



Mount Calvary Lutheran  
Child Care & Preschool  
1819 Reservation Drive  
Fort Wayne, IN 46819  
260-747-4121 x1



## Childcare and Preschool Ministry Handbook

*Partnering with families, we help children foster a relationship with Jesus as we promote their physical, mental, emotional, social, and spiritual health.*



## 2022-2023 PRESCHOOL CALENDAR

9/05/22	Labor day- Closed
11/24/22	Thanksgiving- Closed
11/25/22	Day after thanksgiving-Closed
12/26/22	Christmas reserve- Closed
01/02/23	New Years reserve-Closed
05/29/23	Memorial Day-Closed
07/04/23	Fourth of July- Closed



**Welcome:** This handbook has been prepared to help you understand the goals of our ministry, and to inform you of the policies and procedures that enable our Child Care & Preschool to

## USDA Child Nutrition Program Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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### NON-DISCRIMINATORY POLICY

Mount Calvary Lutheran Child Care and Preschool Ministry does not discriminate on the basis of race, color, religion, sex, or national origin in the administration of its education policies, admission policies, food program and all ministry related activities.

## OUR HISTORY

Mount Calvary has a rich history of providing education for its members and the community through its preschool (in operation since 1990) and Lutheran South Unity School, K-8 in operation since the 1950's). Mount Calvary began the child care ministry in 2008 to strengthen and support families in their need for quality care in addition to early education for their children.

## OUR PROGRAM STANDARDS

Mount Calvary is a registered ministry with the State of Indiana and follows guidelines set forth by the State Board of Health and State Fire Marshall. We have achieved Level 3 of the Paths to Quality child care rating system, and the Voluntary Certification program which assures you of safety and quality care for your child. We are also accredited through the National Lutheran Schools Association.

Our staff is required to undergo TB, drug tests, physicals and background checks when hired. They are trained in First Aid and CPR. Our teachers in lead roles in the classroom have a degree in education with an interest and experience in Early Childhood.

## PROGRAMS OFFERED

- Year-round full-time and part-time care for children ages 6 weeks – age 5, with Preschool included
- Part-time preschool classes for ages 3-5
- Before and After-school care for K - 5th Grade (school cancellation/delay care as needed)
- Summer program for School-age K - 5th Grade

## DUE PROCESS PROCEDURES

If there is a concern involving your child, we ask that you first express the concern to the teacher or staff person so a solution can be worked out. If the concern remains, refer the matter to the director. If it is not resolved, you may bring it to the attention of the Childcare and Preschool Ministry Team in writing or by contacting a team member. As a Christian community, we want to work together with you to best meet the needs of the children.

## SUPPORTING FAMILIES

Mount Calvary Lutheran Church is willing to assist families with their spiritual growth and parenting responsibilities. Parenting materials and literature are made available as well as occasional workshops offered at the Child Care & Preschool or in the community. The Pastor of Mount Calvary Lutheran Church and the Director of the Child Care & Preschool are here to serve you when the need arises and may provide you with appropriate resources to fit your need. Your family is always welcome to worship with us at Mount Calvary Lutheran Church and join us at church activities.

**Mount Calvary Lutheran Church Worship Services**  
**We welcome you!**

### **Worship:**

Sunday, 10:00a.m.

### **Bible Study:**

Sunday, 9:00 a.m.

### **Ministry:**

Sunday, 11:30 a.m.

danger to themselves or others, they will be removed from the classroom. On a second occurrence, the parent may be asked to pick up the child. A cooperative effort between staff and parent will be expected to improve the behavior. Mount Calvary reserves the right to ask a parent to withdraw their child from the program if the child's behavior continues to be disruptive or dangerous for other children, staff, or themselves.

### **PARENT-TEACHER PARTNERSHIP AND COMMUNICATION**

We view parents as active participants in your child's experience here at Mount Calvary. Together we can assure that your child has the foundation for optimal growth and development. Taking the time to reinforce concepts taught and speaking positively about their experiences can instill a life-long love for learning.

Daily contact and communication between you and your child's caregivers/teachers serves the best interest of your child. Infant, toddler and two's caregivers will share daily written reports of your child's experiences. Weekly notes and monthly calendars will keep parents informed of experiences, topics and special events in the preschool and school-age classrooms. Please share with us daily any concerns you may have or circumstances that might affect your child while in our care.

Communication between school and home is vital to a successful school year. We schedule two conferences with preschool age parents during the year—the first in October and the second in March/April. These conferences are important in sharing your child's progress with you. Developmental assessments for children 2 and younger are shared with parents as milestones are reached.

We have an open door policy. Parents are welcome to spend time with their children at any time of the day. We welcome your participation!

### **DAILY PROGRAM & CURRICULUM**

Mount Calvary Lutheran Child Care & Preschool offers an arts-infused and research-based Early Childhood curriculum for each age and stage of your child's development and growth. The love of Jesus will be shared through weekly Chapel, songs, prayer, teaching Bible stories and simple Christian truths.

Classroom activities for our infants through age 5 follow our curriculum which is based on:

- Indiana Early Learning Foundations, from birth through age 5 (Available upon request from the office or found at the Indiana Department of Education website.)
- The Creative Curriculum for Early Childhood
- The Lutheran Church Missouri Synod Indiana District Early Childhood Curriculum

Infants and toddlers need environments where they can safely explore and begin to manipulate things in their physical world. Caregivers also provide experiences for language development. In order to develop healthy social and emotional growth, caregivers must give attention to basic needs and form relationships where children feel loved and secure.

Our 2-5-year-old classroom environments and activities are planned carefully to promote play, discovery, the arts, creativity, independence, critical thinking, decision-making and language development. The focus is not solely on academic readiness for Kindergarten, but also involves the social and emotional component that plays an important part in a child's future success in school.

Daily schedules will provide a balance of:

- Teacher-directed activities and child-directed activities
- Large group activities and small group activities

- Active and quiet times
- Indoor and outdoor large motor play

### SCHOOL-AGE PROGRAM

The school-age children also have structure and routine to their time here. There is time for educational and fun computer games, reading, homework, board games, creative projects and special activities. Our family life center (gym) and property surrounding the building provides lots of space for physical activity. Field trips, swimming, and a variety of fun activities and events are scheduled during the summer.

### OUR CORE BELIEFS

- Children are a gift from God with special qualities and abilities.
- Children thrive and grow in a warm, loving and secure atmosphere.
- The first years of life are critical in developing the “whole child”: spiritually, intellectually, physically, socially, and emotionally.
- A Christ-centered and developmentally appropriate environment with supportive and encouraging adults will help children reach their fullest potential, becoming all that God created them to be.
- Children learn best through play, exploration, and discovery.
- Parents are their child’s primary teachers. Our ministry serves to support and strengthen the family in that role through partnering with them in order to obtain achievable goals.

### DISCIPLINE AND GUIDANCE

Your child will be encouraged to interact in a positive manner with classmates and staff, and to treat property and others with respect. Getting along in a group and self-regulation is a learning process. Praising positive behavior, discussing the behavior and consequences, redirecting the child, or removal from the situation are some ways we use to help guide children’s socialization skills. Discipline and guidance will be handled with firmness and consistency, and by modeling Christ’s love, understanding, and forgiveness.

We follow these state guidelines:

A) Any person, parent or caregiver, while on childcare center premises, shall **NOT** engage in or direct any of the following actions toward children:

- 1.) Inflict corporal punishment in any manner upon a child’s body
- 2.) Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort
- 3.) Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
- 4.) Placement in a locked or dark room
- 5.) Public or private humiliation, yelling, or abusive or profane language
- 6.) Caregiver shall not:
  - a) associate disciplinary action or rewards with rest
  - b) associate disciplinary action with food or use food as reward
  - c) associate disciplinary action or humiliate a child in regard to toileting
  - d) use time out for any child less than (3) years of age
  - e) use time out for any other purpose than to enable the child to regain control
  - f) physically restrain children except:
    1. when it is necessary to ensure their own safety and that of others
    2. only for as long as is necessary
  - g) use punishment to correct unacceptable behavior

If a child exhibits behavior that is repeatedly disruptive or a

Written instructions from a physician are required for any child with a medical need requiring a special diet (i.e. allergies, food sensitivities, supplements, or other changes outside state guidelines). This plan should include: 1) written instructions regarding the medical need and food(s) to be avoided; 2) a detailed treatment plan to be implemented in the event of an exposure, including the names, doses and methods of administration of any medications that the child should receive. The plan shall specify symptoms that would indicate the need to administer medication. A general statement noting a dietary medical need will be posted for informational purposes. The physician note must be updated when there is a change.

A child requiring a special diet due to personal beliefs shall have a written statement from the child's parent.

We are able to offer some substitutions for menu items when there is a medical need requiring a special diet. The family must make this request in writing. For non-medical dietary changes, the parents may be required to provide or supplement the food served here. See the office for more information.

### **PARENT INVOLVEMENT**

#### **PARENT VOLUNTEERS**

Parent volunteers are always welcome to assist the teacher in the classroom with art activities, cooking projects, play time, working with the children one-on-one, or in small groups. Parents are needed for special day activities and driving for field trips. Please ask your teacher how you can assist.

#### **FUND RAISERS**

Our child care and preschool program is funded through tuition payments, financial support from Mount Calvary Lutheran Church's members, and fund raisers throughout the year. All families are encouraged to get involved in our fund raising activities. It can be fun working together and it is always a good opportunity to meet other parents.

### **CURRICULUM GOALS IN EARLY CHILDHOOD**

The philosophy of our program centers around meeting the needs of the "whole child." The following pages are a brief sample of the goals we wish to achieve with the children.

#### **EMOTIONAL DEVELOPMENT**

The children will:

- Develop a positive self-concept through words of honest praise and encouragement
- Feel unconditional love and acceptance
- Learn to identify their feelings and express them in an appropriate manner
- Develop a sense of identity and feel joy in their creative abilities
- Learn to think independently and act responsibly

#### **SOCIAL DEVELOPMENT**

The children will learn to play, work and communicate with peers and adults through:

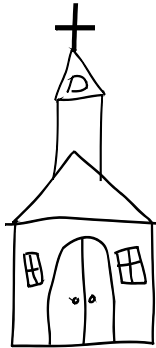
- Cooperation and sharing
- Listening to others and accepting ideas from others
- Using words instead of actions when communicating needs
- Initiating own activities and knowing how to successfully enter into play with others
- Learning how to include others and how to feel included
- Waiting to take turns
- Adjusting to group situations

- Learning and practicing social rules and manners

### **SPIRITUAL DEVELOPMENT**

The children will:

- Know that they are unique children of God
- Know that Jesus is their Savior and Friend
- Recognize that God created the world and takes care of it
- Hear Bible stories and know that they are true
- Participate in daily worship activities and sing their praise
- Have opportunities for prayer (both spontaneous & rote)
- Experience trust and forgiveness
- Practice their love for Jesus through their actions



### **PHYSICAL DEVELOPMENT**

#### **SMALL MOTOR SKILLS**

- Develop small motor skills through activities such as pegs & pegboards, play dough, painting, puzzles, stringing beads, writing and cutting utensils, etc.
- Grow in the coordination of their eye-hand movements
- Be encouraged to write their name when ready and engage in various forms of emergent writing

#### **LARGE MOTOR SKILLS**

Develop body coordination through:

- Movement on classroom/playground equipment
- Rhythmic and imaginative movement
- Opportunities for throwing, jumping, hopping, etc.

### **NUTRITION**

We participate in the state's Child and Adult Care Food Program which assures that nutritional needs are being met while children are in our care. Introducing a new food may take several efforts to acquire a taste for the food. We strive to encourage every child to eat the foods served and to promote a pleasant atmosphere for eating. Meals and snacks are served between these times:

Breakfast 6:45-8:00 a.m.

A.M. Snack 9:15-10:15 a.m.

Lunch 11:15 a.m.-12:30 p.m.

P.M. Snack 2:30-3:30 p.m.

We are required to follow state guidelines and those set by the food program. Menus are posted in all classrooms. The following guidelines are in place:

1. No fast food may be brought in for any meal for any child.
2. No outside food may be brought into the building for snacks and breakfast. Food must be eaten at home or before entering the building. Exceptions include:
  - A. Children with dietary restrictions. \*See below
  - B. Toddlers who are transitioning to table foods.
  - C. Birthday or celebration treats. Must be commercially prepared, unopened, and easy to eat such as cookies, ice cream, donut holes, pudding cups. We prefer no cake or cupcakes, please! We will serve the birthday treat with our regular snack. Check with your child's teacher for ideas.
3. Cold lunches are allowed. However, we strongly encourage including the components of a nutritious meal. Children are asked to save "sweets" in their lunchbox for going home. Information about nutrition guidelines is available from the office.
4. A safe transportation form must be on file for anyone providing food from home.

#### **\*Dietary Restrictions**



## PRESCHOOL SHOW & TELL

Show and tell is an important time for your child to share something special with the class that they have chosen to bring. Having your child participate regularly in show and tell will help them feel confident in front of their peers. Take the time to select something appropriate using the teacher's guidelines. NO TOY WEAPONS should be brought to school.

## SPECIAL DAYS AND PROGRAMS

During the school year we will celebrate special days such as Fall Fun Day, Christmas, Valentine's Day, Easter and Grandparents Day. The Preschool/Pre-Kindergarten children will also be involved in a Christmas service in December and a closing program at the end of the year. Participation in family events is encouraged.

## PRESCHOOL, PRE-K, AND SCHOOL-AGE FIELD TRIPS

There may be an occasional field trip throughout the year in our preschool classes and several school-age trips during the summer. Each child is required to have a permission slip signed before each trip in order to participate. *Should personal vehicles be used, all drivers transporting children other than their own will be accompanied by a staff member. We will need a copy of driver's license and proof of standard liability coverage for the vehicle on file in the office.*

In accordance with Indiana law, all children 8 and younger need to be in a child safety seat. Therefore, we require that each child in Preschool/Pre-K have a parent or other adult accompanying them on the trip. Each child will need to provide their own car seat for whomever they are driving with. Parents need to stay and install the car seat if special installation is necessary.

- Learn responsibility for their own bodily needs

## *INTELLECTUAL DEVELOPMENT*

The children will construct their knowledge and enjoy the wonder of discovery giving attention to:

### PRE-READING SKILLS

- Being aware of print (alphabet) and its purpose
- Enjoyment and interest in books
- Developing visual and auditory discrimination
- Developing left-to-right progression
- Knowing the front cover and back of a book
- Reading simple picture books

### PRE-MATH SKILLS

- Numbers and their use
- Counting, sorting, categorizing, matching, patterning, etc.
- Using their knowledge of shapes and colors

### LISTENING AND THINKING SKILLS

- Lengthening their attention span
- Developing problem-solving skills
- Using language effectively to communicate thoughts and ideas

### LEARNING CENTERS

Various learning centers are seen in our classrooms—math, language, art, science, blocks, manipulative, reading, music, sensory and sand tables, or dramatic play areas. Each center has a variety of activities and skills that the children

can work on independently or in small groups.

### ARTS INFUSION & CREATIVE EXPRESSION

Art and music are wonderful outlets for creative expression in a young child. Children will develop an appreciation for various forms of music through singing, listening, playing instruments and moving to music. The children will be exposed to many types of art media and given opportunity to create their own artwork, with attention on the process, not just the product. The Arts will be integrated into each learning experience at Mount Calvary.

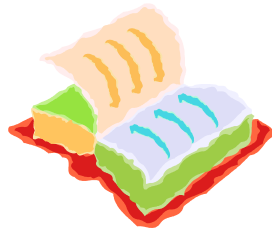
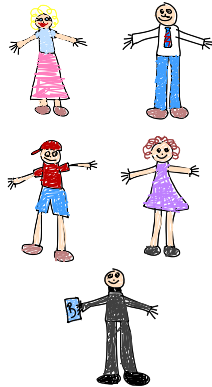
### MOUNT CALVARY CHILD CARE & PRESCHOOL LIBRARY

Mount Calvary Child Care & Preschool is happy to house an on-site library for children to check out books. This encourages parents to read daily to their children. Every week each class (Toddlers and Up) will visit the Library to check out books.

Opportunities to purchase books are offered through the "Collective Goods" displays (previously Books are Fun) and Scholastic book orders sent home throughout the year.

### PARENT RESOURCE LIBRARY

Parents are encouraged to check out any of the books or resources available from the book cart found in the Library. You will find a variety of books related to raising children, devotional books, and also books to use with your children.



Parents will be notified of any emergency through the information provided on their child's enrollment form. This information includes authorization for notification and pick-up. It also includes consent for emergency medical care in case of accident, injury or illness of a serious nature. It is the parent's responsibility to keep the office up to date with emergency contact numbers and other information necessary for the health and safety of their child.

Parents need to have a back-up plan in the event of their child's illness or the child care's inability to take care of your child for staffing reasons or other emergency situations.

### CLOTHING/PERSONAL BELONGINGS

Please dress your child in comfortable, washable, play clothes. It is important that children wear clothing that they and staff can manage at bathroom times. Sandals and flip-flops must not be worn. Rubber-soled shoes are necessary for gym play and outdoors, and are recommended at all times. A complete change of clothing (shirt, pants, socks, and underwear) will need to be kept in your child's cubby in case of an accident.

Children go outside each day, weather permitting (above 25 degrees in winter). It is important that you dress your child appropriately for the current weather conditions. Mittens, hats and boots are required during the winter for outdoor play. Children should have a pair of shoes if they wear boots to school.

A small pillow and light blanket for daily rest time is required for child care. These are left on your child's cot throughout the week. Parents are responsible for taking them home on Friday to be laundered and bringing them back on Monday. **Except for a comfort item to sleep with, we ask that any other toys be left at home.**

A list of school supplies (Kleenex, crayons, etc.) will be requested for each class in August. A school bag or tote bag with handles is required for preschool age.

\*Parents of infants and toddlers. Please refer to the special instruction sheet for items needed for the care of your child.

## SAFE CONDITIONS

Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen, and negative TB test and have completed all required trainings).

In the event your child's teacher will be off, we will make every effort to let you know in person who will be in the classroom prior to their absence. If we are unable to let you know in advance, we will send that information via Brightwheel as soon as we can. Any staff taking the place of a teacher in the classroom meet all required background checks and appropriate training.

Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The child care will take the following steps to maintain the child care:

- Clean the child care daily.
- Keep the child care in a sanitary condition at all times.
- Wash all soiled items prior to sanitation. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.

Additional prevention policies for health and safety within the building and outdoors are detailed in the staff handbook and reviewed with staff.

## EMERGENCY PLANS

Written emergency procedures for fire, tornado, severe weather, earthquake, medical, missing child, school invasion or threat of violence, utility disruption, and hazardous materials spill outside the building are detailed in the staff handbook and reviewed with staff. Fire drills are practiced monthly, while tornado drills are practiced seasonally. Lock-down procedures are practiced individually by classrooms. A diagram for fire evacuation and safe shelter for threatening weather emergencies is posted in each classroom. In the event that the child care and preschool needs to vacate the building, Miami Middle School is our evacuation site, or in the case of a widespread emergency, Lutheran South Unity School at 5401 S. Calhoun.

## SCHOOL POLICIES AND INFORMATION

### REGISTRATION

Registration begins in March for the following school year. An annual registration fee must be paid by August 1 in order to guarantee a place in the child's appropriate class for the coming school year. Part-time children may apply but will be put on a waiting list till August 1 and will only be accepted if there is space available. Registration fees are non-refundable unless we are unable to provide an opening for your child. Registration fees are used to pay for materials, instructional aids, classroom equipment and supplies.

### PRESCHOOL/PRE-KINDERGARTEN ONLY

Children from the community are invited to join our classes for preschool/Pre-K during the school year from mid-August through May. Classes are held from 8:45-11:45 a.m. Monday through Friday.

**PRESCHOOL-EXTENDED DAY:** For children who are 3 by September 1 and are potty trained. Options are, three, four or five days. Full-day care is provided.

**PRE-KINDERGARTEN-EXTENDED DAY:** For children who are 4 by September 1. Options are three, four, or five days. Full-day care is provided.

### TUITION AND FEES

Tuition is due on the first day of attendance each week and is paid on a monthly or weekly basis. A late fee of \$5.00 will be charged for payments not in by 9:00 a.m. on Wednesday. Fees may be paid by money order, cash, or checks and deposited in the tuition box in the office. No change will be given for overpayment. Any extra amount will be credited to the child's account. If a waitlist is started for a classroom, all part-time children currently attending that room will be required to pay full time rates. A child may be discharged if tuition is one week past due and arrangements have not been made between the director and the parent.

\*Preschool is included in weekly child care tuition.

**For children attending only 8:45-11:45am Preschool/Pre-K:** The tuition is divided into ten monthly payments August through May with August pro-rated. Preschool/Pre-Kindergarten tuition is due on the first day of the month your child attends. If your child is dropped off before 8:35 or picked up after 12:30, more than an hour minutes outside of the class timeframe, additional hourly charges will apply.

CCDF vouchers are accepted with parents responsible for any portion of tuition not covered. It is the parent's responsibility to re-certify before eligibility ends and to follow all CCDF guidelines.

Other fees you may be charged: School-age summer activity fee, transportation fees for before and after school students, and a Leave of Absence fee for anyone holding a spot for an extended time.

Rate adjustments are evaluated each year with at least a two-week notice prior to rate increase. See the tuition rate sheet for current fees.

### **RETURNED CHECKS**

A \$30.00 fee will be charged for each returned check we receive. This fee will be billed to you as part of your next weeks payment. Only cash or money order will be accepted for two weeks following a returned check.

### **WITHDRAWAL**

**A written two-week notice is required** for a withdrawal from the program. If this is not provided, all usual fees for the agreed child care must be paid.

Mount Calvary reserves the right to request immediate withdrawal for any of the following :

- Delinquency of payments
- Unable to provide services to meet the needs of your child
- Non-cooperation on the part of the child and/or parents in adhering to the policies and procedures of the child care.

B) Non prescription medicine: A *Record of Medication Order Form* from the office or doctor's prescription pad is used for over-the-counter medicines such as Tylenol or cough syrup. This must be signed by your child's physician and include the child's name, medication name, dosage, reason and directions for use. This doctor's order must be updated annually for children under two and every two years for children over two.

C) Prescription medicine: The doctor's order for prescription medication is the pharmacy label. Prescription medication must be in the original container with the pharmacy label.

### **ILLNESS/EXCLUSION**

Please do not bring your child if they show any of these signs of illness:

- fever
- vomiting or diarrhea
- severe cold/cough/sore throat
- unidentified rash
- communicable disease (pink eye, chicken pox, head lice)

Children cannot return to the child care until they have been symptom-free for 24 hours or have a doctor's release to return. Please notify us if your child has a communicable illness so that we can take necessary cleaning precautions and notify other parents of the exposure by posting a note on the classroom door or a note sent home.

If your child becomes ill while here, you or another emergency contact will be notified and expected to pick up the child within an hour. This policy is to ensure the child's comfort and to protect other children and staff from exposure to illness.

### **Inclusion Policy**

Mount Calvary will work with families and outside agencies to assess individual needs and make adaptations to the everyday activities and routines for children with special needs. We will also assist with finding and providing resources in order to help families with their child's educational and developmental needs. We will work to accommodate all children except those whose needs extend beyond the capability of Mount Calvary's facility, staffing, and resources.

## **INCLEMENT WEATHER**

We will make every effort to remain open during bad weather. We will only close if Allen County declares a Winter Weather Travel Alert Advisory "Warning" (Red) level, or if the city of Fort Wayne declares a snow emergency (travel restricted to emergency management workers.) The local TV networks and radio stations carry our child care closings and delays. If delays or closings are ever made, there will be no adjustments in fees.

**PLEASE NOTE:** Preschool/Pre-K only classes will meet at as usual, 8:45-11:45, even though area schools may be delayed due to weather. It is always the parent's final decision to bring a child to school during bad weather.

## **HEALTH AND SAFETY**

Mount Calvary Lutheran Child Care and Preschool Ministry follows all state Voluntary Certification Program and CCDF regulations for health and safety of children.

Your child's health is important to us. A record of up-to-date immunizations is required by the child's first day of attendance and an updated copy must be turned in each time your child receives immunizations. A physical exam signed by a doctor or nurse practitioner (NP) is required of all children within 30 days of start date. A recent physical exam also qualifies if dated not more than twelve months prior to admission. Failure to comply with these requirements may jeopardize your child's enrollment.

## **MEDICATION**

A) All medicine: We cannot store any medication on campus without a doctor's order (see B & C.) A parent authorization form is required in order for us to administer the medication on site. All medication must be brought in the original container, labeled with the child's name, and handed directly to the child's caregiver, where it will be stored in a locked container. Medication must be stored out of the reach of children and may NOT be kept in a child's cubby or bag for any reason! Parents are responsible for picking up medications needed for home use and returning them the next day.

## **CHILD CARE HOURS AND HOLIDAYS**

**Hours of Operation are 6:00 a.m. to 5:30p.m. Monday- Friday.** Children will not be admitted before 6:00 a.m. All children must be picked up before 5:30p.m. closing time. A late fee of \$1.00 per minute will be charged for each child left after 5:30p.m. Late fees must be paid in cash within 24 hours. If the child care is unable to reach the parent or an emergency contact by 6:00 p.m., Child Protective Services will be notified to pick up your child.

We are prepared for each child each day whether the child attends or not. Therefore, no refunds will be given for days absent. However, each child enrolled full time will be allowed two weeks of absenteeism (vacation, sick/personal days) per calendar year with no charge. Part-time children may be given an adjusted number of vacation days. The number of annual vacation days will be prorated based on time of enrollment. Parents must use the "parent request for change in schedule" form, located in the office, to let us know of planned vacation days 2 weeks in advance.

We will be closed on the following holidays. If a holiday falls on a weekend, a weekday may be used for that holiday. Regular tuition is still required for these days. You do have the option of choosing to use one of your vacation days on any of these holidays.

- New Year's Day
- Memorial Day
- Labor Day
- Black Friday
- Christmas Day
- Good Friday
- Independence Day
- Thanksgiving Day
- Christmas Eve
- New Year's Eve

## **ARRIVALS**

No child is to enter the building alone. All children must be accompanied by a responsible adult who delivers them directly to their classroom. Parents must check their child "IN" and "OUT" using the keypad, and see that a staff person is aware of their arrival and departure. Parents should not allow any other person to enter the building.

## DEPARTURES

Children will be released only to those persons listed on the enrollment form as authorized by the parent. If a parent finds it necessary for another person to pick up a child, a phone call must be made by the parent to the Director or a staff member to verify the child's release. A photo I.D. for identification must be given to a staff member in order to release your child. The staff reserves the right not to dismiss a child if we believe the child's safety may be endangered. In that event we will call an emergency contact.

**\*\*Please inform us of any custody arrangements that may affect the release of your child. We will request a copy of any court order prohibiting a parent from picking up a child. Authorities may be contacted if a court order is challenged.**

## ABSENT OR LATE

Unless your child's absence was scheduled, **you must call the office if your child will be late or absent for the day. Calls should be made by 9 a.m. so we will know whether to include your child in a.m. snack and lunch count.**

## TRANSPORTATION

Mount Calvary Lutheran Child Care and Preschool Ministry follows all state Voluntary Certification Program and CCDF regulations in the transporting of children.

Parents are responsible for driving children to and from the child care and preschool for arrival and departure.

**Community Transportation Network is contracted to transport to and from Maplewood and Waynedale Elementary Schools for before and after school care during the school year.** Staff vehicles may be used in transporting children as there is not a bus available. Approved family members 18 years of age or older may drive additional children besides their own for field trips with a staff member riding in that vehicle.

All personal vehicle drivers must have a copy of these items

on file in the office:

- Current driver's license
- Current auto insurance card with proof of liability coverage
- Vehicle information: make, model, color, license number

All vehicles need to carry emergency contact information for the children, for the school, and other staff persons on the trip. Drivers will follow all pertinent Indiana Laws. Use of cell phones at any time while driving is not allowed while transporting children. Drivers should be prepared so no unnecessary stops need to be made during the trip. At no time will a vehicle exceed recommended capacity. Children will not be left unattended.

Children must wear a seat belt, or ride in a booster or car seat appropriate for their age and weight according to Indiana laws. Parents need to provide the car/booster seat, or, if available, use a booster seat from the office. Parents need to stay and install the car seat if special installation is necessary.

Permission slips for each field trip must be signed by the parent in order for the child to participate. School-age parents may sign one permission slip for multiple trips during the summer. A transportation agreement must be signed annually for those using Community Transportation Network Busing.

## DAILY OUTDOOR PLAY

All children (including infants) must have daily outdoor play unless the severity of the weather poses a safety or health hazard or if a health related reason is documented by the child's parent, guardian or physician. We will use the temperature of 30°F wind-chill and the heat index above 90 degrees as our guide. Staff must be aware of weather conditions, air quality conditions or ozone alerts and adapt the outdoor play schedule accordingly. Children need to have appropriate clothing for the weather each day.