

Stepping Stones

Early Childhood
Center



Welcome!

Stepping Stones Early Childhood Center

A Christian path for a healthy, happy childhood

Main Entrance & Parking
on the Corner of Linden & Ohio
Mailing Address: 2317 Wisconsin Ave.
Caldwell, ID 83605

CALDWELL ADVENTIST ELEMENTARY SCHOOL

Policies & Procedures

Operation Administration

Stepping Stones Early Childhood Center is owned and operated by Caldwell Adventist Elementary School as a Christian childcare facility, serving student families and local community families. Deborah Raymond is the Director. Lisa Evenson is in charge of the Preschool Curriculum. Lisa Evenson and Deysi Saldivar are the Preschool teachers. Deborah can be consulted on any issues that may arise by the staff or parents by leaving a message with the daily caregivers, by calling (208) 454-6577, or email draymond@mycaes.org.

The administration reserves the right to revise these policies and procedures at any time. Policy changes will be posted and given to parents in a timely manner.

Mission

The mission of Stepping Stones Early Childhood Center is to provide loving care to all children in our care that will promote growth and development through a nurturing, well-supervised, structured atmosphere with a Christian influence, in efforts to recreate the comfort and security of home.

Rates (Effective June 1, 2016)

INFANTS: 6-weeks to 17-months

Full-day (more than 5 hours) \$25
1/2-day (up to 5 hours) \$20

TODDLERS: 18 - 35 months

Full-day (more than 5 hours) \$23
1/2-day (up to 5 hours) \$18

CHILDREN: 3 - 5 years

Full-day (more than 5 hours) \$21
1/2-day (up to 5 hours) \$16

CHILDREN: 6 - 11 years

Full-day (more than 5 hours) \$19
1/2-day (up to 5 hours) \$14

ALL AGES: Drop-In

Full-day (more than 5 hours) \$30
1/2-day (up to 5 hours) \$24

A one-time registration fee of \$40 per family is required before or on the first day of care, unless the family has paid the registration fee for a CAES student. Rates will be reviewed yearly. Changes will be posted well in advance. A 10% discount is available for older siblings when all siblings attend on the same schedule. The youngest child is always full price.

Hours

Monday through Friday: 6:45 a.m. – 6:00 p.m. Early-bird arrivals and late pick-ups should be scheduled in advance, and will be allowed according to staff availability.

Friday closing times will change during the winter months according to our Sabbath Sundown schedule. Hours will be posted in advance.

Payment

Payment is due on the first day of care: weekly, bi-weekly, or monthly in advance. Payments are non-refundable with no exceptions. Such payments hold the child's place for care. If a parent's work schedule changes, the contract days may be changed on the official schedule contract **according to availability**, and pre-payment will be applied to the new contract.

A \$20 charge will be applied for checks returned for "non-sufficient funds."

Late Fees

There is a 10-minute grace period for pickups, after which a \$10 late fee will be charged in addition to \$10 per child per hour of additional care (1-hour minimum charge). Late fees will be added onto the next billing period. There will be no exceptions to late fees assessed.

Scheduling

Each child will be expected to attend on the days reserved on the schedule contract. Extra days may be scheduled according to availability. Trading days will only be allowed if scheduled in advance and according to availability. Please call as soon as possible if your child will be absent so the staff can plan accordingly for the day's activities.

Trial Period

There is a 2-week trial period. During this time, either party may terminate the contract for any reason without the usual 2-week notice. However, no refunds are available.

Entering & Exiting the Building

The outer gate will be unlocked during childcare hours.

Parents must bring children inside the Childcare Center and sign the register when dropping off and picking up. Older children must also be picked up personally. We will not send children outside to waiting vehicles.

The front door will remain locked during daycare hours. Parents should ring the doorbell and/or knock on the door/window and identify themselves through the front window to be allowed inside.

Absences

Payments for days of your child's absences due to illness, last-minute vacation, or any other reasons are non-refundable.

Pickup person

The parent must provide written permission if someone other than the designated parent(s) is to pick up the child.

Holidays

We plan to be CLOSED on the holidays listed below.

New Year's Eve
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (Thursday)
Day after Thanksgiving (Friday)
Christmas Eve
Christmas Day

Medical Limitations/Illnesses

A doctor's statement is necessary if your child has any type of medical limitations or handicap (allergies, asthma, epilepsy, etc.). We must have explicitly written instructions and permission to administer medication, if necessary.

Mild colds are acceptable, due to the frequency of childhood colds. Please bring tissues, Tylenol, and any prescriptions with written permission to administer and specific dosage and time interval instructions.

Do NOT bring the child who has been **feverish** during the night. Wait until the illness has run its course, usually 24 hours after symptoms have disappeared.

Do NOT bring the child who has been **vomiting** during the previous 24 hours.

Do NOT bring the child who suffers from any **highly contagious disease**, such as pink eye (conjunctivitis) or impetigo.

We will contact a parent at the first sign of illness and together we will determine whether we can continue care for that day. Parents should be prepared to provide immediate alternate care for any child with an illness requiring constant attention, such as flu, high fever, diarrhea, and/or vomiting.

Discipline

Teaching problem-solving is an important part of our curriculum. A kind "No, we don't do that because..." is usually enough in most situations. If that fails, the child is removed from the situation for a brief "talk-it-out" and "time-out." We encourage an apology and a hug when appropriate. We will observe and report behavioral change, disciplinary issues, and other concerns to the parents.

Blankets

Children under age five should bring a clean napping blanket (small) every week. These blankets will go home on Fridays (or the last day of care) to be washed and returned on Mondays (or the first day of care).

Meals

Lunch will be served at 11:30 a.m. Parents are responsible for providing a nutritious lunch. Stepping Stones is with the Let's Move! Child Care program and we follow the healthy food choices they require. **Please do not send sugary or caffeinated drinks/soda with your child's lunch.** If your child arrives after 8:00 a.m. or 12:15 p.m., please plan to serve breakfast/lunch to your child at home. Snacks are served at 9 a.m. and 3 p.m. For snacks we serve fruits or vegetables and whole grains.

Occasionally, parents like to provide a birthday, holiday, or a "just because" treat for the kids. If ingredients are chosen with care to accommodate those children who are vegetarian, have food allergies, and there is enough to go around, we are happy to serve these treats; although we encourage you to limit sugary sweets.

Mothers are encouraged to bring bottled breast milk. All breast milk must be labeled with the infant's name and date of pumping, and should be kept refrigerated.

Please inform us of any unusual dietary requirements or food allergies.

A brief prayer of thanks and asking for God's blessing will be modeled at mealtime.

Damage to Property

Parents are financially responsible for any intentional damage caused by their child at the child center, other than usual wear and tear on toys and furniture.

Dress Code

Children should wear clothing that is appropriate for school. Students should not wear clothing that has writing or images that refer to violence, alcohol, smoking, drugs, or display vulgar, discriminatory or obscene language. Children are not allowed to wear necklaces or rings to the Center because it is a safety risk for the children enrolled. Please dress your child appropriately for the day's weather. Please send along a complete change of clothing, as well as a sweater. During the winter; snowsuits, mittens, hats and boots are a must if you want your child to play outside. We will not take a child out to play without the proper protective outerwear. To prevent mix-ups **LABEL EVERYTHING WITH YOUR CHILD'S NAME.** For hygiene reasons, we do **not** do laundry of soiled clothes or diapers. Such items will be wrapped in plastic and sent home with the parent for cleaning.

Toilet Training

We are happy to co-operate with parents on toilet training at the appropriate time.

Activities

Stepping Stones Early Childhood Center is pleased to offer a flexible daily schedule, structured for cognitive, academic, and physical development. An appropriate toddler and preschool curriculum of thematic units is followed with different weekly themes. Parents will be informed of the weekly themes for the month to allow families to enhance these topics at home as desired. See the “Early Cognitive Growth & Physical Development” list provided in the Application packet for more details. The Center also provides scheduled activities for elementary children when school is not in session.

Donations of used books, toys, and games are always appreciated. Toy weapons or aggressive toys are not welcome. **Personal video game devices are not allowed.** Children will not be allowed to play with personal cell phones during child care hours. If a child brings a cell phone to the center, it must stay in a cubby or backpack unless the child is given permission to use it to call a parent.

Videos will be viewed very conservatively with pre-approved content. We never watch random cartoon programs. More creative play is encouraged—reading, music, coloring, explorative and imaginative indoor and outdoor play.

Children should not bring personal books to the center that do not support positive, Christian lifestyle or beliefs. We expect the children to provide positive, Christian influences on each other—outwardly or silently. Our toys, stories, videos, computer games, etc. will not embrace or condone wizardry, witchcraft, non-historical war, physical fighting/killing, or actively promote Hollywood themes.

Our curriculum is highly literature-based. Various biblical, Christian, and secular songs and stories will be shared. Song lyrics and storybooks are always available for parents to view upon request.

Phone Calls & Visits

Phone calls from parents during the day are welcome and not viewed as disruptions. Feel free to call and/or drop in to check on your child at any time.

Transportation

We do not provide transportation.

Termination

Kindly allow two weeks notice of termination. We will expect payment for this time whether or not your child attends, except during the trial period.