



**“Where Children Find Learning Fun”**

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

*Proverbs 22:6*

## **Parent Handbook 2024-2025**

332 Spencerport Road  
Rochester, NY 14606

Ph. 585-247-8620

Fax. 585-349-1169

**Hours: 7:00 am - 5:30 pm**

*A Ministry of First Bible Baptist Church*

**[www.northstardaycare.com](http://www.northstardaycare.com)**

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Northstar Christian Daycare  
does not discriminate  
on the basis of race, color,  
nationality, or ethnic origin  
in any of its policies.



## **Pastor Kevin's Message**

Jesus said, "Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God." (Mark 10:14) Children have always held a place of high priority in our ministry. It is only reasonable that if you can influence a child for God and good at an early age that the training would likely carry them into their adult life. Our day care, nursery school, and after school ministry is special in that it is our desire to instill biblical, i.e., godly values into the mind and heart of your child while we are entrusted with their care. We are sure that the program will benefit you, your child, and your home.

Thank you for the opportunity to serve you.

Most sincerely yours,

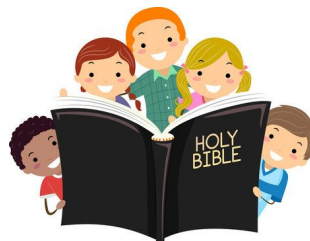
Pastor Kevin



## **Biblical Philosophy**

With the Word of God (the Authorized King James Version) as the final authority, NCA is committed to assisting the two institutions ordained by God, the home and the local church, in fulfilling their responsibility to the youth of today. Our commitment is to help parents in their appointed task of raising and training their children in the fear and admonition of the Lord. We therefore established NCA Daycare as a ministry of First Bible Baptist Church.

Northstar Preschool and Daycare is a Bible based program where the Bible is taught and practiced throughout the year. Our goal is to instill Christ-like qualities in the lives of our students so that they grow up "in the nurture and admonition of the Lord".



## Daycare/ Preschool

Northstar daycare/preschool teaches from the ABEKA curriculum, which is based on letter recognition, writing and phonetic sounds to each letter. The 3-year-old program is a wonderful introduction to a fun filled learning environment. All of our classes are teacher directed.

Our 4-year-old program introduces the 5 vowels and then pairs them with a consonant to form blends, which the children have fun forming into three letter words. This creates an excellent reading foundation for your child. Along with letter recognition, your child will be taught number recognition and number writing. We incorporate counting by 2's, 5's and 10's with the use of songs and hand motions. Our circle time is full of learning including the days of the week, months of the year, opposites, shapes, and colors. We practice very important social skills everyday such as sharing, how to be a good friend, respecting others, but most importantly how to respect ourself.

A Progress report is sent home in January to let you know how your child is doing. A follow up is done at the end of the year. It is very important that we communicate on a regular basis. Any changes made in the classroom or with the program will be sent home in writing, therefore it is very important that you read all notices and newsletters sent home.

### Daily Routine

7:00 - 8:45 am	Free Play
<b>9:00 am</b>	<b>Preschool Starts</b>
9:00 - 9:30 am	Prayer, Pledge, Bible & Bible Songs
9:30 - 9:45 am	Snack
9:45 - 10:15 am	Songs, Circle Time (calendar, weather, counting, colors, shapes)
10:15 - 11:00 am	Seat Work & Crafts
11:00 - 11:30 am	Outside Playtime or Play in Classroom
11:30 - 12:30 pm	Lunch, Clean Up
12:30 - 2:00 pm	Nap/Rest time
2:00 - 3:00 pm	Wake Up, Snack, Puzzles & Books
3:00 - 5:25 pm	Play, Reading, Crafts & Songs
<b>5:30pm</b>	<b>Daycare Closes</b>

### SCHOOL AGE CARE

Your child will be in a well-balanced Christian atmosphere with teachers who love working with children. Our center provides a close-knit After School program, along with all day care during school vacation breaks. Your child will have the opportunity to play, show their creativity through inventive arts and crafts, and play fun filled games both indoors and outdoors. We also provide Bible focused discussions, as well as a time set aside for homework.

Time on electronics is limited per child, per day. Our teachers are hands-on and are always looking for new and exciting things to do. We have a beautiful playground right outside our back door, and if it's too cold or rainy, we make use of the spaces available to us inside. We strive for personal interaction through physical and social activities. If you send electronics or any other items in from home please be aware that it is at your own risk.

# Program Rates 2023-2024

## Day Care Program

(Year round)

Daycare children are part of our pre-k program with no additional charge.

Our hours are 7am-5:30pm

1-4 Full days ....\$55.00 per day

5 full days....\$240.00 per week

Half Day 7am-12pm.....\$35.00 per day

## Preschool ONLY Program

(Sept-May)

Pre-K starts the same day NCA begins classes for grades K-12.

Preschool hours are 9 am to 11:30 am.

3 day (M-W-F) Pre-K.....\$250.00/month

5 day (M-F) Pre-K.....\$375.00/month

Payments are due the week **PRIOR** to care.

Preschool Only Payments are due the Friday **PRIOR** to the month of care.

## School Aged Care:

Before/After school care..... **\$15/ Day**

Vacation Breaks (Full Days).... **\$35/Day**

**Payments may be handed to anyone on Staff**

Visit us at [www.northstardaycare.com](http://www.northstardaycare.com) to register.

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## Admission and Fees

- At the time of registration, be prepared to pay the \$40 registration fee and the \$30 field trip fee.
- Your child's immunization records must be sent to us by your child's first day of school.

### **Annual Registration Fee:**

**\$40** for the first child and

**\$10** for each additional sibling.

*This fee is non-refundable. Your registration payment assures your child's placement in our program.*

**Preschool/Daycare Field Trip Fee:** \$30

**Late Pick-up Fee** .....**\$1/child for every 1 minute you are late** in picking up after the designated pick up time and/or closing time.

## Payment Notes

- When you make a commitment for our program, you are responsible for payment even if your child isn't in attendance. **This includes any holidays that the program may be closed and any vacations you may take.**
- **If your account is not current your child may not return to our program until payment is made.**
  - A weekly late fee of \$5.00 may be charged to any account with an outstanding balance.
- Returned checks: There will be a \$40 surcharge for all returned checks. You have 1 week in which to make repayment. After a second returned check we will only accept cash or money orders for the remainder of the year.

## Toilet Training

**Children in our program need to be toilet trained and self-sufficient in the toileting area.** Please provide extra clothing in the event your child has an accident. We can assist your child, but they must be able to dress and undress themselves and be able to meet their personal needs. We do not use pull ups in this program. Every child should wear regular underwear.

## Clothing

Please make sure your child is dressed in comfortable, weather appropriate attire, as we are very involved with crafting and outdoor play . **Please label all of your child's belongings;** Northstar Christian Academy Daycare is not responsible for lost or damaged clothing or belongings. Please make sure to pack at least one extra set of clothes in your child's bookbag in case of an accident. Any dresses that are worn should have shorts or pants underneath for modesty.

## Outside Play

**When the weather permits, we will try to go outside. If the temperature is 40\* or above and within the acceptable range of the Child Care Weather Watch, we will be playing outside. If your child's class goes outside, they will be going with them. There is not staffing available to split the classrooms for indoor and outdoor play.**

## Snacks and Lunches



Full Day care children, we ask that you please pack a Healthy Lunch and 2 snacks. One for morning snack and one for afternoon snack. For those who are Preschool only, please pack a healthy morning snack.

**School age** snacks are provided by our program. The children will be given a snack as they arrive. Please keep in mind, if your child has a food allergy or food preference, we request that you provide their snacks for the day. Any allergy needs to be documented with a note from the doctor's office.



## Sign In/ Out

We use the App "Procure: childcare app" to sign children in and out. Please download this app to your phone and look for an email from Procure to activate your account.

## Online Billing

We use myprocure.com to view your billing information. In our effort to go paperless, we will no longer be printing year end statements. These should be printed directly from this site for your tax purposes.

## Illness



1. If your child(ren) should become ill during the day you will be notified to pick them up promptly. We expect that your child will be picked up within an hour.
2. Use discretion when having your child return to school. Please only send them when they are ready.
3. A child may return to the center with these illnesses as follows:
  - A. Chicken Pox: when all blisters have developed scabs. The scabs need not all be gone.
  - B. Hand, Foot & Mouth: 7 days after the last new blister appears and all blisters are scabbed.
  - C. Pink Eye: 24 hours after starting antibiotics
  - D. Croup: Three days after the cough begins.
  - E. **COVID**: On day 6 after symptoms start as long as you are getting better and have been fever free without medication for 24 hours or more. *(This is subject to change based on current CDC guidelines)*
4. Keep your child home if they have a fever or has had one during the **previous 24-hour** period, a heavy nasal discharge or has a constant cough.
5. Please notify the center if your child may have a communicable disease: Symptoms of a possible communicable disease are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.
6. Children will not be allowed to attend the center with a fever, vomiting, diarrhea, rash of unknown origin, or any other communicable disease until the child is free from symptoms for 24 hours.  
*This is subject to the director's discretion.*

## Emergency Closings

Any late openings or closings will be announced through our text system, email and on local news media including Facebook, and our website, Northstardaycare.com. When you listen for school closings and only hear that Northstar Christian Academy is closed, the Pre-K program is closed, however, the NCA Daycare will be open. The Daycare is only closed when you hear that Northstar Christian Daycare is closed. **In all instances the preschool program will always be closed when the school is closed.**

## **Secure Entry/ Pick Up Authorization**

We are a secured building, which means that you will need to ring the bell in order to be let in. If someone asks if they can help you, please let them know who you are here to pick up or drop off.

People authorized to pick up your child have been submitted by you on your registration form.

**Persons without photo id will not be able to pick your child up.**

All persons authorized to pickup must be at least 16 years old.

If there is a custody agreement in place, we ask that the court order is provided to our program.

## **Behavior and Tolerance Policy**

Our goal is to teach self-discipline. We are a teacher directed program. In most cases, the teachers will handle minor behaviors in the classroom through redirection. You will be notified by the program if your child's behavior needs your attention. The program will work with you to try to change your child's behavior within the classroom; however, if this is not possible the program reserves the right to dismiss the child. We have a responsibility to offer a safe and positive environment to all of our children within the program. If the behavior escalates into an unsafe situation for other students or teachers and we are unable to correct the negative behavior, your child may be asked to leave our program. We have a **No Biting Policy**. Displaying this behavior is cause for immediate dismissal. If your child is dismissed due to their behavior, you will still be required to pay tuition for that week.

## **Children's Rights and Responsibilities**

All children have the right to a safe and healthy environment, with equal use of equipment and attention. All children are encouraged to express their feelings and thoughts in an appropriate manner. Every child will be treated with respect, and staff will have an individualized understanding of each child.

Children are expected to treat others how they would want to be treated. Equipment, toys, and material provided by our facility should be kept in good condition. Children in our program are old enough to decipher between, "good choice," and "bad choice." This concept is what we encourage the children to use while interacting with others, as well as while personal decision making.

## **Termination/Change of Care**

Any changes for registered children require a two week notice in writing. This can be done in person or in an email to **daycare@northstarchristian.info**. A verbal notice will not be adequate. This includes children leaving our program or children changing hours of attendance in our program. Parents who fail to do so will be responsible for payment. **This does NOT include vacations. You are still responsible for payment during vacation weeks.**

NCA Daycare reserves the right to dismiss a child from the program.

When health, welfare and safety of other children are involved, we reserve the right to terminate child care services immediately. A refund will not be given under these circumstances.



**Dear Parents,**

**Communication is very important to us. We have multiple ways we use to communicate.**

**For our general information, we have our website,**

**[www.northstardaycare.com](http://www.northstardaycare.com)**

**and our Facebook page: Northstar Daycare.**



**You can email us at [daycare@northstarchristian.info](mailto:daycare@northstarchristian.info)**

**or call us at 585-247-8620.**

**You can also stop into our daycare office during office hours.**

**For reminders and/ or closings, we will send out emails or text alerts.**

**We also put the closings on the local television stations under Northstar Christian Daycare.**

**Please feel free to contact us with any comments, questions or concerns at any time.**

**We are looking forward to partnering with you to “train up your child in the way (S)he should go”.**



## 3's, 4's & 5's (Before K)

### Full Day Camp

7am - 5:30pm

\$240/week *or*

\$55/ Day

### Preschool Camp

9am – 11:30am

M/W/F \$250/ month

M-F \$375/ month

## School Age

### K-6

*(Grade Completed)*

7am - 5:30pm

\$175/week *or* \$35/ Day

**There is an annual field trip fee of \$200.**