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"Making Child Care Meaningful since 1994"

PARENT HANDBOOK

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Please keep this copy of the Parent Handbook and return the only the signature page (pg. 25) with your enrollment paperwork.

PARENT'S HANDBOOK

Little Saints Philosophy:

We believe:

- We are to support the overall development of the whole child: spiritually, emotionally, socially, intellectually, and physically.
- Each child is uniquely made by God for His purpose.
- Each child possesses gifts and talents.
- Every person, including children, deserves respect and dignity.
- We are to work in partnership with families in the care and education of their children.

Little Saints Vision:

Our vision is to promote and develop successful lifelong learners while building a strong foundation and love for God.

Who We Are:

Little Saints is a ministry of St. Paul's Lutheran Church. We exist as an extension and out-reach arm of the church. Our mission is to provide for the basic need of childcare and before/after school care for the children of our community. We choose to do this in a Christian and caring environment. It is our desire to share Christ daily in our programs, curriculum, actions and attitudes.

Our Mission:
It is our desire at Little Saints to help lay the ground work for children's future and to provide a safe and secure environment for learning and growing.

What We Believe:

We Believe That all scripture is inspired by God, profitable for teaching, reproof for correction and training in right living. The Bible is our standard and measure for living daily.

We Believe That God exists eternally, as one, in three persons – the Father, the Son, and the Holy Spirit.

We Believe That God is the absolute and sole creator of the universe.

We Believe God became a man in our Lord, Jesus Christ. He was born of a virgin, was crucified, died and was buried and resurrected. Later He ascended into heaven and is seated at the right hand of God and Father. He is the head of the church and He is our only mediator between God and man.

We Believe That because Jesus died and rose again, we can have salvation and forgiveness from sin by faith in the work Jesus did on the cross. Our salvation is by God's grace alone.

We Believe It is the goal of every Christian to grow into "Spiritual Maturity" and discover what God would have them to do in His service. This growth comes through searching the Scriptures, Church fellowship, and the leading by God's Holy Spirit. This is a life-long journey.

We Believe That the Holy Spirit is the third person of the Triune God, and that He will direct us in our daily living as a Christian.

We Believe The Holy Spirit is working in the church today; leading and guiding His people in our daily walk with God.

We Believe The purpose of the Church is to lead people to Jesus Christ, to personal growth and discipleship and to Mission Outreach at home and around the world.

SECTION 1: SERVICES

STATEMENT OF SERVICES:

Little Saints is a year-round program that offers all day care for children ages 6 weeks to 12 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that include a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play, story time, and chapel activities. We offer a full-time contract for children attending 4 or more days a week. We have a limited number of part time slots, which are for children here for 2 or 3 days per week.
School age child care is available for children Kindergarten through 5th Grade.

HOURS AND DAYS:

Little Saints is open from 5:00 am to 6:00pm, Monday through Friday. We are closed New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and we are shut down for the entire week of the fourth of July and also the week of Christmas. If holidays fall on a weekend day or during shut down, Little Saints will determine what day to use as the holiday. These days will be decided as early as possible and will be posted for your convenience. *All holidays excluding shut down weeks will be charged at the regular rate.* Contracts are for either full time or part time tuition. Full time is considered four or more days a week. Part time is considered to be two or three days per week for children under Kindergarten age.

Little Saints will announce shut down weeks at least four months in advance. Usual shut-down weeks include the week of the Fourth of July and the week of Christmas. Tuition will not be charged for shut down weeks.

If the building is without heat, water or electric, Little Saints cannot be open. If power, water or heat goes out during the day for longer than a two-hour period, parents will be notified to pick up their children. Little Saints cannot remain open over the two-hour time period in the event of power, water or heat outage.

CHILD ABUSE REPORTING POLICY:

The State of Indiana requires that Little Saints and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities, any and all suspected cases of abuse to a child.

At Little Saints, our staff is mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is found guilty in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the child care program and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.

- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Little Saints. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the child care ministry upon enrollment, and all immunizations must be kept current. Little Saints must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook.

Before your child/children attend Little Saints, the following are required:

- **Current immunizations records on each child**
- **Current child physical (within 30 days of enrollment)**
- **Copy of birth certificate**
- **All forms included in the enrollment packet**
- **Payment of registration fee**
- **First week's tuition fee**

From time to time you will be asked to update specific forms. Please respond to these requests immediately in order to avoid any disruptions to your child care services. We reserve the right to suspend services until the requested information is provided to us. If Little Saints suspends child care services due to failure to provide requested information on your part, Little Saints is not required to hold your child's spot during the suspension period.

ADMISSION AND WITHDRAWAL:

Parents wishing to enroll their children in the child care ministry are encouraged to set up an appointment with the office to come and tour the facility and meet the director and their children's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time, we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the child care ministry. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. A photocopy of your child's immunization form will be kept in your child's file. If Little Saints is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional $50 administration fee.

START DATE:

Upon deciding that Little Saints is the place for your child(ren), you will be asked to complete all paperwork and pay a non-refundable registration fee per child. There is also an annual materials fee which is due upon enrollment. If it is not paid during enrollment, it will be added to the first week's tuition statement. All tuition fees must be paid before the start date. Prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with immunization records, physical form, and copy of birth certificate. Parents are required to notify the center 2 weeks prior to their child(ren) withdrawing from Little Saints.

OPEN DOOR POLICY:

Parents can visit whenever they wish. We only ask that you let staff know you are in the building.

VISITING LITTLE SAINTS:

You are welcome to visit your child at any time. We do ask that you check in with the office before going to your child's room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our program. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Little Saints. ***Each year in August we will update your tuition contract to include a 3% annual tuition increase.*** There will be a deadline given for compliance to this requirement. The annual material fees will also be added each year at this same time. If Little Saints is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional $50 administration fee.

DROP-OFF:

Parents must accompany their child(ren) into the Little Saints Child Care Ministry every morning and sign in their child(ren) immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. The children are not allowed to come into the Little Saints alone or to sign themselves in. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP:

All children must be picked up and signed out by an adult who is at least **18 years of age** and/or person approved by the parent and the program. Anyone, including all parents, who are to be allowed to pick the child up, ***must*** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. Little Saints Child Care Ministry reserves the right to not allow any individual onto the property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is updated annually.

IDLING:

Please help us maintain healthy air quality by not idling your car near exterior doors. The IDEM recommendations are as follows:

- At 32 degrees or above, vehicles will be allowed to idle for up to 5 minutes.
- From 20-32 degrees, vehicles will be allowed to idle for up to 15 minutes.
- From 20 degrees and below, vehicles will be allowed to idle for up to 30 minutes or until front windows are defrosted and all safety equipment is operable.

PARKING POLICY:

Little Saints Preschool has a drop-off area by the west wing doors. This is only for those families dropping off or picking up preschool and pre-k children. Little Saints Child Care families are asked to park and bring their children into the building and sign your child into their room. Please do not park near the doorways. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Little Saints is not responsible for items lost or stolen from cars or from the parking lot or facility. Please be alert to children crossing the parking lot.

TRANSPORTATION POLICY:

Little Saints does not provide transportation to school or other extra-curricular activities. In the event a field trip is scheduled, it will be within walking distance of the child care facility. You must give permission for your child to attend field trips by initialing the proper box on your child's enrollment form. Child/staff ratio's will be maintained at all times with qualified staff or volunteers. Little Saints cannot provide transportation to or from school or for field trips. Please contact Middlebury School transportation: 574-825-9410; or Superintendent's office: 574-825-9425

WAIT LIST:

Due to State Regulated ratios and availability, it is possible that you may have to place your child on a wait list. Any parent/guardian interested in a spot may request to be placed on the wait list at any time. As soon as there is an available opening, the parent/guardian will be notified by telephone. The parent/guardian will then have *24 hours* to respond **and** pay the $45 registration fee. If Little Saints receives no response or registration fee within the 24-hour period your name will be crossed off and the next person on the wait list will be contacted. **If you decide to withdraw your child for any length of time, including the summer months, and are placed on the wait list it does not guarantee a spot will be available when you are ready to return.** You may choose to be skipped if you are not ready to enroll at the time when a spot becomes available. You may remain on the wait list; however, a spot may not be available when you wish to re-enroll. A registration fee will hold your spot for a time period no longer than 4 weeks. Little Saints will fill all available spots on a first come first served basis. It is your responsibility to notify Little Saints if your contact information has changed. Invalid contact information will result in the name being crossed off the list.

DIAPERS:

Please provide diapers and wipes for your non-potty-trained children. All items must be labeled with the child's first and last name. You may bring a package of diapers to leave in their classroom. You will be notified when your child is running low on diapers. Enough diapers must be provided for a diaper change roughly every 2-3 hours.

TOILET TRANING:

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the child care program.
Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers will discuss how to proceed. Each child will begin at a different time and progress at a different rate. The staff will always allow enough time for each child to use the potty. Children may not sit on the potty for extended periods of time, no more than 5 minutes. More than 5 minutes on the potty will only be utilized if the child is actually going and needs more time. ***The staff cannot and will not force a child to sit on the potty if he/she does not want to*** use it or begins to cry. Due to Universal Precautions, underpants alone can be introduced only after the child has gained control and tells others that he/she needs to use the potty. We will do our best to support efforts in training, but cannot support unrealistic expectation during the process. It is very important to allow the child to make choices and lead the way. This will create less stress and increase the child's feelings of success. The Director and

staff are available as a resource to answer any questions about your child's toilet training progress at Little Saints. Several complete changes of clothes should be kept at the center during this process. **Also, the child must be wearing clothing that is easy for the child to remove and put back on by themselves. The use of onesie's, clothing that snaps or zips, overalls, and multiple layers of clothing is not acceptable for use if you are potty training or expecting your child to sit on the potty.**

STATE REGULATIONS:

We understand the importance of keeping strict compliance with the state ministry regulations in order to ensure a quality environment for your children. Little Saints complies with the applicable state ministry regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. This also includes documentation required on each child. If your child's file is not up to date, it could risk our certification or your child's enrollment.

TOYS:

Little Saints has a wide variety of toys, games and other resources to offer children during center time. Toys in every classroom will be rotated regularly to ensure children have a variety of toys available. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the program, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Little Saints is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction. Do not bring computer or other electronic games.

SECTION 2: PAYMENT POLICIES AND PROCEDURES

WEEKLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our center, not the attendance. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. Little Saints has either full time rates or part time rates. **Part time days must be chosen at the time of enrollment. Part time is two or three days per week; full time is four or five days a week**. These rates cannot be prorated. The tuition contract may be adjusted once every 6 months with a required 2 weeks' notice of intent to change services. This is allowed at the discretion of the management based on space availability. **Contracts will be updated annually in August along with a 3% tuition increase.** Families will receive a weekly invoice. Additional fees may occur as in the case of school aged children who need additional services due to an irregularity in the school schedule such as school cancellation. In the case of summer break, a new contract will be entered into by the parent's and specifying the charges for this period.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are paid in advance. Full time is four or more days a week. Part time is for two or three days per week. Payment is due on Friday for the following week. There will be a $25.00 late payment added if the account is not paid by the close of business on Friday. Failure to pay on time or follow the agreed upon scheduled payments will result in termination of services. No account will be allowed to carry a balance past the second week of non-payment unless arrangements have been approved by the Director. Little Saints will suspend services on Friday of the second week of non-payment. If suspension occurs, Little Saints is not required to hold your child's spot in the program. There will be a $25.00 fee added on all returned checks. After two NSF checks are received by the center, payment will be required by cashiers check or money order. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Clients may pay by check, cash, cashiers check, or Money Order. All payments will be payable to**: Little Saints Child Care.**

Payments should be placed in the payment box located outside the Director's office. All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice. Registration fees are non-refundable. Little Saints may seek collection of fees due and clients may be required to pay a two-week termination fee, and any collection costs and attorney's fees incurred by Little Saints to collect this amount. If Little Saints elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

REFUNDS:

We do not issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes will be issued in January for currently enrolled children with zero balances. Annual statements will be mailed to inactive accounts with zero balances by request only.

LATE PICK-UP FEE:

There will be a $1.00 per minute fee added to the weekly tuition bill if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. If a parent is notified that a child is ill and needs to get picked up, and the parent does not send anyone, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. **Children left at Little Saints longer than 30 minutes past closing will be considered abandoned and the local police department will be called and Child Protective Services will also be informed.**

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Regular weekly rates are expected even when the child is on vacation or absent due to illness. We request that all absences be reported to Little Saints office prior to or the day of the absence. We require a two-week written notice prior to your child leaving the program or a change in your child's contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. The program reserves the right to require the dis-enrollment of a child according to our discipline and behavior policy. The program also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at Little Saints or St. Paul's church or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the child care program, its policies or its staff.

Each family will receive one consecutive week free for vacation. This can only be used for a week that your child will not be attending.

SNOW DAYS/CANCELLATIONS:

Little Saints will make every effort to remain open during the snow and ice. Weather emergencies may cause the child care and preschool program to close. Please check either WSBT 22 at www.wsbt.com or WNDU 16 at www.wndu.com for closings or delays. The program will close for electric, gas or water outages and when a state of emergency is issued for Elkhart County.

IN EVENT OF EMERGENCY:

If Little Saints Child Care & Preschool Ministry is closed due to an emergency situation, please contact Early Childhood Alliance, the reference and referral agency for our county: 800-4231498 or 260-745-2501. Website: www.ecalliance.org. Emergencies could include weather related closings, illnesses, and/or loss of electric or water. If the building is without heat, water or electric, Little Saints cannot be open. If power, water or heat goes out during the day for longer than a two-hour period, parents will be notified to pick up their children. Little Saints cannot remain open over the two-hour time period in the event of power, water or heat outage. It is also suggested that you sign up for text alerts from **WNDU or WSBT** and ensure you are logged in to the child care app.
Fire drill and tornado evacuation plans for Little Saints Child Care and Preschool Ministry are enclosed.

If a staff member is ill or absent, children may be reassigned to a different room. Substitute teachers may be assigned to your child's class. Any questions should be discussed with the child care director, 574-825-9683, email: daycare@stpaulsmiddlebury.org

SECTION 3: ADDITIONAL INFORMATION

ACCIDENT REPORTS:

Safety is a top priority of Little Saints. Yet, there are times when an accident/incident will occur between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

ALLERGIES & MEDICATIONS

We must be aware of any food or other known allergies that affect your child. This allows us to alert all of our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Authorization to give Medication" form and an Emergency Action Plan must be on file if your child requires an Epi-pen or other emergency treatment. If your child requires an Epi-pen, or to be given an antihistamine in the event of possible ingestion of the allergy, you must provide the necessary medication to Little Saints and it must remain here as long as your child is enrolled. For the overall health and safety of the child with allergies, Little Saints reserves the right to refuse service unless the correct preventative medications are provided. Little Saints does not provide medications for children as this is the responsibility of the parent. Little Saints will notify you when a new Epi-pen or antihistamine needs to be provided per the expiration date. Prescription medications must be provided with the prescription label intact with the child's name, date, and instructions. Over-the-counter medications requires a signed "Authorization to give Medication" form with the ***specific*** medication to be given, the dosage amount, and how often. We cannot dose any medication to a child without proper physician's authorization and documentation.

CHILDREN'S BIRTHDAYS:

Birthdays are special days for children. If you wish to celebrate your child's birthday at Little Saints, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. Cookies, cupcakes, or other snacks are acceptable and must be store bought.

Healthier Alternatives for Parties:

- Make kabobs by putting cubes of low-fat cheese and fruit on pretzel sticks
- Create a parfait by layering vanilla yogurt and mandarin oranges or blueberries in a tall glass
- Trail/cereal mix (whole-grain, low-sugar cereals mixed with dried fruit, pretzels, etc.)
- Let the children create their own miniature pizzas by allowing them to select their fruits and vegetables and low-fat cheese to top it.
- Vegetable trays with low-fat dip

- Serve fun seasonal beverages (such as warm cider in fall or a fruit slushy in summer)
- Fill a waffle cone with cut-up fruit and top with low-fat vanilla yogurt.
- Add some adventure by serving and teaching about a less common fruits or vegetables.
- Frozen bananas, but before freezing-dip it in yogurt and roll it in crushed cereal.
- Whole grain crackers with cheese or hummus dip.

Parties are fun and a great tool to help children socialize, but they can also encourage unhealthy food choices. Here are a few ideas to help you offer healthier alternatives for parties.

Check out Healthier Alternatives for Parties handout and parent letter on the CACFP website: http://www.doe.in.gov/food/childadults/welcome.html in our Resource section.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

Little Saints complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our program, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the child care director.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child **WILL get dirty**!! Children will have opportunities for outdoor play twice a day, weather permitting. Children will go outside if the temperature is above 30 degrees or below 100 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If extra clothing is not provided, Little Saints reserves the right to notify you that extra clothing must be brought in immediately if they will be staying for the rest of the day. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**
Parents need to bring their children dressed appropriately for outdoor play everyday. Outdoor playtime may not occur or be shortened due to weather conditions. This includes a wind chill at or below 32° F and a heat index at or above 90° F as identified by the National Weather Service.

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non-food allergy forms. All of these forms will be updated annually.

INFORMATION CHANGE:

Parents are to notify the child care office of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The child care ministry requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Little Saints has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

SECTION 4: CURRICULUM & CLASSROOM ENVIRONMENTS:

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Class divisions are based upon three issues. These are: the individual developmental needs of each child, State set student to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap.

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CURRICULUM OVERVIEW:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children in each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals of active learning:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

INFANT & TODDLER CURRICULUM:

We will keep your child on his/her individual daily schedule as much as possible. During the day, we will do activities with to help infants & toddlers develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

Infant care also involves sleeping and eating patterns. We follow the Safe Sleep recommendations which include placing an infant on their back to sleep with no other objects in the bed. Toddlers will nap on a cot and may bring a personal blanket & pillow.
Infants will be held when drinking a bottle; the bottles will not be propped. At the appropriate time, cereal and other solid foods will be fed with a spoon, not in a bottle. Toddlers will have an eating schedule and will eat at a table. Information will be given to each new family. Any questions or concerns can be covered with your child's teacher.

TODDLERS, PRESCHOOL, SCHOOL AGE CURRICULUM:

We understand every child is unique. The curriculum will cover the following areas:

Movement and Coordination
- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills
- Sense of self and personal responsibility
- Working in group setting

Work Habits
- Memory Skills/
- Following directions
- Task persistence and completion

Language
- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics
- Patters and classifications
- Geometry
- Measurement
- Numbers and numbers sense

Spiritual
- Daily Bible stories
- Prayer before meals and other times
- Chapel time with stories, songs

Orientation in time and space
- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science
- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music
- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts
- Attend to visual detail
- Creating art
- Looking at and talking about art

Social-Emotional Development is as vital to children's success as other areas of development. Our classroom environments encourage children's sense of self as teachers use strategies to help with self-regulation, support children through for conflict resolution and encourage relationship building.

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulative, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, and discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time. If we cannot go outside we will provide large motor activities inside the building.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation. Modeling and encouraging good table manners.

Rest Time: Children are given the opportunity to nap or rest each day.

Chapel Time: usually Monday and Thursday -9am-9:30 am. Chapel consists of Bible stories and songs.

TRANSITION PLAN:

Little Saints will create an individualized transition plan to help children who are about to transition from one class to the next. This is to help the children become familiar with the new teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the transition plan may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

SECTION 5: ADDITIONAL POLICIES

OUR STAFF:

At Little Saints we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our staff has:

- A detailed interview and screening process.
- Approval by the state of Indiana through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of 15 clock hours of training required to be qualified to continue to work in an early education setting.

VOLUNTEERS:

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

PARENT/TEACHER CONFERENCES:

Annually, your child's teacher will schedule conferences to discuss your child's progress, as well as any questions or concerns parents may have. Information will be collected throughout the school year to document progress of skills. A conference can be scheduled at any other time to discuss any concerns that a parent may have. A sample of the conference form is attached.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at Little Saints. Little Saints annual activity fee will be added each August. Children who enter the program after August or prior to August of the following year will pay an initial supply fee upon registering and an additional supply fee added in August. No prorating will be given on this fee.

Please mark all items clearly with your child's name. Additional personal items which are needed include:

1) A small blanket for rest time
2) If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily or leave one in the child's cubby at school.
3) A bag or backpack
4) Extra clothing

MEALS AND SNACKS:

Our meal and snack service consist of a breakfast, morning snack, a hot lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences. **No outside food is permitted without a doctor's written permission explaining why the child must eat a special food.**

FOOD FOR INFANTS AND TODDLERS:

Information will be provided by the staff.

DISCIPLINE AND BEHAVIOR POLICY:

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we will have to respond to a child's misbehavior. Hitting, kicking, spitting, biting, hostile verbal behavior and other behaviors which will hurt or put other children or staff in danger are not permitted.

In response to misbehavior, I will **NOT** use the following:

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

In response to misbehavior, I **WILL** use the following:

- Respect for the 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 safe area for a "time out", no longer than one minute per year of the child's age.

If your child's behavior is very disruptive or harmful to himself, other children, or staff we will discuss the issue with you privately. If we are unable to resolve the behavioral issue(s), you may be asked to make other child care arrangements *(see suspension and expulsion policy below).*

We expect parental involvement in discipline and behavior intervention as outlined in the discipline policy as well as the suspension & expulsion policy.

SUSPENSION AND EXPULSION POLICY

It is vital that all children feel safe and secure while they are in our care. When negative behaviors become a disruption to the program we will:

- Communicate behaviors and concerns to the parent through verbal notifications as well as written notification via accident report and/or electronically. You will be asked to sign all written paper notifications & accident reports.
- Maintain written observations notes in the child's portfolio to determine if additional supports are needed. If supports are needed, we will contact the appropriate referral agency. (CCR&R, First Steps, CAPS, etc.)
- Attempt to correct the behavior through positive guidance as outlined in Little Saints discipline policy. *(see above)*
- 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. This support will be applied appropriately, according to the child's age.
- Meet with the parent if the behavior continues, gets worse, or additional behaviors surface. Signed documentation of parent attendance is required at each meeting.
- Create a behavioral modification plan in which parents are expected to help create, participate with, and follow.
- Hold follow up meetings as needed to discuss behavior modification plans.
- **It is expected that if a referral is made, the parent will participate by providing necessary documents, attending meetings, and completing recommendations as suggested by outside referral sources.**

Parents are expected to attend behavioral meetings, be open to assistance through additional supports, and cooperate in assisting the center and outside sources with changing negative behaviors, especially those that put the child, other children, or teachers in danger or at risk. **Failure to participate in behavior modification plans, follow up meetings, or complete referrals for additional support will result in dismissal from the program.**

While we make every effort to avoid suspension or expulsion there are times when it is necessary for the well-being and safety of the child, other children in the program, and the staff to initiate a temporary or permanent suspension or expulsion.

REASONS FOR IMMEDIATE DISMISSAL

Behaviors that are cause for immediate dismissal include, *but are not limited* to the following:

- Physical behaviors that harms other children or staff such as biting, throwing chairs, using objects to inflict marks/cuts/bruises
- The child threatens to run out of the building, or actually does run out of the building, putting a staff member in a position where the staff must choose between chasing after one child or staying with the assigned group of children.
- Unsanitary behaviors that threaten the health and safety of other children.
- Verbal or abusive behavior from the parents towards staff. Use of foul language in front of other children, threats, yelling, creating an unsafe environment and the like will not be tolerated.
- Any other behavior/issue from the child or parent that creates an unsafe environment for the program as a whole.

If suspension or expulsion is decided by Little Saints, we will notify you both verbally and in writing using a dismissal form. We will need a signature on the dismissal form at pick up.

PARENTAL INVOLVEMENT:

Parents can visit whenever they wish. We only ask that you let staff know you are in the building.
We encourage all parents and/or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At Little Saints, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits.
We have an open-door policy that allows parents access to the center during operating hours. Below is a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Little Saints office with their suggestion.

1. Parent Meetings
2. Fall Open House
3. Programs and Special activities, such as the Christmas Program
4. Special parent's involvement activities such as workshops
5. Party Day Volunteer
6. Come and eat lunch with your child
7. Classroom Volunteer
8. Send special treats for snack or meals (please notify the teacher a day or two in advance)
9. Help with center Fund Raiser
10. Reverse Field trips (When we bring a "field trip" type activity to our property)
11. Join the Little Saints Board of Directors
12. Ask to be a room parent

ILLNESS POLICY

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of the children and employees of Little Saints. In order to provide a safe and healthy environment, we rely on our parents to monitor their children with these guidelines in mind. As required by the State of Indiana, a child that has any of the following illness or symptoms of these illnesses should be kept at home until the child is symptom free for a full 24 hours or longer based on illness without the aid of related medications (ex: acetaminophen, ibuprofen, anti-diarrheal medications and first round of antibiotics).
As outlined by the State of Indiana, infectious diseases, are including, but not limited to, the following:

- Fever (temperature of 100 degrees or above, within the last 24 hours)
- Hepatitis A
- Cytomegalovirus (CMV)
- Chicken pox
- Covid-19 (see Pandemic/Covid-19 Policy below)
- Rubella
- Measles
- Pertussis (whooping cough)
- Excessive, non-stop coughing
- Fifth disease
- Undiagnosed skin rash
- Hand, Foot, and Mouth disease
- Influenza
- Tuberculosis
- Shigellosis
- Giardiasis (microscopic parasite that causes diarrhea)
- Cryptosporidiosis (microscopic parasite that causes diarrhea)
- Campylobacterium (one of the most common causes of diarrhea)
- Diarrhea **(2 or more stools occurring within the last 24 hours, in our care or at home)**
- Vomiting **(2 or more instances occurring within the last 24 hours, in our care or at home)**
- Meningococcal disease
- Strep Throat
- Pink Eye -diagnosed **or** symptoms associated with pink eye **(child must be free of eye discharge before returning to care)**
- Ringworm
- Scabies
- Lice (nits and/or eggs present)
- Herpes
- Rotavirus
- Salmonella

Little Saints reserves the right to send any child home who is displaying any symptoms of the illnesses listed above and to also request the child be seen by a physician and provide a physician's note before a child may return to Little Saints. If a child is displaying symptoms at drop off management reserves the right to not accept the child for care that day. If you are called to pick up a sick child, you must pick up your child within 30 minutes. If a child needs to be sent home and the parents are unreachable, we will call the emergency contacts on the Pick-Up Permission Form.

Teachers will fill out a Symptoms of Illness Notification Form when management decides to send a child home. If you are asked to sign this form, please follow the guidelines outlined on the form. If you have questions or concerns about why a child is being sent home, speak to management. Teachers do not make this decision and should not be confronted by parents who are upset about the child being sent home. Also, please be aware that we must take the children outdoors and if a child is too sick to play outdoors, the child should be kept home. We cannot make accommodations and keep a child indoors due to illness.

PANDEMIC/COVID-19 POLICY:

In the event a pandemic has been declared; Little Saints will follow recommendations and guidelines set forth by the CDC, Office of Early Childhood & out of School Learning, and State Guidelines for licensing/registration. If a temporary shut-down is recommended, Little Saints will follow recommendations and protocol set forth by the above entities and will notify parents accordingly. Illness lists may change based on new information throughout a pandemic. In the event a child becomes symptomatic we will adhere to our illness policy as well as pandemic recommendations and send sick children home.

Covid-19 Pandemic: People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Covid-19 is a health hazard and we must remain compliant with health official's recommendations to remain operational. Operational requirements may change as the situation is fluid. It is the parent's responsibility to notify the child care facility of a child or parent's positive Covid-19 diagnosis and the child has recently attended the program. We must know so we can do what is required of us as a program in operation. We will notify families immediately of any confirmed positive cases within our facility. With any confirmed positive cases we will follow procedures outlined by the entities above and, if advised could result in temporary closures.

Covid-19 Self-Quarantine:
If you or your child has been ordered to be tested for Covid-19, the child **must not** attend until a negative result has been confirmed. If a positive result is given, the child cannot attend until a Two- week (14 days) self-quarantine has expired without symptoms of Covid-19, or until 72 hours has passed from the last experienced symptom, (see symptoms list below) without the use of medications.

Symptoms: may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

During Covid-19 outbreaks the following additional precautions will apply. We will send home children with the following symptoms:
- **An undiagnosed Fever of 100.1 or higher**. Children must be *fever free for 72 hours*. Children can only return if the fever is due to a documented NON-CONTAGIOUS illness, such as an ear infection, sinus infection, or secondary infection that is diagnosed **and documented by a physician** as NOT CONTAGIOUS. Fever diagnosed as a result of a virus must follow the 72-hour symptom free rule, regardless of a doctor's note. "Unknown origin" fevers must be 72 hours symptom free to return. Children who have a fever at drop off will not be admitted to the program.
- **Nausea, vomiting or diarrhea**: If a child has had 2 or more loose, watery stools, has thrown up, or is complaining of a stomach ache should remain at home and be 48 hours symptom free without medications to return. If additional symptoms appear, see the self-quarantine section above.
- **Excessive coughing and runny nose**: if your child is experiencing excessive coughing (non-stop coughing or coughing that causes vomiting), or an excessive runny nose (runs again as soon as it is wiped) please keep your child at home. Covid-19 is known to spread through body fluids and saliva droplets. Children with these symptoms put teachers and other children at risk of coming into contact with their body fluids and droplets. If your child's cough and runny nose are diagnosed by a physician as allergies or asthma, please use allergy or over the counter medications to control the symptoms. Over the counter products will require a doctor's note if we must administer the medication while in the program.

• **Shortness of breath and difficulty breathing**: if your child is having difficult time breathing or is short of breath, please do not bring him/her to child care. Keep your child at home to monitor breathing patterns and consult with your physician on whether or not your child needs medical attention.

SAFE RETURN POLICY/COVID-19:

Covid-19 symptoms cannot be all inclusive as health officials are still learning about the virus. If you or your child has been self-quarantined for Covid-19 illness the child cannot return until 72 hours symptom free without the use of medications. For example, if a symptom, such as a sore throat, cough, or fever, is observed on day 14 of the quarantine period, the child could not attend on day 15. The child must be symptom free for 72 hours ***after*** the symptom(s) have resolved without the use of medications.

Parents will not be permitted to walk through the building during pandemic outbreaks. We will have a staff member available to monitor upon arrival, check the child in/out, and take the child to and pick the child up from his/her classroom. Please maintain 6 feet of social distancing from other families who may be in the foyer.

Parents and visitors entering the building are required to wear a facial covering to combat the spread of Covid-19. If you do not have a facial covering, you must wait outside. Those violating this policy will result in your door code being removed. As Covid-19 is a public health hazard, we have a responsibility to our families to maintain a level of health and safety in our program. We reserve the right to send home children with any of the above symptoms and we reserve the right to require medical verification from a physician that the illness/symptom in question is not contagious to the other children or teachers in the program. We must receive required verifications BEFORE the child returns to the program. This policy may be updated periodically based on new research or guidelines.

SAFE CONDITIONS POLICY:

Ensuring a safe and healthy environment for all children is one of Little Saints top priorities. The following steps will be taken to ensure that your child is safe while attending Little Saints.

- Children will be actively supervised with the required number of qualified adults who have completed and meet all mandatory employment requirements.
- Children will not be cared for in rooms that are being remodeled, repaired, or painted.
- The director will monitor all interior and exterior areas to ensure the areas are in safe condition for the children.

Little Saints will take the following steps to maintain the child care areas:

- Clean the child care facility on a daily basis.
- Keep the facility in a sanitary condition at all times.
- Sanitize toys on a daily basis, furniture, and other equipment used by children will be sanitized weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

SUMMER DAY CAMP:

A summer camp program is offered during the summer months for school age children in grades Kindergarten through 5th. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre and field trips. A separate summer program fee is generally charged to help cover extra field trip expenses.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Weekly parent newsletters to keep you informed as to the overall program.
- Daily written communication in the form of "Daily Report" forms, "Incident/ouch" forms, and classroom memos will be placed in the child's "cubby" from time to time.
- Parent/Teacher meetings as scheduled
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the child care program and most of our employees work 6-8 hours a day. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the class room development for the earlier hours and the majority of the day. We suggest that you go to your child's "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime, generally 1-2:30 pm. There is always a member of management available for you to talk to in person or on the phone. You may also leave information for the Director in the child care office, call 574-825-9683, or you can e-mail us daycare@stpaulsmiddlebury.org

INTRUDERS:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY).
USDA is an equal opportunity provider and employer.
-Dr. Tony Bennett, State Superintendent of Public Instruction.

ADDITIONS AND CHANGES:

Little Saints reserves the right to edit or adapt the policies in this handbook as the needed. Little Saints Child Care Ministry and Preschool will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system at the time they are made effective.

Signature Confirmation Page

Dear Parent/Guardian:
Please sign and return this page to the child care office. Your signature below confirms that you have received a Little Saints Parent Handbook. Each parent will receive a parent handbook upon enrollment and as revisions are made. If you have questions or concerns, please call the child care director at 574-825-9683.
Thank you.

Please sign and return this portion to Little Saints. Please keep the handbook for future reference.

Child's Name: _____

Please initial each one:

_____ I have read and understand Little Saints Illness Policy

_____ I have read and understand Little Saints Pandemic/Covid-19 Policy

_____ I have read and understand Little Saints Discipline Policy

_____ I have read and understand Little Saints Suspension and Expulsion Policy

By signing below, I acknowledge receipt of the Little Saints Parent's Handbook

_____

Parent/Guardian signature **Date**