

# Legacy Learning Center

An Unlicensed Registered Ministry with the State of Indiana



## Parent Child Care Policy Handbook 2018/2019

A Ministry of:  
Antioch Christian Church  
3007 E US HWY. 50  
Washington, IN 47501  
812.254.2443 - Child Care Center

**Hours of Operation at Legacy Learning Center:**

Monday – Friday 7:30-5:30 pm

**Ages:**

Infants 6 weeks – 6 years old (*Kindergarten enrollment*)

**Tuition and Lunch Fees:**

Tuition is based upon the classroom that each individual child attends. Classroom designation is determined by age and classroom readiness after an evaluation/recommendation by the classroom teacher and the administrator. The classrooms and tuition rates are as following:

<b><u>PROGRAM</u></b>	<b><u>FULL TIME</u></b>	<b><u>PART TIME</u></b>
Babies	\$125	\$95
Toddlers	\$115	\$85
Preschool Age	\$110	\$75

*(Full Time = 4-5 days week) (Part Time = 3 days or less)*

The weekly tuition is due on the 1<sup>st</sup> day of the week that your child attends. **A late charge of \$5 will be charged to your tuition** if not paid by Wednesday at 9am of that week. Please do not deduct for absences. Continued late payments and/or an outstanding balance of two weeks will result in the dismissal of your child from LLC. A 10% discount is available for tuition that is paid monthly instead of weekly. To qualify for this discount, you must pay the monthly amount by the 1<sup>st</sup> Wednesday of the month that your child attends. If payment is not received by then, your monthly rate will go to a weekly rate and you will lose your discount for that month.

Each year on August 1, a **nonrefundable \$50 supply fee** is due and a new contract will need to be signed to ensure continued enrollment. This fee may be paid any time on or before August 1 and will be effective through the following August 1. Any child enrolling after June 1 will not pay the supply fee on August 1 of that same calendar year.

Discounts will be given to families with more than one full time child enrolled in our childcare program. A 10% discount will be given for the second **full time child** enrolled at the lower rate. A 20% discount will be given for the third **full time child** enrolled at the lowest rate. If you would like for your child to come more than the number of part time days indicated at contract signing, please call the child care center at 812-254-2443 to see if space is available for the day. If the space is available, please bring them but note that the tuition will increase to the full time rate for that week.

Need-based Scholarships are awarded at the discretion of the LLC Board of Directors as funds are available. Applications for this discount must be submitted by July 16<sup>th</sup> to eligible.

***\*Please Note - To receive any of the discounts listed above, parents must attend one of the free biblical parenting classes offered by Antioch Christian Church. These 1- hour classes are scheduled on Sunday mornings and include childcare. Please check with the LLC director for upcoming dates. These classes are open and free to all of our child care families.***

**LLC Scheduled Closings:**

LLC will be closed and there will be a charge for the following Holidays:

-July 4<sup>th</sup>    -Labor Day    -Thanksgiving Day    -Christmas Eve

-Christmas Day    -New Year's Day    -Good Friday    -Memorial Day

*\*Note- We will be closed the Friday following Thanksgiving, but there is no charge for that day.*

***\*It is the parent's responsibility to find alternate child care for these days.***

**Breakfast, Lunch, & Snacks:**

Breakfast, lunch, and an afternoon snack are available each day. If your child will be eating the lunch provided by the childcare, the cost is \$2.50 a day. Please arrive or call in by 9 to ensure your child's lunch order is placed. If your child is bringing his/her lunch, please note that we are unable to heat or refrigerate the lunch. **No candy or soda is allowed.** Breakfast is included in your tuition. We finish serving breakfast at 8:30am (8:15am for children attending K Prep). If you are arriving after this time, please make other breakfast arrangements for your child before arriving.

***\*Please Note: Baby Room exempt from the above.***

**Payment Envelopes:**

Please use the payment envelopes and the drop box located at the entrance to the child care center. Do not put cash into the payment drop box before obtaining a cash receipt from a Lead Teacher. Do not send money in with a child to the teacher. Please fill out the front of the payment envelope designating what you are paying for (*childcare fees, preschool fees, lunch, late charges, late pick up fees, etc.*)

***\*All field trip fees will be charged to your child's account. Do not give money directly to the teacher or put it in your child's backpack.***

### **Enrollment and Termination:**

Positions in childcare are considered “open” unless a non-refundable deposit is paid. The deposit for the Baby Room is equivalent to two weeks of childcare. The deposit for 18 months and older is one week's tuition. This will hold your child’s spot for a period of two weeks after the scheduled start date specified in the childcare contract. Legacy Learning Center (LLC) will hold newborn openings for six weeks after the baby is born. Children who normally attend the childcare center during the school year but will be taking the summer school break off can have their spot saved for the fall by paying one month's tuition by June 1.

New enrollments will be placed in LLC on a 30-day trial basis. This allows all parties to get acquainted, and if there are any personality conflicts, disciplinary problems, etc., each party has the opportunity within the trial basis to terminate care from LLC and seek alternative care. No refunds on paid up child care tuition will be given during this trial period if the parent decides to seek child care elsewhere. Following the trial period, two week’s tuition paid notice must be given to terminate the contract by the parent. The tuition fees normally due during those two weeks will be charged at normal rates even if the child doesn’t attend during the two weeks.

Classroom movement from Toddler B to K-Prep includes (but is not limited to) the following requirements:

1. Space availability/needs
2. Developmental assessment done by the K-Prep Lead Teacher
3. Independently potty-trained (no pull ups/diapers, able to go to the bathroom unassisted)

***\*Please Note: If you are currently sending your child in pull ups/diapers we will not be potty-training them during the day. Pull ups/diapers may only be used during nap time in Toddler B for our potty-training children and are not allowed at all in K-Prep.***

LLC reserves the right to terminate this contract at any time for sufficient reasons including, but not limited to:

- **Consistent late payment, (*delinquent account = Non-payment for two weeks. You will then be required to pay your balance in full and the next weekly/monthly payment in full.*)**
- **Consistent misbehavior or unruliness of the child or parent(s)**
- **Unforeseen problems which may occur with the child or parent(s), or if LLC is unable to meet the needs of the child.**

**Reduced Tuition Weeks:**

Each contract year, you will be given the option of reduced tuition weeks that can be used for sickness, vacation, or personal days, after the child is enrolled for a minimum of 90 days. A reduced tuition week consists of the number of regularly attended days per week. Reduced tuition weeks may be used when a child is absent for **5 consecutive regularly scheduled days (full-time enrollees) or 3 consecutive regularly scheduled days (part-time enrollees)** for any reason. You will receive one week of 100% tuition credit and one week of 50% tuition credit that can be used during the contract year (August-July). Use of reduced tuition weeks will not cause a loss of enrollment status. **Reduced Tuition Week Credits will be reflected in the following monthly billing cycle.**

**\* In addition to these tuition reduction weeks, a bonus week of 100% tuition credit may be used under the following circumstances:**

- 1. Week is taken during the school calendar year's Fall, Christmas, or Spring Breaks.**
- 2. 30-day notice is given prior to the School Break.**

**\*Please Note ~ There will be no fee adjustment for shorter periods of absenteeism.**

**Sick Policy:**

Please do not bring your child to daycare if they have **ANY** of the following symptoms:

**-Fever of 100\* or higher    -Vomiting    -Any parasitic infestation (lice, scabies, & etc)**

**-Excessive Coughing    -Chicken Pox    - Discharge in or around eye**

**-Any nasal discharge that is not clear    -Diarrhea    -Any other communicable disease**

**-Any unexplained skin rash**

**\*Please Note - A fever does not need to accompany any of the above to be a qualifying sick policy symptom. Your child's lead teacher will use their judgement.**

### **Sick Policy Continued:**

If you state that your child was ill prior to being dropped off, they will be sent home upon the first symptom of illness. Your child will not be allowed back until they are symptom free without medication for 24-48 hours depending on state recommended time frame. Any other childhood illnesses or diseases will be dealt with on a case by case basis at discretion of the Lead Teacher in his/her classroom.

If your child is sick enough to require prescription medicine or suspected of being sick (***ex. conjunctivitis, rash, strep throat, bronchitis, pneumonia, etc.***) LLC requires you to keep your child home until he/she has been on the prescribed medicine for 24 hours and the child is no longer contagious (48 hours for Conjunctivitis).

If you request that LLC staff administer (***non-prescription or non-narcotic prescription***) medications to your child while at childcare, you must complete the medication release form beforehand. All medications must be in the original container and/or box (***with pharmacy label if prescription***) and clearly labeled with the child's full name, directions for the proper dosage, and time to be administered. Appropriately marked dosing cups/droppers must be provided by parents for administration. Unless otherwise noted by parent, we will dispose of any medication that is expired.

***\*Please Note: We will not administer narcotics to your child under any circumstances.***

Effective as of August 1, 2008, all children are required to submit a medication order form, signed by your pediatrician, listing all over the counter medications including diaper ointment, gas drops, pain reliever, sunscreen, lip balm, etc. your child will need while in our care.

***\*Please Note if your child becomes sick while they are at childcare, the Lead Teacher will make the decision if he/she is too sick to remain for the day. Once the decision is made that your child needs to leave, you will be notified and asked to pick up your child within 30 minutes of the phone call. Your child will then be separated at this time from the others to limit exposure. If you do not pick your child up within that 30-minute time frame, you will be charged the equivalent of the caregiver's hourly rate until you arrive. This charged amount will be added to your tuition and will be required to be paid promptly by the beginning of the following week. Refusal to pay fees will result in the dismissal of the child from LLC.***

**If lice occur, LLC follows this policy:**

-The administrator/director will examine any child suspected of carrying head lice.

-The presence of nits or lice will be reported to the parent of the child and arrangements will be made for immediate pick up to begin treatment. Following treatment and upon return to childcare, the child should be accompanied by the parent and must be checked by the administrator to determine if the treatment was satisfactory. If unsatisfactory treatment is determined by the administrator, the child will be sent home with the parent. Evidence of lice or live nits would be the reasons to determine that a child should be sent home. If there is no evidence of remaining nits, the child will be allowed to return to childcare.

-Other parents will be notified and informed of remedial measures when evidence of head lice is present, but not told who has the lice.

-If a child is sent home with live lice five times in a calendar year due to head lice infestation, the child will be terminated from LLC. After the child is terminated, the administrator will make a referral to the Daviess County Office of Family and Children, and the Daviess County Health Department will be notified.

***\*Note: If any child shows evidence of abuse or abuse is suspected, we will notify The Department of Human Services.***

**Individual Items:**

Your child will need some personal items including diapers (labeled with child's name) for those not potty-trained yet. We will notify you via our phone tree to let you know if your child needs any personal items. If these supplies are not replenished by the parent on a regular or as-needed basis, a charge will be assessed to cover the cost.

You will be required to send your child a set of extra clothing (**labeled with child's name**). Please remember to change them out as the seasons change. Children will experience water activities, outside play, occasional bathroom accidents, etc. Please remember that children will be taken outside (weather permitting) for play and each child should be dressed appropriately. **Please wear weather appropriate footwear. No "Flip Flops", sandals, crocs, and or dressy shoes. These types of shoes do not do well with the gravel/mulch in our play area. Sneakers are required and are the safest.**

Please keep all personal toys, DVDs, jewelry (including teething necklaces), hats (unless for sun protection), money, etc. at home. **DO NOT BRING THEM!**

\_LLC will take field trips. Parents will be asked to install a car seat/booster seat in our transportation for their child to use. If the child doesn't have a car seat/booster seat available for use on the day of the field trip or does not arrive by 9am or the noted time, the child will not be able to participate in the outing.

### **Nap Time:**

Nap time, or rest time, is from 1-3pm each day for the preschoolers and 12:30-2:30 for the toddlers. Nap time varies with the babies but is normally between noon and 3pm each day. We do not require that every child sleep, but we do require every child to lie on a cot quietly for the entire time.

**\*Each child will need to bring one small blanket and a travel-size pillow. Due to state regulations, no blanket should hang over the sides of the cot to create a tripping hazard. No SLEEPING BAGS OR COMFORTERS. Please label all items. LLC staff will launder these items at a minimum of once per month.**

### **Sign In/Out and Drop Off/Pick Up:**

For the protection of your child, your child's teacher will check your child in every morning. We require that you **sign/check your child out daily**. Your child **will not be allowed** to leave LLC with anyone **who is not listed** on his/her enrollment form and or consent of emergency care form unless a prior written notice or phone call from the parent has been made to the childcare center 812-254-2443. **Anyone unfamiliar to the caregiver must present a photo ID.**

**It is required by LLC that you notify us if your child will be out for the day or is arriving after 9 am.** If for some reason you are running late either in the morning or the evening, **please call 812-254-2443** to let us know. **Do not use the phone tree system to notify us of late arrivals/absences.** If you are coming to LLC between the hours of 9am-3pm you will need to call 812-254-2443 to enter the building. For safety reasons, all child care doors will be locked from 9am-3pm.

***The hours between 9am and 3pm each day are also the time of day that classroom activities are officially in full swing. Please refrain from dropping off or picking your child up during this time, especially nap time, unless an emergency.***

**\*Please Note: There will be a \$5 charge for the 1st minute and \$1 per minute after that is payable to LLC for every minute you are late to pick up your child after the 5:30pm closing time. A late pick up form will need to be signed by the parent and the childcare staff member who is present at pick up stating the time of pick up. This form will be used to determine the late fee that is due at the beginning of the following week. Refusal to pay fees and regular lateness will result in the dismissal of the child from LLC.**

***If you have to call to inquire about your child between the hours of 7:30-5:30, please call LLC's number 812-254-2443. If no answer, please leave a message on the answering machine. We check the machine several times a day. Please refrain from calling/texting personal cell phones. Please do not leave messages on our phone tree system unless a conversation is initiated by an LLC Staff member. Thanks!***



**Discipline:**

LLC will try to create an environment for each child that is self-correcting. Discipline is based on developmental age appropriateness. The “Step Discipline Policy” is as follows:

**Ages 1-3**

**Step 1:** Redirect/Explain

**Step 2:** Redirect/warning

**Step 3:** Time Out

**Ages 3-5**

**Step 1:** Try to have child work out problem. Redirect/explain

**Step 2:** Redirect/warning

**Step 3:** Time Out

Your child’s teacher will send home a written form of communication or a message on REMIND to the parent or guardian and a conference may be set up at that time.

Timeout = 1 minute for every year in age

At times, we may choose to ignore the misbehavior.

Our goal is to help each child to develop a strong sense of self-discipline, self-esteem, and to work out each child’s own problem. Each child and each situation are different. Therefore, one step might work better for one child than another step.

In discipline matters involving serious physical consequences such as hitting, biting, etc. a “Three Strikes and Out” policy may be implemented:

-**First** incident of this type, the parent of the child will be notified by written notice.

-**Second** incident of this type, a Parent/Teacher conference will be required.

-**Third** incident of this type, your child will be removed from LLC for one week.

Tuition fees will remain due during the week of absence. If the behavior continues upon returning to the classroom after the week out, the child will then be asked to not participate for a month. Tuition fees for one week will need to be paid during this month-long absence to hold the child’s spot at the center. If the child continues with the behavior following the month-long absence, the contract will be terminated and the child will not be allowed to re-enter the program for six months or at the discretion of the administrator.

**The following forms are provided in your packet and must be completed and/or turned in before the contract begins:**

- Parent's Notice
- Immunization Records
- Enrollment Form
- Policy Agreement
- Consent to Release
- Consent of Emergency Care
- Field Trip Permission Trip
- Discipline Statement
- Medication Release (*if necessary*)

***All of the above information obtained from parents for enrollment will need to be updated periodically as the information changes. This is the responsibility of the parents to inform the administrator/director of changes in address, contact info, immunization records, etc.***

**Weather Policy:**

In the event of inclement weather, LLC will do its best to remain open. If a road emergency is declared by the County Sheriff's Department, LLC will be closed. Should LLC find it necessary to close due to inclement weather, we will notify you via our phone tree of any LLC closings or delays. If the parking lots are snow covered and icy, you may be asked to drop off and pick up at the West End door of the building under the canopy.

For outside playtime, all classes will go outside if the temperature is 40 degrees or above. **Please dress your child in the appropriate outerwear and shoes.** We may not stay out for an extended period of time, but we will get out for some fresh air.

**Emergency Procedures:**

All staff/caregivers of LLC are trained in Pediatric First Aid and many have other training such as Pediatric CPR/AED certification. LLC also has monthly fire drills and periodic drills for other emergencies such as tornado, earthquakes, and intruders. The evacuation and/or procedures for these emergencies are posted in each classroom. The children practice safe and fast evacuation from the building. In case of inclement weather, the teachers have been notified as to the safest place to take their classes. Local weather stations will be used to obtain the latest weather updates. In the event of an emergency situation, we will contact you via our phone tree or by phone about pick up instructions or early closings. Should our facility be uninhabitable, we will evacuate to the shelter house across the bridge on the south side of the property. You will be able to contact us at 812-254-8179. If possible, we will make every effort to call all parents with emergency information.

**Non-Discriminatory Policy:**

Legacy Learning Center accepts children of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the center. We have an open-door policy at Legacy Learning Center which means you can stop by anytime during operating hours without letting us know.

**About Antioch Christian Church:**

Christian care and education is more than a week day program, but occurs daily in your child's life through your own example. To strengthen your growth and witness and to further develop your child's growth opportunities, we encourage you and your family to worship together each and every Sunday. If you have no current church home, we invite you to join us for worship. Services begin at 9:00am and 10:45am each Sunday morning. Full children's ministry programs are available both services for children from birth to 5<sup>th</sup> grade. It is our purpose and goal to unconditionally accept all people and guide each person into an active relationship with Jesus Christ.

***If you have questions about Christian doctrine and church life, our church staff and Elders would be happy to talk with you. Please call the church office at 812-254-2651 with any questions.***