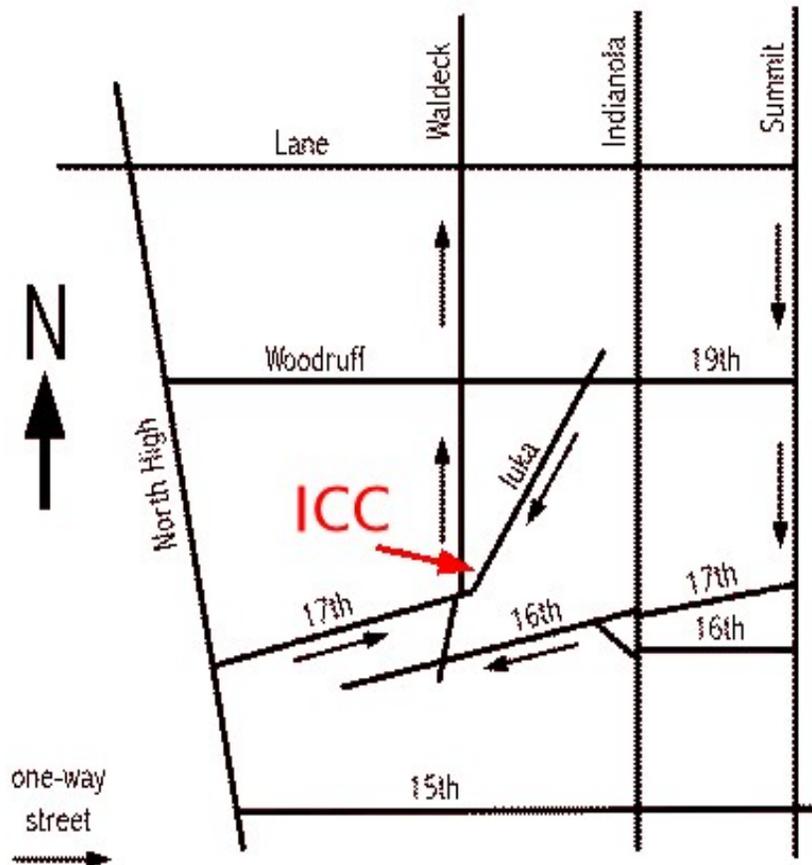




Parent Handbook



Note: Indianola Children's Center is located within the Indianola Presbyterian Church (IPC).

Free parking at the church lot at 18th and Waldeck is available to the Children's Center Guests, by providing Driver's License and/or car make and license plate numbers.

ICC families are issued dated parking passes for pick up and drop off. Parents are to only use the Waldeck parking slots. The back Iuka parking (near outdoor classroom) is for IPC/ICC staff only. Park in the Handicapped spots only if you have a handicapped permit.

Indianola Children's Center Parent Handbook

Introduction

Welcome to Indianola Children's Center (ICC). This parent handbook describes ICC from its philosophical foundation to its daily operations. We encourage you to read it carefully and save it for future reference.

Since 2003, ICC has been a nonprofit corporation licensed by the State of Ohio to provide childcare services. ICC meets and exceeds the standards and regulations required by the State of Ohio for childcare agencies and is regularly inspected by the State. A copy of the laws and rules that we operate under and inspections from the building, health, fire, and childcare licensing agencies are on site at the school. They are available to be viewed. Information about childcare regulations may be obtained from Ohio Jobs and Family Services Licensing Unit in the Appendix.

ICC is governed by a Board of Directors, which is composed of staff, parents, Indianola Presbyterian Church (IPC) members, and volunteers from the Greater Columbus Community. Board meetings are held quarterly and interested parents are welcome to attend.

ICC is open from 8:00 am to 5:00 pm, Monday through Friday, for children aged 18 months to five years old. While we are housed in the Indianola Presbyterian Church (IPC), we are a separate business entity and a non-religious mission of the Church. Our curriculum is not religious in nature. We welcome and support families, children, and staff of all races, creeds, income levels, sexual orientation, languages, abilities, and national origin. Although ICC is a non-religious mission of IPC, families are periodically extended optional invitations to IPC church-related events.

Contact Information

Location: ICC is housed in the **Indianola Presbyterian Church**. The Center is conveniently near The Ohio State University Campus, close to Clintonville, Downtown and surrounding areas. The COTA bus runs North and South on Indianola Ave. and on High Street.

Address: 1970 Waldeck Avenue, Columbus, Ohio 43201.

Phone: Main line and voice mail: (614) 262-1090 Fax: 614-294-8877

Extensions:

- Director x1
- Preschool Room x2
- Toddler Room x3

Indianola Presbyterian Church Main Number: 614-294-3796

Website: www.indianolachildrenscenter.org

General Email: info@indianolachildrenscenter@gmail.com

Tax ID: 31-4379493

Mission Statement

Indianola Children's Center's mission is to serve as a quality provider of childcare, for toddlers and preschoolers, to be a parent education center, and to be a community resource for the OSU campus and surrounding area.

Indianola Children's Center is a learning community for children and adults, where:

- * Children are valued for their ability to do meaningful work, their wonder and curiosity, their perspectives and ability to play.
- * Families are valued for their bonds and traditions, their dedication to meeting the physical, emotional, social, and educational needs of their children, and their commitment to the dreams for their children.
- * Staff are valued as professionals for their vision, their delight in children, their skill and heart. We value their knowledge, commitment to families and the ability to play.
- * We recognize and appreciate what we learn from each other. We are continuously committed to our roles as peace keepers.

Philosophy

We believe that all children are full of remarkable capabilities. They have a right to a childhood filled with play, exploration, and excitement about learning. We see children as enormously creative, and capable of complex learning through self-directed play. We build our curriculum around their questions, pursuits, and the skills they are trying to master. We pay close attention to cultivating their self-esteem, as well as their dispositions toward learning, risk-taking, and problem solving.

We implement anti-bias and peace building practices that emphasize the value of diversity of the children as individuals, and as members of families, cultures, and communities. We seek a team approach in our care-giving and strive for collaboration with families and the wider community.

Peace Making and Peaceful Conflict Resolution

Peacemaking is the underlying philosophy guiding what we do at Indianola Children's Center. It is not merely a set of activities that help children learn to resolve conflicts constructively. It is a general concept that will guide all teacher/child relations, teacher/parent relations, curriculum development and more.

Skills in peaceful resolution of conflicts, the ability to develop strong relationships with others, the development of concern for other people and the earth we share, and the ability to express oneself honestly and responsibly are all skills and values best introduced in the formative years. With a focus on peacemaking, Indianola Children's Center offers an environment where these qualities can be modeled, reflected, and encouraged. We encourage the development of these skills and processes in a context where both children and adults can learn. Below is the simple model used in the classroom:

1. Stop and Think
2. Listen and Talk
3. Decide What to Do

The Program Curriculum

The word "educate" means to "draw out." The role of the "teacher as researcher" is enhanced by the teacher's ongoing observation and documentation of children's work and play. Teachers at ICC spend a great deal of time planning the environment for learning, then observing closely as things unfold. It is not uncommon to see adults writing observation notes, taking photos, or talking with each other about what they are seeing. Our staff members delight in children's play and learning, and we document, analyze, and draw inspiration from it.

The education of the whole child is achieved through a balance of learning activities. Activities that foster language development and emerging literacy, the understanding of number concepts, gross and fine motor skills, self-help skills, and social and emotional development. We achieve this through a combination of large and small group activities and individual choice-making. Children are guided toward a greater awareness of themselves, and the world they live in.

Children's representations provide a window for adults to get to know the thoughts and questions that the children are pursuing. This, in turn, enables teachers to plan the curriculum that is relevant and developmentally appropriate for the children. ICC teachers see themselves as facilitators for children's social construction of knowledge. We engage actively in learning and adventuring along with the children. We strive to foster an emergent curriculum that arises out of the children's interests and responses to the prepared classroom environment and classroom experiences, both indoor and outdoor.

ICC is committed to the principals of peace, tolerance, and justice, and strives to model and teach these values in everything we do. We promote peace education by;

1. Nurturing the development of a positive identity in each child.
2. Promoting each child's ability to interact with people who are different from themselves.
3. Fostering each child's critical thinking.
4. Cultivating each child's ability to stand up for her/himself while resolving disputes with others through peaceful means.

Social problem-solving and conflict resolution are an ever-present part of our daily lives together. We challenge children to articulate their wishes, feelings, and ideas. Then we support them in working toward mutually agreeable solutions. We emphasize negotiating and alternate perspective-taking to help children advocate for themselves and recognize the needs and feelings of others. ICC utilizes the Creative Curriculum, a developmentally appropriate framework to guide our learning.

Goals

Our goals at Indianola Children's Center are to:

- To provide a safe, nurturing and responsive setting
- To foster peacemaking and conflict resolution skills
- To acknowledge and support children's individual differences by helping them to work cooperatively and by promoting their self-esteem
- To help children develop positive social and emotional skills
- To provide academic learning opportunities in literacy, math, science, social studies, music and movement
- To teach children how to have a respectful relationship with the earth
- To involve and provide educational opportunities to parents and extended family of children at Indianola Children's Center

In all of our programming, we use childhood, collaboration and community as a framework for planning and learning. We prepare our children to be "ready for school" by providing them with opportunities for rich learning and relationship building through play and in-depth curriculum investigations.

Enrollment Forms and Fees

The following enrollment forms for full time or part time childcare are ***to be filled out completely, and turned in on or before your child's starting date.*** Some form requirements may vary based on ODJFS mandates.

1. Admission Application (with non-refundable registration fee)
 2. Center/Parent Contract (Title XX and special arrangements)
 3. Child's Health/Medical Forms*
 4. Emergency Transportation Forms*
 5. Child Release Form
 6. Receipt of Policy Statement
 7. Photo Release Form/ Routine Walks Form*
 8. New Child Information Sheet
- *(These must be annually updated)**

Enrollment Fees	Cost
Registration Fee (non-refundable)	\$55.00
Quarterly Activity Fee	\$25.00/ Quarter
2-Week Deposit	Varies
First-Week's Tuition	Varies

The activity fee covers all special events or activities costs throughout the year, as well as classroom supplies and family/parent events. Word of mouth is our best compliment! As a thank you for personal referrals, that quarter's activity fee is waived for referring a family who enrolls their child/children at ICC.

A roster of the names and numbers of the parents or guardians of the child enrolled are available upon request. The roster will not include those names and numbers of those who request not to be included in the information.

Teacher to Child Ratios

The Center observes the following teacher/child ratios. Small group sizes are maintained for each age group.

- 18 months to 36 months: 1 teacher to 7 children/ maximum group size is 10 toddlers
- 3 years to 5 years: 1 teacher to 12 children /maximum group size is 21 preschoolers

Tuition Schedule

See Tuition Rates and Fees

It is the commitment of the ICC Board of Directors and the Church to provide affordable tuition rates that make child care accessible to many families. The tuition is used for operating expenses.

Tuition is due on **Tuesday** of each week. If you wish to pay monthly, pay the First Tuesday of the month, to avoid late fees. Also, remember that some months have 5 Tuesdays. A \$20.00 weekly late fee will be immediately assessed against any account paid after the date that payment was due. After 10 days, any account not paid may be closed and the child may be withdrawn from the Center, unless prior arrangements have been made and approved in writing with the Director. There is a \$45.00 fee for any returned check.

**** A part time rate may be available by special agreement only****Part-Time Agreement includes attendance changes between school year and/or summer enrollment.

A 10% discount to the child with the lower tuition rate will be given to those families with more than one full-time child in the Center. A two-week deposit is required upon admission. See withdrawal from ICC for details regarding return of security deposit.

Program Schedules

Preschool Program

The Preschool classroom works with 3-5 years, using stories, songs, arts, science, math, reading and writing, mixed with large and gross motor skills. The teachers encourage the students to perform daily activities, such as dressing, toileting, problem-solving, and clean-up. Communication, using words and a peacemaking approach emphasizes independence and interdependence. Preschool children are potty trained. They can manage to change their clothes, dress themselves and feed themselves. Children are still encouraged to be emerged in play-based activities, which incorporate the above subjects, without use of testing and rigorous formats. While this might not seem to be "academic" in nature, using the Emergent Play-Based approach, children gain the basic foundational skills needed to attend school. For example, after completing an art project, children label their project with their name, allowing them to learn their letters. Children are encouraged to help each other and share tasks that will be expected at a Kindergarten level.

Preschool daily Schedule (subject to change):

8:00-8:30	Arrival, handwashing, free play, table activities
8:30-9:00	Toileting, handwashing, snack
9:00-10:30	Outside, large muscle activities
10:30-10:45	Transition inside, handwashing
10:45-11:20	Teacher directed activities
11:20-11:30	Clean up, toileting, handwashing
11:30-11:45	Group time, language arts, music and movement experiences
11:45-12:15	Lunch
12:15-12:45	Toileting
12:45-1:00	Quiet time
1:00- 2:45	Rest time
2:45-3:30	Toileting, free play/Work time/Snack, sensory activities, manipulatives,
4:30-4:45	Transition inside, toileting, handwashing
4:45-5:00	Table activities, literacy activities, departure

Toddler Program

In the Toddler classroom, children are encouraged to explore their environment in a hands-on, play based learning environment. Children are offered attractive, engaging activities tailored to their individual development level and areas of interest. Teachers foster positive self-concept, dressing, and toileting when children show signs of readiness and interest in these skills. Teachers will listen and respond to toddler's attempts at language. They will model appropriate language usage, providing the necessary social guidance to assist children in building relationships with their friends and teachers.

We strongly support family relationships. We encourage parents or other important family members to bring photographs and items from home for their children to use. We encourage family members to visit, read, and to play with children when their schedule permits.

Children have opportunities to choose their own play activities and playmates within the reassuring structure of daily routines. Physical development is supported by providing time for, space and appropriate play materials for active play such as walking, climbing up and over, jumping, pushing and pulling objects and dancing. Providing support while exploring puzzles, stacking toys, and a variety of sensory materials encourages fine muscle development.

Early conflict resolution skills are taught as appropriate to the developmental level of the child. We encourage and model using words to express feelings, learning the words for feelings, and simple turn taking, and using gentle touches.

Teachers use observation and parent input to plan and revise curriculum to meet the needs of individual children and the group as a whole. Routine tasks such as diapering, toileting, eating, dressing and sleeping are handled in a relaxed and individualized manner based on developmental needs and parental requests. Teachers and staff of the Indianola Children's Center strive to work with parents and children to maintain a high-quality, caring environment. We create a place where children can learn, grow.

Toddler daily Schedule (subject to change):

8:00-9:30	Arrival, free play, quiet table activities
7:30-9:15	Diapering, toileting, hand washing
9:15-9:45	Outdoor Classroom, large muscle activities
9:45-10:45	Free play/Learning Centers
10:45-11:00	Clean up, diapering, toileting, hand washing
11:30-11:45	Group time
11:45-12:00	Wash hands, prepare for lunch
12:00-12:30	Lunch time
12:30-1:00	Quiet time, rest room, wash hands, prepare for rest
1:00- 3:00	Rest time
3:00-3:15	Diapering, toileting, hand washing
3:15-3:45	Group time/Snack
3:45-4:45	Free play/Learning Centers/Outdoor Classroom
4:45-5:00	Transition inside, hand washing, free play activities

** Note: Children will also be diapering and/or taken to the bathroom on an as-needed basis, as well as given opportunities to use facilities during scheduled bathroom times. **

Age Transitions Policy

The Toddler room is generally composed of children who are between 18 months and 36 months. Children in the Preschool room are generally 3,4, 5 years old. With transitions from Toddler to the Preschool classroom, we will examine a number of variables. We'll consider a child's:

- Age and level of independence (dressing, toileting, etc.)
- General Development
- Length of time in the classroom (i.e. if the child has just recently started in a classroom, we'd be reluctant to impose yet another transition on the child.)
- Whether or not she has any siblings, and if so, birth order (i.e. if the child is the youngest in the family, possibly being the oldest in the classroom is a great opportunity.)
- Which room her closest companions are placed.

No two children are exactly alike. As with most other decisions at ICC, we reference general guidelines, but do not impose them broadly across the board. Rather, we take into the account the uniqueness of each child and make a decision accordingly.

Classroom Management and Guidance

All young children are developing the social skills that enable them to play cooperatively with other children and to function as part of a group. Often when children "misbehave," it is because they haven't yet learned the skills to negotiate, to ask for what they need, or to join in play with others, without grabbing, pushing, or hitting. Children are still learning cause and effect regarding how their behavior might impact others.

Behavior at ICC is managed by providing children with clear expectations about what behavior is acceptable. We encourage, with positive reinforcement, those behaviors that are valued, while downplaying those that are not. Consistent limits are established, and group cooperation is emphasized. Corporal punishment and humiliation are never used. Logical consequences are established for behaviors. Positive guidance techniques are employed to reinforce them. In the case of a persistent problem with aggression, disruptiveness, verbal misconduct, social withdrawal, or social submissiveness, we will inform the family of our observation(s). Then, we will work together on a collaborative plan for helping the child.

If disruptive, aggressive, or unsafe behavior persists, it may become necessary, as a last resort, to remove a child from his/her peers for a short period of time,. Children are asked to "take a break from other kids" until they are ready to rejoin the group and remember classroom agreements. The child will be asked by a teacher to talk with her about what happened, what s/he is feeling and wanting, what the other child(ren) might be feeling and wanting, and what s/he could have done differently to solve the problem. The child then will be encouraged to offer his/her ideas with the other child(ren).

We encourage the children to work out their interpersonal conflicts with each other for themselves. We help them to identify disagreements and collaboratively generate possible solutions can be agreed upon by everyone involved. To be more respectful of the children's processes and relationships, we strive to refrain from prematurely offering teacher-dictated solutions or negative consequences. We prefer to simply listen to children talk out their problems. If needed, we mirror their understanding and ideas back to them. We may need to take a more active role to help the children find appropriate language, voice level, and demonstrate behavior to communicate the needs and issues of the conflict. *** These rules apply to all staff and volunteers, as well. ***

The specific goals of the teacher in assisting children during conflicts are to help children to:

- Calm themselves down enough to negotiate
- Find words for their feelings, needs, and wants
- Listen to others feelings, needs, and wants
- Agree to a mutually satisfying solution
- Continue to play together, or feel friendly and understanding

Our goals are to foster in children competence in negotiating and resolving problems they encounter. We foster awareness of themselves as able, caring, resourceful people when faced with conflict.

Family Communication

At ICC, we strive for clear and open communication between families, staff, and children. It is the parent/guardian's responsibility to read all written communications from teachers and the ICC administration, including posted signs, newsletters, and personal communications, and to respond when necessary. Each day, it is important to check the bulletin board or dry erase boards, or entrance ways for postings from ICC administration, daily activities. We email parents for individualized communications, including billing statements. Classroom boards will give information on classroom activities. Check your child's cubby to collect the day's creations. Any important communication should be done in person.

Families should notify Indianola, in writing, of any important changes or information regarding their child's health, attendance, schedule, home life, etc. There are many avenues for communication between families and staff. We encourage families to communicate directly with teachers. Parents are welcome to involve the Director in the communication loop. If a family has a concern and feels that concern has not been adequately addressed by the ICC staff, they may first follow the mediation process (Page 21) before seeking an appointment with the Board of Directors.

Parent-Teacher Conferences

Staff also meet with families for conferences twice a year. In the fall, teachers meet with each family for an informal 20 minute-long conference to share our knowledge and observations about the child's personality, strengths, learning styles, personal preferences, current abilities, and potential concerns for the school year. We also collaborate on our academic, emotional, social, and physical skill development goal and hopes for the child for the school year. The spring conference is used to formally "brag" about the child's successes, to critique the child's experience in the school program, to assess current or potential issues of concern, and to discuss recommendations for summer activities and preparation for the following school year.

Parent Involvement

ICC is a non-profit organization, which needs to capitalize on all its available resources, including its most valuable, its families. The quality of the ICC program is greatly enriched when parents and family members directly participate in the school's activities and projects. There are a number of ways that families can get involved with the school, including:

1. Classroom Support: Storytelling, circle time presentations, classroom cleaning, classroom supply acquisitions, and field trip participation.
2. School Maintenance: Gardening, painting, repairs, carpentry, outdoor classroom upkeep and renovation, bookshelf construction.
3. Fund Raising: Special events, grant writing, corporate and community center development.
4. Oversight Committees: Board of Directors, volunteer recruitment, parent resource, or Center development.

If you have a special skill, project idea, or community resource connection you would like to share with us, let the teachers or Director know. We welcome any support! Your contribution of time and energy helps bring you and your child closer as you become an active part of their world at school. Ask teachers if you need ideas or a list of the current needs in the classrooms.

Earning Family Co-Op Hours

Since its inception, Indianola Children's Center has a tradition of being a Child Care Cooperative. The ideas that parents and families share their skills and talents, involve themselves in their children's community, and enhance the quality of the care and services provided, are appealing to many people. By helping with the Center's needs, daily tasks, sharing one's skills, talents, and time, parents and/or family members help make ICC a very special, connected community.

Families/Parents can earn Co-Op Hours by providing services, doing tasks, and assisting at ICC. Tasks can be requested by staff/classroom needs. And parents may propose their ideas or skills in a way that the children of ICC ultimately benefit. The Co-Op duties are ones that go beyond the realm of normal parent participation requirements and requests. Co-Op hours are meant to encourage and support parents, as well as assist in keeping tuition costs lower.

In our efforts to recognize the value of time and talent, as well as make it worth a parent's time, the earn rate to be \$10/hour. Family members, parents, grandparents and/or friends can earn Co-Op hours on behalf of family.

- Co-Op hours earned can be applied towards tuition only. They are not applied towards activity or application fees, nor can they be used towards 2-week security deposit.
- Co-Op hours may possibly be applied, in part, towards past-due amounts. Families must make written arrangements with Director and fulfill the requirements accordingly. Full-time enrollment can earn UP TO: \$50/month - if they submit an emailed approved monthly time log at the end of each month.
- Part-Time enrollment can earn UP TO: \$25/month - if they submit an emailed approved monthly time log at the end of each month.
- Email Monthly Time to: iccdirector@yahoo.com
- If family members are working from home, they need to get their assignments and number of projected hours pre-approved and in writing from the director.
- All time sheets need to be emailed by the last day of the month. ICC will then credit the family's next tuition amount accordingly.
- Obviously, parents and families can work more Co-Op hours in a month's time. Co-Op hours, however, cannot be "stored" for a future time.
- If parent/family member does not send in an email with their time and dates for the month, ICC will not accept "late" submissions. Hours must be in writing. No verbal hours accepted.
- Families are still expected to pay their regular tuition at the regular rate. Once ICC receives the time log, a statement balance will be provided to parents/family with adjusted amount for the next tuition payment.
- Any noted memos on checks must be verified with approved time log.
- If there is a dispute or question about the credit with Co-Op hours, parent must supply written records of their payments and signed co-op hours. Co-Op hours are meant to encourage and support parents and families.
- ICC Staff who are receiving an employee tuition discount are not eligible for Co-op Tuition Reduction.

Family Observations and Visits

Families have access to all areas of the center used by the children any time that their children are in attendance. You are welcome to drop in and observe whenever you like, but advance notice is helpful for both you and the teachers. The class may be out of the building at the time you decide to drop by, or they may be involved in planned activities that could be disrupted by the unexpected appearance of someone in their family.

Children get excited to see their family, and this wonderful surprise can disrupt a child's focus or interrupt their social play. By the same token, if you do make a plan with your child and her or his teacher to visit, try to attend as planned, or inform the teacher if there is a change in your plans.

For safety reasons, upon entering the building, notify the Director or a staff member of your presence.

Custodial Policy

The custodial parent or guardian is permitted unlimited access to the Center during open hours. A nonresidential parent is permitted unlimited access unless a court order in on file with the Center limiting access.

The First Day of School

It is important that your child's first few days of school are successful, so allow yourself plenty of time to get ready for school and to separate after your arrival.

Upon arrival, make introductions with all the teachers and your child, communicating important information. Assist your child in discovering where his/her lunch, coat, napping supplies, extra clothes, etc. belong.

On your child's first day at ICC, bring:

- Small blanket, pillow and soft toy for nap
- Healthy sack lunch- no soda, chips please.
- Spare clothes,
- Clearly mark all items with your child's name or initials

Other suggested materials that can help your child:

- Photo of your child for the ICC file
- Framed photo of your family

Give all medication and permission to the teachers directly. Any administration forms need to be given to the Director. **Educate the teachers and Director directly on any allergies and medical response procedures related to your child.** Give any sunscreen, chap stick, cough drops directly to a teacher or administrator for safe keeping.

When you want to leave, let your child know you're leaving, please don't just disappear! When you say good-bye, feel confident that the teachers will support your child with his/her feelings, offering comfort, reassurance, and acknowledgment of what she/he is feeling. Allow the teachers and classmates to help comfort and entice your child into the going-on's in the classroom. It may help you to make a specific plan with your child on the way to school about how the drop-off time will look like, for example: "Let's read two books together, and then you can give me two hugs and three kisses, and push me out the door." Our intention is to honor the bond between you and your child, and to make room for your child's feelings. The first few days

of school can be stressful and/or fatiguing for children, and this is sometimes expressed by regressive behavior or irritability. Feel free to discuss any concerns you may have with your child's teacher. Having quiet routines at home will ease the transition.

Bring your child to school in clothes designed for active indoor and outdoor play. These should be clothes that you and your child are willing to get dirty. We will go outside for play and exercise each day, so help your child dress comfortably and appropriately, including shoes for running and climbing and a jacket or raincoat for the ever-changing Ohio weather. Also, your child's clothes should be comfortable and easy for your child to get in and out of on his/her own. Avoid belts, overalls, and difficult fasteners to help promote successful bathroom experiences at school. make sure there is a full change of clean clothes in your child's cubby at all times, clearly labeled with your child's name or initials. Check your child's cubby or coat hooks for soiled clothes at the end of each day and replace any extra clothes that your child has used.

Indianola has a limited supply of spare clothing. If your child is sent home in ICC spares, launder them and return them the next day so that they may be used for another child. We welcome donated cleaned hand-me-downs and used clothing to refill our extra clothes supply.

Arrival/Departure

***** Children will be Supervised at ALL times *****

Your child must be accompanied to and from ICC, as well as throughout the building and outdoor spaces by an adult. Parents must walk children to the teachers rather than send children on own. Teachers check your child on the teacher's clipboard. It is taken with them when they leave the room.

Children will be released only to those adults whose names are provided in the child's initial enrollment papers. You may make additions or deletions to this list by notifying the school in writing.

If someone other than you, or a guardian are going to be picking up your child, you must leave teachers a note with the name of the person picking up your child and your full signature. As a safety precaution, staff may ask this person for identification before allowing them to take your child from the center. When you have someone new pick up your child, remind them to bring a driver's license with them. If you regularly have non-parents picking up and dropping off, you can obtain a Gray Security Card from the IPC Church Office. There is a \$6 cash deposit for the card.

ICC closes promptly at 5:00 pm. You will be charged a \$1.00/minute for each minute you are late. After 10 minutes, you will be charged a \$15 late pick up fee, in addition to the \$1.00/minute charge. This is added to your next due tuition.

If you know you are going to be late, call the office or classroom and leave a message .. This will also reassure your child/children that you are coming for them. ***If no one answers the phone, leave a message and a direct phone number on the voice mail line in your child's regular classroom.***

Toys From Home

Our toy policy is important: one soft toy for nap time use only!

When personal items are brought to school, they frequently get lost or broken. They can also cause disagreements and hurt feelings and distract children from the wealth of materials and experiences available to them in the classrooms. Leave personal toys at home or in the car. Here are some examples of what not to bring: jewelry, games, action figures, collectible cards, Barbie dolls, videos, video games, violent toys or books, play cell phones, etc. Books are always welcome!

Here are some suggestions for how to say no to your child in a positive way, when your child wants to bring toys to ICC:

- *"ICC has an agreement: only one soft toy at school."*
- *"ICC has lots of school toys. This is a home toy."*
- *"What's your teacher's agreement about toys from home?"*
- *"Remember you already have your napping toy at school."*
- *"I will keep this toy safe for you, at home or in the car, until you leave ICC."*

Allergies and Healthy Eating Policy

Allergies

If a child has an allergy when enrolled or develops one at a later date, the center must be provided with a statement from the doctor indicating the type of allergy, symptoms, and foods to be avoided and anything else that the child should not be exposed to.

In the case of food allergies, the director and families will decide whether the parent should bring supplemental food. For severe, life threatening allergies, an emergency action plan will be drafted and posted.

Modified Diets

ICC makes an effort to accommodate each child's food allergies and dietary choices and restrictions, including vegetarian, vegan, and dairy-free options. Parents provide any special dietary accommodations for snack. Families provide a healthy sack lunch. Modified diets are defined as a diet eliminating the use of one or more of the food groups or altering the amount of food served. We respect dietary needs whether dictated by medical necessities or by lifestyle choice. Discuss your child's needs with the director upon enrollment.

Healthy Nutrition

At Indianola Children's Center, we recognize the importance of a healthy diet for your child's physical health and well-being. Staff members allow children to decide how much to eat. We encourage, but never force, children to eat certain foods or certain amounts of food.

Nutrition Policies:

We offer only 1% lowfat milk or skim milk to all children 2 years and older. We offer children under 2 years old whole milk. We do not serve juice; we offer the whole fruit instead. See the detailed food policies at the end of the handbook.

Food and Behavior: Staff members never use food to reward good behavior. Food is not used as an incentive or punishment. We do not reward or punish children for what they choose to eat.

Modeling Healthy Behaviors: Staff members consume the same kinds of food and drinks as the children. Staff members do not consume other foods ("junk" foods) and sugary drinks in front of the children. Teachers sit and eat their healthy lunch/snack with children.

ICC provides a morning snack and an afternoon snack. The menu is posted in the classroom. We serve whole grains, fresh and seasonal produce. We limit foods that are over processed or high in refined sugars or high fructose corn syrup. We encourage families to do the same.

If a family forgets a lunch, ICC will make your child a lunch based on the food we have available from snacks. However, families who chronically forget their children's lunches will be charged lunch. \$2/lunch and an additional \$15 fee after 6 times. This is added to your next tuition bill.

Here are some guidelines we think you will find helpful as you plan lunches for your child.

***Should I label my child's lunch box?** Yes, label your child's lunch box/bag with his/her first name.

***What about refrigeration?** Pack blue ice in your child's lunch box to keep items cold. We do have a small refrigerator for each classroom with limited space.

***Is there a way to heat foods?** Please use a thermos when possible. It is challenging to heat up multiple meals at lunch time and to assure the food is at the proper temperature.

***Do I need to send a drink?** Yes/No. ICC will provide milk and water. If you want to send juice boxes, or other drinks, make sure they are in your child's lunch box.

***What if I forget my child's lunch?** If you happen to notice at drop off that you've forgotten

your child's lunch, let one of the classroom teachers know. At lunch time, teachers will put something together for your child. If we notice after your departure that your child doesn't have a lunch, we will call you to ask if you can bring a lunch or if you would like us to make lunch for your child.

Suggestion on what should be included in lunches:

Nutritional guidelines recommended by the State of Ohio will be provided to each parent or guardian for each child. Lunches should be made up of the four basic food groups. We recommend that parents pack only foods that meet these food groups into their children's lunches. The Center will supplement lunches in which the daily nutritional guidelines are not being met. If a staff member notices that a child's lunch has not been meeting the nutritional guidelines on several occasions, a fee may be assessed to the parents for food supplements. The snack menu is posted on the parent bulletin board.

Meals:

A meal shall meet one-third of the recommended daily dietary allowances as most recently specified by (USDA the United States Department of Agriculture (USDA) child and adult care food program childcare component as identified in 7 CFR 226.20 (Sept. 1, 2004). This includes at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains.

A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. The basic food groups are:

- (a) meat/meat alternate;
 - (b) bread/grains;
 - (c) fruit/vegetable;
 - (d) milk
-

Safety and Emergency Policies

While your child is at ICC the following safety procedures will be taken:

- Children are supervised at all times.
- Parent (or persons dropping off or picking up children) **MUST** accompany the child into the classroom.
- A phone is located in the office and in the hallway of each classroom and is accessible to teachers when it is needed.
- Center staff members will immediately notify Franklin County Children Services when child abuse or neglect is suspected.

Fire Drills:

A monthly fire drill will occur at varying times of each month. Records of these drills are kept in the office. Plans for evacuation are posted near the door in each classroom. Center staff are familiar with these posted plans and are ready to evacuate the children when it is necessary.

Volunteers and interns are also asked to study these, so they also know the plans. Staff will follow these procedures in the event of a fire or fire drill.

- Evacuate children according to the established routes posed in each classroom.
- Staff will take the attendance clipboards with them.
- Staff will count all children and other staff members when they arrive to their designated areas, and they will then compare their count to the attendance sheets.
- Staff members are to close doors upon exiting the building.

The building is equipped with a monitored fire alarm system. The Center receives annual fire inspections for this equipment.

Tornado Drills:

Tornado drills are held monthly during tornado season. Records of drills are kept in the office. Plans are posted near the door of each classroom to facilitate procedures in the event of a tornado or a tornado drill.

Center staff are familiar with posed plans and are ready to evacuate the children whenever necessary. Parent Aids, volunteers and interns are also asked to study these, so they also know the plans. Staff will follow these procedures in the event of a tornado or tornado drill:

- Take the attendance clipboard and move to the designated space.
- Count the children and other staff and compare to the attendance sheets.
- Close all doors and remain in designated area until the All Clear is sounded

Building Emergencies:

In the event that the Church/Center experiences a critical building emergency that necessitates the closing of the Center, staff will notify parents immediately. In the event of an emergency evacuation, the staff and children will be relocated to Summit United Methodist Church. This is our designated safe place.

Child abuse and neglect policy

ICC is required by law to report suspected physical, sexual, or emotional abuse, neglect, or exploitation to Child Protective Services immediately. We are not required to notify parents.

When a child is of concern

Occasionally a child may have difficulty adjusting to the program. If a child is creating a hazard to him/herself or to others, or when teachers must devote an inordinate amount of attention to that one child over a period of time, ICC care may be terminated. Any persistent behaviors that interfere with the function of the program and the safety needs of children and staff will be considered grounds for termination.

The following steps will be observed prior to termination of enrollment:

- Teachers and Director will have frequent, on-going communication with parents.
- Teacher and Director will observe and document child's behavior.
- The Director will investigate with parents/guardians possible medical/physical reasons.
- The Director and staff will discuss and implement positive approaches to dealing with the behavior.
- An outside resource person will be consulted and asked to observe the child, with parent permission.
- Director and teachers will follow through to document implementation of suggestions from outside resources.
- If there has been no change in the disruptive behavior within the agreed upon time limits, the child's enrollment at ICC may be terminated.

Health and Safety

Immunizations and Health Exams

State law requires a health history and record of immunizations for each child prior to admission. We must also have the date of your child's last physical exam, which must have been completed within one year prior to admission. We also ask for the name of the family physician, who to contact in case of an emergency, and any conditions of the child which may require specific attention.

Children **must** have all immunizations that are recommended for their age by the State of Ohio.

Medical exemptions to immunizations may be granted by a licensed physician; personal or religious exemptions can be claimed by parents/guardians. In the event that your child is not immunized against a particular disease and an outbreak of that disease occurs, your child may be excluded from care.

Yearly we must file an immunization report with the state. At the end of each calendar year we will send out a form asking for updates of your child's immunizations records. Your cooperation in doing this is greatly appreciated and will be facilitated if you keep a record of immunizations in a safe place. Ohio Department of Health provides free immunizations for children. Children

are required to have an annual physical which is recorded on the immunization sheet, even if there is a waiver to immunize.

In order for ICC staff to administer ANY medication to a child, we must have written authorization from the parent/guardian. Check with your child's teacher or the office to locate the Parent Permission for Medications form. This form must be filled out for prescription and non-prescription medications. Fill it out completely and return it to your child's teacher. Place medications in the office refrigerator lock box or the first aid cabinet lock box and inform your child's teacher that you have done so. Parents should also leave a note for teachers EACH DAY that the medication is to be administered. When the medication is administered, the teacher will sign the date, time and amount given on the reverse side of that form.

The following types of non-prescription medications may be administered by ICC staff with written parent permission: antihistamines, non-aspirin analgesics, non narcotic cough suppressants, anti-itch ointments or lotions, chap stick, diaper ointment, sunscreen. Medications must be provided by the parent and be in the original container labeled with child's FULL name. We can only administer medications according to the dosage and age recommendations on the packaging. Any exceptions must be accompanied by a signed note from your child's physician. We reserve the right to make decisions regarding the administration of medication. All prescription drugs must be in the original container with the original prescription label on the container, including the child's first and last names, date prescription was filled, medication's

expiration date and legible instructions for use. ICC cannot administer sample medications, medications prescribed for a sibling, or medications packaged in any container other than the original.

Hint: Ask your pharmacist for 2 labeled bottles so that you can keep one at home and one at ICC.

Communicable Disease Policy

Prevention

We work to prevent the spread of communicable diseases by practicing careful sanitation. Children and staff wash hands upon entering the classroom, before and after toileting and before meals.

Toys are washed regularly, and bedding is sent home to be laundered once a week. Each child uses only his or her own mat and bedding. Staff take First Aid, Communicable Disease, Child Abuse Recognition and Prevention and CPR trainings as required, and stay aware of possible safety hazards in the environment. We routinely cover sanitary hygiene practices and safety rules as part of our curriculum.

Illness

A day at Indianola Children's Center is easy and fun for a child in good health, but exceedingly demanding for one who is not feeling well. Sick children need the one-on-one care and unlimited rest and fluids that they can get at home. Bringing a sick child to school exposes him/her to other secondary illnesses and exposes the staff and other children to illness. Bringing a child back to school before all symptoms have subsided risks a relapse and further delays recovery. (Doctors recommend that children who have had a fever stay home one full day after the fever subsides). Tuition is still due, as usual, for the day/week that your child is out sick.

Families whose work schedules do not allow them to stay at home with a sick child need to plan ahead for the inevitable day when their child will be excluded from care. If you do not have a friend or relative who can care for your child in the event of illness, you should pre-register for one of the services that can care for sick children. The office can give you more information on these services.

Ohio issues the following guidelines on keeping children home, which ICC adheres to. Children who show signs of illness as follows should not be brought to the center. We do not have sufficient staff to keep a child indoors. If a child is well enough to come to the Center, they

Keep me home if:

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:

- (1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- (2) Diarrhea (three or more abnormally loose stools within a 24-hour period).
- (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- (4) Difficult or rapid breathing.
- (5) Yellowish skin or eyes.
- (6) Redness of the eye, obvious discharge, matted eyelashes, burning, itching or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- (7) Untreated infected skin patches, unusual spots or rashes.
- (8) Unusually dark urine and/or gray or white stool.
- (9) Stiff neck with an elevated temperature.
- (10) Evidence of untreated lice, scabies, or other parasitic infestations.
- (11) Sore throat or difficulty in swallowing.
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

should be well enough to play outside.

A child isolated due to suspected communicable disease shall be:

- (1) Within sight and hearing of a staff member at all times.
- (2) Cared for in another room or portion of a room away from other children.
- (3) Provided with a cot and made comfortable. After use, the cot shall be disinfected sanitized with an appropriate germicide, or if soiled with blood, feces, vomitus vomit or other body fluids, the cot shall be cleaned with soap and water and disinfected sanitized with an appropriate germicide.

Notify us if our child is diagnosed as having a communicable disease such as chicken pox, measles, scarlet fever, hepatitis, herpes, infectious diarrhea, or any other disease or parasite, so that we may notify other families. A "Parent Notification of Exposure" will then be posted on the doors of the classroom/s affected, so other families are aware. Your child's name will be kept confidential and will not be mentioned on this notice or told to any other families.

Children with communicable diseases such as impetigo will not be readmitted until we have received a statement or phone call from the doctor indicating that the child has been treated for at least 24 hours. Children with head lice will not be readmitted until the child has been treated with an approved medication and is free of all nits.

Accidents and Other Injuries

If your child is injured while in our care, an Incident form will be filled out, noting the time of the injury, what happened, how the injury was treated and by whom. We are limited to standard first aid procedures; we will not apply anything other than soap and water to a cut and ice to a bump or bruise.

If you do not find an explanation for an injury, do not hesitate to ask the staff. If an injury requires treatment beyond what can be provided at the Center, you will be contacted. In the event that a parent or approved guardian cannot be contacted, we will call the person that you have listed as an alternate in case of emergency. If we are unable to reach this person, your physician will be called. If medical attention by a physician is required and we have been unable to contact any of the people you have listed, we will call 911.

If a child becomes ill or injured and requires emergency treatment, the child will be transported to the location specified on the emergency transportation authorization form. A child safety restraint will be used if traveling by car or emergency vehicle. A staff member or the director will travel along with and stay with the child until parents or guardians arrive. This staff member will also have the child's health records and other forms with them. Parents will be called immediately.

Other Program Information

Classrooms

The Indianola Children's Center classrooms are designed to help children explore and integrate a variety of play experiences. All of the programs offer spaces for sensory play, block building and construction play, dress-up and dramatic play, sorting, counting, and design work, book reading and other literacy work, quiet alone time, and more. In addition, all of the programs may use the downstairs Youth Room area during the fall, winter and spring for indoor movement games and active play.

Daily schedule

Each classroom has a daily schedule designed by the teachers to meet the needs of the particular children in that group. These schedules may change from day to day depending on class interests and activities, but everyone has a fixed schedule for morning snack, lunch, afternoon snack and rest time. The remainder of the day consists of a balance of flexible times where children are free to interact with each other and the environment, and teacher-facilitated times with small or large groups. Every day there are at least two active play times scheduled either outdoors or inside. Special events may include routine walks, cooking projects, visits from community resource people, and other special events to support children's project work.

Bathroom times

Teachers provide a few times during the day for routine trips to the bathroom. Before children leave the building for outdoor trips or play, before lunch, before nap time and following wake-up from nap, staff will invite children to try sitting on the toilet. After each time of using, or attempting to use the toilet, teachers will ensure that children thoroughly wash their hands with soap and water. The single most significant thing parents can do to keep their children healthy is to teach, model, and reinforce proper hand washing. Children will occasionally have toileting accidents. This is a normal part of childhood. We do not make a big deal out of these accidents. ICC is unable to accommodate the use of cloth diapers.

Remember to provide your child with extra underwear, pull-ups, diapers, wipes, clothes, etc.

Animal Policy

To insure children's health and safety, we follow licensing guidelines regarding pets. We keep the pets at ICC in well-managed, clean cages and containers. Classrooms with pets make it a part of their weekly routine to ensure that these pets are well cared for and that the space is kept clean and free of germs. On the rare occasion that children touch the animals, they are asked to wash their hands with soap and water immediately afterwards. We understand the desire to bring family pets into the classroom, however prior approval from the office must be obtained before doing so. Leash your family pet safely away from where children play.

Naps

Children in the Toddler and Preschool programs rest in their rooms on assigned cots for at least one hour each day. Each child brings a small blanket, pillow and soft toy from home. Parents are expected to take bedding home at the end of each week and wash it. Make sure to bring it back to school on your child's next school day. Children generally start their rest time between 12:30 and 1:00, and get up between 2:30 and 3:00, depending on the age group. Quiet activities (books, stories read aloud, quiet toys) may be provided for those children who do not need to sleep. Any variation in nap routine should be negotiated between parents and teachers.

Birthdays

If you would like to celebrate your child's birthday in the classroom, let the teacher know in advance. You may bring in healthy treats to share with the class. We encourage you to bring things low in sugar content. Check with your child's teacher regarding any food allergies or dietary restrictions in your child's group. Donations in the child's name of books, puzzles etc. are always welcomed.

Part-Time: If you are a part-time family and a special activity or event is scheduled on an off day, your child may attend event without additional charge. However, they must be picked up within a half hour of activity's completion or the daily rate will be charged.

Water Play Policy

During the summer months, children have the opportunity to participate in other water activities. Preschoolers and toddlers will participate in these activities that **do not** exceed 2 feet of water. Any swimming or water play that does not exceed 2 feet does not require a permission form.

Holidays

There are many kinds of holidays celebrated. Each is special and wonderful to the families who celebrate them. It is our goal at ICC to craft an approach to holidays that reflects the children and families in our program and that acknowledges the wider world in which we live. Holidays are an opportunity to live our commitment to anti-bias practices at ICC.

Concerns and Grievance Policy

ICC adheres to the Peaceful Conflict Resolution Model and requests that families use this model when communicating grievances and concerns. As partners in caring for your children, we take your comments, concerns and grievances seriously. We wish to fully resolve any problems or concerns in a respectful manner. We encourage you to attempt to communicate and/or resolve your concern directly with the person or persons involved. follow the below process:

1. Speak to the person/staff member directly.
2. If not resolved fully, speak to the Director.
3. If not resolved fully, request and work with a 3rd Party Mediator.
4. If not resolved fully, request a meeting or agenda time with the ICC Board of Directors.

If you or your child has a specific concern or problem with a teacher in your child's room, the situation should be brought up to that individual teacher before coming to the Director. If, then, you feel that your child or children are not satisfied with the care that is received or if you have any comments, questions, or concerns, talk to the Director. We will do our best to take care of any concerns that you may have in a peaceful and respective manner. Mediation services are available upon request.

School Closures

Weather: We will make every effort to remain open on days of snow, ice, power outages, water main outages, etc. However, in the interests of safety, ICC WILL close for a Level 2 Snow Emergency, when OSU closes or in the event that the weather conditions threaten the general safety of the ICC Community. A separate notification for ICC will not be made on TV or radio. However, ICC will attempt to post updates on the Home Page of our website and/or ICC Facebook page, as availability allows. ICC will decide to close by or before 6 a.m. As availability allows, we can call or email notification of Center's closure.

Regular tuition is due for the closed days, including emergency closures, snow days, etc., and tuition policies pertain to that program.

A calendar of scheduled closures will be distributed to families each fall, covering the period of September through August. Signs and/or email will be posted reminding families of closures.

The Center is closed on the following days:

- New Year's Day
- Rev. Dr. Martin Luther King, Jr. Day
- Memorial Day
- Independence Day July 4th
- Labor Day
- Wednesday before Thanksgiving, Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day* (*Subject to change each year)

*Holidays falling in a Saturday will be observed on the Friday before.
Holidays falling on a Sunday, will be observed the following Monday.*

- The Center is closed twice/year for staff professional development days and workdays which are announced in advance.

Part-Time Enrollment Information

When available, ICC enrolls children on a part-time basis. Children who are enrolled on a part-time basis are enrolled Only for their scheduled times or days. In order for ICC to maintain appropriate staff to child ratios, any deviation from your contracted days must be submitted in writing to the Director for prior approval. The Director/staff has the right to refuse a child who is trading days/times, if the unscheduled days have not been approved ahead of time and/or changes the ratio of a classroom.

Sick/Absent Days

Follow the guidelines for sick children. Call or email the center to let us know you are not bringing in your child. If your child is sick on the scheduled day/time of your part-time contract, contact the Director for approval of switching days. You are expected to pay the tuition for absent days.

Holidays/School Closures

If a holiday or school closure falls on your schedule part-time day, you are expected to pay the tuition, as usual. You may contact the Director for written approval for an additional day at the ICC tuition daily rate.

Field Trips

If the field trip is scheduled for your child's normal day off, your child may attend the field trip without additional charge. However, they must be picked up within a half hour of our return, or the daily rate will be charged. Another option is to get written approval from the Director to switch days for that week only.

Additional Days to Regular Schedule

Sometimes families need additional days for a special occasion or emergency. Contact the Director and get written approval for additional days. The daily rate is charge for any/all additional days that ICC provides child care.

Tuition Payments

Tuition is due on Tuesdays. plan ahead and provide you tuition by Tuesdays. If tuition is not received, a late fee is charged. See tuition and fees for details.

Enrollment Changes School Year and Summer

ICC is a year-round preschool program, employing teachers full-time. Families who opt to take the summer off and plan to return for the School Year will be charged a non-refundable weekly holding fee. This weekly holding fee is half the rate of your regular tuition. As with all payment policies, the holding fee is due by Tuesday end of business day. Any childcare needed during the non-enrollment must be arranged in writing with the Director's approval, charged at the daily rate. If the child does not return to ICC, a 2-week written notice is required.

Physical Activity and Outdoor Play

ICC recognizes the importance of daily activity for the physical health and wellbeing of children. It is recommended that preschoolers should accumulate 60 minutes of structured activity daily AND engage in at least 60 minutes and up to several hours of active play each day. Preschool age children should not be sedentary for more than 60 minutes at a time except when sleeping.

Indianola Children's Center ensures that all children accumulate at least 60 minutes of structured, teacher-led physical activity throughout the day. Opportunities for physical activity will be incorporated into other lessons and classroom teachers will provide short physical activity breaks.

between lessons or activities as appropriate. Center staff will not use physical activity or withhold opportunities for physical activity as punishment.

Physical Activity Policies:

- Opportunities for physical activity will be incorporated into other lessons and classroom teachers will provide short physical activity breaks between lessons or activities as appropriate.
- Center staff will not use physical activity or withhold opportunities for physical activity as punishment.
- Television, video, and computer time are used only in conjunction with a director's pre-approved curriculum idea.

Outdoor Play and Fun for All Seasons

Outdoor play is a highlight for most young children! We believe that children need to go outdoors everyday. They need to fill their lungs with fresh air and have space to develop their large muscle skills. In order to understand the seasons, they need to experience them, hot, cold, wet or dry. The warm sun, cool wind, crackling leaves, wet rain, dry air and the smell of green spring leaves are all wonderful. We avoid taking the children out in a heavy downpour, but you may see us out in a light rain. Our outdoor policy states that the children will spend at least one hour daily outdoors every day during "good weather". Your question may then be "what constitutes good weather?" We consider "good weather" to be around or close to freezing, taking wind chill into consideration during the winter months. We look at the heat index during the summer months, abbreviating our outside time to fifteen minutes with scheduled breaks for water during the hottest days. If we deem the weather unsuitable for outdoor play, we will do large motor activities inside.

During the very cold months of winter, or the extremely hot days of summer, we abbreviate outdoor time, accordingly. Some days we may go outside for only five minutes. We are mandated by state law to take the children outside. If you do not wish for your child to go outdoors, because you believe their cold will worsen, we ask that you keep your child at home on those days

as our staff ratio requirements cannot be met if one teacher is inside with one child. Parents, who wish to excuse their children from outside play, must have a doctor's note.

Clothing and Dress for Indoors AND Outdoors

Our program strives to elicit in each child a strong sense of the imagination, empowerment, increased mobility and motor skills, respect for self and for others, healthy living, and environmental responsibility. Toddlers and Preschoolers are exploring and discovering. Children do a great deal of physical movement both in the classes and on the playground. In addition, although we try to protect children's clothing from such mediums as paint, play dough, snacks, water, etc. keep in mind that spills do happen. For these reasons, we ask parents to send their children in appropriate, comfortable clothing that is durable and highly washable.

While most of the art materials we use are washable, some fabrics do not wash well. There may be occasions when we use materials that are not washable. In these instances, we will send home a letter advising you to send your child in clothing that may be stained. Dress your child with appropriate clothing for the weather and footwear that will not slip off while running or climbing. Children WILL get dirty, embrace the elements, and be empowered to face challenges in a supportive and safe outdoor environment. Remember that your child must come to school prepared for cold weather play. Your child will not be excused from outdoor class time, so bring a warm jacket, snow boots, a hat and mittens. If children get wet while playing outside, we make sure that they are changed into dry clothing as soon as possible.

Make sure that you always send clothing to keep your child warm, and dry. If we feel that your child does not have sufficient clothing to keep them warm we will find something extra for them to wear from our spare clothing box.

During the summer months, hats and sunscreen are a must. If the children are dressed appropriately, outdoor play is fun and the fresh air is extremely healthy! And finally, replenish your child's supply of clean and dry clothing on a weekly basis, and as needed.

(P.S.: We also take hand-me-downs for our extra supplies.)

Withdrawal from ICC

At least a 2-week WRITTEN notice is needed before withdrawal from the Center. Written notice is given to the Director. All fees must be paid before child is withdrawn, and any fees not paid will be turned over to an agency for collection. Account discrepancies must be addressed and resolved prior to last day.

2-Week Security Deposit Return

When you give written notification to withdrawal from ICC, you should continue to pay your tuition, as usual. ICC regularly provides balance statements and can provide one upon request, including amount of your 2-week security deposit. If you have a dispute about your balance due or credit, we would like to resolve that prior to your child's last day at ICC.

If your child withdraws from ICC prior to a 2-week written notice, your deposit will be applied toward the time frame. You are still responsible for paying any outstanding balance due. ICC will return your 2 week deposit amount after the final enrollment date, within 30 days. provide us with accurate forwarding address and information if applicable. This will also apply to the Child Care Tax statement issued at the end of the year.

Because you are officially withdrawing your child, and you will receive your deposit back, if for some reason, you were to re-enroll your child at ICC, you will be expected to pay a new 2-week deposit at that time.

Please use the following Form for ICC Withdrawal. *Email or turn into the office 2 weeks prior*

Date: _____ Name of Child/Children: _____
Classroom: Toddler Preschool

I/We, _____, are withdrawing _____ from Indianola Children's Center. This is our official written 2-week notification that my/our child will no longer be attending ICC, as of _____ Effective Date. I am aware that any unpaid tuition or past due amounts will be deducted from my 2-week deposit. I am aware any co-payments, late fees, unpaid tuition, etc. will be sent to a collection agency until paid in full. If I am eligible for funded childcare, I am aware that I may not be eligible for other such child care services until my past due amounts with ICC are paid in full.

Signature: _____ Today's Date: _____

For Office Use Only: Date Withdrawal Notice is Received _____
Past Due Amount: _____ Payment Schedule Agreement: _____
Staff Signature: _____ Date: _____

Handbook Policy Acknowledgement

I/We _____ have read and reviewed the above policies and understand them fully. I/We agree to adhere to our scheduled days/times that my/our child is attending ICC. We agree to request, in writing, any changes in our schedule. We are aware that any changes in the schedule are subject to Director's Approval and/or Staff Availability.

Signature: _____ Date: _____

Signature: _____ Date: _____

Tuition and Fees for Indianola Children's Center

Registration

Indianola Children's Center has 3 classrooms: **Toddlers** (18 months - 36 months), **Preschool** (3 - 5 years) *We are not licensed to serve infants or toddlers under 18 months.*

To enroll at Indianola Children's Center, submit completed application with **\$55.00 non-refundable registration fee.** We accept check or money order, made payable to Indianola Children's Center or ICC. Cash payments may be made in person. Application & fee must be paid prior to child's start date. Send to: 1970 Waldeck Avenue; Columbus, OH 43201.

Interest List: If there is no immediate availability in the desired classroom, your child is added to our interest list. Note: list can be especially long for toddler children 18-29 months, due to our building limitations for this age group.

General Fees & Charges

- There is a **2-week deposit**/child, based on class rate. Deposit is refundable, based on details in Parent Handbook.
- A **quarterly \$25.00 activity fee** is due upon enrollment and by the first Tuesday of each quarter.
- For families with two or more full-time enrollments, there is a 10% discount off lower tuition rate.
- **Late fee: \$20/week** late fee is charged for payments not received by Tuesday, end of ICC's business day.
- Family co-op is available to reduce tuition. See director and handbook for details.
- **ODJFS Title XX:** slots are limited on a first-come, first-served basis to those who submit completed application and **\$55 non-refundable registration fee.** Co-payment is due 1st of month. Parents pay quarterly activity fee.
- See handbook for additional information including summer enrollment, summer holding fee, etc.

Full-time Enrollment (Monday through Friday between 7 a.m. and 6 p.m.)

Toddler (18-30 Months)

\$245.00/week

Toddler (30-36 Months)

\$235.00/week

Preschool (3-5 years)

\$225.00/week

Part-time Enrollment (M/W/F or T/Th; between 8 a.m. and 5 p.m. on scheduled days)

- At time of enrollment, days of the week are set as scheduled. Any change in days of week is put in writing and pre-approved with director, paid at daily rate.
- *Other part-time slots may become available on a case-by-case basis, as space and staffing permit.
- See ICC Parent Handbook for more information about part-time agreements.

Toddler

Part time available by request only

Preschool

M/W/F: \$170/week

T/Th: \$120/week

Daily Rate: \$60.00/day



Sample Transition Letter

Date:

Dear _____:

We're pleased to share with you that it's time for _____ to transition to the preschool room. The _____ tuition is currently \$____/week and will go into effect on _____.

To help _____ adjust to the new room, new classmates and teachers, we have arranged for her to visit the new classroom periodically throughout the week of _____.

Your signature below indicates that you grant us permission to allow _____ to participate in our transitioning process.

We appreciate your cooperation and look forward to _____ new beginning!

Sincerely,

Anna

Parent/Guardian Signature _____

Date _____