

# Indianola Child Care

Indianola Community School District

## Parent Handbook

## Summer

## 2020



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## Introduction

Welcome to the Indianola Child Care Summer Program. This handbook is designed to explain the policies and procedures of the Summer Program. The term parent used throughout this handbook refers to any parent, foster parent, guardian or other person legally responsible for providing care. Please take time to read through the handbook.

## Organization

The Indianola Child Care is owned and operated by the Indianola Community School District and licensed by the Department of Human Services. Any child attending school in the Indianola Community School District, grades K-5, may be enrolled in the Indianola Child Care Summer Program. Kindergartners are eligible to begin the summer before they attend Kindergarten. Children need to be toilet trained to attend. The child care program is supported solely by child care fees.

## Indianola Community School Board Policies

The Indianola Child Care program adheres to the policies of the Indianola Community School district. School Board Policies can be found on the school district web site [www.indianola.k12.ia.us](http://www.indianola.k12.ia.us).

## Goal

To create a fun, comfortable, and safe environment that will allow children to develop self-confidence, self-discipline, and a good self-image.



# Supervision and Access

## Parental Access

Parents have unlimited access to their child and to the providers caring for the child during the center's hours of operation, or whenever their child is in the care of the center, unless parental contact is prohibited by court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child. The parent or guardian must always sign their child in and out each day their child attends Indianola Child Care.

## Authorization Forms

Parents will need to complete an authorization form that includes the names, numbers, and relationship to the child, of all of those persons allowed to pick-up the child. Persons not listed on the authorization form will not be allowed to pick up your child, unless directed by a parent via phone or written message.

Anyone authorized to pick up a child who has had a sex offense against a minor shall not be allowed on the center property, except for the time reasonably needed to transport the child to and from the center, unless they have the written permission of the director. The center director is not obligated to provide written permission, and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the director must consult with the DHS licensing consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided in order to ensure that no child is alone with the sex offender.

## Volunteers with Unrestricted Access

Any volunteer who has unrestricted access, which means that a person is alone with a child, or is directly responsible for child care, must be at least 18 years of age. Volunteers must sign a statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent adult abuse in any state. They must sign a statement indicating whether or not they have a communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the children. They must complete the DHS Criminal History Child Form B, 595-1396. They must complete the Request for Child Abuse Information Form 470-0643. They must sign a statement that they have been informed and are aware of the Mandatory Reporting responsibilities. Anyone required to have an Iowa State record check is also required to be fingerprinted, (the national criminal record check).

## Mandatory Reporters

The Department of Human Services requires caregivers to report suspected cases of child abuse. This reporting also includes the reporting of parents who appear to be impaired by drugs or alcohol.

# NOTICE OF NONDISCRIMINATION

ICSD Board Policy Code No. 102.E2

It is the policy of the Indianola Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Ron Lorenz, Assistant Superintendent, 1301 East 2nd Avenue, Indianola, Iowa 50125, 515-961-9500, [ron.lorenz@indianola.k12.ia.us](mailto:ron.lorenz@indianola.k12.ia.us).

## Summer Program Hours and Days

The summer session begins Monday, June 8 and ends Friday, August 14. Child Care is available each day, Monday through Friday, 6:00 a.m. - 6:00 p.m.

Child Care will not operate the following days to prepare for the summer or fall session:

Monday - Friday, June 1-5	all centers will be closed (Additional snow days after 2/20/2020 may change these dates.)
Monday-Friday, August 17-21	Emerson, Whittier, Wilder centers will be closed
Friday, August 21	Irving center will be closed
Monday, August 24	Emerson, Whittier, Wilder and Irving centers will be closed

The 2020-2021 Traditional school year is scheduled to begin Tuesday, August 25 at Emerson, Wilder, and Whittier.

Closed - Holiday

Child Care will be closed Friday, July 3<sup>rd</sup> in observance of the holiday. July 4<sup>th</sup> is a paid holiday and should be included with your weekly payment.





## Child Care Summer Fees

5 days	\$160.00 per child
4 days	\$140.00 per child
3 days	\$120.00 per child

- Parents may choose from a 5, 4, or 3 day attendance week.
- A 5 % discount is offered to families with more than one child attending.
- Child Care fees are due each Monday for that week's care. For example, payment is due Monday, June 8 for child care June 8-12.
- A payment box is located near the Sign In and Out book to leave payments.
- An on-line payment option is available on the school district website [www.indianola.k12.ia.us](http://www.indianola.k12.ia.us).
- Child Care payments must be kept up to date. Late payments may result in your child's suspension from Indianola Child Care until payment is made.
- No refunds will be given if a child is withdrawn or dropped from the program.
- The Child Care tax identification number is 42-603-8225
- Child Care Statements
  - Monthly** - statements will be e-mailed at the end of each month for families with e-mail accounts. Statements will be mailed to families with out e-mail accounts. Monthly statements verify the accuracy of billing and payments or can be used for child care flex accounts.
  - Annually** - Indianola Child Care will provide an itemized statement of child care payments for tax purposes. Statements will be e-mailed or mailed by January 31 of the following year.

### Additional Fees

A Registration fee of \$15.00 per family is due upon enrollment. There are additional costs for optional activities and swimming. The costs and dates are included on the activity calendars.

## Year Round Education (YRE) at Irving

The Irving child care center will reopen Thursday, July 9, the first day of YRE School at Irving.

During YRE breaks, when intersession is offered child care will be offered before and after school. When intersession is not offered, Indianola Child Care will provide full day care under the following conditions: enough children require care, room is available, and/or adequate child care employees are available.

Payment is not required during YRE break(s) if a child does not attend.

# Enrollment Policy

## Enrolling Your Child

1. Summer forms to be completed for all children:

- 2020 Summer Contract
- Summer Enrollment Schedule
- Memorial Aquatic Center Form
- Swim Lesson Form

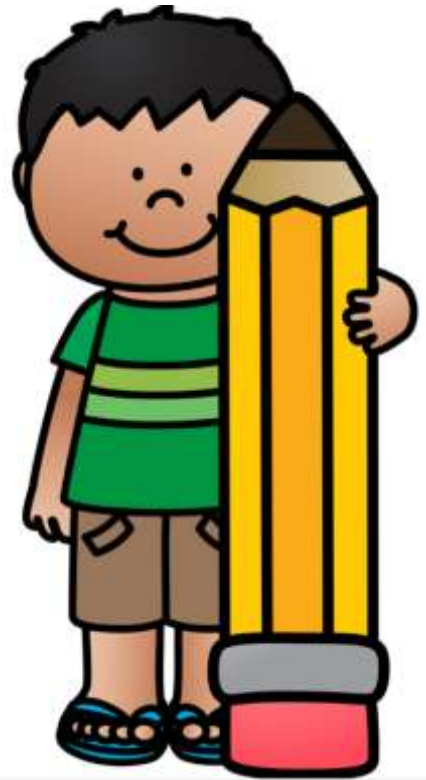
2. Enrollment forms that must be completed or updated annually:

Children enrolling for the first time

- Enrollment Form (2 sides)
- Emergency Form (2 sides)
- Authorization Form
- Field Trip Permission
- Photo Release
- Health / Immunization Statement
- First Aid Form

Children currently attending or reenrolling

- Update Emergency Form (2 sides)
- Update Authorization Form
- Update Field Trip Permission
- Update Photo Release
- Update Health / Immunization Statement
- Update First Aid Form



3. New families need to pay a \$15.00 registration fee when enrolling.

# Program Procedures

## Signing Your Child In and Out

Legally, parents or previously authorized parties must sign each child in and out of the program daily. A minor/sibling may sign out a child if the parent has signed the appropriate release. Children will be allowed to leave the center with persons designated by the parent(s) on the Authorization Form. Any requested change must be made in writing.

## Absences

It is important to notify the Child Care center in advance if your child will be absent on a day that he/she is scheduled to attend. No credit is given for days when a child is absent from the program.

## Summer Enrollment Schedule

A Summer Enrollment Schedule will be completed during summer registration. During the 2020 Summer, 2 weeks are identified as optional attendance weeks. One additional week of vacation, without payment due, will be offered during the summer.

## Personal Belongings

Please label your child's belongings: swimsuits, towels, etc. A locker will be provided for your child to keep his/her belongings. The locker will be shared. The child care center is not responsible for lost or stolen items.

## Parent Communication File

A parent communication file is located near the Sign In and Out Book. Each child has a folder in the file. The child care employees use this file for notes regarding how your child's day went, announcements, newsletters, reminders, reports, and miscellaneous reasons. Please check your child's folder daily.

## Messages for Indianola Child Care

A notebook, located near the Sign In and Out Book, will be available for parents to leave notes for the child care program. Urgent messages should be given directly to a child care employee.

## E-mail Updates, Reminders, and Monthly Statements

The Enrollment Form provides parents an opportunity to be added to the child care distribution list. The first parent e-mail address will be used to send child care statements. Additional emails may be added for updates and reminders. Please send any e-mails changes to [kim.post@indianola.k12.ia.us](mailto:kim.post@indianola.k12.ia.us).



## Discontinuation of Services

Parents wishing to discontinue child care need to give written notification one week prior to discontinuation.

## Closing Time

Child Care hours are 6:00 a.m. to 6:00 p.m. Any child picked up after 6:00 p.m. will be charged a late fee according to the schedule below. Child Care services may be withdrawn if three late pick-ups occur. The authorities will be contacted at 7:00 p.m. if a parent has failed to pick up a child and the center is unable to reach any of the contact persons.

<u>time</u>	<u>late fee</u>	<u>time</u>	<u>late fee</u>
6:01-6:15	\$10.00	6:31-6:45	\$30.00
6:16-6:30	\$20.00	6:46-7:00	\$40.00

## Summer Program Information

### Daily Schedule

The schedule below is an example of a “normal day” at child care.

6:00-7:00	Two rooms open as children arrive: choice of activities
7:00-7:30	Breakfast is served in the cafeteria
7:30-lunch	Group time / room rotations / outdoor time / summer school / swim lessons / morning snack / morning field trips
11:30-12:30	Lunch
12:00-1:00	Prepare for the afternoon
1:00-3:30	Swimming / afternoon field trips / choice of activities
3:30-3:45	Afternoon snack
3:45-6:00	Choice of rooms



## Meals and Snacks

Meals are contracted through the Indianola Community Schools Food Service Department. Snack menus are planned according to Child and Adult Care Food Program (CACFP) guidelines. The following meals and snacks are served at the times listed below. Menus will be provided for each family enrolled in the Summer Program. Menus will also be posted by the Sign In and Out Book.

7:00-7:30	breakfast
9:00-9:30	morning snack
11:30-12:30	lunch
3:00-3:45	afternoon snack



## Summer Band / Orchestra

Your child's school will provide summer band/orchestra information. Transportation will be provided to morning summer band/orchestra.

## Swimming

Indianola Child Care children and employees attend the Indianola Memorial Aquatic Center almost daily with interested children. Attending the Aquatic Center is the choice of the child and his/her parent. The cost of swimming is in addition to the weekly fee. Pool boundaries and limits are set by the parent. Swimming will typically be from 12:45-3:15. If a large number of children attend, a second group of children will attend the Aquatic Center from 1:00-3:30.

## Swim Lessons

Swim lessons are available through Indianola Parks and Recreation. If you are interested in having your child take lessons, please sign up with Indianola Parks and Recreation for Session A or B at 9:15, 9:55, or 10:35. The Park and Recreation Office recommend that you enroll your child immediately to reserve a time for your child. Transportation will be provided for the sessions listed above at a cost of \$10.00 per child. Transportation for private lessons or swim lessons during other times will be the responsibility of the parent.

## Group Time

Children will be divided into different groups. Groups will follow and even/odd day scheduled based on the date. Group time activities will be scheduled during the mornings. Groups are scheduled in the following rooms: Gym/Activity Area, Art Room/Creation Station, Science/Math Room, and Reading/Computer Room. Other activities scheduled during group time might include:

field trips	movies	walks
story time	quiet time	games
music & movement	outdoor activities	choice time

## Picking Up Children

Following afternoon snack, each child is offered the opportunity to choose the room where he/she would like to spend time. Pocket charts, located in the hall, will be used to help locate your child. Each child will have a nametag indicating where he/she is playing.

## Summer Activities

Bowling and miniature golfing are scheduled for the Summer Program. The cost of these activities will be paid by the child care center.

## Optional Activities

Optional activities will be scheduled for interested children. You will be able to sign your child up for the optional activities during the summer. The cost of optional activities is the responsibility of the parent. A Field Trip Permission form must be signed for each activity that your child attends.

Optional activities may include:

Adventureland  
Blank Park Zoo  
Living History Farms

Science Center  
Climb Iowa  
others may be added

Activity calendars with specific dates, times, and costs will be sent out when a child is enrolled.

## Field Trip Policy

The summer program includes several trips and activities. The scheduled activities are listed above. Calendars with specific dates, times, and costs will be sent out to parents when the summer enrollment process is completed. A parent not wanting his/her child to participate in a scheduled activity should notify the Director.

Children are transported for field trip activities, swim lessons, swimming, and summer band/orchestra. The Field Trip Permission form completed at enrollment obtains parent authorization for transportation. Separate Field Trip Permission forms will be completed for optional activities.

Transportation is contracted through the Indianola Community School District. Children are transported in school buses driven by licensed school bus drivers. In accordance with transportation safety recommendations, children under the age of five will be required to use a properly secured child safety restraint system when transported in a school bus.

Small groups of children may be transported within the Indianola city limits in a school van. Passengers will be required to be secured in a seat belt or an appropriately approved child restraint system while transported as required by law. The van will be driven by a child care employee with a Class D3

chauffeur's license. A child may only be transported in an employee's personal vehicle with the consent of a parent and the approval of the Superintendent.

The Indianola Community School District carries liability insurance for the program. Medical claims for individual children remain the responsibility of the parent or guardian.

## Participation Policy

The Participation Policy clearly states the responsibilities of the Indianola Child Care employees, parents, and children.

### Employee Responsibilities:

- Provide a safe and caring environment for your child
- Provide a variety of activities for your child
- Communicate regularly with you, the parent, concerning your child
- Serve as a positive role model for your child

### Parent Responsibilities:

- Sign your child in and out each day
- Notify Indianola Care of child absences (call the center, email Director, or note prior to absence)
- Respect the 6:00 am opening and 6:00 pm closing times
- Notify, in writing or email, any changes on the enrollment or emergency forms (address, phone number authorized to pick up information, etc.)

### Child's Responsibilities:

- Always show respect for others
- Always show respect for other's property
- Keep hands and feet to self
- Be polite in words and actions - no foul language or put downs
- Pick up an activity before choosing another one
- Use outdoor equipment safely
- Run only when it's part of an activity or safely outside
- Be responsible for any toys, games, or equipment brought from home
- Use good table manners
- Be a good representative of Indianola Child Care while on field trips or activities



## Behavior Guidelines

Social growth is crucial during elementary years. Indianola Child Care will focus on helping children to learn appropriate behavior. Positive disciplinary methods including, but not limited to, redirection and behavior management programs will be used. Behavioral guidelines, included in the Participation Policy, have been established with the goal of maintaining the physical and emotional well being of each child, as well as teaching self-discipline, judgment, and manners.

The Child Care center will use a Behavior Report or a Problem Report for recording disciplinary action. A copy of the Behavior Report or Problem Report will be given to the parent. The Behavior Report lists the behaviors expected of the child in the Participation Policy listed above. A Problem Report will be used in extreme cases when a Behavior Report is not sufficient.

If a child receives three Problem Reports, a conference between the Director and the parent(s) will be scheduled. After the conference, if a child receives an additional Problem Report another conference will be scheduled to determine the enrollment status of the child.

In cases where a Problem Report is not sufficient (physical contact to another child or employee, continuous disruptive behavior, etc.) a child may be suspended from the Indianola Child Care program. The length of the suspension will be determined between the child's parent and the Child Care Director. Child Care payments will be required during suspension.

Parents and teachers are viewed as partners in guiding a child's development and this approach will be utilized.

## Discharge Policy

Children may be discharged from the program for failure to meet center policies, failure to pay, inability of a child to adjust to group experience, or other reasons as determined by the Director. A child that poses a threat to other children, employee, or his/herself may also be discharged from the program.



## Biting Policy

Biting is a very common behavior among children ages birth to three years. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. When observing signs that a child might be on the verge of biting, the provider may be able to act immediately and prevent the biting behavior (i.e., distraction, redirection, close physical presence of the teacher).

If biting incident does occur, the provider will respond by:

- Keeping their feelings in check and not express frustration or anger to the child
- Ensure all children are safe; applying first aid if necessary
- Address the child who bit in a short, simple and clear way
- Shift their attention to the child who was bitten and show concern and support for that child
- Go back and talk with the child and the different strategies she/he can use next time, instead of biting
- Help the children move on. Do not make them play with one another, unless they want to (Zero to Three, 2010).

The provider will fill out an Accident & Problem Report and share information about the incident with parents of involved children. When informing parents that their child has been bitten or bit another child, it is important for providers to maintain the confidentiality of the other child. When biting occurs more than once, the providers should observe the child and document observations, including behaviors and context (where, when, how, who - adult and children) both before and after biting occurs to identify functions of the behavior. It is also helpful to know when the behavior is absent. Providers will then use the data to find patterns and potential solutions, and meet with the family to collect information about the child's behavior at home, share information and demonstrate a commitment to working together to address the child's needs.



# Health Policy



## Health Statements

Children are required to have a Health Statement completed by a parent at enrollment.

## Medical and Dental Emergency Information

An Emergency Form must be completed at enrollment to provide the center with necessary medical and dental emergency information.

## Direct Contact with Child Care Employee

Upon arrival each day, children must have direct contact with a child care employee for the detection of illness.

## Illness

Children who exhibit the following symptoms will not be allowed to remain at the center, or will be sent home if they become ill during the day: diarrhea, fever (100 degrees) within the past 24 hours, severe continuous coughing, pink eye, vomiting, unexplained rashes, or swollen glands.

Parents will be notified immediately when a child becomes ill or seriously injured while at the program.

## Communicable Diseases

Parents should notify the center immediately when a child contracts a communicable disease. The center will post notices of exposure of children to a communicable disease.

## Hand Washing

Children and employees will be required to wash their hands upon arriving at child care, before leaving the restroom, before eating, before water play, after handling animals, after outside activities, before any food activity, when visibly soiled, and before leaving child care.

## Medication

Parents must complete a Medication Authorization form when a child is to be given prescription or over the counter medication. Medication must be provided in the original container. The doctor's directions must accompany prescription medication. All non-prescription medication should be labeled with the child's name. All medication is stored in the original containers inaccessible to children.

## Employee Training

Employees will use universal precautions in handling blood and body fluids as recommended by the Center for Disease Control. The employees receive training in the program's medical and dental emergency procedures.

# Safety Policy

These guidelines have been set for your child's safety and help ensure a safe and wholesome environment.

- No child will be left alone while on school grounds.
- Parents must use the Sign In and Out Book when children arrive and depart from the center.
- An Authorization Form must be completed at enrollment. Parents must list persons authorized to pick up a child from the center. The list will include the person's phone number and his/her relationship to the child.
- The center has written emergency plans for fire, tornado, flood, intruders, intoxicated parents, lost or abducted children, bus accidents, power failures, bomb threats, chemical spills, earthquakes, and blizzards.
- Tornado, fire and emergency drills will be practiced monthly as required by law.
- Emergency evacuation plans will be posted by all exits.
- All phones will post emergency numbers for police, fire department, and poison control center.
- All employees will be certified in First Aid and CPR within the first three months of employment.
- First Aid kits will be available within the center, on the playground, and on field trips.
- Copies of Emergency Forms are taken when transporting children.
- An employee completes an Accident Report or written notification to the parent of minor injuries that occur. Serious injuries will be reported immediately to the parent.
- No smoking is allowed within the center, in facility vehicles, or on school grounds.





# Grievance Procedure

The following procedure is in effect to resolve grievances involving a parent and/or employees.

1. Attempt to solve the problem with the people involved. Most problems are minor or the result of misunderstanding and can be solved by the directly affected parties.
2. If the problem cannot be resolved to everyone's satisfaction, go to the immediate supervisor and clearly state that you have a grievance.
3. The immediate supervisor and all of the people involved will meet in an attempt to resolve the dispute. After reviewing all relevant information, the group (chaired by the immediate supervisor) will attempt to resolve the dispute. Decisions will be made with the consensus of all of the people involved if at all possible. If the consensus cannot be reached, the immediate supervisor will decide and detail what actions are necessary.
4. If the immediate supervisor's solution does not satisfy the grievant(s), the parent and/or employee may appeal the decision to the Director. All records of the previous meeting will be forwarded to the Director for review. The Director will meet with the parent and/or employee.
5. If the Director's solution does not satisfy the grievant(s), the parent and/or employee may appeal the decision to the Business Manager. All records of the previous meeting will be forwarded to the Business Manager for review. The Business Manager will meet with the parent and/or employee. A decision will be reached at this meeting.
6. The parent or employee can appeal the decision to the Superintendent. The superintendent's decision is final.

