

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

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**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 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 2.6 years to 5 years of age. Children must be toilet trained completely. 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** (2.6 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** (2.6 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.
- f) A signed Child Placement Agreement

## **Little Lambs Daily Schedule**

7:00 – 8:45	Arrival and free play
8:45	Drop off to pre-school & Kindergarten
9:00 – 9:30	Bathroom break & snack
9:30-10:00	Story time, songs & calendar
10:00-10:30	Outside/Inside play (Gym)
Optional bathroom break	
10:30-10:45	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
12:45-1:00	Drop off to pre-school, bathroom break, prepare for rest period
1:00-3:00	Rest period, nap, silent activities
3:00-3:30	Pick up from pre-school, snack, bathroom break
3:30-6:00	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 \$25.00 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/hour for less than 10 hours a week, \$4.50/hour for 10-19 hours per week, \$4.00/hour for 20-29 hours per week, and \$3.75 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 \$12.00 per child will be assessed for each 15 minutes of lateness past 6:00 PM. (16 minutes will be charged \$24.00; 31 minutes will be charged \$36.00 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 ( ) \_\_\_\_\_  
 Social \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_ 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 #** \_\_\_\_\_