

Christ Academy

Christ Inspired Early Childhood Education



Christ Academy and Parent's Day Out

Christ Academy Preschool

Christ Academy is Christ inspired early childhood education for children ages 3-5. Our objective is to provide a warm and inviting place for children to be excited about learning. This preschool program focuses on kindergarten readiness as well as Christian themes of kindness, sharing and giving, forgiveness, and manners.

Parent's Day Out Childcare

P.D.O provide a schedule day for infants six weeks to three years old. P.D.O. is a licensed Family Home childcare level II. It provides a great opportunity for young children to interact with peers in an environment that is developmentally appropriate and stimulating. They are given the chance to engage in free play, as well as teacher directed activities that help prepare them for the pre-school room.

School-Age Care

Christ Academy provides before and after school care to children up to age 12. Transportation arrangements can be made as needed. We also have a summer program for school-age children.



Christ Academy is located within Christ United Methodist Church at 45th and A Streets

Christ Academy
Christ United Methodist Church
4530 A Street
Lincoln, NE 68510

Phone: (402) 489-9618
Fax: (402) 489-9675
E-mail: cindy.laughter@christumclinc.org
admin@christumclinc.org

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Christ Academy currently has openings for all ages! Please call 489-9618 to arrange a time to visit our programs!

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About Us

Christ Academy Preschool and Parent's Day Out (P.D.O.) is a licensed level II Family Home childcare. Our objective is to provide age appropriate activities for children ages 6 weeks to 5 years.

We offer preschool for children ages 3-5 years from 9:00 to 11:30 am, and extended care for all ages from 7:30 am to 5:00 pm. Care hours are determined by registration forms as completed by parents on a three-month basis.



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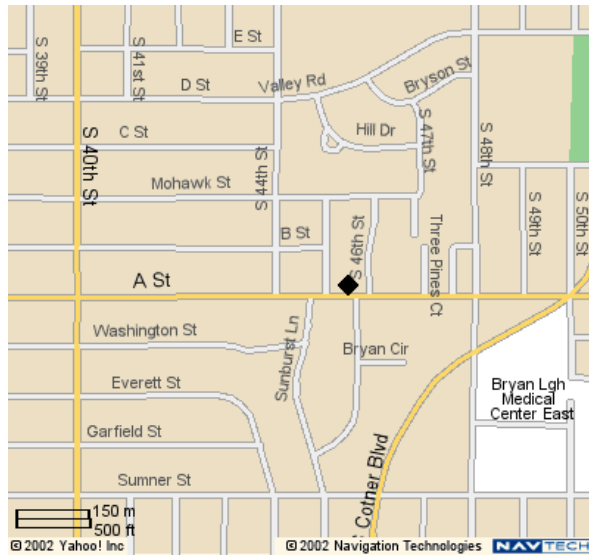
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Christ Academy is located within Christ United Methodist Church at 4530 A Street. Parking and the church entrance is located on the north side of the building.

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Parent Handbook

Our Parent Handbook, revised in January 2011, contains current rates, policies, and

Hours of Operation

7:30 am to 5:00 pm for childcare

9:00 to 11:45 am for Christ Academy preschool

Before and after school care as needed between 7:30 am and 5:00 pm

Rates

One time registration fee of \$40 for families at Christ Academy

Preschool monthly rates are according to how many days a week your child is enrolled in preschool: 3 days=\$100; 5 days=\$150

Extended care rates will be added if your child is dropped off before 9:00 or picked up after 11:45.

For children 6 weeks to 18 months:

- * Full time: \$175/week
- * Part time (minimum of 12 hours per week): \$4.50/hr
- * Drop in (less than 12 hours per week): \$5.00/hr

For children 18 months to 3 years:

- * Full time: \$150/week
- * Part time (minimum of 12 hours per week): \$4.00/hr
- * Drop in (less than 12 hours per week): \$4.50/hr

For preschoolers and school-agers:

- * \$4.00/hour for before and after school care

Registration Forms

Registrations occur quarterly. A registration form will be sent out to current families every two months before the next quarter begins and are asked to be returned ASAP to give us adequate time to schedule families and staff. The schedule can be flexible. If you realize at a later date that you need care on a date you did not sign up for, you may talk to the lead teacher in the room to see if there is space. **Children enrolled as full time will have 5 sick and/or vacation days per 12 month period** (beginning on the enrollment date). These days can be used as needed, but once 5 days have been used, billing will not be adjusted for illness or vacation. **For part-time and drop in children, there is a 72 hour cancellation notice required to drop a day you have scheduled.** Children enrolled as part time should ask to change to another day if needed to maintain a minimum of 12 hours per week. If done within this time you will not be charged for the dropped day.

Arrival and Dismissal Policy

Children may not arrive early or depart later than their schedule time without proper notice to the staff. Not following may put our ratios over limit and put our license in jeopardy. There is a late pick up fee for parents arriving at the end of the day. If you are late without calling to notify staff, you will be charged \$5.00 per fifteen minutes per child that you are late. You will be given a one time grace period where you will not be charged IF you notify the staff before hand. Any persons other than parent or guardian picking up your child needs to be an authorized adult. If your child is to leave with someone NOT listed on the release form, please send a written note stating this and giving your permission. Please have that person bring proof of identification.

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Parent Handbook (cont.)



Illness Policy

For the well being of all, we require parents to keep their children home if they have contracted any contagious or communicable diseases. Please notify staff of any illness so that other parents may be notified (your child's name will be kept confidential). Please notify staff if your child is ill and will not be attending. If your child becomes ill while at childcare, you will be notified and will need to make arrangements to pick up your child within the hour. The following symptoms indicate that you must keep your child at home or if they have these symptoms while at childcare, they will be sent home:

Temperature of 100 degrees or more, diarrhea (more than three in a four hour period), vomiting, unexplained rash, lice, any symptoms that might imply a contagious virus

Your child must remain symptom free for 24 hours or have a doctor's note before they can return.

Termination

A 2 week notice is requested for any family to withdraw their child from the program. If notice is not given, payment is to be paid throughout the 2 weeks, even if the child is not in attendance. **The Christ Academy and PDO director reserves the right to terminate a child's enrollment if the handbook guidelines are not being followed or respected.**

Closings

Christ Academy will be closed for all holidays and in the event that Christ United Methodist Church is closed. Notice of these closings will be on the registration forms and in the monthly newsletter.

Emergency closing will take place due to inclement weather or other circumstances. Typically our decision is based on the decision of Lincoln Public Schools. We are ONLY funded by the families enrolled in our programs, so on days we may have only one child enrolled, we may close down for that day since financially it would take from our budget.

What to Bring

Snacks: if your child has a special diet or allergies. Also, if you are willing to donate juice or snacks, we would be truly grateful.

Diapers/Wipes: please bring an adequate amount of disposable diapers and wet wipes each day, or you may leave some to stay at PDO.

Extra Clothes: please include a shirt, pants, socks, and underwear for both preschoolers and PDO children.

Jacket/Coat: we try to enjoy the outdoors as much as possible, so please dress your child appropriately every day. You may bring boots, mittens, and hat if needed.

Comfort items: please feel free to bring a blanket, pacifier, or a favorite toy as your child becomes accustomed to childcare.

Lunch: we eat lunch at noon. If your child is scheduled to be here during that time, please send them with a sack lunch labeled with their name. We do have a refrigerator and a microwave if needed. Lunches must contain a protein, grain, and 2 servings of fruits and/or vegetables.

Things to Keep in Mind

Please make sure that you keep your child's file updated continually with new phone numbers, addresses, emergency contacts, or immunizations.

Please remember that we are all a team—parents, teachers, and child. We all want what is best for your child. If you ever have any questions or concerns, please talk to your child's teacher or the director.

Please make sure everything you bring from home is LABELED.

The teachers are always open to new ideas. If you have anything you would like to share...please do!

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Cindy Laughter

Ms. Cindy is the director of Christ Academy. She is responsible for all the administrative functions of both preschool and P.D.O.

E-mail: cindy.laughter@christumclinc.org



Stacy Taylor

Ms. Stacy teaches the 4 year old preschoolers.



Amanda Roby

Ms. Amanda teaches the 3 year old preschoolers.



Ann Hilton

Ms. Ann works in the infant/toddler room, primarily with the infants.