

Community Early Learning and Childcare Parent Handbook

Community Early Learning and Childcare of Christ's Community Church of the Nazarene, provides care for children from 8 weeks old through Elementary School in a developmentally appropriate full day program.

Mission Statement:

At Community Early Learning and Childcare (Community ELC), our mission is to nurture children physically, intellectually, socially, and spiritually. Considering nearly 85% of a child's learning happens before the age of five years old, we take the education and development of the children in our care very seriously. We strive to provide care that meets the individual needs and personalities of each child and help set them up for success on their learning journey. Using Christian principles, through teacher-assisted and self-directed activities, children are encouraged to be independent thinkers and lifelong learners.

Purpose and Goals:

Community ELC is a ministry providing safe, secure, quality childcare to our community. Our goal is to meet children where they are at developmentally and help foster a love of learning and curiosity as they grow and mature into the person God created them to be. Each environment seeks to provide activities that are stimulating, developmentally appropriate, and enhance spiritual, social-emotional, physical, and intellectual development.

Nondiscrimination Policy: In accordance with federal guidelines, Community ELC is prohibited from discrimination on the basis of race, color, religion, political party, national origin, sex, age, or disability.

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

Tuition and Fees:

Registration Fee: A registration fee per current fee schedule is due in order to begin the enrollment process. If your child is withdrawn, for any reason, a registration fee will be due if you choose to re-enroll (there is no guarantee that your child's space will still be available should you decide to return). On August 1st of each year, a re-enrollment fee will be charged per the current fee schedule.

Tuition:

Monthly tuition will be charged per the current rate schedule. The full amount of the tuition will be due on the 1st of the month or may be split and due half on the 1st and half on the 15th. There will be a returned check fee of for any checks returned by your bank, and a late payment fee may apply.

Late Pick-Up Fee:

For each minute your child/children are picked up after 6:00pm, you will be charged a late pick-up fee of \$1.00 per child paid directly to the teaching staff. Please notify the center as soon as you know you are going to be late. If a child is left at the center more than 30 minutes past closing time, without contact from the parent, Child Protective Services will be contacted. Every attempt will be made to first contact the parent/guardian or designated emergency contact prior to making the call to CPS.

Notice of Withdrawal:

If you are withdrawing your child from Community ELC, a two week written notice must be provided to the office. If you fail to provide written notice, you will be charged for 2 weeks of care, regardless of whether you use them.

Holidays:

Community ELC will be closed on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day. If a holiday falls on a Saturday, the center will be closed the Friday before; if it falls on a Sunday, the Monday following. Community ELC will close at 3:30pm on the following days: Christmas Eve and New Year's Eve.

Inclement Weather:

Community ELC will remain open during severe weather if it is safe to do so. We will rely on the Indiana Department of Homeland Security's website regarding County Travel Status. If Floyd County is in a green or yellow status, we will most likely be open. If Floyd County is in a red status, we will definitely close. If Floyd County is in an orange status, we will open if safely possible. If the status is likely to change to an orange or red, then we may open late, close early, or close for the day.

Please note that in order to operate in a safe manner, we will always follow correct staff-to-child as well as group size ratios. Our staff come from areas other than Floyd County, and as such they may not be able to arrive safely due to road conditions. As a result, we may need to open late, close early, close for the day, or limit attendance to first-come, first-served.

Health and Safety**Immunization Records:**

Upon enrollment, parents/guardians have 30 days to provide up to date immunization records. This is a state requirement for Childcare Facilities. We will occasionally ask for updated records the longer your child is at our facility.

Illness:

A child is considered too ill to be at childcare when the child's underarm temperature reads 100.4 degrees or higher, the child has severe diarrhea, is vomiting, coughing uncontrollably, Parents will be called to pick up their child when the child exhibits any of the above.

There may be instances where a communicable disease is suspected. Children must be symptom free, without the assistance of medication, for 24 hours before being readmitted to childcare. Parents will be notified of exposure to communicable diseases and health related issues (such as head lice), via Procure and email.

Medication

Prescription Medication:

When a child has an illness, such a strep throat, eye infection, etc, and medication has been prescribed by a physician, the child may return to care after 24 hours on the medication. If a parent/guardian finds it necessary to send medication to school for their child, they should do the following:

1. Sign a medication form allowing the facility director to administer the medication to your child. Medication forms (available in the sign-in area), must be filled out with the child's name, date, and times medication is to be given. It is important to note that prescription medications are given only when the parent gives written permission.
2. Forms are to be left in the facility Director's office or with a staff member who will then give it to the director when available.
3. Medication is never to be left in a child's cubby. All prescription medications will be stored in the facility Director's office.
4. The medication must be brought in the original container labeled with the name of the child, name of the physician, and a clear expiration date that has not passed.
5. Medication forms are valid only for the time prescribed by the physician.

Non-prescription Medication:

Non-prescription medication may be given with written parental permission. Medication form (available in the sign-in area), must be filled out with the child's name, date, and times medication is to be given. Forms are to be left in the facility Director's office or with a staff member to be properly stored.

Medication is never to be left in a child's cubby. Non-prescription medications must comply with the following: medication is in the original container, labeled with the child's name, has the appropriate dosage for the child's age (i.e. if container states, do not give to children under 6 we will not give it to any child under 6 years of age), and if the expiration date has not passed.

Significant Occurrences or Problems:

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

Accidents and Injuries:

In the event of an injury, a report will be filled out detailing the event. A written record will be kept for each accident resulting in an injury. The report must be signed by an employee, the director or another supervisor, and the parent at pick-up. If the injury is minor the incident will be written on an "Ochy Report" and given to the parent at pick up. We will treat all minor injuries with appropriate first aid. When the incident results in the need for medical attention, the state required form will be filled out and the parent will be called. If you are unavailable, your emergency contact person will be contacted. If an accident or illness results in an emergency situation, we will call 911 and notify you immediately. A staff member and your child's records will accompany him/her to the hospital until you arrive.

Curriculum

Community ELC uses a developmentally appropriate curriculum allowing children to work at their own pace. Children's differing interests and abilities will be taken into consideration in both planning and implementing the curriculum.

Field Trips:

Parents will be informed about each field trip/group activity ahead of time and whether a small fee is applicable for you. A specific permission slip for each trip or activity may be necessary.

Classroom Celebrations:

Holiday parties will be held within the classrooms at the discretion of the teachers.

If you wish to celebrate your child's birthday at the center, please make the arrangements with the teacher. Food must be store-bought and brought to school in its original container (this is a state health requirement). Please check with the teacher to be aware of any allergies in the class.

Toys from Home:

Toys from home are not to be brought to the center unless the classroom teacher approves of the item. If a child wishes to bring a special stuffed animal or toy as a transitional item for comfort or rest time, they may, as long as they clear it with the teacher during drop off. Community ELC is not responsible for lost or damaged toys.

Parent Conferences/Communication Policy:

Parent-teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always available for ongoing communication and parents are welcome at any time to observe our program.

Age Specific Classroom Information:

Upon enrollment or moving into a different classroom, parents will receive a packet explaining specific policies for that age group.

Safe Conditions Policy

We are committed to creating a safe environment for our staff and children. This includes all areas of the facility. We have multiple state inspections every year and we strive to make sure all areas are safe.

Discipline

Discipline is handled positively with kindness and understanding. Your child will not be physically disciplined (shaken, hit, or spanked). Attention is given to the specific needs of each child, but the welfare of all the children will also be taken into consideration. For more detailed information, please see the discipline policy in your enrollment packet.

Authorized Pick-Up List:

Children must be signed in and out daily with a full legal signature. Children will only be released to an authorized person as indicated by the parent on the enrollment forms. If your child is going to be picked up by someone who is not on the authorized pick-up list, a pick-up form must be filled out and turned into the office.

Child Abuse Reporting Requirements:

Indiana law requires that we report any suspected cases of child abuse and/or neglect to the local division of the Department of Child Services. It is not our intention to judge whether a child has been abused and/or neglected. We are not placing blame on any individual. However, it is our obligation by law to notify the local authorities. Our primary concern is the safety of all children. It is the center's policy not to contact parents in advance of making a report to legal authorities.

Emergency Procedures: Community ELC has monthly fire drills. Evacuation and/or procedures for fire, tornado, and earthquakes are posted in each classroom. The children practice fast and safe evacuation from the building. In case of inclement weather, the teachers have been notified as to the safest place to take their classes. Local weather stations will be used to obtain the latest weather updates. There is no smoking or use of alcohol or illegal substances on Christ's Community Church property.

Food:

We participate in the state food program and are required to serve specific elements to each child at each meal. Breakfast is served between 7:30am-8:00am. If your child is unable to arrive by that time, please have them eat before coming. Children are served a morning snack at 10:00am. Lunch will be served at 11:30am (toddlers) or 12:00pm (preschoolers). Afternoon snack is served at 2:45pm for Toddlers, 3:15pm for Preschoolers and upon return from school for the School-Agers. No food will be served outside of the scheduled meal times. Any food allergy must be documented and requires the special dietary form filled out by the child's physician. Please do not bring any food items into the center, including anything children may be eating en-route to the center.

Infants:

Parents will provide diapers and enough bottles for the day. Bottles must be labeled with the child's name and the date. Parents may bring "emergency" formula or frozen breast milk to be stored at the facility. When the child is ready to begin solid food, parents will provide food until the child is ready to eat meals provided by Community ELC.

Clothing:

We will get messy! At Community ELC we believe in having fun and sometimes fun is messy. Please dress your child daily in play clothes. We also recommend tennis shoes.

In compliance with state requirements, we play outside every day, unless the heat index is above 90 degrees, the wind chill is below 50 degrees, or there is an advisory recommending children be inside.

Please be sure your child has appropriate clothing for the weather. All children must have a change of clothes at the center, labeled with the child's name. These will be kept in the child's cubby. Community ELC is not responsible for lost or damaged clothing. Because circumstances can change, Community ELC reserves the right to change/update all policies and procedures presented in the Parent Handbook as needed. Parents will be provided with the updates as they are made.

Expulsion Policy

If at any time we believe a child's presence to be unsafe to either the caretaker, other children, or themselves, we have the right to expel the child from Early Learning Community & Childcare. However, we are committed to working with each parent/guardian to try and prevent a scenario where this occurs from happening. The safety of the staff and the children is of paramount importance to us and if we cannot provide a safe environment stronger actions may need to be taken.

Sample Daily Schedule

- 6:00am -7:15am -Arrival, combined groups
- 7:15am - 7:30am - Separate groups, prepare for breakfast
- 7:30am -8:00am -Breakfast
- 8:00am - 9:00am - Quiet activities, prepare for the day
- 9:00am -12:00pm Preschool -learning activities/recess
 - 10:00am - Snack
 - 11:30am -Toddler lunch
- 12:00pm -12:30pm -Preschool lunch
- 12:30pm - 1:00pm - Clean up, prepare for rest time
 - 12:30-2:30-Toddler rest time
 - 3:00-3:15 -Toddler snack
- 1:00pm -3:00pm - Rest time/quiet activities for non-sleepers
- 3:00pm -3:15pm -Clean up cots
- 3:15pm -3:30pm -Afternoon snack
- 3:30pm -5:00pm - Preschool/learning activities
- 5:00pm -6:00pm - Combined groups/quiet activities
- 6:00pm – Close

KEEP ME HOME IF...



Two or more
times in 24 hours

Body rash,
especially
with a fever
or itching.
Lice or nits.

3 or more
watery stools
in 24 hours.

Thick mucus
or pus draining
from the eye.

With fever
or
swollen
glands.

Unusually
tired, pale,
lack of
appetite,
confused
or cranky.

Temperature of
100°F or more,
(taken under the
arm) AND sore
throat, rash,
vomiting, diarrhea,
earache or just
not feeling good.

WHEN YOUR CHILD IS SICK:

1. HAVE PLANS FOR BACK UP CHILD CARE.
2. TELL YOUR CAREGIVER WHAT IS WRONG WITH YOUR CHILD, EVEN IF YOUR CHILD STAYS HOME.