

Staff

Our staff is made up of caring adults. All have a great love and patience with children. Each of our staff has been trained in Universal Precautions, First Aid and CPR. Criminal History and Police checks, TB tests and Drug tests are also conducted on each employee. Each employee has also been trained in how to handle emergency situations such as fires, tornados and evacuating the building if the need arises.

Registered

Precious Playmates Daycare is a Registered Daycare Ministry. We are required to meet standards set by the State of Indiana and the Indiana Family and Social Services Administration. The Indiana State Board of Health and the State Fire Marshal inspects us regularly to ensure the safety of your child.

Closings

The closing of the daycare is kept to a minimum. If we would need to close due to bad weather conditions or unforeseen problems, it will be announced on our local radio station, 102.3 WCBK. In the event of a closing, you will be responsible to find alternative care for your child.

Non-Discriminatory Policy

We admit children of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to the children at our daycare.

Precious Playmate's Philosophy

Our philosophy is to support all areas of child development in a safe and nurturing environment. Our goals are to give children a sense of self worth by helping them develop at their own pace while learning basic skills. We want the children to feel confident and secure enough to explore and grow in a stimulating educational and social environment. We are committed to promoting and supporting all

aspects of each child's growth in an atmosphere of respect. Your child is an individual who is an integral member of a group, and whose uniqueness is acknowledged and appreciated by that group. Our child care uses the Foundations to the Indiana Academic Standards for Young Children 0-5 to guide their learning experiences, and help prepare them for Kindergarten. Our biggest priority is to support children to understand, identify, and learn to react to their social emotional development. These skills are lifelong skills and are critical at Kindergarten as well as adult hood. We will help build confidence, self identity, value, empathy and appropriate social skills to help prepare them for life.

Mission Statement

The mission of Precious Playmates Daycare shall be to serve Prince of Peace members and the Martinsville community with a Christ-centered daycare and learning environment. Precious Playmates Daycare will promote the building of character with the guidance and direction of the Almighty God as revealed in the Holy Bible and proclaimed in the ministry of Prince of Peace Lutheran Church.

Arrival and Departure

When you bring your child to our daycare in the morning, you must sign the "Time In/Time Out Sheet" located near the door, and check your child in with one of our employees. The same procedure follows when you pick your child up at the end of the day.

Your child will only be released to persons authorized by you in your child's paperwork. We must have written or verbal authorization for changes in this request. People authorized to pick up children who are unfamiliar to us, will be asked to produce a photo I.D. to insure correct identity.

Communication

Daily communications should be done through written form. Children require our foremost attention, which may cause the staff to forget any

verbal instructions during the hustle and bustle of a normal day. There is a "wipe-off board" above the sign-in sheet available for notes to the staff.

Hours

Precious Playmates Daycare is open from 6:00am to 6:00pm Monday through Friday. The daycare is closed during major holidays which include Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day if they fall during the week. In that case, we will prorate the fee to only charge you for the days we are open and operating.

1. the temporary change in staffing so the parents will know who will be caring for their children.
2. If we care for a child who is capable of understanding what to do in a emergency situation, we will teach him or her how to contact another adult.
3. If a **child** should need immediate medical assistance, we will contact the local hospital at 349-6522 or the medical center preferred by their parent.
4. We will contact another employee to care for the other children if one of us are needed to leave with the ill or injured child.
5. We will contact the parents of the injured or ill child to let them know their condition.
6. Transportation to the doctor or hospital will be provided by an ambulance if deemed necessary. The director, assistant director or staff next in charge will accompany the child.

All staff are trained in First Aid and CPR and according to Indiana licensing regulations are required to have your permission to perform these on our child in the event of an emergency, as well as permission to transport your child in the event of an emergency, as well as permission to transport your child to the nearest medical facility which includes

ambulance. You are responsible for all medical cost including the ambulance/transportation fees that are not covered by insurance.

Reminder: It's imperative that you keep your contact numbers up to date so we will be able to contact you in the event of any of the above emergencies.

Severe Weather

In the event of severe weather we will use the following procedures:

1. In the event of a tornado or severe thunderstorms with strong winds, we will take the children to the farthest inside rooms which are rooms 4 and 5. The Girls and Boys bathrooms will also be used if needed. These rooms are completely underground containing no windows and the children will be least likely hurt from the possibility of flying debris.
2. In the event of a flood, we will take the children to the classrooms upstairs, which is the highest point of the building. If necessary, we will move to the school building next door which is on higher ground yet.
3. In the event of an earthquake, the children will be directed to take shelter under the activity tables. Children will be directed to cover their heads for additional protection.

Please note that we will do everything in our power to keep your child/children safe in the event of an emergency or accident. An accident form will be completed in the event of injury of any type and be kept on file as well as sent home with the family.

Staff Illness or Accident Emergency Procedures

In the event of staff illness or accident we will use the following procedures:

If any of the **staff** should get hurt or become ill, we will call in another employee who will replace said employee and care for the children until their parents arrive. A notice will be sent home with the children explaining

Supplies

Items your child will need to bring to daycare

include a small blanket for rest period, a change of clothes and diapers if needed. We will supply the wet-wipes. All items need to be labeled with your child's name. Please do not send personal toys to daycare, as they may get lost or broken. Also, it is easier to teach children to share when the toys that belong to the daycare and not the children.

Each child has a cubby in their room or a hook in the hall in which to store their personal items. They also have a file-folder outside their classroom for papers they have done and for newsletters or information regarding upcoming events at daycare.

Dress

Please send your child in play clothes that are durable and comfortable. All clothes will have to endure things such as paint, spilled water and playground wear and tear. We will be playing outside whenever possible so the children should wear clothes to match the weather. Please label all jackets and sweaters.

Open Door

We have what is called an "Open Door" policy. This is so if you would like to see for yourself how your child is interacting with other children, you may do so at anytime. Hopefully, this will put you at ease being able to see first hand that your child is happy and well cared for in our Christian daycare ministry. We encourage input and suggestions from parents and take all concerns and ideas seriously.

Financial Agreement

There is a non-refundable annual registration fee of \$30 due when you register your child. Weekly payments are due at the beginning of each week. Payments not received during the week of service will have a \$20 late fee added. If payment is not made for two consecutive weeks, services will be terminated.

There may be times when special circumstances make it hard to meet all financial obligations. Should an emergency arise, it will be

necessary to contact the director and/or the pastor to discuss special financial arrangements.

There will be an overtime charge of \$1 per minute for any child picked up after 6:00pm. This fee should be paid directly to the employee who stayed after hours with your child. A fee of \$30 will be added for any returned checks.

A two week notice or two weeks tuition is required to withdraw your child from our daycare. If you wish to enroll him or her in the future, you must re-register your child.

You will have signed a form agreeing to these terms in your enrollment papers.

Discipline

We will mainly reinforce good behavior. Time out will not be used for children under the age of 3. We will praise good behavior, hopefully, molding children in a positive manner. There will be no hitting or any other measures that produce physical discomfort. We will not isolate, ridicule, shame or verbally abuse your child. There will be no form of physical discipline or the threat thereof.

their own medicine brought in the original package with their name on it. All medicines will be kept in a locked cabinet until the time of administering.

All medications are kept in a locked cabinet in the director's office. Medications needing to be kept cold are stored in the kitchen refrigerator.

Individual sunscreen brought in can be applied to children with an annual note from the parent.

Snacks

Morning snacks are served daily at 9:30am, 10:00am and afternoon snacks are served at 2:45pm and 3:15pm. We keep the snacks healthy. If your child wants to celebrate a birthday or special day with a snack, the Board of Health requires them to be store or bakery bought. They cannot be homemade.

Breakfast and Lunch

Breakfast and lunch are served daily and follow

Indiana State guidelines to insure proper nutrition. Breakfast is served between 7:30-8:00am. If your child arrives after 8:00am, please feed him or her before they arrive. Please don't send food with them, as other children don't understand why they can't share.

Lunch is served at 11:30am and 12:00pm. We serve a well balanced menu following the guidelines provided by the state of Indiana supplying a balanced nutritious diet. A copy of our four week rotating menu is printed in our monthly newsletter and is also posted on our information board in the hall to the right of the sign-in sheet.

Health

The Indiana State Department of Health requires that we have on record a physical and proof that your child's immunizations are up to date. Children attending daycares are also required to have the "pneumococcal" and "varicella" vaccines.

If your child has a temperature of 100 or higher, the State Board of Health requires him or her to not attend daycare. Vomiting or diarrhea must be subsided for 24 hours before your child can return to daycare. This is to prevent a possible virus from spreading to the other children.

If your child contracts chickenpox, he or she can return after the vesicles become dry. Please contact us immediately if you suspect your child has chickenpox so we can screen the other children.

We have a "nit-free" policy regarding head lice. This is for the prevention and protection of all involved.

We will notify parents immediately if their children become ill or have been exposed to any communicable diseases. Please let us know if your child has been exposed to any communicable diseases outside of the daycare so we may, in turn, warn our other parents.

Medications

Doctor's permissions are required in order for us to administer any medication whether it is over-

the-counter or prescribed. Permissions for over the counter medicines, such as Tylenol, are only valid for a period of one year. If your child is prescribed a medication, the permission would be valid for only the duration of that particular dosage. Each child needs Withholding food will not be used as a tool for discipline. We will use redirection instead of punishment to correct unacceptable behavior.

If all avenues of correction and consulting the parents fail, we reserve the right to expel children. This is always a last resort, as we feel children are precious gifts from God and deserve every effort possible.

Child Abuse and Neglect

The State of Indiana constitutes that as a citizen and a caregiver in Indiana, We are responsible to report to Child Protective Services for suspected child abuse and neglect. As an advocate of children, we will report any suspicious markings, remarks made by a child, odd behavior etc, that may be related to child abuse or neglect. This is not a personal matter, and in the event a report is made, you will not be notified. The child/children's best interests are taken seriously.

Furthermore, I recognize that some families use "spanking" as discipline/punishment. While that is a parent's choice, it is not appropriate, especially in child care. Children are learning and taking in the world around them. Hitting them and causing them physical pain is not an effective teaching method. Did you know that the word "discipline" means to teach? By providing children with teaching opportunities, rather than punishing them for not doing what is expected, children will know what to do rather than what "not" to do. Please know that if a child arrives at child care with marks, bruises or handprints we will call CPS. This is physical abuse, and is punishable by law.

Activities

Your child will be involved in a variety of learning activities and constructive play time. Letters, colors, shapes and numbers are introduced

to the children on a daily basis. Bible stories and memory verses are also taught. Learning activities begin at 9:00am and are concluded at lunch time. After rest time the children enjoy quiet learning centers such as building blocks, puzzles, coloring, etc. Some play will be quite active such as running, jumping, dancing and other types of exercises. There will make crafts, sing songs, listen to some stories and enjoy field trips. During the summer, the children will learn about and do some gardening while learning about God's creations.

Classes attend "Chapel" with the pastor one morning each week, usually on Wednesdays. This consists of some Bible lessons, devotions, songs, and optional offerings. Offerings are used for mission work locally, nationally and abroad. This is something the children enjoy and learn sharing through.

Field Trips/Transportation to Public Schools

Children may be transported to and from school in the daycare vans by licensed daycare employees 18 years and older. Daycare vehicles are all properly plated and insured. Permissions will be filled out by parents at the beginning of each school year. Field trips will have their own permission slips signed before each trip. A proper ratio of staff per child will accompany the children on the outing. Children under pre school age will not be taken on field trips.

Family Conferences

Family Conferences will be held once a year. Conference agendas will include but are not limited to updating paperwork, discussing your child's development (including new likes, dislikes, fears, routines, etc.), parent suggestions for care and improvement, and information regarding daily activities and the areas of development and learning that they are supporting. This is a very important time for us to set goals for your child. Please plan to attend the conference, as it is critical to the experiences that we provide your child.

Emergency Procedure Policy

In the event of a fire, we will evacuate the children by the following procedures:

1. If the children are asleep, we will wake them by sounding the fire alarm.
2. If the children are in their sleeping areas, we will exit through the nearest door or window if necessary.
3. If the children are awake, we will exit through the nearest door or window if necessary.
4. After all of the children are safely out of the building, we will call the fire department from the school building next door or from a cell phone.
5. We will teach the children to follow us outside the building to the perimeter of the parking lot.
6. In order to make sure the children know what to do in the event of a fire, we will practice these procedures in a fire drill at least once a month.

