



2018-2019 Parent Handbook

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Bright, IN 47025
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www.godsbrighttreasures.org

Dear Parents and Families,

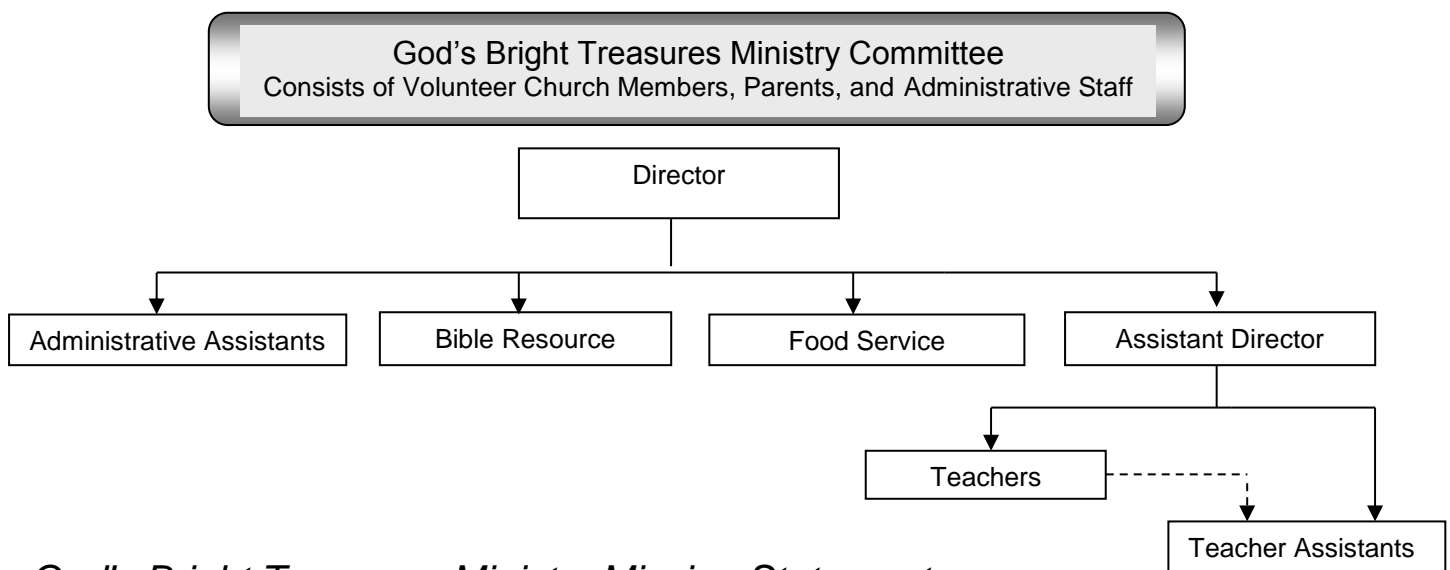
We would like to welcome you to the GBT family. Our staff is appreciative of the trust you place in us to care for your child. We hope you find this Parent Handbook helpful in learning about our programs, policies, and procedures. ~ Please let us know if there is anything more we can do to help you.

Sincerely,

The Staff of God's Bright Treasures Ministry

The God's Bright Treasures Ministry Organization

Sponsored by Dearborn Hills United Methodist Church (DHUMC) as part of Children's Ministries and education. God's Bright Treasures Ministry, Inc. (GBT) is a corporation responsible to the God's Bright Treasures Ministry Inc. Board of Trustees.



God's Bright Treasures Ministry Mission Statement

The mission of God's Bright Treasures is to offer a balanced program that nurtures a child's growth spiritually, emotionally, physically, socially and intellectually.

We believe that children learn best by exploring through senses and by participating in a Christian environment. The process of any activity is more important than the end product.

"For I know the plans I have for you", declares the Lord, "plans to prosper you and not to harm you, plans to give you a hope and a future."

-- Jeremiah 29:11

Philosophy of God's Bright Treasures Ministry

- * We believe that early and middle childhood is a time for children to experience warmth, security, and to learn through guided exploration and discovery.
- * We believe that children are creative and eager learners.
- * We believe that all children are God's children and all children are welcome at God's Bright Treasures Ministry.

Standards of Operation

God's Bright Treasures Ministry Inc. is a Registered Childcare Ministry with the Indiana Family and Social Services Administration and complies with the standards put forth by that department. The God's Bright Treasures Committee oversees and advises the administration of this ministry. The Director, Assistant Director, and Administrative Assistants are responsible for the daily operation and administration of God's Bright Treasures.

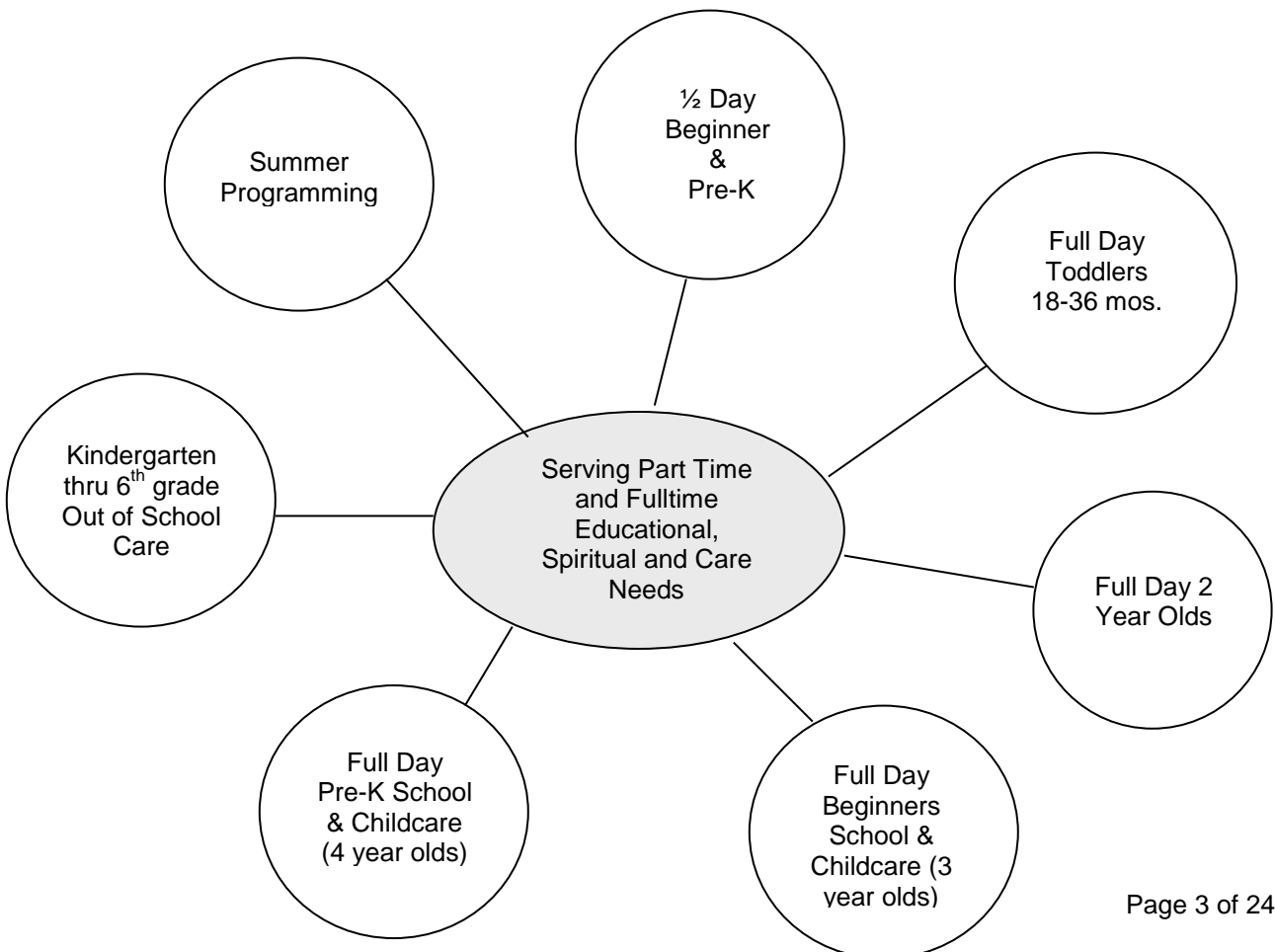
Curriculum

Designed as an outgrowth of our mission and philosophy, the curriculum at God's Bright Treasures is centered on the developing skills and needs of the young children entrusted to us. Our teachers develop and implement a wide range of activities that follow a monthly outline of Christian themes and readiness skills. While at God's Bright Treasures Ministry, your child will be participating in age appropriate and developmentally appropriate activities that include Bible stories, conversation and sharing of ideas and happenings in their lives, stories, songs, finger plays, creative art activities and crafts, cooperative games, large and small muscle activities, science and nature activities, exposure to letters, numbers, shapes and colors. The children also celebrate holidays and birthdays with their classmates. Chapel service is held with the children. Assessments and observations are conducted periodically to aid our understanding of the effectiveness of our programs. GBT staff and/or qualified consultants will be involved in making these assessments and observations. Individual student progress reports will be shared with parents throughout the school year.

Substitute Teachers

Occasionally a teacher in your child's class will be absent for vacation, illness, or personal reasons. When this occurs GBT will arrange for a substitute teacher.

God's Bright Treasures is "Educare" for Children



Program Definitions and Hours of Operation

All programs are structured by **age according to state residency and kindergarten cut off dates**. Dearborn Co. Indiana uses **August 1** to determine age, while Hamilton Co. in Ohio uses **September 30**.

½ Day Preschool – This 3 hour Christian based school type setting provides a preschool experience to children prior to entering kindergarten. These children do not require childcare services from GBT. Classes begin after Labor Day and conclude prior to Memorial Day. School is not in session on Holidays and class is dismissed for Fall, Christmas, and Spring Breaks. Class may be delayed or cancelled due to inclement weather. Please see the section titled “GBT Inclement Weather/Emergency Closing Procedures” for detailed information. Tuition rates are covered in future sections of this handbook.

Beginners – children who have turned 3 on or before the cut-off date of the current school year. This class meets twice per week, each Tuesday and Thursday in either the morning or the afternoon. Class times are 8:15 – 11:15 a.m. or 12:00 – 3:00 p.m.

Pre-Kindergarten (Pre-K) – children who have turned 4 on or before the cut-off date of the current year. This class meets three times per week, every Monday, Wednesday, and Friday in either the morning or the afternoon. Class times are 8:15 – 11:15 a.m. or 12:00 – 3:00 p.m.

Full Day Educare – This Christian based program provides a safe, friendly, Christian environment for your child while you are away at work. It is a blend of preschool education and childcare for children ages 2 – 4 years old. Scheduled days of attendance are to be consistent week to week. For example, you may enroll for 3 days/week, but you must specify the same three days each week. Drop off and pick up your child at your convenience between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. Services are offered year-round although you may wish to enroll for less than 12 months. Please see the section marked “closings” for a list of our scheduled closings and our inclement weather/emergency closing procedures. Tuition charges and credits are covered in future sections of this handbook.

Starters - children who have turned 2 on or before the cut-off date of the current school year

Beginners - children who have turned 3 on or before the cut-off date of the current school year

Pre-kindergarten (Pre-K) - children who have turned 4 on or before the cut-off date of the current school year

School Agers – Kindergarten thru 6th Grade

- **Out of School Care** – This program provides care anytime that a student is out of school. Examples are before and/or after school, Fall Break, Christmas Break, Spring Break, Summer Break and Snow Days, School Delays and School Cancellations. Children may arrive at GBT as early as 6am and must be picked up prior to 6:00 p.m.
- **During the School year**, GBT Bus service is provided by Sunman Dearborn School District to and from NDES, Bright Elementary and Sunman Dearborn Middle School. GBT requires that children be enrolled a minimum of 3 days per week. Children enrolled for before or after school care have the benefit of attending all day when school is not in session, such as Fall Break, Christmas holidays, Spring Break, and teacher in-service days. Additional fees will apply.
 - Children enrolled for “Before School” only are guaranteed additional care on their scheduled days for Sunman Dearborn delays and cancellations (not for early dismissals).
 - Children enrolled for “After School” only are guaranteed additional care on their scheduled days for Sunman Dearborn early dismissals and cancellations (not for delays).
 - Children enrolled for “Before & After School” are guaranteed additional care on their scheduled days for Sunman Dearborn delays, early dismissals, and cancellations.
 - Special arrangements for additional care may be available by contacting the GBT office. The Directors will make special accommodations as space and staff to student ratios

allow. Parents are urged to notify the GBT office when their child will be absent, thus allowing the possibility to accommodate another GBT family.

Please see the section marked “closings” for a list of our scheduled closings and our inclement weather/emergency closing procedures.

- Summer – GBT offers summer care and activities for school age students while on summer break. Activities vary summer to summer, but have included weekly trips to a local public pool, the North Dearborn Branch Public Library, STEM camp, art classes, dance or physical fitness instruction, praise team, bike days, G rated movies, and electronic days. There is no minimum enrollment requirement for summer session.

Schedule Changes – GBT will attempt to accommodate your child when they need to attend on a day that they are not enrolled. The Director will make this determination based on staff to child ratios. Families will be charged an additional rate for these exceptions. We are sorry, but exchanging days without incurring additional cost is not permitted. To permanently reduce the number of days of enrollment (and reduce charges) please complete a Child’s Schedule Change Form 2 weeks in advance. Change fees will apply if 2 week advance notice is not met.

Late pick-up - The programs at GBT close promptly. We request your cooperation in picking up your child before the posted closing times. Weather and traffic conditions should be considered when making pick-up arrangements. Late fees will be assessed as follows:

Less than 15 minutes late = \$10.00 fee/child
15 - 30 minutes late = \$20.00 fee/child
30 - 45 minutes late = \$25.00 fee/child
45 minutes - 1 hour late = \$30.00 fee/child

In the event that an emergency has arisen, please call and inform the center that you have been delayed, however, this will not waive the late fee. While we understand that emergencies do arise, we ask that, each family have a back-up plan so that another authorized individual can pick your child up at these times.

Continual tardiness in picking a child up will necessitate the dismissal of a child from our program.

Closings - Normal tuition rates will be charged for closings. Educare and Out of School families may wish to use their annual tuition credits to offset some of these expenses. See the “Tuition Credits” section for specific information.

- Holiday Closings: God's Bright Treasures will close in observance of the following 10 holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day, New Year’s Eve and New Year’s Day. We also reserve the right to close for teacher training days and days deemed otherwise necessary. However, these days are limited and will be announced well in advance.
- Inclement Weather/Emergency Closings:
GBT closings & delays are communicated via television & web site listings. Closings are GBT program specific and will be reported through **WCPO (channel 9) and WKRC (channel 12)**. The web sites for these two news stations are: www.WCPO.com & www.local12.com. If GBT is open, but you elect not to travel in the adverse conditions, please be sure to call the GBT office at (812) 637-6830 and advise us that your child will be absent.
 - ½ Day Preschool – this program follows our public school system, Sunman Dearborn Community Schools, inclement weather closings & delays. Please look for “Sunman Dearborn”

- ½ Day Preschool will be in session on 2 hour delays. Please use your discretion in driving in inclement weather.
- Full Day Educare – Look for “God’s Bright Treasures” on the school closings & delays list.
- Out of School Care
K – 6th Grade latchkey - look for “God’s Bright Treasures” on the school closings & delays list.

WHEN COUNTY ROADS CLOSE TO NON-EMERGENCY TRAVELERS, ALL GOD’S BRIGHT TREASURES MINISTRY PROGRAMS WILL ALSO CLOSE. Dearborn County Commissioners determine and communicate this situation.

Registration

Registration is held annually for all children. Priority registration is available to families currently enrolled with GBT or attending Dearborn Hills United Methodist Church. At the time of registration, **non-refundable** registration and supply fees are due. Parents can apply for enrollment of their child in GBT by completing the Enrollment Application and paying the Registration and Supply Fees. Initial enrollment is contingent upon receipt of the completed enrollment application, registration fee, deposit, immunization records, birth certificate and signed Parent Handbook receipt.

See the Rate Chart in this handbook or the Fee Agreement in the Enrollment Application for specific program tuition and fees.

Enrollment at GBT is open to children from 18 months through 6th grade. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

The Enrollment Application is not meant to serve as a contract guaranteeing service for any duration.

GBT reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at GBT is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of GBT as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify GBT immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child (ren) being dis-enrolled from the program and forfeiture of any deposit.

Tuition

Tuition is due prior to service. Checks or money order may be used to pay the initial registration fees and first week’s charges. All payments for tuition after that are to be paid using our online automatic system call Tuition Express. For the sake of safety, GBT avoids handling cash. The Tuition Express Automatic payment can be linked directly to your checking or savings account. With Tuition Express you may elect to push the payments from your bank account yourself or request that GBT pull the payments from your bank account. For the initial fees, there will be a \$25 fee charged for payments returned by the bank. Returned checks will not be re-deposited. Parents will be responsible for re-issuing a second payment. If a second check is returned, your child will be dismissed from the program.

See the Rate Chart in this handbook or the Fee Agreement in the Enrollment Application for specific program tuition and fees. Tuition rates do not include fees for field trips and extracurricular activities such as admission, transportation, souvenirs, or snacks.

Full-day Educare and Out of School tuition payments are due at the beginning of each week. Late fees are assessed on Monday evenings. If your child does not attend on Mondays, then payment must be made in the week prior. The annual supply fee is due with enrollment application. Registration and supply fees are non-refundable.

Half-day preschool tuition payments are due at the beginning of each month. Late payment fees are assessed the second day of classes each month. Down payment of one month of tuition is due by July 31st. Down payment will be applied to May's tuition. The annual supply fee is due with enrollment application. Down payments, registration fees, and supply fees are non-refundable.

Tuition is charged for every day that your child is enrolled, even if your child is not in attendance. Rates are computed with scheduled GBT holidays, child illness, and vacations in mind, therefore tuition rates will be charged for absences. There is no credit given for closings due to emergency situations or inclement weather.

Services may be suspended when tuition has not been paid. Parents may not be permitted to leave their children in the care of GBT or may be called to pick up the child if tuition payment has not been made. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at GBT; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

Tax statements for tuition payments are provided upon request to the Administrative Assistant.

Tuition Credits

After 3 consecutive months of attendance, children enrolled in the Full-Day and Out of School Programs are allotted tuition credit equal to one week of their enrolled days to be used for any absence at the discretion of the parents. Tuition credits may be used individually or grouped together to cover an entire week of absences.

- Children enrolled for 3 days/week receive 3 days of tuition credit per year
- Children enrolled for 4 days/week receive 4 days of tuition credit per year
- Children enrolled for 5 days/week receive 5 days of tuition credit per year

Financial Assistance

Financial assistance may be available to families currently enrolled in GBT. Please see the Director for more information.

Medical Emergencies

In the event of a medical emergency, we shall make every reasonable effort to contact the parents and/or doctor of the child. In the event the parents cannot be reached, we will attempt to contact the emergency person indicated on the registration form. In the event that emergency treatment is required, the child will be transported to the hospital or emergency facility that you have indicated on your child's registration. This information must be completed and on file with GBT when your child begins attending.

Medication

Prescription Medications

God's Bright Treasures Ministry administers medication prescribed to enrolled children when the medication is provided to GBT in the original container with the Rx label specifying the name of the child, dosage instructions, and authorizing physician.

Over-the-Counter Medications

Over-the-Counter medications such as Tylenol, Advil, Benadryl, Neosporin, etc. may be administered by God's Bright Treasures Ministry when:

- o Your child's GBT file contains a written Record of Medication Order (State Form 49968) from the child's doctor instructing GBT to administer such medication and includes dosage amounts. A physician's order is valid for one year. This Order may be completed in advance of or in anticipation of the need, such as headache, earache, sore throat, fever, etc...
- o The parent provides such medication in its original packaging to GBT with your child's full name written on the container. Sorry, siblings may not share medication.

All medications must be handed to the office staff. The parent must fill out a state required Parental Request to Dispense Medication form, which is located on the reception desk in the main hallway. Parents must fill this out each day that the child needs the medication. No medication is allowed in water bottles!

Physical Exams and Immunizations:

Each child must have a physical exam, which includes immunization history, on file with God's Bright Treasures Ministry no later than 30 days after the first day of the child's attendance. The physical exam is valid if conducted within 12 months prior to the first day of attendance. All immunizations must be up to date. Indiana State child Care Guidelines prevent us from providing service if these requirements are not met. Your child would be excluded from service until the requirement is met. In order to preserve your child's spot in the classroom, normal tuition rates will apply during their exclusion.

Illness

We realize that keeping ill children home is a hardship for working parents; however we encourage parents to exercise every caution and keep ill children home. If a child has been exposed to a contagious disease, he/she should be kept home and the illness should be reported to the center.

When your child is ill, we ask that you notify the office by 10:00am so that meals and staffing can be adjusted appropriately. Parents of school age children are asked to notify the office on days they will not be returning to GBT after school due to illness or after-school activity (the elementary school does not do this for you). If they do not return to GBT in the afternoon as scheduled, we assume they have missed the bus and may be at risk.

For the protection of all the children and staff at God's Bright Treasures, we cannot accept your child for care if he/she shows any of the following symptoms:

- Fever – Children must be fever free (without fever reducing medication) for 24 hours after an illness before returning to GBT. Should your child develop a fever greater than 100.1 while under our care, you will be required to make arrangements to pick up your child immediately.
- Diarrhea or vomiting
- Unexplained rash
- Discharge from the eyes or ears
- Lice
- Heavy and unusual nasal discharge
- Productive cough

We reserve the right to refuse services to any child who is exhibiting any of the preceding symptoms upon arrival at the center. We will also send your child home if symptoms develop during the day. In the case of extended illness, please notify the office so that arrangements can be made to hold your child's place. Normal tuition rates apply to all absences.

Birthdays and Special Occasions

We feel it is important to recognize your child on his/her birthday. Half-day preschool children with summer birthdays will be able to celebrate their 'half-birthday' during the school year. Should you decide to send birthday treats please adhere to the following guidelines:

- Appropriate treats: a book to share or donate to the class library; a parent or relative will visit the class to share a story or a special talent; frozen yogurt or ice cream; or pre-packaged items.
- Inappropriate treats: candy, gum, nuts, small toys, red juices or kool-aid.

The State Health Department requires that all food be prepared in Board of Health inspected and approved kitchens and therefore does not allow home-baked items (muffins, cake, cookies, cupcakes, etc.). We ask that you respect this ruling to avoid placing our staff or your child in an uncomfortable situation.

Birthday celebration arrangements may be made in advance with your child's teacher. This advanced planning prevents scheduling conflicts.

We ask that all parents refrain from sending party invitations to be handed out at the center. This can cause hurt feelings for children who would not be invited.

Communication

At GBT, we feel that communication between the center and a child's home and from the child's home to the center are essential to creating a positive and constructive atmosphere for each child. We strongly encourage each family to keep your child's teacher and/or office staff informed of any changes within your family that will affect your child, such as the birth of a sibling, change in family structure, a death in the family, moving, etc. This helps us to help your child through these transitional and sometimes challenging events. We respect the information that you share with us and observe confidentiality in these matters. Feel free to communicate through notes, phone calls or conversations.

Teacher parent conferences for our full and half day programs are scheduled upon request. These conferences are not mandatory, but are designed to give teachers and parents time to discuss how each child is doing at GBT and any pertinent information that parents feel they need to share. To make this time as productive as possible, we ask that children not attend these conferences.

God's Bright Treasures provides weekly parent newsletters and a monthly calendar to keep families informed. The curriculum is available upon request for parents to survey. This can be done by stopping by the office and making your request known. Additionally, teachers may utilize a 'daily report' sheet. This will keep parents informed about how a child's day has gone and can be useful in alerting parents to potential problems or difficulties that a child may be experiencing. Teachers will fill these out as necessary. However, parents may request these be filled out more frequently.

Photo Use

Individual and small group pictures are used to capture special moments in the school life of your child and to create take home memories, miscellaneous class projects for each child, and slide presentations for special parent programs. This means that your child may appear in a picture that goes home with another child for their special memories, or in a slide show presented to GBT families. Objections to our use of your child's photo in this manner must be submitted to the Director in writing.

Confidentiality

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality

Policy protects every child's privacy. Employees of GBT are strictly prohibited from discussing anything about another child with you.

Parent Involvement

God's Bright Treasures maintains an open door policy for our parents. Parents are welcome and encouraged to visit at any time. When you have the opportunity to visit, we ask that you be respectful of the activities occurring in the classroom and keep in mind that the teacher's priority and attention during class time is the children. If you have questions or comments about your visit, you may stop at the office. If you would like to speak with the teacher about the visit, we ask that you allow the office to setup a special time to talk. Special requirements are noted in the Parent Participation/Volunteers found later in this booklet for more information.

Parents are welcome and encouraged to volunteer to help with classroom activities, class parties, special events or field trips. Please express your interest to your child's teacher so they can help you to be as involved as is reasonable.

Regretfully, siblings cannot be present during class visits, parties, field trips, or when you are volunteering in the classroom. We cannot be responsible for the supervision of additional children or accommodate them with food or prizes. We thank you for your cooperation in this matter.

Rest Periods

Children enrolled in the full-day Educare program receive a rest period daily per registered ministry guidelines. One small blanket, travel size pillow, crib sheet and cuddly all marked with the child's name may be sent for the child to use at rest time. All children are provided cots for this time. All blankets, sheets and pillows must be taken home and laundered weekly.

Discipline

The word 'discipline' comes from the word 'disciple', which means, 'to teach'. At God's Bright Treasures Ministry we believe that helping a child learn self-control is as important as the other learning that takes place for each child. As responsible adults, we feel it is a shared responsibility between parents and teachers to help a child learn to control his own behavior and impulses. Like much of a child's learning, this takes time and patience coupled with appropriate guidance. Children need to learn that they choose their responses and actions in all situations and that those choices lead to positive or negative consequences.

The staff of God's Bright Treasures Ministry encourages positive behavior in each child by giving positive verbal feedback about a child's behavior. This helps the child to feel good about making positive choices and serves as an example to the other children as to what they can do to receive this same praise. Asking a child to stop and think about negative behavior and the consequences enable the child to work toward self-control.

At times, the teachers may find it necessary to separate a child from the group. We call this "take a break". This is used for situations in which a child has not responded to the teacher's request for acceptable behavior. This break provides the child with time to calm down, be reminded what behavior is required and is followed up with a conversation with the teacher so the child can begin again with the class with the expectation for the desired behavior clear.

If inappropriate behavior persists the parents will be notified. The behavior may necessitate a conference with the parents to discuss how we can all work together to improve the child's behavior. In extreme cases, the parents will be contacted and asked to pick the child up for his/her own safety as well as the safety of the other children.

At God's Bright Treasures, corporal punishment is not considered to be an accepted or appropriate method of dealing with young children's behavior. While in our care, children will not be hit, slapped or spanked in any manner. GBT reports suspected child abuse and neglect.

Mandated Reporting Of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of GBT are considered mandated reporters, under this law. The employees of GBT are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at GBT take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of GBT cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Parent Code of Conduct

GBT requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of GBT is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of GBT but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

Swearing/Cursing:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threatening of employees, children, other parents or adults associated with GBT:

Threats of any kind will not be tolerated. In today's society GBT cannot afford to sit by idly while

threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

Physical/verbal punishment of your child or other children at GBT:

While GBT does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking:

For the health of all GBT employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of GBT. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Violations of the Safety Policy:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of GBT. Please park in marked parking spaces only. The area directly in front of the entrance is a no parking zone. Children must be accompanied by an adult when entering or leaving the facility. Do not leave any child in your automobile unattended. When a school bus is picking up or dropping off students, immediately stop your vehicle and wait until the bus begins to move.

Confrontational interactions with employees, other parents or associates of GBT:

While it is understood that parents will not always agree with the employees of GBT or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Violations of the Confidentiality Policy:

GBT takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with GBT. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

PARENT'S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at GBT, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) GBT must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with GBT, both parents shall be afforded equal access to their child as stipulated by law. GBT cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, GBT suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. GBT staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of GBT will accompany visitors at all times, throughout the center.

GBT will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, GBT cannot have a child at the agency when the child's parent is prohibited access. GBT will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

DISMISSAL

GBT reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within three weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. GBT will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if

they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by GBT.

WITHDRAW

In the event that you find it necessary to withdraw your child from any GBT program, you may do so at any time. We do request a two-week written notice informing us of the date the withdrawal is to be effective. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded. Should a parent wish to re-enroll their child, they will be assessed the previously mentioned non-refundable registration fee/child. The ½ Day Preschool Downpayment is intended to be used for the last month of service, and is non-refundable.

Parents who wish to change their child's days or times of enrollment at GBT, may submit a request to do so 2 weeks before the change is to happen with the Center Director or Administrative Assistant.

The Center Director will notify the parents if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdraw.

COURT ORDERS EFFECTING ENROLLED CHILDREN

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) GBT must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. If conflicting court orders are presented, the most recently dated court order will be followed.

In the absence of a court order on file with GBT administration, both parents shall be afforded equal access to their child as stipulated by law. GBT cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, GBT suggests that the parent keep the child with them until a court order is issued.

Once presented with a Protection from Abuse Order or a Restraining Order, GBT is obligated to follow the order for the entire period it is in affect. Employees of GBT cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. GBT will report any violations of these orders to the court.

ARRIVAL PROCEDURES

Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility.

- Upon arrival, all **full-day** children should be taken directly to their classrooms by their parent. Each child must be checked in daily at the computer check in/out station located at the main entrance. Parents

are responsible to be sure that their child's belongings are placed in the correct cubby each morning and that their child is in the correct room before leaving the premises.

- Parents of children enrolled in the **half-day** program will receive instructions from the teachers about the drop-off and pick-up procedure.

No child may be dropped off at the entrance of God's Bright Treasures and expected to see themselves to their classroom.

GBT discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. GBT believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of GBT are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Adults only are to use the code box to enter the building, computer to check in/check out and emergency button to exit the building.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

GBT does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at GBT.

NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on 3 occasions in one school calendar year to give proper notice of an absence will necessitate the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. GBT will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9:00am so as to maintain the appropriate numbers of employees to ensure ratios are met when the child arrives at school.

AGENCY'S RIGHT TO REFUSE ADMISSION

GBT reserves the right to refuse admission to any child at any time with or without cause.

GBT strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with registered ministry regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Registered Ministry Regulations.
2. The need to maintain compliance with Registered Ministry Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at GBT if the child were to be present at the center.
5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.
7. Money is owed to GBT.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

PICK UP PROCEDURES

Identification – Photo ID's will be required to compare to the names on file for authorized pick up until our staff becomes familiar with those individuals.

Full Day Educare - Parents or other authorized adult are required to check out the child from care on the computer located near the main GBT entrance. The parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, playground and/or parking lot. Parents are required to handle all business issues prior to checking out their child, and are required to directly exit the building once they have checked their child out of care.

Please take home all papers in the child's cubby/folder and empty their school bag each day.

Parents or persons designated to act "in loco parentis" should retrieve any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Only persons authorized to pick up your child are allowed to do so. We request a written note signed by the parent in order for someone other than the parent or those individuals listed on the registration form to pick your child up. Individuals unfamiliar to the staff will be asked to present identification when they arrive.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of GBT will contact local police and/or the other custodial parent should a parent appear to the staff of GBT to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, GBT staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of GBT to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of GBT will contact the child's parents, local police and Child Protective Services to notify them of the situation.

EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from GBT. In an emergency situation the child's parents will be called first. If they cannot be reached, the staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

GBT reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Should the school need to close in the middle of the day, an announcement may be made via local television and radio. School staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition refunded or reduced.

TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys or videos from home, unless specifically requested by the classroom teacher for use as part of the curriculum or special event. All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by GBT staff for safety and appropriateness, and may be prohibited at the sole discretion of GBT. GBT will not be responsible for lost or damaged personal items. Parents are responsible for enforcing this toy policy with their child.

Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy. If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

DRESS CODE

1. CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Outdoor play is an integral part of our curriculum. Children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. We recommend that the clothing be easily laundered. Please dress your child so that they are comfortable enough to enjoy their day at GBT.

Parents are discouraged from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots should be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Open toed, and/or open backed shoes present challenges when running, jumping, and climbing and expose children unnecessarily to bee stings, mulch splinters, and tripping injuries.

Children ages under the age of 6 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. GBT is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending GBT.

GBT will not be responsible for damage to or loss of valuables.

FIELD TRIPS

GBT occasionally supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. GBT provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a GBT sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with the center director at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

PARENT PARTICIPATION/VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

Any parent who volunteers in the classroom on a regular basis may be required to pay for and secure all criminal background checks, as required by our registered ministry regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

HEALTH AND SAFETY

- **ENROLLMENT REQUIREMENTS**

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance.

Immunization History - All children are required to have a complete up to date immunization record on file at GBT. This is per our registered ministry regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations. The waiver must be renewed annually in accordance with state guidelines.

Record of Physical Exam – Every child is required to have a physical health exam within 1 year prior to their start date.

Birth Certificate – Each child not attending elementary school is required to provide a copy of the official birth certificate. This allows GBT to verify the child's age and proper grade assignment, assign an Indiana Department of Education Student I.D. number, and to confirm parental rights. If someone other than those listed on the birth certificate have guardianship, then certain court documents will be required. See the center director for guidance.

- **CHILDREN WITH SEVERE ALLERGIES**

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by

the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director or Administrative Assistant.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases GBT from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided GBT exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

- **COMMUNICABLE DISEASES**

GBT follows all health/communicable disease policies as outlined in the American Red Cross Bloodborne Pathogens Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the American Red Cross.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children may be asked to present a doctor's note stating they are no longer contagious and can return to the program. GBT reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.1 degrees Fahrenheit or more as taken in the ear.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hour period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director or administrative assistant. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. GBT will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

- **BITING**

GBT recognizes that biting is a developmentally appropriate behavior for children under the age of 3. Parents with children in this classroom should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior in 2 year olds, and that the staff is working to identify situations, which provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children 4 years and older, who bite 3 times in a school year will have their services terminated since the safety of all the children in the program is of the utmost concern of GBT.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of GBT cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

- **DISPENSING MEDICATION**

Most medications may be taken at home. Any medication, including over the counter medications, to be given during school hours must have a Record of Medication Order (State Form 49968) signed by a physician/nurse practitioner. The form may be obtained in the GBT office or on our website. Parents may have the physician complete the Order in advance of the need, such as in anticipation of headaches, earaches, sore throat, fever, etc... A physician's order is valid for one year. Parents are responsible for providing medication. GBT does not provide any medication for children. GBT will only dispense over-the-counter and/or prescription medication that is in original, labeled, unopened containers. GBT will only give medication to the child for whom the Order is written and for whom the medication container is labeled.

Parents are required to sign in medication on the Medication Sign-In Form each day that medication is to be dispensed. The Sign-In can be found at the reception desk. Medication Forms, Medication Orders and medication are to be turned into the office.

Prior to administering fever reducing/pain medication, GBT staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

- **FIRE/EMERGENCY DRILLS**

GBT conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made

aware in advance of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child in or out of the program. Parents may feel free to wait with the child's class in the designated safe-zone outside the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

- **ALTERNATE SAFE LOCATION**

Should the administration of GBT or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the Bright Christian Church Building or other local building open & capable of handling our immediate temporary occupancy. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call. Efforts will be made for parent instructions to be announced on local TV and radio stations.

- **INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in the child's hanging file on the classroom door.

Parents or persons designated to act "in loco parentis" are required to retrieve any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

- **FOODS**

God's Bright Treasures provides morning and afternoon snacks for all children in attendance at snack times. Full-day children will be offered a lunch daily. A lunch menu will be posted monthly. Full day children are welcome to bring a nutritious packed lunch if they wish (no fast food please). This does not change the tuition. Lunch boxes look the same to small children and some are exactly the same. Please mark clearly all lunch boxes with the child's name. While we do not serve breakfast, full-day children are welcome to bring a nutritious breakfast from home until 7:45am; Breakfast will be cleaned up at 8:00am. All food item containers must be labeled with your child's name. GBT does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

GBT never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Any food given as a reward (i.e. lollipops, candy) may be consumed at GBT or placed in the child's cubby/school bag to be enjoyed at home.

GBT offers children a morning snack at approximately 8:30 a.m., a half-hour lunch at approximately 11:30 and an afternoon snack at approximately 3:00 p.m. GBT does not serve breakfast.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy sides. Candy and junk food will be reserved for a "dessert" when an adequate amount of their lunch has been eaten.

GBT curriculum focuses on developing healthy, well-balanced eating habits. Therefore, if parents elect to send a packed lunch from home, it must be a full, healthy lunch for the child. Lunches should include a sandwich (or main entrée item), side item(s) and a drink. GBT will provide milk and water for children who wish to have it with lunch. Side items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. All uneaten food will be placed back in the child's lunch container so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

GBT does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature-sized candies are permitted in a child's lunch as a treat. However, GBT staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.

GBT prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

GBT is unable to provide refrigeration or warming of packed lunches, therefore you will need to either send items that do not need to be refrigerated or heated, or pack food in containers that will keep the food at a safe temperature until consumed.

Please send an empty water bottle with your child daily.

FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

June 2018 – May 2019 Fee Agreement

Educare Full Day Program Rates

Toddler 18-36 months by 8/1/18 not toilet trained

- 5 Days \$170/week
- 4 Days \$148/week
- 3 Days \$120/week

Starters 2 Years by 8/1/2018 toilet trained

- 5 Days \$160/week
- 4 Days \$144/week
- 3 Days \$117/week

Beginners 3 Years by 8/1/2018 toilet trained

- 5 Days \$155/week
- 4 Days \$140/week
- 3 Days \$114/week

Pre-K 4 Years by 8/1/2018

- 5 Days \$150/week
- 4 Days \$136/week
- 3 Days \$111/week

Half Day Program Rates

Beginner \$175.00/month
Pre-K \$190.00/month

Out of School Services for School Aged

School Age Before & After School \$19/day
School Age Before OR After School \$15/day
School Age Full Day for Closings \$27/day
Drop-In Care for School Breaks \$40.50/day

\$65 Registration fee per child
\$30 Annual Supply fee per child
These fees are non-refundable

School Age Full Day – Summer/Breaks

5 Days \$135/wk
4 Days \$108/wk
3 Days \$81 /wk