

# Shalom Daycare Parent Handbook

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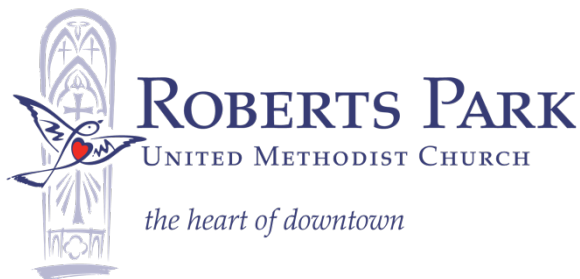
## **Mission Statement**

All young children deserve to grow up in a safe, nurturing environment. Thus, the 'Shalom Daycare Ministry' interacts with parents, families, caregivers, and community resources to provide educational programs that meet the development needs of preschool children. The daycare center is open to all children without regard to race, gender, economic status, or religion. As a ministry of Roberts Park United Methodist Church, it is guided by the values of the church, yet remains open to the beliefs of others.

# Introduction

You are a vital member of this Shalom community. It is our hope that in all your interactions with the children and the other staff members, you will be guided by the philosophy expressed in the mission statement and in the goals of Shalom Daycare ministry.

Thank you for reading this document. It has been carefully prepared for you to make your involvement smooth and enjoyable. **Please initial next to each section to demonstrate that you've read, understood, and accepted the information provided. Additionally, carefully read, sign, and return the policy agreement form to the center director.**



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## Diversity

One of the most important things that we can do to teach our children about diversity is through role modeling that all people are to be treated with kindness and respect. While it is impossible to list all the things we do to encourage diversity, listed below are some of the ways we incorporate diversity into our curriculum at Shalom Daycare Ministry.

- Our child enrollment form encourages families to share their home traditions with us.
- We encourage families and members of our community to visit with us throughout the year, not just special occasions, about their traditions and customs.
- Our teachers incorporate props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

## Enrollment and Tuition

Children between the ages 6 weeks and five years are eligible for enrollment at Shalom Daycare Ministry. Our daycare center is opened between 7:00 a.m. and 6:00 p.m., Monday through Friday. A registration fee of \$100 is due once a start date has been assigned. This is a one-time, nonrefundable charge. If a child is withdrawn then re-enrolls at a later date, a second enrollment fee will be expected.

Tuition is due on Monday of each week. Tuition is based on 52 weeks. Each child has one vacation week which can be used at the parents' discretion. A service fee of \$10 will be charged for any returned checks. A tuition fee schedule is included in this handbook. Fees may change on an annual basis. Any changes will be communicated to parents in advance.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday.

A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period.

The director at Shalom Daycare reserves the right to cancel the enrollment of a child at his/her discretion or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- The daycare is unable to meet the child's needs due to staffing patterns or issues with our physical space
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired immunizations.

## **Late Pick-up**

The daycare closes at 6pm. Parents are expected to pick up their children in a timely manner so that they may be signed out of the childcare by closing time. In case of an emergency, parents must call the childcare to inform them that they may be late. A late fee of \$10 may be assessed for every 5 minutes that the parent is late picking up a child.

## **Vacation Policy**

Each family is able to take 5 days or one week of vacation time per year. It is based on a calendar year, so the year starts in January and ends in December. Parents must give written notification of their vacation week to receive the credit for that week. If a holiday falls within the vacation week, those days are counted as vacation days.

## **Communication**

Proper communication between our parents and the teachers and staff of Shalom Daycare is extremely important.

Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher-- even just to become better acquainted! Concerns about any aspect of our program or your child's care may be expressed to the center director. Each child is provided with a cubby. Please check these daily for notes, newsletters, and daily reports. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the enrollment form.

## **Child Information Record**

Our main office must be informed of any of the following changes:

- address and/or phone numbers, and e-mail address
- insurance information
- parent/guardian employment
- health/immunizations up-dates
- Other pertinent information related to your child.

Parents are expected to accompany their child into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers however will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave, and the teacher will assist. At the time of departure, parents are

welcomed to stay at the daycare or in the playground, but teachers will assume that the direct responsibility of their children will revert to them.

Only the individuals listed on the Child Information Record, or on a permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents).

If there is any concern, the staff of Shalom Daycare reserves the right to deny a person's request to pick-up a child. Your child's classroom teacher may be available at pick-up time for short questions. For longer discussions or particular concerns, please schedule an appointment.

## **Holidays**

Shalom Daycare Ministry will be closed on the following holidays:

New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, the day of Christmas Eve, and Christmas day. The center may close early on New Year's Eve.

If any of the above holidays fall on a weekend, the center will be closed on the Friday preceding or Monday following the holiday. Regular tuition is expected.

## **Unexpected Closings**

On a rare occasion, our daycare may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). If the daycare is closed due to weather, we will publish the closing on local news and radio stations, as well as send out an email to parents. If we must close early for any reason, we will notify parents by telephone and email. Regular tuition is expected.

## **Tornado and Disaster Procedure**

In the event of a tornado or disaster warning, children will be taken to the basement. They will remain there until the all-clear signal is sounded.

## **Emergency Building Evacuation Procedure**

In case of a fire or other emergency or situation that requires that the building be evacuated, the teachers will follow the evacuation plan for fire drills that are posted in each classroom. Once the children have exited the building, the director will walk through the building to ensure that all children and staff have exited the building. Teachers and children will meet by the playground and attendance will be taken and checked against the sign in sheet for the day. Children will be taken to an alternative site located in the basement conference room of the Davlan Building located at 430 Massachusetts Avenue, phone number 317464-2438. If an

emergency occurs that requires evacuation of the building, parents will be notified by email and telephone of the situation. The closing will also be on local television stations.

### **Death, Illness, or Serious Injury of a Caregiver**

In the event that a staff member passes away while working at the childcare facility, every effort will be made to inform parents, family, and staff members in a timely manner to provide them with the information. Information regarding any visitation and the funeral arrangements will also be shared.

Counselors and resources will be made available to children, parents, and staff members to help them process the information and address their grief.

In addition, all effort will be made to inform parents, family, and staff members in a timely manner with information regarding a staff member who is dealing with a serious illness or injury.

### **Child Protection Guidelines**

All employees must pass a pre-employment criminal history check as well as a drug screen.

Employees are mandated to report all incidents of suspected physical abuse or neglect to the State of Indiana.

### **Smoke-free, Alcohol-free, and Drug-free**

Shalom Daycare and Roberts Park United Methodist Church is a smoke-free environment. In addition, no use or possession of alcohol or illegal drugs is allowed on the premises at any time.

### **Treasures and Possessions**

Each child will need a blanket to use at naptime. Blankets are taken home each Friday to be washed and returned the following Monday. A small pillow or small stuffed toy is permissible. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions, we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day. Shalom Daycare Ministry will not be responsible for any lost items.

### **Clothing**

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be always kept at the center. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include

underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

The State regulations require that children be taken outdoors each day. The children will play outdoors if the temperature is 32<sup>0</sup> or warmer with calm winds. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter.

An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name. Your assistance is greatly appreciated.

### **Diapers and Potty Training**

Diapers, pull-ups, and wipes are provided by the parents. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful.

We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage-- especially in a hurry! While potty training, parents are to provide lots of underwear, socks, and outer clothing.

### **Bottles and Pacifiers**

In the infant room, you may send bottles and a pacifier for your child if preferred. As children transition from the infant room to the toddler room, they may continue to bring a pacifier and they may begin to bring a small blanket and/or stuffed toy to provide comfort for them and for rest/nap time. Infants cannot have any items in their cribs, including blankets. You may provide a sleep sack if you choose, or we have extra here that we can use for your child. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

### **Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. The center will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the center. Your permission for your child to participate in walking excursions is part of this agreement. Parent volunteers are welcome to assist with field trips (and other special events).

### **Transportation Safety Policy**

Our childcare does not provide vehicle transportation to school or other extracurricular activities. Our children will occasionally take walking field trips. In the event of a walking field



trip, a separate form will need to be signed by a parent or guardian for each child participating. Without a signed permission slip, children will not be allowed to walk off of our premises. Parents are always invited and welcome to join on our field trips.

Our younger children may occasionally take stroller rides around the block surrounding the church. The children will not cross any street during these walks. The walks may include going east or west on Vermont north or south on Delaware street, east or west on Michigan street, and north or south on Alabama. Child/staff ratio will always be maintained.

## **Safe Conditions Policy**

The following steps will be taken to ensure that your child is safe while at our childcare program.

Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required trainings).

Our childcare will not care for children in areas that are being remodeled, repaired, or painted. The trustees and director are responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, or rusty parts. The director is responsible for maintaining all equipment, toys, furnishings, and cribs in a safe condition as well as materials containing poisonous substances.

The childcare will take the following steps to maintain the childcare:

1. Clean the childcare daily.
2. Always keep the childcare in a sanitary condition.
3. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
4. Wash all soiled items prior to sanitization.

All doors allowing entry to the childcare church are locked during the times of operation. All parents, staff and visitors must enter through the side door located off of Vermont Street. This door is monitored during operating hours of the childcare.

## **Playground**

Outdoor play offers unique opportunities for children to engage in physical fitness and experience cognitive, gross motor, and social development. The following steps will be taken to ensure that your child is safe while engaging in outdoor play.

## Supervision:

- Every child will be kept in sight at all times while transitioning from the building to the play yard as well as while in the gated play area. Adults will position themselves in different areas of the play area so that they can view all the children.
- Staff will ensure that simple rules for equipment use are followed: for example, reminding children to go up the steps and down the slides, to go down slides one at a time, to use equipment as designed, etc...

## Equipment:

- Staff and church trustees will check all equipment on a regular basis to ensure that all equipment is firmly anchored with no sharp, broken, loose, hanging, missing, or projecting parts, loose paint, or splinters.
- Staff will ensure that grounds will be kept free of trash, food, poison, plants, chemicals, and animal waste checking the area each time prior to using the play area.
- Fall-area protective material is provided and will be monitored and maintained to ensure that the material surrounds all equipment/footers/landing zones.

Outdoor play will be taking place on all days unless the severity of the weather poses a safety or health hazards. Outdoor play will occur on days when the air quality is good and when the heat index is below 90° F or the wind chill is not below 15° F and there is no active precipitation. Parents will be required to provide appropriate clothing for outdoor play.

## Birthday Celebrations

Parents are welcome to send cookies, cupcakes, or cakes to share with their child's classmates on birthdays or special occasions. All items must be store-bought rather than home-made. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all the children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers.

## Photographs and Publicity

Photographs and videos of the children in our programs may be taken from time to time and may appear in newspapers, brochures, or publicity materials. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Videos will be used for educational purposes only. Parents will be asked to sign a separate photo release form.

## Meals

The center will provide breakfast, lunch, and two snacks for each day. If parents plan to bring their own food from home to replace or supplement the food served here, we must have a note from the doctor.

## Immunizations

All children who attend childcare programs in Indiana are required by law to be fully vaccinated. Immunization Waiver and Medical Contraindication forms are available at our office for those who wish to file an exemption to this law. Immunization records are required for enrollment at the daycare. It is the parent or guardian's responsibility to maintain up-to-date immunizations. Updates must be reported to the center director in writing.

## Illness

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill or displays an unknown rash, your child's teacher will consult the director and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5<sup>0</sup> or higher.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.

If your child is too ill to play outside with his or her class, then your child is too ill to attend the center.

Your child may return to the center after:

- Fever-free for 24 hours without the aid of acetaminophen or ibuprofen.
- In the case of chicken pox, when all the lesions are scabbed over.
- In the case of head lice, following treatment with appropriate shampoo so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.

If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Director or Manager.

## **Medication Policy**

Parents must provide all medication; Shalom Daycare does not provide any medication. All medication (OTC and prescription) will be kept in a locked box in the front office. Medication that needs to be refrigerated will be kept in a secure container in the office refrigerator. Diaper cream, sunscreen, soap, etc... will be kept in classrooms and must be labeled with child's name. A nonprescription release form will be signed upon enrollment for these items.

For any OTC or prescription medication, a doctor's note will be required in order to give the medication to your child. The doctor's note must state the name of the medication, dosage for your child, and reason for the medication. We must also have written parental permission to administer the medication.

A medication log will be kept up front with the medication to record when any medication was given, how much was given, and the initials of the staff member who administered the medication.

All medication will need to come in the original container. We will not be able to administer any medication that does not meet the above requirements. A parent or guardian must administer the first dosage under their supervision, never the center staff.

## **Shalom Daycare Ministry Discipline and Guidance Policy**

At Shalom Daycare Ministry, the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices.

Guidance takes several forms within our center:

- Environment—A place designed for children. Each room is age-appropriate in furniture size, large and small manipulates, and supplies required for hands-on experiences.
- Logical Rules--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- Curriculum--Is developmentally appropriate, based on the children's interest and level of readiness.
- Positive Behavior—We reinforce the behaviors we wish to see repeated.
- Redirection--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- Positive Reminder—Telling the children what we want them to do rather than using "no" or "don't."

- **Renewal Time**—Occasionally, as a last resort, a child needs to be removed from the situation for a brief time out. This allows the child time to calm down and consider an alternate behavior.

## **Difficult Behavior**

We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by the center's staff. The parent may be asked to take the child home immediately. In cases where a child is physically harming themselves, another child, or a teacher, then the child may be restrained to protect injuries from occurring.

The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical well-being of another child or an adult.

1. **Initial Consultation:**  
The director may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by the center director, teacher, and parent or guardian.
2. **Second Consultation:**  
If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new or revised approach for solving the problem.
3. **Disenrolled:**  
When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the center at the discretion of the center director. The center director can disenroll any child for physically harming another child, or teacher, repeatedly without going through the consultation process.

**NOTE:** Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

## **Spirituality**

Shalom Daycare Ministry is a ministry of Roberts Park United Methodist Church.

While Shalom Daycare welcomes children from all religious or non-religious backgrounds, spiritual faith is viewed as an important component to healthy human development. A weekly activity and

celebration time for singing, hearing a short story from Scripture, and prayer will be offered as part of the daycare programming. While Christian holidays are taught and celebrated, other religious holidays will be discussed as part of teaching and appreciating diversity.

Children are presented with the following:

- God is real and loves each person.
- We can learn from lessons and stories in the Bible.
- God hears us when we pray.

# Policy Agreement

Please carefully read, sign, and return the following form to the center director:

I have read the Shalom Daycare Parent Handbook and agree to abide by all the policies and procedures therein.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Child/Children's Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for selecting Shalom Daycare as your childcare provider!

