



Peace and Nevaeh Childcare (PNCC)

Parent Handbook

Welcome Letter

Dear Families,

Welcome to Peace & Nevaeh Childcare! We are honored you've chosen us to be part of your child's early learning journey. Our goal is to provide a safe, loving, and culturally rich environment where every child can thrive— academically, socially, and emotionally and creatively.

This handbook outlines our policies, expectations, and resources so that we can work together to give your child the best start in life.

— Alexander McClain, Owner

Mission Statement

At Peace & Nevaeh Childcare, we nurture creativity, build confidence, and celebrate diversity. Through hands-on learning, culturally rich activities, and family partnerships, we prepare children for a lifetime of success while honoring their unique individuality.

Core Values

Creativity – Every child is an artist, thinker, and problem solver

Family Partnership – We work together with families for each child's success

Safety – Emotional and physical safety is our top priority

Excellence in Care – High-quality learning with a safe environment

Cultural Pride – Our curriculum reflects and honors the beauty of all cultures

Philosophy

We believe that children learn best when they are loved, respected, and challenged in a supportive environment. Our curriculum emphasizes creativity, hands-on exploration, and cultural pride, while meeting each child's developmental needs.

Hours of Operation

Monday – Friday:

6:00 AM – 11:59 PM

Closed on Major Holidays

(New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)

Ages Served

4 Weeks to 15 Years Old

Enrollment & Withdrawal

Enrollment forms, health forms, and emergency contact information must be completed before your child's first day. A two-week notice is required for withdrawal. PNCC reserves the right to end care if policies are consistently not followed or fees unpaid.

Tuition & Fees

Tuition and fees *must* be paid before services are rendered. All tuition and fees are *due* on Friday by the end of business day. Enrolled "State Pay" families must pay on the 1st of each month. If the 1st of the month falls on a weekend, funds should be sent next business day. NO expectations! *(Unless permitted with an understanding)*

Please pay on time to prevent interruptions or delays in service.

Meals & Nutrition

PNCC provides meals and snacks daily. Our meals meet or exceed Child and Adult Care Food Program (CACFP) nutritional guidelines and always support healthy eating habits. Staff are trained in food safety and allergy awareness is prioritized.

Uniform Policy

Uniforms are mandatory every day. The PNCC uniform helps build community, teaches responsibility, and promotes equality.

Curriculum

Our curriculum is creativity-based, culturally enriched, and aligned with Wisconsin Model Early Learning Standards (WMEELS). Monthly themes celebrate cultural history, art, music, and community. Each month has a different creative art theme that's rooted in creativity & diverse cultural connection. Weekly breakdowns each week focuses on a specific art skill under that month's theme.

Schedule

Our schedule balances structured learning and free play:

Morning Circle
Creative Arts & Literacy
Outdoor Exploration
Lunch & Rest Time
Math & Science
Music & Movement
Afternoon Snack

Drop-off & Pick-up Procedures

Children must be signed in and out daily. Only authorized adults (listed on your child's form) may pick up. Late pick-up fee: \$1 per minute after closing. Please communicate if it's going to be a late, drop off or pick up.

Health & Safety

All children must have up-to-date immunizations or approved exemptions. Sick children must remain home and not be brought to the center for 24 hours. If symptoms of fever/vomiting etc occur, parents will be notified to make arrangements to pick up their child. Our goal and duty is to maintain a safe and healthy environment for our children and staff to enjoy.

Behavior Guidance & Discipline Policy

Guided by compassionate routines and cultural responsiveness, PNCC practices positive discipline and includes all children, recognizing diverse needs. Redirection to appropriate activities. Teaching conflict resolution skills. Time-ins (calm-down space) rather than punitive time-outs. Physical punishment is never allowed.

Communication with Families

We use:

Phone/Text/Email
Monthly Newsletters
Parent Bulletin Board
Digital Updates via App

Field Trips & Special Activities

Permission slips are required in order to attend any trip. Parents may be asked to chaperone.

Clothing & Personal Belongings

Children should wear comfortable bottoms and uniform tops everyday. PNCC is not responsible for lost or broken items. Please refrain from bringing personal belongings to daycare unless it's a soothing mechanism or educational.

Emergency Procedures

PNCC has monthly fire and tornado drills. We have emergency kits kept on site as well as an evacuation plan posted by exits.

Confidentiality & Records

All personal and child information is kept confidential and shared only with authorized parties as required by law.

WMELS-Aligned Developmental Goals

At PNCC, children will develop strong language and communication skills. Build problem-solving and early math abilities. Fine and Gross Motor skills will be strengthened through activities and active play. Children will be encouraged to express themselves through art, music, movement along with positive social interactions.

Parent Acknowledgement Form

I have read and understand the policies in the PNCC Parent Handbook.

Child(ren) Name(s): _____

Parent Name: _____

Signature: _____

Date: _____