



## **Parent Handbook 2022-23**

## **ADMISSION PROCEDURES**

In order to establish uniform guidelines for admission to Greentown Wesleyan Daycare, the following procedure is required:

A. Read carefully the Parent's Handbook (policy statement) of Greentown Wesleyan Daycare. Note in particular the purpose, goals, program, discipline procedures, religion, health requirements, and financial plan. It is important that those wishing the services of the Daycare, to have confidence in and agree with its goals and purposes. It should be emphasized that the Parent Handbook is the policy statement of Greentown Wesleyan Daycare as of July 1987. Any change in rates or policy will be made with two weeks' advance notice.

B. Fill out entirely, the APPLICATION FOR ADMISSION.

C. The registration fee must accompany each application. No processing by the Daycare can be done without this fee, which is non-refundable. Applications are received and processed by date and children are received into the program on a first come, first served basis and as openings in the various age groups become available.

As openings in the age groups become available, any child is welcome to enroll in the program whose parents agree with the purpose and policy of Greentown Wesleyan Daycare.

D. A shot record as required by the Indiana State Board of Health is required no later than **one week** after admission to the Daycare.

E. The following then is required for enrollment:

1. Application for Admission (enrollment forms)
2. Immunization record (*State required*)
3. Registration fee
4. Signed Parent Handbook Form

## **ORGANIZATION**

The Greentown Wesleyan Daycare is one of the many ministries of the Greentown Wesleyan Church. It is sponsored by the church and governed by a Daycare Board and the Local church Board, which acts as the Board of Directors. It is registered by the State and complies with the State rules and regulations for a Daycare.

The Greentown Wesleyan Daycare is a non-profit organization. Any monies received in excess of operational expenses are used for expansion of facilities and purchase of equipment for even greater service to those who share in its program.

## **PURPOSE AND GOALS**

Greentown Wesleyan Daycare seeks to meet not only the physical needs of the child, but is also vitally concerned with emotional, spiritual, intellectual, and social development.

Greentown Wesleyan Daycare provides a learning environment with a program designed to allow each child to learn by discovery and application and at levels appropriate to his abilities. One of the keys to the success of the program is the Christian atmosphere provided through a dedicated, qualified, carefully selected staff. The selection of the staff will always be considered as a priority concern.

## **RELIGION**

It is the objective of Greentown Wesleyan Day Care to help each child know that God made the world and cares for it, the people, and the things in it; therefore, our goal is to provide happy experiences in expressing love for God through our conversation, singing, praying, and helping Him care for the people and things in His world. No attempt will be intentionally made to prejudice a child against the church preference or faith of his parents.

## **PROGRAM**

It should be emphasized that Greentown Wesleyan Daycare is not a “baby-sitting” service. Each day is designed to provide constructive learning experiences through planned activity and personal counsel and attention. Each activity including creative expression classes, conversation time, simple nature experiments, and indoor/outdoor play helps develop inquisitive, growing minds and muscle co-ordination for growing bodies.

The summer program for school-age children involves crafts, singing, outdoor play, swimming lessons, and various fieldtrips throughout the week. The cost of such activities will be paid by the parents and will be discussed at the time of enrollment. School-age children will be those who have completed Kindergarten to those who have completed Sixth Grade.

The summer program for preschoolers will involve creative arts, music, outdoor play, manipulatives, imaginative play, and language arts. The preschoolers will be those 3 years of age through five, or those who will be entering Kindergarten the following year. They may be involved in fieldtrips occasionally.

The school-year program will run from September through May of each year. There will be full day-care for 2s through 4s which involves a complete child care program including hot lunches, rest periods, indoor and outdoor play, as well as a daily learning experience for each age group.

The Pre-Kindergarten program for children who turn four years old by September 1<sup>st</sup> and will enter Kindergarten the following year will be involved in various activities to prepare them for the kindergarten program.

All of the above options may be used on a full-time or part-time plan.

**PAYMENT POLICIES**

**Payment is due the first day of the week**, and will be the same each week for each child enrolled on a regular schedule in order to hold their position in the daycare. Changes in schedule must be worked out ahead of time with the director.

**Payment is due each week whether or not the child is present.** There are no free sick days. You are required to pay for holidays if you are on a regular schedule in order to give our staff a paid holiday. Any account which becomes two weeks delinquent or if there are two NSF checks, the entire amount is due immediately in cash. There is a \$5 fee for NSF checks, plus any additional bank fees charged to the daycare. Any account which is not paid in full after three warnings will be sent to collections and the child will be dismissed from daycare until the bill has been paid in full. There is an overtime fee of \$1 per child for each 5 minute period when the child is not picked up by 6 PM.

<b>Tuition Table</b>	<b>Nursery &amp; Toddler*</b> (6 weeks to 3 years)	<b>Pre-K</b> (3 years till Kindergarten)	<b>School-Age</b> (before-/after-school, during school year)	<b>School-Age</b> (Summer, breaks, closures, etc)
<b>Weekly, Full Day</b> <i>(4-5 days/wk, more than 5 hours/day)</i>	<b>175/week</b>	<b>145/week</b>	<b>70/week</b>	<b>110/week</b>
<b>Weekly, Half Day</b> <i>(4-5 days/wk, less than 5 hours/day)</i>	<b>105/week</b>	<b>90/week</b>	n/a	n/a
<b>Daily, Full Day</b> <i>(1-3 days/wk, more than 5 hours/day)</i>	<b>45/day</b>	<b>40/day</b>	<b>20/day</b>	<b>30/day</b>
<b>Daily, Half Day</b> <i>(1-3 days/wk, less than 5 hours/day)</i>	<b>35/day</b>	<b>30/day</b>	n/a	n/a

## **MEDICAL POLICY**

State Regulations (3-430 and 3-433)

1. Staff members and other persons with a communicable disease will not be permitted to have contact with children in the day care, nor work in a capacity where illness will be transmitted. 2. When children are known to have been exposed to a communicable disease, prompt notice shall be given to the parents and all staff members who have been exposed. 3. When a child is known to have been exposed to a communicable disease outside the day care, he shall be excluded from attendance at the day care for such time as prescribed by the physician or local health officer. 4. Children, upon arrival, shall be observed for signs of illness. 5. For children who are ill upon arrival or who become ill during the day; if they cannot be suitably cared for by the day care, the day care shall notify the parents or guardian in order to arrange for suitable care for the child. Children who are ill or injured shall be kept under observation by a staff member.

Please keep your child home:

1. If he/she has a fever, or has had one within the last 24 hours.
2. If he/she has a constant cough.
3. If he/she has a heavy nasal discharge.
4. If he/she has vomited.
5. If he/she has a rash.
6. If he/she has symptoms of a possible communicable disease: Usually: reddened eyes, sore throat, headache, abdominal pain, fever, rash. \*Please: Notify us at once if your child has a communicable disease!\*
7. If he/she has evidence of lice/bed bugs. (Please notify the day care.)

Your child will be sent home:

1. --If he/she has a fever of 100 degrees or more.
2. --If he/she has vomited.
3. --If he/she has symptoms of a possible communicable disease: Usually: reddened eyes, sore throat, headache, abdominal pain, fever, rash.
4. --If he/she has evidence of lice.

## **RE-ADMITTANCE**

The following list of communicable diseases are examples requiring medical releases from a doctor before your child will be accepted at the day care for attendance: \*\*pink-eye, eye infections, measles, chicken pox, mumps, ringworm, scabies, athlete's foot, Vincent's infections. \*\*If lice are found, the child must be sent home and treated. If lice is found the next day the child is out for a week and must have a note from doctor, nurse or beautician verifying the lice has been treated. The examination expense is the parent's responsibility. OUTDOOR PLAY: When weather permits (at Director's discretion), ALL children will go outdoors unless a written medical excuse accompanies your child.

**NO PRESCRIBED MEDICINE WILL BE ADMINISTERED AT THE DAY CARE WITHOUT THE DOCTOR'S WRITTEN PERMISSION. MEDICINE SHOULD BE BROUGHT IN ORIGINAL PRESCRIPTION CONTAINER.**

All non-prescription medication will be administered according to the dosage on the bottle and the directions. A parent will be required to provide a doctor's note stating the child can take non-prescribed medication each school year. Then the parent or guardian must fill out an authorization of medication form with each use. This form will also be signed by the staff that has administered the medication.

### **DROP OFF AND PICK-UP**

It is the policy of Greentown Wesleyan Daycare that each child is brought into the classroom by a responsible adult who may not leave until that child has been received by the teacher. A child may not leave the school premises until released to a responsible adult by the teacher. Your child will be released **ONLY TO THOSE WHOM YOU AUTHORIZE** on your application form. (I.D. will be checked until all staff recognizes each adult.)

### **COMMUNICATIONS**

Please send all messages in writing or by email. Messages to the teacher, director or bookkeeper may be handed to them or left at the designated place in the Daycare office. Check your child's locker or front desk for any messages for you. We also will utilize our secret group on Facebook. Please ask to be invited to join the group.

### **DISCIPLINE**

All adults and children are to be treated with respect. No form of corporal punishment will be used. Teachers will use positive discipline such as the following:

1. Establish clear rules.
2. Consistency in enforcing rules.
3. Use positive language to explain desired behavior.
4. Speak calmly while bending down to a child's eye level.
5. Give clear choices.
6. Re-direct child to a new activity.
7. Encourage team work- Teachers or admin may reward children for positive behavior with whole group special activities or games (food will not be used as a reward).
8. Behavior Plan- If we are unable to resolve the issue, we will discuss a behavior plan with you and your child's teacher. (or follow an IEP that child currently has from a qualified school program.)
9. Time-out (one minute per year of age). This is a positive separation to allow the child to calm down and re-group that is used on children 3 and older.)

*Suspension or Dismissal- in the event the previous steps do not accomplish a positive resolution, and we find that we cannot accommodate the child due to violence etc., the family will be asked to make other childcare arrangements.*

## **BITING POLICY**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

## **WHEN BITING DOES OCCUR**

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

### ***For the child that was bitten:***

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Ouch Report" form is filled out documenting the incident.

### ***For the child that bit:***

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be redirected or placed in time out for no longer than the child's age (one year old, one minute).
3. The parents are notified.
4. The "Incident Report" is filled out documenting the incident.

### ***When Biting Continues:***

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The director may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

***When biting becomes excessive:***

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

***If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again. If a child bites twice in a 4 hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.***

**\*\*\*This policy is effective November 1st 2021. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child's total biting incidents.**

**CLOTHING**

The children will be playing outside as weather permits and will need appropriate outdoor clothing depending on the season. A complete change of clothing (except shoes) must be left at the center on the first day of attendance. All clothing must be plainly marked with the child's name to help prevent loss or mix-up. This clothing will be kept in the child's locker.

**TOYS AND MONEY**

Parents are asked to please not send toys or money with the child. The Ministry cannot be responsible for misuse or damage to toys or for the loss of money. Teachers may allow exceptions for Show-n-Tell, and care will be given to keep items secure, however GWD cannot be liable for any said toy or item.



## **HOLIDAYS**

The Daycare will *not* be open Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas, New Year's Day, Memorial Day, and the 4<sup>th</sup> of July. If these holidays fall on a Saturday or Sunday, either the Friday preceding or the Monday following the holiday will be designated as the holiday. The daycare will close at 1p.m. on Christmas Eve, and at 3p.m. on New Year's Eve & Good Friday. Surveys may be taken before each holiday to see how many children will be attending during certain holiday seasons. You are required to pay for the holidays according to your tuition schedule.

## **HOURS**

Greentown Wesleyan Daycare normal hours of operation are Monday- Friday 6:30 a.m.- 6:00 p.m. Please have your child picked up on time. The parent of a child who is at the Daycare after 6:00 p.m. will be charged \$1.00 for every five minutes he is late, payable to the employees who had to stay over. (*This is not part of the tuition, but a late fee.*) If a child is not picked up by 6:30, and no parent contact has been established, the Daycare will call CPS to come a pick up the child (ren).

## **ABSENCES**

All absences shall be reported to the daycare in the morning before the child's usual arrival time. This shall be done by calling the daycare.

## **RE-ENROLLMENT**

If a child is withdrawn from the daycare for any reason, upon re-enrollment, a fee of \$25 will be due.

## **VOLUNTARY WITHDRAWAL**

If parents wish to withdraw their child for any reason, a two-week notice should be given to the Administrator. This means that two weeks' payment is due after notification. If a child is withdrawn immediately without a two weeks' notice, two weeks payment is due.

## **MEALS AND SNACKS**

Breakfast will be served before 8:00 a.m. If your child arrives at the daycare after 8:00, he will not be served breakfast. The parents shall notify the teacher if the child has already eaten breakfast if the child arrives before 8:00. Morning snack will be served between 9:30 and 10:00. Lunch will be served from 11 to 12:30 and afternoon snack at 3:00 (4:00 for school-age). All meals and snacks have been approved by the nutrition department of the State Board of Health.

## **BIRTHDAYS AND FOOD**

Pre-packaged treats along with birthday napkins make a happy party. No homemade items. Please do not send gum, balloons, horns or whistles. Parents please notify the director a few days in advance -if planning a party.

## **VISITORS**

Parents are welcome and encouraged to visit Greentown Wesleyan Daycare. However, because the program is designed as an educational experience, it is required that no one enter the classroom while classes are in session, without prior consent of the office or the teacher. This is to preserve the continuity of the instruction the children receive.

## **PARENT INVOLVEMENT**

Parents are encouraged to have conferences with the teacher and/or Administrator in order that all involved might better understand how to best serve the child.

Parents are encouraged to be involved in field trips and other activities as their schedule permits. Any participation will enhance the bond between the daycare and home and will benefit the child.

There will be open houses and planned programs at pre-announced intervals. Children are encouraged to participate and parents are encouraged to attend.

## **NAP TIME**

All children will nap from 12:30 to 2:30. Cots will be provided by the daycare. Each parent is to provide a small blanket and pillow, if desired, for their child with his name permanently marked on it. Please bring these in a small plastic or cloth bag for easy and sanitary storage in the child's locker. The blanket and pillow must be taken home (weekly) by Friday to be laundered.

## **EMERGENCY CLOSINGS**

Greentown Wesleyan Daycare is almost always open even when schools are closed. In case of snow or other emergency closing--listen to the radio announcements and our daycare Facebook page. If there is a power failure, a serious snow situation, or other emergency when we could not be open, there is no guaranteed refund.

**I have read and agree to the terms mentioned in the  
GWD Parent Handbook**

Name of Child(ren) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(This agreement form will be included in your enrollment paper work and kept on file.)