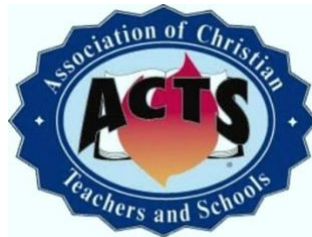




Parent Handbook

Licensed By:



A Voluntary Pre-K Provider

**135 S. Chaffee Road
Jacksonville, FL 32220
904-695-0531**

Revised 9/11/2024

The Way Christian Academy
A ministry of Whitehouse Assembly

Our Philosophy

At The Way Christian Academy, we truly believe that parents are the primary educators of their children emotionally, physically, spiritually and academically. We encourage the children in our center in acts of kindness toward each other by being living examples of love and compassion daily.

Our Vision

We believe children grow and develop best in an atmosphere most like a “second home”. A place filled with prayer, love and happiness, and a sense of security

We believe that a child’s mind can learn many things at an early age. We provide a stimulating and active environment so that he or she will be well rounded and able to excel in many different areas.

We believe the Bible to be the only inspired, infallible, authoritative Word of God. We will teach your child about Jesus so that he/she will learn to trust in Him and know Him personally.

TICC

One of the most important people in your child’s life while you are away, are his/her caregiver who display an intense love for children. All our employees here at THE WAY have developed a reputation for Godly living and good character.

We encourage continued growth and education not only for our children but also for our staff. For that reason, our center is a trauma informed facility. This is a place that will nurture body, soul and mind. Our staff will be trained in this field. They will be able to recognize and provide special care as needed on an individual basis.

Thank you so much for considering The Way Christian Academy a “home away from home” for your child.

In His Love,
Rebeka A. Johns
Director

Section 402.3125(5) F.S., requires that parents receive a copy of the Child Care Facility Brochure, “Know Your Child Care Facility” (CF/PI 175-24).

Enrollment Procedures

1. Enrollment Application
2. Immunization Records
3. Physical
4. Signed receipt of The Way Parent Information packet as well as tuition payment form

We accept children from ages 6 weeks to 5th grade.

These forms are needed for your child’s file. Please make sure that we have these forms before or on the day that your child starts at our center.

There will be two on-site interviews and a reference call to a previous center (if applicable).

There is also an \$85.00 registration fee for each child which is non-refundable. However, tuition fees may be refunded at the discretion of the Administrator depending on circumstances.

When you enroll your child, you will be asked to fill out a form indicating whether you will pay weekly, bi-weekly, or monthly. Whichever time you choose, payment must be made at the beginning of that time. If you choose monthly, payment must be made in advance for the entire month, etc. If your bill is not paid by close of business on the Monday you indicate (weekly, bi-weekly, monthly) you will be assessed a \$15.00 late fee.

Our payment methods are:

- ProCare
- Check
- Cash

We are a non-profit organization, but it does take money to run this daycare, i.e. salaries, electric, mortgage, water, phone, payroll taxes, etc. Therefore, it is very important that you pay your tuition in a timely manner. However, from time-to-time things happen. If you need to make different payment arrangements, please see the Director.

Center Hours of Operation

We are open from 6:30am to 6:00pm Monday through Friday. Doors will remain locked in the morning until 6:30am. The Way will not be responsible for children dropped off before this time. Children must be picked up by 6:00pm. A late fee of \$1.00 per minute per child will be

charged if you are late. Parents must come in with their children in the AM and come in to pick them up in the PM. Please do not send in underage siblings to pick them up. Also, please park your car in the designated parking spaces. **Do not pull up in front of the door and park as it is very dangerous.**

The Way a full year full day program. However, we do close for the following holidays:

New Year's Eve closes at 3:00pm
New Year's Day
Good Friday
Memorial Day
4th of July
Labor Day
Veteran's Day
Day before Thanksgiving closes at 3:00pm
Thanksgiving Day and the day after
Christmas Eve, Christmas Day and the day after

There are also two days our daycare closes for a Staff Retreat. These dates vary year by year. We will let you know several weeks in advance to make the necessary accommodation for your child.

It is important that your child arrives on or before 9:00am. Our classes start at 9:00am sharp and your child will miss out on a lot of structured activities. We do realize that doctor appointments and such do happen from time to time, however your child will be admitted with a doctor's note. **There will be no admittance between the hours of 11:00am and 2:00pm.** This is nap time. Children in the daycare are resting during this time. We know this may not be convenient for you, but this is to allow all children to rest quietly.

If a person who does not have a door code arrives and would like to come into the building, they must wait for a Staff member to allow them inside. Our childcare center has a locking door that can only be opened from the inside of our center. There is a doorbell that will alert the staff of a person outside as well as a monitor that allows us to know who is outside the door. The staff will not open the door for an unfamiliar face. This is for the safety of your child and the staff. Please be mindful that we are caring for children and when you ring the doorbell it might take a minute for us to answer.

Picking Up Children

When you drop off your child and pick up your child you must sign them in and out of the center. This is for our records and for the teachers to know who has come and gone. If you will not be picking up your child whomever you choose to send must be on your list and must show ID before your child will be removed from their class. If you will not be picking up your child, please call the center and let the director know who will be picking up your child.

Meals

The Way will provide breakfast and afternoon snacks for your child. We will also provide sippy cups as needed. You will need to bring your child a lunch to school every day in a lunchbox **marked with your child's name**. Every child must bring a lunch that will not have to be heated, due to the growth of our daycare we no longer have enough time to heat up a lunch for each child. Food needs to be brought in daily. Please don't bring a week's worth at a time. Please do not pack a carbonated drink for your child's lunch. If your child has one, he or she will not be allowed to drink it, they will be given milk. Also, do not pack candy in your child's lunch they will not be allowed to eat it. We do not mind an occasional "fast food" lunch brought in as a treat, but this should not be an everyday occurrence. If your child has an allergy to a particular food item, please send a prepared alternative. Also, please make sure that the teacher and the office are informed of any food allergy your child may have.

Lunch Times

1's – 11:00

2's – 11:00

3's – 11:30

4's – 12:00

Cubbies

Each child in the one's, two's, three's and four's will be assigned a cubby. You, as a parent, need to check your child's cubby daily. This will help you know what your child needs such as diapers, clothes, etc. Also, we will put letters, notices, and payment receipts in the cubby. It is your responsibility to check these.

Attendance and Vacation

The Way do require a 5-day minimum. The child does not necessarily have to attend all five days, but payment must be made for at least 5 days. Each child will be allotted two weeks per

year (January-December) vacation time. Arrangements must be made at least one week in advance for your vacation, or you will be charged for a 5 day week.

Health and Symptoms requiring removal of student from school:

For your child's protection the following guidelines will be enforced: a staff member will monitor a child who becomes ill during the day for a period of time. If symptoms of illness continue to persist, the parent will be called and asked to pick up the child immediately. You may want to plan with a neighbor, friend and/or relative to pick up your child at those times when you can't. We do not maintain a facility of all-day care for children who are ill. **Your child must be on medication for 24 hours prior to returning to the center.**

You will be contacted for the following reasons if your child has:

1. FEVER: Temperatures of 101 or higher.
2. RESPIRATORY: Breathing difficulties, wheezing, or strong constant cough.
3. VOMITING: If this child show signs of illness and continues to throw up.
4. DIARRHEA: Three or more watery or green colored bowel movements.
5. RASH: Undiagnosed rash other than mild diaper rash. Rash relating to medicine should be brought to the teacher's attention, so we do not become alarmed.
*Frequent scratching of body or scalp, live lice, rash, or any other spots that resemble childhood diseases.
6. SORE THROAT: Sore throat that needs culturing because other signs are present. A heavy nasal discharge of green nature.
7. A student is irritable, continuously crying, or requires more attention than school staff can provide while ensuring the health, safety, or well-being of the other students.

Re-admittance to the Child Care Center

- **Students returning to school from absence are required to present a written explanatory excuse from a doctor, parent or legal guardian stating the cause for the absence.**
 - A. CHICKEN POX: All lesions must be dry and crusted.
 - B. IMPETIGO: (Blisters covered with honey-colored crust) at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
 - C. CONJUNCTIVITIS: (Pink eye – redness of the eye with burning and thick discharge) – at least 24 hours after the start of medication and/or drainage present.

- D. LICE OR SCABIES: Following treatment and after all nits have been removed.
Child must be rechecked before re-admittance.
- E. RINGWORM: Child must be on medication for 24 hours before returning.
- F. STREP THROAT: No sooner than 48 hours after the start of oral medication or 24 hours after injection of medicine.

Medicine Dispensing Policy

- 1. A medication form must be completed indicating the medicine to be given and the exact dosage to be given. The Way will not dispense medication without the appropriate forms being completed by the parent.**
2. A medicine spoon should be included and labeled with the child's name.
3. Prescription medication provided by the parent and dispensed by the center must be in the original container. Name of doctor, name of child and medication directions must be on the label. For your convenience, your pharmacy will split your medication into two bottles. You can leave one at school for the duration of the medicine.
4. We will keep a record of the child, date, medication time and dosage dispensed. The adult who gave the medication shall initial the record.
5. All medicine must be given to the director or child's teacher to be dispensed. No medicine is to be in the classroom or left in bags.

Discipline Procedure

There will be no set rule for discipline because every child is an individual and what works for one child will not always work for another. However, there will be no hands-on punishment or corporal punishment. This is not our place.

We will work on trying to redirect the child from an explosive situation. We hope that this will stop the problem before it becomes one. Getting to know the child, as we will work towards doing, will help us to understand them and to know better how to deal with them as an individual.

If it is needed, a time out will be issued, but only as a last resort. In extreme situations, parents will be called and asked to handle the problem. Please keep in mind that The Way Christian Academy reserves the right to dismiss any student who continues to be a behavioral problem, who continues to harm staff members, other children, or themselves.

Clothing

Extra clothing is needed for every child. Each child should always have a change of clothing at school. Place clothing in a zip-lock bag with his/her name marked on the bag. **Flip flops or thong shoes with no back strap are not appropriate footwear for school.** Girls that wear dresses/skirts must have a pair of shorts underneath their dress or skirt. **ALL ARTICLES OF COTHING MUST BE LABELED INCLUDING COATS AND JACKETS WITH YOUR CHILD'S NAME.**

Toys, Jewelry, Money

Please do not send your child to school with toys, jewelry, or money. The Way will not be responsible for any of these items that may be lost or broken while at school. Small items are also dangerous for young children in the center.

Rest Period

All children will be given a rest period. Sleeping is not mandatory but children must rest quietly on their mats. If your child will be napping with us, you must provide a sheet and blanket for your child. **Please make sure that your child's sheet and blanket has his/her name on it. Blanket and sheet will be taken home every Friday to be washed.**

Problems or Complaints

If at any time, you have a problem or a complaint, or need to talk to someone about your tuition payment, please see the Director. Please do not speak to your child's teacher about any of these things. The Director is the only one who has the authority to change anything. It is our desire to please you while doing what's best for your child and all who are concerned.

Statement of Non-discrimination

The Way Christian Academy admits children of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities made available to children. We do not discriminate based on race, color, national or ethnic origin in administration of its educational policies and other programs we offer.

The staff here at The Way Christian Academy welcomes you and hope to have a long happy relationship not only with your child but with you, the family as well.

Emergency School Closing

In the event of a natural disaster such as a hurricane or a severe storm, The Way will be closed if a public announcement is made that Duval County Public Schools are going to be closed. Please listen to your radio or television for such an announcement.

Emergency Lock-Down

In the case of a shelter/lock down, we will contact 911 and send out a ProCare message to all parents/Guardians letting you know of our lock down. No one will be able to enter or exit the building during the duration of the lock-down. Everyone will be walked over to a central location where they will remain till everything has been “cleared” by an officer and/or director.

Permanent Closing of School

If the school should close permanently, your child’s file will remain in a fireproof, locked cabinet located in our church office.



Please sign, date and return with registration form:

I _____ (Parent/Guardian)
of _____ have received and read the policies
of the Parent Handbook of The Way Christian Academy. In signing this form, I am stating that I
have no problem with the discipline policy, the health and medical or anything else contained in
this handbook.

Signature of Parent/Guardian

Date