

COMMUNITY
CENTER of HOPE

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Hope, IN 47246
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Early Education & Out of School Time
Family Handbook

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1. ENROLLMENT

1.1. PROGRAMS AND AGES:

- Infant Toddler (6 weeks to 3 years)** – The infant/toddler program is state licensed and a “Paths to Quality” provider. We want to ensure that we are fostering a child’s optimal development. Infants and toddlers need close, nurturing relationships that will provide them with a secure base for exploration, learning, and discovery. Our program gets children actively involved in learning with seeing, feeling, tasting, and smelling.
- Preschool** – The preschool class focuses on center based, hands on learning. The children in the program are gaining a foundation of learning while they are interacting with peers and playing at the same time. Our program introduces letters, numbers, shapes, and colors to get them used to the concept of learning. We provide a time for physical activity to increase their motor development.
- Pre-Kindergarten** – Our pre-kindergarten class integrates center-based learning into a classroom environment to prepare children for the experience of a Kindergarten classroom. The pre-kindergarten classroom solidifies students learning their letters, numbers, name writing, and word recognition. We strive to build educational confidence and a life-long sense of learning in preparation for their futures within the school system.
- Before School/After School** – The before school portion is held at the Center and students are provided with a nutritional breakfast. We provide a safe and educational environment while children wait for the school bus. The Flat Rock Hawcreek school corporation provides transportation from the Center to the elementary school. Our program also includes school delays. The after-school portion is partnered with Hope Elementary to use their facility, so students will have access to their teachers and other school resources. During the after-school program students receive academic assistance, nutritional snacks, exercise, and enrichment activities.
- School Breaks** – The Center will offer programming during School Breaks such as Fall Break, Winter Break, and Summer Break. The summer camp program provides a fun and interactive experience for the children. In a controlled environment we encourage exploration, adventure, and recreation. Children have fun attending field trips, going swimming, creating summer themed crafts, playing educational games, and participating in character building activities. We collaborate with our local library for reading programs during the summer to keep children on track for the upcoming school year. Our summer camp program has partnered with the school’s summer lunch program to provide a free nutritional lunch for the children attending summer camp.

1.2. TUITION RATES: Tuition Rates are based on the age of your child as outlined in the table below. A \$40 registration fee will be applied at the start of each program. There will only be one fee per family.

TUITION RATES		
6 weeks – 35 months \$200.00	Preschool (3 years to 4 years) \$180.00	Pre-Kindergarten (4 by August 1) \$160.00
Before School \$20.00	After School \$60.00	Before & After School \$70.00
School Breaks \$120.00	Summer Camp \$120.00	Half Days (ages 3+ if available) Based on classroom
Tuition rates are charged per week, per child. **Multi-child discount of \$20 per week per additional child.		

1.3. TUITION EXPECTATIONS: Tuition is due on Friday by the end of the day to reserve enrollment for the upcoming week. Families who have not made payment by Friday by end of day will have their account courtesy charged. Late fees will be charged at the rate of \$10 per day. Tuition that is not paid in full by Monday morning will result in your child not attending until payment is made. Consistent late payments will be subject to families being terminated. Tuition payments may be made by cash, check, or debit/credit cards or recurring payment. There will be a charge for returned checks in the amount of \$30.00 per returned check. Please speak with office staff on recurring payment agreements. When tuition rates are amended, 60 days’ notice will be provided to families.

1.4. TUITION ASSISTANCE: The Community Center of Hope accepts subsidies from the Child Care Development Fund (CCDF). The hours of care are capped daily dependent on the daily hour need specified on each family voucher. A change in schedule or hourly need should be addressed with CCDF by the family. Full payments that are not received due to insufficient hours, families will be required to pay out of pocket for the tuition owed. Abuse of checking in and out could result in termination. Please swipe every day.

1.5. SCHEDULES: Hours are contracted at 9 hours per day (7:30am to 4:00pm) to meet the working family's needs and to appropriately schedule educators. The rate for exceeding forty-five scheduled hours per week is \$5 per half hour. The rate for drop-off and pick-up outside of scheduled hours is \$5 per half hour and begins accruing at ten minutes over scheduled hours. Families must provide educators with schedule adjustments two weeks before the adjustment will occur. Tuition is charged on a full-time status. Please honor changes in schedules, as ratio adjustments will be made based on attendance changes that are provided to us.

1.6. TERMINATION: The Community Center of Hope and families have the right to terminate care for any reason, requiring a two-week written notice. Not following the terms of this handbook, unpaid/late tuition, failure to complete required forms, repeatedly sending an ill child or not picking up an ill child, and excessively dropping off/picking up outside of scheduled hours are reasons for termination. Upon termination, tuition for the last two weeks of care is expected to be paid in full before the last day of care.

2. ATTENDANCE AND CLOSING

2.1. HOURS OF OPERATION: We operate Monday-Friday from 7:00am - 4:30pm. Care will not be provided before or after these hours. Please be courteous and arrive on time for drop-off and pick-up.

2.2. DROP-OFF AND PICK-UP: In support of the learning environment and out of respect for the little learners in it, please arrive by 9:00am each day unless they have an appointment and educators have been notified in advance. This is when organized learning experiences begin. Arrival after 9:00am causes disruption during this period. This also allows each child to actively participate with their peers and get the most out of these experiences.

Children must be signed in and out at drop-off AND pick up EVERYDAY. Please check in at the front window to ensure proper check-in and check-out procedures. This is a safety concern and allows us to verify the persons dropping off and picking up. EVERY PERSON THAT IS NEW TO PICKING UP A CHILD IS REQUIRED TO PROVIDE A STATE ISSUED I.D. It is best practice for families and other authorized persons to ALWAYS bring I.D at pick-up. If we do not know the person picking up, we will not release the child. The safety of each child is a priority. If there is a court order that keeps a child from being picked up or in contact with someone, we must have a copy of the order to abide by the restriction. We cannot honor a request to withhold a child from a custodial parent/parent on birth certificate without a court order.

Please transition children into their program in a timely manner, so that they may start their day with ease. Children must enter and exit the building next to the person picking them up. As a safety measure, adults must open and close the door. This is the best practice to prevent unfortunate events from occurring. Once the person picking up the child has arrived to pick up, they are now responsible for that child. Until the child has left the property, program rules need to be respected.

If a person picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be contacted to pick up that child. **Fees will be applied if a child is picked up after 4:30pm.** For each minute late, a late fee charge will begin accruing at the rate of \$2 per minute, per child. If this happens, late fee charges are due on the upcoming tuition due date. We will operate an open-door policy, but it is encouraged to arrange pick up before or after rest time. Interruption during this period for one child could cause the rest period to end short for the other children. Please respect our children during their rest time.

2.3. FAMILY ABSENCE AND VACATION: If a family plans to keep their child home, or if they are going to be late dropping off their child, they should notify an educator by 9:00am so that we may make attendance adjustments in our system. Activities and meals are planned and notice not being provided could result in changing plans for the group. We take walks often and do not want to leave anyone behind. **Please remember, tuition is due regardless of whether a child attends. Families are paying for an enrollment position, not attendance.**

If families take vacation time, tuition rates may be waived upon approval of the Education Director if a two-week written notice was given. Your notice must be submitted two weeks before non-attendance, otherwise your

account will be charged. If families need to make advance payments due to absence on a tuition due date, they may leave a post-dated check, pay in advance, or pay electronically.

2.4. CENTER CLOSINGS: We will close for one week in the summer and one week in the winter each calendar year. Tuition is waived for these weeks. Families will be notified of these closings at the beginning of each program via the MomentPath communication app calendar. We utilize two professional development days per year (one per program start.) Tuition rates will not be adjusted for professional development days, as they are required for us to maintain Paths to Quality rating. Please arrange for alternative care for these closings.

2.5. HOLIDAYS: We will be closed for holidays listed below. Please arrange for alternative care on these days. If a holiday falls on a Saturday, closing will occur the Friday before the holiday. If the holiday falls on a Sunday, closing will occur the Monday following. Regular tuition rates apply.

RESERVED HOLIDAYS	
	New Year's Day
	Good Friday
	Memorial Day
	Independence Day
	Labor Day
	Thanksgiving Day and Day After
	Christmas Eve
	Christmas Day

2.6. DANGEROUS WEATHER AND CLOSINGS: When public schools are delayed or closed due to inclement weather, we will be open unless the NWS declares a State of Emergency. If it is necessary to close due to weather conditions, families will be notified immediately to pick up their children. If an emergency forces us to close, regular tuition fees apply. Flashlights, batteries, candles, blankets, non-perishables, water, a weather radio, and a first aid kit are reserved for emergencies.

PROCEDURES FOR DISASTER EMERGENCIES	
Flood	If flooding occurs due to weather or plumbing issues, a note will be posted on the door of the evacuation location and families will be contacted as soon as possible. Our evacuation location is Hope Elementary 9575 IN-9, Hope, IN 47246. If we cannot make it to that location, we will announce our relocation at the time of emergency.
Tornado	If a tornado warning is issued by the NWS, children will gather in the men's restroom in the center of the building until the inclement weather has passed.
Fire	In the event of a fire, there is a fire extinguisher and fire alarm located in every room of the building. If there is a fire that cannot be quickly extinguished, all children will be evacuated immediately and 911 will be called. Fire drills will be practiced and documented monthly. The local fire department is Hope Fire Department. The stations have been notified of and are aware of the details of our programs as well as locations.
Power Outage	In the event of a power outage, there are flashlights and other supplies located in the facility. If the power remains out for an extended period, weather is inclement, or the facility is getting too hot or cold for children, families will be called immediately for pick-up. If relocation is required, we will evacuate to the location listed under "Flood".

*If a disaster or threat occurs, the Hope Police Department and Hope Fire Department will be contacted for further direction and/or assistance.

3. FRAMEWORK AND PROGRAM

3.1. MEALS: To ensure that quality and nutritious meals are provided, we follow the requirements of the Child and Adult Care Food Program (CACFP) regulated by the USDA. We provide a varying and well-balanced breakfast, lunch, and two snacks each day. Milk is provided at meals and water is provided in between meals and at snacks. We do our best to encourage children to eat, but they will never be forced to do so. Serving family style is the best way to encourage children to try new foods. Children should arrive by 8:00AM to eat breakfast. Once food is served, it is put away and the serving area is cleaned up. Meals are served "family style"—everyone serves together and eats together. This allows children to make their own choices when selecting foods, while influencing

them to try something new. Children are not forced to eat but must sit at the table during meals. Children are encouraged to share stories and talk with each other during this time. Near the end of a meal, children will clean up their eating area, use the restroom, and wash their hands. Children that become thirsty and request a drink will always be offered one. Families that request their child to eat foods other than what is provided due to allergies, cultural, or religious beliefs, will need to meet with the director to decide what will be supplied and by whom. A family that begins supplying alternate foods will still incur regular tuition rates. Monthly menus are posted on the MomentPath app for families to view.

3.2. ALLERGY POLICY: A child with any food allergies must be listed on their physical exam form. Do not send any food or drink with a child. We stress the importance of this and have a NO TOLERANCE POLICY for food and drinks being brought in with a child. Please leave food in your vehicle. Families not adhering to this policy will be subject to termination. Our children’s health is important and not worth the risk. The only time outside food/drink should be brought in is for donation for special events. Items that are brought under these circumstances should be sealed and handed from the family to an educator and stored in the kitchen.

3.3. HYGIENE AND TOILETING: Children are taught to use tissues for their noses, to cough into their arms, and wash their hands regularly.

Hand Washing Policy	
Educators	Children
Before and After Food Handling/Feeding	Before and After Eating
Using the Restroom and assisting children in using the restroom	Using the restroom
Touching any bodily fluids, such as vomit, blood, diarrhea, runny noses and spit.	Touching any bodily fluids, such as vomit, blood, diarrhea, runny noses and spit
When hands are visibly soiled	When hands are visibly soiled
After using cleaning products	After outdoor play
Before and after medication administration, including ointments and cremes	After hands are in their mouth and nose

Children are free to use the restroom whenever needed. We will begin potty training a child only when the child is ready. There is no magic number to potty training, as every child is different. Some children show eagerness to train but are not physically ready. Some are physically ready but are not eager to train. Following the child’s lead makes for a successful transition from diapers to underwear. Consistency is key. **Send 6+ pairs of underwear when your child is training.** Please replace clothing and underwear as needed. Punishment or shaming will never be used with a child when potty training. It is a learning experience for every human being. Children will be supported during this time.

3.4. ENVIRONMENT: Environments are set up to accommodate the ages of children enrolled. Child accessible centers have been established for meeting children’s needs, focusing on project work, and meeting criteria of the Indiana Early Learning FOUNDATIONS. We provide an environment rich in materials, natural experiences, and social interaction, opening the door to a variety of learning possibilities. Educators work beside children to make discoveries, to work with and build on their own ideas, and to interact with others in a meaningful manner. When children come into the program, they feel a sense of belonging, as much of what surrounds them was created by them or aimed to engage them.

3.5. APPROACH AND CURRICULUM: Imbedded in our beliefs that children have rights, we inherently feel that children have a right to a high-quality early childhood education. A play-based approach values the child as strong, capable, and resilient and embraces their desire to guide their own learning. This desire inspires an emergent curriculum, which is a way of planning that is based on the child’s interests at that time. Learning is a natural, everyday occurrence and children thrive and gain the most knowledge when they are genuinely interested in a topic.

Developmentally appropriate practice (DAP) is a framework designed to promote young children’s optimal learning and development. We strive to make decisions that reflect best practices and take into consideration what we know about child development and learning, each child as an individual, each child’s social and cultural context.

3.6. REST PERIOD: All children under the age of 5 are REQUIRED by Indiana law to have a rest period. No child is forced to sleep; however, they must remain quiet during this time. Request to force or restrict sleep is not permitted. Children who wake early or do not fall asleep can engage in a quiet activity, such as reading, until the rest period ends. We ask that families do not schedule pick-up during this time to keep from waking other children if possible. All children will rest on individual cots with their own linens stored in separate containers. Cots are sanitized daily. Please provide children with rest-size blankets to store in their rest containers.

3.7. CELEBRATIONS: We celebrate internationally recognized holidays in a secular fashion. We promote diversity and celebrate traditions from all cultures as a way for children to learn more about the world. We celebrate children’s birthdays by crowning them, singing a special song, and inviting them to bring treats. Families are invited to participate in all celebrations.

4. HEALTH, BEHAVIOR, SAFETY

4.1. HEALTH EXCLUSION: Regulations require that children be excluded from the environment for a variety of illnesses. Addressing health concerns according to the table below is important in preventing the spread of illnesses and protecting the health and safety of everyone. **Families are expected to notify us if their child has become ill.** If a child is ill and is not scheduled to attend, it is still important to let us know so that we can observe well children and notify families that the environment might have been exposed and symptoms to expect. Ill children will be kept anonymous when informing other families of exposure to illness. **If your child has a fever, please do not give them a fever reducing medication and bring them into the program. A child is considered fever free when a fever reducer is no longer needed.**

TEMPORARY EXCLUSION & CRITERIA FOR RETURNING	
DISEASE/ILLNESS	WHEN CHILD MAY RETURN
Any Communicable Disease (Cold, Flu, Stomach bugs, Strep Throat, etc.)	Health care provider release required
Abscess, Boil, Blister, or Cellulitis	When lesions are covered, and drainage contained
Chicken Pox/Varicella/Shingles	When all sores have dried, crusted (usually after 6 days), health provider clearance required
Conjunctivitis (eye discharge or pink eye)	When fever and symptoms resolve after treatment
Coughing (severe)	When symptoms resolve
Diarrhea (2 or more watery stools in 24 hours)	24 hours after diarrhea resolves
Diphtheria	Health care provider release required
E-coli	Health care provider and Public Health Authority release required
Fever of 100 degrees F or above	When fever is below 100 degrees F without fever-reducing medication
Fifth Disease (Human Parvovirus)	When symptoms are no longer present
Hand-Foot-Mouth Disease	When sores dry up
Head Lice/Nits (any infestation)	When infestation is absent for 24 hours
Hepatitis A Virus	Health care provider release required
Hepatitis B Virus	Health care provider release required, skin lesions dry and covered
Herpes Simplex (mouth ulcer or blisters)	When sores and drooling resolve
HIV/AIDS	Health care provider clearance required, skin lesions dry and covered
Immunizations not up to date	When immunizations are up to date and record is presented
Impetigo	After 24 hours of antibiotics and sores are clean, dry, and covered
Influenza (all types)	Fever and symptoms must be resolved for 24 hours without fever-reducing medication, requires health care provider release
Lyme Disease (or other tick-borne disease w/ fever)	When fever resolves
Measles/Mumps	Requires health care provider release
Meningitis (bacterial or viral)	Requires health care provider release
Mononucleosis (with fever/behavior change)	When fever resolves
MRSA (Methicillin-Resistant Staphylococcus Aureus)	Requires health care provider release
Pertussis (Whooping Cough)	Requires health care provider release
Pneumonia (accompanied by fever, severe cough, rapid breathing, change in behavior)	When symptoms resolve
Rash (exposed—could be contagious)	Might require health care provider release
Ringworm	After 24 hours of treatment

Roseola (HH6)	24 hours after fever resolves
Rubella	Requires health care provider release
Salmonella	Requires health care provider release
Scabies	After treatment complete
Shigella	Requires health care provider release
Strep Throat (any streptococcal infection)	24 hours after antibiotic treatment began and when fever resolves
Tuberculosis	Requires health care provider release
Vomiting (2 or more times in 24 hours)	24 hours after vomiting resolves

We may require a health care provider release for illnesses. **When a child requires a doctor's visit for illness, do not leave without a note.** We reserve the right to determine if a child should remain in care. *If a family is contacted to pick up a child due to illness, they or a listed alternate contact must pick up the child within one hour.* Although it is not possible to entirely prevent the spread of illness, minimizing exposure to others and practicing good hygiene are important in keeping everyone healthy. Illness is inevitable, especially amongst children. We will do our best to prevent the spread of illness.

4.2. MEDICATIONS: Medications will not be given unless written permission is provided by a physician. Authorization is required for any medication or topical ointment/creme (including rash creme), **it is best for families to get a consent upon enrollment for any medications they anticipate their child might need in the future**, such as Acetaminophen, Ibuprofen, diaper rash creme, etc., as they cannot be given without written permission. Prescription medication must be stored in the original container it was dispensed in by the pharmacy with proper label.

Over-the-counter medication must be stored in the original container it was manufactured. The use of alternative remedies and homeopathic approaches are encouraged and welcomed, but these also require consent by a physician before administration. Adults must personally hand medications to an educator with instructions and consent. Do not send medications with a child in a bag or without discussing the need for medication administration beforehand. Administration of medication will be logged and kept in the child's file.

4.3. INJURIES: In the event a child suffers a minor cut or abrasion, first aid will be provided. **Any injuries to the head, bites, or injuries that largely break skin or leave bruising, an injury report will be filed via MomentPath by close on the day that the injury occurs.** Families that prefer an alternative method of caring for minor cuts or abrasions such as homeopathic remedies, a medication form is still required.

Procedure for Non-Life-Threatening Accidents and Injuries
a. The child will be assessed, and first aid provided if necessary.
b. The child's primary care physician may be contacted, and the child might need to be taken to their physician for non-life-threatening care. If the child needs transported to their care physician's office, families or emergency contacts will be notified and will be required to do so.
c. The child's accident/injury is minor and does not require any medical attention, families will be notified via MomentPath before close on the day that the incident occurs.

4.4. HEALTH EMERGENCIES:

Procedure for Health-Related Emergencies
a. The child will be given emergency medical care and 911 will be called. If immediate intervention is required, educators are certified in infant, child, and adult CPR and First Aid, and will take appropriate action to stabilize the child while waiting for Emergency Medical Services.
b. Parent(s)/legal guardian(s) will be contacted immediately, or as soon as possible depending on the state of the emergency.
c. Parent(s)/legal guardian(s) that cannot be reached with ONE phone call, an educator will call emergency contacts in the order they are listed.

A child that needs to be taken to a hospital immediately will be treated at the nearest hospital to the location. **The nearest hospital is Columbus Regional Hospital, located at 2400. E. 17th Street, Columbus, IN, 47201.** A child that requires medical attention outside of our facility may require us to release pertinent medical information for the child's care. All costs associated with the child's treatment will be the responsibility of the parent(s)/guardian(s).

4.5. CONFLICT RESOLUTION: There is a reason for a child's actions and addressing the root of the issue is the best approach. At no time will a child be subject to punishment. The goal is to build the foundation for children to use verbal communication to express their emotions. When children advance their communication skills, they generally use more words and fewer physical actions. Children are entitled to express their emotions and should feel secure in doing so. We will work with families to rectify behavior issues as they present. Any undesired behaviors that become excessive will result in a meeting with the family to establish a plan.

Respect for others and the environment is an expectation of everyone. Physical aggression in children who possess the ability to effectively communicate will be addressed as a behavior. Biting is considered a behavior in children who possess the ability to effectively communicate. Children who do not possess developed communication and the ability to express their emotions, may bite for a period as a form of communication. We will address biting in a developmentally appropriate manner, offering them signs and phrases as an alternate form of communication. Biting that becomes an excessive issue will require a plan with family to protect other children from injury. Infants/young toddlers will not be excluded from care over a biting phase if it is developmentally appropriate and educators and families can develop a plan. Consistency and accountability are crucial in guiding children to make positive choices.

We do not use "time out" to rectify behaviors. A time to reflect, if needed, gives a child the opportunity to collect their thoughts and feelings. Children are given as much time as they need before they return to the environment. When conflict occurs with infants and toddlers, we provide simple words, signs, and phrases to support/and or redirect. We will use phrases like, "Ouch" and "That hurts." to try and communicate to them the undesired actions.

4.6. TRANSPORTATION: Field trips and emergency situations are reasons that a child would need to be transported while in care. The vehicle/person transporting children will be insured and the person providing transportation will possess a valid Indiana driver's license. Families will be notified in advance if transportation is necessary for field trips. Families reserve the right to refuse transportation. The family will be required to provide their own transportation or find alternate care when field trips are scheduled if permission is not granted for transportation.

4.7. ABUSE AND NEGLECT: We are required by law to report any suspected signs of child abuse and/or neglect. This includes incidences or suspected incidences inside and outside of our facilities. In addition to a report being filed with Child Protective Services and the Hope Police Department, an incident report will be kept in the child's file. All persons over 18 are mandatory reporters of abuse or neglect.

5. SUPPLIES AND PROPERTY

5.1. FAMILY PROVIDED SUPPLIES: Families are responsible for supplying the below listed items:

List of Daily Supplies
Two Changes of Clothing
Diapers, Wipes, and Underwear
Medications
Sunscreen and Insect Repellent
Crèmes, Powders, and Ointments (MD/NP note required)

It is best practice to label children's belongings with their name before providing them to us. Two changes of clothing include two pairs of underwear (6+ if potty training), two tops, and two bottoms. One-piece outfits are acceptable. Soiled clothing will be put in a plastic bag and sent home. When supplies are low, families will be notified to replenish them. A child that requires frequent changes of clothing on a regular basis will need to have more than two sets of clothing provided for a day. **Please leave rest time items (blanket, pillow, and quiet buddy) for the week instead of providing them daily. This ensures that children will reliably have their rest time items available each day. All rest time items will be sent home at the end of the week to be washed and should be returned at the start of the following week.**

5.2. DRESS CODE: Children need to be dressed appropriately for daily messy and outdoor play. Weather permitting; children will spend time outdoors daily. **Children need to be dressed for outdoor play year-round.** For safety reasons, children should wear shoes that support their walking. Please send children with shoes that they can learn to put on themselves. Teaching life skills, including putting on your own shoes, is a part of our curriculum. Sending coats, hats, and gloves in the cold months are necessary in making sure EVERYONE can spend time outdoors. A child that needs appropriate winter wear will have their family called to bring appropriate wear. We will

participate in frequent water play during the summer. Please send a swimsuit for water play in the summer. **The State of Indiana requires that all children that are walking in an early childhood program attend with shoes every day. They MUST have shoes with them when they attend.**

The group will plan to go outside every day unless the wind-chill temperature is below twenty-five (25) degrees Fahrenheit, or the heat-index is above one hundred (100) degrees Fahrenheit. Your child will be outside unless there is a health-related reason documented by a parent or physician for a child to remain indoors. (For a period exceeding three (3) consecutive days a physician's statement is required.)

5.3. CHILDREN'S BELONGINGS: PLEASE DO NOT SEND CHILDREN WITH TOYS FROM HOME. We offer an abundance of materials for children to work with daily. We are not responsible for lost or damaged belongings brought from home. Backpacks, extra clothes, diapering supplies, and other items needed daily will be stored in individual cubbies in each classroom.

5.4. CENTER PROPERTY: A child that deliberately destroys property such as age-appropriate work materials, cots, furniture, appliances, playground equipment, and other items in the environment, WILL require the family to reimburse those items. Throwing things out of anger or intentionally trying to break items is not acceptable. Keeping our outdoor environment clean is just as important as keeping our indoor environment clean. Please do not litter on our property.

6. INFANTS & TODDLERS

6.1. FAMILY PROVIDED SUPPLIES: Families are responsible for supplying the below listed items:

List of Daily Supplies
Two Changes of Clothing
Diapers and Wipes
Medication
Sunscreen and Insect Repellent
Crèmes, Powders, and Ointments (MD/NP note required)
Formula / Breast Milk
Bottles
Pacifier and Pacifier Fastener
Bibs

It is best practice to label children's belongings with their name before providing them to us. Two changes of clothing include two tops and two bottoms. One-piece outfits are acceptable. Please provide multiple bottles for infant feedings. We will rinse bottles in between use but will send them home daily to be sanitized and return. As infants advance to a cup, please supply cups for mealtimes.

Soiled clothing will be put in a plastic bag and sent home. As supplies get low, families will be notified to replenish them. A child that requires frequent changes of clothing on a regular basis will need to have more than two sets of clothing provided for a day. **Please leave rest time items for the week instead of providing them daily. This ensures that children will reliably have their rest time items available each day. All rest time items will be sent home at the end of the week to be washed and should be returned at the start of the following week.**

6.2. EATING AND SLEEPING: All infants under the age of 12 months will eat from a bottle and sleep on demand. A sleepy infant will rest as needed. Infants will be placed on their back in a crib in compliance with state regulations. Sleep Sacks should be provided by parents for children under the age of 12 months. A request to force or restrict sleep will not be approved. Infants start developing a schedule between 4-6 months of age. When that occurs, meals and naps will begin forming a fluid schedule: breakfast, morning nap (if needed), lunch, afternoon nap, and snack. Between 12-18 months, we will begin transitioning to one nap per day in the afternoon. Infants will be fed formula/breast milk strictly until six months of age, unless otherwise instructed by a physician. Infants will be held during bottle feedings. All formula and breast milk containers, bottles, and pre-made baby foods are stored in a refrigerator. Bottles are required to have a lid to cover the nipple and are to be labeled with the child's name.

6.3. BREASTFEEDING: The Community Center of Hope is a breastfeeding friendly environment. A mother that wishes to nurse their baby at drop-off, pick-up, or during the day, should communicate this to the educators and

accommodations will be made for nursing. A mother that cannot nurse their baby during the day but wishes to continue breastfeeding is encouraged to sign the breastfeeding agreement and follow the guidelines outlined in the agreement.

6.4. DIAPERING: Diapers will be checked every two hours and changed as needed. Diapering care will be based on the needs of each child. The use of crèmes or ointments requires a physician’s note, and the family is responsible for supplying those items. Children are diapered on a pad that is sanitized between uses, with a barrier between the child and the pad. Hand hygiene will be performed after each diaper change. Any stool that is loose and bloody, gloves will be worn, and family will be contacted to pick up their child. Cloth diapers are welcome! A family that uses cloth diapers, should communicate with the educators. There are lots of different styles of cloth diapers, so it is important to learn how the diapers are used on the child. It will be the family’s responsibility to launder their own diapers. Soiled diapers will be stored in a wet bag to be taken home each day. Per state policy, we cannot clean or “spray out” diapers.

7. OUT OF SCHOOL INFORMATION

7.1. LOCATIONS: After School will be located at Hope Elementary (9575 IN-9, Hope, IN 47246) in room 1122. Before school and Summer Camp will be located at the Community Center of Hope (543 Washington St., Hope, IN 47246).

7.2. HOMEWORK (After School): Academic assistance means students will work on their materials and our staff will assist to check for accuracy and aid with questions. Students without homework are encouraged to read AR books; students who are too young for AR will engage in quiet activities. Our posted agenda tells parents and faculty that homework time is typically from 3:15-4:15 and considered our “Quiet Time”. (A copy of the agenda is also below). Any work that is not finished will be sent home for completion. Our staff is not responsible for making sure all homework is completed. It is the responsibility of each student to arrive at after-school with all the materials in their backpack.

7.3. DAILY AGENDA (After School): This gives structure to our time spent in the after-school program.

(Early release Day)

2:25-2:30pm	Report to After School Room.
2:30-2:45pm	Restroom break
2:45-3:00pm	Afternoon snack with drink.
3:00-4:00pm	Reading time and/or Homework assistance
4:05-5:00pm	Exercise play (School Gym or Outside).
5:05-6:00pm	Game activities, crafts

(Regular Day)

2:55-3:00pm	Report to After School Room.
3:00-3:15pm	Restroom break
3:15-3:30pm	Afternoon snack with drink.
3:30-4:30pm	Reading time and/or Homework assistance
4:35-5:15pm	Exercise play (School Gym or Outside).
5:20-6:00pm	Game activities, crafts

7.4. DANGEROUS WEATHER AND CLOSINGS (After School):

PROCEDURES FOR DISASTER EMERGENCIES	
Flood	Flooding that occurs due to weather or plumbing issues that require closure or evacuation will be posted on the door with the evacuation location. Families will be contacted as soon as possible. We will announce our relocation at the time of the emergency.
Tornado	A tornado warning will result in students gathering in our designated ‘Severe Shelter Room.’ We will remain there until the warning has passed. The tornado evacuation plan/map is posted near the entrance/exit of the room and protocol will be followed. A Battery Operated Automatic ‘Weather Radio’ is installed in the office to assure staff and parents that severe weather alerts will be available every moment. We will alert after-school staff if this occurs.

Fire	Students will be evacuated immediately before calling 911. The fire evacuation plan/map is posted near the entrance/exit of the room, and protocol will be followed.
Power Outage	There are flashlights and other supplies located in the facility. A power outage that remains out for over an hour, weather is inclement, or the facility is getting too hot or cold for children, families will be called immediately for pick-up. We will evacuate if necessary and announce our relocation at that time.

7.5. SUMMER CAMP: Summer camp at the Community Center of Hope offers indoor and outdoor activities, plus opportunities for fun, friendships, and exploration. Our programs group children by age and encourage their growing ability to make choices, work with others, and assume responsibilities.

Our camp teachers work collaboratively to develop a fun curriculum that takes advantage of all that summer offers. They use playgrounds, the surrounding communities, and special visitors as an extension of the camp, helping children to discover science, explore nature, and engage in the creative arts, while learning about the vast opportunities in the world around them.

7.6. SUMMER CAMP ITEMS: Please provide the following items for your child(children) **each day**:

SUMMER CAMP ITEMS
Swimsuit
Towel
Water Bottle
Lotion Sunscreen
Extra Change of Clothes

***PLEASE LABEL ALL ITEMS YOUR CHILD BRINGS.** This helps to keep track of your child's things.

8. IMPORTANT INFORMATION & COMMUNICATION

8.1. CONFIDENTIALITY: Information provided during enrollment and while your child attends is strictly confidential. Information will not be shared with others without permission. The privacy of EVERYONE will be respected. Provided limited and necessary information with the State of Indiana for licensing and reporting purposes, CCDF (state subsidy), CACFP (food program), Paths to Quality (quality rating program), and the NAEYC (accreditation) is excluded from the confidentiality policy. Information disclosed will be relevant to each program's requirement.

8.2. NON-DISCRIMINATION: All families are welcome regardless of ability, race, religion, ethnicity, ancestry, sexual orientation, gender, appearance, education, financial status, marital and parental status, and family structure. All families will be treated equally, and it is required that all families and children follow the same policy. Teaching diversity and acceptance is a part of our curriculum. Discrimination and intimidation will not be tolerated.

Our program is secular and neutral in its practices. For example, praying as a group is not encouraged, but if a child wishes to pray before they eat, they are free to do so, and the group may use that time as a learning experience. Celebrations such as Easter, Christmas, and Hanukkah are celebrated and introduced to children from a cultural perspective. It is a human right to practice beliefs without discrimination. We will educate children on different cultures and practices as part of the curriculum. This is another way to immerse children in diversity and promote acceptance.

8.3. SPECIAL RIGHTS INCLUSION: The Community Center of Hope accepts children with special rights (commonly referred to as "special needs") and will make adaptations to ensure inclusion in daily activities. 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 providers currently serving the child and their family. A release of information must be signed by a parent before consultation with any services may occur.

8.4. COMMUNICATION: We utilize a communication app called MomentPath to regularly communicate with families. You will receive an e-mail invitation upon registering your child. **PLEASE READ THE NOTIFICATIONS,**

MESSAGES, AND DAILY SHEETS SENT HOME WITH CHILDREN. We are not responsible for missed communication due to failure to read information provided to families. Families should not hesitate to discuss issues they are having in the program or at home. Please communicate your concerns with the lead educator, then the director if additional support is needed. The better the communication, the more positive the relationship is between families, children, and educators. We appreciate and invite feedback from our families. We conduct two surveys per year requesting family feedback. Responses help us to set program-wide goals and best meet the needs of our families. Keeping communication open is important and heavily valued.

- 8.5. EDUCATORS:** Providing your children with nurturing and dedicated educators is a priority in our programs. Any educators that are being considered will have a formal interview conducted. Candidates that are chosen will be invited back for a trial day to observe how they interact in the classrooms. Qualified educators hired will undergo an orientation and training process. Minimum qualifications include: 18+ years of age (21+ for infants and toddlers), must pass a drug screen and background check, be CPR certified (adult and pediatric), First Aid certified, trained in Universal Precautions, and must submit an updated physical exam.
- 8.6. OPEN DOOR POLICY:** We strive to promote a quiet, calm, and uninterrupted environment for children. Families are free to call or message at any time. Please understand that although we check devices regularly, it is not always possible to answer or respond to a call or message immediately. We do have an open-door policy. However, we appreciate families communicating with the educators if they wish to visit for an extended period. Families are welcome to participate in daily activities, celebrations, and outings.
- 8.7. SOCIAL MEDIA:** The Community Center of Hope has a webpage and Facebook. These are wonderful tools provided for families and friends. Here, families can find resources, files, program information, an annual calendar, photos, work, and other communication. Families agree and hereby grant The Community Center of Hope, Inc. the non-exclusive, irrevocable right, and license to reproduce, distribute, and display the mentioned child's photo and name in any media without compensation, unless prohibited by law by signing the contract. DO NOT SHARE MEDIA CONTENT FROM MOMENTPATH DOCUMENTATION IF THE MEDIA CONTAINS OTHER CHILDREN. Everyone is entitled to express their review of a business. However, participating in SLANDER of our program on media outlets will result in termination and legal action being taken.
- 8.8. HANDBOOK AND AGREEMENT:** This handbook possesses important information regarding what families should expect from our program and what we expect of our families. Reading this handbook is an enrollment requirement. ALL families are held to the terms of this handbook when they sign the Enrollment Agreement, whether they read the handbook or not. This handbook will be updated as needed. The revised handbook will go into effect before programs start. The program director has the right to amend the terms of this handbook to reflect changes in policies at any time. Changes made will be effective immediately unless otherwise noted. Families in disagreement with the changes made have the right to provide notice and terminate care.

FIRST DAY OF CARE

****Please be sure that you have read the handbook before your child's first day in our program.**

Child's Name: _____

First Day of Care: _____

Forms and Records

- ___ Enrollment Agreement
- ___ Family Information Form
- ___ Child Information Form
- ___ Emergency Medical Authorization
- ___ Emergency Contact Form
- ___ Authorization to Pick-Up
- ___ Daily Consent
- ___ Guidance Policy
- ___ Drug and Alcohol Policy
- ___ Safe Sleep Policy - Under 12 months
- ___ Birth Certificate Consent
- ___ Vision Screening Consent Form
- ___ Infant/Toddler Feeding Plan
- ___ Breast Milk Procedure Form
- ___ Copy of Birth Certificate
- ___ Physical/Health Record
- ___ Immunization Record
- ___ Medication Record (if needed)

Supplies

- ___ Diapers/Wipes (no diaper bags)
- ___ 1-2 Changes of Clothes
- ___ Jacket or Sweater
- ___ A Pack of Underwear if Training
- ___ Medications (Dr's note required)
- ___ Sunscreen/Bug Repellent
- ___ Crème, Powder, Ointment
- ___ Bibs (if needed)
- ___ Formula/Breastmilk/Bottles
- ___ Pacifier/Pacifier Fastener
- ___ Comfort Item for Nap (1 year and up)
 - Blanket
 - Pillow
 - Stuffed Animal
- ___ 4x6 Family Photo