

About Us

Cloverdale Christian School is a ministry of Cloverdale Church of God. We have been providing quality Christian child care in the Boise area for over 30 years. Our desire is to cultivate a rich learning environment by loving children. This is accomplished by teaching about God's love, encouraging caring friendships, and creating an atmosphere of safety and comfort. Our teachers are committed to the development of the whole child: Spiritual, Social, Emotional, Physical, and Cognitive.

The 2019-2020 staff of Cloverdale Christian Preschool and Daycare is as follows:

Administrative Staff

Sandra Morden, Director

Kathy Shaffer, book keeper

Teachers

Traci Terrall, 4 year old Preschool Teacher

Staci Welsh, 4 year old Preschool Teacher and Daycare Teacher

Danelle Stucker, 3 year old Preschool Teacher and Daycare Teacher

Julie Brown, 3 year old Preschool Teacher and Daycare Teacher

Molly Knuth, opening Daycare Teacher

Michele Miller, Daycare Teacher

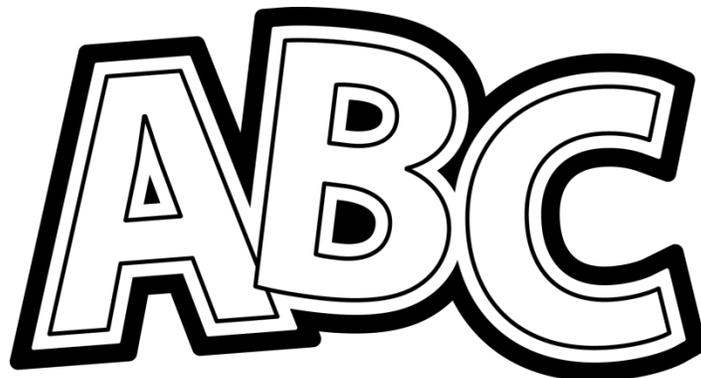
Emma Ressegue, Daycare Teacher

Lauren Joel, Daycare Teacher

Kellie Gisler, Daycare Teacher

Jessica Welsh, Daycare Teacher

All staff members have a complete background check, are CPR & First Aid Certified and attend a minimum of 4 hours of annual training though Idaho Stars.



Cloverdale Christian Preschool 2019-2020 Calendar

September 3, First Day of School

November 25-29 Thanksgiving Vacation

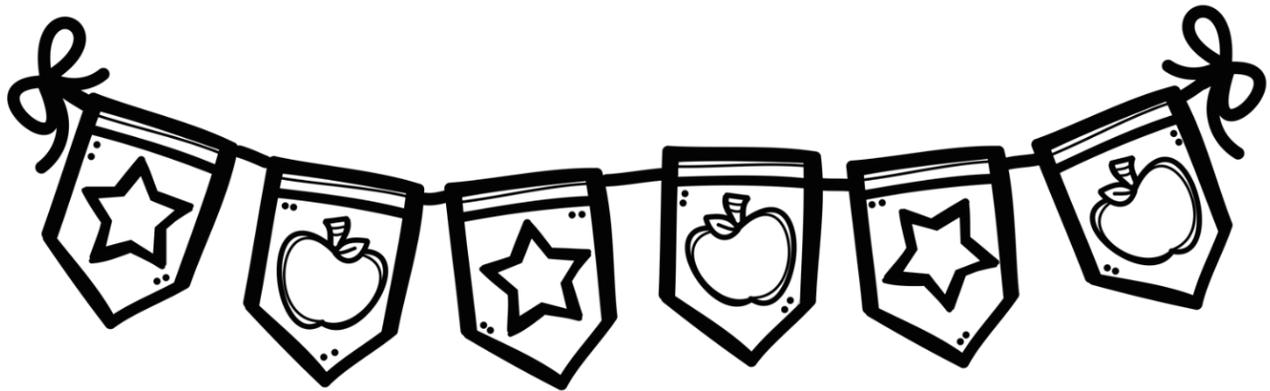
December 23-January 3, Christmas Vacation, return to school January 6.

January 20, Martin Luther King Day Vacation

February 17, President's Day Vacation

March 23-27, Spring Break

May 22, Last Day of School



Hours of Operation

Our facility opens at 6:45 AM and closes at 6:00 PM. Many teachers in our daycare are moms who would like to get home to make dinner and spend time with her children. Please make every attempt to pick up your child on time. We allow you a 15 minute grace period to allow for unforeseen circumstances. Any pick up after 6:15 is considered a late pick-up. Late pick-up will result in the follow fees; First offense \$15, second offense \$25, third offense \$50. You will be asked to make other arrangements for daycare upon your third offense.

Scheduled Daycare Closures

We will be closed on the following holidays: New Years Day, Memorial Day, 4th & 5th of July, Labor Day, Thanksgiving and the Friday after, Christmas Eve, Christmas Day, and the day after.

Snow Closures

In the event that West Ada closes for snow, our preschool will also close. The decision to close school will be made by West Ada between 5 a.m. and 6 a.m. Watch or listen to the following stations for closures; Television: Channel 2, KBCI; Channel 6, KIVI; Channel 7, KTVB, AM Radio Stations: KBOI, 670; KIDO, 630; KGEM, 1140, FM Radio Stations: KJOT, 105; K-106, 106; K-LITE, 104; KHEZ, 103.3; KIZN, 93.1; KBSU, 90.3. When possible, the daycare will remain open for scheduled daycare children only. We may open late, or close early. Daycare families will receive an email by 6:00am to let you know what our plans are for the day.

Public School Holidays and In-Service Days

Public school children up to age 7 may request daycare for in-service and school holidays. Requests will only be approved if space is available. The cost is \$30/day.

Registration

- CCDS is open to children ages 3 to 7. Children must be 3 years old by September 1 to be eligible to attend preschool for the current school year.
- Children must be fully potty-trained. While we expect accidents from time to time, children who have habitual accidents will be asked to leave. Children must be able to recognize the urge to go, verbalize the need, get in & out of the bathroom on their own, be able to wipe, and wash up independently.
- As per Idaho state law, you have 14 days to present an updated copy of your child's immunizations.
- We do not accept any immunization exemptions. All children must be fully immunized.

Computer Sign In/Out

- Please check your child in and out on the computer at the front desk each day.
- You are required to accompany your child to their appropriate classroom. There will be a \$5 fee if you do not bring your child to their classroom. Do not drop your child off in the parking lot or at the front desk.
- In an effort to maintain a safe and secure environment you must notify us if anyone other than yourself will be picking up your child. Please write the person's full name and the date that they will be picking your child up in the notebook that is provided on the front counter. Please advise that person that they will be asked for identification if one of our staff members does not recognize them. If they do not have valid identification, we will not release your child to them. The person picking up your child must also have the access code to check your child out.
- If you participate in a carpool, all members of the carpool must be able to check all children in the carpool in and out. We suggest that you record all codes for the children in your carpool on your phone so that you have access to all the codes.
- Children **may not** use the computer at the front desk at any time.

Parking

- **Please park in designated parking spots only.**
- Do not park directly in front of the building or around the "island" in front of the entrance even temporarily. All areas along the sidewalk are considered fire lanes and cannot be used for parking. We do have occasional monitors in the parking lot, you can be fined \$5.00 if you are observed using the curbs or drive through to park.
- Do not allow your child to run unattended through the parking lot.
- Do not leave children unattended in your car, even for a few minutes.

Billing Policies

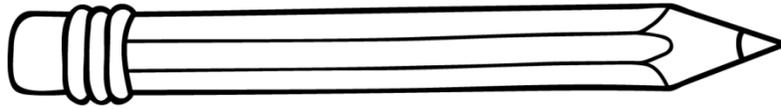
Daycare Calendars

- Please fill out a calendar for the next month by the 20th of the current month. (Example- your November calendar is due by October 20th).
- Any calendar turned in after the 20th of the month will be accepted on a space available basis.
- You will be charged in advance for the days that you indicate your child will be here.
- Please fill out a calendar every month, even if there will be no changes.
- A minimum of 8 days per month is required. You will be billed for a minimum of 8 days a month per child, even if your child is here fewer than 8 days.
- Full time students will be placed first part-time students will be placed after full time students on a space available basis.
- Children attending part-time daycare can be scheduled on preschool days only.
- 10 days or more is considered full time.
- Any dates requested after the first of the month will be charged at a rate of \$40/day.

Daycare & Preschool

Tuition and Payments

- Your billing statement is available on the 1st of every month, and payment is due by the 5th.
- Credits are not given for absences, illness, holidays, mandatory exclusions, vacations or closures due to weather.
- A \$20 fee will be added to your account if a check is returned unpaid.



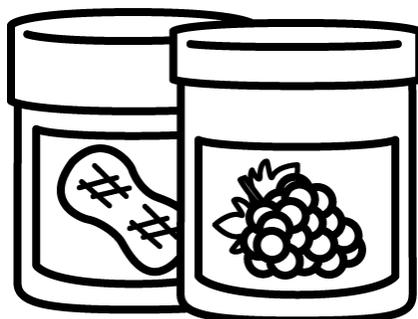
Preschool Policies for Cloverdale Christian Day School

- AM preschool classes begin at 9 AM and afternoon classes begin at 12:30.
- Teachers use the time before 9 AM and 12:30 PM to get ready for class. Please do not bring your child any earlier than this as the teacher may not be in the room.
- The morning preschool classes end at 11:45. The afternoon class ends at 3:15. Please pick your child up within 5 minutes of the end of class. You will be charged a \$5 fee if you are late for pick up.
- Your child's teacher will designate special share days. These are the **only** days that children are allowed to bring special toys or books. Please do not allow your child to bring toy guns, knives, or swords.
- If the West Ada School district closes due to heavy snowfall, we will cancel preschool as well.
- As a Christian School we enjoy the privilege of prayer and bible reading. We do not teach any denominational doctrine.
- Our goal is to provide quality care and instruction; we appreciate the need for open and clear communication. Please let us know of any joys, concerns, or questions that may be relevant to your child's care.

Allergies

CCDS is **NOT** a peanut free facility.

Please make sure you notify your child's teacher and the school office of any type of allergies that your child is susceptible to, especially any type of food allergy. We do our best to monitor food allergies and we make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction. If your child requires an Epi Pen you must provide one to be kept on site. It must be packaged in its original packaging with the prescription attached. If your child has an allergy which requires the use of an Epi Pen, you will be asked to provide allergy free snacks for your child. Your child will be served their personal snack whenever a snack is served that is not prepackaged with ingredients listed.



Sick Child Policy

Under no circumstances may a parent bring a sick child to daycare or preschool. If a child shows signs of illness, or is unable to participate in the normal routine and regular daycare or preschool program, you will be called to pick your child up. A sick child will expose all children and staff members that they come in contact with. If other children become ill due to exposure to your sick child either because he/she was returned to daycare before full recovery or because he/she was not picked promptly upon notice of illness, other families will be inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

You must notify the school if your child has been exposed to a communicable disease. This would include, but is not limited to, chickenpox, fifth disease, staph infection, or influenza.



Symptoms requiring removal of child from daycare and preschool

- Fever of 101* or higher. A child needs to be fever free for 24 hours before returning to daycare or preschool. This means fever free without the use of fever reducing medications
- Any fever accompanied by a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting 2 or more times in a 24 hour period. Please do not bring your child to school if they have vomited during the night.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well being of other children in our care.
- Unexplained rash, we will need a note from a doctor stating that the rash is not contagious.
- Flu/Pneumonia/Bronchitis, We will need a note from your doctor stating that it is okay to return to daycare. This usually takes 2-3 days.

If your child is sent home with any of the above symptoms, they must remain home for 24 hours.

Medication: All prescription medication must be prescribed by a doctor specifically for your child and must be in its original un-expired prescription container. All medication must be accompanied by a Medication Information Slip (provided in this manual and available from your teacher) completely filled out by a parent. The medication and the medication information slip must be turned into a teacher or director. We do not administer over the counter medication, except for allergy medication. We will not administer allergy medication that makes a child sleepy, as this interferes with a child's ability to fully participate in daily activities.

Antibiotics: A child with a contagious condition for which antibiotics have been prescribed may NOT attend CCDS if he/she shows any signs of illness as outlined below. This policy is for the benefit and protection of all children and staff.

Diarrhea is described as runny, watery, bloody stools or 2 or more loose stools within a 4 hour period. A child with diarrhea must stay home until the diarrhea has stopped and normal bowel movements have resumed.

Fever is described as 101 * or higher. A child needs to be fever free for 24 hours before returning to daycare or preschool. This means fever free without the use of fever reducing medications

Head Lice: A child with head lice must stay at home until specific treatment is completed and lice and nits in hair and clothing are absent.

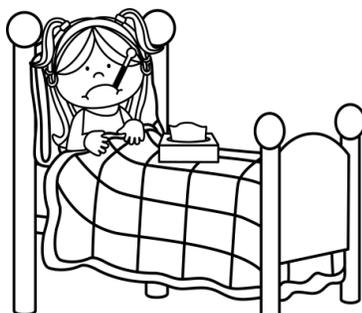
Impetigo & Conjunctivitis: These are very contagious conditions and must be treated with antibiotics before your child can return to daycare or preschool. Your child must be removed from daycare/preschool until he/she has been seen by a doctor and has been on medication for 24 hours. We will also need a note from your doctor.

Runny Nose: Generally a clear discharge is okay, and a thick yellow-greenish discharge could indicate an infection. Please be aware of this and treat accordingly.

Strep Throat: A child with strep throat may not attend daycare/preschool until they have been on antibiotics for 24 hours. They must also be symptom free and feeling well.

Vomiting: A vomiting child may not attend daycare or preschool. Please do not bring your child to school if they have vomited during the night or two or more times over a 24 hour period.

Children should be well enough to actively participate throughout the day. In any case of serious or unexplained illness a doctor's medical clearance may be required to return to daycare or preschool. These rules reflect a common respect and responsibility to protect children and staff from illness.



Discipline

Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our desire to promote and secure the development of positive, healthy self-esteem. The teachers demonstrate kind, loving, positive-reinforcement techniques, as we strive to reinforce and stimulate good attitudes and behavior. Unacceptable behavior is handled in a low-key discussion between teacher and child. The child may then be redirected to another activity. If an unacceptable behavior continues to be repeated and especially if the well-being of the child or his/her classmates are in jeopardy, then the child is given a 'time-out' and removed from the activity in progress.

If the problem persists, the director will begin the process of documenting and implementing a formal behavior contract. Failure to progress positively through a behavior contract can result in expulsion from the daycare. We have a strong code of ethics, maintain a high standard of professional conduct, show respect for students, parents, and colleagues, and are open to new ideas and willing to learn from others.



Below are some Cloverdale Christian Day School rules which will result in disciplinary action

- Lack of respect towards school personnel, parents, and peers
- Destruction of school property
- Verbal or physical violence
- Use of inappropriate or discriminatory language, and obscene language

Playground/Gym Rules

- Stay in the authorized area
- Playing with gravel/rocks is not permitted
- Swinging only while sitting on your bottom
- Sand is not to be thrown
- Sliding down is permitted on the bottom only, we do not allow children to climb up the slides
- Tugging on tetherball/rope is not permitted
- Violent running games are not allowed
- Children must ask authorization of the adult in charge to go to the restroom or get a drink
- Running into the gym walls is not allowed and could result in serious injury
- Balls in the gym are for bouncing and catching we do not allow balls to be thrown into the walls, lights or any other structure that could cause damage

Unacceptable Behavior Policy Cloverdale Christian Day School

We strive to redirect unacceptable behavior whenever possible however, sometimes we need your help. The purpose of this form is to protect the rights of the teachers and staff of our center and the rights of other children who sometimes become victims of unacceptable behavior.

Abusive behavior is defined as any act by a child that deliberately inflicts physical harm to another child, to themselves or to a staff member. This includes biting, hitting, pushing and scratching. It also includes verbal abuse of another child or staff member, use of curse words, abusing furnishings, throwing items at another child or staff member and constant defiant behavior.

1st Offense

Parents notified (in writing) of the specific incident, at the end of the day.

2nd Offense

Parents called and notified (in writing) of the specific incident at the end of the day.

3rd Offense

Parents called and child must be removed from the facility as soon as possible. The child will have a one day suspension. Outside help is strongly recommended at this point.

4th Offense

Parents called and child must be removed from facility as soon as possible. The child will have a two day suspension. Parents, child, and involved staff will have a meeting before the child returns.

5th Offense

Child is not allowed to return to our facility.

We reserve the right to suspend a child without prior offenses, if the infraction is severe and endangers other children. This is left up to the discretion of the director. Parents will be called and child must be removed from facility as soon as possible.

Medication Information Slip

Child's Name _____

Today's Date _____

Medication _____

Dosage _____

Instructions for use

Child's Physician _____

I give permission to Cloverdale Christian Day School Staff to administer medication to my child per written instructions.

Parent's Signature _____

This slip must be completely filled out and placed in a zip lock bag along with the medication. Medication must be give to a staff member, do not leave in lunch box, counter or with a child.

All medication will be kept in a locked safe.

All prescriptions must be in the original packaging with an attached prescription.

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