

Northville Christian Child Care
41355 6 Mile Road
Northville, MI 48168
248-348-9031

Northville Christian School Little Lambs Child Care is licensed by the State of Michigan. We have met all requirements of the Health Department and Fire Safety regulations. The center's hours are 7:00 AM to 6:00 PM Monday thru Friday. Your child may not be at the center longer than 9 ½ hours per day unless arrangements have been made with the Director.

NCS Little Lambs Childcare (NCC) has developed and implemented a written screening policy for all staff and volunteers, including parents, who have contact with children. They are all trained and/or experienced in working with children. We present a well-rounded developmental program. Emphasis is placed on learning in a caring atmosphere, where children feel accepted and are free to develop their inquisitive minds. Children are given the opportunity to explore these areas: housekeeping, dramatic play, large and small muscle development, art/craft Bible, and library. Your child will also be involved in the following activities:

- Free Play
- Snack
- Table work appropriate for age level
- Music and finger plays
- Art/Craft
- Story Time
- Indoor and outdoor exercise
- Chapel

We accept children 3 years through kindergarten. All parents must provide their child's lunch or they may purchase a hot lunch through our school cafeteria. Also needed is a crib size blanket and sheet for those under five years who take naps. All children are required to have an extra set of clothes for accidents. We discourage parents from allowing children to bring personal items from home to the center, with the exception of the items required in our handbook. When a child does bring personal items from home, NCS Child Care is not responsible for loss or any damage to that item.

Holidays (3 years – 13 years) As the holidays approach we will send out a letter of interest. Provided there is enough response, we will be open during the time needed. Lunches must be provided by the parents. We will be closed the following holidays:

- Labor Day
- Thanksgiving
- Christmas
- New Years Day
- Good Friday
- Memorial Day

Summer Program (3 years – 13 years) The summer program has a separate enrollment. There will be no application fee if you are already enrolled in our daycare program. Lunches must be provided by the parents.

The Building Facilities

The children will have access to a large well-ordered room; other rooms for additional play and experiences; the gym; and our large playground. On full session school days, the cafeteria will have available hot lunches for purchase at a minimal price.

Accountability

NCC is accountable to the school board of NCS, the church of board of NCA, the laws of the state of Michigan, and to our Lord God. The Director of NCC will oversee every detail of the program and report to the NCA School principal, NCA began the childcare ministry in response to continual requests from our parents. The childcare ministry's desire is to reassure our parents that their children are safe under one roof.

Enrollment Criteria

- a) A completed application for enrollment.
- b) A complete health record and child information card, which is required by the State of Michigan.
- c) Enrollment fee paid.
- d) Meet the age requirement
- e) Children must be toilet-trained prior to admission.

Little Lambs Daily Schedule

7:00 – 8:45	Arrival and free play
8:45	Drop off to pre-school
9:00 – 9:30	Bathroom break & snack
9:30-10:00	Story time, songs & calendar
10:00-10:15	Outside/Inside play (Gym)
Optional bathroom break	
10:15-10:45	Craft, play dough, paints, etc...
10:45-11:00	Clean up
11:00-11:30	Pick up from pre-school
Bathroom break	
11:30-12:00	Lunch
12:00-12:30	Free play, devotion time
12:45-1:00	Drop off to pre-school, bathroom break, prepare for rest period
1:00-1:30	Rest time, quiet activities
1:00-2:30	Nap
1:30-3:00	Free play, gym time, outdoor time,
3:00-3:30	Pick up from pre-school, snack, bathroom break
3:30-6:00	Enrichment activities, free play, and departure

Enrollment and Withdrawal Tuition Policies:

With initial enrollment, you are required to pay an enrollment deposit of \$100.00 that will be applied to your last payment. A non-refundable application fee of \$50.00 per child is required, if your child is not already enrolled in our preschool/Kindergarten program. A 30-day notice in writing is required before withdrawal.

You must reserve your childcare time so that we can maintain the proper staff/child ratio. If you are going to add a time period, you need to call at least 24 hours in advance. In the event a last minute need arises, we will be there to care for your child. You must also notify us of your child's absence. (See the Childcare Handbook for absence policy.)

Tuition:

- a) Tuition is billed bi-weekly. Accounts are considered delinquent after 45 days. If tuition is delinquent, and arrangements have not been made with the Director for payment, your child will not be able to attend the center until the account has been brought current.
- b) Tuition rates are hourly. The hourly rate is on a sliding scale, based on the number of hours in attendance each week. The rate starts at \$5.50/hour for less than 10 hours a week, \$5.00/hour for 10-19 hours per week, \$4.50/hour for 20-29 hours per week, and \$4.25 for 30+ hours per week. Hours are rounded at the end of each week, and rounded up to the next hour.
- c) Late fees of \$15.00 per child will be assessed for each 15 minutes of lateness past 6:00 PM. (16 minutes will be charged \$30.00; 31 minutes will be charged \$45.00 per child, etc.)

To learn more about the opportunities at NCC, call our office at 248-348-9031.

Cindy Trent
Childcare Director

Ken Storey
Principal

NCS Little Lamb's Childcare Application

Child's Name _____ Male _____ Female

Address _____ Phone (____) _____

City, State, Zip Code _____

Place of Birth _____ Date of Birth _____ Social Security # _____

Father's Name _____ Home Phone (____) _____

Father's Address _____ Bus. Phone (____) _____
If different from child's

Hours at Work _____ Social Security# _____

Mother's Name _____ Hm. Phone (____) _____

Mother's Address _____ Bus. Phone (____) _____
If different from child's

Hours at Work _____ Social Security # _____

Family Email: _____

Marital Status _____ Married _____ Single _____ Divorced _____ Separated

If parents are divorced, the custodial parent is _____
"Please attach a copy of your custodial court papers."

Person with whom child is living _____ Both Parents _____ Mother _____ Father _____ Other

If other than parent, state relationship _____

Parent Billing Information

Last Name _____ First Name _____

Title: _____ Mr. _____ Mrs. _____ Miss

Address _____ Home Phone _____
If different from Child's

City _____ State _____ Zip Code _____

Days and Times Needed

Monday	Drop off		Pick up	
Tuesday	Drop off		Pick up	
Wednesday	Drop off		Pick up	
Thursday	Drop off		Pick up	
Friday	Drop off		Pick up	

Child Information

Favorite Food _____

Special Friend _____

Name used _____

Favorite game, toy _____

Food child dislikes _____

Favorite books _____

Allergies _____

Does your child have a special pet? (type & name) _____

Is your child afraid of anyone or anything? (please explain) _____

Church home of child _____

Any siblings enrolled or to enroll in Northville Christian School?

Name	Age	Grade		

Northville Christian School Child Care Statement of Cooperation

I have carefully read Northville Christian School's Child Care financial policies and do agree to abide by them. If problems arise, I agree to contact the appropriate school personnel in a biblical approach to problem solving. (Matt 18: 15-20.)

Parent Signature/Date

Parent Signature/Date

FOR CHILD CARE USE ONLY

Enrollment paid _____

Check # _____

Child # _____