



## **MISSION STATEMENT**

Our mission statement at Heights Christian Day Care (“HCDC”) is to provide a safe, loving Christ-centered environment for children. Our services aspire to provide activities which promote physical, emotional and individual growth and well being. We strive to serve New Mexico children ages 8 weeks through school age.

## **PHILOSOPHY**

HCDC believes that learning is empowered by our belief in Christ by developing an atmosphere where Christian learning and curriculum interact together with a qualified and caring staff that encourages children on a daily basis. We believe the different stages of growth and development is unique to each child individually, working hand in hand providing an encouraging environment through play and positive interaction. Finally, here at HCDC, it is our goal to build self esteem, responsibility, and well-balanced choices for each child’s future success.

## **CURRICULUM STATEMENT**

At HCDC, we believe that children learn best in a nurturing, safe and loving environment. We want to partner with parents to help equip them with the knowledge and experience to raise children who are happy well adjusted and caring adults. At HCDC, our program encourages the following:

- Age appropriate curriculum.
- Planned learning and age appropriate free play (choices).
- Ongoing training and professional development for all staff.
- A learning environment that promotes an opportunity to explore each child’s individuality through worship, sensory motor, music, exercise, reading, art, science, math and language arts.
- Open communication with parents, teachers and staff.
- A clean and safe environment.
- A non judgmental respect for individual cultural and linguistic diversity.
- The assessment and evaluation of short term goals as well as long term goals.
- We believe that play is the primary mode of learning.

## **HOURS**

We are open Monday - Friday, from 7:00 AM to 6:00 PM.

## **HOLIDAYS**

We are closed on *Labor Day, Thanksgiving Day and following Friday, Christmas Day through New Year’s Day, Memorial Day, Good Friday and Independence Day.* Normal tuition is required, vacation credit is not valid.

## VACATION

Vacation credit may be given for one half your reservation rate except for holiday closure days and must be given with one week's notice, and is limited to a total of 10 days a year – fulltime; 6 days a year – MWF; and 4 days a year - TTH.

## TUITION & FEES

**Registration Fees:** Due yearly and non-refundable.

Full-time or MWF \$100; T/Th \$75; School Only \$75 with an additional \$25 for the summer; Summer only \$75.

**Eight Weeks - 23 months** Full time \$177/week

**Two Years - Five Years** Full time \$145/week; Preschool (9-11:45 AM) \$30/per day session;  
Before/After Preschool hours \$4.15/hour additional

**School Age Children** School Year \$84/week; Summer Care \$145/week.

School Year charges increase to full-time rates for in-service holidays.

**Tuition fees are due in advance.** Payments are due the first day of the week that your child attends. Payments are made at the Day Care desk. All returned checks are assessed a \$25 charge. Accounts that are more than one week past due could result in child not being allowed to attend until the account is paid in full. Only the Director can make special payment arrangements. Permission must be obtained from the Day Care Desk before bringing your child early or leaving them late. There is a late fee of \$1.00 per minute for children left past 6:00 PM. You must give one week's notice to withdraw. See handbook for a full description of services.

## DISCIPLINE POLICY

Discipline means training that enables the child to develop self control and orderly conduct in relationship to peers and adults. Discipline will be clear and understandable to the child before and at the time of any disciplinary action. Discipline shall include positive guidance, redirection, and the setting of clear limits which foster the child's own ability to become self-disciplined. Positive discipline may include brief, supervised separation from the group, withdrawal of special privileges (such as playtime with other children). Disciplinary practices will, at no time, include any of the following: physical punishment, withdrawal of food, rest or bathroom opportunities; abusive or profane language; any form of public or private humiliation, including threats of physical punishment; unsupervised isolation of the child, or any type of punishment that is hazardous to the physical, emotional or mental health of the child.

## DISMISSAL POLICY

With notice, your child could be dismissed for any of the following: failure to keep payments current; failure to keep immunizations current; Heights' failure to meet your child's needs; extreme physical aggression towards children or teachers.

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