

St. John's Lutheran Daycare Ministry and Preschool

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Parent Handbook



Pastor: Kenneth A. Greenwald

An outreach of St. John's Evangelical Lutheran Church

2009

Mission Statement

Saint John's Lutheran Daycare Ministry and Preschool, in partnership with our congregation and the parents of our children exists to:

Share the love of Jesus Christ with one another in words and actions in a Christ-centered environment

Enable each child to grow in spiritual and academic excellence recognizing the unique gifts and abilities given to each individual, and

Equip each child for life-long service to our Lord.



The mission of St. John's Evangelical Lutheran Church is to share the Gospel of Jesus Christ with all the world. We seek to offer the Good News of Jesus through worshipping together; sharing our lives in fellowship; reaching out to others through witness; committing ourselves to service; and by encouraging each other in faith.

St. John's Lutheran Daycare Ministry and Preschool is an unlicensed registered day-care ministry with the Indiana Division of Family and Children and the Department of Homeland Security (State Fire Marshall) according to the Indiana Law (IC-12-3-2). We are inspected at least semi-annually by the Bureau of Child Care to check that we are in compliance with state regulations. All employees are required to have criminal background checks, TB test, drug screen, first aid, CPR and universal precautions training. We will also conduct and document monthly fire drills. State law requires us to have updated enrollment records on each child. Please let us know immediately of any changes in home address, phone numbers, place of employment and emergency contacts.

Smoke Free Environment

There is absolutely no smoking or tobacco products permitted in or on the grounds of St. John's Evangelical Lutheran Church, this allows us to be good stewards of the facilities that God has granted us. Please leave these items in your vehicle.



Hours of Operation

St. John's Lutheran Daycare Ministry and Preschool will be open from 6AM-6PM Monday through Friday. Your child must be picked up by 6PM, per site clock. A late fee will be charged, per child. A late fee of \$1.00 per minute, per child will be charged. This fee is payable at the time of pick up. We will call CPS for any child not picked up by 6:30, unless emergency situation has been communicated to ministry staff.



Fees

A \$15.00 non-refundable enrollment fee will be due with your completed enrollment application, this ensures that your child will have a spot in the ministry. Each subsequent child will be an additional \$10.00.

Fees are to be prepaid on a weekly basis on Friday by noon prior to the week care is given. Failure to submit fees on Friday will result in a \$5.00 late fee Monday morning and each day after. Failure to make payment arrangements by Wednesday of that week may result in suspension of services until fees are up to date. Failure to pay for 2 weeks in a row will automatically result in your child's suspension from the ministry until fees are up to date, provided a spot is available.

Weekly rates only apply to children scheduled for 5 days per week (approximately 45 hours). Daily rates will apply for anything less than 5 days.

If more than one child in your family is enrolled you will received a 10% discount off of the weekly rate, this will be taken off of the oldest child's fee. This is for full time enrollment only.

If you received Area Five assistance you are required to pay all parent fees and extra fees on a weekly basis, per fee policy.

We have a 2 returned check limit. Because banks charge NSF fee we must charge a \$30.00 returned check fee in addition to the scheduled payment fee. After 2 checks have been returned, payment will be required by cash or money order.

Overtime

Due to staffing, if your child will be here earlier or later than their normally scheduled hours or additional hours are needed on given days—please notify the director as soon as possible. An additional charge will be assessed to your charge for the extra time at the rate of \$2.00 per hour.



Holiday Schedule

St. John's Lutheran Daycare Ministry and Preschool will be closed the following holidays and rates will not be prorated.

New Year's Day

Good Friday

Memorial Day

Independence Day

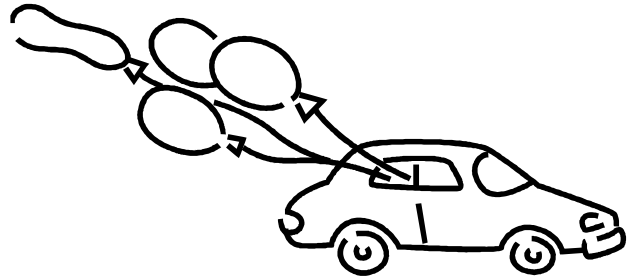
Labor Day

Thanksgiving Day

The Friday after Thanksgiving Day

Christmas Even

Christmas Day



Vacations

A 2-week written notice of a vacation is required and the fees will be one half of your normal rate. This is to be paid in advance of the vacation. If notice is not given and fees are not paid prior to vacation, full fees will be required and charged.

Pick Up/Drop Off

When you drop your child off you must sign them in and walk them to their room, be sure that staff, in the room, sees you and greets you. Follow the same procedure at pick up, go to your child's room, gather your child and their possessions, be sure that staff acknowledges that you are there and sign your child out before exiting the building. All pick up and drop off will use the Main Street entrance.

Sometimes children have anxiety about going someplace new or just woke up on the wrong side of the bed. We would like this transition time to be as easy as possible. If your child cries when you leave, we ask that you give them some love, reassure them that you will be back, entrust your child to your daycare staff and exit the room. They will cry for a few minutes and we will comfort them any way we can, but in a few minutes they will calm down and begin to explore and enjoy their environment. This is way harder on parents/guardians than on the child.

Visitation

Parents/guardians, grandparents and family members of any child enrolled in St. John's is welcomed to visit and participate in any of our activities, contact their children, evaluate the care or the premises. We have an open door policy and encourage you to come and share our ministry. If you will be joining us for lunch we ask for a 24-hour notice so that we may prepare extra portions. Private areas can be arranged for those who need a place to breast-feed.

Safety and Supervision

No Child will be left alone or unsupervised. This means children will remain within sight or sound at all times. When you enter the daycare, make sure that a staff member is aware of your child's presence, and again when you pick up your child, make sure a staff member is aware that you are leaving. Be sure to sign your child in and out when you come or go. We use our sign-in log in case of emergency evacuation. By not signing in or out we could overlook your child or spend precious time searching for a child who is not in attendance that day. This is also important for our charge and allows us to maintain documentation for our Area Five records.

Children will not be released to anyone not listed on the enrollment form without written permission from the custodial parent/guardian (in most situations). Photo ID will be asked for and copied on all individual authorized to pick up a child. We are required to release children to either parent unless the custodial parent provides us with the appropriate legal documentation. These documents will be kept strictly confidential.



Under the Influence

If a person arrives to pick up a child and the director or ministry staff judges that person to be under the influence of drugs or alcohol, staff will express their concern to the person and contact an alternate or emergency contact as listed on the enrollment form. If the person is someone other than the parent/guardian the child will NOT be released to the impaired individual. If the impaired person is the parent/guardian the person may sign the child out and the Peru Police Department will be notified immediately.

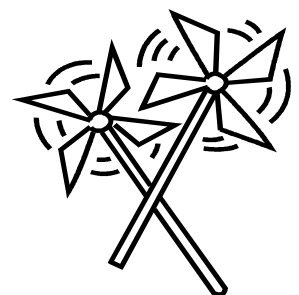


Birthdays and Celebrations

We welcome birthday celebrations with snacks, party favors, punch, etc... that you supply. Give us a few days notice so we are prepared for the extra excitement. Because we are state registered, we CANNOT accept homemade yummiest, Items must be purchased from a store or bakery. Any juice brought in must be 100% juice and provide vitamin C. Periodically throughout the year we will have celebrations of some events and holidays and will always encourage parent/guardian involvement.

Toys

St. Johns' will provide a wide variety of age appropriate toys. Children are welcome to bring toys from home, but they will need to be prepared to share them with their peers. Guns, knives, swords and other toys that could hurt another child or represent violence are NEVER allowed. These items will be taken and put aside until the child goes home. The ministry does not accept responsibility if toys from home are lost, misplaced or damaged.



Discipline Policy



It is our strong belief that every child is a miracle of God and an individual and that it is our job to nurture and guide these precious ones. The children will be given rules to follow that are made to keep them from endangering themselves and others, as with life broken rules must have consequences. We will NEVER use corporal punishment or any other cruel, harsh or unreasonable method. Each child will be handled in a positive manner. We will try to redirect the child to a different activity or take away a privilege in a progressive fashion. If needed, staff may use time out—a brief time of supervised separation to allow the child to regain control and focus—the behavior will be verbally addressed at that time to allow the child the opportunity to learn from their misdirection. Time out is generally a minute of time per year of life.

If we are unable to redirect the behavior we will then inform the parent so we can work together to guide the child to a positive outcome. A note will also be placed in the child's file. Next we will have a conference for all parties involved. If the problem is still not addressed and improved we will be forced to dismiss the child from our care. We will make every effort to work with families to resolve the situation; however, the safety and well being of all the children must also be a priority.

Destruction of Property

The willful destruction of property or materials (above normal wear and tear) will result in the following procedure;

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| First Offense | Meeting with the daycare director and appropriate ministry staff, parents, and child outlining the next steps should further willful destruction occur. |
| Second Offense | 3-day suspension from daycare. |
| Third Offense | 5-day suspension from daycare. |
| Fourth Offense | Permanent suspension from daycare. |



In case of willful destruction of property the parents/guardians of the child will be financially responsible for the repair or replacement of the property destroyed.

This policy is to ensure that we can provide high-quality care for your children. Children are all different and if parents/guardians are willing to work with the ministry to come to a resolution, every effort will be made on the part of St. John's to come to an amicable agreement. Parents will be responsible for daycare fees during the suspension.

Termination

St. John's Lutheran Daycare Ministry and Preschool or the parent/guardian have the right to terminate services with a 2-week written notice. The ministry also reserves the right to terminate services if fees are 1-week in arrears and arrangements have not been made, this can be done with no written notice or due to continued behavior problems after discipline has been followed.

Illness

We can ONLY accept well children. If your child has...

- Oral temperature of 101 or higher
- Diarrhea
- Vomited or vomiting
- Undiagnosed skin rash
- Any communicable diseases (chicken pox, lice, measles, pink eye, scabies, etc...)
- Discharge from the eyes or ears
- Greenish discharge from the nose.



Please keep them at home. Children must be symptom free for 24 hours prior to re-admittance to the ministry. If your child becomes ill during the day you will be notified and are expected to make arrangements for the immediate pick up of your child.

Please supply a doctor's note if your child is prone to spit up more frequently or in larger amounts, runs high fevers when teething or prone to diarrhea when teething.

Head Lice

If your child contracts lice, the ministry needs to be notified as soon as possible. Your child must be treated and nit free in order to return to care. We will periodically do "head checks" to ensure healthy heads. If you need further information about head lice and treatment please see the director.

Medication



We will administer prescription medication according to the package directions. Medication must be in the original container. Be sure to sign your child's name to the daily medication chart in your child's room along with the time and dose to be given. Age appropriate non-prescription medication will be given with the same instructions. A medication form must be completed by the parent/guardian prior to any medication given.

Immunizations

Every child attending MUST be current on their immunizations. Please fill out the immunization form and turn in a copy of your child's shot record PRIOR to attending. When your child receives new immunizations, bring the shot record and we will make a new copy to update your file. Immunizations are required by the Indiana State Board of Health; our registration status depends on it. If your child is behind or has missed an immunization you will need to provide documentation from the child's physician stating child is in process or updating and why they are behind. Failure to submit shot records and keep them up-to-date will result in the immediate termination of your child.



Injuries and Incidents

As children will be children, injuries and incidents will occur. If the injury is life threatening or severe we will immediately call 911 followed by the parent/guardian. For all other injuries we will provide appropriate first aid, if necessary contact the parent/guardian, and comfort and sooth the child. Documentation will be completed with a copy going to the parent/guardian and one on file.

Confidentiality

All daycare records will be kept in a locked file cabinet in a locked office. Some information about your child will be made available to the daycare staff, so they can get to know your child, your personal information will be kept strictly confidential.



Outdoor Play

We will go outside everyday that weather permits, it is very important that you dress your child for the weather. Children stay healthier by going outside and getting some fresh air; sometimes it may be only a few minutes a day. If the temperature and wind chill is above 32 degrees or above we will go out, children will also go out when the temperature is below 90 degrees. On bad weather days we will make use of the gym.

Potty Training

When a toddler reaches the stage that they are showing an interest in using the potty or that the parent/guardian is starting that phase we will work with them, taking them to the potty every 2 hours or as needed. At that time it will be necessary to provide diapers and pull-ups until such time the child is trained with no accidents. DO NOT put children in underwear until they are completely potty trained. We will send the underwear home to clean. This can be a very trying and drawn out stage of development, patience is key.

Clothing

Children have accidents and like to play in messy things. We are truly a ministry of God we will encourage your children to explore all aspects of his/her development. You will need to provide a change of clothes in your child's cubby. As the weather changes be sure to update that change for the season.



Infants will need 2 complete changes of clothes in the cubby at all times.

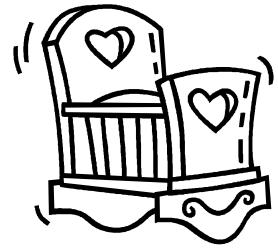
As the season's change be sure your child has a coat, hat, gloves, jacket, etc... as appropriate for the weather. If you need assistance with these items please see the director.

Mark all items with the child's name.

Daily Naps/Rest Time

All children enrolled are required to have a quiet/nap time, per state regulations. This will occur after the lunch activities are complete. If your child does not nap they will be expected to rest quietly so others may sleep. For your child's comfort they may bring a small stuffed animal, blanket or other comfort item.

Infants will nap as needed.



Safe Sleep Policy

The safest way for a baby to sleep is on their back. Per recommendations infants will ONLY be placed on their back to sleep in an approved crib. There will be no toys, stuffed animals, pillows, heavy blankets, mobiles, wedges, attachments etc... with the crib. Small lightweight blankets will be allowed but will always be tucked under the infant's arms at chest level. All staff will be trained on Safe Sleep/SIDS Reduction. Exceptions will only be made with a physician's note with a VALID medical reason (not just because baby sleeps better). As infants grow they will naturally turn over, but they will always be placed on their backs to sleep.

What to Bring

Parents of infants are required to bring diapers, wipes, formula or breast milk already fixed in bottles for the day (bottles must be labeled when you come in), lightweight blanket, and baby food. Also include pacifier and other comfort items. Powdered formula and water can also be brought in with specific instructions how it is to be mixed. Breast milk must be labeled prior to entering the daycare ministry.

Parents of toddlers are required to bring diapers, wipes and blanket for naptime plus any comfort items. You must provide baby food if your toddler is not eating table food. All food items will be adapted (cooked, cut etc...)to meet the needs of toddlers.

All others need to bring items per the clothing policy.

If diapers, wipes, formula etc... are not provided we will provide the items and an extra fee will be charged.

Jarred baby food must be in original container.

