

GRACE DAY CARE  
HANDBOOK FOR PARENTS

GRACE DAY CARE  
615 North Twenty-second Street  
Lafayette, Indiana 47904  
765-447-2204

### GENERAL INFORMATION

Grace Day Care is a non-profit community service located within Grace United Methodist Church. It is part of the church's ministry with children.

The Day Care is licensed by the Indiana Family and Social Services Administration, and meets State and County requirements and regulations for health, safety, nutrition and program.

The State phone numbers are: Division of Family and Children: 1-317-232-4468, and Child Care Information Line: 1-877-511-1144.

### MISSION/PURPOSE/PROGRAM

Our objective is to provide safe, loving care that will enable young children to feel secure and comfortable while away from parents and home. It is also to provide developmentally appropriate activities within a Christian environment.

The program at Grace includes quiet as well as active times to ensure good mental, physical, and emotional growth, and social and spiritual development. We help prepare children for school by providing activities for listening and following directions, activities for getting along in a group, and by providing many language and learning experiences.

We include prayer before lunch and snacks, and a weekly "Chapel Time" during the school year. In summer we have a week of Bible School activities. Through all of these activities we expose the children to a loving God, and to Jesus, who sets an example of how we should treat others.

## ADMISSION

Grace Day Care serves any child between the ages of three and five who may benefit from our program, and who is potty-trained. We accept Kindergartners and school-agers when openings are available.

Enrollment is on a first-come, first-served basis, but children are admitted any time during the year, provided the total enrollment has not been met.

The Day Care will not admit or maintain any child whose needs it obviously cannot meet, or whose behavior would be dangerous for other children in the center.

## FEES

Yearly Registration/Supply Fee: \_\_\_\_\_

Weekly Tuition for One Child: \_\_\_\_\_

Weekly tuition for Additional Child(ren) in family: \_\_\_\_\_

Weekly Tuition for Kindergartner: \_\_\_\_\_

The \$35.00 Registration Fee is non-refundable. This covers special events and visitors, part of supplies, and insures a place in our enrollment.

Tuition fees are due on Monday. (If you pay on Friday, you must pay in advance for the next week, not behind for the past week.) If payment is not made for the current week, a \$20.00 late fee will be added to the weekly fee.

The full fee is due even if a child is absent part or all of a week. Regular fees are due even if a holiday falls during the week and the Day Care is closed for the holiday.

Grace Day Care is closed the following holidays, and the regular weekly rate will be charged: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day.

A \$25.00 charge will be assessed for each returned check.

Hours of Operation: 6:30 am-5:30 pm.

Children are to be picked up by 5:30 or a late fee will be charged as follows: \$1.00 for each minute late.

Two weeks notice must be given when removing your child from Day Care. The regular fee will be charged for those two weeks.

## HOURS OF OPERATION

Grace Day Care opens at 6:30 am, and closes at 5:30 pm, Monday through Friday, except on legal holidays.

We are closed on the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Fourth of July	Christmas Day
Labor Day	

If a holiday falls on Saturday, we will be closed on Friday; if a holiday falls on Sunday, we will be closed on Monday.

The Day Care will NOT ordinarily be closed for bad weather, however, in severe weather situations you may wish to call before coming to be sure that staff have arrived. A minimum of two staff persons must be present in order to be open.

Please notify the Day Care by 9:30 am if your children will be absent or if there will be a change in routine (such as someone other than the designated persons picking up your children).

## STAFF

An effective program cannot be carried out without qualified staff. The Director, Assistant Director, and lead teachers have degrees and experience working with young children. Assistant teachers, aides and other staff have a minimum of a high school diploma plus training and/or experience in preschool and child care education. Some also have a degree. Occasionally we work with high school students through the Vocational Industrial Cooperative Training programs.

Each year the staff continue their education with twelve hours of workshops, early childhood conferences, in-service training, etc.. All staff who work directly with children are trained in first aid; most also have CPR training. All staff have yearly TB tests and Universal Precautions training.

Applicants are screened carefully during the hiring process. References, education, and previous work experiences are verified. A criminal history check is done through the State Police, and drug testing is required of all staff and as a condition of hiring.

## HEALTH & SAFETY

Your children's health and safety are important to all of us. Please accompany children to their classrooms or onto the playground, and be sure a teacher knows they have arrived. Likewise, when picking up children, come into the classroom or playground to get them, making sure a teacher knows they are leaving. Children must be signed in and out upon arrival and departure.

Staff will require any person picking up a child, and not known by the caregiver, to provide picture identification.

If a Court Order exists preventing a particular individual from having contact with a child, the Day Care will comply with the Order. The Day Care will keep a copy of the Court Order on file.

If an intoxicated or impaired person insists on removing children from Grace Day Care, the Day Care will immediately report the incident to the local Police agency.

Within thirty (30) days after enrollment or no earlier than twelve (12) months prior to enrollment, each child must have written verification of a physical examination by a physician or a nurse practitioner. This must include a current and complete record of immunization history showing month, day and year of each immunization.

## ILLNESS/COMMUNICABLE DISEASES

If children become ill during the day, are vomiting, or have a temperature of 100 degrees or higher, parents will be notified to come for them. Keep children home if they:

- +have a fever or have had a fever during the previous 24 hours
- +have a heavy nasal discharge
- +have a constant cough
- +seem tired, fussy, cranky, not their usual selves
- +have symptoms of a possible communicable disease, such as sniffles, reddened eyes, sore throat, headache, or abdominal pain, especially if accompanied by fever and/or spots

Please notify Grace if children have a communicable disease. Likewise, we will keep you informed of communicable diseases to which children have been exposed.

## MEDICATIONS

Medicine can be given at Grace only if authorized in writing by a parent or guardian. If the medicine does not contain a pharmacy label, it must also be authorized in writing by the child's physician. Nebulizers, puffers, or other asthma treatments may be given up to two times daily, if properly authorized. Creams, ointments, and other topical products may be applied on children if authorized by parent and/or physician. Medicine is administered by the Director or designated staff person.

## FIRST AID

In case of minor injury, Day Care staff will administer appropriate first aid. Parents will be contacted immediately if an injury is more serious. If necessary we will also call an ambulance or paramedics. Until a parent, physician, or paramedic arrives, the Director or an assistant will be in charge and make all decisions about care of the child. It is to your child's benefit to keep us up to date on phone numbers, emergency numbers, and medical information.

All staff are trained in first aid, and there will always be a minimum of one staff person trained in CPR on the premises.

## ABUSE/NEGLECT REPORTING POLICY

Suspected child abuse or neglect will be reported to the proper authority whether the suspected abuse took place while a child was in the care of the child care, or whether the suspected abuse took place elsewhere. Confidentiality of all information will be maintained. Day Care staff are trained yearly in recognizing and reporting child abuse and neglect.

## FIRE/TORNADO/EARTHQUAKE DRILLS

Grace Day Care conducts monthly fire drills, and timely tornado and earthquake drills.

## REST TIME

All three, four, and five-year olds are expected to take part in a daily nap time after lunch. Each child is provided with a blanket and cot which the Day Care has laundered and sanitized on a regular basis. Children sleep on the same cot each day. They may bring ONE soft toy for resting. No pillows, please.

Soft, calming music is played during the rest time. Children are encouraged to sleep, or at least rest quietly, but they may be allowed to look at books or engage in a quiet activity if they cannot fall asleep after an appropriate time.

School-aged children have a quiet time after lunch; sometimes they may take a short nap.

## FOOD PROGRAM

Nourishing, well-balanced meals are prepared at Grace by an experienced cook. Two snacks and lunch are served each day in the dining room. A light breakfast is served upon request. Menus are posted on the office (hallway) bulletin board, in each classroom, and in the dining room.

Polite table manners and good eating habits are encouraged. Children are expected to try a taste bite of each food and beverage served. Seconds of foods and milk are available.

If children wish to bring treats for birthdays or other special occasions, please let us know in advance. Nutritious treats are encouraged; homemade foods are not allowed by State Board of Health ruling. Non-edible treats such as balloons, stickers, pencils, etc. are an alternative to bringing food.

## LOCKERS/CLOTHES

Lockers are provided in the hallways for coats and personal belongings. Please label each item of clothing children will remove at Day Care. Also, please keep a complete change of clothing (inner and outer wear) appropriate to the current season in the locker.

We recommend that you send children to Day Care in clothing which is comfortable and appropriate for play. In warm weather, please do not send children in flip-flops or slip-on sandals without a strap around the back. Children need sturdy shoes for negotiating stairs, and running and climbing on the playground.

We suggest keeping a swim suit and towel in the locker in summer for sprinkler play.

Please check your child's locker often for receipts, newsletters, notes, art work, etc..

## OUTDOOR PLAY

Children love our large, park-like outdoor play area. This fenced, shady playground has play centers with slides, swings, climbers, and sandboxes.

There is a cement, oval sidewalk on the playground for riding trikes provided by the Day Care. It is also a fun place for wagons and sidewalk chalk.

Sprinklers and water play activities are used on the back lawn on hot, summer days.

By State regulation we are required to go outside for fresh air each day, but we do not take children outside if the weather is excessively cold or windy.

## GUIDANCE/DISCIPLINE

Discipline is handled by emphasizing and praising positive behavior and by using positive statements. It is not our policy to use corporal punishment. Instead, we talk things out, give reminders, sometimes verbal reprimands, and redirect children to more appropriate behavior. Our goal is to help children to use their own words and solutions to solve interpersonal conflicts and assist them to make good choices.

If those methods are not effective, we may use a “time-out” where children are removed from the situation for a few minutes. Usually this gives children a chance to calm down and regain control. Or children may lose a privilege, not be allowed to participate for a short time, or be separated from another child.

In cases of consistent or more severe misbehavior, parents will be contacted so that we may work things out together. If the misbehavior continues, and things cannot be worked out, the Director may place the child on a two week probationary period. If the situation does not improve during the probationary period, parents will have one week to withdraw their child from the Day Care.

## COMMUNICATION

Daily communication with parents is important. This is usually done verbally and with occasional notes. A yearly written report of children’s growth and progress will be sent home in spring. If parents or staff feel it is needed, a conference can be scheduled. Newsletters are sent home monthly to inform you of weekly themes and activities, to give general information, and to list upcoming events.

We ask that you communicate to us any changes within home or family which may affect how children feel or act at Day Care. If you have any questions, suggestions or concerns, please bring them to our attention as soon as possible.

The Assistant Director will be in charge when the Director is absent or not available. Please use the Day Care phone number to reach us. (However, if the Day Care line is busy, and there is an emergency, the Church number is listed below.)

Grace Day Care: 765-447-2204

Director-Pam Becker: 765-463-1084

Grace Church: 765-447-4152

Ass’t. Director-Linda Shute: 765-474-6072

## SCHEDULE

The following daily schedule is subject to change:

- 6:30-9:00 Supervised Play, Center-based Activities, Art
- 9:00-9:30 Circle Time, Songs, Stories, Games
- 9:15-9:30 Rest Room & Wash Hands
- 9:15-9:30 Chapel Time on Wednesdays
- 9:30-9:45 Snack with Juice or Milk
- 9:45-11:00 Readiness & Center-based Activities, Crafts, Music
- 11:00-11:30 Supervised Play
- 11:30-11:45 Quiet Time & Rest Room & Wash Hands
- 11:45-12:45 Lunch
- 12:45-1:00 Rest Room & Wash Hands
- 1:00-3:00 Nap Time
- 3:00-3:15 Rest Room & Wash Hands
- 3:15-3:30 Snack with Milk or Juice
- 3:30-4:00 Stories, Games, Music
- 4:00-5:30 Supervised Play