

Enrollment Guidelines:

*Enrollment is open to children ages 6 weeks to 12 years of age. All enrollment papers must be complete and on file before your child enters our program.

*Children ages 6 weeks—4 yrs of age will be charged the flat rate whether they attend or not during the week.

*Each child entering our daycare will be on a two week probationary period. During this time, the staff will observe and discuss to see if the child can play well with the other children as well as obey the overseeing staff. If we see a problem in this area, the child will be unable to attend our program.

Daycare Calendar:

The daycare will be open Monday - Friday from 7:00 a.m. to 6:00 p.m.

The daycare will be closed on the holidays as follows:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day and the day after	
Christmas Eve	Christmas Day

*We may close on days preceding or following holidays if there is no more than 6-8 children attending.

*Right Beginnings will also close one week during the summer. In this case we will give a one month notice to allow you to make other arrangements for your children.

*Right Beginnings will occasionally close for professional development workshops. Two weeks notice will be given.

Vacation Time:

Due to the flat rate charge for children age 6 weeks to 4 yrs of age we provide ten days per year for you to use in case of sickness or if you go on vacation. They can only be used if your child does not attend daycare. These days do not go into effect until your child has attended for 1 month. You accrue one day a month until your child has attended for five months then you can use all ten. You are responsible for notifying the daycare that you would like to take advantage of these days. These days do not roll over into the next year and they cannot be used to pay an existing balance.

Rates and Payments:

Ages 6 wks - 23 months	Flat rate of \$100.00 weekly
Ages 2-4 years	Flat rate of \$80.00 weekly
Ages 5-12 years	\$6 per day for before/after school care \$13.00 for full days

*There is a registration fee of \$25.00 per family that is not refundable. This will be for supplies.

*You can find out what you owe on your account by asking any daycare worker. Payments are to be made out to Right Beginnings and placed in the mail box that is located in each daycare room or given to Sarah Bridges.

Account balances must be paid each Friday for the previous week. A late charge of \$25.00 will be added if not paid in full every two weeks.

***We reserve the right to refuse service to anyone.**

Arrival and Departure:

All children are to be signed in and out by parent or responsible party when arriving or leaving the daycare. Parents are also responsible for notifying the staff member of the child's arrival or departure. No child will be released unless signed out. This will ensure the safety of your child.

Early Drop Off/Late Pick Up Fees:

If a child is dropped off before 7:00 a.m. or picked up after 6:00 p.m., there will be a charge of \$5.00 for the first 5 minutes and \$2.00 for every minute following. This will be charged to your bill at the end of the week. We reserve the right to dismiss your child from the daycare if you are continuously late in picking up your child after the 6:00 p.m. closing time.

Transportation:

Transportation can be provided to and from school and on field trips. The application form has the permission for transportation. Transportation will not be provided unless permission is given on this sheet.

Meals:

Breakfast and lunch meals will be served. Meals will meet one third of daily nutritional requirements. Menus will be posted. Breakfasts will be served at approx. 8:00 a.m. and lunch at 11:00 a.m. If your child misses breakfast or lunch (doctor's appointments, etc.) you will need to feed your child before they arrive at the daycare. A mid-afternoon snack will also be served after school and nap time.

Weather emergency:

In the case of severe weather or tornado, children will be taken to the Spiro Middle School. If during this time you wish to pick up your child at the daycare and we are not there, you should come to the middle school.

Clothing:

Children need to dress in comfortable, washable play clothes. They will often play outside, paint, use markers, and do other messy activities. Shoes such as boots, sandals, flip flops are not advisable for running and climbing. Clothing should be easy for a child to remove, replace, and fasten. An extra change of clothing appropriate for the season is required to be kept in the daycare at all times in case of an accident or emergency. ***Please label ALL clothing.***

Toys:

Except for a soft "nap" toy, children are not to bring toys from home. We will not be responsible for toys brought from home.

Nap or Quiet Time:

A naptime after lunch will be provided to all children ages 2-4. Children who do not sleep will be allowed to read quietly or work on puzzles after resting for thirty minutes or so. The nap period last for two hours. There is a quiet time provided to all school age children after lunch when they are here for full days.

Field Trips:

There will occasionally be field trips scheduled throughout the year. A notice will be sent home with the children one week in advance.

Guidance:

In order to provide a safe environment for our children a few rules will have to be clear, reasonable and followed by all staff.

1. Appropriate behavior will be modeled by all staff.
2. The staff shall state limits and requests to the children in a positive way whenever possible.
3. Minor misbehavior will be ignored when possible and children will be positively reinforced when behaving appropriately.
4. Time-outs will be used when the child requires a moment or short time to get him or herself together. Every attempt will be made to insure that children are never made to feel ashamed or belittled.
5. Children will be taught about safety, care of property and the environment, good health habits, and concern for others.
6. Physical punishment will not be permitted at our center.

If a child consistently exhibits developmental and/or behavioral problems, parents will be informed about the problem. If a problem continues after extensive efforts to correct it has failed, the family will be informed of the child's removal from the daycare. The staff will always try to give sufficient notice.

Medical and Illness Policy:

Children who have any of the following symptoms should be kept home:

- ⇒ severe pain
- ⇒ fever of 100 degrees or more
- ⇒ constant coughing, wheezing, nasal discharge, sneezing (not sinus related), vomiting, or diarrhea.
- ⇒ rash: body rashes, not obviously associated with diapering, heat or allergic reactions to medications
- ⇒ sore throat or severe cough
- ⇒ red eyes with discharge
- ⇒ yellow eyes or yellow skin
- ⇒ infected or untreated cuts with/without discharge
- ⇒ difficult or rapid breathing
- ⇒ blood in urine
- ⇒ symptoms of communicable disease: sniffles, sore throat, headache, abdominal pain
- ⇒ head and skin infections (ring worm, impetigo, lice)
- ⇒ Also any reportable communicable diseases such as: chicken pox, diphtheria, giardia, hip influenza, hepatitis, herpes, measles, meningitis, mumps, pertussis, polio, rubella, shigella, tuberculosis.

(If your child should contract any of these communicable diseases, please notify the daycare).

If your child should become ill or discovered to have lice at daycare, he/she will be isolated from the other children and you will be called to **immediately** pick up your child. They can return to the daycare when approved by Scott or Gina to have no lice or nits.

No medication will be given without written authorization. There will be a form to fill out for any medication administered. All medication must be in the original labeled bottle and prescribed for the child to whom it is to be administered.

We reserve the right to change the policy and/or rates when we deem necessary. In the event that this should happen, we will notify all parents or guardians.

Right Beginnings Daycare Center

Location: Spiro First Assembly of God

1000 S.W. 3rd
Spiro, OK 74959
(918) 962-9098

Director: Scott Harrison

Our Mission:

How we raise and influence our children today will effect our future. What they learn, see, and hear in these formative years can either lead to a positive or negative view of their world. With this in mind, we want to provide a loving, safe, and secure atmosphere for children. By teaching and demonstrating Godly principles, our goal is to show them the importance of a positive lifestyle. We view every aspect of childhood - playing, learning, getting along, working with others, seeing themselves in a positive manner, among many other things - extremely important in the development of a child.

Children will find someone to pattern their life after or look up to. Understanding the extreme nature of this responsibility, our goal is to be "local heroes". We will endeavor to act as positive role models in actions, lifestyle, and behavior.

The importance of parent/guardian support is the key to working with children. Our goal is to establish good relationships with parents/guardians. As we work together in development of our children, we will know we made life-long investment in the future of our world.