day!! All Children Must Be At School By 10:00 a.m.
10. We encourage ALL parents to participate at their child's school! Fundraisers, open house, meet and greet, etc.

Print Name

Date

Signature