Indianola Child Care

Indianola Community School District

Parent Handbook
School Year
2018-2019

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Introduction

Welcome to the Indianola Child Care Program. This handbook is designed to explain the policies and procedures of the Program. The term parent used throughout this handbook refers to any parent, foster parent, guardian or other person legally responsible for providing care. Please take the time to read through the handbook.

Organization

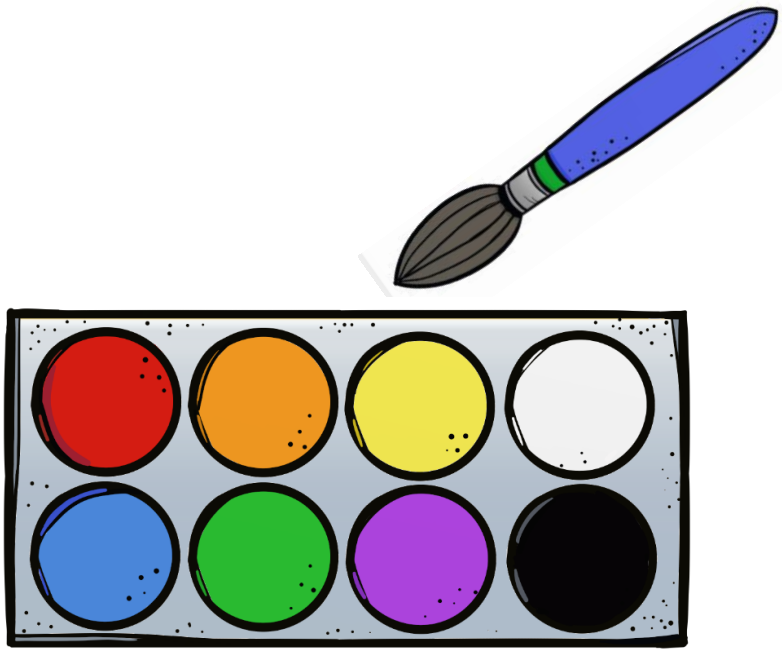
Indianola Child Care is owned and operated by the Indianola Community School District and licensed by the Department of Human Services. Any child attending school in the Indianola Community School District, preschool-grade 5, may be enrolled in the Indianola Child Care Program. Wrap around child care is also offered to preschoolers enrolled in the 4 Year Old Purple and Gold Program. Kindergartners are eligible to begin the summer before they attend Kindergarten. Enrollment at each center is based on state licensing standards and space availability. The program is supported solely by child care fees.

Indianola Community School Board Policies

The Indianola Child Care Program adheres to the policies of the Indianola Community School district. School Board Policies can be found on the school district web site www.indianola.k12.ia.us.

Goal

To create a fun, comfortable, and safe environment that will allow children to develop self-confidence, self-discipline, and a good self-image.



Supervision and Access

Parental Access

Parents have unlimited access to their child and to the providers caring for the child during the center's hours of operation, or whenever their child is in the care of the center, unless parental contact is prohibited by court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child. The parent or guardian must always sign their child in and out each day their child attends Indianola Child Care.

Authorization Forms

Parents will need to complete an authorization form that includes the names, numbers, and relationship to the child, of all of those persons allowed to pick-up the child. Persons not listed on the authorization form will not be allowed to pick up your child, unless directed by a parent via phone or written message.

Anyone authorized to pick up a child who has had a sex offense against a minor shall not be allowed on the center property, except for the time reasonably needed to transport the child to and from the center, unless they have the written permission of the director. The center director is not obligated to provide written permission, and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the director must consult with the DHS licensing consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided in order to ensure that no child is alone with the sex offender.

Volunteers with Unrestricted Access

Any volunteer who has unrestricted access, which means that a person is alone with a child, or is directly responsible for child care, must be at least 18 years of age. Volunteers must sign a statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent adult abuse in any state. They must sign a statement indicating whether or not they have a communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the children. They must complete the DHS Criminal History Child Form B, 595-1396. They must complete the Request for Child Abuse Information Form 470-0643. They must sign a statement that they have been informed and are aware of the Mandatory Reporting responsibilities. Anyone required to have an Iowa State record check is also required to be fingerprinted (the national criminal record check).

Mandatory Reporters

The Department of Human Services requires caregivers to report suspected cases of child abuse. This reporting also includes the reporting of parents who appear to be impaired by drugs or alcohol.

NOTICE OF NONDISCRIMINATION

ICSD Board Policy Code No. 102.E2

It is the policy of the Indianola Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Ron Lorenz, Assistant Superintendent, 1304 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500, ron.lorenz@indianola.k12.ia.us.

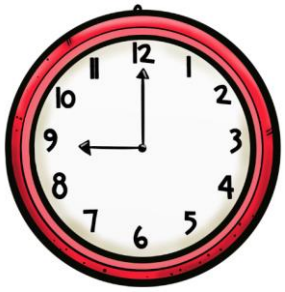
Site Information and Hours

Grades K-5

Emerson Elementary School (multi-purpose room) 1109 E. Euclid 961-9565 select 1 / cell phone 491-9138	6:00-8:00 a.m. & 3:00-6:00 p.m.
Irving Elementary School (cafeteria) 500 W. Clinton 961-9565 select 2 / cell phone 491-9140	6:00-8:00 a.m. & 3:00-6:00 p.m.
Whittier Elementary School (multi-purpose room) 1306 W. Salem Ave. 961-9565 select 3 / cell phone 491-9136	6:00-8:00 a.m. & 3:00-6:00 p.m.
Wilder Elementary School (cafeteria) 2303 W. Euclid 961-9565 select 4 / cell phone 564-9958	6:00-8:00 a.m. & 3:00-6:00 p.m.

Wrap Around Child Care for Purple & Gold Preschool

Whittier Elementary School 1306 W. Salem 961-9570 ext. 7110 & 7146	6:00 a.m. - 12:00 p.m. & 3:00 p.m.-6:00 p.m.



All centers open at 2:00 on Wednesdays for early dismissals.

Grades K-5 Daily Schedule

Before School Program

6:00	Child Care centers open at Irving, Whittier, Emerson, and Wilder Choice of activities
7:05	Wilder - Breakfast is served
7:20	Emerson, Whittier and Irving - Breakfast is served
7:25	Wilder - gym or room time
7:40	Emerson, Whittier and Irving - gym or room time
7:50	Wilder - Children are dismissed at for school
7:55-8:00	Emerson, Whittier and Irving - Children are dismissed for school

After School Program

2:50-3:05	Children begin to arrive for the After School Program at Irving, Whittier, Emerson, and Wilder
2:50-3:05	Attendance
3:10	Snack time After snack, the children have a choice of playing indoors, participating in an art or craft activity, playing outside, or gym activities
6:00	Child Care centers close

ICC Preschool Wrap Around Daily Schedule

6:00	Child Care opens
6:00-8:00	Choice of activities
8:00-8:30	Breakfast
8:30-11:15	Group time, centers, story time, snack, gym, rest time
11:15-11:45	Lunch
11:45-12:00	Get ready for school
12:00-3:00	Preschool
3:00-3:30	Group time
3:30-3:45	Snack
3:45-6:00	Choice of activities / Outside / Gym
6:00	Child Care closes

Program Hours and Days

The 2018-2019 Traditional school year at Emerson, Wilder and Whittier is scheduled to begin Thursday, August 23 for grades K-5. The preschool wrap around program begins Tuesday, September 4, the first day of Purple & Gold Program.

Year Round Education at Irving is scheduled to begin school on Thursday, August 23 for grades K-5.

Child care is available each day school is in session, Monday through Friday, 6:00 a.m. - 6:00 p.m. Child Care for early dismissal days is included in the fee.

Full day care is available for current participants on no school days from 6:00 a.m. - 6:00 p.m. with the following **exceptions**:

Child Care is closed the following days:

- All centers - August 20-22 (to prepare for the school year program and employee training)
- Labor Day, Monday, September 3 **(paid holiday)**
- Thanksgiving, Thursday, November 22 **(paid holiday)**
- The day after Thanksgiving, Friday, November 23 **(paid holiday)**
- Monday, December 24 (no payment due)
- Tuesday, December 25 (no payment due)
- Monday, December 31 (no payment due)
- Tuesday, January 1 (no payment due)
- Up to one week at the end of the school year (to prepare for the summer)

Location for full day care will be announced. A sack lunch may be required on full days.

Year Round Education (YRE) at Irving

The Irving child care center will open Thursday, August 23 for children enrolled in the Year Round Education (YRE) grades K-5.

Child Care Fees

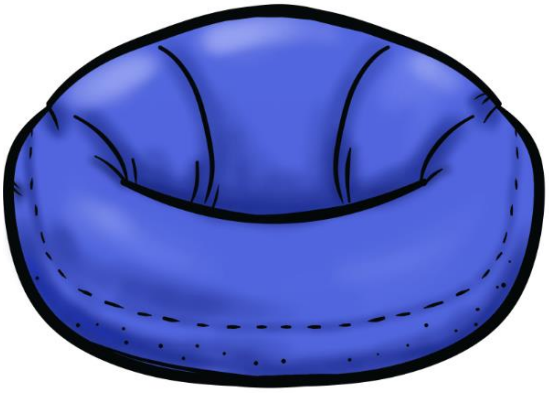
Grades K-5

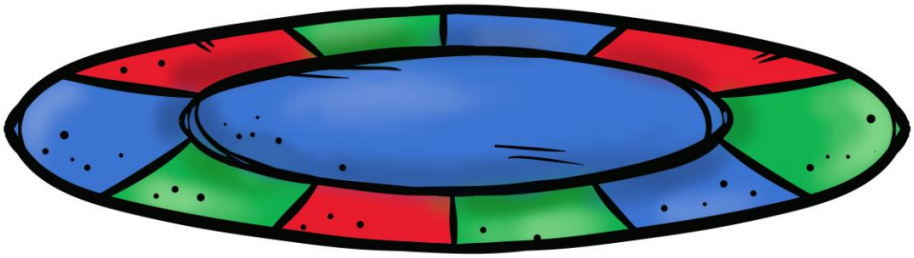
	before school	after school	before & after school
5 days	$48.00	$69.00	$78.00
4 days	$43.00	$64.00	$73.00
3 days	$38.00	$59.00	$68.00

Wrap Around Child Care for Preschool

5 days	$125.00

Full day care during the school year: $31.00 per day





Payment Policy

- No additional cost for in-service, conference, early release or late start days.
- Parents may choose from a 5, 4, or 3 day attendance week. Attendance schedules must be the same for all weeks and determined prior to enrollment.
- A 5% discount is offered to families with more than one child attending.
- Child care fees are due each Monday for that week's care. For example, payment is due Monday, August 27 for child care August 27-31.
- A payment box is located in each center next to the sign in and out book to leave payments.
- An on-line payment option is available on the school district website www.indianola.k12.ia.us.
- Child care payments must be kept up to date. Late payments may result in your child's suspension from Indianola Child Care until payment is made.
- No refunds will be given if a child is withdrawn or dropped from the program.
- All enrollment forms must be completed prior to a child's starting date. Parents will be responsible for payment of weekly fees in order to reserve an enrollment spot until all forms are completed.
- Holidays - Indianola Child Care will be closed for the holidays listed on page 5. Labor Day, Thanksgiving, and the day after Thanksgiving are to be considered paid holidays and should be included with payment for the week.
- Winter and Spring Break - Attendance during school breaks is optional. Sign up is required in order to attend. A full day fee of $31.00 will be assessed for each day your child is signed up. Sack lunches may be needed during breaks.
- The Child Care tax identification number is 42-603-8225.
- Child Care Statements

  Monthly - statements will be e-mailed at the end of each month for families with e-mail accounts. Statements will be mailed to families with out e-mail accounts. Monthly statements verify the accuracy of billing and payments or can be used for child care flex accounts.

  Annually - Indianola Child Care will provide an itemized statement of child care payments for tax purposes. Statements will be e-mailed or mailed by January 31 of the following year.

Enrollment Policies

Enrolling your child

Enrolling your child for the first time:

A registration fee of $15.00 per family is due upon enrollment.

The following forms must be completed and returned prior to your child's starting date:

- 2018-2019 Contract
- Enrollment Form (2 sides)
- School Year Field Trip Permission Form
- Photo Release
- Authorization Form
- Emergency Form (2 sides)
- First Aid Form
- Health / Immunization Statement (grades K-5)
- Physical / Immunization record (preschool/transitional kindergarten)

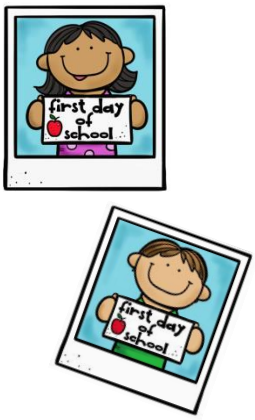
Enrolling a child currently attending or reenrolling in the program:

The following form needs to be completed:

- 2018-2019 Contract

The following forms need to be updated with any changes:

- Authorization Form
- Emergency Form (2 sides)
- First Aid Form
- Health / Immunization Statement
- School Year Field Trip Permission Form
- Photo Release



Program Procedures

Signing your child in and out

Legally, parents or previously authorized parties must sign each child in and out of the program daily. A minor/sibling may sign out a child if the parent has signed the appropriate release. Children will be allowed to leave the center with persons designated by the parent(s) on the Authorization Form. Any requested change must be made in writing.

Absences

It is important to notify the Child Care center in advance if your child will be absent on a day that he/she is scheduled to attend. School does not notify the child care center of a child's absence. No credit is given for days when a child is absent from the program.

Breakfast, lunch and snack

Meals are contracted through the Indianola Community School Food Service Department. The following meals/snacks are served at the times listed below. Menus will be posted by the sign in/out book at each center (lunch times are subject to change).

7:05 or 7:20	breakfast grades K-5
8:00	breakfast for ICC Wrap Around
11:15	lunch for ICC Preschool Wrap Around
3:05	afternoon snack
3:30	ICC Preschool Wrap Around Snack

Parent Communication File

A parent communication file is located near the Sign In and Out Book. Each child has a folder with his/her name on it. The child care employees use this file for notes regarding how your child's day went, announcements, newsletters, reminders, reports, and miscellaneous reasons. Please check the file daily.

E-mail Updates, Reminders, and Monthly Statements

The child care contract provides parents an opportunity to be added to the child care distribution list. The parent e-mail address listed on the child care contract will be used to send child care statements via e-mail. Additional e-mails addresses may be added for updates and reminder by request to the Director at kim.post@indianola.k12.ia.us.

Personal Belongings

Please label your child's belongings: backpacks, jackets, boots, etc. Your child will have a hook or locker to keep his/her belongings. The child care center is not responsible for lost or stolen items. We request children not bring toys from home.

Winter Weather

During the winter months, we encourage all children to have coats, hats, snow pants, boots, and gloves or mittens to play safely and comfortably outside.

Children will need to wear a coat or jacket when the temperature is below 60 degrees.

Snow Days

Child care will be provided at Emerson Elementary School on days that school is not held due to weather. The full day rate of $31.00 will be charged if a child attends. If a child does not attend, no payment will be charged for a full snow day. In extreme weather, the child care program may be closed early or for the day.

Messages for Indianola Child Care

A clipboard, located by the Sign In and Out Book, will be available for parents to leave notes for the child care program. Urgent messages should be given directly to a child care employee.

Closing Time

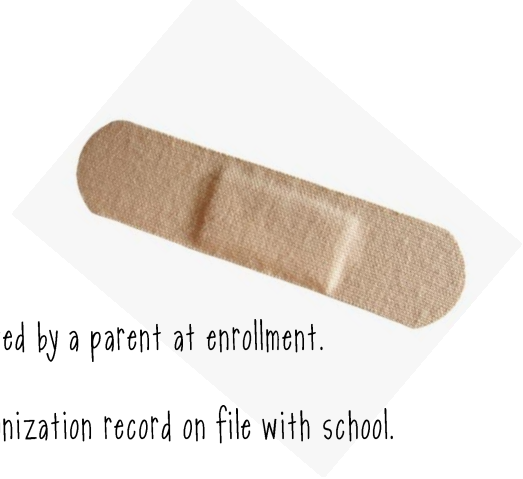
Child Care hours are 6:00 a.m. to 6:00 p.m. Any child picked up after 6:00 p.m. will be charged a late fee according to the schedule below. Child Care services will be withdrawn if three late pick-ups occur. The authorities will be contacted at 7:00 p.m. if a parent has failed to pick up a child and the center is unable to reach any of the contact persons.

time	late fee	time	late fee
6:01-6:15	$10.00	6:31-6:45	$30.00
6:16-6:30	$20.00	6:46-7:00	$40.00

Discontinuation of Services

Parents wishing to discontinue child care need to give written notification one week prior to discontinuation.

Health Policy



Health Statements / Physicals / Immunization Records

Grades K-5

Children are required to have a Health and Immunization Statement completed by a parent at enrollment.

Preschool

Children are required to have a physical, completed by a physician, and immunization record on file with school.

Medical and Dental Emergency Information

An emergency form must be completed at enrollment to provide the center with necessary medical and dental emergency information.

Direct Contact with Child Care Employee

Upon arrival each day, children must have direct contact with a child care employee for the detection of illness.

Illness

Children who exhibit the following symptoms will not be allowed to remain at the center, or will be sent home if they become ill during the day: diarrhea, fever (100 degrees) within the past 24 hours, severe continuous coughing, pink eye, vomiting, unexplained rashes, or swollen glands.

Parents will be notified immediately when a child becomes ill or seriously injured while at the program.

Communicable Diseases

Parents should notify the center immediately when a child contracts a communicable disease. The center will post notices of exposure of children to a communicable disease.

Hand Washing

Children and employees will be required to wash their hands upon arriving at child care, before leaving the restroom, before eating, before water play, after handling animals, after outside activities, before any food activity, when visibly soiled, and before leaving child care.

Medication

Parents must complete a Medication Authorization form when a child is to be given prescription or over the counter medication. Medication must be provided in the original container. The doctor's directions must accompany prescription medication. All non-prescription medication should be labeled with the child's name. All medication is stored in the original containers inaccessible to children.

Employee Training

Employees will use universal precautions in handling blood and body fluids as recommended by the Center for Disease Control. The employees receive training in the program's medical and dental emergency procedures.

Safety Policy

These guidelines have been set for your child's safety and help ensure a safe and wholesome environment.

- No child will be left alone while on school grounds.
- Parents must use the Sign In and Out Book when children arrive and depart from the center.
- An Authorization form must be completed at enrollment. Parents must list persons authorized to pick up a child from the center. The list will include the person's phone number and his/her relationship to the child.
- The center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, bus accidents, power failures, bomb threats, chemical spills, earthquakes, and blizzards.
- Tornado, fire and emergency drills will be practiced monthly as required by law.
- Emergency evacuation plans will be posted by all exits.
- All phones will post emergency numbers for police, fire department, and poison control center.
- All employees will be certified in First Aid and CPR within the first three months of employment.
- First Aid kits will be available within the center, on the playground, and on field trips.
- Copies of Emergency forms are taken when transporting children.
- An employee completes an Accident Report or written notification to the parent of minor injuries that occur. Serious injuries will be reported immediately to the parent.
- No smoking is allowed within the center, in facility vehicles, or on school grounds.

Field Trip Policy

Transportation is contracted through the Indianola Community School District. Children are transported in school buses driven by licensed school bus drivers. In accordance with transportation safety recommendations, children under the age of five will be required to use a properly secured child safety restraint system when transported in a school bus.

Small groups of children may be transported within the Indianola city limits in a school van. Passengers will be required to be secured in a seat belt or an appropriately approved child restraint system while transported as required by law. The van will be driven by a child care employee with a Class D3 chauffeur's license. A child may only be transported in an employee's personal vehicle with the consent of a parent and the approval of the Superintendent.

The Indianola Community School District carries liability insurance for the program. Medical claims for individual children remain the responsibility of the parent or guardian.

Participation Policy

The Participation Policy clearly states the responsibilities of the Indianola Child Care employees, parents, and children.

Employee Responsibilities:

- Provide a safe and caring environment for your child
- Provide a variety of activities for your child
- Communicate regularly with you, the parent, concerning your child
- Serve as a positive role model for your child

Parent Responsibilities:

- Sign your child in and out each day
- Notify Indianola Care of child absences (call the center, email Director, or note prior to absence)
- Respect the 6:00 am opening and 6:00 pm closing times
- Notify, in writing or email, any changes on the enrollment or emergency forms (address, phone number authorized to pick up information, etc.)

Child's Responsibilities:

- Always show respect for others
- Always show respect for other's property
- Keep hands and feet to self
- Be polite in words and actions – no foul language or put downs
- Pick up an activity before choosing another one
- Use outdoor equipment safely
- Run only when it's part of an activity or safely outside
- Be responsible for any toys, games, or equipment brought from home
- Use good table manners
- Be a good representative of Indianola Child Care while on field trips or activities

Behavior Guidelines

Social growth is crucial during elementary years. Indianola Child Care will focus on helping children to learn appropriate behavior. Positive disciplinary methods including, but not limited to, redirection and behavior management programs will be used. Behavioral guidelines, included in the Participation Agreement, have been established with the goal of maintaining the physical and emotional well being of each child, as well as teaching self-discipline, judgment, and manners.

The Child Care center will use a Behavior Report or a Problem Report for recording disciplinary action. A copy of the Behavior Report or Problem Report will be given to the parent. The Behavior Report lists the behaviors expected of the child in the Participation Agreement listed on page 14. A Problem Report will be used in extreme cases when a Behavior Report is not sufficient.

If a child receives three Problem Reports, a conference between the Director and the parent(s) will be scheduled. After the conference, if a child receives an additional Problem Report another conference will be scheduled to determine the enrollment status of the child.

In cases where a Problem Report is not sufficient (physical contact to another child or employee, continuous disruptive behavior, etc.) a child may be suspended from the Indianola Child Care program. The length of the suspension will be determined between the child's parent and the Child Care Director. Child Care payments will be required during suspension.

Parents and teachers are viewed as partners in guiding a child's development and this approach will be utilized.

Biting Policy

Biting is a very common behavior among children ages birth to three years. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When observing signs that a child might be on the verge of biting, the provider may be able to act immediately and prevent the biting behavior (i.e., distraction, redirection, close physical presence of the teacher).

If biting incident does occur, the provider will respond by:

- Keeping their feelings in check and not express frustration or anger to the child
- Ensure all children are safe; applying first aid if necessary
- Address the child who bit in a short, simple and clear way
- Shift their attention to the child who was bitten and show concern and support for that child
- Go back and talk with the child and the different strategies she/he can use next time, instead of biting
- Help the children move on. Do not make them play with one another, unless they want to (Zero to Three, 2010).

The provider will fill out an Accident & Problem Report and share information about the incident with parents of involved children. When informing parents that their child has been bitten or bit another child, it is important for providers to maintain the confidentiality of the other child. When biting occurs more than once, the providers should observe the child and document observations, including behaviors and context (where, when, how, who – adult and children) both before and after biting occurs to identify functions of the behavior. It is also helpful to know when the behavior is absent. Providers will then use the data to find patterns and potential solutions, and meet with the family to collect information about the child's behavior at home, share information and demonstrate a commitment to working together to address the child's needs.

Discharge Policy

Children may be discharged from the program for failure to meet center policies, failure to pay, inability of a child to adjust to group experience, or other reasons as determined by the Director. A child that poses a threat to other children, employee, or his/herself may also be discharged from the program.

Grievance Procedure

The following procedure is in effect to resolve grievances involving a parent and/or employees.

1. Attempt to solve the problem with the people involved. Most problems are minor or the result of misunderstanding and can be solved by the directly affected parties.

2. If the problem cannot be resolved to everyone's satisfaction, go to the immediate supervisor and clearly state that you have a grievance.

3. The immediate supervisor and all of the people involved will meet in an attempt to resolve the dispute. After reviewing all relevant information, the group (chaired by the immediate supervisor) will attempt to resolve the dispute. Decisions will be made with the consensus of all of the people involved if at all possible. It the consensus cannot be reached, the immediate supervisor will decide and detail what actions are necessary.

4. If the immediate supervisor's solution does not satisfy the grievant(s), the parent and/or employee may appeal the decision to the Director. All records of the previous meeting will be forwarded to the Director for review. The Director will meet with the parent and/or employee.

5. If the Director's solution does not satisfy the grievant(s), the parent and/or employee may appeal the decision to the Business Manager. All records of the previous meeting will be forwarded to the Business Manager for review. The Business Manager will meet with the parent and/or employee. A decision will be reached at this meeting.

6. The parent or employee can appeal the decision to the Superintendent. The superintendent's decision is final.