



AURORA
CHRISTIAN ACADEMY

Little Arrows Daycare Handbook

Revised January 2023

...Children are a heritage from the LORD...like arrows in the hand of a warrior...

Aurora Christian Academy &
Little Arrows Daycare
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Contents

Mission Statement4

Philosophy4

Statement of Faith5

Objectives6

Enrollment Procedures.....7

Waiting List7

Pre-enrollment Conference.....7

Hours of Operation7

Transportation Policy.....7

Field Trip Policy8

2022-2023 Daycare Rate Schedule.....8

Tuition Policies8

Registration.....8

Payment8

Returned Payment Fee8

Discipline8

Nutrition9

Program Specifics..... 10

Outdoor Play 10

Dress Code 10

Toys from Home 10

Nap 10

Communication..... 11

Confidentiality..... 11

Open Door Policy..... 11

Problems/Concerns/Compliments 11

Access Policy..... 11

Safety..... 12

Sign In and Out..... 12

Emergency Procedures..... 12

Mandatory Child Abuse Reporters 12

Health Regulations 12

Illness Policy 12

Medication Policy..... 13

Head Lice Policy..... 13
Biting Policy..... 13
Hand washing 14
Physicals and Immunization Records 14



Aurora Christian Academy and Little Arrows Daycare seeks to honor the Lord in all aspects of its ministry. The following guidelines reflect the prayerful decisions of leadership as they seek to direct the school in a God honoring manner. These statements are not intended to be all-inclusive, but to serve as a general overview of policies and procedures.

Mission Statement

Our mission is to partner with parents to love, educate, and disciple students while setting them on a path of purpose and priority for the glory of God.

Philosophy

Aurora Christian Academy and Daycare adopts the worldview presented in the Bible: God created and sustains everything through His Son, Jesus Christ. Life should be God-centered and glorify Him. Man in his sinful state cannot glorify or know God. Man can only know God by being recreated in God's image through committing his life to Jesus Christ as Savior and Lord. The total process of education therefore must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ.

Aurora Christian Academy and Little Arrows Daycare seeks to function as an extension of the home and church in reinforcing the Biblical and academic training provided by these two institutions, or to stand in the gap when necessary.

Statement of Faith

1. We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. (Isaiah 28:13, Nehemiah 8:8, John 17:17, 2 Timothy 3:16-17, Hebrews 4:12, 1 Peter 1:23-25, 2 Peter 1:3-4 and 1:21)

2. We believe that there is one living and true GOD, eternally existing in three aspects: The Father, the Son, and the Holy Spirit, equal in power and glory; Who created all, upholds all, and governs all things. (Genesis 1:1, Deuteronomy 6:4, Isaiah 44:8 and 48:16, Matthew 28:19-20, John 10:30, Hebrews 1:3)

3. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, his substitutionary atoning death, bodily resurrection, ascension into Heaven, perpetual intercession for His people and personal, visible return to earth. (Isaiah 7:14, Micah 5:2, Matthew 1:23, Mark 16:19, Luke 1:34-35, John 1:1-2, 8:58 and 11:25, 1 Corinthians 15:3-4, 1 Timothy 3:16, Hebrews 1:8, 1 John 1:2, Revelation 1:8)

4. We believe in the Holy Spirit, Who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; (Acts 1:8, 2 Corinthians 3:18, John 16:8-11, Romans 8:26, Romans 15:13,16, Hebrews 9:14), We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding helper, teacher, and guide. (John 6:13, 14:16-17 and 16:8-11, Romans 8:26)

5. We believe that all people are sinners by nature and choice, falling short of God's standard and breaking His commandments – and therefore are under God's righteous judgment. Yet God saves and gives new life to all who come to Him in repentance and faith, trusting in the Person and work of Jesus Christ, through grace alone. (Romans 3:23, Acts 3:19, Acts 20:21, Ephesians 2:1-3, Ephesians 2:8-9, 1 John 2:2, John 3:16, Matthew 11:28, Revelation 22:17).

6. We believe in a literal Heaven and a literal Hell and that all those who place their faith, hope, and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord. (Psalm 9:17, Matthew 5:3, 5:22, 18:9 and 25:31-34, Mark 9:42-49, Luke 12:5, John 3:18, Hebrews 12:23, 1 Peter 1:4, Revelation 14:10-11 and 20:11-15)

7. We believe that God created man and that He created them male and female. As such He created them different so as to complement and complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. (Genesis 2:24, Matthew 19:4-6, John 4:16-18, Romans 1:18-32, I Corinthians 5:11, 6:9-11, 6:18-20, 7:1-3 and 7:8-9, Galatians 5:19-21, Ephesians 5:3-7, 1 Timothy 1:9-11)

Aurora Christian Academy believes that there are other doctrines held by various Christian believers, which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by this school or its affiliates.

Objectives

Little Arrows Daycare intends to implement its stated purpose and philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to realize his/her God-given potential.

Spiritual Development

- The child will understand that the Bible is the inerrant Word of God, the source of Truth and guide for daily living.
- The child will know the basic tenets of the Christian Faith(God is holy, man is sinful, etc.).
- The child will formulate a personal Biblical worldview, which will be integrated in every area of life.

Intellectual Development

- The child will learn the skills for effective critical thinking, comprehension, and computation.
- The child will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences.
- The child will understand integration of Biblical principles as seen in all areas of study.
- The child will appreciate and understand the principles and values upon which our country was found and the importance of preserving those values.

Physical Development

- The child will understand that the body is the temple of God; therefore, it is necessary to eat properly, exercise, rest, and abstain from harmful substances.
- The child will learn to apply Biblical principles in fair play.
- The child will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group.
- The child will develop physical coordination and skillful use of the body.

Emotional Development

- The child will learn to apply Biblical principles in handling failure, success, stress, and strong emotions.
- The child will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
- The child will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

Social Development

- The child will exhibit proper attitudes, and show respect for authority and for the rights and feelings of others.
- The child will learn to interact appropriately with peers.
- The child will develop self-discipline and responsibility bases on submission to God and those in authority over the child.
- The child will develop a love of family, good citizenship, assuming responsibilities for home, church, community, and country.

Enrollment Procedures

Little Arrows Daycare admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics and other school-related programs. Little Arrows Daycare will take preference to full time children over part time enrollment.

Waiting List

Due to ratio requirements and our desire to hire qualified staff, your child could be placed on a waiting list. If your child is placed on a waiting list, when a spot becomes available students will be placed in the order in which their paperwork was completed.

There are several forms that parents/guardians will be asked to fill out. The following should be completed before enrollment.

- Child's Information
- Child's Physical Exam
- Childcare Contract
- Immunization Card
- Emergency Release
- Authorized Pick-up
- Signed Parent/Guardian Handbook
- Media Release
- Family Information
- Family Lifestyle Policy

Pre-enrollment Conference

Little Arrows Daycare requires a pre-enrollment conference with new families and the daycare director. This allows parents and children to become acquainted with our programs, procedures, environment, and schedules. Feel free to ask questions at any time before, during, or after the enrollment process.

Hours of Operation

Little Arrows Daycare is open Monday through Friday from 6:30 am to 5:30 pm except for major holidays.

Transportation Policy

Little Arrows Daycare does not provide transportation to and from the center. Childcare children who attend will be escorted to and from school by an adult.

Field Trip Policy

If a field trip is planned, parents will be given prior notice, and a signed consent form will be sent home. Appropriate age level seating will be used as required by law. Children who do not return the consent form will not be allowed to go on the field trip. They will stay at the center and be given alternative play/activity options.

2022-2023 Daycare Rate Schedule

Little Arrows Daycare:

Toddler (age 2-4) \$135/week

Part time rate TBD on limited basis as availability allows at the discretion of ACA

Registration Fee: \$25 non-refundable fee per child, due with application

Registrations are processed as they are received. A waiting list will be started when we reach full capacity.

Tuition Policies

Registration

Registration fee is non-refundable unless Little Arrows Daycare does not extend an invitation after the pre-enrollment conference.

Payment

Payment is due via automatic withdrawal from your bank account. Account payments are due on Friday, but automatic withdrawals may not be taken out of your account until the following week. If payment is not received on Friday, there is a \$5/day late fee. If payment is not made or alternate arrangements not discussed, your child will be unenrolled from Little Arrows Daycare on the Wednesday following a non-payment.

Returned Payment Fee

If a debit or check payment is returned to us, there will be a \$25 service fee added to your account. If two or more returned, cash payments will be required. If payment continues to be an issue, daycare services will be terminated.

If you choose to unenroll your child from Little Arrows Daycare, a two week notice is required. Payment for the two weeks is required regardless of attendance.

Little Arrows Academy retains the right to terminate daycare services for any reason and at any time without notice.

Discipline

Little Arrows Daycare strives to maintain a positive atmosphere where children are learning the importance of self-control. The Daycare understands that for young children, this is time of building

self-esteem. In our childcare we have the opportunity of helping children to grow in all areas. This growth comes from guidance.

Little Arrows Daycare will use the following guiding principles:

1. Staff will set clear and consistent limits that are in line with what is expected of a young child.
2. Expectations of children will be developmentally and age appropriate.
3. Staff will act as role models for the children.
4. Each child is an individual and therefore each situation is different. Consequences will be consistent with the child's behavior. This may include redirecting the children to another activity, sitting away from the group for a few minutes, or playing by themselves. At times, it will be necessary to contact parents, either by phone or in person. We seek to work together with parents/guardians, staff, and child on appropriate behaviors.
5. At times, it is important to share with the children that actions are inappropriate as well as helping children find alternatives – asking children what they could do next time to make the situation better is a question posed to help the children learn.
6. It is important that children know they are loved and accepted regardless of their actions. It is because we care that we set limits and follow through with appropriate consequences.
7. Food and beverage are never withheld from children.
8. No physical punishment or belittling of children is ever accepted. We will ask parents to maintain the same guidelines while visiting Little Arrows Daycare.
9. Confidentiality will be maintained when speaking to parents or other children. We will not disclose information regarding another child.
10. We reserve the right to ask parents to withdraw the child from Little Arrows Daycare if the child, or parent, persists in continued negative behavior, damages Daycare property or puts themselves, peers, or staff at risk of physical harm.

Train up a child in the way he should go, and when he is old he will not depart from it. –Proverbs 22:6

Nutrition

If a food allergy exists, an appropriate substitution will be made for you child.

Breakfast

Breakfast will be provided to all children who are in daycare at 8:00 am. Breakfast will include milk, fruit, grains, and a meat or meat alternative. If your child arrives after 8:00 am, please make sure your child has eaten a well-balanced breakfast.

Lunch

Lunch will be provided daily at 11:00 am for all daycare children. Lunch will include a meat or meat alternative, vegetable, fruit, grain, and a drink.

Snacks

One nutritious snack will be provided in the afternoon at 3:00 pm after rest time. Snack will include two components of a grain, fruit, vegetable, meat or meat alternative, and milk.

Allergies

Substitutions can be made in the same food group if necessary. If your child has any food allergies, please notify staff immediately.

Dietary Modifications

If there is a need to avoid specific foods for a medical reason, a prescribing licensed medical professional must document the diet modifications and sign a form to keep on file.

Program Specifics

Outdoor Play

We believe that children need to experience God's world. Fresh air and outdoor play contributes to healthy children. We will provide time outdoors for the children every day as weather allows. Children who are at childcare must be dressed well enough to participate in both indoor and outdoor play. Please be aware of weather conditions and dress your child appropriately. We will provide indoor alternatives during inclement weather.

Dress Code

Children at Little Arrows Daycare will be enjoying activities such as painting, gluing, playing outside, and eating. Please provide comfortable clothing that will accommodate the messy activities your child will enjoy. We ask that your child wear sturdy tennis shoes. No sandals are permitted.

Spills and other accidents may occur while your child is at daycare. Please provide extra clothing that is appropriate for the season and that may be kept in his/her backpack. Include extra socks, shirt, pants, and underwear.

Little Arrows Daycare follows licensing standards which recommends placing soiled clothing un-rinsed in a plastic bag marked with your child's name.

Toys from Home

Staff members seek to provide fun and educational activities for the children. Children are learning to share, treat objects with respect, and participate in a group. Bringing toys from home is often distracting and takes away from the activity plan for the day. Staff may schedule a day for children to bring toys to share. Keep in mind that the toys must correspond with the weekly theme. Understand that staff are busy working with children and are not responsible for lost or broken items. Please refrain from allowing children to bring toys that contain or resemble weapons.

Nap

A quiet rest time will be provided after lunch. Quiet activities will be made available to children after waking or if the child does not sleep after a specific amount of time.

Communication

Confidentiality

All information concerning children will be kept confidential. Only information needed to care for your child will be shared directly with the appropriate staff. No information about a specific child will be shared with another family member or anyone outside of ACA staff.

Open Door Policy

Parents are welcome and encouraged to visit anytime. No prior notice is required. Parents use the main entrance or the direct daycare entrance. If someone else is picking up your child, please let us know ahead of time. Their ID will be checked.

Problems/Concerns/Compliments

We strive to always do the best for you and your child. We appreciate feedback. You may always speak to the staff without an appointment. Feel free to schedule an appointment with administration should the need arise.

Access Policy

ACA is responsible for ensuring the safety of children in our care and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Daycare parents should notify staff if someone else is picking up your child. Access will not be granted until ID is verified.
2. Only staff members, substitutes, or volunteers who have passed a background check will be allowed to have "unrestricted access" to children. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for child care. It is imperative that we not allow people who have not passed a background check to assume child care responsibilities or be alone with children. This relates to both child safety and liability of the daycare.
3. Persons who do not have unrestricted access will be under the direct supervision and monitoring of a staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by staff members.
4. Daycare staff will approach anyone who is on the property without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact administration to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow intruder procedures. Non-staff persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by staff and will not be allowed to interact with the children on premise.
5. No sex offenders are allowed around the daycare children or on the property of Aurora Christian Academy or Little Arrows Daycare. ACA carefully screens and runs background checks on all employees and volunteers against a state and federal database.

Safety

Sign In and Out

Children must be signed in and out daily by a parent/guardian or an authorized person. Please inform your child's teacher if someone other than the child's parents/guardians are going to be picking up your child. That person's name must be on the authorized pick up sheet that you fill out at enrollment time. This list can be updated at any time by contacting the office.

Please make sure to escort your child to his/her room and greet the teacher. It is important that you make contact with the teacher during drop off and pick up.

Emergency Procedures

Little Arrows Daycare has evacuation plans for emergencies such as a fire or tornado. Regularly scheduled drills are practiced monthly. If you are in the building at the time of the drill, please participate in the drill with us. This experience helps your child understand that it is important to know what to do in case of an emergency.

Mandatory Child Abuse Reporters

As required by state law, all staff members of ACA and Little Arrows Daycare are mandatory reporters of child abuse. They are required by law to report any suspected concerns of physical, emotional, verbal, or sexual abuse or neglect to the Missouri Department of Social Services.

Health Regulations

Illness Policy

In order to maintain the health and safety of all children and staff, Little Arrows Daycare is not able to have your child attend daycare if they are ill. Children must be symptom free for 24 hours before returning to daycare. If your child is showing the following symptoms, he/she should stay home:

1. Axillary temperature of 100 degrees F or above.
2. Increased bowel movement showing indications of infectious diarrhea.
3. Vomiting.
4. Indications of infectious conjunctivitis or pink eye: red or swollen eyes, discharge or crusted eyelids.

Please inform Little Arrows Daycare staff if your child has a known communicable disease. Any information affecting children in the classroom will be posted to alert parents. We cannot share the name of a child that is ill.

As a courtesy, please contact Little Arrows Daycare if your child will not be attending on any given day.

Medication Policy

Little Arrows Daycare will administer medications only under the following guidelines:

1. We must have a current written prescription from your child's doctor. This includes over the counter medications such as Tylenol and ointments. We must have the child's name, the specific medication, and dosage from the doctor.
2. Medications will only be given at daycare if it is prescribed three times daily. Daily or twice daily medications need to be given at home.
3. Prescription medications must be in the original bottle, which will stay at the daycare the entire duration of the prescription. Inform your doctor and pharmacist of this policy and he/she can usually issue a separate bottle to leave at the facility or prescribe a medication that will not need to be taken while the child is at the center.
4. Parents must sign a medication sheet.

Head Lice Policy

If head lice are found on your child, you will be contacted. A written notice will come home with your child if head lice is found in the daycare. Children may not come to daycare until the lice have been treated and all eggs are removed. Children can return after treatment and are lice/nit free. Retreatment must be done after the recommended time. Frequent re-checking will be done.

Biting Policy

While biting can be frustrating, understand that it does happen with young children. Biting often occurs during stages where verbal communication is limited and emotions are coming out through biting. Children, especially young toddlers bite out of anger and frustration. They also bite out of excitement. In the event biting takes place, the staff will calmly respond to the child, letting them know that biting is not okay. In addition, the following steps will be taken:

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. Encourage the biter to help take care of the child that was bitten(hold ice pack, comfort the child).
3. The caregiver will talk to the child who bit and talk about different strategies that the child can use next time.

First aid if the bite breaks the skin(both child and adult).

1. Wear gloves, clean wound with soap and water. Run water over the wound for 5 minutes.
2. Control the bleeding.
3. Cover the wound with sterile dressing and bandage.
4. Write an incident report for both children involved in the incident.

When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an incident form and signed by both parent and teacher.

Hand washing

For the health and safety of everyone at daycare, hand washing will be incorporated into the children's daily schedule. Children and staff need to wash hands with a liquid antibacterial soap and running water. Hands are washed at least before and after eating, after using the restroom, and after handling animals.

Physicals and Immunization Records

Little Arrows Daycare is required to keep accurate and current information on the health of the children for which we care. We therefore need each child to have a copy of a physical examination signed by a licensed physician as well as current immunization records on file before attendance. We must also have accurate and current information regarding the name of your child's physician and dentist.