



Central Early Learning Center Parent Manual

1425 East Main Street
Richmond, Indiana 47374
<https://www.facebook.com/CentralEarlyLearning>

Operating Hours
Monday-Friday: 7:30 am – 5:30 pm

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About Our Ministry

Central Early Learning Center is a ministry of Central United Methodist Church. Our mission is to help children and families grow! We focus on God, relationships, others, and the world. The Early Learning Center grew out of a Parents Morning Out program. We have been providing childcare for families since 1999.

We are not a licensed childcare center; however we voluntarily meet some of the higher standards of care than are required for a registered ministry. We choose to remain a not-for-profit childcare ministry.

Central Early Learning Center offers the opportunity for each child to develop physically, socially, and cognitively according to individual learning style. Each child is considered unique in temperament and rate of development. We believe in learning through play, using both teacher-led and child-led activities. Curriculum is planned using Teaching Strategies: Gold and Creative Curriculum. This program gives us tools that can assist us in assessing children's development in 3 categories: *Cognitive, Physical and Social/Emotional*. Using observation and assessment we are able to take our weekly lesson plans and activities and tailor fit them to encourage growth and development in each and every child and meet them where they are.

Our goals are: *create a setting that is appropriate for social, cognitive, and physical development; provide affordable, convenient, and dependable childcare services; and provide a nurturing environment with a variety of learning experiences for children.* Our warm, caring, and professional childcare staff maintain a positive and stimulating atmosphere where your child is cared for and respected.

You child is special; therefore our goal is to attend to all of his or her needs, whether they are personal or developmental. Families are an important part of our ministry!

About our Teachers and Staff

Our Central Early Learning Center teachers and staff have individual gifts that strengthen the team as a whole, to provide the best possible care for your children. The ministry thrives because of their enthusiasm and dedication to the children and families of our ministry and this community.

Qualifications for our ministry require an applicant to complete a central registry check (this check is for complaints and convictions pertaining to the care of a child), a criminal history check, and training hours. Furthermore, our staff must be First-Aid, CPR, and AED certified (infant & adult). All of our staff are also fully trained and certified in Universal Precautions. Many of our staff have also completed a variety of classes and trainings through the Caring in Faith Conference, National Association for the Education of Young Children conferences, Stewards of Children, Fire and Safety Training, and The Indiana Association for Child Care Resource and Referral. We are also committed to the continuing education of all staff.

We value comfortable, trusting relationships with the families of our students. We view our relationship with you as a partnership. Your child is our first priority. If there is some way that we can try to make his/her time here more rewarding, please let us know.

Getting Started: Paperwork

We will need the following paperwork to enroll your child

Enrollment Application: It is very important that this information is complete and is kept accurate! This is the information we use to contact you in the event of an emergency. It will be your responsibility to keep this information current. This is also the information we use to determine who can pick up your children. If they are not on the list, your child will not leave with them without your permission.

Current Vaccination Records: Just like school, the state requires us to document that your child's immunizations are up to date at the time of admittance. All immunizations must be current within 10 days of enrollment. As a special note: The Varicella vaccine is now required, unless a doctor has provided written documentation that your child has had the Chicken Pox disease.

Signed Parent Notice: This is a statement advising you that we are a registered ministry and not a licensed childcare center.

Emergency Contact and Medical Information Form: This is a signed consent form for emergency medical treatment that includes medical information, contact information, and pick up authorization

Consent to Post Picture on Website/Facebook: This grants Central UMC and Central Early Learning Center the authorization to post pictures, on the Church website (richmondcumc.com), Central UMC or Central Early Learning Center's Facebook Page, in-house screens, or outside banners, flyers, billboards, and electronic signs. This will in no manner be used to financially enrich the Central UMC or Central Early Learning Center and will be used for promotional purposes only.

Our Enrollment Policy

Central Early Learning Center accepts children ages 6 weeks through 5 years old, regardless of race, gender, color, or national origin. We enroll children on a year round basis. Registration fees and the first week of childcare tuition are necessary to secure a spot for your child's enrollment. Registration, insurance, and Procure fees are non-refundable. If you have a change in childcare arrangements, you must give 2 weeks' notice. Childcare tuition is only refundable if it was paid beyond those notice windows. If we do not receive a two-week as outlined above, families will be responsible for payment of two weeks tuition regardless if the child has attended those two weeks or two months.

Drop-Off Information

We ask that all children be dropped off preferably by 9:30am but no later than 10:00am so that all children can participate in the daily activities without interruptions. We understand that children may have appointments during this time and we will accommodate families as needed. Please communicate with us if you will not be able to drop-off before 10:00am at least 24 hours in advance.

Pick-Up Information

Central Early Learning Center hours are Monday through Friday from 7:30 a.m. to 5:30 p.m. All children need to be picked up and out the door by 5:30 p.m. If an emergency is going to cause you to be late, please notify the childcare office immediately and make arrangements for an alternate adult to pick them up. Otherwise, please see the late pickup procedures on page 9. We will not let any child go home

with another adult unless they are on the approved pick-up list or you notify us in advance. We will not allow another child to pick up a child. An adult must come in to pick up every child. If you need to pick up during naptime (12:30pm – 3:00pm), please inform us ahead of time, so that we can have your child ready and waiting for you at the door to the classroom, so as not to disrupt naptime.

Snacks and Meals

Our meal times are; 9am snack / 12:00pm lunch / 3pm snack. All meals should be packed and provided by families. Food should be packed in a lunch box labeled with your child's name; any cups, containers or utensils that are not disposable should be labeled as well. Many families choose to label the food inside the lunchbox with which meal they would like it served at, for example "am snack," "lunch" or "pm snack." Lunches will be kept in the refrigerator until pm snack is finished then all lunch bags will be moved to the child's assigned hook in the hallway.

Birthday, holiday, or other special treats are permitted. Please check with your child's teacher so you know how much to bring, what is acceptable, and what allergies to avoid. **No homemade treats will be allowed.**

Childcare Daily Routines and Schedules

Central Early Learning Center hours begin at 7:30a.m. Upon arrival, children will engage in play indoors. For children who wear diapers, diapers are changed at least every two hours. Following snack time at 9 a.m., children will experience circle time, arts and crafts, music, and they will also have an opportunity to play outside or in the gym, depending on weather until lunch. Lunch will be served at 12:00p.m. Naptime is from 12:30p.m. to 3:00p.m. Following naptime, there is snack, which is served at 3p.m. After nap we have free play until pick up. All children need to be picked up and out the door by 5:30p.m.

Our Classrooms will be combined for drop off and pick up as follows: Infants and one year olds will be dropped off and picked up in the infant room. Two and three year olds will be dropped off and picked up in the 3's room. They will split into their designated classrooms by 9:00am for morning snack, and will combine in the afternoon at 3:30pm for infants/1's and 4:30pm for 2/3's.

TV Usage: Our 3 year old room is the only room with a TV. TV time is limited to 10-15 minutes before lunch while diapers are being changed and teachers are preparing food, and the last 45 minutes of the day during pick-up time (4:45pm – 5:30pm).

Infant Schedule and Supplies: In the infant room we do not have a set schedule, younger infant's schedules are set by teachers and parents to try to maintain as much consistency between home and care as possible. As they grow and start to eat solids more frequently we start to shift them to a similar feeding schedule to the older kids, which is 9:15 AM snack, 12 lunch and 3:15 PM snack. The transition to this is based on each child individually and not done at a specific age. As they near one year old we may also try to transition to one nap around 12:30pm. As an infant's needs change frequently, communication between teachers and parents is key to giving your child the best care possible.

Supplies you will need to leave in the infant classroom:

- Diapers, wipes and diaper cream/ointment (please label wipe container and cream)
- 2 extra changes of clothes to stay in cubby
- Bibs/burp cloths as needed
- Pacifier (per State regulations, no stuffed animal paci's please)

- Blanket (will not be used in cribs)
- Bottles and food: *Typically parents bring bottles and food in a lunch box labeled with your child's name. The lunch box will be kept in the refrigerator all day. Bottles need to be pre-made/mixed and labeled with their first and last name (no initials), date and time of preparation (ex. 10/14/17 6:30am) and either formula or breastmilk. If you are bringing food for more than one meal it is helpful to label food with "AM snack", "lunch", or "PM snack" so that teachers are feeding them according to your wishes.*

One year old Schedule and Supplies: The children in the one's room will have AM snack at 9am, lunch at noon and PM snack at 3pm. Typically parents bring a lunch box with food labeled for each meal. A lot of parents use a multi section Tupperware type container for each meal, so that it is easily served to their child. We would prefer for one's to use sippy cups for milk/water during meals and if necessary only use a bottle before nap. With that being said, we know that it takes some children longer than others to wean off the bottle and start drinking from a cup, and will try to accommodate bottles if it is needed. If you would like your child to use a bib during meal times please bring one for us to use, we will be encouraging independence in eating and messes do happen. You can either send a bib daily or send one for the week to be sent home and washed on Fridays. Please let us know your preference.

Nap time is from 12:30-3pm and will be on cots, the children are now welcome to bring a small stuffed toy/lovey and their own blanket from home to use during nap. Typically we keep them here for the week and send them home to be washed on Fridays.

Diapers and Wipes will be kept in labeled cubbies and 2 or more back up outfits can be kept in their cubby as well. Pacifiers can still be used and will also be kept in cubbies when not being used.

Two and Three year old Schedule and Supplies: The children will have AM snack at 9am, lunch at noon and PM snack at 3pm. Typically parents bring a lunch box with food labeled for each meal. A lot of parents use a multi section Tupperware type container for each meal, so that it is easily served to their child. Please also send a labeled sippy cup for milk/water/juice during meals. If you would like your child to wear a bib during meal times please bring one for us to use, we will be encouraging independence in eating and messes do happen. You can either send a bib daily or send one for the week to be sent home and washed on Fridays. Please let us know your preference.

Nap time is from 12:30-3pm and will be on cots, the children are welcome to bring a small stuffed toy/lovey and their own blanket from home to use during nap. Typically we keep them here for the week and send them home to be washed on Fridays.

Diapers / Pull-ups and Wipes will be kept in labeled cubbies and 2 or more back up outfits can be kept in their cubby as well.

An example of a typical daily schedule:

7:30-8:30am Drop off	11:30am Music, Potty and Diapers*
9:00am Morning Snack	12:00pm Lunch
9:15am Potty and Diapers*	12:30-3:00pm Nap
9:30am Circle Time/Group Activity (<i>Stories, Wall-ABC, numbers, weather, etc, Songs</i>)	3:00pm Afternoon Snack
10:00am Individual Centers (<i>Science/Math, Dramatic Play, Manipulatives, and Literacy</i>)	3:15pm Potty and Diapers*
11:00am Group Art/Sensory	3:30pm Outside/Gym
	4:30pm Diaper check*
	4:45pm TV Time / Pick-Up

**Diapers are also to be checked and changed as needed throughout the day*

What to Bring & What Not to Bring

Please label or place your child's name on all of your child's belongings. We will not be held responsible for lost items. Do not bring your best clothes, cup, shoes, etc. At Central Early Learning Center, items may get dirty, torn, or lost.

Meals: All drinks, cups/water bottles for water, dishes, utensils, two (2) snacks, and lunch must be brought daily.

Formula and Bottles: (Infants only) to be brought in each day. Bottles must be premade/mixed. Label the bottle with their first and last name (no initials), date and time of preparation (ex.01/01/2024 6:30am) and whether it is formula or breastmilk, at home before you arrive at Central Early Learning Center.

Pacifiers: Pacifiers can be used as need, however per State regulations, we cannot use the stuffed animal pacifiers and pacifier clips cannot be used while in the crib.

Diapers and Wipes, or Pull-Ups: You will be reminded when your child is getting low on diapering supplies.

Extra Clothes: Please be sure to label these and put them in a bag to be left in your child's cubby. Please check them regularly to make sure they are weather and size appropriate. For younger children we suggest 2 changes of clothes.

Jacket & Sweatshirt: We do go outside in the cool air as long as there is no precipitation. Classrooms can also become chilly so it is helpful if your child has a light sweater or jacket to slip on. Be sure to label with their name.

A Blanket and Pillow: If your child has a specific security item, please inform your child's teacher so these are sent home daily. Nap blankets and pillows will be sent home on Fridays to be washed. Infants may have blanket and comfort items while awake, but these items will not be used in their crib.

Backpacks / Diaper Bags: Diaper bags must be hung on the higher hooks in hallway, out of reach of children, as they typically contain items like diaper cream, pain reliever, sunscreen, etc. Older children's backpacks may be hung on the low hooks, please be sure not to place anything in these backpacks that should be out of reach of children, for example, no hand sanitizer or sunscreen.

DO NOT BRING Toys from home: We provide the necessary age appropriate toys for each room. We prefer your child not bring toys from home, as we do not want them to be lost or broken. We work on sharing in the classrooms, but it is still a big challenge for many of the children. Please understand we cannot be held responsible for lost, broken or missing toys. Also understand your child's caregiver cannot compromise the care of other children while searching for missing toys, games, etc.

DO NOT BRING Hand Sanitizer: While we understand the need to keep our children as clean as possible, it is against our state regulations for children to have hand sanitizer of any kind, unless soap and water is unavailable. So please do not send hand sanitizer with your child. For example, do not clip it on their backpack's zipper.

Child and Family Communication

Procure App: Procure is available for review on a daily basis. This app is used to inform families of their child's sign-in and sign-out times, daily meal times, nap times, activities, and needs. We will also use Procure to share any important information related to closings, and other important announcements.

Weekly Lesson Plan: Lesson Plans are provided for each class. This is a brief overview of the scheduled curriculum, themes, and learning activities planned for the week. The lesson plans will be posted outside of your child's classroom at the beginning of each week.

Bi-Monthly Newsletters: Bi-monthly newsletter will be used to inform families of upcoming events, important updates, community events, and any important information relating to Central UMC and Central Early Learning Center.

Information Bulletin board The bulletin board contain copies of all written communication sent home monthly and have information about local church and community events.

Transition Policy: Our facility transitions students based on age and on their developmental stages. In accordance with the Indiana school standards. At Central Early Learning Center, it is sometimes necessary to rearrange students based on the number of spots we have available and staffing. Transitions will be discussed with families.

If you have any questions related to your child's care or learning, please reach out to us in one of the following ways:

Procure App: Through the app you will be able to message your child's teacher to ask them questions throughout the day. We do our best to answer messages as we receive them but in our busy times, it may take us up to an hour to respond to messages. Please call 765-962-8543 if you need an urgent answer.

Kathy George, Director
765-962-8543
cumcchildcare@richmondcumc.com

Christin Hampton, Business Coordinator
765-962-8543
christin@richmondcumc.com

Central UMC Information: If you would like to be added to the church's weekly email announcements or monthly newsletter, let us know and we would be happy to add you to the list.

Facility Closing & Emergency Policy Procedures

These policies and procedures are to assure you of the safety and welfare of the children in our care. Our emergency operations provide the appropriate response for several types of emergency situations. It is most important to keep your child's caregiver and office staff updated on all emergency information, such as authorization for pick up, contact phone numbers, and medical/allergy alerts.

Our Emergency Evacuation Location:
Nottingham Automotive Group
1400 E Main St, Richmond, IN 47374
(Across the street from the church)

Weather related closings: Generally Central Early Learning Center remains open, however, if there has been a level three snow emergency issued for Wayne County, we will be closed for that day. The decision to close our facility is ultimately made by our Director and Church Leadership. We will contact families by a message on the Procure app and on our Facebook.
<https://www.facebook.com/CentralEarlyChildhoodDevelopment>

- **Thunderstorm watch:** Staff will be informed of potential risk for thunderstorm. Children will only be permitted outside in areas where they can quickly take shelter.
- **Thunderstorm Warning:** Staff will be notified of thunderstorm warning. Children and staff will come indoors away from windows.
- **Tornado Watch:** Staff will be informed of potential risk. Children will come indoors away from windows. All children and staff will move to lower level.
- **Tornado Warning:** Staff and children will meet in their assigned shelter area. Children will be in the crouching position face down, with their hands behind their head. Children will remain in their shelter area until the warning has expired.
- **Snow Days:** Childcare will be open on RCS snow days and early release days, unless a Level 3 Snow Emergency has been declared in Wayne County or the director or appropriate church staff closed our facility due to weather or another emergency. If the weather is bad enough to warrant closing Central Childcare and Preschool, we will notify families through the Procure app and Facebook. In the event of snow emergency closings, your account will not be credited until the fourth occurrence.

Power Outage: The director or appropriate church staff will discover whether the power outage is in the facility only, the neighborhood or a larger surrounding area and activate emergency lighting. They will then call the local power provider to explain the situation and request assistance, if appropriate. If weather conditions do not allow children to be cared for at a safe temperature, then staff will notify families through the Procure app or phone to make other arrangements for the children's care. Unless the power failure is accompanied by an emergency situation, children will be kept inside. Staff will look for and avoid downed power lines, if evacuation is necessary. If power outage lasts more than 1 hour, families will be contacted through the app to pick up their children and will need to pick up within 1 hour of notice.

Lockdown Procedures: The Central Early Learning Center and Central UMC staff have access to security cameras that monitor the entrance and main hallways of the building. In the event an unwanted individual enters the building, Central Early Learning Center staff will be notified and all children will be gathered into their locked classrooms and kept away from the windows with blinds closed. Church staff will stay with the individual until the issue is resolved or authorities have arrived. Children will not be released from classrooms until authorities have arrived and/or the threat of danger has been eliminated.

Fire Drills/Evacuations: Central Early Learning Center will conduct random monthly fire drills. This is to ensure the safety of your children in the event of an emergency situation. We want the children to be familiar with the alarm sound and what it means, the exit procedures, and to remain calm. There are exit maps located in each classroom to identify all exits in the building and the assigned exit route. Staff report with children to their designated meeting place. Emergency contact information is available to staff for all children. The Director and/or appropriate church staff will check each meeting place to determine all the staff and children have been accounted for. The Director and/or appropriate church

staff, will make a final sweep, if possible, through the building to be sure of complete evacuation. Our fire alarm system is linked to a 24/7 monitoring system that immediately dispatches for emergency vehicles. In the event it is unsafe to return to the building, we have established an alternate location for the safety of your children. Families will be notified by their choice indicated on the signed emergency/evacuation policy of an emergency situation and if we have relocated to an alternate location for safety reasons.

Gas Odor/Leak Procedures: No electric devices will be used. Children and staff will be evacuated from the building to the proper meeting location. Staff will contact emergency personnel and the local gas supplier to report the odor/leak. The building will remain evacuated until an all clear has been issued from emergency responders. If the odor/leak is severe, we will relocate to our alternate location, Nottingham Automotive Group, and families will be notified for an early dismissal.

Medical emergencies requiring Emergency Medical Services: All staff are trained in First Aid, CPR, and Universal Precautions. Caregivers will remain calm. Children with possible head, neck, or back injuries will not be moved. Your child's caregiver will remain with your child; they will designate a co-worker to call 911. Families will be notified immediately after Emergency Medical Personnel have been contacted. The director, lead care giver, or appropriate church staff, will provide the child's file to inform medical personnel of preferred hospital, physician, and any health conditions and/or allergies. If emergency transportation is necessary, the director, lead care giver, or appropriate church staff, will stay with the child until the family arrives.

Additional Time Away from Central Early Learning Center

Sick Time: Full time families receive 5 sick days and part time families receive 3 sick days per calendar year, to use as you see fit. On days your child is sick and you wish to use a sick day credit, contact the director through the app or email.

Vacation Days: Families are entitled to "vacation days", which allow families to refrain from utilizing childcare services without charge. Vacation time must be turned in to the childcare director in advance for your account to be credited for these days. Children enrolled full-time are entitled 15 vacation days per year. A part-time child is entitled to 9 vacation days per year. Vacation days are not applicable to a "sick day" on which a child does not attend daycare due to an illness without sufficient notice being provided to the childcare. Once vacation days are exhausted, families must pay for days their child is not in attendance. Vacation days may also be used for a credit on days that we are closed in observance of a holiday.

Extended Break: Families may pay \$35 per week to reserve their childcare spot if you will not be utilizing Central Early Learning Center for more than 3 weeks but less than 12 weeks. They may bring their child one day each week that they pay to reserve their child's spot. The day must be approved by the director or appropriate church staff.

Holidays: Central Early Learning Center is closed on the following holidays: *Good Friday, Easter Monday, Memorial Day, 4th of July, Thanksgiving & the Friday after, Christmas Day through New Year's Day*. When a holiday falls on a weekend, we will close on the government observed day. Other special circumstances will be determined by director and appropriate church staff and communicated to families as needed. **Credit is not given for holidays we are closed. Tuition remains the same. Vacation days may be used for holidays.**

Discipline/Guidance Policy Statement

It is important for a child's development that they are nurtured through caring, patience, and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile, verbal, and other behaviors, which will hurt another child, are not permitted. In response to these behaviors, our teachers/caregivers **will not:** engage in threats or bribes; administer physical punishment, even if requested by a parent; deprive your child of food or other basic needs; or utilize humiliation or isolation. Please share any specific guidance and discipline techniques that are positive and useful to your family on the provided form. The rest of our discipline/policy guidelines can be found on our agreement form.

Termination of childcare policy: Central Early Learning Center reserves the right to terminate services at any time if providing care could jeopardize the well-being of any children, families, or staff involved with our program. Such incidents will be reported immediately to appropriate church staff and the Central Administrative Board.

Child Care Payment Policies

All invoices will be sent through the Procure app. If paying monthly, payment is due by the end of the month. If paying weekly, payment is due on Friday for the upcoming week of service. If full payment is not received by 5:00 p.m. the last day of the month, a \$10.00 late fee will be charged per week until the account is current. If any account becomes late past one month, childcare services may be suspended until the account is brought current. All families more than one month past due will be asked to have a meeting with the director and appropriate church staff.

Through the Procure App, families have the ability to set-up auto pay and/or pay through their checking/savings account with bank draft. If you need assistance in setting this up, please contact the director.

Discounts: Families with a second and subsequent child(ren) attending childcare will receive a ten percent discount associated with the eldest child.

Class	Full-Time	3-day Part Time
Infant	\$145	\$100
One and Two Year Olds	\$140	\$95
Three to Five Year Olds	\$135	\$90

Registration: \$25.00

Insurance (Due Annually): \$5.00

Procure (Due Annually in July): \$100.00

Prorated at registration

Late Payment Fee: \$10.00 per week until the account is current

Late Pick-Up Fee: *Please see policy below*

Late Pickup Procedures

If your children are not picked up by closing time (5:30pm) we will make every attempt to contact you or those listed in the emergency contact form. Your first offense will be a warning with no late fee. After your first offense, you will be charged \$10 and an additional \$10 per 10 minutes beginning at 5:40 p.m.

The late pickup fee will show up as a separate invoice in the Procure app. The following procedure is to be observed in the event of a late pickup:

- If you are picking your children up at 5:31 p.m. or later, staff will remain clocked-in until after you have picked up your child, their belongings, and are leaving the building for the final time. A staff member will wait until you and your child have left the building before leaving themselves.
- If your child is not picked up within one hour after closing, and all possible contacts have been made, Department of Child Services will be notified, unless prior arrangements have been made.

Health Policies

Children and Staff admitted to Central Childcare and Preschool must be in good health. Exclusion from preschool and/or childcare is necessary if the child is unable to participate in regular routines or the child requires more than the caregiver can give without compromising care for other children. The admitting caregivers are authorized not to admit a child that is obviously ill. If a child develops an illness during school hours, families will be notified through Procure and given one (1) hour to pick up their child. If you would like to have an alternative contact used for notification of illness, please let the director know, so that we can make note of it. If they are not picked up, we will need to begin calling other persons on their emergency contact list. Children must be fever and symptom free for 24 hours before returning to care. It is the family's responsibility to arrange alternate childcare in the event your child is unable to attend due to illness. In the event your child's caregiver is unable to attend due to illness, we will substitute with another trained and qualified staff member.

Children must be kept home or will be sent home for the following:

Fever: A fever is defined as a body temperature exceeding 100.3 degrees. Children are to remain at home until symptoms are gone without use of fever reducing medication for at least 24 hours.

Diarrhea: Children with two or more loose stools should remain at home, or will be sent home, until stools are formed, the diarrhea is absent for at least 24 hours and child is back to normal.

Vomiting: Children are to remain at home and should not return until symptoms are gone for at least 24 hours. *Note: We do understand that infants and young toddlers spit up and sometimes gag on food or drink causing them to vomit. We will always use our best judgment to try to avoid sending a child home in this type of situation. However, since the health and well-being of families and staff is our top priority, we must exclude children from care when they vomit in the classroom.

Conjunctivitis (Pink eye): Symptom include redness in and around eyes and discharge. If symptoms are present child must be seen by a doctor and will be excluded from care for 24 hours after treatment begins.

Colds: It is not practical to keep children home because of a mild cold. However, if the cold is accompanied by fever, diarrhea, vomiting, severe coughing, or large amounts of mucus, the child should remain home until the symptoms subside.

Rashes or other contagious illnesses: This includes but is not limited to chicken pox, mumps, measles, rubella, ringworm, etc. All rashes require a written statement from a certified health care professional indicating the condition is no longer contagious and the child is able to return to the program.

Open Sores (Impetigo, Hand Foot and Mouth or open wounds): If your child has an open wound that cannot be covered, especially on the face and hands, your child may not return until that sore can be covered. With cases of open wounds on the face, children are unable to keep from touching it. This can cause infection as well as spreading of the wound itself. Symptoms of Hand Foot & Mouth include: red spots, rashes, blisters and peeling skin. Although as the name suggests, common places for these symptoms are hands, feet and mouth, these sores can appear all over the body.

Head Lice: Our facility performs lice checks when we become aware that there may be lice to which children, staff, or families may have been exposed. In the event head lice are found, temporary dismissal may be required. Children will be allowed to return when they are lice and nit free. Because of the types of toys we have and our scheduled nap times, we have to be as diligent as possible in keeping our facility as protected as possible.

Contagious Illnesses: Including but not limited to, FLU, COVID, Strep, Pink eye, and RSV. If your child is diagnosed with any of these illnesses, we need to be notified as soon as possible, so that precautions can be taken to limit the spread and families can be notified. **In rare cases we may choose to send a child home without the presence of the aforementioned symptoms. Some reasons we may do this would be: lethargy, not eating, or participating, or excessive fussiness.*

In the event a contagious illness is diagnosed in your child's classroom, we will notify all parents through the Procare app.

Any child suffering from any of the above symptoms will be separated from the group and cared for in the childcare office. Your child's teacher or office personnel will contact the parent/guardian or emergency contact to pick up the child. Be sure to indicate alternate emergency contacts on your enrollment form in the event your child becomes ill and you cannot be reached.

Schedule and Acknowledgement Form

Please mark your child's schedule below. The schedule helps us to know our enrollment numbers and what to charge you for when you have run out of vacation days, if you are in childcare. We understand that from time to time, schedules can change, due to substituting days or using a vacation day. This schedule does not replace the use of our quarterly calendars. Those calendars help us with scheduling staff, your 3 month commitment discount (for full time childcare only), and to know what days you plan to use as vacation days. Please see the director or childcare coordinator with any questions.

My child(ren) _____ will attend:
(name(s))

____ 2-day preschool

____ 3-day preschool

____ Full-time childcare

____ Part-time childcare (please mark days below)

Monday	Tuesday	Wednesday	Thursday	Friday

I acknowledge that I have read through and will follow the handbook and commit to my child participating on the days and in the programs marked above. If there are changes to the schedule we have committed to, we will submit them in writing to the director and/or childcare coordinator for approval.

Signed _____

Date: _____