

# WELCOME

## TO KIDS OF COVENANT CHILDCARE AND DEVELOPMENT CENTER

Dear Parent/ Guardian,

On behalf of the staff of K. O. C. Childcare and Development Center ... Welcome! We are happy that you have chosen our Center to share these child development years of your child's life with us. What an exciting journey awaits! The road will be filled with so many joys as you watch your child reach new developmental milestones. There may be times of frustration and uncertainty for you as well; leaving your child in the care of others is often a very difficult decision. Please remember that we are here as partners in raising your child. We will love and encourage them, and keep them safe while you are away. We enjoy having parents visit as often as their schedules permit, so please come and share your child's world whenever possible.

This handbook has been designed to help you understand the philosophy on which our Center was founded, and to give you insight into the daily routines of your child while you are away. Please read this handbook carefully and keep it in a convenient place for future reference.

I am thankful the Lord has placed me in the role of **Administrative Director** at K. O. C. Childcare and Development Center. Working with children has been a joy of mine for many years. Sharing the message of God's love with them makes my job even more rewarding. I am committed to lead our staff, as a team with you, to provide a warm and nurturing environment where God's love is always evident to your children. My door is always open. Please come and share your joys, suggestions or concerns with me.

Blessings to your family as you begin this journey.

-Pastor Jerry Leaphart

## **KIDS OF COVENANT PHILOSOPHY**

The philosophy of the K. O. C. Child Care and Development Center is based on meeting the developmental needs of every child within our reach. This program is based on a quality environment that fosters safety, health, learning, physical, cognitive, emotional, social and all communication. It is important that our quality program involves constant and consistent interaction through our environment, with the child, the teacher, in addition to the family. Our goal is to provide a warm, happy, and secure environment in which all children can grow and learn.

Under the guidance of highly educated teachers, directors and administrators, children engage in a variety of activities, which offer opportunities to explore and develop knowledge. The classroom, environment and curriculum are designed to allow for children's experimentation, and exploration in many of our developmental areas. Including art, music, dramatic play, creative play, family, etc. Skills that include language, number concepts, and nature are included in the program.

Our children in the childcare program are encouraged to develop skills in self-direction, and the ability to make choices and decisions. Behavior limits are imposed in manners, which preserve the child's self-respect.

## **ORIENTATION TO A NEW SETTING/ SEPARATION**

Starting in a new setting is an exciting experience for a young child – but it can also be a difficult one initially. Even children who are very excited about "starting school" will suddenly realize that you are not going to be there. The apprehension that accompanies that realization is a normal reaction.

We would like to offer several suggestions to help your child with this adjustment process. Some of these ideas will help the parents during this transition period as well. Children will sense their parent's apprehension; therefore, it is important that you also become comfortable with the routine.

Come and visit with your children several times before the first day of attendance. Learn the names of your children's future playmates and the teachers who will be caring for them. It is easier for you to communicate with your children about the events of the day if you know the people with whom they spend their time away from you.

Know the Center's policies and procedures and ask questions if you are uncertain about them.

Be sure your children have all the belongings we require for personal care and outdoor activities, and **be sure all possessions are clearly marked!**

Establish a "good-bye" routine with each of your children, realizing that this routine may differ for each of them. For some, having a parent stay for a long time works well; for others, the "good-bye" is much easier if the departure happens quickly. If your children are reluctant for you to leave, our staff will be happy to help you through this transition in any way.

Allow a few minutes at the end of the day to let your children "wind down" from the activities of the busy day and reconnect with you. We understand this may be hard for tired parents, but it makes the transition easier for your children.

Actively listen to your children as they talk about the day. This will give you insight into their world while you have been away.

Be enthusiastic about your children's creative art or other projects that come home. Your approval and interest are so important for the development of their self-esteem.

Parent calls are welcome at any time. If you would like to know how your children are adjusting or what kind of day they are having, feel free to phone us and we will check with their teachers.

Share your thoughts with us – both positive and negative. Both are important to us and help us to provide quality care for your children.

### **ADMISSION POLICY**

Enrollment at K. O. C. Childcare and Development Center is open to all children regardless of race, color, sex, sexual orientation, creed, handicap (unless unable to adequately accommodate), national origin or ancestry.

Parents seeking enrollment for their children will be invited to tour the Center and meet the staff. During the tour, parents will be given information about the Center and all necessary enrollment forms.

Enrollment is considered according to the date on which the application form and registration fee are received. A waiting list is maintained from which vacancies are filled. To be placed on a waiting list, parents need to fill out the application form and submit a \$85 registration fee. This fee is non-refundable.

Priority will be given to siblings of children currently enrolled in the program, families seeking full-time enrollment and children of employees.

Upon verification of admission, parents will be responsible for completing all necessary forms before their child's first day of attendance. No child will be accepted into the program until all forms have been received.

We encourage parents to visit with their children before the first day of attendance. This gives parents and teachers a chance to get to know one another and it makes the transition easier. At this time, parents will receive a packet containing information about their children's specific rooms.

All enrollment information or records that are to be kept in your child's file may need to be updated periodically due to change of address, or phone number. Please be advised that it is your responsibility to keep this information updated to insure contact can be made with you, the parent or guardian at all times in case of emergency.

### **PARENT INVOLVEMENT**

The relationship between parents and teachers is very important to us. The children in our care become special to all of us, and their well-being is our primary concern. There is so much that we can learn from each other through open communication. Parent-teacher meetings/forums are held three times each year, which give the parents and teachers the opportunity to discuss the children's growth and development. If you have questions or concerns regarding your children or our program at any time, please do not hesitate to ask for a conference.

Our Center has an "open door" philosophy. We welcome and encourage parents to visit their children during the day when work schedules permit.

Our Parent Advisory Council, also known as the PAC, meets once a month to plan family events and to promote staff appreciation through special activities.

In addition to the family outings planned by the PAC, the Center also plans several family gatherings during the year. In Spring, we have a Pizza Night during the Week of the Young Child. Autumn brings our Harvest Meal, which is celebrated near Thanksgiving, and we finish the year with our Christmas program and birthday party for Jesus in December. Watch your monthly newsletters for details.

Parents are always welcome to join their children on field trips. We make every attempt to give you advance notice when our trips are planned so you can change your work schedules to come along and see the world through your children's eyes. Field trips are also a great way to get to know your children's teachers and friends.

If you have any special talents (sewing, woodworking, typing, etc.), exciting hobbies or professions that you would like to share with us, please talk with the office staff. We often have "wish" lists that are just waiting for a parent volunteer.

### **PARENT INFORMATION**

Parents will be asked to evaluate the Center annually through a survey. This feedback is important in helping us to continue meeting the needs of our parents and children.

Several times during the year, the Center holds fund-raisers to help generate extra funds. This money is used to purchase additional equipment for the children or to help defray the cost of improvements we have made. Parents are under no obligation to participate in these fund-raising activities.

A parent resource library is located in the office. We have collected books on a variety of subjects for parents with concerns. Please check with office staff if you would like to check out any books.

### **ARRIVAL AND DEPARTURE**

Parking has been provided for your convenience when dropping off or picking up your children. **For the safety of everyone, do not leave your vehicle's engine running while you are inside the Center.**

Children must be brought into or taken from the building by a parent or other authorized adult. (Authorized adults must be listed on your children's *Child Enrollment Form*).

Please make sure that a teacher knows your children have arrived at or are departing from the Center.

Parents and other authorized adults are asked to come inside the play yard to pick up their children when we are outside. For the safety of the children, they will not be allowed to go outside the fenced play area without adult supervision.

Parents are responsible for signing their children in and out. If your children will be arriving late or will be absent for the day, please call us by 8:00 AM.

Children will not be released to an unauthorized adult. If circumstances make it necessary for someone other than an authorized adult to pick up your children, please call us.

If you are going to be detained by more than half an hour, please notify the Center so we can reassure your children.

The teachers in each room have developed an individual schedule based on the ages of the children and their activities. These are approximate times for the general group. Please check the lesson plans posted in your children's rooms for details of weekly activities.

Please see attached forms for age appropriate daily schedules.

## **A TYPICAL DAY AT K. O.C. CHILDCARE AND DEVELOPMENT CENTER**

Our classrooms have been arranged with equipment and materials appropriate for the ages of the children in each room. You will notice tables, chairs and toy shelves low to the ground for the children. Our shelves are filled with toys for exploration and learning about colors, shapes, numbers, letters and other concepts. Materials are accessible to the children at all times.

Once the children reach the two-year old room, the classrooms are arranged in "learning centers", such as blocks, dramatic play (housekeeping), sensory table, book corner, small manipulative materials, creative art, woodworking and a music area. During "center time", children have the freedom to choose in which areas they want to play and explore. The teachers are always nearby for support and guidance.

Learning centers and activities are developed around specific themes. Our monthly themes include such topics as *God Made Me Special*, *God Keeps Us Safe*, *We Give Thanks*, *Jesus is Born* and *Friends Around the World*.

Art is available every day. We focus on the *process* of creating rather than the *end product*. *Process* involves the child manipulating, experimenting and exploring art materials. The final product becomes individualistic and a joyful display of the art experience. At times, only your child, the artist, can tell you exactly what the end product is. The children are introduced to a wide variety of materials and textures to use in their creations. In addition to creative art during "center time", crayons, washable markers, stencils and paper are available during early and late day activities.

Your children will occasionally have special activities in the classroom as well. We enjoy cooking with the children and "traveling" to other countries as we learn about other cultures. During our safety unit we have a visit from firefighters and police officers. During our health unit, we have had visits from a nurse and a dental hygienist. Field trips are also incorporated into the curriculum since we believe that children "learn by doing".

We have an area inside called "the multipurpose room" where the children are able to climb, crawl and develop their large muscles. We try to incorporate outside play as often as the weather permits. There are two play yards to separate the younger children and keep them safe. Children two years and younger use the smaller of the two play yards where they have opportunities to swing, play in sand or water, ride vehicles and run with their friends. An outdoor learning environment has been designed for the older children. Each room has a garden plot they tend to during the summer months. There are also bikes and scooters for them to ride (we provide helmets) and a large sand box in which they can dig and build. Best of all there is lots of room for them to run and play!

Routines such as meal times and rest time are included in the daily schedule. According to licensing guidelines, all children under the age of 5 years must rest, or have quiet time for 45 minutes each day. Please limit the amount of supplies brought from home for rest time. A small pillow and one blanket are adequate.

## **STAFF**

Our Director is highly experienced and is responsible for managing the Center and working with the Board of Directors. Part of his day is spent in the classrooms as well to develop close relationships with the staff, children and parents.

Our teacher's training ranging from Credentials to an Associates degree in Early Childhood. Assistant teachers will also complete Credentials 1 and 2, if they have no previous Child Development classes. Staff members are required by licensing regulations to acquire 20 hours of continuing education each year. Training is provided through staff meetings, conferences and workshops or formal classes at a university or technical college.

## HOURS OF OPERATION AND DAYS CLOSED

The hours of operation of K. O. C. Childcare and Development Center are 6:00 AM to 6:00 PM Monday through Friday, twelve months a year. We accept children between the ages of six (6) weeks through twelve (12) years during the months of September through May. During the summer months, school-aged children through twelve (13) years of age will be accepted.

The Center will be closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day & the days before & after each. When the Fourth of July and Christmas fall on a weekend, the Center may close either the Friday before or the Monday after the holiday. The actual days of closing will be provided to the parents at the beginning of each New Year and posted on the Parent Bulletin Board.

If the Center is closed due to inclement weather or other emergency situations (power failure, fire, etc.), an announcement will be made over radio station. Fees will not be charged for days the Center is closed due to operational emergencies.

## SCHEDULES

A *half day* consists of five hours or less. A *full day* consists of six to nine and a half hours. Morning half day includes the hours of 6:30-12 Noon. Half day schedules may not cross 12 Noon. Schedules that cross over 12 Noon are considered full days, regardless of the number of hours your child attends that day.

Since scheduling is completed in advanced, we ask that you submit requests for extra time or notify us of time off at least two weeks in advanced. This may be done by submitting a yellow 'Request for Extra Time or Child(ren) Absent' form to the office.

If an emergency arises and you need to change your schedule for one day we will make every effort to accommodate your child. If you need to contact us of the change by phone, we will complete the "yellow request form" for you.

A two-week written notice is required for a change in contract or for voluntary withdrawal from the Center. After five changes of contract within one year, a \$35 re-registration fee will be charged.

## PAYMENT OF FEES

Upon registration a \$35 non-refundable registration fee will be collected. This fee does not apply to weekly fees & is annual.

Fees are based on the number of hours requested in your Contract for Services.

Basic rates per week are as follows:

Infants	\$170
Ones	\$165
Twos	\$160
3&4	\$155
Afterschool	\$65
Daily Fee	\$35

By law, your child cannot be in daycare for more than twelve hours a day & will be considered neglect if this happens. If your child attends the Center more than twelve hours in a day, we are required to report to DFACS & an additional fee of \$1 per minute will be assessed.

Payment of fees is due and payable in advance on your first contracted day each week. If your child is absent due to illness, payment is expected on the first day of attendance. Checks should be made out to K. O. C. Childcare and Development Center, Inc. and placed in the fee box located outside the office. Payments are considered past due at 6:00 PM on Friday of each week. At that time a \$10 late fee will be assessed.

When your child is absent for any reason (except earned free vacation), you are responsible for the full fee as contracted. We have reserved a place for your child and our costs remain fixed even when your child is not in attendance.

If payment of fees is delinquent for two weeks, child care will be discontinued until full payment is received. If personal circumstances prevent payment of fees, contact the Director to make payment arrangements.

If you exceed the hours of your contract by fifteen minutes either before or after your contracted time, a \$5 fee per child will be assessed. Our staff schedules are based on your contracted times; therefore, it is important that you adhere to your contract to maintain staff-child ratios.

Parents belonging to flexible spending or reimbursement programs that require receipts or signed forms need to notify the Director in writing.

A fee of \$30 will be charged for any check returned due to non-sufficient funds (NSF). Any NSF check will be re-deposited one time with parental permission. If returned a second time, cash payment is required for replacement of the check.

After your family has been a client of K. O. C. Childcare and Development Center for one consecutive year, you are eligible for free vacation days equal to the number of weekly contracted days at the time vacation is taken. Once your child becomes part of the Summer School-age program vacation is built into the system of contracted time.

If you refer a new family to our Center, you will receive one free week of child care for one child after the referred family has been in attendance for four weeks. Referral should be submitted in writing to the Director by the referred family.

When withdrawing a child from the Center, a two-week *written* notice must be submitted to the office. Parents will be charged their regularly contracted fees for those two weeks.

A notice of thirty days will be given to parents for any increase of fees.

### **CHILD GUIDANCE POLICY**

K. O. C. Childcare and Development Center's child guidance policy is designed to help children become independent and caring by learning self-control, decision-making skills and responsibility for their own actions. Since children are a precious gift from God, we believe they should be treated with the same respect that we, as adults, wish to be treated.

Our goals are to help children develop positive self-esteem, respect for themselves and the rights of others and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving, Christ-centered discipline.

Our staff uses the following guidelines and techniques to help children develop self-discipline:

- A learning environment that promotes consistent routines and well-defined expectations

- Use of praise through kind words and actions (hugs, smiles) to reinforce desirable behaviors
- Use of problem solving instead of punishment. Teachers and children will talk through the situation.
- *Redirection* to another activity when a child displays undesirable behaviors
- If a child causes physical or emotional harm to him/herself or others, the child will be removed from the situation for a short time to calm down and provide time to talk with the teacher about alternate, appropriate behaviors
- *Time-outs* may not be used with children under three years of age. When a younger child needs to be removed from a situation, they will be placed on the teacher's lap or next to the teacher until they have calmed down.

We believe the primary responsibility for raising young children rests with the parents; however, the staff strives to assist parents in the training and guidance of their children. We will provide parents with feedback about their children (both positive and negative, if necessary). If you desire help in dealing with a specific behavior, please discuss it with us. Parent support is expected for any guidance techniques used by staff to solve unwanted behaviors. Staff are not allowed to discipline a child using prohibited methods (according to licensing regulations) even at the request of a parent.

### **CHRONIC DISRUPTIVE BEHAVIOR**

The safety and welfare of all the children at the Center are of primary concern. While the staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may be necessary.

**Initial meeting:** If a child's extreme, uncontrollable behavior continues to physically or emotionally endanger staff and other children at the Center despite positive guidance techniques or if a parent is uncooperative with staff in working toward their correction of their child's chronic disruptive behavior, a meeting with the child's parents will be requested by the Administrative Director and the child's teachers. The problem will be defined in writing and goals for correction will be established.

**Second meeting:** If, after a predetermined time frame, the initial plan for helping the child fails, a second meeting will be requested by the Director. The problem will be identified again and new approaches will be defined.

**Suspension/Dismissal:** If no progress occurs within the established timeline, suspension will result. Parents will be responsible for payment during the length of the suspension. The period of suspension may vary from the remainder of a day to one week relative to the severity of the problem. Dismissal of the child will occur after three suspensions for the same behavior, or immediately if the child's behavior severely injures a staff member or another child.

### **DISCHARGE POLICY**

K. O. C. Childcare and Development Center, Inc. reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payment of fees
- failure to submit required information or forms
- failure to comply with the policies of the Center

- special needs of a child which we cannot adequately meet with current staffing patterns
- physical or verbal abuse of staff or children by a parent or child

### **HEALTH, MEDICATION AND SAFETY**

Your child's health is important to all of us. Each child needs to have a physical exam by a licensed physician not more than 6 months prior to enrollment or later than 90 days after admission to the Center. Children under the age of 24 months will need another physical every 6 months. Children two years and older will need a physical every two years until they enter elementary school. Please inform the office when immunizations and physicals are updated so your child's records remain current.

Parents are asked to inform the Director of any special health precautions (nebulizer treatments, injections, etc.) that their child may require.

An emergency card authorizing emergency medical treatment, completed and signed by a parent, must be on file for each child registered at the Center. **Our emergency medical facility is North East Georgia Medical Center** unless another facility is dictated by your insurance carrier. In cases of emergency, we will make every effort to contact the parent first. Children requiring emergency care will be transported by ambulance if a parent cannot be reached.

Staff are trained in CPR and First Aid according to Red Cross guidelines. Training in hand washing techniques, universal precautions and child abuse/neglect issues is also covered during orientation and yearly staff meetings.

Minor injuries are treated using first aid procedures and are logged in journals located throughout the Center. Parents have access to entries concerning their child.

**Illness:** Parental cooperation is necessary to promote a healthy environment for all the children attending K. O. C.. Please do not send your child to the Center if they show signs of illness in the morning.

**The Center cannot care for a child who is ill.** Teachers will refer to the *Guidelines for the Exclusion of Children and Staff from a Day Care* developed by the Division of Child Development when making a decision on sending a child home for illness. Parents need to have an alternate plan for illness of their child(ren) arranged in advance. When we call to inform you that you need to pick up your child, we expect you to arrive within one hour.

**No child may return to the Center until a full 24 hours after a fever** (without the use of a fever reducer), **diarrhea or vomiting has stopped**. In addition, a child must be on medication for strep throat or pink eye for 24 hours before returning to the Center.

It is the responsibility of the parents to inform the Health Department of any communicable disease contracted by your child.

**Medications:** Teachers will dispense either prescription or non-prescription medicine to your child under the following conditions:

- Medication is in the original container, which is labeled with the child's name.
- An *Authorization to Administer Medication* form has been signed and dated by the parent and includes dosage and directions for administration. These forms are available from any teacher
- A signed and dated written authorization from the child's physician is on file if the dosage for the child's age is not included on the container from the manufacturer. (For example, many children's non-prescription fever-reducing medications do not include dosage for children under 4-6 years.)

- A child does not show other signs of illness indicating exclusion from the Center

All non-prescriptive medications, **including lip balm and cough drops**, must be given to a teacher for storage and administration. Please do not leave them in your child's cubby for self-administering.

Medicines will be kept in child-proof containers in your child's room. Any medicine requiring refrigeration will be stored in a child-proof container in the classroom refrigerator.

All medications given will be logged in a medical journal. Parents have access to entries concerning their child.

**Safety for your child:** To insure the safety and well-being of your child, K. O. C. Childcare and Development Center has adopted these policies:

- No child will be released to any person not listed on the child's enrollment form without prior approval from the child's parent.
- When an unfamiliar adult comes to pick up a child, identification will be required before releasing the child to that adult's care.
- Children will not be released to anyone under the age of 18 years.
- If an adult arriving at the Center to pick up a child appears to be under the influence of alcohol or drugs, or appears to be otherwise judgment impaired, an attempt will be made to notify the police before the child is released.
- According to the law, staff will be required to report any suspicion of child abuse or neglect to proper authorities.
- In the event that emergencies necessitate evacuation of the Center, all staff and children will go to North East GA Medical Center and parents will be contacted. Staff will remain with the children until they are released to a parent.

### **CLOTHING/ PERSONAL BELONGINGS**

The Center will provide a personal space for each child attending the Center. For the younger children, this will be a cubby, which will hold an extra change of clothing and their bedding needs. The older children (ages 3 and up) will have a cubby in the classroom to store their extra clothes and nap time accessories. Clothing for outdoor wear will also be stored in their cubby.

**All clothing and napping accessories must be clearly marked with your child's name.** With one hundred children attending the Center, personal items will get lost if they are not properly marked.

**Casual clothing is strongly recommended.** Your child should be dressed for play; children do get dirty when they are actively involved in play. Keeping them happy is much more important to us than keeping them spotless.

Please send your child in clothing that is easy to manage. Your child wants to learn to care for him/herself, and not be dependent on adults. Please do not send your child with a belt, suspenders or overalls unless they can fasten and unfasten them by themselves.

**Remember your child's comfort for outdoor play.** This means bringing boots, hats, snow pants, scarves and mittens for outdoor winter play. Also remember in the Spring and Fall of the year, weather changes very quickly and your child needs to have a jacket or sweatshirt at the Center at all times.

Proper footwear is important for the safety of your child. A good pair of shoes – preferably gym shoes are needed for safe and enjoyable play. Do not send your child in flip-flops or jelly shoes.

If your child has reached the big step of toilet training, please remember to bring several changes of underclothing, socks, pants and shirts, and an extra pair of shoes.

All nap time bedding needs to be washed weekly..

"Lost and Found" articles will be placed in a bucket in the office. Please check it weekly for any of your child's belongings.

### **VIDEO POLICY**

Our Center adopts the philosophy that children learn best through interactive, "hands-on" activities; however, children love to watch videos and we do occasionally watch them together. At times we feel videos may enhance a particular concept in our lessons, and sometimes we watch "just for fun" videos. Children are given the choice of choosing an alternate activity whenever videos are watched.

Any videos brought from home will be used under the discretion of the teachers. They will be reviewed for age appropriateness and subject matter before being viewed by the children. Please bring videos that are short in length, since the majority of the day is planned with alternate activities.

### **TOYS FROM HOME**

Except for toys that are needed to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. Children often have a difficult time sharing personal toys, and they become upset if their toy is lost or broken. We ask that "adventure toys" (super heroes, etc.) **are not** brought to the Center since toys like these are often associated with aggressive play.

Books or musical tapes may be brought at any time to be shared with classmates. Please make sure they are clearly marked with your child's name, and we ask that you leave them for several days.

### **TREATS FOR BIRTHDAYS OR HOLIDAY CELEBRATIONS**

We celebrate birthdays after lunch or during afternoon snack time. When the Center celebrates special holidays, teachers may ask for treats to be eaten during the celebration. We ask that all treats brought into the Center are pre-packaged. Please consider the nutritional value of any snacks in which you bring.

### **FIELD TRIPS**

Children over the age of two participate in field trips during the year. Children between the ages of two and three typically go on two trips: one in the spring and the other in late summer. As the children become older, teachers will plan more frequent trips, including trips to the Public Library.

A nominal fee may be charged for these trips.

Parents will be notified of field trips in advance and have the opportunity to chaperone if they wish. When trips cross over the lunch hour, the meal will be provided by the Center.

## **ORGANIZATION OF K.O.C CHILDCARE AND DEVELOPMENT CENTER**

K. O. C. Childcare and Development Center is a not-for-profit corporation providing non-denominational child care.

The Center has a relationship with Covenant Connection Church through financial subsidies and the use of its building. The staff and members of the church are committed to working with K. O. C. Childcare and Development Center to carry out its ministry of providing Christian childcare to the children and families of the community.

K. O. C. Childcare and Development Center is governed by a Board of Directors, which oversees the programming, policies and financial aspects of the Center. Parents, members of Covenant Connection Church, and outside parties with expertise in various areas serve as Board members. The delegation of authority is as follows: The Board of Directors, Director, Assistant Director, Teaching Staff and Support Staff.