

Minden Teen Challenge
Family Center
Parent Handbook

Parent Handbook

Mission Statement: Children are gently encouraged to discover their individual strengths and unique talents. We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

Welcome to Teen Challenge Childcare

We are delighted that you have chosen our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Teen Challenge Childcare would be glad to address any of your questions or concerns. Once again, welcome!

Our Philosophy We believe...

That children are precious and must receive care from adults who are capable and caring—whose values enable them to be excellent role models. That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence. That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth. That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental, and cognitive, level to another. That parents contribute to, and enhance the quality of care offered at Teen Challenge Child Care.

Our Goal: Empower the Parent by teaching them to be a Strong Parental Control, and be an Active Biblical Parent.

Scriptures:

Do not exasperate your children; instead, bring them up in the training and instruction of the Lord.

Ephesians 6:4

No discipline seems pleasant at the time, but painful. Later on, however, it produces, a harvest of righteousness and peace for those who have been trained by it. **Hebrews 12:11**

For physical training is of some value, but godliness has value for things, holding promise for both the present life and life to come. **1 Timothy 4:8**

All scripture is God breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work. **2 Timothy 3:16-17**

Do unto others as you would have them do unto you. **Matthew 7:12**

Strong Parental Control:

When most people hear those words, they think of a computer with strong parental controls. "Parental controls fall into roughly four categories, content filters, which limit access to age inappropriate content, usage controls, which constrain the usage of these devices such as placing time-limits on usage or forbidding certain types of usage, computer usage management tools, which enforces the use of certain software, and monitoring, which can track location and activity when using the devices. Blocking rating... (Wikipedia)." Now here Strong Parental Control goes far beyond devices, we need to protect our child in everyday life. We believe we need to be a parent who is "present". Not just physically there for their child's physical needs, but someone who is there mentally, emotionally, and spiritually as well to help their child with whatever need arises. This world tries to make it so confusing, everyone has their personal opinion of what to filter, manage, forbid, or monitor. With God there is one way that has reached throughout history, expands across all the needs of a child, and will not "exasperate" your child if done with consistency. This program is here and set up to give you as many tools as we can to help you be a strong parental control in your child's life.

Active Biblical Parenting:

It's important to "Train up a child in the way they should go". It is important to help your child learn to deal with THEIR actions and emotions, this helps them to problem solve when you're not be there to give him/her the answer. Being an Active Biblical Parents means looking to God to train your child(ren). Whether it is in the Word (Bible) or through an active relationship and prayer. He has an answer to help you whatever the need anytime you need it. Here at Minden Teen Challenge Family Center we will be here to help you find those answers as they arise. We believe that you need to be empowered as the parent so we have made some resources for you to use, Policies and procedures (explained in the Application), Parent handbook, and Character qualities, which is the crux of Active Biblical Parenting. Please use all these to help you become the parent you need to be but what is more important is being the parent your child(ren) needs you to be.

Of course His/her best form of defense will be not just what we have taught them at home, but proven to them through experience, whether it be theirs or ours. That is why consistency is so important. It creates experiences that are sometimes minor to the ones they could get later. Consistency is not just where we make sure they are constantly doing these but that we are doing the same things that we are asking of them. If we are using our manners they hear them more, if when we are angry we take a breath and give a calm answer; we could keep going but I think the point is stated. We need to create experiences by being an example. You may think this is extreme, or impossible. You are right. It is extreme compared to others, but God only wants what is best for His (your) children, and I know you do as well.

It can be impossible at times but "I can do all things through Christ who gives me strength (Philippians 4:13)." We are not asking for perfections. If you fall, we will be here to help pick you up and not just show you the way but walk with you until you find the strength to keep running the race.

Character Qualities:

Unfortunately, in this world our child(ren) will not always be with us. They will go to school, go on a sleepover, ride the bus, be at a function that you can't attend, visiting family; and we cannot control what will happen to them. Children need to know how to positively deal with the negative emotions or

behaviors that they are confronted with. This form should help you to look at the behavior or emotions and see the biblical way to handle it.

1. As behavior or emotion arises, use it to teach them about how to positively deal with them.
2. Get on eye level, in a private area (not in front of everyone) if possible.
3. Speak quietly and calmly (this reduces embarrassment and brings a calmness in them)
4. Share the character quality and meaning, share the scripture verse, and then discuss the bible character study and Personal goal questions, and create a character quality reminder (pretty picture, craft)
5. When that behavior or emotion arises again, ask them

"What should we do when we feel or want to _____

- | | |
|-------------------|------------------|
| 1. Truthfulness | 27. Wisdom |
| 2. Obedience | 28. Diligence |
| 3. Contentment | 29. Discretion |
| 4. Neatness | 30. Self-control |
| 5. Reverence | 31. Endurance |
| 6. Forgiveness | 32. Deference |
| 7. Gratefulness | 33. Sincerity |
| 8. Faith | 34. Generosity |
| 9. Attentiveness | 35. Humility |
| 10. Security | 36. Enthusiasm |
| 11. Meekness | 37. Initiative |
| 12. Cautiousness | 38. Creativity |
| 13. Patience | 39. Love |
| 14. Dependability | 40. Sensitivity |
| 15. Determination | 41. Decisiveness |

0. If they cannot remember, remind them by going over their personal goal questions. Soon they will be able to tell you themselves or will do it without the reminder.

1. Be prepared to give a consequence when the behavior arises or if they do not deal with the emotion correctly. Sometimes consequences are natural but sometimes they need to be given. Here is an example: The first time, give a reminder and warning of what consequence is coming.

The second time, give the consequence that you warned them of and every time

2. Be sure to praise your child if they correctly handle the behavior or emotion. This will get them going in the right direction a lot faster than consequences.
3. Watch when the behavior or emotion arises and if possible try to head it off or prepare them before. This is why it is very important for you to be with your child not just physically but mentally as well. They need you to help direct them. The ways of God are unnatural; therefore, it has to be taught. If you want your child "to grow up and not depart from Him" than be an Active Christian Parent.

18. Compassion
19. Alertness
20. Thriftiness
21. Responsibility
22. Virtue
23. Fairness
24. Tolerance
25. Joyfulness
26. Discernment

44. Flexibility
45. Availability
46. Hospitality
47. Persuasiveness
48. Gentleness
49. Resourcefulness

Childcare Program Goals

1. To provide a warm and nurturing atmosphere in a safe setting where self-concept is enhanced, independence and choices are encouraged, and self-discipline is gained in an environment where the child knows limits and expectations.
2. To provide an atmosphere in which children have a sense of personal dignity.
3. To establish respect for people, equipment and materials.
4. To provide a wide variety of activities within a routine, where cooperative play is encouraged. These activities are drawn from the areas of: art, science, cooking, music, and movement, social studies, practical life, dramatic play, language arts, manipulative activities and field trips. The activities are designed to meet the interest, abilities, and needs of the children.
5. To develop in each child an active curiosity about the world in which the child lives and an enthusiasm for learning which stimulates exploratory behavior and creativity.
6. To develop in each child and appreciation for nature.
7. To develop self-control.
8. To help each child learn to participate and function well in a group.
9. To provide ample opportunity to develop large motor skills and coordination through physical active play in either indoor or outdoor activities.

Women with Children Policy and Rules

A student's promotion from one phase to the next is determined by staff evaluation of the student's progress and in the completions of the Teen Challenge curriculum.

The behaviors we expect of all students include but are not limited to:

- Cooperative
- Courteous
- Truthful
- Hard Working
- Helpful
- Dress Modestly
- Honest
- Teachable

Our Expectations of You Caring for your child

- Children must be clean and well attended
- Children must be under adult supervision at all times
- Mother's will appropriately discipline their children. Staff will assist the mother with discipline as needed. Screaming, yelling, or hitting a child in anger is not appropriate. Minden Family Center is legally mandated to report all suspected child abuse incidents.
- Children attend their designated Sunday School or nursery class during church services.
- Mothers and children must go by all the rules at Teen Challenge.

Living in a Community

Living in close quarters has a set of rules to keep everyone happy and respected.

- Respect each other's property. If it does not belong to you, do not take it or break it.
- Respect each other's personal space. Respect other students and children's space on your hall.
- Do not share anything at all.
- If you're not in your room all fans and lights must be turned off.
- Be on time.
- Keep the noise down.
- Keep your area neat and tidy.
- Clean up after yourself and your children.
- Telephone calls are scheduled and are limited to 10 minutes unless you're talking to your child then they are 15 minutes.

Specific Rules:

These rules must be followed at all times by mom and child and they are non-negotiable.

- Children are not allowed in anyone else's room.
- Children are not allowed in any of the empty rooms.
- No one is allowed to watch your child unless you get permission from the staff on duty. Then the staff on duty will get someone to watch your child. Example: Even if you need to go to the classroom just to grab something from your desk; you still have to have permission.
- Children are not allowed to drink after anyone but their moms.
- Children are not allowed to bath or shower with another child or student.
- No one is allowed to bath or change your child's diaper or clothing unless the student is working in the daycare, or if the student is watching your child or a staff member need to do it.
- Mom's with children from birth to under one must have everything taken care of before devotion time.
- Mom with school age children are allowed to wake up 30 minutes prior to wake up to get you and your child ready for school.
- Children can't be left unattended or in their rooms by themselves even if they are sleeping.

- You and your children must come to breakfast completely dressed.
- You must keep your eyes on your children at all times. Your child can not be left unattended under any circumstances.
- No student's child is allowed in the kitchen.
- Children are not allowed to be down daycare hall by themselves. After 5pm you are allowed to take your child to the designated room in the daycare to play but it's your responsibility to clean the mess they make before you leave. If you do not abide by this policy you will not be allowed to take your children down there at any time except for daycare hours.
- You are allowed to let your child watch a movie from 6:00-8:00 on assigned movie nights either down your hall or the daycare hall. You must check out the movie from a staff member and return it the same night.
- Students are not allowed to bathe another student's child.
- Other designated TV times are on Friday nights and Saturday's after 4pm. You also have to keep in mind that these times are the same for other students.
- Children are not allowed anywhere on the property outside unless you are with them. This means in the front riding bikes, volleyball area, playground, etc.
- If your child is throwing a fit while other students are around, you need to take them out of the room to discipline them.
- You need to be very respectful of other students in the program. If your child is screaming, crying, or being loud while other students are watching movie, you must take your child out.
- If your child is sick with diarrhea, fever, or vomiting, you must stay in the room with them.
- You are only allowed to have APPROVED or WIC APPROVED items in your room regarding your child's age.

APPROVED FOOD LIST

1. WIC items
2. Cheese/Cheese sticks/Cheese balls
3. Bread/Tortillas
4. Instant grits/Instant oatmeal
5. Peanut butter
6. Juice/Capri Suns/Milk
7. Fruit/Fruit Cups
8. Crackers/Gold Fish/Cheetos
9. Yogurt
10. Ramen Noodles
11. Macaroni and Cheese cups

MOMS ARE ALLOWED TO "SNACK" ON THEIR CHILD'S "AGE APPROPRIATE" SNACK LIST.

If there is anything other than what is on your list that your child may eat, you can put in a request for it. It may or may not be approved.

Pregnant Women

- You are allowed to keep WIC APPROVED food in your rooms until your baby becomes a certain age to eat snacks and other foods.
- Once your child is born, you will be allowed 3 weeks out of class and 6 weeks off work detail **TO BOND AND SPEND TIME WITH YOUR CHILD**. During this time, you will be responsible to complete all your classwork and discipline if you are on discipline. After these 6 weeks, you will return to the regular routine of the program. This may change at staff's discretion.
- Pregnant women will follow the same schedule as the mothers with their children.

Minden Family Childcare Center
Fee Agreement

7:00am — 5:00pm Monday through Friday

Ages 6 weeks to 4 years

We ask for \$500.00 per month for daycare age children. For school age children we require \$250.00 per month during summer months.

Note: All fees are non-refundable

Child's Name:	Start date:	Schedule:	Rate:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By signing below, I am stating that I understand and agree to the terms of the above agreement.

Parent's signature _____

Minden Family Childcare Center
Classroom/Database Information

Date of enrollment: _____

Child's Name: _____ Name to be Called _____

Date of Birth _____ Grade (If Applicable) _____

Does he/she have any specific fears or phobia? If so, please describe them

What means of discipline do you find most effective? _____

Describe the experience your child has had playing with other children

Is your child usually susceptible to infections? What precautions need to be taken?

Yes / No

Is the child on medications? If so, what is the name and reason for the medication? If yes, please specify and fill out a consent form.

Yes / No

FOR ALL STUDENTS

Minden Family Child Care Center

Parent Handbook Acknowledgement Form

I understand that these policies describe important information regarding Minden Family Child Care Center. If at any time, I have questions regarding these policies, I should consult with Teen Challenge Staff.

My relationship with the Minden Family Child Care Center is voluntarily entered into and is subject to termination by me or the Center, at will, with or without cause, at any time that either the Center or I believe such action is appropriate.

I acknowledge that I have received, read and understand the policies contained in the parent handbook.

Parent Signature

Date

Child's Name

Child's Name

MEDICAL HISTORY

Child's Name: _____

_____ Allergies to medication

_____ Seizures

_____ Surgery

_____ Medical Problems

_____ Broken Bones

If you checked any of the blanks above, please explain below:

Parent's Signature: _____

Date: _____

Emergency Information

Emergency Medical Treatment

I hereby give permission to Teen Challenge Childcare Staff to administer basic first aid and/or CPR to my child _____ and/or take my child to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health.

Parent/Guardian: _____ Date: _____

Inappropriate Touching Policy

This policy covers inappropriate touching as it relates to minor children touching other minor children.

We understand that children are curious. It is your responsibility as a parent to address these behaviors and correct them immediately as they arise. It is also very important that you inform staff immediately if any incident like this occurs.

Inappropriate touching is something that we cannot allow. Inappropriate touching is defined as a child touching another child's genital area, breast, or bottom. If inappropriate touching occurs the parent will be given counsel and a warning about the behavior. If the behavior continues the parent and the child can be dismissed.

Parent Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Approved Kid Snack

- Ramen Noodles
- Macaroni and Cheese Cups
- Yogurt
- Cheetos
- Cheese Sticks
- Cheese Balls
- Crackers
- Gold Fish
- Fruit or Fruit Cups
- Milk
- Capri Sun

Any WIC items are allowed

- Cheese
- Cereal
- Bread
- Tortillas
- Grits
- Oatmeal
- Peanut Butter
- Juice
- Anything that you are able to purchase on WIC you can have in your room.

*Any Seasoning

*Any Condiments