

Agape' Learning Center
DAY CARE STUDENT HANDBOOK
&
K3, K4, K5 STUDENT HANDBOOK



**2001 Outer Drive
New Castle, IN 47362
(765)529-8774
www.agapeforkids.com**

Welcome

At Agape' Learning Center, we offer preschool, kindergarten and the only state licensed day care center in our area. As a non-profit ministry of Foursquare Church, we have served our community for over 30 years by providing quality and affordable childcare and education. We believe in the value of a comprehensive, Christian education acceptable across the evangelical spectrum. We invite you to experience our commitment to providing a safe, educational, nurturing environment where parents can leave their children knowing they will be well cared for.

At Agape', we believe in nurturing the "whole child": physically, intellectually, emotionally, socially and spiritually. We achieve this through a variety of activities that are developmentally appropriate and recognize the individual needs of children. Through Christian principles and teachings, children are encouraged to be independent thinkers and life-long learners.

Our Mission

Agape' Learning Center is first a ministry to the community. We pride ourselves on providing a Christian environment where children can grow through God's love and His teachings.

We put your child's safety first at Agape'. Our goal is to provide an environment where parents feel comfortable leaving their children knowing that their needs will be met by loving teachers who truly care about each child.

We want to nurture the love of learning through activities that captivate and challenge children to grow intellectually.

General Information

Director: Megan Watters
megan@agapeforkids.com
Office: (765) 529-8774
www.agapeforkids.com

Discrimination Policy

There shall be no discrimination on the basis of race, color, age, religion, sex, national origin, or handicap. Agape' shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children. To enroll a parent must complete the application forms and pay a registration fee.

School Colors

Our school colors are red and white.

School Song

(to the tune of "It's a Grand Ole Flag")

You're A Grand Ole School

You're a grand ole school,
You're a high ranking school,
You're the best in the North we all say,
Here the kids are smart, and they do their part—
We're loyal to you everyday,
Every heart beats true for our own colors too—
You're the best school in every way,
Should old acquaintance be forgot,
But our school is here to stay! AGAPE'!!!

Daycare

Our state licensed day care serves children ages 6 weeks to 6 years old. We best serve these children by separating them by age into multiple classrooms.

We practice continuity of care in our infant/toddler classrooms. Research has shown that consistency in care is important to the appropriate growth and development of children, especially for infants and toddlers.

We believe that infants attach to their teacher and it is in the child's best interest to remain with that teacher. Your child will be with the same group of teachers from the age of 12 months to until age 3.

Age Requirements Daycare

Students must be at least 6 weeks old in order to enroll in our day care program. Students will be admitted up to and including kindergarten age. School age children (entering first grade through fourth grade) can be enrolled in the program during the weeks of Summer Camp.

Age Requirement K Classes

Students entering K-3 must be 3 years old by August 1. Students entering K-4 must be 4 years old by August 1. Students entering K-5 must be 5 years old by August 1.

Licensing

Agape is a private program voluntarily licensed by the State of Indiana. A copy of the licensing rules are available on the web at http://www.in.gov/fssa/files/BCC_Centers_Interpretive_Guide.pdf

Hours of Operation

Agape' is open Monday through Friday from 7:00am to 5:00pm. The center is closed for the following holidays.

Labor Day

Fall Break (2 days)

Thanksgiving Break (2 days)

Christmas break (2 weeks)

4th of July

Good Friday

Spring Break (1 week)

Teacher Work Day(1 day in the Spring)

Memorial Day

Emergency Closing:

Should Agape' be closed due to inclement weather, this information will be sent through remind text as well as through our Facebook page. The administrator will attempt to make the closing decision prior to 6:00am, although this is not always possible.

Agape' uses the Remind text alerting system. If you want to receive text alerts for cancelations and other updates throughout the year, you may enroll on your phone. This program is free of charge; however your normal texting rates will apply. You may opt out at any time. In order to receive text alerts from Agape', please follow these steps:

1. Begin a text message to the number 81010
2. In the message area type: @agapenc2
3. Press send.

On occasion our facility might need to close during our scheduled day. Should this occur, you will be notified to come and pick up your child.

Attendance Daycare

If your child is sick for an entire week, you will not be billed **ONLY IF** you call your child in every day they are sick. We are also required by the state to post communicable diseases that any of our students contract so if your child is diagnosed by a doctor with a communicable disease, please let the office know.

Every daycare student is given 2 weeks of vacation time per year. These may be used by the week (not by the day) when your child will not be in attendance to avoid a minimum charge. In order to use your vacation time, a form must be filled out and turned into the office 2 weeks prior to the absence. *Vacation forms available upon request in the office.

Attendance K Classes

If your child will not be at school, please call the office to let them know. The teacher may send home make up work to complete.

If your child is also enrolled in day care: Regarding daycare, if your child is sick for an entire week, you will not be billed **ONLY IF** you call your child in everyday they are sick. We are also required by the state to post communicable diseases that any of our students contract so if your child is diagnosed by a doctor with a communicable disease, please let the office know.

K-3, K-4, K-5 students also enrolled in day care are given 5 weeks of vacation time per year. These may be used by the week (not by the day) when your child will not be in attendance to avoid a minimum charge. In order to use your vacation time, a form must be filled out and turned into the office 2 weeks prior to the absence. *Vacation forms available upon request in the office.

Daycare Fees

The weekly charge for day care depends upon the age of your child and the number of hours your child uses our facility each week. Please refer to your financial sheet in your enrollment packet for specific prices on check the website at www.agapeforkids.com. **If your child is sick for a full week you must call the office each day in order for the weekly charges to be waived.** We do offer a discounted rate for a second child.

Weekly Minimum for Day Care Only Students:

If a child is enrolled in our day care only, the parents must pay the minimum amount weekly for that age child, even if the child did not use any hours in a given week (with the exception of illness when called in every day and vacation when a vacation form has been filled out with the office). If withdrawal of a child is necessary, **you must inform the office and fill out a form or you will be charged for the minimum.** If a family vacation is taken, **a vacation form must be turned into the office 2 weeks before the vacation** in order to avoid the minimum charge. Each child is entitled to two weeks of vacation per year without the minimum charge.

Registration/Supply Fee:

When a child is enrolled in our day care a registration/supply fee must accompany his/her enrollment form. **This is an annual fee due at the beginning of June.** A Health form must be completed and signed by the child's doctor. All other forms in the enrollment packet must be read, filled out in their entirety and kept in the child's file.

Picking up a child after hours:

If a child is picked up after our closing time the following fees will be charged: 5:00 – 5:15 pm: \$8.00 per child; 5:15-5:30 pm: an additional \$10.00 per child. Should a child be in our care past 5:30 pm, we reserve the right to contact local authorities and have them pick up the child.

Billing:

Day care is billed the week following service. Our week begins Monday morning and ends Friday evening. The bill will be available after Monday afternoon to view on your MyProcure account. The parent is responsible to view the bill every week and pay the bill by 5:00 p.m. Friday. Payments may be dropped in the mailbox outside of the office. After Friday, a \$5.00 late fee will be added. If not paid within one (1) week of the due date, the child cannot return until at least the past due amount is paid. If only the past due amount is paid and the total payment due is not received by the due date, the child's card will be pulled the next Monday until the account is in good standing. Late fees will be added accordingly. After 4 weeks of nonpayment or arrangements not having been made for payment, the administration reserves the right to turn your account over to a collection agency. Should any other action be necessary, you will be responsible to pay any other fees such as attorney fees and/or court fees.

K Class Fees

If my Child's tuition payment is not paid by the 10th of the month, **I understand I will pay a late fee of \$10.00.** I realize if it is **30 days in arrears** it will result in **suspension** of my student until I have made arrangements for payment with the administrator. The administration reserves the right to send all accounts which are 2 months past due to a collection agency and withdraw the child from school. The child will not be allowed to return until their balance is paid in full. Further, if there is a waiting list, the spot will be forfeited and the next child on the waiting list will take the vacant spot.

For students also enrolled in day care:

If a child is enrolled in our day care, the parents must pay the minimum amount weekly, even if the child did not use any hours in a given week (with the exception of illness *only* when called in every day and vacation when a vacation form has been filled out with the office). If withdrawal of a child is necessary, **you must inform the office and fill out a form or you will be charged for the minimum.** If a family vacation is taken, **A VACATION FORM MUST BE COMPLETED 2 WEEKS PRIOR TO THE VACATION** in order to avoid the minimum charge. Each child is entitled to two weeks of vacation per year without the minimum charge.

Registration/Supply Fee:

When a child is enrolled in our school or day care, a registration/supply fee must accompany his/her enrollment form. A Health form must be completed and signed by the child's doctor. All other forms in the enrollment packet must be read, filled out in their entirety and kept in the child's file.

Picking up a child after K-3, K-4, K-5 dismissal time (NOT enrolled in day care):

All school only students not picked up by 11:10/3:10 will be sent to a day care classroom to wait and a \$10.00 Late Pick Up fee will be assessed the first time. The second time, there will be a \$20 late fee. The third time, there will be a \$30 late fee. If the day care classrooms are at capacity, the child will wait in the office. Late fees will still apply. Exceptions will only be made in the case of true emergencies.

Picking up a child after hours (for students enrolled in daycare):

If a child is picked up from day care after our closing time the following fees will be charged: 5:00 – 5:15 pm: \$8.00 per child; 5:15-5:30 pm: an additional \$10.00 per child. Should a child be in our care past 5:30 pm, we reserve the right to contact local authorities and have them pick up the child.

Billing:

If tuition is not paid by the 10th of the month, a **late fee of \$10.00** will be added. If your account is **30 days in arrears** it will result in **suspension** of the student until arrangements for payment have been made with the administrator. The administration reserves the right to send all accounts which are 2 months past due to a collection agency and withdraw the child from school. The child will not be allowed to return until their balance is paid in full. Further, if there is a waiting list, the spot will be forfeited and the next child on the waiting list will take the vacant spot.

For students enrolled in day care:

Day care is billed the week following service. Our week begins Monday morning and ends Friday evening. The bill will be available to view on your MyProcure account. The parent is responsible to view and pay bill every week and pay the bill by 5:00 p.m. Friday. Payments may be dropped in the mailbox outside of the office. After Friday, a \$5.00 late fee will be added. If not paid within one (1) week of the due date, the child cannot return until at least the past due amount is paid. If only the past due amount is paid and the total payment due is not received by the due date, the child's card will be pulled the next Monday until the account is in good standing. Late fees will be added accordingly. After 4 weeks of nonpayment or arrangements not having been made for payment, the administration reserves the right to turn your account over to a collection agency. Should any other action be necessary, you will be responsible to pay any other fees such as attorney fees and/or court fees.

Discipline

We believe discipline to be an integral part of school development. It affects the social, emotional, academic, and spiritual growth of a child. Therefore, we have chosen to implement the following discipline procedure for the well being of your child.

The day care uses a positive disciplinary approach with children. Children are informed of any inappropriate misbehavior and redirected to more constructive activities, or allowed to spend some quiet time to themselves in an area so designated.

Discipline Procedure

If a problem occurs in the classroom, the teacher is to make the correction at that point. Guidelines to be followed:

- A. Were the directions clear and understandable?
- B. Was the misdeed calculated or a mistake?
- C. Is there an underlying emotional or physical problem to the disturbance: "problem" means an attitude or action that is disturbing the learning process of the child in question or others about him, or an attitude or action that is in clear violation of the Christian standards of Agape' Learning Center. In cases where there is an emotional or other problem contributing to a child's actions or attitudes, the administrator will work with the parents toward a solution. Should, however, the problem constitute too great a disruption with the other children or staff, other arrangements will have to be made.

Minor Offences

Minor offenses are dealt with in the classroom. Each classroom will provide a copy of the individual classroom policy for the parents.

Major Offences

These offenses include, but are not limited to the following:

- A. Striking authority**
- B. Disobeying rules continually after ample warning**
-After 3 times and or corrections in the classroom the child has to be sent to the office
- C. Defacing school property deliberately**
- D. Uncontrollable behavior**

Parents will be notified in the event of a major offense. The Administrator reserves the right to send the child home for the remainder of the day.

Behavior Management Plan Outline

If major offenses continue to happen consistently, we will require a meeting with the parents and the teachers to go over the behavior management plan. Every effort will be made to work with families to get behaviors under control; however, if behavior is beyond what we can reasonably manage without compromising the care for the other students continues other actions such as termination may be required.

Step 1:

- The child will be sent home remainder of the day if they are sent to the office for any major offense. If the child were to be sent home 2 times within a one week period (5 days of school attendance) a conference will be held to discuss the child's behavior and the behavior management plan.

Step 2:

-If after the conference the parents the child again were to be sent to the office for 2 major offenses and have to be sent home within a one week period (5 days of school attendance) that child will be suspended for 5 additional days.

Step 3:

-If after the suspension of 5 days the child were to be sent to the office for 2 major offenses and have to be sent home within a one week period (5 days of school attendance) that child will be asked to no longer attend daycare or K Class services that Agape' Learning Center provides.

If the child, who has been through step 1 and 2 goes 3 weeks (15 days of school attendance) without a major offence, we will go back to step one if the child were to come to the office again.

**The behavior management plan is subject to change depending on each situation. If there needs to be any adjusting to the policy the change will be made by the Director and then communicated to the parents.

Biting Policy

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a daycare/preschool, we understand that biting, unfortunately, is a part of a daycare/preschool setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When biting continues:

1. If a child inflicts 3 bites in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.
3. If the child again inflicts 2 bites in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting, we will go back to step one if the child bites again. If a child bites twice in a 1 hour period, the child will be required to be picked up from daycare/preschool for the remainder of the day.

**The biting policy is subject to change depending on each situation. If there needs to be any adjusting to the policy the change will be made by the Director and then communicated to the parents.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting.

Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

Accidents

Should your child receive an injury which requires first aid, the teacher will complete an accident report which the parent is required to sign and return to the office to be kept in the child's file.

Emergency Card:

The information card that you fill out for us is our link with you in case of an emergency. It is very important that these cards are kept up to date. If your phone number, place of employment, etc. changes, we need to know immediately.

In order to keep your child safe, each day care employee is required to have Universal Precautions and CPR training. (Updated Annually)

Daycare Arrival & Departure

Adults are required to come into the building with the child. Please make eye contact with the teacher before leaving the child. Parents are encouraged to talk with the teacher at drop of and pick up every day to discuss anything going on with the child. Establishing open communication will help the teacher's better care for your child.

Clocking In and Out:

Each child has a time card with his/her name on it. When parents bring their child to day care they should be "clocked in" and they should be "clocked out" when leaving. On our time system it is important to follow this procedure because, **should your child not be clocked out, our time clock will clock them out at 5:30 pm and you will be charged accordingly.**

ADULTS ONLY ARE TO CLOCK CHILDREN IN/OUT. If you forget to clock your child in or out, please inform the office as soon as possible so we can go in and manually make the adjustment for you. If you fail to inform the office, your child will automatically be clocked in at 7:00 A.M., or be clocked out at 5:00 P.M. This will make your charges for the week to be more than they should be. If we catch the mistake, we will contact you, but we do not always catch these mistakes.

Cubbies:

Each child will be provided a cubby. Cubbies will be labeled with your child's name on it. This will be where you will find any projects or notes sent home for the day. Please check it daily!

Pick up:

Only authorized individuals listed on the child's enrollment form or enrollment card will be allowed to remove the child from our facility.

Agape' Learning Center will notify the local police department immediately if an authorized individual picking up a child appears to be intoxicated or impaired, but insists on removing the child from the facility.

K Class Arrival & Departure

We have a car line for drop off and pick up that parents should utilize. A map is provided in your child's school folder you receive on Back to School Night.

For those Preschool/Kindergarten students that use day care before and after school times, a teacher will take them where they need to go.

All school only students not picked up by 11:10/3:10 will be sent to a day care classroom to wait and a \$10.00 Late Pick Up fee will be assessed the first time. The second time, there will be a \$20 late fee. The third time, there will be a \$30 late fee. If the day care classrooms are at capacity, the child will wait in the office. Late fees will still apply. Exceptions will only be made in the case of true emergencies.

For students also enrolled in day care: Clocking In and Out:

Each child has a time card with his/her name on it. When parents bring their child to day care they should be "clocked in" and they should be "clocked out" when leaving. On our time system it is important to follow this procedure because, **should your child not be clocked out, our time clock will clock them out at 5:30 pm and you will be charged accordingly. The office will clock your child out before they go to school and will clock them in to day care if they stay after school.**

ADULTS ONLY ARE TO CLOCK CHILDREN IN/OUT. If you forget to clock your child in or out, please inform the office as soon as possible so we can go in and manually make the adjustment for you. If you fail to inform the office, your child will automatically be clocked in at 7:00 A.M., or be clocked out at 5:00 P.M. This will make your charges for the week to be more than they should be. If we catch the mistake, we will contact you, but we do not always catch these mistakes.

Hooks:

Each child will be provided a hook. Hooks will be labeled with your child's name on it. This will be where you will hang up coats. This is also where you will come to pick up your child after school. When it is cold, please make sure to bring hat and gloves and put them in the sleeve of your child's coat. Hats, gloves and coats that are in backpacks may go unnoticed as the teachers do not check backpacks upstairs, only folders.

Pick up:

Only authorized individuals listed on the child's enrollment form or enrollment card will be allowed to remove the child from our facility.

Agape' Learning Center will notify the local police department immediately if an authorized individual picking up a child appears to be intoxicated or impaired, but insists on removing the child from the facility.

Daycare Parent Involvement

Conferences:

Bi-Yearly conferences are offered in all day care classrooms for day care only students. These conferences will take place in May and November. There will be a sign-up sheet posted outside of the classroom doors a few weeks before the conference dates. At this time you may sign up for a time to meet with the teacher or decline a conference. More information will come home closer to those May and November dates. If at any time throughout the year you would like to meet with your child's teacher about development or any concerns, please set up an appointment through the office.

Communication:

Each month a newsletter of upcoming events for your child's room will be placed in their cubbies. Along with this newsletter you will receive a monthly lunch menu. Teachers will send home notes or messages when your child is running low on supplies (i.e. diapers, extra clothes, etc.) or if there is a behavioral issue that needs to be communicated with a parent, etc. Sometimes a teacher is not available to talk through issues if the child is picked up at a busy time of the day. This is why it is so important for parents to check their child's cubby and/ or the parent app every day. These are the main methods of communication between parents and teachers.

Parent information boards are located outside each classroom. This board will have any class updates, daily schedules, etc.,

K Class Parent Involvement

Conferences:

Bi-Yearly conferences will take place in October and March. You may call the office to schedule a time with your child's teacher. More information will come home closer to those October and March dates. If at any time throughout the year you would like to meet with your child's teacher about development or any concerns, please set up an appointment through the office.

Communication:

Each month a newsletter of upcoming events for your child's room will be sent home in their folder. Along with this newsletter you will receive a monthly lunch menu. Teachers will send home notes when your child is running low on supplies or if there is a behavioral issue that needs to be communicated with a parent, etc.

Daycare Potty Training and Toileting Policy

As many of our 3 year olds are still working on the potty training process, our teachers are here to help. If a child in the day care room needs help with an aspect of potty training, the teacher should be there to support and help when needed. Parents and teachers should communicate about where the child is in the process and where he needs help and guidance in order to make potty training as quick and painless as possible.

For a child in pull-ups: It is Agape's policy to change pull ups as needed while still encouraging the child to use the toilet. The child will be changed on a cot, using disposable, sanitary, waterproof paper which is thrown away after each change. The teacher will be in the restroom for this procedure but no doors will be closed. The teacher may need to be positioned to also watch the other children if no other care giver is available to help.

For a child not in pull-ups but still requiring help: It is Agape's policy to help a child when needed with wiping, hand washing, clothing, etc. while also instructing the child on how they can better help themselves in the future. It is policy for a teacher to leave the bathroom door open and the stall door open while they are in helping a child.

Daycare Bathroom Habits

Weekly charges are based upon the age of your child and whether or not your child is potty trained. Please fill out the Bathroom Habits form and return it with your enrollment package. Also, be mindful of the clothing your child wears to school. Make sure that your child can work all zippers, buttons, or fasteners if he/she is potty trained. The teachers will stand outside the door to offer assistance when the child is finished in the restroom. If your child wears diapers or pull-ups you are required to provide them. **These need to be brought to school in their original unopened package.**

K Class Bathroom Habits

All K-3, K-4, K-5 students are required to be fully potty trained. Please make sure that your child can work all zippers, buttons, or fasteners as they will be expected to use the restroom without assistance.

Clothing

Please have all of your child's coats and jackets marked with his/her name, it is very easy for a mix-up to happen. Also, be sure to leave a change of clothes for your child to be left here in case of an accident.

Please include underwear, shoes and socks.

Illness

Our first priority at Agape' is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if any of the following is experienced: an illness that prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever of 100.4 degrees or greater accompanied by behavior changes or other signs/symptoms of illness until fever free for 24 hours**
- **Vomiting until it has been resolved for 24 hours**
- **Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing**
- **Diarrhea (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not be infectious by a licensed health care professional.**
- **Blood in stools not explainable by dietary change, medication, or hard stools**
- **Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness**
- **Mouth sores with drooling, unless a health care provider determines the sores are not contagious**
- **Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease**
- **Pink eye (conjunctivitis) until after treatment has been initiated**
- **Head lice and/or nits, from detected until gone (child will be checked upon coming back to day care and if any nits or lice are found, they will be sent home)**
- **Scabies, until after treatment has been completed**
- **Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care**
- **Impetigo, until 24 hours after treatment has been initiated**
- **Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever**

- Chicken pox, until all sores have dried and crusted (usually 6 days)
 - Pertussis, until 5 days of appropriate antibiotic treatment has been completed
 - Mumps, until 9 days after onset of symptoms
 - Hepatitis A virus, until 1 week after onset of illness
 - Measles, until 4 days after onset of rash
 - Rubella, until 6 days after onset of rash
 - Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- A child who becomes ill while at Agape' must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be sent to the office to wait for his/her parent to arrive. Agape' reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

*****If your child will be staying home due to illness, please call the office.**

Notices of confirmed communicable diseases will be posted to warn parents of possible exposure on the bulletin board by the time clock.

Medication Authorizations

The giving or application of all medication and carrying out medical procedures shall be done only on written order and/or prescription from a physician or other health care professional authorized to write prescriptions, which must be kept with the medication.

Non-refrigerated medications must be stored in the locked cabinet in the office and refrigerated medication must be stored in the refrigerator used exclusively for medicine away from any access to the children while in use at Agape'. Unused medications must be immediately returned to the family and will not be stored at Agape'. Medications may be administered only by Managers, Lead Teachers, the Director, or the Office Manager. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances.

With parent's written approval, centers may use preventive products, such as sunscreens, insect repellents, non-medicated powder, petroleum jelly, and A & D ointment, without a physician's order.

Meals

As a state licensed day care center, we are required to have a doctor's note on file if your child needs to have lunches or snack brought from home due to an allergy or any other reason.

Lunch:

Children will be served lunch in the designated area in the gym. Teachers will assist children who might need food cut up or condiments. Good eating habits and manners will be taught and encouraged. Since we are State licensed we are required to serve your child a healthy snack and hot lunch. If your child is in attendance during our lunch time, even if they are not marked for lunch, we are required to serve them a lunch and you will be charged accordingly.

Breakfast:

Breakfast is served at 7:30:am during the school year and 7:30 am during the summer. **In order to be served breakfast, your child must be here by 7:35.**

Snacks or Special Treats:

If you would like to furnish a treat for a class party or birthday, it is required to be a store bought item. Please contact the teacher prior to the day you plan to bring in the snacks.

Rules

Gym:

No objects should be thrown at the ceilings, lights, walls, or fans. Children should not be allowed to play in the table area. No balls smaller than a tennis ball should be played within the gym.

Hallway and Restroom Procedures:

Children should walk in an orderly fashion in the hallways. Noise should be kept to a minimum. Children should keep their hands and feet to themselves- off the walls and other people.

Playground:

Children will be well supervised while on the playground at all times. The children are not allowed to sit on top of the monkey bars. The cabin is for children to play inside, not on top of. The children are required to swing while sitting on their bottoms. They are also required to slide down the slides on their bottoms. If it is wet and muddy, the children will play on the blacktop area.

Daycare Classrooms

Interaction Expectations:

Teachers are expected to interact with the children continuously. Lessons are planned to promote learning experiences in cognitive, fine motor, gross motor, and language skills. Curriculum at Agape' includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, cognitively, and spiritually. Agape' uses the Highscope curriculum as a guide for planning the curriculum in each of its infant/toddler day care classrooms. The Abeka curriculum is used as a guide in our daycare, preschool and kindergarten classrooms. Each classroom (including day care) has weekly lesson plans. These plans contain a number of activities, designed to foster each individual infant, toddler and child's development needs, and the development of the group as a whole. Lesson plans should be changed in order to accommodate the children's changing interests. Lesson plans are posted in each classroom for parents to review. Each classroom (with the exception of the infant/toddler room, see below Physical Environment) is required to be set-up in centers, which **must include ALL of the following:** art, music and movement (with instruments and listening equipment), large muscle, science, manipulative/fine motor, blocks (including wooden blocks), quiet/individual play, dramatic play (with a shatterproof, full length mirror), literacy, art easel (with paint), and a water/sand table. The set-up of these centers should encourage development of the child's cognitive, emotional, physical, and social skills. Toys and materials are to be switched out on the first and third week of the month. This will be introduced to new staff at orientation.

Art Activities:

Art is an integral part of the curriculum. Teachers may ask for donations for special projects.

Indoor Play:

Each classroom has an adequate supply of toys and activities provided for children to enjoy. Toys will be frequently rotated so as to not let the children become bored with the selection.

Learning Centers:

Each classroom will incorporate learning centers to help develop student cognitive, physical, emotional, and social skills. Each room should have a reading center, writing center, art center, blocks, dramatic play center, mat/numbers center, music and movement center, nature and science center, sensory play center, and a small motor/manipulative center.

Outside Play:

Children will be taken outside each day for playtime as long as the temperature is above 25 degrees and it is not raining or snowing. Teachers will use common sense for wind chill and heat index. As a rule, children should be taken outside for **at least 5** minutes of fresh air. Please check the daily schedule for designated outdoor play times.

Parties:

Day care classes may have a Christmas, Valentine's, and Easter party. Birthday parties may be held if the parents wish to supply the class with store bought treats.

Toys:

Toys are to be brought only for Show-and-tell or other special classroom events. Toys need to be small enough to fit into the child's cubby. Also, toys need to be labeled with a child's name. We want to encourage good things at Agape', so we do not allow monster types or any evil looking toys or weapons.

Videos:

Students are not allowed to bring videos to be watched because Agape' is licensed to show only what we have available on site.

K Class Classrooms

Outside Play:

Children will be taken outside each day for playtime as long as the temperature is above 25 degrees and it is not raining or snowing. As a rule, children should be taken outside for **at least 5** minutes of fresh air every day. Please check the daily schedule for designated outdoor play times.

Parties:

Classes will have a Christmas, Valentine's, Easter, and 100 Days of School party. Parents are invited to attend. At the beginning of the year, the teacher will ask for volunteers to help out with a craft and a game for each party. Sign up sheets for parties will be posted by the parent board.

Toys:

Toys are to be brought only for Show-and-tell or other special classroom events. Toys need to be small enough to fit into the child's backpack. Also, toys need to be labeled with child's name. We want to encourage good things at Agape', so we do not allow monster type or any evil looking toys or weapons.

Videos:

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Caring For Children with Special Needs

Inclusion of children with special needs has been shown to enrich the child care experience for all staff, children, and families of enrolled children. 1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). 2. All families will be treated with dignity and with respect for their individual needs and/or differences. 3. The Agape' Learning Center Staff will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program. 4. The program will ensure that when a child with a special need is identified the staff will ensure an inclusive learning environment that best meets the child's needs. 5. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, the Agape' staff may consult with the Huffer Child Care Resource & Referral Specialist, Community Schools, First Steps, and other services as needed, provided parental permission is granted. 6. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their care may need. 7. If a child is harmful to themselves or others and/or are unable to be controlled in this environment, we will have to dismiss them with a heavy heart.

Child/Staff Ratios

Infant – 4 per teacher
Toddler (under 30 months and walking) – 5 per teacher
30 months to 36 months – 7 per teacher
3 year olds - 10 per teacher
4 year olds - 12 per teacher
5 year olds - 15 per teacher
6 year olds - 20 per teacher

Evacuations

Procedures for fire and disaster emergencies shall be posted in all classrooms. Fire Drills will be conducted monthly, as required by state law. Tornado drills are practiced bi-monthly.

Hand Washing

Germs are spread very easily among young children. Hand washing is of great importance to help cut down on the spread of germs. Agape' provides disposable towels and antibacterial soap in each lavatory.

Agape's Hand Washing Procedure:

All adults in Agape' classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

HOW TO WASH YOUR HANDS MOST EFFECTIVELY

- Use soap and warm (between 60 and 120 degrees F), running water
- Rub hands vigorously for at least 20 seconds (sing the "ABC's").
- Wash all surfaces, including backs of hands, wrists, under fingernails with fingers pointed to the sink drain
- Rinse hands well with the water running
- Dry hands with a disposable towel
- Turn off water with the paper towel

WHEN TO WASH YOUR HANDS

- Upon arrival in the classroom
- When changing from one group of children to another
- Before preparing or serving food
- After eating food
- Before AND after diapering/toileting a child
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after administration of medication
- Before and after sensory play, including water play
- After coming indoors or returning from a break
- After handling pets
- After using the restroom

WHEN TO WASH THE CHILDREN'S HANDS

- Before eating, drinking or preparing snacks for others
- After eating
- After using the toilet or having their diapers changed
- After contact with bodily fluids (vomit, blood mucus)
- Before and after sensory play, including water play
- After returning indoors from the playground
- After handling pets

Nap

Your child is required to have a rest period. Children who are here during our designated nap time are required to lay down on their cot. If a child is unable to sleep after 20-30 minutes of quietly laying down, they will be allowed to play quietly. We want this to be a secure and happy time so if your child has a favorite sleeping toy or blanket that makes them more comfortable, he/she is welcome to bring it. You will need to take the toy, blanket, and pillow home every Friday to wash it and then return it the next week.

Child Abuse and Neglect

All Agape' staff members are mandatory child abuse reporters. Suspected cases of child abuse or neglect must be reported to the Department of Human Services to:

CHILD ABUSE HOTLINE
Henry County Child Protective Services
1-800-800-5556

Staff members may directly report suspected incidents of child abuse or neglect to the Indiana Department of Human Services and will complete all necessary paperwork. The staff member should inform the Director of the report and together decide whether or not to inform the parents of the report. If an Agape' staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to the Department of Child Services (DCS). Agape' will cooperate with any DCS investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

Breast Milk Precautions

A child should never drink another child's breast milk. If this happens, the incident will be taken seriously. Although the risk of any illness being transmitted is very small, should it occur, we will proceed as follows:

- Inform the parent/guardian of the child given the wrong bottle that his or her child drank another child's breast milk.
- Ask the parent/guardian to notify his or her child's physician immediately.
- Inform the mother whose milk was consumed about the switch and ask her:
 - how the milk was handled before it was brought to the center
 - if she would be willing to share any pertinent medical information or be tested for any communicable illnesses
 - if she would be willing to allow a confidential call between her doctor and the other child's pediatrician