



Student Handbook

Little Scholars Preschool & Daycare
Compass Church- Yorktown
8116 W. Jackson St, Muncie, Indiana
Monday thru Friday, 7am-6pm

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INTRODUCTION

We believe children learn best through play, interaction, love and active participation. We will strive to provide a loving, Christian environment that allows opportunities for each child to experience social, spiritual, emotional, intellectual and physical growth.

It is vital to provide a curriculum that considers each child's individual needs, learning styles and stage of development. Also, we feel it is necessary to foster an atmosphere of teamwork between school and home that allows the child to smoothly make the transition to school and keeps the family involved in each step along the way.

DAYCARE RATES

Enrollment fee \$75 (\$100 max. per family)

Part-Time (25 hour/week or less)

- PT Infant: \$200/wk
- PT 13-30 months: \$190/wk
- PT 31m and up: \$180/wk

Full-Time (over 25 hours/week)

- FT Infant: \$240/wk
- FT 13-30 months: \$230
- FT 31m and up: \$220

School-aged children only:

- Daily Rate: \$45*
- After School Care (includes 2-hour delay): \$75/wk
- Single day up to 2 days (for children IN after-school care): \$20*

*Multi-child discount does not apply to 2 hour delay or single day/daily rate

SCHOOL AGE CARE

Compass Daycare and Preschool offers school-age care during Yorktown Community Schools snow days, breaks, and holidays in which the daycare is

scheduled to be open. Tuition rates are as follows: Daily Rate \$45.00 Spots are limited. Please call in advance if you are planning for your school-age child to attend.

MULTI-CHILD DISCOUNTS

If you have more than one child enrolled in daycare, each additional child will receive a \$10 discount. The rates will be calculated as follows (example only):

<u>Full-Time Rate</u>	<u>Part-Time Rate</u>
1 st child \$220/wk	1 st child \$190/wk
2 nd child \$210/wk	2 nd child \$180/wk
3 rd child \$210/wk	3 rd child \$180/wk

DAYCARE TUITION PAYMENTS

Tuition is due on the Friday of the week your child attends daycare. Payments are to be made on a weekly basis unless you make arrangements to pay bi-weekly. Late payment will result in a \$15.00 late fee.

DAYCARE PICK UP

An authorized person, parent, or guardian is the only person allowed to pick up your child. PLEASE NOTIFY YOUR CHILD'S TEACHER WHEN THE ADULT PICKING UP WILL BE DIFFERENT. The daycare reserves the right to check I.D. or question any person during pick-up for the safety and well-being of your child.

All daycare children must be picked up NO LATER THAN 6:00 PM each day. A \$1 late fee will be added for every additional minute the child remains in the daycare.

ENROLLMENT FORMS

All daycare children must have the Information Sheet, Medical Release Form, and a copy of current immunization records on file by the child's first day. In addition, all daycare children must have a signed Parent

Notice on file. ONLY those listed under Authorized Persons on the Information Sheet will be allowed to pick-up your child. We reserve the right to check identification on any person. You may add an authorized person at any time.

HOLIDAYS AND CLOSINGS

The daycare will be closed on the following holidays:

- New Year's Eve (1/2 day)
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving (no tuition due)

In addition, the daycare will be closed one week around the Christmas holiday. Tuition will NOT be due for this week.

STUDENT VACATION WEEKS

Each child is allowed two vacation week credits per calendar year. If the child is not in attendance for a full calendar week, a vacation credit may be used resulting in no payment due for that week. Please notify the daycare director at least one week in advance so that we can schedule staff appropriately.

DAYCARE WEATHER DELAYS AND CLOSINGS

The daycare will close only in a very severe situation. Examples of this include, but are not limited to: a red travel advisory for Delaware County or the facility is without power. A delay or closing announcement will be communicated to you via the ProCare app.

BEHAVIOR POLICY

It is very important that a child's development is nurtured through caring, patience, and understanding. While caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior, and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or unnecessary isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, only if necessary

As a parent, you may have some concerns or wish to offer suggestions for your child. Your suggestions are welcome at any time.

SUSPENSION AND EXPULSION POLICY

It is our goal to find solutions to avoid the suspension or expulsion of students from our program. It is the absolute last resort to suspend or expel a student.

Here are methods we will use to offer the best solutions possible for a child's development and behaviors:

- Teachers will provide a purposeful, engaging environment that represents and supports cultural diversity and the different stages of child development.
- Teachers will support children's social and emotional development by helping them understand their own (and others') feelings, regulate and express their emotions appropriately, build relationships, and support positive interactions with others in group settings.
- Our staff will undergo continuing education each year to ensure they are more than adequately equipped to support a child's development and developmentally appropriate behaviors.
- When behavioral challenges arise, we are committed to engaging in prompt family collaboration regarding a child's behavior, including solutions that have worked at home or in other settings.
- We will seek ways to support each family in identifying agencies for services including but not limited to: behavioral support, early childhood mental health consultations, and early intervention.
- Exclusionary measures should only be taken when a serious safety

threat exists and can't be addressed with reasonable modification and/or the use of positive behavior supports.

NAP TIME PROCEDURE

Naptime will be approximately 2 hours each afternoon for those children enrolled in daycare. All daycare children are required to rest during these hours. Each child will have his/her own cot to use, provided by the daycare. Parents are responsible for providing a blanket and /or a small pillow. PLEASE BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS! All bedding will be sent home on Friday (or your child's last day of the week) to be laundered by the parent and will need to be returned on Monday.

VISITORS POLICY

No person(s) other than a parent or a guardian may visit the daycare at any time unless accompanied by a parent/guardian or approved by the director. Parents/guardians are welcome at any time.

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 national criminal history check, consent form, and have completed all required trainings)
- We will avoid caring for children in areas that are being remodeled, repaired, or painted.

- The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The childcare facility will take the following steps to maintain a safe environment for children.

- Ensure that a qualified caregiver maintains ratios, group size and supervision at all times. (inside/outside, field trips, transportation etc.)
- Keep the childcare in a sanitary condition at all times through routine cleaning.
- Sanitize toys, furniture, cots and other equipment used by children, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.
- Follow any Executive Orders (EO) or local public health emergency requirements.
- Ensure handling and storage of hazardous materials and the appropriate disposal of biocontaminants.
- Practice handwashing.
- Avoid exposure to blood and bodily fluids.
- Avoid poisons and hazardous material including but not limited to; plants, asbestos, carbon monoxide, pest control equipment.
- Protect from hazards that can cause bodily injury such as electrical

hazards, bodies of water and vehicular traffic.

FIRST AID AND INJURY

All daycare employees are certified in CPR and First Aid. The Compass Daycare and Preschool is equipped with the following First Aid supplies:

- Hydrogen Peroxide
- Antibiotic Ointment
- Band-Aids & Bandages
- Vaseline
- Antiseptic Wash

SICK CHILD POLICY

We are concerned about the health and safety of every child. We ask that you do not bring your child to school if one or more of the following symptoms are present within the previous 24 hours:

- Coughing
- Pink Eye
- Fever (100.4 degrees or higher)
- Impetigo
- Head Lice
- Runny nose and /or eyes
- Inflamed mouth or throat
- Vomiting and/or diarrhea
- Unusual fatigue or irritability

If a child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before returning to preschool or daycare. If it is necessary for your child to take prescribed medication at preschool or daycare, please obtain the Medication Policy Form from your child's teacher. If a child is found to be ill, he/she will be isolated from the other children and a parent will be called. An authorized adult must pick up the ill child within 1 hour from the time the call is made.

EMERGENCY PLANS

In the event of an emergency evacuation or any type of emergency, parents will be notified through the ProCare app. If there is a serious illness, injury, or death of a provider, parents will be notified, and appropriate support will be provided for children in our care.

DAYCARE MEALS AND SNACKS

Two snacks per day are provided by the daycare. Children have milk with the morning snack and water with the afternoon snack. Lunch is included in the weekly tuition. A lunch menu will be available to pick up in the daycare office each month. If you prefer to send lunch with your child, please put it in a lunchbox with your child's name on it. Your child's lunchbox will be kept in the refrigerator until lunch time. The daycare will provide milk and silverware for lunch packers. Parents are welcome to pack items that need to be warmed up.

IF YOUR CHILD HAS A FOOD ALLERGY, PLEASE LET THE DIRECTOR KNOW SO THAT ALL NECESSARY PRECAUTIONS MAY BE TAKEN!

ATTIRE

Please dress your child in comfortable clothing and keep in mind that daycare can be a messy place! Also, be sure to dress your child for outdoor play. This includes tennis shoes and cold weather gear (hats, mittens, extra sweatshirts, coats) when appropriate. Please label all items with your child's name. Children in the daycare will go outside once the temperature reaches 45 degrees unless it is raining, muddy, or too windy.

BUS RIDERS

Children riding the bus to the daycare after school will be expected to behave appropriately on the bus and to follow all school/bus rules. Please call the daycare if your child WILL NOT be riding the bus due to illness, other arrangements made, after school activities, etc. If your child does not get off the bus on a day we are expecting him/her, we will be contacting you.

FACEBOOK PAGE FOR LITTLE SCHOLARS

We do have a Facebook page that, on occasion, we post daycare pictures. This is also an information tool, we use for classroom information, as well as weather alerts. If this is something you do not want us to do with your child, please make us aware so we can be sure your child is not photographed!



Handbook Policies

For the Compass Daycare and Preschool (aka, “Little Scholars”)

The Handbook for the Compass Daycare and Preschool outlines important policies and is crucial for parents to read and review. A few of the policies include, but are not limited to, tuition, attendance, holidays, weather closing, sick policies, emergency plans, behavioral plans, safe conditions, and suspension/expulsion.

I was provided the Handbook for the Compass Daycare and Preschool and have read and reviewed the information and policies. My signature affirms that I understand and agree to the information and policies contained in the Handbook.

Parent/Guardian Signature _____ Date _____

Child's Name

Date of Birth