



**2018/2019
After School Care
Parent Handbook**

6531 N. 600 W.
McCordsville, IN 46055
(317) 335-6823
Fax (317) 335-1394
outlookchurch.org/preschool

Dear Parents,

Welcome to Outlook Christian Preschool and Daycare Ministry! We are so happy to have you and your child as part of our “family”.

The purpose of our school is multi-faceted. The school will provide a safe, nurturing and engaging environment for the children. It is our hearts desire to teach all our children God’s love in daily practice through our servant-minded staff. We strive to enrich each child’s life spiritually as well as academically and instill a love of learning that can be carried into their future years.

The school will also strive to help parents to foster interest in their child’s education from the early years. The school and the parent will work cooperatively to ensure the best possible success for the child.

Our school will sincerely try to serve God in the way we do all things. We will be open and honest-- keeping God at the forefront of all our decisions. As well, we will use prayer as an avenue to seek God’s will in all situations relating to children and families. It is our desire that you and your child will be as blessed by us as we are with you!

We look forward to a great year with your family!

“Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6 (Today's New International Version)

PROGRAM RATES PER CHILD

Weekly Tuition Fall:	Before and After Care	\$100.00
	After School Care	\$75.00
	Before Care	\$35.00
Weekly Tuition Summer:	Weekly Rate	\$150.00

Discounts for families with two (2) or more children reenrolled in our program (Preschool and After School Care) will be given a 10% discount a week per each additional child during the school year session only, i.e. If a family has a child enrolled in our Preschool and After School Care program, the Preschool child would be \$160.00 and the After School Care child would be \$67.50, two children in the After School Care program would be \$75.00 for the first child and \$67.50 for the second child. There is no child discount given for the summer sessions. A 5% discount will be given for paying by the semester in full.

- **Tuition is due by Noon on Tuesday of the current week.** A \$5.00 fee/per child will be charged if late.
- Full Tuition is due for weeks that include a holiday or conference/eLearning day at MVCSC.
- **We do not prorate tuition based on attendance.**
- There are no vacation credit weeks granted to After School Care Families other than school year calendar breaks (i.e. Fall Break, Winter Break, etc.) We do not charge for these breaks unless you have signed up for additional care.
- There are no Sick Day credits granted to After School Care families.

FLAT RATES FOR HOLIDAYS/BREAKS/2 HOUR DELAYS

Full tuition is due when any of the following occurs during the week at MVCSC. If you bring your child for care, additional fees are:

- School Closings/Snow Days = additional \$17.00 per day per child
- Holidays, Conference Days, eLearning Days = additional \$17.00 per day per child
- Two Hour Delays = Additional \$8.00 per day per child
- School Breaks – Fall/Winter/Spring = \$150.00 per week per child or \$35.00 per day per child (if you do not need entire week).
- No discounts will be given for breaks, holidays or delays.

If you have a change in plans and decide you do not need care that you have requested, please notify us within 24 hours before the day that you requested care. If we are not notified, the charge will remain on your account.

DELINQUENT ACCOUNTS

Accounts are expected to be kept current. **Being two weeks behind on your account will be grounds for dismissal of your child.** If you have a balance on your account, it will be highlighted at the bottom of your invoice. You may receive an important notice if your balance is a significant amount. Please pay the amount on this notice by Friday morning. If needed, payment arrangements can be made in person with the director or assistant director in the office.

SCHOOL CLOSINGS

We do not typically close when the public schools close for bad weather. However, in the event that Hancock County would declare a snow emergency or our building conditions prohibit our opening, the school will be closed. All school closing information will be posted on the TV channels-4, 6, 8, 13, 59. If the school closes for inclement weather there will be no tuition refund.

TAX I.D. Number is 35-1755-100

End-of-the-Year tax statements will be printed in January for the previous year. They will be mailed to our past and summer students. All statements for currently enrolled students will be placed in their sign-in/out folder or elementary care folder.

STUDENT WITHDRAWAL

A full, two-week notice is required in writing before the Monday of the week in which the child is to be withdrawn. The parents will be responsible for tuition payments for two full weeks and any additional weeks which the child attended partially at the time of withdrawal. A form is available at the Check-In/Out Counter.

BEFORE CARE SCHEDULE

6:30am – Center Opens, check in your child in the Preschool Commons Area.

6:35am-Breakfast offered (Breakfast is served only from 6:35am-6:45am for our Elementary students and will consist of 100% juice and a cold breakfast items such as cereal/milk, breakfast bar, muffins, etc.)

7:10-7:15am-School bus arrives and children depart to McCordsville Elementary. **Elementary Before Care Students must arrive at the school building by 7:00am. If you are late and miss the bus, you will be responsible to transport your child to school.** At this time, we do not have a morning bus for Fortville Elementary.

AFTER SCHOOL CARE SCHEDULE

2:15pm -Children Arrive from McCordsville Elementary

2:30pm -Children arrive from Fortville Elementary

Once children arrive, the use the restroom and wash their hands for snack.

2:45pm -3:15pm – Homework in classroom, quiet play. Others may go to the gym/playground.

3:15pm -Classroom playtime

4:30pm -Gym/playground

5:30-6:00pm-Preschool Commons area

*You are welcome to pick up your child at any time, but the school does close at 6:00pm sharp. Any pickups after 6:03pm-6:15pm will result in a \$10.00 per child late fee, and then \$10.00 for every 15 minute period.

TRANSPORTATION

Bus transportation will be provided by MVCSC. The Transportation Department phone number is 317-485-3100. Please call them directly for any bus related questions.

DISCIPLINE

- Class rules are posted and the children and parents are made aware of them.
- Acceptable behavior is encouraged by giving frequent positive rewards.
- Verbal warnings are given first.
- Time outs, loss of privilege, or a trip to the office may be issued for repetitive negative behavior.
- Corporal punishment will not be used as a method of discipline at the school.

SAFETY

If your child is hurt during the day, an accident report will be filled out. This report will explain what happened and how the injury was treated. A copy will be kept in the child's school record and another will be sent home. Occasionally a child will receive minor scrapes and scratches that are not seen by the teacher or reported by the child. So if you have any questions, please see the teacher or the director.

DISMISSAL OF A CHILD

Reasons for dismissal of a child includes, but are not limited to, being two weeks delinquent on your account, continual behavior problems or adjustment problems, unwillingness or inability of a parent to work successfully with the school in solving problems, inability of parents (no longer together) to work together regarding care/visitation schedule of child, and toilet training not complete. All pre-paid fees including security card and registration fees will be nonrefundable upon dismissal of your child.

SPECIAL SITUATIONS

We have many children in our care who have parents with different custodial agreements. We will work with you as best we can on making things go smoothly. We will require that both parents sign the enrollment paperwork for the child. We are familiar with Indiana parenting guidelines. However, we ask that a copy of the custodial agreement that has been agreed to by parents be given to us for our information. It will be kept in child's records. We will try to keep BOTH sides informed to the best of our ability of classroom/school events. Please try to keep us out of the middle of any parental disputes.

MEDICAL REQUIREMENTS

Students must have all immunizations up to date and a medical form filled out before admission. This form is to be updated each year for all students.

A written order from a physician to the school is necessary for the following services to be provided for the children by the staff:

1. Administration of medication—even Tylenol or Motrin
2. Application of medication—eye drops, lotion
3. Provision for dietary supplements
4. Provision for special diets—food allergies
5. Administration of special medical procedures
6. Application of sunscreen-parent needs to provide kind desired

Note: a Rx is adequate as a doctors approval if the label is on the medicine.

MEALS DURING FULL DAY ATTENDANCE (BREAKS, HOLIDAYS, eLEARNING)

Breakfast is available and served from 7:10am - 7:40am. Children sitting down for breakfast will be served juice and a breakfast item; they cannot just have a glass of juice. Breakfast items are: Monday, Wednesday, and Friday-cereal with milk (or provided milk substitute per doctor's prescription), Tuesday and Thursday - Fruit Bar and/or Trix Yogurt. **Any child arriving after the 7:40am will not be able to be served.** We need this time to clean-up and prepare for our day.

Breakfast foods may not be brought in for a child that has missed the breakfast time.

Children are welcome to second helpings at lunch if they have finished eating two items on their plate. We also serve a morning snack and an afternoon snack. The rotating weekly lunch menu is posted at the Check-In Counter. Menus may change during "short weeks" or holiday weeks, depending on attendance.

Please do not bring sack lunches or snacks. We provide a balanced lunch as determined by the state code.

ALTERNATE PICK UP

- If plans change during the day, please contact us by phone or Dojo with information
- If someone has come to pick up your child and we do not receive communications for you, a phone call will be made to you to verify your wishes.
- Our staff will also check identifications of everyone picking up your child if we do not recognize them.

ILLNESS POLICY

If a child becomes ill at school or develops a fever of 99.6 or above, the parents or emergency contact will be called to pick up the child IMMEDIATELY. Any child brought to school sick will be sent home. The sick child will be separated from the other until they are picked up with ONE HOUR of us calling. **PLEASE DO NOT SEND A SICK CHILD TO SCHOOL OR IF THEY ARE VOMITTING, OR HAVE DIARRHEA. Your child must not return to school until he/she has been fever, vomiting, diarrhea, and medication free for 24 hours!**

TREATS

You may bring in treats for your child's class but they must be store bought and not homemade in compliance to the state board of health. Please contact your child's teacher to avoid allergy reactions.

CLOTHING/DRESS CODE

- The children may be taken outside for play every day that the wind chill is above 25 degrees and is not inclement. Please be sure your child is dressed accordingly.
Fall/Winter-gloves, hats, and boots Spring/Fall-Jackets, light weight clothing
- Clothing should amply cover child's midriff and bottom.
- Shorts are suggested to be worn with shirts and dresses
Shoes should be sturdy and conducive to running inside or outside. Sandals with back straps preferred, for safety purposes. No flip flops allowed.

FIELD TRIPS

We sometimes try to schedule field trips during break weeks for ASC children. Notices will be posted along with permission forms which must be signed and returned in order for your child to go. The children are transported by our school vans, or driven by their own parent. Payments for field trips are separate (except for summer) from weekly tuition and are to be paid in cash to your child's teacher.

Siblings and other family members: When an adult comes on a field trip, they are accepting an important responsibility to supervise children. We want the parent to focus on the child that is on the trip, to help make it special to them. Field trips are meant to be with peers and not as a family outing. While we would love to be able to include other family members, the primary purpose of the field trip is to provide the experience for the students themselves. This effort is hindered when siblings are along. Therefore, no siblings will be allowed to attend field trips. Only adults 18 and over can chaperone and attend field trips.

RE: Riding on the Van

When you choose to chaperone, you may be asked to drive (by following in your car or carpooling with other parents). If we have extra seats on the van, we will ask if chaperones would like to ride along, but this is usually a last minute decision once we have a final count as to actual student numbers.

RE: Transporting Other Children

You will only be able to drive your own child unless the parent of another child gives you permission to take their child. Otherwise they must ride the van.

RE: Purchases on Field Trips

Please do not make purchases or bring items for your child while on field trips. This is not fair to the other children attending the field trip. This would include drinks, water bottles, popcorn, snacks, donuts, toys, etc.

ELECTRONIC POLICY

School issued iPads will be the only electronic device permitted. No other personal electronic device is permitted at Outlook Christian Preschool & After School Care (i.e. Hand-held devices, iPods, iPads, Computers, Tablets, Cell Phones, DSs, PSPs, Kindles, MP3s or any other electronic device)

All students are responsible for their own device—keeping it safe and what is viewed, and how it is used.

OCCPS & ASC or Church Staff will not be expected to look for lost devices. Staff will also not be asked to unlock areas after school hours to go look for an item. Staff can accompany/escort a parent if needed to look for the device during school hours. Found items will be locked either in the school office, ASC cabinets, or the church office.

Outlook Christian Church, Preschool, or After School Care will not be held responsible to any damages that may occur to your child's electronic device. This also includes damages that may be done by fellow classmates.

"Recreational" (non-homework) usage of your iPad while at OCCASC (Outlook Christian Church After School Care) will be monitored by the staff of OCCASC. **Any games played should be appropriate for school.** Violent games will not be tolerated. (killing of any kind with a weapon (i.e.—Call of Duty, Delta Force, Earn to Die, Zombie Hunt, Stalker or any similar with blood/guns, etc.)

No photos will be taken with the devices, this includes Face Time App. No photos and videos will be viewed and/or shared that have any kind of nudity or lewd acts (farting, bodily functions). Inappropriate words should not be put into search engines (swear words, body parts, or sexual references).

Wi-Fi - if used—will also be bound by these rules. NO WEBSITES will be accessed that include ANY of the above mentioned activities. YouTube/Music videos are included in this restriction.

Since use of electronic devices is a privilege, failure to follow these guidelines will incur a reprimand and usage of the device will be suspended for a time by the director commensurate with the offense. This may be a few days to indefinitely. Parents will be notified by the director.

If you wish to speak to your child about something before you see them, please call the school line at 317-335-6823.

PARENTAL RESPONSIBILITIES

- Provide current/up-to-date information on registration forms. Please notify someone in the office IMMEDIATELY if you have a change of phone.
- Keep medical information records current.
- Insure child's immunizations are kept up to date.
- Pay tuition on Monday of current week or make CURRENT by that Friday
- Pick up child within times specified.
- Authorized adult sign child in/out and leave child with staff on duty. ***Your child must be acknowledged by a staff person in order to be left/picked up.***
- **Keep your child home when displaying signs of illness. Do not medicate to send to school.**
- Arrange to get child **within ONE hour** if he/she becomes ill during school or for reasons of discipline. After such time, we will call the next contact to arrange pick up.
- Notify the school if the child has lice or a communicable disease.
- Take questions or problems to the teacher concerned or the Director.
- Keep school updated on phone numbers, addresses, and emails for you and emergency contacts.
- Use your security card for entry into the building and notify us if you have lost your card and need a replacement.