

*Harvest Time Family Worship Center
And Child Development Center*

1511 U. S. 301 South, Tampa, Florida 33619

(813) 626-4600

Dear Prospective HTCDC Parents:

We are very honored that you are considering HTCDC for your child(ren). Harvest Time Child Development Center is a ministry of Harvest Time Memorial Church located at 1511 U. S. 301 South, Tampa.

The 2009-2010 school year will begin our 33rd year. We have had the privilege of serving parents all these years in the care and educational process of their children. Our mission and purpose is to assist parents in providing safe child care and a sound education for their children, both academically and spiritually, in a Christ-centered atmosphere. Harvest Time Child Development Center uses A Beka Curriculum. We offer academic training for toddlers through four-year-olds. HTCDC also provides child care during the summer months as well as after school care during the school year.

Enclosed you will find information about our school. We trust it will be helpful to you in determining whether HTCDC is the right facility for you and your child(ren). Additional information will be provided upon registering. Should you decide to enroll at HTCDC, or if you have any questions regarding other information we will be happy to provide this at a later date.

If we can be of further help to you, please do not hesitate to call our office at (813) 626-4600. We will be delighted to have you visit our facility at any time.

Again, we look forward to hearing from you.

Yours for better Child Care and Education.

Cheryl Brown
Director

(Visit us at www.htfwc.com)

HARVEST TIME CHILD DEVELOPMENT CENTER STATEMENT OF PHILOSOPHY

Harvest Time Child Development Center encompasses a Daycare, Preschool, Day School, and Homeschool Umbrella Program which recognizes in the framework of democracy not only the right of a free, public-supported education for every child, but also the prerogative of a private education committed to the Christian ethic and high academic standards.

Christian education recognizes and teaches that all truth is from God and that the person of Jesus Christ must be the central theme in all learning processes of life because “all things were made through Him and without Him was not anything made that was made.” (John 1:3) Believing this, the purpose of Harvest Time Child Development Center is to offer a haven for parents who are dedicated to raising children according to God’s Word, who wish to provide quality care and obtain a quality education in a thoroughly disciplined, Christ-like atmosphere in which the Bible shall be the most important textbook. The Christian education program of Harvest Time Child Development Center will provide a true perspective of life, the world, and the universe as revealed in Holy Scriptures.

Through the cooperation of the daycare, school, church, home, and representative communities, we believe that each child must develop the spiritual insight, the academic integrity, and the emotional and physical strength needed for living his life as a responsible person and effective Christian, putting God first in all things and willingly submitting to those in authority. In Proverbs 22:6 it is written: “Train up a child in the way he should go and when he is old he will not depart from it.” Harvest Time Child Development Center is established to comply with that directive from God.

Harvest Time Child Development Center uses A Beka Curriculum for all its classes (Homeschoolers excepted but still recommended to use A Beka) and is committed to hiring only those caregivers and teachers with experience to care for and teach children.

NONDISCRIMINATION POLICY

Harvest Time Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students of the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarships, or athletic and other school administered programs. Students meeting educational and behavioral criteria are accepted irrespective of their church background, race, or nationality.

CONFESSION OF FAITH

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose for the ages.
2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
4. We believe that salvation is by "grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
6. We believe in the visible, personal and premillennial return of Jesus Christ.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of those persons who are not saved.

SCHEDULE OF SERVICES
HARVEST TIME FAMILY WORSHIP CENTER
1511 U. S. 301 South
Tampa, FL 33619
813-626-4600

Sunday	– Celebration	10:30 a.m.
Thursday	– Family Night	7:00 p.m.

Our Sunday morning service offers a nursery for babies and toddlers and an exciting children's service for ages three through twelve. Our Family Night Service starts with dinner at 5:30 p.m. followed by age related activities for children through teens with elective Bible Study classes for adults. We welcome and encourage all of our child development center families to visit any of our services.

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FEE SCHEDULE

Effective Date: **August 1, 2010**

Registration Fee:

K1, K2	\$ 40.00
K3, K4 (Currently enrolled)	\$ 55.00
K3, K4 (First Year)	\$ 70.00

Curriculum Fee: (These are estimated costs – subject to change)

2 Year Old	\$ 40.00
3 Year Old	\$100.00
4 Year Old	\$110.00

Weekly Rates:

Under 2 Years Old	\$180.00
2 Year Old	\$155.00
3 Year Old	\$145.00
4 Year Old	\$140.00

Discounts: A \$20.00 per week discount for each additional full-time child in daycare from the same family (must be in same household) is available. A discount of \$5.00 per week is offered for a part-time child or after-school child.

A child must be fully potty trained to enter a K3 or K4 preschool class.

The Registration, Curriculum Fee (if applicable), and first week's daycare or School fee must be paid at time of Registration. The weekly daycare fee is to be paid in **advance** thereafter. **A \$25.00 late fee may be added on Tuesday each week if not paid.** (See additional information sheet on financial responsibilities.)

Daycare rates DO NOT INCLUDE diapers or wipes for toddlers. Weekly full time rates DO INCLUDE our services during the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday, with the exception of some holidays. Breakfast, lunch, and two snacks will be provided. Breakfast is served from 6:00 a.m. until 7:45 a.m.

*THE DAYCARE WILL USUALLY CLOSE FOR CERTAIN HOLIDAYS: NEW YEARS DAY; MEMORIAL DAY; INDEPENDENCE DAY; LABOR DAY; THANKSGIVING DAY; AND CHRISTMAS DAY. NOTICE WILL BE POSTED PRIOR TO THESE CLOSINGS. WHEN THE DAYCARE CLOSES FOR THESE HOLIDAYS, THE WEEKLY DAYCARE FEE IS **NOT** DISCOUNTED.*

NOTE: In the event our center is closed due to severe weather, national emergency, etc. for 1 day no discount will be applied, if for more than 1 day a discount will be applied.

PART-TIME WEEKLY RATES: (20 hours or less per week)
K2 - K4 \$100.00
(Part-time rates DO INCLUDE a snack; but DO NOT include lunch – lunch may be purchased for \$3.00 per meal)

EXTENDED CARE (part-timers)
12 p.m. until 6 p.m. (flat rate per day) \$ 20.00
Meals ARE INCLUDED when paying for extended care.

BEFORE SCHOOL CARE & AFTERSCHOOL PICK UP AND CARE:
(Includes breakfast in a.m. [before 7:45 a.m.] & snack in p.m.)

Registration	\$ 35.00
Holiday Weekly Rate	\$140.00
Before School Only	\$ 45.00
After School Only	\$ 75.00
Before and After School	\$ 85.00

Additional fee for all day attendance on days school is closed \$ 20.00

Special Note: No discount is given for non-attendance on days school is closed except for 1 week at Thanksgiving (provided public schools are closed that week), 2 weeks at Christmas and 1 week at Easter.

SUMMER PROGRAM	Registration	\$ 35.00
	K2 – K4	(As Above)
	5 – 12 Year Old	\$140.00**

****Rate includes all weekly activities, snacks, and meals**

Every child not registered in the prior fall term will be required to pay a summer registration fee. This fee applies to all new children coming in during the summer. If a child remains for the next school year, a FULL registration is NOT required again. The difference between the summer registration and the fall registration will be charged.

DAILY DROP-IN RATE: (Effective All Year) (All Ages) \$ 40.00

HOURLY DROP-IN RATE ALL AGES: \$ 10.00

The daily drop-in rate **DOES INCLUDE** breakfast, lunch, and two snacks. It **DOES NOT INCLUDE** diapers or wipes for toddlers.

SPECIAL NOTE: AFTER 6:00 P.M. A \$1.00 PER MINUTE FEE WILL BE CHARGED FOR EACH CHILD REMAINING IN DAYCARE.

POLICY HANDOUT

Welcome to Harvest Time Child Development Center! Below you will find a few of our policies on certain issues that will concern you and your child. Thank you for your cooperation on these issues, and for allowing us to provide care for your child. We always work closely with our parents and we welcome your comments any time.

SICKNESS POLICY:

Children running a fever of 100 degrees or more will need to be picked up unless the fever is due to current immunizations or teething, in which case we will need to be informed by parents. Children with diarrhea or vomiting will not be allowed to stay with us. These are both usually due to a virus and are considered contagious to other children. Children must be free of fever and symptoms for 24 hours before returning to us. Please do not send your child to daycare if vomiting has occurred during the night or that morning. Any child with a persistent cough that could spread germs to others will need to go home. A child with a consistent dark-colored running nose is considered contagious and will need to be picked up.

Occasionally, we find a case of head lice. This needs immediate attention and would require you to pick up your child and treat him/her with appropriate medication. Children may not return until all nits are removed. No child will be able to return after having head lice without going through the office.

We do not have adequate space in the Center, nor extra staff to care for sick children. We will provide a place apart from other children until you arrive. Parents, we will be calling you if your child becomes sick. We recommend you have a relative or friend on call in case you are unable to leave work and come. We will be as understanding as possible with our parents regarding sick child pick-up, but we must consider the health risk to others.

DISTRIBUTION OF MEDICINE:

The Center will only administer medication prescribed by a physician in its original container to children. We cannot, by law, give over-the-counter drugs such as cough syrups, benedryl, cold medicines, Pepto Bismol, or eye/ear drops. Our staff will not alter doses or change the time of medication administration. We follow the prescriptions as written on the label. Please do not ask us to alter the doctor's orders.

We will administer Tylenol for teething, immunizations, or when your child has a fever and is waiting to be picked up by you. A medication permission slip for Tylenol is enclosed in your registration packet and must be filled out and on file in the office prior to administration of any form of Tylenol. If your child cannot take Tylenol or a similar medication for fever and such, PLEASE LET US KNOW.

LABELING:

All items such as bottles, bottle caps, bags and toys should be labeled with a permanent marker with the child's name. Lunch bags and boxes should also be labeled.

During winter months please tag and label jackets and sweaters. Every year we end up with many of these items left unclaimed. We routinely donate these items to charity. Please remember to take these items home daily to prevent them from being misplaced or lost.

NECESSITIES:

Please send in an extra set of clothing to be left at all times in case of an accident. These may be sent in your tote bag, remember to label everything.

Toddlers being potty-trained will need to bring in extra training pants as well as diapers. We like to have both on hand while training. We will work with our two-year-olds in the training process and would appreciate your help at home for reinforcement. We understand that all children develop at different stages, keeping in mind not all children will become trained at the same time. Non potty-trained children will need to bring their own diapers and wipes. You may send in a daily supply or send in a pack for the week.

All children staying for the day will need to bring a sleeping mat for everyday use. Please do not send in any cloth or sleeping bags, as these will have to be returned to you. Vinyl mats are required so they may be wiped down and sanitized. Two-year-olds may want to bring a blanket from home. Please take these home on Friday and launder them. Three's and Four's are not encouraged to bring a blanket. One will be provided for them if needed. Sleeping mats may be purchased at most department stores.

IMMUNIZATIONS:

The health department requires that every child have current immunization records on file in our office during the time your child is enrolled with us. This information must be updated any time more shots are given to your child. Please notify us when anything changes concerning these records. They are updated every year and must be in our office by the beginning of the school year.

DAYCARE HOURS

We open at 6:00 a.m. every morning and close at 6:00 p.m. A **\$1.00 PER MINUTE** charge may be added to your account if you pick your child up after 6:00 p.m. Call ahead if there is an emergency situation.

Our office is open from 8:00 a.m. until 6:00 p.m. for your convenience. Please refer all questions concerning your account to the office. Our office phone is 626-4600. We welcome your comments or questions any time. SUMMER HOURS MAY VARY.

We have an open door policy. Our parents are welcome to come and go at any time. We do ask that you notify us in advance if you are sending someone else to pick up your child.

All children must be signed in and out in the lobby every day. Please do not allow children to sign themselves in. We must have your initials on the log along with the time-in and time-out.

VACATION AND SICK TIME:

Parents, by virtue of your child's enrollment in our Center, we agree to hold a place for your child. Therefore, we will not discount the weekly rate even if you do not bring your child in every day.

However, your child may accumulate up to 10 days of sick/vacation time during the 12-month period from August 1st to July 31st of the following year. **Your child must be with us 6 months to qualify for this credit.** Advance credit will not usually be given unless unusual circumstances mitigate this rule. **Credit will not be given if your account payments are not current.** Vacation/sick time is non-accumulative from year to year.

COMPLAINTS:

From time to time we realize it is important for you to come to us with a comment or complaint regarding the care of your child. We value your opinion and encourage you to communicate with us on a regular basis. Our Center strives to provide you and your child with the best service/care possible. We appreciate comments that will help us improve our Center and encourage you to offer them. On the other hand, we reserve the right to ask you to remove your child from our Center if we feel we cannot make you happy with the care we provide. We take pride and pleasure in the good reputation we hold in our community and will do everything we can reasonably do to maintain the faith and confidence you have placed in us by enrolling your child with us.

MEALS AND SNACKS:

Lunches are provided for all children who are full-time with us. Snacks are provided for all children, both full-time and part-time. Children are permitted to bring their own lunch or snacks from home. Please avoid sending drinks and snacks that are high in sugar. We ask you to not bring children in during the lunch or nap hours, doing so can be an unpleasant experience for the child. It is a good idea to be here prior to or after this time. Breakfast is served every morning until 7:45 a.m. Weekly menus are always posted for you to view.

Lunches are not provided for part-time children. Hours for part-timers are 8 a.m. to 12 p.m. Two year olds are served lunch between 11:00 a.m. to 11:30 p.m. Three and Four year olds are served between 11:30 – 12:00 p.m. Part time children may be picked up before lunch, bring a lunch from home, or purchase a lunch for \$2.00 per day. Please notify the office if you wish to purchase lunch.

We would love to have parents share homemade goodies with their child's class, but unfortunately, state law prevents us from allowing that. Children are always encouraged to share their birthday parties with their class, but any food items brought in for them must be purchased at a bakery/store and be in the original container. Please give us a day or two notice if you wish to bring in a cake or party goodies.

Refrigeration is provided in our one-year-old and two-year-old classrooms only. Parents who desire to send in juice or fruit may do so. Preschoolers should not bring items needing to be refrigerated.

FINANCIAL POLICIES

ALL ACCOUNTS MUST BE KEPT CURRENT! Payments are due on Friday for the upcoming week. Your grace period is extended to Monday evening at closing time. Your daycare fee is due to be paid in advance. A \$25.00 late fee may be added if payment is made after Monday. Arrangements may be made in the office if you need to pay every two weeks, if one week is secured in advance.

Any account more than two weeks past due will result in the child being dismissed until payment has been made. **NO EXCEPTIONS!**

Our Center may involve a third-party collection service in the event an account is left unpaid for more than 30 days. Kindergarten records will not be mailed if a balance is owed.

A \$30.00 fee will be charged for all returned checks. If this becomes a problem we reserve the right to ask for cash, money order, or cashier's check for payment on account.

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STATEMENT OF COOPERATION

I give Harvest Time of Tampa, Inc., d.b.a. Harvest Time Child Development Center, permission for my child(ren) to take part in daycare sponsored trips away from daycare premises. I also give Harvest Time Child Development Center permission to transport my child(ren) in a school vehicle. Harvest Time will give parents written notice prior to any trip.

I believe that discipline is necessary for the welfare of each child, as well as for the entire daycare. I give permission for my child's caregiver/teacher and/or any other agent of the daycare to make and enforce regulations with regard to my child(ren) in a manner consistent with Christian principles and discipline as set forth in the Holy Scriptures. I understand that if, in the opinion of Harvest Time Child Development Center, the circumstance warrants, I will be notified of my child's aberrant behavior and agree to retrieve him/her from the daycare if asked to.

I further agree to hold the daycare and its agents harmless for any liability to my child, guardian or parent thereof, because of any claims on behalf of my child(ren) against the daycare, by reason of any injury or alleged injury to my child(ren). Should legal action, for any reason, be taken against Harvest Time Daycare, or any employee thereof, on my child's behalf, and the daycare or its agents are found not to be at fault. I agree to pay any attorney fees, court fees, damages, or other costs that Harvest Time Child Development Center or its agents should incur to defend itself against such action.

In case of emergency, I give Harvest Time Child Development Center permission to transport or have my child transported to a physician or hospital and be treated as needed.

Name of Child(ren) _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Notary of Public (seal)
On this _____ day of _____ Year _____

Notary expiration date _____

HARVEST TIME
CHILD DEVELOPMENT CENTER
DRESS CODE

Believing that our outward appearance is a reflection of heart and mind. Harvest Time expects all parents and children to exercise good taste and judgment in dress at all times when on the school grounds. Proper grooming must be taught along with other rules of manners and morals. Self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming.

The dress code applies to all functions except where specified.

TODDLERS – K4

1. Girls

- a. Modest shorts, slacks, skirts, or dresses
- b. Avoid garments with ungodly sayings, advertisements, or cartoons that encourage violence.
- c. Tennis shoes or sandals are appropriate. Sandals must be strapped to child's feet. Socks should be worn with shoes. **COWBOY BOOTS ARE NOT ALLOWED.**
- d. Expensive jewelry, hair garments, or hats should not be worn to daycare. Harvest Time cannot be responsible for these items if lost or damaged.
- e. Small rings or jewelry should not be worn. These may fall off and could be dangerous to small children.

2. Boys

- a. Trousers or shorts are appropriate.
- b. T-shirts are acceptable, must be waist length, no cut-offs. Avoid shirts with ungodly sayings or advertisements, or cartoons encouraging violence.
- c. Hats are not to be worn to daycare.
- d. Earrings are not permitted. If lost, could be dangerous to small children.
- e. Tennis shoes and sandals are acceptable. Sandals must be strapped to feet. Socks should be worn with shoes. **BOOTS ARE NOT ALLOWED.**
- f. No faddish haircuts, such as shaven heads or tails.

Note: Harvest Time Spirit Wear such as shirts, hoodies, bags and polos are available for purchase through our front office but not required.

CHILD INFORMATION SHEET

Child's Name _____ Birthday _____ Date Enrolled _____

Father _____ Mother _____

Other Sibling(s) Enrolled _____

Address _____

City _____ State _____ Zip _____

Phone: Home _____ Father Work _____ Mother Work _____

Father Cell Phone _____ Mother Cell Phone _____

Paternal Grandparents Name _____

Maternal Grandparents Name _____

Usual pick up time will be _____

Persons NOT allowed to pick up my child _____

What person other than you may approve your child being picked up?

Who else do you approve to pick up your child?

MEDICAL INFORMATION:

Physician _____

Address _____

City _____ Phone _____

Hospital preference _____

Health Problems: (List Allergies or Allergic Reactions to medicine)

Dietary needs: (Foods my child likes)

Foods to avoid _____ (CURRENT PICTURE)

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

If my child, _____, should become ill or injured at HARVEST TIME CHILD DEVELOPMENT CENTER, I understand that the facility will:

- (1) contact me immediately and/or
- (2) contact the person(s) I have designated if I cannot be contacted

Should the facility be unable to reach me and/or the person(s) I have designated, Harvest Time Child Development Center is authorized to contact my child's physician and/or arrange for immediate emergency treatment.

The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child.

I will accept responsibility for payment of medical services rendered.

Father's Signature _____

Mother's Signature _____

Date _____

Person(s) designated if I am unable to be reached:

Expiration Date: _____

Notary of Public (seal)

On this _____ day of _____

Year _____

Medical Alert Information _____

Preferred Physician _____

Hospital _____

HTCDC CLASSROOM SUPPLY LIST

TODDLERS

TOTE BAG (TO BE PURCHASED IN SCHOOL OFFICE)
A CHANGE OF CLOTHES (TO BE LEFT IN CASE OF AN ACCIDENT)
DISPOSABLE DIAPERS/PULL-UPS/TRAINING PANTS
WET WIPES
1 PACKAGE OF JUMBO CRAYONS
1 1" VINYL SLEEPING MAT (NO CLOTH)
A BLANKET FOR NAP (GOES HOME ON FRIDAY FOR LAUNDERING)

THREE YEAR OLDS

1 PLASTIC PENCIL BOX
1 BOX OF JUMBO CRAYONS
1 PAIR OF BLUNT NOSE SCISSORS
1 GLUE STICK
1 SMALL BOTTLE OF GLUE
1 1" VINYL SLEEPING MAT (NO CLOTH)
1 JUMBO PENCILS
TOTE BAG (TO BE PURCHASED IN SCHOOL OFFICE)
A CHANGE OF CLOTHES (TO BE LEFT FOR ACCIDENTS)

FOUR YEAR OLDS

1 PLASTIC PENCIL BOX
1 BOX OF 24 CRAYONS
1 BOX OF WASHABLE MARKERS
1 PAIR OF BLUNT NOSE SCISSORS
2 GLUE STICKS
1 SMALL BOTTLE OF GLUE
1 1" VINYL SLEEPING MAT
4 #2 PENCILS (WITH GRIPPERS)
TOTE BAG (TO BE PURCHASED IN SCHOOL OFFICE)
A CHANGE OF CLOTHES (TO BE LEFT FOR ACCIDENTS)

Harvest Time Family Worship Center
And Child Development Center

1511 U. S. 301 South, Tampa, Florida 33619

-5008

(813) 626-4600

**I HEREBY GIVE HARVEST TIME CHILD DEVELOPMENT CENTER PERMISSION
TO DISPENSE TYLENOL, OR A SIMILAR TYPE OF NON-ASPIRIN MEDICATION
FOR FEVER, TO MY CHILD:**

PARENT'S SIGNATURE

DATE

