

Parent Handbook



KDC-East
342 East Lisle Street
Kendallville, IN 46755
(260) 347-1210

KDC-West
601 Orchard Place Parkway
Kendallville, IN 46755
(260) 343-9902

Dear Family:

Welcome to the KDC. The Board of Directors and staff members are committed to providing quality child care services to the families of our community.

The intention of this handbook is to share with you our background, program, and policies. Your involvement is critical to the overall care your child will receive. Spend time with us and keep informed by reading the letters and memos sent home or posted on the front door. We welcome any questions or comments you may have regarding our program. Contact the administration to discuss your concerns.

Sincerely,

Cheryl Franks
Executive Director

The KDC is a proud participant of:

United Way of Noble County
Parents as Teachers
Paths to Quality
Child and Adult Care Food Program
Staff CDA Certification
IDEM 5 STAR Program
Character Counts

History and Mission

The Kendallville Day Care Center (KDC) is not-for-profit and licensed by the State of Indiana. Our mission is to provide an educational foundation while caring for young children. The KDC began care in September 1971, caring for 20 children ages 3-5 at the Elmwood Mennonite Church. Outgrowing the church facilities, a city lot at 342 East Lisle Street was purchased and a modular classroom style building set on a permanent foundation was opened for 34 children on March 1, 1974. In September 1989, the center expanded to a licensed capacity of 105 children ages 3 years through kindergarten. November 6, 2000, the KDC opened a second center for children ages six (6) weeks to six (6) years at 601 Orchard Place Parkway (219) 343-9902. In the summer of 2002, the East location expanded its care services to include school age children. The East Center is now licensed for 3 -12 years of age. August 10, 2010 the West Center became licensed for ages 6 weeks to 12 years. We offer the same excellent services at both locations.

The Creative Curriculum

The Creative Curriculum developed by Diane Trister Dodge has been implemented into our program. The curriculum is nationally recognized as a quality early childhood program based on Erik Erikson's stages of socio-emotional development, Jean Piaget's theories of how children think and learn physical development, and cultural appreciation. The environment is designed for children to create, imagine, and discover with a hands-on approach. Each day's routine is planned with developmentally appropriate activities incorporating the physical, cognitive, social and emotional needs of children. Play is the life of a young child. At the center, each child learns to play and plays to learn. Through play, children develop skills important in preparing for bright and successful futures as adults. Weekly lesson plans and a daily schedule are posted in each room.

Days and Hours of Operation

The KDC is open year round Monday through Friday from 5:45 a.m. to 5:30 p.m. The centers are not affiliated with East Noble School Corporation and do not operate under their delays or cancellations. The centers will remain open unless the city of Kendallville declares a state of emergency, level red. Service will not be available on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday.

Admission/Exclusion Policy

The KDC does not discriminate against any person because of race, color, gender, religion, national origin, or disability. We accept children with special needs and will make reasonable adaptations to ensure inclusion of the children in the daily schedule. Guidance about recommended adaptations and any procedures necessary to ensure the child's health, safety, and inclusion will be solicited from the child's family and medical and/or educational services currently providing services. A release of information must be signed by a parent before consultation with any services or individuals other than family occurs. Within one week of enrollment a special care plan and emergency information plan will be completed by the child's family. All staff that has contact with the child will receive training to facilitate inclusion. Referrals to school and/or community programs that may provide additional support will be made.

A tour of the facility is preferred prior to admission. During the tour, your child will be able to visit the room s/he will be participating in. Prior to enrollment, any special requirements for your child must be clearly defined in writing and discussed with administration. Enrollment forms must be completed and returned prior to your child's first day.

The Center will only accept those children who are at a stage of growth and development which enables them to benefit from our program. The Center reserves the right to exclude a child if the Center cannot meet that child's needs or whose behavior interferes with his learning or the learning of others. Upon the need for continued exclusion from the classroom, the parents will be promptly notified and a conference will be held to determine the proper course of action. In the event termination of enrollment becomes necessary, the administration will immediately notify the family. Readmission may be considered if the family has implemented a documented, reasonable intervention for the child.

Any personal items remaining one month after withdrawal will become the property of the KDC

Arrival and Departure

An adult (18 years or older) must sign your child in and out each day. Children cannot be dropped off or allowed to enter the center alone. Be certain that a staff member is aware of your arrival/departure. Children will not be released to anyone without previous authorization from you. The individual must be an adult (18 years or older). Photo identification; such as a driver's license, is required.

Typically your child will be in center activities approximately 9-10 hours each day. In the event that a child is left after closing time (5:30pm) and the center is unable to contact parents, Social Services will be notified.

A late fee will be imposed for child pickup after closing time (5:30pm) as follows: There will be a 5 min grace period. So from 5:35 to 5:45 the charge is \$20. Then from 5:45 on there will be a charge of \$1 a min.

Nutrition

The centers participate in the Child and Adult Food Program (CACFP). Morning snack, breakfast, lunch, and an afternoon snack are provided. Refer to weekly menus posted in your child's classroom for meal schedules. Arrangements with the administration must be made for children with food allergies or dietary restrictions. A written order from your physician is required stating the allergy/restriction and allowable substitution to meet CACFP guidelines. A form will be provided for to ensure safe transport for food brought from home. Simple treats to celebrate an occasion must be commercially prepared and kept in the original container. The USDA and the State of Indiana are equal opportunity providers and employers.

Infant/Toddler Nutrition: West Center

We will provide infant food and formula based on the CACFP guidelines. A milk based and soy based formula with iron will be offered. Food will be products of plain vegetables,

fruits, and meats. Mixed dinners or desserts are not allowed. As an infant is ready to transition to table food, they will be served the regular meals. Menus are posted. Families may bring their own food and formula. Contact the office for information. State regulations require an "individual feeding plan" prior to admission. This plan shall be written in consultation with parents based on written recommendation of the child's pediatrician or family physician. The feeding plan must be updated, every 6 months, for the child's current age. A form with recommendations will be supplied. Parents shall furnish bottles, caps, and nipples with a clear plastic covered container for 1 day's use. Label items with child's name. The center will sterilize bottles, caps, and nipples after each use. Breast milk must be stored in a bottle or bag in an amount the infant would drink at one feeding. The breast milk must be labeled with the child's name and the date and time collected. Bottles must be brought in a clean, insulated container which keeps milk at 45°F or below. Fresh refrigerated breast milk may be stored in freezer 2 months or deep-freeze at 0°F for 6 months.

Rest Period

A supervised rest period is provided for children preschool and under, after lunch and at any other time if requested by any age child. Infants will be placed on their backs; or sides in their cribs for sleeping. Cots are assigned to children and sanitized weekly and as needed. Blankets and pillows are to be provided by parents and should be taken home each week for cleaning. Children are not forced to sleep, but should rest for 30 minutes. After 30 minutes children will be given opportunity to participate in a supervised quiet activity. The activity may take place on the child's cot or a designated area.

Staff Members

The KDC staff is trained in CPR, First Aid, and Universal Precautions. Fulltime classroom staff is required to attend classes to acquire a CDA certificate (Child Development Associate). In addition, staff attends annual trainings and meetings to keep informed and develop a deeper understanding of the child care profession.

Staff undergo drug screening tests, annual TB tests, FBI criminal history checks, evaluations, and inspections from various agencies. The child care profession is demanding and at times individuals move on to other careers. Staff turnover can be challenging. The KDC strives to maintain consistency as much as possible.

In the event that your child's caregiver/teacher is absent, a substitute staff member will be provided. The centers follow Indiana State Licensing child/staff ratios. Staff must notify the administration any time the number of children in their care exceeds the state mandated ratios. Adjustments will be made to accommodate the need. Volunteers are not used in child/staff ratios.

Drug, Alcohol, Weapon, and Smoke Free Environment

The KDC is dedicated to providing a safe workplace for children and staff. Smoking is prohibited on all Center property (in Center buildings, parking lots, playgrounds, and common areas) and within sight of the Center areas. Individuals are prohibited from selling, distributing, or consuming alcohol, illegal substances, controlled substances, tobacco products, and/or possessing weapons on the KDCC premises.

Health Policy

Your physician must complete a health examination within one year prior to admission. Thereafter, a health report will be requested if administration finds that a child's general condition indicates the need for an additional examination. Annual health examinations are required for children two years of age and younger. You will receive a health examination form in the Enrollment packet. A record of your child's current immunizations must be provided.

If your child should be discovered with fever of 101 degrees Fahrenheit, vomiting, diarrhea, unusual rashes, pink eye, lice, or other communicable diseases you will be contacted to pick your child up immediately. Staff will check your child upon arrival for illness, fever, unusual fatigue, etc. Your child will be isolated from other children until you arrive. When more than one child has been diagnosed with a communicable disease, notices will be posted near the entrance. Any child with a communicable disease shall be excluded from the center for the appropriate length of time. **Ill children must be fever free for 24 hours without fever reducing medication before s/he can return.** Facilities will be disinfected. The center's designated physician will be contacted for instructions when necessary.

Staff members are permitted to only administer prescription medication in its original container which must include the prescription number, the doctor's name, child's name, dosage, frequency to administer, duration (i.e. 10 days), and reason. Over-the-counter cough drops, cough medicine, aspirin, chapstick/lip gloss, etc. will not be administered to children by the staff. However, over-the-counter items can be used when treated as a prescription from your doctor. You are welcome to visit the center to administer over-the-counter products to your child at any time. The following items may be applied by staff without a prescription: sunscreen, insect repellent, non-medicated powder, petroleum jelly, and A&D ointment. Request a form from the office.

In the event of an illness or emergency the center will make every effort to contact you prior to contacting the individual named in your child's enrollment form. If you choose not to list anyone in the Authorization for Pick Up or the Illness and Emergency Medical Authorization, then Social Services will be contacted if you are unable to be contacted by the KDC.

Center Pets

Center pets will not include animals with fur, feathers, or reptiles.

Maintenance of center pets is the responsibility of staff or administration. On occasion we have animals visit our center for special presentations. Please notify us if your child has allergies to specific animals.

Hand Washing Policy

Hand washing procedures are posted at every sink. Staff and children wash their hands at least at the following time, and whenever hands are contaminated with body fluids:

- Before and after food preparation, handling, and serving
- After toileting or changing diapers/pull ups

- After assisting a child with toilet use or toileting accidents
- After removing disposable gloves
- After coming in contact with blood
- Before any food service activity (including setting the table)
- Before and after eating meals or snacks'
- After handling pets or other animals
- After blowing or wiping noses
- Upon arrival into the classroom
- Upon reentering classroom from outdoor play

Diapering and Toilet Training

Parents shall furnish unopened packages of disposable diapers or pull-ups and wipes. The center will not use cloth diapers for any reason. Diaper creams, rash ointments, etc. must be treated as a prescription (please refer to Health Policy). Diapers and pull-ups will be changed when soiled and checked at a minimum of every two hours.

Caregivers shall plan with parents to help each child to use the toilet for bowel and bladder control. Parents will need to supply enough extra clothing to keep child dry, clean, and fully clothed during the training process.

We anticipate full support when the training process occurs. Consistency at home and the center is needed to ensure success for your child.

Child Abuse and Neglect

The State of Indiana requires that any suspected or known incidents or evidence of child abuse or neglect must be immediately reported. Reports are made to the State Hotline, 800-800-5556

Field Trips

Field trip means an event or activity that occurs during the center's regular hours of operation and is conducted on property that is not part of the center. The KDC does not participate in field trips that require transportation other than walking. Children will be accounted for before, during, and after field trips. Emergency information for each child and a basic first aid kit will be taken.

During the summer, school age children at the East Center participate in field trips to various locations: Bixler Lake Park, Kendallville Public Library, Police Dept., Fire Dept., doctor offices, etc. A calendar of events is distributed to those families each summer.

Emergency Procedures

When conditions arise that make the building unsafe, the center must take immediate action to provide for the safety and well-being of children and staff. Unsafe conditions include, but are not limited to, the following:

- Substantial building damage due to earthquake, flooding or water damage, tornado or severe wind storm, ice storm, and fire
- Sewage back-up
 - (a) toilets cannot be flushed/overflowing
 - (b) sewage system not operating properly
- No electricity

- Heating system problems
- Gas, carbon monoxide, or other noxious gas leaks
- Filthy conditions
- Rodent, roach, or vermin infestation
- Building renovation occurring in a room or area occupied by children

The center is required to temporarily close until the situation is corrected. Parents will be informed whenever the above conditions exist. If structural damage has occurred, inspections by the appropriate authority shall be necessary before re-entry. Other situations may simply require notification that the correction has been completed, such as the electricity or heating has been restored.

Staff is trained in evacuation and shelter-in-place plans. If alternate shelter becomes necessary, the following locations have been established: West Center, Parkview Noble Hospital; East Center, Cole Center YMCA.

Parent Involvement/Conferences

Successful child care requires an ongoing partnership between the family and center. With our open door policy, we invite you to join us at anytime. Schedule a time to share your hobbies, talents, career, etc. We welcome family photos to be displayed in your child's room. Photos are a great way for your child to feel s/he belongs at the center.

Conferences are scheduled twice per year. You may also contact the center for an appointment at anytime. If staff notices any unusual changes in your child's behavior, attitude, personality, etc. administration will contact you in person to request a conference. Daily staff will notify you of any significant occurrences or problems that affect your child, such as minor injuries, health concerns, including exposure to communicable diseases, individual supply needs, etc. Be aware of notices posted near the entrance and read any informational memos sent home.

If you or your child have any problems that might affect his/her attitude or well-being at the center, please immediately contact the administrator of the center.

Your child's records pertaining to the admission, health, assessment, or family is considered confidential. The center may release the records to the following:

- Parent of the child
- Persons authorized by State licensing agency
- Child Protective Services personnel
- Other agencies authorized by law

Discipline Policy

All children shall be under the direct supervision of a responsible caregiver at all times. The director will not use, nor permit any staff member to use corporal or other cruel, harsh, or unusual punishment, or any humiliating or frightening method to control the actions of your child. No child of any age shall ever be shaken, hit, or spanked. Your child

will not be humiliated or subjected to abusive or profane language. Punishment shall not be associated with food, naptime, or accidents. Discipline is a form of guidance to learn acceptable behavior within the group. Children learn skills needed to socially interact with others through the process of conflict resolution.

Teachers will support children in resolving conflicts by:

- Approaching calmly, stopping hurtful actions or language.
- Acknowledge feelings.
- Gather information and ask open-ended questions.
- Restate the problem.
- Ask for solutions and choose one together.
- Give follow-up support as needed.

Through conflict resolution, children will learn:

- To express needs and strong feelings.
- To hear and respect others' points of view.
- To express ideas and experience the give-and-take of relationships.
- To develop a desire to engage in positive social behaviors.
- To feel in control of the solution and outcome.
- To experience successful cooperative solutions.
- To develop trust in adults and other children.
- To understand how to make constructive choices.
- To experience feelings of competence.

Daily Activities

All children will be involved in a variety of activities throughout the day. Children are encouraged to explore their environment; including art experiences and sand/water play (smocks are available for these activities). We recommend sending children in comfortable washable clothing. Shoes must fit securely to the child's foot. Slip-on or "flip-flop" style shoes are prohibited. An extra change of clothing (shirt, pants/shorts, underwear, and socks) must be left at the center. We are not responsible for lost or damaged items, so please label them. We accept donated clothing to be used as extras. Please remember to clean and return any items your child may have borrowed.

Outdoor play is year round, weather permitting and the temperature is 25°F or above including wind chill. Please dress your child appropriately for outdoor activities.

In addition to an extra change of clothes, we ask that children bring a small blanket and pillow for naptime. Please be certain that the size is manageable for your child. To develop self sufficiency and coordination skills, we teach each child to fold and put their own items away. Parents are to take the blanket and pillow home over the weekend to clean and return them the following week. A small soft comfort item may be brought for naptime. Leave all other toys at home to avoid lost or broken toys.

Infant/Toddler Daily Activities

At the time of admission, a written program of activities and physical care for each child shall be planned by administration and the parent. Activities offered shall be based on physical maturity, individual sensitivities and strengths, and the need for periods of rest

and stimulation. Infants and toddlers shall be taken outside daily when the weather permits. A daily chart will be kept on each child and made for parent review.

Sample Daily Schedule:

5:45 a.m.	Center Opens
6:30 a.m.	Morning Snack
8:30 a.m.	Large Group Activity
8:45 a.m.	Breakfast
9:00 a.m.	Self-directed Centers/One on One Instruction
9:30 a.m.	Outdoor Experience
10:15 a.m.	Story Time
11:15 a.m.	Lunch
12:30 p.m.	Naptime
2:30 p.m.	Rise and shine
2:45 p.m.	Afternoon Snack
3:00 p.m.	Self-directed Centers
4:00 p.m.	Outdoor Experience
5:00 p.m.	Creative Play
5:30 p.m.	Center Closes

Tuition

You may pay by check, cash, or money order. All payments must be received Monday of the week of service to continue enrollment the following week. Late Fees will be payable immediately or will be added to following week payment. Families on a two-week or monthly pay schedule may make arrangements with the Executive Director or Site Coordinator. Checks returned due to insufficient funds will be accountable for the bank penalty charge on the Day Care account. Full weekly and part time (daily) fees shall be paid for each week regardless of vacation, holidays, days off or minor illness. Part time (daily) children will need to sign up for 1, 2, or 3 days. Fulltime is considered to be 4 or 5 days. If additional days are needed for a week, please notify the center as soon as possible. We will do everything possible to meet your need, but if we do not have staff available to meet ratios we cannot guarantee service for additional days. If a child is absent for two weeks without fee payment or parent notification, the child will be considered withdrawn. Refund of tuition overpayment by the family may be given upon prior written notification to administration of withdrawal.

First Day Checklist

- Enrollment forms completed and returned
- Extra clothes
- Appropriate outdoor wear
- Unopened package of diapers, pull-ups, wipes (if applicable)
- Small blanket and/or pillow
- Any supplies/materials needed to meet individual child's needs