

Connection Pointe Christian Academy

PARENT HANDBOOK



Parent Handbook

By enrolling your child in The Academy, you automatically agree to comply with the policies stated in the Parent Handbook. Revisions to the Parent Handbook are distributed annually (or when they occur).

By keeping your child enrolled in our daycare ministry, you are agreeing to all subsequent changes made to our policies.

Our Purpose/Mission

The Academy exists to provide a Christian daycare environment for families in Brownsburg and surrounding communities as we connect families and kids to Jesus and each other.

Our Values

COMMUNITY

We value small groups as the primary tool for connecting kids to Jesus, to each other and to a caring adult leader. We strive to provide a source of connection and community for the families we serve and the staff we employ.

PARTNERSHIP

We value partnering with parents in their role as the first voice in their child's life. We value our church-wide community and partner with other Connection Pointe Christian Church ministries.

EDUCATION

We value creative, relevant and applicable teaching, both Biblically and educationally. We strive for the best as we cultivate the spiritual, academic, social, emotional and physical development of the kids we serve.

ENVIRONMENT

We value the safety of every child, staff member and volunteer. We strive to provide the best possible environment for kids physically, emotionally and spiritually. We value fun.

Organizational Statement

The Academy is a ministry of Connection Pointe Christian Church and is governed by the Connection Pointe Christian Church Board of Elders. Our ministry is registered with the Indiana Family and Social Services Administration, and functions according to the Indiana State Fire Marshall regulations pertaining to registered daycare ministries.

Connection Pointe Christian Academy admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at The Academy. It does not discriminate on the basis of race, color, national and ethnic origin, disability in administration of its educational policies, admissions policies and other school-administered programs.

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Connection Pointe Academy

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Brownsburg, IN 46112

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connectionpointe.org/academy

Teacher to Student Classroom Ratios

Indiana Family and Social Services Administration, code 470 IAC 3-4.7-47 has recommended student/teacher ratios for licensed daycares in the state of Indiana. However, because The Academy is a registered ministry and not a licensed daycare; these ratios are encouraged but are not mandatory. The Academy ratios may fluctuate as necessary, but we try to adhere to the ratios as follows.

- Infants 1 teacher for every 4 kids
- Toddlers 1 teacher for every 5 kids
- 2s 1 teacher for every 5 kids
- 30 – 36 months 1 teacher for every 7 kids
- 3s 1 teacher for every 10 kids
- 4s 1 teacher for every 12 kids
- PreKs 1 teacher for every 15 kids

Educational & Spiritual Development

CHAPEL

Young Learners – PreKs attend Chapel time every morning. During this time, the children enjoy singing worship songs, learning Bible verses through teacher led activities or videos, praying and doing Bible activities.

CURRICULUM

The Academy utilizes the A BEKA faith-based curriculum along with teacher driven activities, lessons and projects. We also incorporate learn-through-play opportunities such as science/sensory, music/movement, block play, dramatic play and reading/writing opportunities. All lessons and learn-through-play opportunities are developed with age appropriate activities.

During the summer months, the children review their lessons from the school year, continue to learn through play and have additional crafts and Bible lessons.

The Beginners teachers focus on each child's milestones according to their age and development.

FUN FRIDAYS

All Academy children can participate in Fun Fridays every week. All Fun Friday themes will be listed on the monthly calendar (Young Learners-PreKs), The Academy website connectionpointe.org/academy and on The Academy Facebook page, Connection Pointe Academy. Fun Friday theme examples are as follows: Show & Tell Day, Pajama Day, Colts Day, Mismatch Sock Day, etc.

Drop-off & Pick-up

PROCARE CHILDCARE MANAGEMENT SYSTEM

Children are to be checked in and out by their parents or persons authorized by their parents using our ProCare system.

- On the first day of your child's attendance, you will be registered and receive a demonstration of the check in and out procedure using the fingerprint scanner.
- Any person picking up a child must be at least 16 years of age. If there are any questions or to make alternative pick up arrangements, please contact the Front Desk.

DROP-OFF

Parents are required to walk their child/children to their classrooms upon arrival to The Academy. If their class is in another part of the building (Kitchen/Playground), parents are required to escort their child to that location.

PICK-UP

Parents are required to pick-up their child/children in their assigned classrooms at the end of the day.

If their class is in another part of the building (Kitchen/Playground), parents are required to pick-up their child at that location.

PICK-UP PROCEDURE DUE TO ILLNESS

If a child becomes sick while at The Academy (vomit, diarrhea, fever, etc.) the parents will be notified immediately to pick up their child and will be required to sign an Ill Child Report upon arrival. By signing the Ill Child Report you are acknowledging the Health Removal Requirements. If you do not sign the Ill Child Report, your child will still not be allowed to attend as outlined in the Health Removal Requirements. We realize the importance of your job and the inconvenience of leaving work. However, The Academy does not have facilities to separate ill children from others; therefore, parents are required to pick up their child within 45 minutes of being contacted. If we cannot reach parents/guardians, we will contact the next person on the authorized contact list to pick up the ill child.

ADDITIONAL PERSONS PICKING UP YOUR CHILD/CHILDREN

You must notify the Front Desk staff any time someone other than persons listed as an authorized pick-up in ProCare is picking up your child. All persons that are unfamiliar to the Front Desk staff must present photo identification.

LATE PICK UP

Everyone is late now and then, however, The Academy does close at 6:00 pm. When you are late picking up your child, The Academy Front Desk staff and teachers also must stay late to be with your child. The later you are in arriving to pick up your child, the later our staff will be in getting home to be with their families.

Every time you are late, you will be required to sign a Late Pick Up Slip that acknowledges that you understand the fees associated with the late pick up.

We request that you call the Front Desk to notify us if you will be late. If you are not here by 6:01 pm, and you have not called to notify us, we will call the available numbers we have on file for your family. Please make sure that you have an updated emergency number on file with our Front Desk staff at all times.

Late fees are as follows:

- 6:01 pm until 6:14 pm you will be charged a \$25 fee
- 6:15 pm until 6:29 pm you will be charged a \$50 fee
- 6:30 pm until 6:44 pm you will be charged a \$75 fee
- After 6:45 pm you will be charged a \$100 fee and your children may be taken to and left in the care of the Brownsburg Police Department.

ABSENTEEISM/LATE ARRIVAL

Please call or email (317.852.8687 or cpca@connectionpointe.org) the Front Desk staff by 9:00 am whenever your child/children will be absent or arriving late.

VISITORS

Visitors are a welcome addition to our daily routine. All visitors are encouraged to be mindful of their presence in the classroom, as to not be disruptive or have a negative impact on the classroom experience for the children. All visitors need to remember that they are a guest in the classroom, and they are not permitted to interfere or discipline any of the other students other than their own child.

Parents/Guardians are always welcome to visit the daycare!

- All visitors need to check in with the Front Desk staff to present their Driver's License or Photo ID, and to get a Visitor Badge to wear during their visit.
- Parents are required to fill out a Therapist's Information Sheet prior to having a therapist visit their child at The Academy.
- Additional relatives are only allowed to visit the students with prior notification from the enrolling parents/guardian.
- Visitors will not be permitted on-site during nap time (11:00 am and 2:00 pm)
- Throughout the day we may have several children and families touring our facility. They are always escorted through the building with a member of our administrative staff.
- Because we share the building with Connection Pointe Christian Church, we sometimes have guests that will be accompanied by church staff.

Health/Safety

IMMUNIZATION REQUIREMENTS

All children must be properly immunized and parents must provide all immunization records upon enrolling in The Academy. The children are not permitted to attend if the records have not been provided. Per the FSSA (Family and Social Services Administration) requirements, The Academy does not accept children who do not have the age appropriate immunizations, as follows; diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, and rubella, rotavirus, varicella, and HIB, Hepatitis B. Once a child has been enrolled in The Academy, parents/guardians are required to provide updated immunization records, accordingly. We do accept religious exemptions.

HEALTH REMOVAL REQUIREMENTS

Children should be kept home when ill, and will be sent home if the child shows any of the following symptoms:

- Temperature 100.3 degrees or higher
- Vomiting
- Diarrhea
- Unidentified Rash/Skin Irritation (Requires a doctor's note to return.)
- Unidentified Discharge from eyes and/or Pink Eye (Requires a doctor's note to return.)
- Head Lice

Once a child has been sent home from The Academy for any of the above symptoms, that child is not allowed to return to the daycare for the entire following next day, unless the child has been medically treated and their doctor provides a note stating the diagnosis if possible, that they are not contagious and permitting the child to return to the daycare.

RASHES AND SKIN ISSUES

A rash is a reaction of the skin and it can be caused by many things. Some types of rashes and skin diseases might be highly contagious and pose a serious health hazard in daycares. Due to the wide variety of rashes and skins issues possible, we require a doctor's note for your child to return to The Academy, if they have an unknown rash or skin irritation. The doctor's note needs to state what the rash is, if it is contagious, and if your child may attend daycare with no limitations.

COMMUNICABLE DISEASES

Your child is NEVER to be brought to The Academy and will not be allowed to remain at The Academy with a communicable disease. This includes, but is not limited to; colds with fever, diarrheal diseases, head lice, scabies, pertussis, pink eye, rubella, ringworm, chicken pox, strep throat, scarlet fever, impetigo, meningitis/bacterial & viral, Hepatitis A, B or C. To return to The Academy, your child must be fever free without the aid of a fever reducing medication for a minimum of 24 hours. You are required to notify The Academy if your child has any of the above-mentioned illnesses.

Per FSSA guidelines, some diseases may require a doctor's note in order to be permitted to return to the daycare.

HEAD LICE

Head Lice is highly contagious and a serious health hazard in daycares. It can be minimized with the cooperation of the parents. All infestations need to be reported to the Front Desk staff, immediately. All Academy families will be notified whenever a case is reported in their child's age group. Children with active cases are not allowed to return to The Academy until they have been medically treated and are nit free for 24 hours. Your child will be inspected by an Academy staff member before being given clearance to return to the daycare. All checks for head lice will be done in a confidential manner, to respect the child's right to privacy and to avoid embarrassment. All siblings of the infested child will be checked if they are enrolled in The Academy.

For reoccurring cases (2x within 1 month), before returning, you must provide a doctor's note stating that your child/children is head lice free.

MEDICINE

All medications must be turned in with the Front Desk staff. NEVER leave medicine (even over-the-counter items) in your child's diaper bag and/or backpack. If medicine is found we will keep the item at the Front Desk for parents/guardians to advise accordingly.

Prescription Medicine

Prescription medications must have the doctor's prescription label attached to the container. Expired medications will not be used and will be returned. To administer oral medications, you must provide a dosage cup with measurement markings, or a dropper with correct measurement markings.

All medications must be clearly marked with the following information:

- Doctor's name
- Prescription number
- Name of Medication
- Child's Name
- Dosage
- Times to be given
- Date prescription was filled

OVER-THE-COUNTER MEDICINES

Per the FSSA (Family and Social Services Administration) requirements, if a doctor recommends a non-prescription/over-the-counter medication (Item must be in its original packaging/container & child's full name needs to be written on the item), the parents must provide a doctor's note stating;

- Dosage to be given
- Times to be given
- Name of the Medication
- Reason for medication
- Each sibling is required to have their own over the counter medicine

If your child requires medication while at The Academy, a doctor's note will be required for the upcoming school year. This note must be dated on or after August 1 of the current year. We will notify you in July if you have medication on hand and need a new doctor's note. Any medication that does not have a doctor's note by September 1, will be sent home and not stored at The Academy until a doctor's note is received.

If you do not provide a doctor's note, The Academy will not administer the over-the-counter medicine.

NON-MEDICATED ITEMS

Non-medicated items include things such as lip-balm, hand lotion (Non-petroleum based) and sunscreen may be provided along with a note from the parent. These items must be store bought, in the original container and labeled with the child's full name and will be stored in the child's classroom. Diaper creams do require a doctor note, as well as all petroleum-based products. All non-medication items will be checked by the Front Desk for expiration dates.

EPI-PENS

All Epi-pens kept at The Academy must have a prescription from the child's doctor on file. Epi-pens will be stored with our Front Desk staff in a locked cabinet and must be replaced by the parents when it is expired. Epi-pens will not be shared within members of the same family. Each sibling is required to have their own prescribed Epi-pen at The Academy, if needed. All Epi-pens will be administered by trained Front Desk staff.

SAFETY DRILLS

The Academy practices fire, tornado, earthquake and lock-down drills. The Academy practices the drills at different times of the day and year-round. The teachers are trained on appropriate procedures for each drill. The practice of these drills is to prepare and equip The Academy staff and children in the event of a true emergency.

POTTY TRAINING

Parents must notify their child's teacher when they want their child to begin potty training. During this transitional time, parents are required to have multiple sets of clothes at The Academy in case of accidents. This includes shoes and socks, as well. Due to the occasional explosive BM issue when potty training, all soiled clothing will be bagged. In the extreme case parents will be notified if the item is unable to be saved. Please keep this in mind when accidents happen.

To enroll in our Jr. PreKs program (children who are 3 years old turning 4 years old during the school year), we require that your child be 100% successfully potty trained. This means the child no longer wears pull-ups at any time, including during Nap Time. If your child is not potty trained by the beginning of the new school year, your child will not be allowed to remain behind in the younger programs. You will have to withdraw your child and contact us about enrollment once your child is fully potty trained. Enrollment will be based on availability.

NAP TIME

The Academy observes nap time from approximately 11:00am-2:00pm daily for all Young Learners-PreKs. The Beginners have a morning and afternoon nap time because they require additional rest. The Young Learners-PreKs are permitted to have a cot size blanket/fitted sheet and a small pillow during nap. The cots/cribs used during nap are assigned and are routinely sanitized. All nap time items must be taken home to be washed on the last day your child attends for the week.

- Only Beginners are permitted to bring pacifiers to The Academy for use during nap time only.
- Per the FSSA Infants are only permitted to have a "sleep sack" to use during nap time. Sleep sacks must be free of any weights, loose pieces and in good condition. Blankets will not be permitted in the cribs per the state regulations in order to prevent against SIDs.

PACIFIERS

Due to sanitation concerns, pacifiers are only permitted for use during nap time and only children enrolled in the Beginners program are permitted to use them during nap time. Pacifiers will be sent home weekly to be sanitized.

CHILD ABUSE

FSSA, (Family and Social Services Administration) requires by law that all members of childcare institutions be watchful and report any and all cases of abuse to a child. Our ministry; therefore, will report any suspected cases of child abuse and/or neglect to FSSA.

MINOR INJURIES

All minor injuries will be reported to families via an Incident Report email. In addition to the Incident Report email, families may receive a courtesy call, if necessary.

MAJOR INJURY REPORTS

Families will be called immediately for all major non-emergency injuries. A detailed account of the incident will be documented on a Major Injury Report form. Parents are required to inform The Academy if they will be seeking medical attention for their child. For all emergencies, (for example: unconsciousness, massive blood loss, etc.) the daycare will call 911 for immediate medical attention, in addition to calling the parents immediately.

EMERGENCY TEXT MESSAGES

****Please note that you will only receive a text message regarding Injury/Illness if the Front Office staff has NOT been able to reach you directly by phone. We will NOT be able to respond to you, if you send us a reply text. You will need to call our Front Desk.**

The TEXT function will ONLY be used in the following 2 circumstances:

- Injury (Major injury to your child requiring your immediate attention)
- Illness (Requiring immediate removal of your child)

The below TEXT message templates will be sent to your cell phone:

- “Call The Academy ASAP regarding your child/ILLNESS: DO NOT REPLY.”
- “Call The Academy ASAP regarding your child/INJURY: DO NOT REPLY.”

MEDICAL INSURANCE

The Academy liability insurance policy covers the daycare ministry’s children for certain injuries while on the church property and while participating in a regularly scheduled activity. If at the time of an incident there is other insurance other than described above, such as a family’s privately held medical insurance, that insurance will always be the primary coverage (meaning the family’s medical insurance will pay first). After the primary coverage is exhausted, the ministry’s liability insurance provider will determine if any additional amounts will be paid. By enrolling your child in the daycare, you agree to these arrangements, and agree to provide whatever information is necessary to the ministry’s insurance provider.

Food & Beverage Related

TREATS

Parents are not permitted to bring in treats for birthdays, holidays or celebrations. We realize celebrations are fun so The Academy will be celebrating the children's birthdays on the 3rd Thursday of each month. For example, all January birthdays will be celebrated the 3rd Thursday of January. Below are the treats that will be served during pm snack time in addition to the regularly scheduled snack each month. Please see the Front Desk for a list of ingredients.

- **January** - Cheese Cubes and Salami
- **February** - Chocolate Chip Cookies
- **March** - Chocolate and Vanilla Pudding Cups with Sprinkles
- **April** - Oreos
- **May** - Fresh Fruit Salad
- **June** - Gogurt
- **July** - Rice Krispy Treats
- **August** - Strawberry Shortcake
- **September** - Fresh Fruit Salad
- **October** - Mini Cupcakes
- **November** - Fruit Snacks
- **December** - Mini Donuts

MENUS

Our menu represents a balanced diet of proteins, fruits, vegetables, dairy and grains. We serve four meals daily: Breakfast, AM Snack, Lunch, and PM Snack. The menu rotates every two weeks. Families will be notified whenever there is a menu change. Beginners and any child with a documented allergy will be required to highlight the menu items your child can eat and return the highlighted menu to the Front Desk. All other children will be served the menu items as listed on the menu.

BREAKFAST

- Breakfast is served every morning at The Academy.
- Young Learners-PreKs children will be served breakfast 7:00-7:30 am. They will not be served breakfast if they arrive after 7:30 am.
- Young Learners-PreKs children that arrive after 7:00 am must be escorted by the parents to the kitchen.
- Beginners, please check your child's daily schedule for breakfast times. Each Beginners class is served breakfast at different times. Beginners Children will not be served breakfast if they arrive after their class's allotted breakfast time.
- Per FSSA requirements, fast food items are not allowed to be brought in for your child's breakfast.

PACKED LUNCHES

Parents can provide packed lunches for their children. Soda is not permitted at The Academy for our students. To assist us in preventing an incident involving children with allergies, please inform your child's teacher if you have packed anything containing nuts, or peanut butter.

- Your child's lunch box must be labeled with the child's full name, age group and the date it was prepared. (For example: Young Learners, Discovery Preschool, etc.).
- The parent must hand-deliver the lunchbox to the kitchen upon arrival for refrigeration.
- Only food items for the Beginners may be stored inside the Beginners refrigerators.
- Parents/Guardians must sign the FSSA's Safe Transportation of Food Responsibility form along with your Enrollment Application.

SNACKS

The Young Learners-PreKs will receive a morning and afternoon snack daily. Beginners, please check your child's daily schedule for snack times.

CLASSROOM BEHAVIOR TREATS

Throughout the day our teachers distribute small amounts of behavior treats for the Young Learners-PreKs. The treats may include but are not limited to the following: Tootie Fruities cereal by Malt-O-Meal, and Smarties candy for the Jr. PreKs and PreKs only.

FOOD ALLERGIES

If your child has any food allergies, please notify our Front Desk staff upon enrollment. Please be advised that we cannot be held responsible for any reactions to any allergens.

- 2% Milk is used whenever milk is listed on the menu, with the exception of our Beginners and Young Learners, who are served whole milk. If your child has a documented food allergy to milk/lactose, you may provide an alternative milk product. You will need to properly label the product with your child's first and last name. It will be stored in our kitchen; however, you will be responsible for monitoring your supply.
- We do not serve any peanut products in our center, however there are items served that might have been made in a peanut or nut facility. We suggest you review all of the food labels if you are concerned with your child being served these items. All food labels are located at the Front Desk for you to review. Parents are not prohibited from packing peanut butter and jelly sandwiches in their children's lunches. Please be aware that it is possible that peanuts and/or nuts may be present in The Academy.
- Placed on the table for your child at all meals (breakfast, snacks and lunch) will be a laminated copy of your child's highlighted menu. The menu placemats will be used, as well as the allergy list that each teacher/kitchen/office staff has in their binders.
- Our kitchen staff is unable to modify their serving process for all 4 daily mealtimes for every child for each possible food preference unless it is a documented allergy. With the exception of the allergy food item, all other items on the menu will be offered the children for all 4 mealtimes. If you prefer your child not to have an item on the menu other than the food allergy item, you must provide a packed meal from home.
- For all documented allergies that require an Epi-Pen, we will post a red Stop Sign on the door of the child's classroom. This Stop Sign will serve as a visual reminder that a child with a severe allergy is present in the classroom.

Beginners

WHOLE MILK

Whole Milk is served to children in the Beginners classrooms, whenever milk is listed on our menu.

BOTTLES

- Labels for all bottles should be placed high on the bottles, but not on the caps.
- Glass bottles are not permitted for safety reasons.
- All bottles will be warmed using a crock pot with water.
- All bottles must have a cap/lid and nipples in place.
- Any unused bottles will be sent home each day and cannot be stored for use the next day.
- We will work with all families as they transition their child from a bottle to a sippy cup. All children must be fully weaned from the bottle before moving to the Young Learners class in August.
- Bottles will be rinsed after each feeding. The used bottles and nipples will not be reused but sent home to be cleaned and returned the following day.
- You must provide separate bottles and nipples for each feeding. This means if your child takes 3 bottles a day and you only provide one bottle, we are not permitted to refill and reuse the bottles and nipples as they will not have been properly sanitized between feedings. If your child usually takes only 4 ounces per feeding and you typically supply us with only one bottle containing 12 ounces, due to bacteria growth, we are not permitted to re-serve your child from the same bottle/nipple during the remaining feedings for the day.
- Only adults are permitted to place/remove bottles and food in refrigerator. This helps eliminate mix ups and contamination of bottles.
- If you use a reusable bottle with interchangeable bags you will still need to provide separate nipples for each feeding.
- You are required to bring in pre-filled bottles. This means you need to mix your formula with water from home, and/or place your breast milk in bottles.

BREAST MILK

- Frozen bags of breast milk are not permitted.
- All breast milk bottles are to be labeled with full name (first & last name, not just the initials)
- Fresh breast milk must be labeled with the date & time the milk was collected.
- Fresh breast milk must be used within 48 hours of the time expressed.
- All unused breast milk will not be sent home but disposed of after each feeding (To limit waste, only fill each bottle with the ounces your child typically eats per feeding).
- Frozen breast milk can be cold thawed in your refrigerator, but it must be used within 24 hours from the time it was put in the refrigerator to thaw.

- Frozen breast milk must be labeled with the date & time the milk was put into the refrigerator.
- Transport your bottles to The Academy in an insulated container with an ice pack that keeps breast milk at 41 degrees.
- Label your breast milk bottles as listed in the example below:

Child's Full Name
Time with am or pm, Date
B-Fresh or B-Frozen

FORMULA

- All Formula Bottles are to be labeled with full name (first & last name, not just the initials), date, and time bottle was prepared and "F" for Formula.
- Formula Bottles must be used within 24 hours of the time prepared.
- Transport your bottles to The Academy in an insulated container with an ice pack that keeps formula at 41 degrees.
- Label your formula bottles as listed in the example below:

Child's Full Name
Time with am or pm, Date
F

BABY FOOD

Due to limited storage, all baby food must be provided daily in correctly labeled containers for the Beginners that are unable to eat solid foods from our Menu. All food must be proportioned with the serving. For example, if your child is to have 8 puffs at a serving, place 8 puffs in one container. Once you decide your child is ready to be introduced to any of the solid food items from The Academy menu; you will need to request a menu from the Front Desk staff. You will highlight any food items that your child can be served from our menu. Highlighted items will be served to your child during the scheduled mealtimes only. This means that items from Breakfast cannot be saved and served to your child at AM Snack. Please return your highlighted menu to the Front Desk staff, and not the classroom.

- The Academy will not feed the children items from our menu until we have your permission given verbally or written at The Academy Front Desk. Once permission is given, a menu must be updated by the parents.
- The Academy is not permitted to keep opened jars of baby food after feeding. Items not finished at each mealtime will be discarded.
- As your child's ability to eat more of the items listed on our menu increases, you will be required to provide our Front Desk staff with updated highlighted menus.
- The Academy is not permitted to re-serve at a later mealtime food items that are not finished.
- Baby Food containers are to be labeled with full name (first & last name, not just the initials).
- All food containers must fit in the child's designated container in the Beginners refrigerator.

LAUNDRY

All laundry (including bibs, bedding, wash clothes and burp clothes) will be washed with a free and clear laundry detergent such as All Free and Clear, Tide Free and Gentle, etc. We also use a small amount of bleach per FSSA guidelines with the laundry soap.

Closures

DAYCARE CLOSURE DUE TO WEATHER

The reason for closure (Full Day and/or 2-Hour Delay) will be determined based on a variety of issues such as, but not limited to the following; snow and ice accumulation, road conditions, Connection Pointe Christian Church closures, travel safety concerns for The Academy children, families, and staff. You WILL NOT receive a phone call from The Academy when we close due to weather. You will receive an email and text message announcing the closing.

Emergency TEXT Messages due to Severe WINTER Weather and/or Emergency Closings

The below TEXT message templates will be sent to your cell phone (Our Text message system is unable to receive reply Text messages.)

- “The Academy is closed on 00/00/21 due to Severe WINTER Weather: DO NOT REPLY”
- “The Academy is on a 2-Hour Delay (open at 8:30 am) on 00/00/21 due to Severe WINTER Weather: DO NOT REPLY”

CLOSINGS DUE TO LOSS OF UTILITIES

If The Academy building loses utilities for longer than one hour, we are required by the FSSA to evacuate. All parents will be notified to pick-up their children immediately upon receiving notice. If we close due to loss of utilities, we must remain closed the remainder of the day based on FSSA guidelines.

BEGINNING A NEW SCHOOL YEAR

Every first full week in August, the Beginners-PreKs transition up to the next age group based on the birthdate range used by the Brownsburg School Corporation. (August 2-August 1)

The children in the Beginners programs may transition to the next class based on their individual birth dates and/or developmental needs and enrollment availability and/or at the start of the new school year. Families will be notified before a transition occurs.

****Please note that PreKs are not able to repeat an additional year.***

Behavior Issues

“COOL DOWN” TIME

Discipline is handled at The Academy with kindness and patience. We reserve the right to appropriately discipline all children using our “Cool-Down” discipline procedure. Before a cool down is served, we will use redirection of a behavior. We will talk with the children about the 3 basic truths that are taught during Chapel. God made me, God loves me and Jesus wants to be my friend forever. “Cool Down” is served in the classroom in an area separated from the other children. The steps below outline the typical procedure for all ages used by the teachers:

1. Before sending a child to the “Cool-Down” area, they are to be given a warning about their behavior.
2. Tell the child why they are going to the “Cool-Down” area, such as: “You are going to the “Cool-Down” area because you hit Adam.”
3. Let the child know how long they will be in “Cool-Down”, (no more than 1 minute per year of age).
4. When the “Cool-Down” is over, the teacher talks to the child. The teacher will get on their eye level and talk with the child about their behavior. For example, “Hurting your friends is not okay. If you can stop hitting you can come play with your friends, or you can go back to the Cool-Down area.” The teacher tells the child they can decide.

REPORTING BEHAVIOR ISSUES

Incident Report emails will be sent to families to document negative behavior. Not all “Cool-Down” issues will warrant an Incident Report email. Behavior issues reported will include, but are not limited to the following examples: hurting self, others or teachers, spitting, biting, tantrums, exposing oneself, using inappropriate language, etc. The report will provide families with an opportunity to address and correct the behavior appropriately together.

DIRECTOR AND PARENT CONFERENCING

When the amount of Incident Reports documenting negative behavior becomes excessive, an appointment and/or phone conference will be made to address the behavior with the families and the Director. The Director and families will address the behavior and work together to correct it.

TEMPORARY WITHDRAWAL PROCEDURE

The Director reserves the right to send a child home from The Academy due to behavioral issues at any time. The duration of time a child will be asked to remain home from The Academy may vary depending on the behavior issue, as determined by the Director. When called by The Academy, the family will be expected to pick-up their child immediately. This may occur without appointment and/or phone conference from the Director. The parents will be notified about the withdrawal details on the Incident Report. After a withdrawal from The Academy, the family and Director must have a phone conference and/or appointment before the child is allowed to return. Upon returning there will be a probation period; during which, if the behavior consistently reappears, the Director reserves the right to permanently withdrawal the student at any time. Tuition will not be refunded for the time missed.

Communications

PARENT EMAILS

Upon enrollment, we require that you designate a primary email address (2 emails are allowed) to receive all notifications from The Academy. Communications may include, but are not limited to the following: tuition statements, daily activities reports, Incident Reports, daycare closures, supplies needed reminders, etc.

DAILY LOGS FOR BEGINNERS AND YOUNG LEARNERS

Parents will be provided with a written Daily Log, documenting the following: times of naps, feeding, and diapering, supplies needed, etc.

PHONE CALLS FOR TEACHERS

The teachers are not able to personally answer phone calls at The Academy; however, parents are welcome to call The Academy Front Desk staff at any time for an update regarding their child. The Front Desk staff will communicate with the child's teacher and report to the parents.

You can reach The Academy at 317.852.8687.

MEDIA RELEASE

The Academy has a Facebook page. Media release forms must be completed for all children. The Academy Facebook page is Connection Pointe Academy. Media release forms are included in your enrollment paperwork.

PHOTOGRAPHY AND PUBLICITY

Photographs of the children participating in our program may be taken during special events by the Administrative staff only. You will be notified prior to any pictures of your child appearing in publicity materials for The Academy. Your permission for photographs that include your child to be used without compensation is implied upon enrollment with our program.

- Parents are only permitted to take photographs of their own child, and not of any other children or Academy staff when attending a field trip or special daycare event.
- Photos may be taken for special craft purposes by the teachers, the crafts will then be sent home to the parents.

SOCIAL MEDIA

To avoid creating inappropriate relationships and to avoid second hand information, parents and all Academy staff are discouraged from communicating through social media.

CELL PHONES

For the protection of the children, teachers are not to have their cell phones on them during working hours. Please contact the Front Desk to inquire about your child. This policy is in place so the teachers have 100% of their attention on the children.

WITHDRAWAL NOTICE REQUIRED

To prepare for potential vacancies, The Academy requires 2 weeks written notice for withdrawal.

CUSTODY ISSUES

We require both parents/guardians involved to resolve payment and drop-off/pick-up issues without involving The Academy. We will not be responsible for resolving these issues for you. The Academy will not communicate directly with your attorneys unless required by a judge to do so. You are required to provide the daycare with all legal documentation concerning the custody rights of your child/children. Both parents listed on the initial registration form will have full pick-up and drop-off rights to the child/children within The Academy until legal documentation to the contrary is provided. The Academy will not divide tuition statements; however, we will accept separate tuition payments. Both parents listed on the enrollment application will be held responsible for all unpaid tuition fees and late fees incurred. Both sets of parents are included in all communications concerning the child/children. If you cannot appropriately resolve your custody issues, your child will be withdrawn from The Academy.

Personal Items

DO NOT LEAVE PERSONAL ITEMS AT THE ACADEMY

The Academy is not responsible for lost or stolen personal items left at the building. Families are not permitted to leave the following items at the daycare:

- Sports equipment for evening practices
- Car Seats (You are only allowed to leave a car seat if your child is enrolled in the Beginners program)
- Overnight bags (They must fit into your child's cubby)

APPROPRIATE CLOTHING DUE TO WEATHER

Based on the weather chart from the FSSA, the children will go outside up to 3 times per day for playground time. Adjustments are made to the length of the time outdoors depending on the weather conditions, such as: wind chill, humidity, and heat index. It is very important that the children are dressed appropriately for the weather. Dress suggestions are as follows:

- Winter Winter coat with hood, hat, mittens or gloves, scarf
- Spring Light jacket
- Summer Light weight clothing material
- Fall Light jacket, Sweater

EXTRA CLOTHES

No child is exempt from spills, sickness, or accidents that require a change of clothing during the day. If your child does not have a change of clothes at The Academy when an accident occurs; you will be called and asked to bring an appropriate change of clothes for your child immediately. The Academy does not provide spare clothes for the children.

- Beginners-Young Learners children must have at least two or three sets of spare clothes at The Academy at all times.
- Sets of spare clothes include: shirt, pants, underwear for Discovery Preschool-PreKs, shoes, and socks.
- Because we share our classrooms with CPCC, we are not responsible for lost or stolen items left by parents over the weekend.
- All spare clothing items must be marked with your child's first and last name.

FLIP FLOPS AND CROCS

For your child's safety, we discourage children wearing flip flops and Crocs at The Academy. When children are running, climbing, skipping, riding scooters and tricycles, flip flops can cause the child to trip and fall.

BATHING SUITS

During June and July, the Young Learners-PreKs will have scheduled sprinkler time 2x/week. Your child will need the following items in order to participate in sprinkler time: a towel, swimsuit, and swim diaper if not potty trained. Water shoes are strongly encouraged since the concrete gets hot.

Tuition and Registration

A tuition increase may occur during the school year. Families will be notified by email at least 3 weeks prior to the tuition increase.

WEEKLY TUITION RATES

The Academy provides care for children 2 months old up to PreKs. The weekly tuition is as follows:

- Beginners \$335 Full Time only
- Young Learners \$285 Full Time
- Discovery Preschool \$285 Full Time
- Jr. PreKs \$275 Full Time
- PreKs \$275 Full Time

TUITION PAYMENT DUE

All tuition statements will be emailed to the parents every Tuesday. All payments are due on or before each Friday by 6:00 pm for the following week.

CASH

Cash payments may be given to the Front Desk staff. Cash payments will be given a handwritten receipt reflecting your payment. We do not keep cash on hand and cannot offer change.

CHECKS

Check payments may be given to the Front Desk staff. Please make your check payable to CPCA.

ONLINE PAYMENTS

We do not offer online payments in the form of credit cards or money transfer apps. While that would be convenient and it is something we have investigated, there is a substantial cost to us that would be passed onto the parents, in addition to the regular fees. We do accept payments that are set up through your bank. Please select CPCA as the payee and list the address as 1800 North Green Street, Brownsburg, IN 46112. Please note on the payment who your child is. Once you set up payment, please contact Christine Morris at christine.morris@connectionpointe.org with the date that your first payment is expected and the name of the financial institution. It is important that you notify us with the date of your first expected payment. If we do not receive this information, your payment will be deposited into the churches general fund and not applied to your tuition.

FLAT RATE BILLING

To simplify the process, The Academy utilizes the concept of “FLAT RATE” billing. This concept absorbs all miscellaneous fees and spreads them out over the entire year (52 weeks). This includes, but is not limited to: kitchen fees, curriculum costs, resource materials, holiday closures, supplies, etc.

- Each week you will pay the same rate (52 weeks for Beginners-PreKs).
- You will pay the same fee for each week regardless of your child’s attendance that week, or any closures.
- This does not include any late fees or returned check fees.

NON-REFUNDABLE REGISTRATION FEE

The Academy charges a \$50 non-refundable registration fee. If the registration fee is submitted, but the child does not end up attending The Academy, the fee is not returned.

HOLDING FEE

The Academy does not offer a holding fee for summer breaks or extended time away. Tuition is due in full whether or not your child attends. If you are experiencing financial hardship, please see the Front Desk for information about financial hardship assistance.

LATE FEES

If your tuition payment is not received on Friday by closing (6:00 pm), you will be assessed a twenty-five dollar (\$25) late fee. The late fee will be added to your next tuition statement. In order to avoid a late fee while you are on vacation, please pay for the tuition that is due when you are gone, prior to leaving.

RETURN CHECK FEES

A twenty-five-dollar (\$25) fee will be due upon notification for all returned checks. We will not be responsible for sending a check back through to process for an additional time. After two returned checks, you will be required to pay all tuition fees with cash or money order.

WITHDRAW FOR UNPAID FEES

If tuition payments become delinquent, the Director reserves the right to withdraw your child/children from The Academy. If your payments are two weeks behind, you will be notified that you are not to bring your child/children until your tuition account is paid in full.

SIBLING DISCOUNT

We honor the relationships this ministry has built with our Academy families. To encourage that to continue, The Academy offers a twenty-dollar discount (\$20) off the regular weekly tuition rate for each additional child enrolled per family. A separate \$50 registration fee per child is still due upon enrollment.

VOUCHERS

The Academy is not equipped to accept payment vouchers from government assistance.

APPLICATION PROCESS

In order to secure your child's enrollment space, after completing The Academy tour, families must return their completed application, along with the non-refundable fifty dollar (\$50) registration fee (\$50+\$335 Beginners), to The Academy Front Desk staff by the specified deadline written on the enrollment application.

WAITING LIST

The Academy does not have a waiting list for enrollment for Young Learners-PreKs programs. Instead we encourage prospective parents to call The Academy to check on enrollment availability approximately 1 month before you would like to enroll your child. If space is available at that time, The Academy will accept your application and registration fee to secure the enrollment space for your child.

Beginners families are allowed to secure your child's enrollment up to two months prior to your child's anticipated start date. The Academy requires the following: application, registration fee, and one week's Beginners tuition (\$335). Both fees are non-refundable. The \$335 will be applied to your child's first week of care. This will only be accepted, if there is projected space available in the classroom when your child will start attending.

The Academy Parents/Guardians Agreement Contract

Child's Name: _____

I/We _____ have read and reviewed
(Print Parents/Guardians Name)

the Academy's Parent Handbook. I/We fully understand the terms and agree to the policies set forth in the handbook. I/We agree to fully adhere to all policies outlined in the handbook. I/We realize that any violation of the policies and procedures in the handbook can result in the immediate withdrawal of our child/children from The Academy. I/We understand that this daycare operates as a ministry of Connection Pointe Christian Church, and I/We understand our child will be exposed to Christian values and principles. I/We understand that regardless of our personal faith, we will not be discriminated against for conflicting beliefs. I/We understand that by enrolling our child/children I/We are committing to a school year contract. If early withdrawal is necessary, I/We agree to comply with the 2-week Withdrawal Notice. I/We understand that The Academy has a "Flat Rate" billing policy, and that means I/We will be billed the same tuition amount every week regardless of how many days my child/children attend, regardless of vacations, sick days, daycare holiday closures. I/We understand that I/We are responsible for notifying the Front Office staff whenever our child/children will be absent for any reason.

Signature: _____ Date: _____
Parent/Guardian

Signature: _____ Date: _____
Parent/Guardian

FOR OFFICE USE ONLY

(Parents/Guardians will receive a copy of this document with signatures upon request)

Your child/children's start date will be on _____.

Your child will be FULL TIME

Your tuition fee/s will be (1st child) _____ (2nd child) _____
(3rd child) _____ (4th child) _____

Your first tuition payment will be due on _____