

# Kiddie Kare Child Care Ministry

A Ministry of the Winona Lake Free Methodist  
Church

## Parent Handbook



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*Our mission is to provide a loving, safe environment for your child, while encouraging cognitive, social, physical and spiritual growth and well-being.*

Welcome to Kiddie Kare Child Care! Our facility is an unlicensed, registered child care ministry of the Winona Lake Free Methodist Church. We are inspected by the state of Indiana for health and sanitation.

We understand that you have options, and are thankful that you have chosen us to care for your child. This handbook will give you a general overview of our program, including fees and policies. Please feel free to contact us with any questions you may have after reviewing this handbook.

### **Hours of operation**

7:30 a.m.-5:30 p.m., Monday-Friday, year long

### **General Overview**

While your child is enrolled in our child care, they may be involved in the following activities:

Large motor skill development (both inside and outside)

Homework help

Arts and crafts

Board Games

Imaginative play

Cooperative play

Messy Play

Quiet/Rest time for younger children

Summer fun (TBA)

### **Staff**

All of our staff have experience caring for children, and most have work experience at our preschool. All staff will have passed a criminal background check and fingerprinting prior to being hired. Each staff member will receive universal precautions training and will become first aid/CPR certified while working at our facility.

### Fees

- Weekly fees-To be paid by 5:30 p.m. on Fridays for the upcoming week.
- You may also pay by the month (on the 1<sup>st</sup> of each month for the upcoming month)

### Regular Rates

- \$7 per child per day (up to 2 hours)

- \$12 for half day (2 to 4 hours)

- \$20 for full day (more than 4 hours)

### During the School Year

#### Preschool Children

- \$7/day per child for before school only care (7:30 a.m.-9:00a.m.)

- \$18/day per child more than 4 hours

- \$12/day per child for after school care (up to 4 hours)

#### Elementary School Only

- \$7/day per child for after school care (3:40 p.m-5:30 p.m.)

- One time fee of \$30 (registration for those not at the preschool)

- 10% discount for second child in family when both are attending at the same time.

- There is a \$15 fee for returned checks or insufficient funds on brightwheel invoice, plus you would be responsible to pay cash only should that occur.

**\*LATE PAYMENTS COULD RESULT IN A LATE FEE.**

## **Effective January 1, 2019:**

**Parents must specify which days your child will be attending our child care each week. If for some reason your child does not attend on his/her scheduled day, you will still be charged. Families will be given 2 weeks per calendar year, if their child is a 5 day/week,full day(more than 4 hours/day) attender in which your child can miss (with notice) without being charged. The two weeks is for families that are current attendees or have enrolled their child in childcare between the months of January-June of that calendar year. They must be full-time, 5 day, students. Parents are responsible for notifying the director of days they are using as vacation/sick days so they will not be charged. After the 2 weeks have been used, you will be expected to pay for the days your child misses. Part time students, those that attend less than 5 days or are part day(4 hours or less) and new students that sign up for childcare between June-September will receive 1 week vacation per calendar year for that fiscal year. Summer only students will not receive vacation days.**

**\*Drop in care will be for emergency only,  
at the discretion of the child care director.**

### **Arrival**

If you drop your child off before school, you will need to park on College Ave., enter through the front door, and sign your child in each day. You may provide breakfast for your child to eat after arrival at our facility. This concludes at 8:15

am. If your child is enrolled in the preschool and you are not dropping off before school, please park in the parking lot and enter through the double doors of the church.

### **Late Pick Up**

## **Effective September 3, 2013:**

Our facility closes at 5:30 p.m. each night. In the event that your child is picked up late, the following fees will be applied to your weekly account:

**5:30 p.m.**

**\$1 every 1 minute**

You will be notified of the charges being added to your account. Exceptions can be made by the administrator in the event of an emergency.

\*There is a \$15 fee for returned checks, plus you would be responsible to pay via cash only should that occur.

### **Food**

- Parents are responsible for providing their child's breakfast and lunch (including drinks) in a bag or lunch box labeled with the child's name.
- All food and drinks will be consumed at the tables.
- We are able to warm your child's food in a microwave during the school year. For summer June-August we require cold lunches as we eat picnic style.
- We will open your child's lunchbox and let him/her decide what to eat and how much to eat. We have found with large groups of children that closely monitoring their eating is very stressful for the children and for the child care providers! Please know that while we will not allow your child to run off and play

immediately without eating anything, we will not dictate eating an entire sandwich before eating other items, or coaxing the child to eat so many bites.

- We will have a designated time in the afternoon for snacks. We will encourage your child to finish his/her lunch before providing snacks from our center.
- **Gum or candy**

Please do not allow your child to bring gum or candy to our center.

If they have received these items from school, they will remain in their backpack/bag until they leave.

### **Transportation (for Elementary Aged Children)**

- Parents have 3 different options:
- A worker will walk to Jefferson at 3:40 to walk those children back to the childcare.
- If a family does not live in Winona Lake, the parents may apply for a waiver for their children to attend Jefferson school since they will be cared for at our child care.
- Parents will have to transport their children to and from any other school in the Warsaw area to our facility.

### **Warsaw School Delays/Cancellations/Breaks**

- **During school breaks, the preschool will be closed but the child care will still provide care for the entire day.** We will charge a daily rate for the following in order to allow parents the freedom of part-time care. They will be charged at the end of each week.

**A daily rate will apply to all of the following:**

- **Cancellation due to weather/in service/vacation days-\$20 /day per child. However, those attending our preschool will only pay their school rate when school is cancelled due to weather, depending on how many hours they are here, as they have already paid fees for school.\*Availability will be at the discretion of the administrator. Please call before dropping your child off that day.**

**-The child care will be closed on the following days:**

- Thanksgiving day and the day after
- One week at Christmas (depending on what day Christmas falls on)
- New Year's Day
- Fourth of July
- Memorial Day
- Labor Day

**-One week in the spring and summer**

**\*breaks if attendance is predicted to low**

**\*Parents will be given prior notice as to days the child care will be closed.**

**Parents are not charged when we decide to close the child care due to holiday breaks or due to severe weather. The child care will close when the following occur:**

- 1) **Wind chills are at or below -30**
- 2) **A warning has been issued by the county, stating vehicles can be on the roads for emergencies only.**
- 3) **Staff cannot make it and Director deems necessary to close.**

**\*This will be listed on Brightwheel, local radio, and facebook if it should occur.**

### **Notice Of Absence**

Please call the church office at 267-7260 by 9:00 a.m. if your child will not be attending that day. You must also give notice as to your vacations and/or extended periods that your child will not be attending our child care.

If you need to reach a worker at the child care before or after the church office opens, please dial 267-7260, listen for the voice message which will direct you to dial ex. 26. This will transfer you to the child care.

## Illness

For the safety of everyone involved, please do not send your child to Kiddie Kare if you question his or her health. The following list outlines some symptoms that we consider important enough that your child should stay at home:

Upset stomach, diarrhea, vomiting, pain, excessive coughing, excessive or colored mucous, fever.

If your child has had any of these symptoms within 12 hours of his or her arrival time, he or she should stay home and take time to recover thoroughly, with the exception of vomiting and/or fever.

If your child has been vomiting, please wait 24 hours after the last time they vomited to bring them in contact with other children. Please wait 24 hours after fever breaks to bring them back to child care.

Contagious diseases: If your child has a contagious disease, or if you know that he or she has been exposed to a contagious disease, please keep your child at home and call the church at the beginning of the day. Some contagious diseases are: chicken pox, head lice, pinkeye, ringworm, strep throat, measles, stomach viruses, and the flu. After a child has been sent home five times during the year with any of the problems listed, the child may be dropped from the program.

**If your child becomes ill throughout the day while in our care, the following will result:**

-Parent/guardian will be notified of the situation and expected to pick them up or find alternate care.

## Rest/Quiet Time

Each afternoon we will have a rest/nap time for each child at the request of the parent or as director deems necessary. They will be given their own individual cot, which will be sanitized after each use. Please provide Kiddie Kare with items that will enable your child to feel comfortable during this time (pillow, blanket, special friend). These are items that will be stored in a special area specifically for your child or taken home nightly. Please label all items with child's name. Items will be sent home every Friday to be washed.



## Discipline

- Our staff will work with parents/guardians of children in our care to determine the cause of misbehavior and deal with those behaviors positively.
- We use strategies that allow the child to take responsibility for his/her actions. In addition, we will focus on teaching children appropriate behavior. We will NOT use threats, bribes, or physical punishment. We focus on teaching children how to interact socially and continually reinforce the limits in our center.
- We expect children in our care to respect themselves, respect those in authority, respect their peers and respect the environment.
- Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child, are not permitted.
- Each child will be dealt with individually. Consequences will occur immediately after the behavior.
- If your child continually misbehaves, the staff person directly involved will talk with you at pick up time, or if that is not possible, by phone. We will not discuss the problem in front of your child or other children/families.
- We will keep you posted on all happenings involved in our center on a daily basis. If we are experiencing behavior difficulties with your child, we will let you know as soon as possible. We hope that together we can create a behavior management strategy which will eliminate any negative behaviors. In those instances when a behavior is very disruptive or harmful to the child or other children, we will discuss the issue with you. If an intervention can be made and will warrant success, the child can remain enrolled. If you are not willing to seek appropriate assistance or we cannot

effectively meet the needs of your child, you will be asked to make other child care arrangements.

- KIDDIE KOLLEGE/KIDDIE KARE EMERGENCY PLAN

- In the event of an emergency where our students and staff had to evacuate the building, we have set up an alternate location for immediate pick up of students. All students and staff would walk to the Gordon Recreation Center's Fieldhouse(gym.) The Gordon Recreation Center is part of Grace College located on Rupe Dr right down from the school. You would be notified of an emergency taking place and would be required to get to the Gordon Rec Center ASAP to pick up your child. An example of an emergency would be: fire, national disaster, weather related damage to the building. We would notify you on Brightwheel, the local radio 107.3, and would begin to call each parent. The staff would stay with the children until all kids have been picked up.

If you have any questions or concerns, please contact

Jessica Tomlinson (director) at 267-7260

or e-mail her at [jessica@wlfmc.org](mailto:jessica@wlfmc.org).