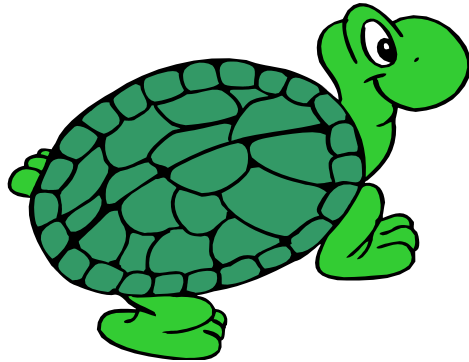


Kiddie Kare
Child Care Ministry
A Ministry of the Winona Lake Free Methodist
Church

Parent Handbook



Jennifer Nier, Administrator
902 College Ave.
Winona Lake, IN 46590
574-267-7260
jennifer@wlfmc.org

Our mission is to provide a loving, safe environment for your child, while encouraging cognitive, social, physical and spiritual growth and well-being.

Welcome to Kiddie Kare Child Care! Our facility is an unlicensed, registered child care ministry of the Winona Lake Free Methodist Church. We are inspected by the state of Indiana for health and sanitation.

We understand that you have options, and are thankful that you have chosen us to care for your child. This handbook will give you a general overview of our program, including fees and policies. Please feel free to contact us with any questions you may have after reviewing this handbook.

Hours of operation

7:30 a.m.-5:30 p.m., Monday-Friday, year long

General Overview

While your child is enrolled in our child care, they may be involved in the following activities:

- Large motor skill development (both inside and outside)
- Homework help
- Arts and crafts
- Board Games
- Imaginative play
- Quiet/Rest time for younger children
- Summer fun (TBA)

Staff

All of our staff have experience caring for children, and most have work experience at our preschool. All staff will have passed a criminal background check prior to being hired. Each staff member will receive universal precautions training and will become first aid/CPR certified while working at our facility.

Fees

Fees for children enrolled in Kiddie Kollege Preschool and Kiddie Kare Child Care

Weekly fees-To be paid by 5:30 p.m. on Fridays for the upcoming week

- \$95**/week for those attending 5 days
- \$81**/week for those attending 4 days
- \$60.75**/week for those attending 3 days

- Add an additional \$6/day per child for before school care
- One time fee of \$30 (registration)
- One time fee of \$30 (3 days), \$35 (4 days) or \$40 (5 days) snack fee for the school.
- 10% discount for second child in family.

Fees for Elementary-aged Students

- \$6/day** per child for before school
- \$6/day** per child for after school (3:40-5:30 for 1st-6th graders)-**set rate-no discount if picked up earlier.**
- \$10/day** per child for after school for those attending Kindergarten.
- Maintenance fee for those just attending the child care
- \$30 per child and
- \$45 for two children-**every 6 months.**
- 10% discount on weekly rate for second child in family.

Arrival

If you drop your child off before school, you will need to park on College Ave., enter through the front door, and sign your child in each day. You may provide breakfast for your child to eat after arrival at our facility. If your child is enrolled in the preschool and you are not dropping off before school, please park in the parking lot and enter through the double doors of the church.

Late Pick Up

In the event that your child is picked up late, the following fees will be applied to your weekly account:

After 10 minutes past closing (5:40)	\$1 every 5 minutes
On half hour past closing	\$1 per minute

You will be notified at pick-up as to the charges being added. Exceptions can be made by the administrator in the event of an emergency.

Food

Parents are responsible for providing their child's breakfast and lunch (including drinks) in a bag or lunch box labeled with their name. We will provide a morning snack (at the preschool) and an afternoon snack.

Gum or candy

Please do not allow your child to bring gum or candy to our center. If they have received these items from school, they will remain in their backpack/bag until they leave.

Transportation

- Parents have 3 different options:
 - A staff worker will walk all school-aged children from the church to Jefferson school each morning at approximately 8:40. A worker will walk to Jefferson at 11:30 to walk those children in Kindergarten back to the church. Older children can walk from Jefferson to the church after school.
- Required that all Kindergarten aged children be enrolled in the morning session at Jefferson.**
- If a family does not live in Winona Lake, the parents may apply for a waiver for their children to attend Jefferson school since they will be cared for at our child care.
 - Parents will have to transport their children to and from any other school in the Warsaw area to our facility.

Warsaw School Delays/Cancellations/Breaks

- **During school breaks, the preschool will be off but the child care will still provide care for the entire day.** We will charge a daily rate for the following in order to allow parents the freedom of part-time care. They will be charged at the end of each week.

A daily rate will apply to all of the following:

- **Cancellation due to weather/in-service/vacation days-\$18 /day per child**
- **Two hour delay due to weather (7:30-11:00 a.m.)-\$8 for morning session**
- **Early Release (11 am for K & 1:40 for 1st-6th)-\$8**

***Availability will be at the discretion of the administrator. Please call before dropping your child off that day.**

-The child care will be closed on the following days:

-Thanksgiving day and the day after
-Two or three days around Christmas (depending on what day Christmas falls on)

-New Year's Day

-Fourth of July

-Memorial Day

-Labor Day

*Parents will be given prior notice as to days the child care will be closed.

Notice Of Absence

You must call the church by 9:00 a.m. if your child will not be attending that day.

You must also give notice as to your vacations and/or extended periods that your child will not be attending our child care.

Illness

For the safety of everyone involved, please do not send your child to Kiddie Kare if you question his or her health. The following list outlines some symptoms that we consider important enough that your child should stay at home:

Upset stomach, diarrhea, vomiting, pain, excessive coughing, excessive or colored mucous, fever

If your child has had any of these symptoms within 12 hours of his or her arrival time, he or she should stay home and take time to recover thoroughly, with the exception of vomiting.

If your child has been vomiting, please wait 24 hours after the last time they vomited to bring them in contact with other children.

Contagious diseases: If your child has a contagious disease, or if you know that he or she has been exposed to a contagious disease, please keep your child at home and call the church at the beginning of the day. Some contagious diseases are: chicken pox, head lice, pinkeye, ringworm, strep throat, measles, stomach viruses, and the flu. After a child has been sent home five times during the year with any of the problems listed, the child may be dropped from the program.

If your child becomes ill throughout the day while in our care, the following will result:

- He/she will be laid down on a cot in a room away from other children.
- Parent/guardian will be notified of the situation
- Parent/Guardian and staff will determine what is in the best interest of the ill child and other children (continue to rest until pick up time, parent/guardian pick child up, etc).

Rest/Quiet Time

Children ages 4 and younger will be required to have at least a one hour rest time
(not to exceed 2 hours)

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each afternoon that they attend our child care. They will be given their own individual cot, which will be sanitized after each use. Please provide Kiddie Kare with items that will enable your child to feel comfortable during this time (pillow, blanket, special friend). These are items that will be stored in a special area specifically for your child. Please label all items with child's name.

Discipline

- Our staff will work with parents/guardians of children in our care to determine the cause of misbehavior and deal with those behaviors positively.
- We use strategies that allow the child to take responsibility for his/her actions. In addition, we will focus on teaching children appropriate behavior. We will NOT use threats, bribes, or physical punishment. We

focus on teaching children how to interact socially and continually
reinforce the limits in our center.

- We expect children in our care to respect themselves, respect those in authority, respect their peers and respect the environment.
- Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child, are not permitted.
 - Each child will be dealt with individually. Consequences will occur immediately after the behavior.
- If your child continually misbehaves, the staff person directly involved will talk with you at pick up time, or if that is not possible, by phone. We will not discuss the problem in front of your child or other children/families.
- We will keep you posted on all happenings involved in our center on a daily basis. If we are experiencing behavior difficulties with your child, we will let you know as soon as possible. We hope that together we can create a behavior management strategy which will eliminate any negative behaviors.
- In those instances when a behavior is very disruptive or harmful to the child or other children, we will discuss the issue with you. If an intervention can be made and will warrant success, the child can remain enrolled. If you are not willing to seek appropriate assistance or we cannot effectively meet the needs of your child, you will be asked to make other child care arrangements.