

## TABLE OF CONTENTS

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PHILOSOPHY AND MISSION	3
CURRICULUM	3
DAILY SCHEDULE / ACTIVITIES	4
SCHEDULE	4
SERVICES PROVIDED	4-5
ASSESSMENTS	5
PARENT TEACHER CONFERENCES	5
PORTFOLIOS	5-6
HOURS OF OPERATION	6
PROGRAMS	6
RATIO	7
SECURITY DEPOSIT	7
TUITION	7
ATTENDANCE	8
FEE SCHEDULE	8
LATE PAYMENT POLICY	8
RETURN CHECK POLICY	8
REIMBURSEMENTS / CREDITS	8
CCDF	8
TRANSPORTATION	9
ARRIVAL/ DEPARTURE	9
WELLNESS POLICY	9
PANDEMIC	10
MEDICATIONS / INSURANCE	10
MEAL SERVICE	11
VOLUNTEERS	11
BIRTHDAY/ CELEBRATIONS	12
POSSESSIONS	12
FOOD ALLERGIES	12
CHILD ABUSE AND NEGLECT	12
DISCIPLINE POLICY	13
CONFIDENTIALITY POLICY	13
INCLUSION POLICY	13

## **Mission Statement**

Our mission is to provide affordable daycare to diverse families within the Indianapolis community with a range of age-appropriate learning opportunities for children from 6 weeks to 12 years of age to develop and grow intellectually, socially, and emotionally, while also learning the physical skills necessary for day to-day life.

## **Philosophy**

We are dedicated to providing a warm and loving family environment for children. As we view the center as a family, the importance of family bonds cannot be understated; siblings are encouraged to interact with one another, and we want everyone involved - children, parents, and staff alike - to feel like they are part of our extended family. Children here are encouraged to be children. The individual progress, growth, and development of every child is important to us. The environment at the Center promotes learning while having fun during the process. Through a mixture of hands-on experiences, group activities, and individual play, our children develop the intellectual, social, emotional, and physical skills necessary for all aspects of life and growth. Parent comments and suggestions are encouraged and are taken into serious consideration as we continually adapt to new challenges. The children are not the only ones who are engaged in the learning experience - all of our staff and parents also learn from the children.

## **Curriculum**

Our curriculum provides consistency and a predictable routine, which is comforting to children. Children are relaxed and ready to learn when they can anticipate what is happening next. As children move through developmental milestones, they will need to practice skills at which they are successful. The skill levels will vary greatly with any group of children, even those that are all the same chronological age. Our Early Foundations and School-Age Program curriculum are based on the latest research and best practices in early childhood education, giving young learners a great head start with a solid educational and life skills foundation. Our programs are mapped across six learning domains, and aligned with state early learning standards

## Daily Schedule / Activities

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The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

### Sample Schedule

7:00-8:00 am	Arrival (Parent check in)
8:00-9:00 am	Breakfast
9:00-10:00 am	Group morning activities
10:00-10:30 am	Free play/ Individual activities
10:30-11:00 am	Outdoor (weather permitting) Gross motor skills
11:00-12:00 pm	Lunch
12:00-2:30 pm	Quiet time/ Naptime
2:30-3:00 pm	Pm Snack
3:00-3:30 pm	Music/ Interactive video
3:30-4:00 pm	Fine Motor skills activities (writing, coloring, counting beads)
4:00-4:30 pm	Arts and Crafts
4:30-5:30 pm	Free Play /
5:30-6:00 pm	Dismissal / Clean-up / Check out

### Service provided

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The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

- Accurate knowledge, at all times, of the number of children in a group at any time and, if utilizing the support of a white board/dry erase sheet to track and update the total number of children throughout the day, these supports must ensure the printed attendance sheet also accurately reflects at all times those in attendance.
- Accurate headcounts of children must also be verified and communicated between staff members when staff coverage changes take place for however brief or long such as bathroom breaks, lunch breaks, planning time, etc.
- Room and area sweeps are conducted thoroughly to ensure children are not hiding or left behind. (Common areas for children to wander or hide include but are not limited to: bathroom, quiet corner, book corner, behind a shelf, or under a blanket).
- Classroom teaching staff must be aware of where children are at all times and must be in sufficient proximity at all times in order to intervene quickly if/when necessary.
- Classroom teaching staff must not engage in any other activities or tasks that could unnecessarily divert their attention from the supervision of children.
- Classroom teaching staff supervise **Infants and Toddlers (Birth – 2 years)** by sight and sound at all times, including when children are sleeping.
- Classroom teaching staff supervise **Preschoolers (3 years to Kindergarten)** by sight and, for brief intervals, by sound (e.g. when a child walks from one adjoining room to another or can use the toilet independently), as long as the child is back in sight and sound within one minute.
- Classroom teaching staff supervise **School Age children (Kindergarten through 12 years old)** by sight and sound and dependent upon age, development level, behavioral characteristics and activities being offered, by sound only.

## Assessments

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Assessments is an on-going system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child's development. By tracking a child's development, our teachers are able to plan activities that are appropriate for each child's developmental abilities.

## Parent teacher conferences

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Parent-teacher conferences will typically be held at least once per year or each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

## Portfolio

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A portfolio will be kept for each child, and passed to the next teacher when a child transition. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, and parent-teacher conference forms. Portfolios may be accessed at any time through your parent portal online.

## Hours of operation

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Operational hours are: Monday through Friday 7am to 6 pm. (Hours of operation and closings holidays are subject to be changed families and staff will be alerted minimal 30 days prior to changed)

### Closed for the following holidays:

- New Year's Day
- Independence Day
- Labor Day
- Memorial Day
- Thanksgiving (2 days)
- Christmas (2 days)

## Programs

Gumdrops ----- Infants 0-12 months

Buttercups ----- Toddler 12 months - 24 months

Fireflies ----- Toddler 24 months - 36 months

Busy Bees ----- Preschool 3 years-4 years

Explorers ----- School age 5years-12 years

## Child to Staff Ratio

Age of Children	Minimum Ratio of Staff to Children
2 weeks to 1 year	1 staff for every 4 children
1 year to 2 years	1 staff for every 5 children
3 years	1 staff for every 10 children
4 years	1 staff for every 12 children
5 years to 12 years	1 staff for every 15 children

## Security deposit

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You are required to give a \$25.00 deposit that is non-refunded to hold a place for your child. The money is due at the time you receive enrollment papers. The child start date must be within 30 days of the deposit date.

## Tuition

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The weekly rate for the care of your child is due each Monday morning prior to care. A \$15.00 a day late fee will be charged if your payment is not paid on time no later than (Monday 6pm), unless other arrangements have been made with Skool Kidz.

I understand this is a guaranteed rate and includes full pay for holidays, ***with no credit*** for absent or sick days. Payments need to be paid in advance or on the first day of attendance. Mid-week enrollment will be pro-rated.

## **Attendance late fee**

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Skool Kidz hours of operation are 7:00am-6:00pm closing time is promptly at 6:00 pm at 6:05 pm there is a \$5.00 per minute charge, unless other arrangements have been made with management within two hours of closing time.

## **Late payment policy**

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When a payday falls on Monday that daycare is closed, the payday will be on Tuesday with no late charge. If for any reason your child will not be attending daycare on Monday, you are still responsible to pay on this scheduled day unless other arrangements have been made with Skool Kidz in advance.

\*If you have a late charge on your account it will need to be paid by Wednesday morning of that week and if not paid your child or children will not be able to attend until your account is paid in full. **(No exception)**

**Return check policy:** A \$35.00 handling charge for any returned dishonored check presented by the parent. The parent will be required to pay with cash or money order from that point on.

## **Reimbursement**

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The center will evaluate reimbursements of tuition and fees on a case-by-case basis.

## **Credit**

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The center will not offer a credit for childcare tuition or fees associated with childcare services and or enrollment.

## **CCDF**

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If your weekly payments are being paid through the Child Care Development Fund (CCDF) and you have co-pay. You as the parent / guardian will be responsible for that portion to be paid weekly or as discussed with center management. The late fee policy will still apply if arrangements are not discussed.

## Transportation

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In the event of a field trip, or other such activity, the parent/ guardian will need to sign the transportation plan given in the child intake form each child should have the form signed with or without permission for the child to be transported by the child care center in a motor vehicle.

## Arrival and Departure

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Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist. Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff reserves the right to deny a person's request to pick-up a child. At pick up please put away your cell phone and give your full attention to your child. Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time.

## Wellness Policy

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The center will maintain a healthy environment for the benefit of your child and the other children enrolled in care. A child must stay home for 24 hours if they have a high fever of 100 or above, if the child is vomiting, has diarrhea, or any illness which is determined to be harmful or contagious. If your child becomes ill while at daycare you will be notified right away to have your child picked up immediately (**within one hour of contact or there will be an additional fee of \$10 per hour to provide your child with individual care**). Clean and disinfect all areas used by the person who is sick and if necessary, the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well-being. This is not limited to emergency room care, ambulance visits and co-pays to your insurance company. Whenever illness is apparent the child will not be allowed to stay at the childcare center due to possible spread of illness the child may return upon receiving a return to school note from doctor's office and/or symptoms of illness is no longer present.

\* Information will be posted information on several common and or communicable diseases often seen in a childcare setting.

## **Pandemics**

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Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

## **Medications**

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The center will administer prescribed medications to your child; however, you will need to sign a consent form. Medicine must be properly labeled with the child's name, dosage amount, and times to be administered.

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided. Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of medication. A Non-Prescription Release form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

## **Insurance**

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The center actively carries insurance for each child that might be injured as a result of an accident, including while being transported in an automobile registered to the daycare center. More information can be given upon request in writing.

## Meal and Snacks

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### SAMPLE MENU

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cheerios Strawberries Milk	Toast Blueberries Milk	Waffles Bananas Milk	Scrambled eggs Toast Milk	Pancakes Sliced Apples Milk
AM Snack	Blueberries Milk	Apples Slices Milk	Sliced peaches Milk	Cereal bars Milk	Strawberries Milk
Lunch	Chicken nuggets Mixed Veggies Applesauce Milk	Beef burger patties Green beans Strawberries Milk	Chicken Patties Corn on the cobb Mixed fruit Milk	Grilled cheese Green peas Apples slices Milk	Turkey lunch meat Wheat bread Salad Sliced Peaches Milk
PM Snack	Graham crackers 100%Grape Juice	Chex mix 100%Apple Juice	Animal crackers 100% Grape Juice	Nilla Wafers 100% Apple Juice	Rice Krispies 100% Grape Juice

## Parent Volunteers

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Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's experience:

- Field trip transportation and supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers one day in advance
- Volunteering in your child's classroom

Donations and time are always needed within the classroom environment please ask your child teacher how can you assist.

## **Birthday/ Celebrations**

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Birthday celebrations parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

## **Possessions**

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Each child will need a blanket to use at naptime. Your child's name must be clearly written on the blanket. Blankets are taken home each Friday to be washed and returned the following Monday. Stuffed toy is not permitted. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'- tell" day. Videos brought in to share with the class must be 'G' rated. The center and its staff will not be responsible for any lost items.

Important...there are four things we feel strongly must remain at home: toy guns, gum, money, and candy.

## **Food Allergies**

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Based on the needs of the children in the center we are a nut free/seafood free facility. Please ask the center for further information. In this case no food containing, or processed in a facility with no nuts or seafood, are allowed in the center. Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. A list of healthy snack options approved is available from the Director and/or Assistant Director.

## **Child abuse and Neglect**

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The child care center is required by law to report any suspected child abuse or neglect to Child Protective Services.

## **Discipline Policy**

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The child care center uses a positive disciplinary approach with children. Caregivers communicate to children using positive statements, encourage children, with adult support, to use their own words and solutions to resolve conflicts, and communicate with children at eye level and talking to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

## **Confidentiality Policy**

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All information pertaining to admission, health, family, or discharge of a child is confidential.

## **Inclusion policy**

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The center actively promotes inclusive practice in order to best meet the needs of the children, families, and staff at our center. All children are welcome to attend our school regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive practice, we aim to reflect the community and promote positive attitudes to both similarities and differences in each other.

## **Important reminders**

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- The first 5 days are probationary period for the provider, parent and child. This agreement may be terminated at any time during this period. If you leave after this time without two-week notice fees will apply that will equal to two weeks of childcare.
- An online record of your payments is available online and an end of the year statement will be provided upon request. If you need a weekly receipt, they are available online.
- Please call by 7:30 am if your child will not be attending daycare that day
- 2 weeks advanced notice must be given for withdrawal of the child to avoid fees.
- Please keep the center updated on any address, employment, phone number changes or any emergency contact information.
- Please do not bring candy, gum, balloons, coined money, or wear earring as these are a choking hazard to your child as well as the other children in the daycare.
- No personal toys or electronic devices should be brought into the center if so, we will not be responsible for that item if broken or lost.

**Signature Page**

I \_\_\_\_\_ & \_\_\_\_\_  
have read and fully understand this Parent Handbook. I now agree to enter into this agreement. I understand that the contents of this contract may be changed at any time by the owner of the facility anytime a change is made, I will be given a new contract.

I/We have read and will comply with this contract agreement between: Myself/Ourselves and

\_\_\_\_\_

**Parent/Guardian 1 Signature:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Parent/Guardian 2 Signature:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Provider Signature:** \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

First day of enrollment: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Weekly rate in full \$** \_\_\_\_\_