



Welcome to "My School" Child Care & Learning Center

The Parent Handbook is an overview of our center and we encourage your comments, concerns, and questions. Take time to carefully look over the handbook and intake agreement, and then return the appropriate consent forms necessary to enroll your child.

Everyone at "My School" Child Care & Learning Center is looking forward to providing services to your child and their family.

**Mission Statement:**

Our mission is to provide your child with a Christian environment that fosters a love of learning.

**Philosophy and Goals:**

Children are born with a God-given curiosity about the world. "My School" seeks to feed and foster this curiosity. To achieve this, a child's emotional, spiritual, physical, social, cognitive, and creative development are all priorities with our qualified staff. Our teachers prepare the environment for children to learn through active exploration and interaction with adults, other children, and materials.

We strive to help develop children with self-confidence and a strong sense of self direction. Children who feel good about themselves and enjoy what they are doing make great learners. These excited learner's unique talents will thrive in an environment where children are encouraged to make choices, experience the arts, and learn how to learn.

Children can explore activities that allow them to feel, see, taste, hear, and understand themselves and the world around them. Using a hands-on approach allows a child to take an active part in the learning process. At the same time, we feel integrating traditional academics into this environment will create a solid educational foundation for a successful future.

**Learning can be FUN!**

"In order to know objects, the subject must act upon them, and therefore transform them: he must displace, connect, combine, take apart and reassemble them..."

From the most elementary sensorimotor actions (such as pushing and pulling) to the most sophisticated intellectual operations, which are internalized actions, carried out mentally (i.e. joining together, putting in order, putting into one-to-one correspondence). Knowledge is constantly linked with actions or operations, that is, with transformations."

-Jean Piaget

To paraphrase: Children need to experience the world in order to understand it!

## Parent Handbook

**Entrance Qualifications-** My School is an equal opportunity provider. The center does not discriminate against anyone on the basis of race, religion, ethnic origin, or gender.

**Day Care Hours:** 6:30 a.m. to 6:00 p.m. Monday-Friday

**School Hours:**

|                      |                                     |
|----------------------|-------------------------------------|
| Preschool 3/ 4       | 9:00 to 11:30 (3 years by August 1) |
| Pre-k Preschool 4/ 5 | 9:00 to 11:45 (4 years by August 1) |
| Pre-k Preschool      | 12:15-3:00                          |

**Enrollment:**

Each child is required to have the following in their file:

- Signed intake agreement
- Current health examination and immunization records
- Permission for the center to submit a mandatory report to the State of Indiana Advising them that we have proof of child's date of birth proven by the child's original birth certificate.
- We will keep a copy of the birth certificate in the child's file

**Discipline Policy:** Children are active and at the developmental stage that centers on one's own point of view. As a result, conflicts will occur. When unacceptable behavior is displayed, simple clear and consistent responses will be encouraged to resolve the conflicts using language skills. If additional intervention is necessary the teacher will offer alternative choices and allow the child to make a decision. In the event the child chooses not to cooperate then exclusions from the activity will be used. The child will be treated with respect and made fully aware of the reason for "time out." Parents will be notified when additional reinforcement is necessary at home. However, if the unacceptable behavior continues and is detrimental or dangerous to other children, the child may be discharged from the center.

**Child Transition Period:** We encourage bringing your child into the center prior to attending so your child can become familiar with the classroom. Talk to your child about what their day will be like and describe some of the exciting experiences awaiting them. If necessary, bringing a favorite toy may help the child feel more secure in the beginning weeks. Separation is often difficult for both the child and parents. Therefore, we will make every effort to be sensitive to everyone's needs as long as it is not disruptive to the rest of the class.

**Arrival and Dismissal:** children must be signed in and out by an authorized person. We cannot be responsible for children not registered and released to a staff member. No child will be released to anyone without signed authorization. If a child doesn't recognize a pick-up person the child will not be released. If we do not recognize the pick-up person, we will ask them to show a picture ID before we release the child. Your child's safety is our main concern!

**Lunch:** We serve lunch between the hours of 11:30 to 12:30 depending on the classroom. We have 4 weeks rotating menus, some hot and some cold lunches. Children who do not normally stay for lunch may eat lunch at the center for \$2.00 plus the hourly rate of \$6.00.

**Late Pick-up:** We understand that emergencies do not occur or you may be detained occasionally due to weather conditions. Extenuating circumstances will be taken into consideration when assessing late fees. Notifying the center is required if a child is being picked up late.

**The following charges will be charged:**

- \$1.00 for every minute late.

Late fees are due at time of pick-up. Child/children will not be admitted until late fees are paid. If all emergency contacts have been tried the county police will be called.

## **Medical Information**

**Health Policies:** The State of Indiana Health Department requires that current Health and immunization records, signed by the child's Physician, made part of the child's record. Health examinations must be repeated annually for 1 and 2 year olds. A copy of updated immunizations must be given to the school as necessary.

**Over the Counter Medications:** All over the counter medications must have a physician's signature in order for "My School" staff to administer the medication to your child. If you anticipate your child will need (cough medication, Tylenol, etc.) please have your child's physician sign the medication order form and we will keep it in your child's file. It is good for one year.

**Communicable Diseases:** Childhood diseases and illnesses are part of growing up. In the event of communicable disease affecting children in the center, a notice will be posted. We ask that you notify the center immediately when your child is ill with a communicable disease.

If a child arrives at the center and appears to be ill, a staff member will note any signs of illness throughout the day. The child care staff will determine whether or not to provide care for the child depending on the apparent degree of illness. When a child exhibits a fever of 101, vomiting, diarrhea, eye infections, skin rashes or any other indicators of illness, parents will be called to pick up child.

## **Emergency Procedures:**

Our emergency plan will follow these procedures whenever appropriate:

1. When necessary we will administer CPR or First Aid by a certified staff member on the premises.
2. We will attempt to contact the Parent or Guardian responsible of the child.
3. If the above authorized persons are not reachable we will attempt to contact the emergency contact persons listed on the intake agreement.

4. If necessary, the child's Physician will be contacted.
5. If a Parent/Guardian, emergency contact person, or Physician is not available, we will call an ambulance and have the child taken to the nearest hospital.
  - Parent or Guardians will be responsible for all medical charges immediately upon receipt of a statement.

## **General Information**

**School Closing:** Closings will be announced on local radio station 107.1

- There will be no tuition due to circumstances beyond our control.

**Personal Belongings:** We discourage children from bringing toys from home except during the transition period. We cannot be held responsible for lost or stolen items. Our center has a plentiful assortment of play and educational materials, which makes it unnecessary for a child to need additional play things.

**Holidays:** "My School" will observe the following Holidays:

- |                       |                |   |
|-----------------------|----------------|---|
| -New Year's Day       | -Thanksgiving  | -New Year's Eve we will close at 3:00pm |
| -Memorial Day         | -Christmas Day | -Christmas Eve we will close at 3:00pm  |
| -July 4 <sup>th</sup> | -Labor Day     |   |

- There will be no adjustments in tuition made for Holidays

**Clothing:** Your child will be involved in daily activities indoor and out. Please dress your child in comfortable, washable clothing. All clothing should be labeled with your child's name.

**Field Trips:** Parents are always welcome to attend field trips. They are a fun and educational experience. We will plan many excursions throughout the year. You will be notified in advance of field trips and will be asked to sign a permission slip.

**Messages:** Children are not allowed to verbally give messages to their teacher.

- *Please put all messages in writing.*

**School Pictures:** Children's school pictures will be taken in the fall of each year along with class pictures. Individual pictures will be taken in the spring.

**Fund Raising:** "My School" will occasionally participate in fund raisers. Since fundraisers benefit the school, all families are encouraged to support their activities.

**Alcohol or Drugs:** Any person who arrives to pick-up a child and appears to be under the influence of alcohol or drugs will not be allowed to take the child from the center. Alternative arrangements must be made. We will help in making the alternative arrangements if necessary.

**Visitations:** Visitors are always welcome. The building will always be locked for security reasons. Ring the bell and check-in the front desk. Parents' involvement is appreciated and encouraged. Children cherish having their loved ones visit.

**Leaving the Center:** *A two weeks written notice is required when leaving the center.*

**School Pets:** Please be aware that there are pets with fur in the facility. Notify "My School" if your child has asthma and if your child's Doctor has any recommendations for the contact of pets.

**Communication:** Our intent is to work in partnership with families in order to ensure the well-being of each child. Our staff will respond professionally to concerns and questions. We ask that parents take time to speak to a teacher when they are not supervising other children.

You are always welcome to observe your child's class, share a special skill or talent with our school or just come in and read a story or eat lunch with your child. Observing your child offers an opportunity to see him/her interacting with peers, teachers, and the environment.

Monthly calendars of activities and future events will be sent home with the children. Their calendars will help stimulate conversation about what your child is doing and learning during the day. Each classroom will have a bulletin board with parent information. It is important to check your child's mailbox every day!

**Conferences:** Parent/Teacher conferences are available at your request. For ages 3 and up, Progress Reports will be given our twice a year. If a teacher feels that a conference is necessary she will notify you.

**Registration:** New students are required to pay a \$50.00 registration fee at the time of sign up. An annual registration fee will be charged at the beginning of September in the amount of \$50.00 to renew registration. **Registration fees are non-refundable.**

**Tuition:** Tuition is due on the Friday prior to the week due. If tuition is not paid by Monday, a \$10.00 late fee will be added each week that tuition is outstanding.

*Payment for Preschool is due by the first of each month.*

There will be a \$10.00 late fee charged after the 5<sup>th</sup> of the month.

Please keep in mind, the days that you have committed to each week you must pay for whether you bring your child or not. A child may not attend when account is one week past due.

**Illness:** If your child will not be attending school, please call to let us know. If the illness is contagious we will need to notify other parents. Please understand that the center's expenses continue when children are absent. Tuition will still be due. If

Your child will be absent for an extended length of time due to illness, please talk to the director to discuss a reduction in tuition.

**Medication:** If your child requires medication to be administered at “My School”, you must fill out a medication form. Listing child’s name, type of medication dosage, time the medication is to be given, Physician’s name, parent signature, date, and Physician’s signature. No medication will be given if the proper form is not filled out.

**Discounting:** If more than one child from a family is enrolled at “My School” fulltime, a 10% discount will be applied to the oldest child’s tuition.

**Returned Checks:** A charge of \$25.00 will be assessed for all checks returned by the bank.

**Insurance:** Our facility carries liability insurance. Liability insurance does not cover the cost of medical treatment for children attending the center. Our insurance is a supplement to the parents’ family policy. Parents are responsible for the cost of all medical treatment whether it results from illness or injury.

**Religion:** We are a Christian organization and all children attending will be provided with a clear model of Christian life through our staff. We will provide biblical instruction on children’s spiritual growth (i.e. truthfulness, respect, kindness, trust, friendship, and cooperation) Christmas and Easter will be celebrated as the birth and resurrection of Jesus Christ. We will pray before eating and at all times encourage thankfulness to God and Jesus for all our blessings.

**Treats:** Due to State regulations, no homemade treats may be brought into the day care center. Please bring in store-bought items only. We encourage parents to provide nutritious snacks (e.g. grapes, orange slices, veggies)

**Confidentiality:** All records are confidential. At no time is a staff member allowed to release information unless we are given a written release. For your knowledge, the State of Indiana has access to all children’s files.

**Music:** We will play both children’s music and Christian music during class and naptime.

**Birthdays:** Birthdays will be celebrated. Parents may send party hats or small favors for the birthday child to share with classmates on this special day. Children who have a summer birthday and do not attend during the summer, will be given a pretend birthday during the school year. Again, we ask that you provide a nutritious, store-bought treat.

**Class Size:** Staff/child ratios are regulated by the state of Indiana and the ratios are posted.



**Children with Disabilities:** We do not discriminate against any child with disabilities. "My School" does reserve the right to deny enrollment if it is determined the child's disability will cause financial hardship on the center.

**Custody Orders:** If custody has changed, please notify the child care center immediately.

**Fire Drills:** Some children are frightened by fire drills, but they must be performed. We will make every effort to prepare the children for the event and comfort any children upset by the drill.

**Telephone Calls:** Telephone calls to staff members regarding children will be returned as soon as the staff member is not responsible for other children.

**Vacation Days:** children who attend our school for six months are entitled to one week without paying tuition per year. A request for vacation form must be submitted to the center three weeks prior to the vacation.

**Breakfast/Lunch/Snacks:** Breakfast will be served between the hours of 7:00am & 8:00am. Lunch will be served between the hours of 11:30am & 12:30pm. Snacks are served at 10:00am & 3:00pm.

**Photography:** Children will be photographed by school and newspaper. I give permission for these pictures to be used in advertising and newspaper articles. Children's picture may appear on the "My School" web site.

**Indiana Licensing Telephone Numbers and Internet Site:** 317-232-4469 or 1-877-511-1144 (<http://www.childcarefinder.in.gov>) where information may be Local Resource and Referral number: 219-765-7527

**Tuition Policy for Public School Closings:** During breaks full tuition is due for children Toddlers through Kindergarten. You may take a vacation week if you have been in attendance for 6 months. The vacation week is free. There is one vacation week per year. Request forms are at the front desk and they must be filled out and turned into the office 3 weeks in advance.

**Transition Tuition:** If your 2 year old turns 3 and is still in diapers/pull-ups, their tuition remains at the two-year old rate until they are in underwear.

**School-age:** 1<sup>st</sup> grade through 5<sup>th</sup> grade that attend only before and after school do not pay tuition on days when school is closed (Winfield, Porter Lakes, and Jerry Ross) unless they are attending full days at "My School." The cost is \$40.00 per day; if they are here all day. Full day attendance must be arranged in advance. Sign up at the front desk.

**Part Time/ Full Time:** When enrolling your child, we are reserving days for your child. Days cannot change unless approved by the office. All part time students share days each week. There are a predetermined number of days for part time and full time. Request a change of days and we will let you know promptly if we have room to accommodate changes.

**Summer Camp:** 1 free week vacation is available for school aged children here just for the summer. If you leave My School for the summer, your child will be added to the waiting list for fall.

**Child Abuse and Neglect:** 470IAC 3-4 7-13

The staff shall immediately report suspected child abuse or neglect as follows:

If the alleged abuse or neglect occurred while the child was not under the care of the child care center, staff shall immediately report suspected abuse or neglect to the county child protective services. The statewide phone number is 1-800-800-5556

If the alleged abuse or neglect occurred while the child was under care of the child care center or the center receives a complaint from anyone regarding possible abuse or neglect of a child by a staff member, they or the director must immediately call the institutional hotline or a law enforcement agency and self-report the suspected abuse or neglect. The statewide institutional abuse phone number is 1-800-562-2407

**Enrollment Policies 470IAC 3-4. 7-16**

If an intoxicated or impaired person insists on removing children from the care of a licensed child care center, the center shall immediately report the incident to the local police agency.

The name of the person legally responsible for the child care center is Kathleen Hruby.



"People  
helping people  
help  
themselves"

To: Parents of Children in Licensed Child Care Centers

From: Bureau of Family Protection/Preservation  
Division of Family and Children

Subject: State Rule Requirements

1. Each child must have verification of a physical examination. Each child under two years of age must have verification of an annual physical examination.
2. Each child must have written verification of the required immunizations:  

|                   |   |
|-------------------|---|
| 2 months of age:  | 1 DTP, 1 Polio, 1 Hib                       |
| 4 months of age:  | 2 DTP, 2 Polio, 2 Hib                       |
| 6 months of age:  | 3 DTP, 3 Hib                                |
| 15 months of age: | 1 MMR, 4 DTP, 3 Polio, 4 Hib                |
| 4-6 years of age: | 5 DTP, 4 Polio, (5-6 years of age: 2nd MMR) |
3. Each medication that a child brings to a licensed child care center must have a physician's written order or a pharmacy label stating the name of the child, name of medication and date medication was ordered, dosage, time to be given and name of physician. All over-the-counter medications must have a written physician's order with the above information on the written order form. Medication may not be given by caregivers unless the physician's order/pharmacy label is present with the medication.
4. Home-made food may not be brought to the child care center.
5. If your child has a food allergy to items on the posted menu, there must be a written physician's order to delete the item from being served to the child. The order must also state what the substitute will be for the component.  
(Example: allergic to cow's milk replaced with soy milk or juice). The parent must provide the substitution in an unopened, commercially prepared container.



6. Each infant must have a written feeding plan. The first plan must be signed by the child's physician. Updates may be done by the child's parent or the physician. Each time the child's food intake changes, it must be noted on the feeding plan.
7. Breast feeding and the use of breast milk while your child is in the center is encouraged. Ask the director for the correct procedure to follow.
8. Only ready-to-feed formula may be used in a licensed child care center. If the child has a medical reason why he/she cannot tolerate ready-to-feed formula, a physician's order must state the medical reason and the type of other formula/food to be given to the child while at the center.
9. Disposable diapers must be brought to the child care center in original unopened containers.
10. Children must go outside for a period of time every day when the temperature, including wind chill factor is 25 or higher. A parent may request that their child stay inside for up to three (3) days; after that period of time, a physician's order is necessary stating the medical reason why the child can't be outside.

Children, if properly clothed (hats, coat, mittens, boots) will not get sick from being outside for a brief period of time during the winter months. In fact, the deep breathing they will do from being outside will keep their immunity level up.

11. If a child becomes ill or is suspected of having a communicable disease while at the child care center, they must be isolated from the other children. The parents or guardian shall be notified to immediately arrange for other suitable care for the child.
12. State law requires all child care centers to report the names and birth dates of all children enrolled to the Division of Family and Children within three (3) months of the child's enrollment. The reporting of this information is to be done only with the written permission of the child's parent, guardian, or legal custodian. This information is to be used as part of a missing child locator system.