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## PARENT HANDBOOK

### WELCOME

We wish to welcome you to Perry Preschool & Child Care! We look forward to the opportunity to grow with you and your child, the most important person in the entire center. We want your child(ren) to be confident in their educational journey and to really enjoy your time with us at Perry Preschool & Child Care.

Our continued success in providing the highest quality of child care and service to our families depends on having dedicated staff and families like yours. We deeply appreciate the support of our community, staff, and families!

We have prepared this handbook to answer some of the questions that you may have concerning Perry Preschool & Child Care and its policies. Read it thoroughly. If you have questions about anything, please follow the Principal Contacts key for assistance.

We hope you find your time with us to be an enjoyable and rewarding experience.

Once again,

### WELCOME TO PERRY PRESCHOOL & CHILD CARE!

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly, as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing and returning the Handbook Acknowledgement found on the last page of this handbook, which should be returned to the center Director. The contents of this contract and all forms required for enrollment are non-negotiable.

### OUR MISSION & PHILOSOPHY

Perry Preschool and Child Care's mission is to provide developmentally appropriate practices in a nurturing environment where children can grow physically, mentally, emotionally, and socially.

We believe that each child is an individual and as educators we will value and develop each child's strengths, interests, skills, abilities and knowledge to

extend their learning. We believe that children learn through play. We will provide opportunities for children to explore, discover, create and imagine.

At Perry Preschool and Child Care, we believe in the following values and principles:

- We believe that children learn best through play
- We believe that families are an integral part of a child's education
- We treat all children and adults with respect and dignity
- We respect values and cultural differences
- We believe each child is a unique individual who will learn and grow in their own way
- We believe that each child should have individual goals for success and growth
- We strive to encourage children to participate in activities that will improve self-esteem
- We believe that children should be encouraged to try new things, but they will never be forced to do so



### Paths to Quality

Paths to QUALITY™, Indiana's quality rating and improvement system for child care. It is a free resource that helps families make informed decisions — and helps early education providers improve program quality.

Perry Preschool and Child Care is a level 3 Provider.

### PROHIBITIONS

The following are prohibited:

- Firearms
- Smoking near the building
- Drugs and Alcohol

## PRINCIPAL CONTACTS

### Enrollment, General Information, Tours, Pricing

<b>Executive Director</b>	Laura Payne	Office: 812-566-1795 Email: perrychildcairedirector@gmail.com
		Office: 812-566-1795 Email: pickperrypreschool@gmail.com

### Tuition, Tax Statements, YTD Statements

<b>Bookkeeper</b>	Phone: Email:
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### Advisory Board

<b>Operations Committee Chair</b>	Phone: Email:
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## OPERATIONS COMMITTEE/ ADVISORY PARENT BOARD

Perry Preschool and Child Care's Operations Committee/Advisory Parent Board is an organization of parents, educators and administrators who are committed to sharing information and resources in a collaborative manner to promote educational excellence for all students to reach their maximum potential.

The role of the Operations Committee is not to make decisions, but rather to provide current knowledge, critical thinking and analysis to increase the confidence of the decision-makers who represent the company. An advisory board is different to a governance board or board of directors.

We truly believe that the success of our future is a collaborative effort throughout the community; we applaud every individual that donates and commits their time to our mission.

### Interested in joining the committee?

Contact Laura Payne or ask your child's teacher for more information!

## ENROLLMENT PROCEDURES

### The Waiting List

When applying for a position at Perry Preschool & Child Care, your child's name will be placed on a waiting list for a non-refundable fee of \$40.00. Once we have a space available, we will contact you and give you the option of

taking the space remaining on our waiting list. If you confirm a space with a start date more than one month away, we require you begin paying tuition immediately, regardless of attendance. This is to save the space for your child and ensure it is not given away to another applicable family next in line on our waiting list. Upon acceptance of the position the Director or additional responsible party will either send families an enrolment package or ask that the packet be picked up at the facility. To secure the enrolment families have 2 weeks to return the enrolment pack with supporting documents and payments. Positions will also be offered throughout the year if they become available.

### Enrolment Procedure- How we select children

Enrolment will be offered to children in line with the following order of precedence:

- a. Children who have a brother or sister enrolled in the facility.
- b. Age considerations:
  - The wait list is categorized based on our classroom layout and ages of children
  - Each classroom is designed for a specific age grouping
  - We will fill spots available based on the specific needs/availability in each individual classroom.
  - Not based on first-come, first-serve
- c. The date in which children's names have been placed on the waiting list, starting from the earliest date.
  - The chronological order in which children's names have been put on the waiting list may also be applied to categories a. and b. if there are more children in those categories than places in classrooms
- d. Children's gender will only be used as selection criteria to ensure there is not a large majority of one gender.

### Family Responsibilities

- a. To fill the waiting list application form in full. Incomplete waiting list forms will not be accepted.
- b. If you do not receive a confirmation/email/correspondence letter within 14 days of forwarding your application, please contact us;

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- c. Parents must keep the Director informed of any changes in family details including:
  - Change of address or change of phone number;
  - Change of work place;
  - Change in need of care for full or part time care.
- d. Respond within 1 week to offers of enrollment.

**Failure to update or respond to requests may result in your child(ren)'s removal from the waiting list.**

All necessary forms must be completed and returned to Perry Preschool & Child Care before we will assume the responsibility of caring for your child. No Exceptions! All forms must be updated at least every year, sometimes sooner, according to need. Please inform us immediately of any changes.

In order to have a successful year at Perry Preschool & Child Care, parents and staff must share their talents, knowledge, time, and energy, so that your child can receive the greatest benefits. The following commitments will be needed from you.

- Attend Parent Orientation
- Complete all needed forms
- Follow Perry Preschool & Child Care Attendance Policy
- Obtain and complete required health services for your children (medical and dental)
- Attend and participate in 2 parent/teacher conferences a year. Parent/teacher conferences will be arranged by your child's Lead Teacher and are outlined on the Student Calendar
- Pay tuition on time

### Withdrawal

Perry Preschool & Child Care operates on a year-round schedule, and therefore offers care and curriculum throughout the summer months.

If you decide to remove your child from Perry Preschool & Child Care throughout the summer, but plan to return in the fall, we require a two-week written notice of your intention and you are required to pay full tuition for your student throughout the summer to hold your student's spot in our facility.

If you choose to withdraw your student for any extended period of time, but also intend to continue care after this period, you are still required to pay full tuition to hold your student's spot.

### AGES SERVED

Perry Preschool & Child Care serves children ages 6 weeks to 12 years. Children will be separated by age as follows:

**Infants** (6 weeks-12 months)

**Toddlers** (1-3 years)

**Preschool** (3-5 years)

**School-Age** (6-12 years)

### DAYS AND HOURS OF OPERATION

**We are open Monday through Friday from 6:30 am until 5:30 pm.**

### SIGNING IN AND OUT

Perry Preschool & Child Care utilizes the application *brightwheel* to track student attendance. Parents are able to check in/out from their phones by scanning a QR image throughout the facility.

Parents are **required** to sign in and check out their students promptly at pick-up and drop-off. Additionally, we ask that you make sure the staff member in your child's classroom knows you are there and that you are signing the child in or out.

### CURRICULUM

Perry Preschool & Child Care serves children ages 6 weeks to 12 years of age. We happily utilize the Creative Curriculum System from TeachingStrategies for all our classrooms.

Each classroom's learning schedule looks a little different, so be sure to ask your child's teacher what their daily learning schedule looks like!

Activities include: circle time, calendar time, weather chart, group activities and discussion, and 1-2 individual activities per day. We also incorporate morning and afternoon outside play when weather allows. Children will not play outdoors if the weather is below 25 degrees.

All of our classrooms have specific interest areas that focus on Early Childhood Objectives for Development and Learning! Interest Areas include: Math, Discovery Zone, Manipulatives, Gross Motor Play, Music, Blocks, Dramatic Play, and Libraries.

## INFANT AND TODDLER PROGRAM

Perry Preschool and Child Care’s program for Infant/Toddler Care recommends essential program practices as a framework for relationship-based care. One of these practices is **individualized care**—the practice of being responsive and adapting to each infant’s and toddler’s interests, needs, and abilities to support their healthy development. The unique temperament, learning style, interests, and developmental stages of infancy require individualized care and support. In high-quality infant and toddler care, caregivers adapt their strategies to meet individual needs of infants and toddlers and provide responsive relationship-based care.

### Why Is Individualized Care Important for Infants and Toddlers?

- Valuing and responding to a child’s unique developmental abilities and individual needs leads to respectful and responsive caregiving
- Meeting unique needs communicates to infants and toddlers that they are important, their needs will be met, and their choices, interests, and preferences are respected
- Providing individualized care honors a child’s abilities, needs, temperament, and the cultural practices and preferences of the child’s family

### Planning to Implement Individualized Care in Diverse Child Care Settings

**Goal:** High-quality infant and toddler programs adapt to the individual needs of each child through several key strategies. We at Perry Preschool and Child Care will:

- Plan a curriculum that reflects and supports the developmental level, temperament, and cultural and linguistic background of each child.
- Infant and toddler caregivers job descriptions include expectations for individualized caregiving practices. This includes having an understanding of differences in temperament and developmental needs and how to communicate with culturally and linguistically diverse families about specific care practices for their infant or toddler. It also includes observing and reflecting on each child’s ways of interacting with people and the physical environment.
- Provide professional development on how to implement individualized care practices. Support ongoing communication with caregivers and families about how to adapt caregiving practices

to meet the individual needs of each infant and toddler.

- Use an intentional review process to continually strengthen individualized care practices across the center or family child care program.

## ABSENCES/LATE ARRIVAL

Please be aware of your child’s classroom schedule and try to arrive at a time that allows your child to acclimate to the day’s schedule.

**Please call (812-566-1795) or message via the brightwheel application** to let the staff at Perry Preschool & Child Care know if your student will be absent or late. This will help us plan our day and is especially helpful in planning meals. Your child’s absence will **NOT** reduce your weekly fee.

### Scheduled family vacations

If you have a scheduled vacation planned for your family, please be sure to inform us of your scheduled absence. A 2 week notice of your scheduled absence is required. Your child’s absence will **NOT** reduce your weekly fee.

## HOLIDAYS

Please see the attached calendar for our Holiday Closures.

Depending on the day of the week that certain holidays fall on, we may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, we will take off the Friday before or the Monday after.

*These are paid holidays and your fee will not reduce during child care closure.*

## EMERGENCY CLOSURES

In the event that conditions arise that make our building unsafe, Perry Preschool & Child Care must take immediate action to provide for the safety and wellbeing of children and staff which may include closure of the facility. These conditions include, but are not limited to the following:

1. Building damage due to:
  - Earthquake
  - Flooding or water damage
  - Tornado
  - Severe wind
  - Ice storm

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- Fire
- 2. Sewage problems as follows:
  - Sewage backup
  - Toilets cannot be flushed or are overflowing
  - Sewage system is not operating properly
- 3. Inadequate or unsafe water supply as follows:
  - Contaminated water supply
  - Water supply not functioning
- 4. No electricity in the building
- 5. Heating system problems
- 6. Gas, carbon monoxide, or other noxious gas leak
- 7. Filthy conditions
- 8. Rodent, roach, or vermin infestation
- 9. Building renovation occurring in a room or are occupied by children
- 10. Pandemic
- 11. Inclement weather

### Tuition and Closures

In the event of an emergency closure of 1-2 days, tuition will still be charged as usual.

In the event of an emergency closure due to limited staffing or because of a pandemic, tuition will be reimbursed for those closure days.

### Emergency Response Plan

We believe that early childhood programs play an important role in supporting children and families in local communities before, during, and after an emergency through 3 phases of emergency management:

- **Preparedness**-takes place before an emergency. This includes being informed about any likely emergencies in the surrounding area; making plans to respond to emergencies before they happen; and maintaining supply kits for use during emergencies.
- **Response**- begins the moment we are alerted that an emergency is going to happen and continues as the emergency occurs.
- **Recovery**- happens as soon as the emergency is over. Recovery can last hours, weeks, months, or even years in the most extreme cases. Recovery efforts often focus on food, shelter, safety, and can include rebuilding our program, reopening after a closure in a different way, or returning to normal.

All classrooms, the kitchen, staff workroom, offices, and entryway are equipped with our Emergency Response Plans and are prominently displayed for ease of access.

### Emergency preparedness saves lives! CHILD CARE RATES

Your weekly child care rates are outlined in your *Financial Agreement*. Payment by ACH (automatic payment) is required. Payments must be made Monday for the upcoming week.

You are responsible for the weekly tuition outlined in your *Financial Agreement* even on weeks or days your child does not attend. This will ensure reservation of your child's spot.

### LATE FEES / ADDITIONAL FEES

You will be required to contract for specific times and days in which you will need care for your child. Any additional hours must be approved by Perry Preschool & Child Care and will only be available at an additional fee if planned in advance.

1. \$25 fee will be assessed per ½ hour for late pickups.
2. \$25 will be assessed for each week that the payment is late, and possible termination of child care services until the account is in good financial standing.
3. \$20 fee will be assessed for all returned payments, and possible termination of child care services until the account is in good financial standing.

### CHECKS

Perry Preschool & Child Care accepts cash and checks for payment, with an additional \$20 fee added to the weekly tuition rate. ACH is required to avoid the \$20 fee. If a check is returned, a \$20.00 processing fee will be charged, and checks will no longer be accepted as a form of payment. You are responsible for all charges we may incur from the bank as a result of the returned check.

### NUTRITION AND MEALS

Perry Preschool & Child Care receives support from the Child and Adult Care Food Program (CACFP) to serve healthy meals to our students. Meals served here must meet USDA's nutrition standards.



## Perry Preschool & Child Care Parent Handbook

### What is CACFP?

The CACFP is a federal program that provides reimbursement for nutritious meals and snacks served to participants. In Indiana, CACFP is administered by the Indiana Department of Education. The program strives to improve the nutritional quality of meals and snacks by offering a set reimbursement amount for meals that meet the program's meal requirements and providing training and support for staff in participating facilities.

### Good nutrition today means a stronger tomorrow!

#### Meals Served Daily:

Breakfast	8:00 - 8:30
AM Snack	10:00-10:15
Lunch	12:00-12:30
PM Snack	3:00-3:15

We believe that learning happens all throughout our day at Perry Preschool & Child Care. At meal times, we experience new foods, we cook, experiment, and clean up after ourselves. We also practice our table manners by using, "thank you," "excuse me," "please," and "you're welcome!"

Our teachers always join our students during mealtimes, as we appreciate the learning experience that mealtimes can be.

Menus are posted in the "What's Cooking?" section of our entryway bulletin board weekly.

### NUTRITION STANDARDS

The CACFP nutrition standards for meals and snacks served in the CACFP are based on the [Dietary Guidelines for Americans](#), science-based recommendations made by the National Academy of Medicine, cost and practical considerations, and stakeholder's input. Under these standards, meals and snacks served include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. In addition, the standards encourage breastfeeding and better align the CACFP with the [Special Supplemental Nutrition Program for Women, Infants, and Children \(WIC\)](#) and with other child nutrition programs.

#### Perry Preschool & Child Care's Nutrition Goals:

- Provide needed nutrients through well planned meals.
- Provide a variety of food and eating experiences.
- Provide opportunities for children to participate in menu planning and, whenever possible, in simple food preparation and selection.

#### Meal Requirements:

- Every child will receive a quantity of food in meals and snacks which provide at least 1/3 of the recommended daily allowance.
- Foods chosen for meals and snacks need to contribute not only to the child's nutrient needs but also to good dental health.
- Overly sweet and sticky food will not be served on a regular basis.
- Only 100% natural and vitamin C fortified fruit juices are used.
- The use of chocolate milk is not acceptable on the menu.
- A good source of Vitamin C will be served daily

#### Special Diet Accommodations Children With Disabilities

The USDA requires that all meals and snacks served to children must comply with the CACFP meal patterns. However, food substitutions and other reasonable modifications to the CACFP meal patterns may be necessary to meet the dietary needs of children who:

- qualify as having a disability under any of the federal nondiscrimination laws;
- are eligible for special education under the IDEA;
- or do not qualify as having a disability under any of the federal nondiscrimination laws, but have other special dietary needs.

Examples of possible modifications include food restrictions, food substitutions, texture changes (e.g., pureed, ground, chopped, or thickened liquids), increased or decreased calories, and tube feedings.

Modifications to the meal service may also involve ensuring that facilities and personnel are adequate to provide necessary services. In certain situations, disability accommodations may require additional equipment; separate or designated storage or preparation areas, surfaces, or utensils; and specific staff training and expertise.

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For example, some children may require the physical assistance of an aide to consume their meal, while other children may need assistance tracking their dietary intake, such as tracking carbohydrate intake for children with diabetes.

All disability considerations must be reviewed on a case-by-case basis, meaning any meal modifications are specific to the individual medical condition and dietary needs of each child. For information on what constitutes a disability and the requirements for meal modifications please speak with our Director.

**Meal modifications must be related to the disability or limitations caused by the disability, and require a medical statement from a recognized medical authority.**

### Children Without Disabilities

CACFP regulations allow, but do not require, meal modifications for children whose dietary needs do not constitute a disability.

Examples of optional meal modifications include:

- Religious or moral convictions;
- general health concerns;
- and personal food preferences, such as parents who prefer that their children eat a gluten-free diet or organic foods because they believe it is healthier

Perry Preschool & Child Care may choose to make optional accommodations on a case-by-case basis. However, modified meals and snacks provided to children without disabilities must always comply with the appropriate CACFP meal pattern for the specific age group

### Treats For Special Occasions

We know that many of you would enjoy baking goodies for your child's classroom for birthdays and holidays; unfortunately, all food provided must be prepared by the Perry Preschool & Child Care kitchen staff. Per State Licensing regulations, any/all donated treats/food MUST be store bought AND individually wrapped.

Please check with your child's teacher before bringing in any treats for your child's classroom, as we are very cognizant of our student's special dietary restrictions and food allergies.

## INFANT FORMULA AND BABY FOOD

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. The changes to the infant meal pattern support breastfeeding and the consumption of vegetables and fruit without added sugars. These changes are based on the scientific recommendations from the National Academy of Medicine, the American Academy of Pediatrics and stakeholder input.

### We Encourage and Support Breastfeeding:

- Perry Preschool & Child Care may receive reimbursement meals when a breastfeeding mother comes to the daycare center or home and directly breastfeeds her infant; and
- Only breastmilk and infant formula are served to infants 0 through 5 month olds.

### Developmentally Appropriate Meals:

- Two developmental age groups: 0 through 5 month olds and 6 through 11 month olds;
- Solid foods are gradually introduced around 6 months of age, or as developmentally appropriate.

### More Nutritious Meals:

- Requires a vegetable or fruit, or both, to be served at snack for infants 6 through 11 months old;
- No longer allows juice or cheese food or cheese spread to be served; and
- Allows ready-to-eat cereals at snack.

Perry Preschool & Child Care will provide Parent's Choice infant formula and Gerber/Parent's Choice baby food (single vegetables and fruits only), and Gerber/Parent's Choice infant cereal for your child, until they are 6 months of age and/or developmentally ready to start adding solid table foods.

If you choose to provide your own formula or breast milk for your infant, parents may supply filled bottles as followed:

1. The bottles shall be sterilized
2. The nipple must be covered
3. The bottle shall be labeled with the child's name and the date prepared.
4. The bottles must be brought to the center in a clean, insulated container that keeps the formula or breast milk at 41 degrees or below.



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5. Staff shall return all bottles daily.
6. The parent shall provide 1 unopened can of ready-to-feed formula.
7. If a day's supply of bottles are prepared at one time, each bottle shall be covered and labeled with the child's name, date, and time poured.
8. Protective gloves will be worn by anyone handling breast milk at Perry Preschool & Child Care.

- Infectious Diarrhea
- Impetigo
- Chicken Pox
- Hepatitis A
- Scarlet Fever
- Scabies
- Lice
- Ringworm
- Strep throat

### ILLNESS AND SICK CARE

The health and well-being of all of the children here are of utmost importance to us. It is for the protection of the children that we must insist on strict adherence to our Sick Policy. Please read it carefully. If you have any questions or doubts regarding the statements it contains, please discuss them with the administration.

Even with all of our precautions, children do get sick and/or hurt. Due to our concern for all of the children enrolled at Perry Preschool & Child Care, there are certain guidelines that we require our parents to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return. We will provide you with a form, or you may bring a signed form from the doctor. This is to ensure that a child does not return to child care when they may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

#### Immunizations

There are a number of immunizations required by law before your child may attend child care. Upon application for enrollment, you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts child care.

#### When Should You Keep Your Child Home?

Children with a minor illness may attend child care at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than we can provide without neglecting the others in our care, that child must stay home. There are also some illnesses that, by law, exclude the child from attending child care. These illnesses include but are not limited to:

- Infectious Conjunctivitis (pink eye)

We would be happy to discuss the details of any of these infections with you at your request. When a child has certain symptoms, they should be kept home or in a special setting. Some of these are:

- Fever
- Vomiting or upset stomach
- Diarrhea

#### Fever

A fever is a sign that the body is fighting a problem. The importance of a raised temperature depends on what is causing the fever. For example, if nothing else is wrong and the child had a DTP shot, the fever is not a cause for the child to stay home, unless it directly affects their ability to handle normal daily activities.

There are certain times when a fever means a child should stay home. These include:

- an infant up to 4 months with a temp of 100 degrees or higher;
- a child 4-24 months with a temp of 100.4 degrees or higher;
- a child over 24 months with a temp of 101 degrees or higher.

In the event of this type of temperature, the child should not return until the temperature has been gone for 24 hours without the aid of fever reducing medications, such as Tylenol or Motrin.

If your child awakes with a high temp and you administer a fever reducer, this generally only lasts a few hours and we will have to call you to pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

#### Vomiting or Upset Stomach

A child who has been vomiting can easily spread germs through vomit. If your child vomits while at Perry Preschool & Child Care, you will be expected to come immediately to remove your child for the day. If you are not able to come as soon as you are called, please arrange

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for someone else to come pick up your child. The child must stay home until 24 hours have passed with no vomiting episodes.

### Diarrhea

Diarrhea can be considered a minor illness and therefore some children may attend child care at the provider's discretion. The following examples explain how we may choose to handle a child with loose bowel movements:

- Sometimes, a child may get diarrhea from antibiotics, or eating something different or too much of something. If they feel well and do not need extra attention and are able to participate in normal daily activities, they do not need to stay home.
- When a child has a single loose stool, they do not need to be sent home;
- However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the child care setting, and this child must be sent home.
- Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

### HEAD LICE

From time to time in our facility, we will conduct head lice checks, just like public schools. If we find nits or eggs in your child's hair you will be required to come get them. If we do send your child home, we ask that you use the lice shampoo and the fine-tooth comb before they return to the center. When your child returns to the center, they must be checked before reentering the classroom.

### COVID-19

Perry Preschool & Child Care strictly complies and stays abreast of changing requirements and requests through the Center for Disease Control, Indiana Family and Social Services Administration, and our own Perry County Health Department regarding COVID-19.

Per suggested guidelines from Indiana FSSA and in order to be cautious about large group settings and the spread of respiratory diseases, including COVID-19, we will implement modified drop-off and pick-up procedures:

### Drop-Off

- Whenever possible, staff will meet families at the door to prevent family members from walking through the facility.
- Staff will administer health screening questions and check the temperature of fellow staff and any student being dropped off, or parent entering the building.

### Pick-Up

- Whenever possible, staff will meet families at the door with their child(ren).
- If you would like your child(ren) ready when you arrive, you may call ahead when you are on your way.

Additionally, Perry Preschool & Child Care will also adopt the following:

- All faculty will be screened before they are allowed entry into the building and are required to check their temperature at home before arriving.
- All faculty are required to wear masks indoors, only to be removed when eating or drinking or while outside and practicing social distancing.
- Social distancing is practiced throughout the facility by both staff and students.
- We ask that parents maintain social distancing during drop-off/pick-up and that masks are worn even in the atrium of the building entrance.
- No visitors are allowed entry into the building unless scheduled ahead of time, pass a health screening, and wear a mask. (Parents who are breastfeeding must be screened before entering the building.)

### MEDICATIONS

If your child is on medication and it must be administered while at child care, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage, and when it is to be taken. We will provide a form for the physician to sign to give us permission to administer medication to your child. Medication will be given at the time or meal you specify, and a written record will be kept of all medication administered.

### DIAPERING

Infant and Toddler classrooms are equipped with changing tables; with a diapering surface that is waterproof and free of cracks. Latex-free gloves are used when changing diapers. After use, the changing table is

cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, and gloves are immediately placed in the proper disposal receptacle. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments, and powders are routinely used as needed, with parental consent.

### HAND WASHING

#### Children's hands are washed:

- Before and after eating.
- After diapering or using the toilet.
- When coming in from outside play.
- After coming in contact with a sick child and/or runny nose.
- After completing messy crafts or projects.

#### Our teachers are required to wash their hands many times throughout the day:

- Before preparing food.
- Before feeding an infant or giving a bottle.
- Before and after giving medications.
- Before and after diapering and or assisting a child using the toilet.
- After touching body secretions.
- Hands are always dried with single use paper towels.

### REST TIME

Infants nap at varying times, and their personal schedules take precedence. By the time a child reaches 1 year of age, they are generally into the same nap routine as the rest of the child care group. We have rest time each afternoon between the hours of 12:30-3:00. Children are not required to fall asleep, but many do. Please understand that no child is allowed to be excluded from rest time, we do require that all students rest for at least 30 minutes during rest time. Children awaken early in the morning and have a very active day. Quiet activities are provided for those that wake early from rest time or those children who do not fall asleep. Cots, blankets, pillows and pillowcases are supplied for toddlers and preschool students as well as cribs for those that still require them. All bedding items are washed weekly by each individual classroom on their scheduled wash day. Cots and cribs are sanitized daily after each use.

### INFANT SLEEP ARRANGEMENTS

At Perry Preschool & Child Care, we take Safe Sleep very seriously. Indiana Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS *Back to Sleep Program* are followed when caring for a sleeping infant. We **do not** allow any of the following items in our cribs with a sleeping infant:

- Swaddles
- Pacifier lanyards
- Blankets
- Stuffed animals or toys of any kind
- Hanging items
- Boppys or pillows of any kind

All infant cribs are used for sleeping only. All cribs are equipped with tight fitting sheets that are cleaned daily or more frequently as needed if soiled.

Please remember, your infant does need supervised tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only.

### SUPPLIES NEEDED FOR YOUR CHILD

- Diapers: a full, unopened package
- Unopened package of wipes
- A change of clothing for each child (2 sets)
- Bottles, if you plan to provide your own formula or breast milk

Please label all items! We will do our best to notify you when these items need replenished and expect them to be replaced in a timely manner. Please note the location of your child's items and check them periodically to ensure a suitable amount is on hand.

### CLOTHING

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect us to keep your child's clothes clean and free from stains. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure we have a garment that fits. Make sure your child is dressed for the weather. We will be going outside if weather permits. If the weather is cold, please send coats, gloves, and hats with your child.

### TOYS AND PERSONAL ARTICLES FROM HOME

No toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. We are not responsible for lost, broken, or stolen objects that are brought from home.

### TOILET LEARNING

Our teachers are very experienced in toilet learning and can offer you a lot of support when your child is ready to start toilet training! Perry Preschool & Child Care is equipped with a toddler-sized toilet and secure steps up to our sinks, which can make the process of toilet learning much less intimidating. Ask for your child's teacher's insights, and if your child starts showing interest in using the potty, know that our teachers are here to encourage and ease your child into toilet learning. Our teachers view toilet learning as a partnership and will communicate with you about your child's progress. Each child is different and sometimes toilet learning can take some time. Be patient and remember that we are here to support your child through the process!

### OUTSIDE PLAY

When weather permits, all classrooms will play outside. Yes, even our infants! Please send your child in appropriate clothing and label all attire (coats, hats, gloves, etc.) with your child's name.

### OPEN DOOR POLICY

At Perry Preschool & Child Care, you can always be assured that our door is open to you. Please feel free to drop in and check on your child; however, keep in mind a child adjusting to a new environment will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you or made when you can visit unnoticed so as to not interrupt your child's day. A child going through separation anxiety will most definitely react if a parent comes into the child care and does not take them with you when you depart. You are also invited to call and check on your child during the day.

### WITHDRAWAL/TERMINATION

If you decide to remove your child from Perry Preschool & Child Care, we require a two-week written notice. You

are required to pay for these two weeks. If we decide we can no longer provide care for your family, we will also provide you with a two-week written notice. If violations of this agreement occur, you may be given immediate termination from Perry Preschool & Child Care and all security/holding deposits will be forfeited by you.

Examples of why we would terminate your child's care include:

1. Failure of parents to pay fees.
2. Failure to complete and sign any required forms.
3. Lack of parental cooperation with Perry Preschool & Child Care's policies.
4. Failure of child to adjust after a reasonable amount of time.

### Expulsion and Suspension Policy

Perry Preschool & Child Care understands the importance of preventing suspensions and expulsions in the early learning setting. Early learning programs such as Perry Preschool & Child Care are responsible for creating positive learning environments that focus on preventing expulsions and suspensions, encouraging partnerships between programs and families to support healthy child development, and ensuring fairness, equity, and continuous improvement to support children's social, emotional, and behavioral health.

We at Perry Preschool & Child Care promise to focus on fostering social emotional development and responding to challenging behaviors by incorporating positive discipline practices and policies before ever considering suspension and expulsion from our program.

**In an effort to prevent suspension and expulsion of children, Perry Preschool & Child Care shall adopt the following, in policy and practice and in a consistent and non-discriminatory manner:**

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
- Invest in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.

## Perry Preschool & Child Care Parent Handbook

- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear, and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

### **Prior to the expulsion of any child from this program, the staff and director will follow these guidelines:**

- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.
- Conference with parents to discuss positive behavior interventions and development of goals.
- Document efforts to prevent and reduce expulsion.
- Provide reasonable accommodations.
- Reduce the number of days or amount of time in care for a specified amount of time.

If an expulsion must occur, Perry Preschool & Child Care will assist the child and family in transitioning to another program by identifying and engaging mental/behavioral health consultants and community resources to assist in determining the most appropriate placement for the child.

### **The following list will assist Perry Preschool & Child Care staff and families in locating services and resources:**

1. First Steps  
(800) 941-2450  
<https://www.firststepsbrs.org/>
2. Exceptional Children's Co-op  
(812) 649-9991 or (812) 482-6661  
<https://dspcoop.k12.in.us/>
3. Child Care Resource and Referral Including Care for Special Needs  
(866) 200-5909 or (812) 423-4008  
<http://www.childcarehelp.com/>
4. Head Start – Lincoln Hills  
(812) 547-3435 or (812) 843-4800  
<https://www.lhdc.org/programs/head-start-program>
5. Early Head Start – Lincoln Hills  
(812) 547-3435 or (812) 843-4800
6. SW Indiana Network for Education  
(866) 380-7463  
<https://www.siec.k12.in.us/>

7. Tell City-Troy Twnshp School Corp  
(812) 547-3300  
<http://tellcity.k12.in.us/>
8. Cannelton City Schools  
(812) 547-2637  
<https://www.cannelton.k12.in.us/>
9. Perry Central Comm Sch Corp  
(812) 843-5576  
<https://www.pccs.k12.in.us/>
10. Healthy Families  
(812) 547-3435
11. Public Library-play groups  
(812)547-2611
12. Tumble bugs-play groups  
(812) 482-4800
13. Family outreach  
(812) 843-5122

### **Additional Resources**

Additional family resources may be found in the [Perry County Resource Guide](#).

### **Re-Enrollment**

Perry Preschool & Child Care will hold the expulsion for 1 year after the date of expulsion. The student may be reviewed after this time for re-admission, must complete all enrollment processes, and will be subject to review by Perry Preschool & Child Care's Board of Directors.

### **Communication**

Perry Preschool & Child Care's suspension and Expulsion policy will be clearly communicated to all staff and parents of enrolled children.

**Employees-** the Suspension and Expulsion Policy will be incorporated into employee/staff handbooks and training practices. The agency's Director will explain suspension and expulsion policies to all current staff and any new staff. All existing staff and any new staff are required to be knowledgeable of the policy and will sign a statement acknowledging they have received and read the agency's Suspension and Expulsion Policy.

**Parents/Guardians –** The Suspension and Expulsion Policy will be incorporated into the parent handbook. Within 30 days of adopting the policy, the Director shall distribute and review the policy with parents/guardians of all currently enrolled children. A copy of the policy will be distributed and reviewed with newly enrolled children upon enrollment. All parents/guardians will sign a



## Perry Preschool & Child Care Parent Handbook

statement acknowledging they have received and read the Suspension and Expulsion Policy.

### GRIEVANCE

It is always our goal to strive for quality and excellence in the care of your child. Therefore, any positive comments or suggestions are greatly appreciated and can be made directly to our teachers or the Director of the facility.

We **always** welcome your input and feedback toward the care of your child or the care of the facility as a whole.

We appreciate questions, or discussions of any kind that affect a positive outcome for your child.

If you feel that there is a problem concerning the facility or a staff member, please follow the steps as listed:

1. Speak with the educator involved with your child.
2. Allow follow up from the educator to you.
3. If you are still not satisfied with the results of your concerns, please make an appointment to personally talk to the Director.

All comments made to staff members are relayed to the Director, so that the Director is aware of any problems or issues. If a complaint is made, the Director will listen carefully to the issue that the parent has, and will attempt to work with the parent(s) to rectify the problem.

Communication is essential to the success of your child's care and the success of Perry Preschool & Child Care. We must make sure that we can openly share any concerns or questions that may arise.

We believe in an open door policy and encourage parents to feel free to call and check on your child's day if you have any concerns. We understand that the most important person in the entire centre is your child and we respect that fact. We recognize that you have a right to expect the best care possible for your child

We encourage daily interaction between parents and staff to ensure that as parents you are kept informed of how your child's day was and that you are made aware of any specific incidents. Also, it is equally important that staff members are made aware of any concerns parents may have about your child at the centre and/or at home that may assist in the care of your child.

All comments are taken very seriously and we will all do our best to ensure your complete satisfaction. We aim to keep parents stress-free and self-assured knowing that their children are in our loving care.

### CHILD ABUSE/NEGLECT

Perry Preschool & Child Care is responsible for reporting suspected child abuse and neglect. Our Director and staff are not here to judge or draw conclusions.

Perry Preschool & Child Care staff, along with other professionals in the child care field, are required by law to report suspected cases of child abuse and neglect. Our goal is to support each family as it works through stressful situations, and at the same time, assure the health and safety of all children.

### DISCIPLINE POLICY

All staff, consultants, and volunteers will abide by Perry Preschool & Child Care's Standards of Conduct.

#### These standards include:

- They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- They will follow program confidentiality policies concerning information about children, families, and other staff members.
- No child will be left alone or unsupervised while under their care.
- They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

#### All Perry Preschool & Child Care Staff will:

1. Recognize children when they are behaving properly.
2. Accompany words of praise with physical contact such as hugging or patting.
3. Show enthusiasm for the child's accomplishments.
4. Try to express the rules in a positive way, instead of a negative way. Children are told what to do rather than what not to do.
5. Encourage children to use their own words and solutions in order to resolve their own problems.
6. Communicate with getting down on eye level with children and talk to them in a calm manner about what behavior is expected.
7. Utilize re-direction of the child to a different area or activity when their behavior is not acceptable.



8. Use “TIME OUT” only for a child to calm down or to gain control, or if they are hurting themselves or someone else.

**Thank you for your interest in finding the best possible care for your child!**

## **VOLUNTEERS & PARENTAL INVOLVEMENT**

Volunteering and parental involvement in the Perry Preschool & Child Care Program can be very diverse! We welcome any level of interaction between parent, child, and staff at our facility.

Discuss with our staff or Director how you may play an active role in your child’s time with us!

Some examples of volunteering/involvement are:

- Helping on special outings or occasions like Holiday pot-lucks
- Donations of toys or classroom supplies
- Contributions toward special events
- Help with fundraising
- Suggestions for overall improvements of the program and assisting with those improvements
- Attending special events
- Helping to organize special events

Please be advised that any persons who have been arrested, charged, or convicted of any conduct related to child sexual abuse or other forms of child abuse/neglect, or have been convicted of a violent felony will not be allowed to volunteer in the classroom with children.

Anyone interested in volunteering in the classroom for more than 8 hours each week must have a Criminal Background Check done, which includes fingerprinting.

## **GOALS**

The primary goal of our child care program is to provide a loving, safe, and stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child’s needs. We look forward to a long and rewarding friendship with your child and family. As the provider, we reserve the right to make changes in the child care environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. We will give you a separate addendum as the need arises. Communication is the key. Please feel free discussing your concerns with us.



Tell City, IN 47586  
(812) 566-1795

**PARENT HANDBOOK**  
updated 2/1/2022