

Parent Policy & Procedure
Handbook
For
Indy Kids Daycare
Doing Business As
Innocent Hearts Child Care



9269 Temple Avenue
Indianapolis, IN 46240
317-694-4123



Welcome to Innocent Hearts Child Care!

I am excited that you have chosen our establishment for your childcare needs! My staff and I have over 35 years' experience working with children in a variety of settings. We are excited to partner with you and look forward to serving you and your family. To facilitate a greater understanding between parents and Innocent Hearts Child Care staff, I have created this handbook. Included you will find our child care philosophy of education, business policies, daily schedules, and expectations.

Our mission is to provide a warm, nurturing, safe environment that welcomes all children and families. Childhood is an exciting time filled with lots of wonders, exploration, self-confidence, self-expression, independence, and the love of learning. We guide children as they learn to work together and negotiate new relationships, which foster an appreciation of differences in personalities and cultures. I also believe in a parent's involvement and that it takes a "village" working together to raise a well-rounded child.

Please find in the following pages information regarding our policy and procedures. I look forward to reviewing this handbook with you at our initial visit and answering any questions you may have. Please note, Innocent Hearts LLC. reserves the right to update policies and procedures as deemed necessary. You will always be notified in writing of any changes.

I truly appreciate you entrusting your child/children with us. Please carefully review this handbook and sign/return the last page entitled "Parent Agreement". Once again thanks you and please reach out to us with any questions or concerns. We welcome you and your child (ren) into our family!

Respectfully,

Sonya Winston
Owner, Director

Table of Contents

Welcome Letter	2	Late Pick up policy	12/13
Table of Contents	3	Payments and fees	13
Mission Statement	4	Child Custody	13
Philosophy	4	Television	14
Goals	5	Meals/Activities/Dress Code	14
Curriculum	5	Water Play/Toys	14
Drop off and Pick up	5	Emergency closings/backup care plan	15
Illness (Child/Provider)/ Substitute care	6	Birthdays/ Children with Special Needs	16
Medication/ Medical Emergencies	7	Suspensions	16
Discipline policy	7	Child Abuse, Neglect/Confidentiality	17
Biting	8	Changes to policy/Enrollment req./Term. Care	18
Open-door policy	9	Supplies	19
Parent Involvement	9	Parent Agreement	20
Daily Schedule/Rest/Infant Sleep policy	9/10/11	Enrollment Forms	21-30
Transportation and Field trips	12		
Hours of Operation/ Holidays/Vacation	12		

Mission Statement

At Innocent Hearts Child Care, we believe the purpose of early childhood education is to gain knowledge and experiences, which ultimately allows children to gain life skills needed to grow and flourish as adults in society. We believe that early childhood education is important, and because of this, we work to enhance children's individual strengths and foster their talents.

Philosophy

I believe the purposes of education are to gain knowledge and experiences that will allow students to gain the life skills needed to function in society. I believe that these knowledge and experiences allow people to become independent members of society. Early education is important to start seeing the strengths that should be fostered to grow so that children can become great assets to the world.

I believe that children learn best when they are taught under positive conditions and engaging environments. Therefore, we love to incorporate play based learning. Whether it be through role-playing, imaginative play, or story time. Allowing children to learn while using their imagination gives them some ownership in the learning and better understanding of the concepts.

The curriculum of any classroom should include certain "basics" that contribute to children's social, emotional, intellectual, and physical development. These "basics" in my classroom include music and movement, art, reading, math, and circle time activities. All those activities must also incorporate physical and affective aspects to develop a well-rounded and happy child.

Children learn best in an environment that promotes learning. I believe some features of a good learning environment include a happy, safe, and nurturing atmosphere. I think the key feature is nurturing. I believe that without nurturing, learning simply cannot take place. I believe that each child is unique, and I will get to know the children as individuals.

A teacher should have certain qualities and behave in certain ways. Qualities I think are important for teachers are to be nurturing, to have the ability to build confidence in others, to be good communicators, and to be patient.

Goals

Our objectives for the growth and development of the children in our care are to help learn and gain the necessary skills and knowledge for each stage of their lives. The developmental learning outcomes that we want children to achieve include different cultures, alphabets/numbers/shapes/colors/ science/sensory/ language/literacy, creative arts, fine/gross motor skills, self-concept, emotional skills/regulation, social skills, and mathematics. Our daily schedule, curriculum, environment, materials, teaching methods/strategies support our objectives for the growth and development of the children by providing them with a fun, safe, healthy, loving and nurturing educational experience. The teaching methods and strategies we use include but are not limited to singing songs to allow the children to associate melodies with specific subjects, educational charts, and activities. We are also enrolled in the iRead Reading Program through the Indianapolis Public Library. The iRead Program is designed to give children individualized experiences that will ensure they master the alphabet, phonemic awareness, phonics, and fluency while building a vocabulary and comprehension.

To measure our own effectiveness in helping children achieve development and learning outcomes, we will learn from the children while also teaching them, because children have a way of showing you things from their own perspective, which can be very refreshing. We are committed to growing our skills and knowledge in working with young children by continually renewing our CDA (Child Development Associate) credential. We consider ourselves successful early childhood teachers/caregivers when children continually show improvement in their developmental growth and when we and families give one another feedback on the good and bad with development growth as time passes.

Curriculum

As a member of NAEYC we implement this model in our curriculum. The National Association for the Education of Young Children (NAEYC) is a professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research. At Innocent Hearts Learning Care. We know that children construct their understanding of the world from their active involvement with people, materials, and ideas. Children gain knowledge and develop by exploring the world around them. Allowing them to explore, make choices, manipulate objects, transform items, and experiment is what Innocent Hearts Learning Care is all about.

Drop-off/Pick Up

We assume responsibility for your child(ren) only while they are on my property. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Anyone unfamiliar to staff will be required to show proof of identification. Please make the alternate pickup person aware of the requirements. In the event that the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick up both the child and the adult.

Illness (Children)

In the event that your child is ill and needs to miss a day, please notify us before arrival time. Please remember that payment is still due if children are absent from daycare due to illness.

Under no circumstance is a sick child to attend Innocent Hearts. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in our care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. It is not always possible to prevent the spread of all illnesses; however, minimizing exposure and providing good hygienic practices in the daycare home are the means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following procedures will be strictly enforced:

Children who have exhibited ANY symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and should remain at home.

Examples of associated symptoms include, but are not limited to, fever of 100F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. We reserve the right to determine whether a child should remain in the home where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to arrange pickup options for the child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

Illness (Provider)/ Substitute Care

In the event that an Innocent Hearts staff become ill, other staff will be at the daycare to continue to provide service to all children. In the unlikely event that all our staff members are ill and/or unable to provide care, Innocent Hearts may be closed (at no charge to you). Parents will be

contacted as soon as possible. **In the event of an emergency: Emergency personnel will contact Cassandra Sutton, Innocent Hearts Administrator at (317-294-2048) who will notify parents to pick up children immediately. The person named above will not care for the children, but only stay long enough for parents to arrive. Children's records will be located in a locked file cabinet. Only accessible to staff and the above-named personnel in the event of an emergency.** At this time, Innocent Hearts childcare does not employ a substitute provider, and **therefore it is the parent's responsibility to have a back-up plan when the provider is unable to care for your child.**

Medication

No child will be given any medication, prescription or over the counter, unless the parent gives written permission. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. I have Permission to Administer Medication forms to be filled out each time your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion, and insect repellents.

Exception: Syrup of Ipecac may be used if instructed to do so by poison control or emergency medical services.

Medical Emergencies

Although we constantly supervise the children, we cannot be by a child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If a child is injured in a non-life-threatening way, I will assess the child and may provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office (i.e. needs stitches, broken arm, dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless I have been found to be negligent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If I am unable to reach you or your emergency contacts, I will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the nearest hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

Non-Discrimination: As a licensed provider, I shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion, or sex.

Discipline

No child will be hit, spanked, belittled, or otherwise intimidated at Innocent Hearts Child Care, even with parental permission. No corporal punishment will be used. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level.

Children will be redirected to another activity if problems arise, or if children need help making decisions. If persistent behavior problems continue, all matters will be addressed with parents and a plan of action will be determined. We will make every effort to work with all parents and children. For safety reason, if a practicable solution cannot be reached, child care services may be terminated.

At no time are children subjected to physical punishment or shaming, frightening, or humiliation. Verbal abuse, threats, derogatory remarks, or deprivation of a meal will never be used. In addition to this, children will never be punished for toilet accidents.

Biting

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. It is a natural phenomenon and not something to blame on children, families, or teachers. Still, when it happens, it's scary, frustrating, and very stressful for everyone involved. Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends. In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control

- Excitement and overstimulation

Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and overstimulation

Open Door Policy

You are invited and welcome to visit Innocent Hearts Child Care any time your children are present. Please be mindful when planning to visit during rest time, as this sometimes presents some disruption. Parents are also free to call at any time.

It is our policy that we provide a daily report to parents of infants, through 5 year olds. Your child's teacher will provide this daily-happenings report at the time of pick-up.

COVID 19 UPDATE

In addition to the social distancing guidelines described in COVID-19 policy, screening (also described in guidance) should occur for all visitors at the child care entrance.

Parent Involvement

Although parents are always welcome to come and participate in our daily experiences, we will also hold annual conferences towards the end of each year. The conferences are designed to share and discuss your child's developmental growth and goals, work samples, documentation, and more. Information will also be covered about policies and procedures as needed. All parents will

be informed about specific times and dates as we approach the event (and signup sheets will be made available).

Daily Schedule /Rest/Infant sleep policy

Arrival time is from 6:00 a.m. to 9:15 a.m. No children are accepted after 9:15 a.m. Unless there is a doctor's note. Daily schedules are developed with the following in mind:

- Matching the age and abilities of the children
- Structured outdoor time if weather permits
- At least two large blocks of time for child-directed learning.

Arrival and Breakfast from 6:00 a.m. – 9:15 a.m.

Children are gathered together at the table to eat breakfast quietly.

Circle Time: 9:15 a.m. – 10:00 a.m.

Children come together to welcome each other and talk briefly about the day's events. Other activities include a read-aloud, a song, and finger play.

Morning Snack: 10:00 a.m. – 10:10 a.m.

Learning Center Activity: 10:10 a.m. – 10:45 a.m.

Children participate and explore learning centers with theme-related experiences.

Outdoor Time: 10:45 a.m. – 11:00 a.m.

Children are split into groups, accompanied by a teacher and are taken for a walk, if weather permits. Children return from walk, wash hands, and are given water to prepare for wind-down before lunch.

Wind Down: 11:00 a.m. – 11:30 a.m.

At this time, the children will wind down to prepare for lunch by reading a book in a group setting, each individual child choosing a book and reading silently, or watching a learning program before lunch.

Lunch: 11:30 a.m. – 12:00 p.m.

Children wash hands and prepare to eat family-style.

Rest Period: 12:00 p.m. – 2:00 p.m.

All children under the age of five will have a rest period. No child is forced to sleep; however, they must remain quiet. Older children and those who wake early, will participate in a quiet activity until the rest period is over. Please try not to schedule pickups or visits during this time to lessen disturbance to the resting children. All children will rest on their individual cots.

During any rest period for infants, we follow the Safe Sleep Policy for Infants in Child Care Programs to reduce the risk of Sudden Infant Death Syndrome (SIDS), other sleep-related infant death, and the spread of contagious diseases:

- Infants will always be put to sleep on their backs until one year of age.
- Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
- No toys, mobiles, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
- Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
- If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
- The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
- Infants will be actively observed by sight and sound.
- Infants will not be allowed to sleep on a sofa/couch, chair cushion, bed, pillow, or in a car seat, stroller, swing, or bouncy chair. If an infant falls asleep any place other than a crib, the infant will be moved to a crib right away.
- An infant who arrives asleep in a car seat will be moved to a crib.
- Infants will not share cribs, and cribs will be spaced 3 feet apart.
- Infants may be offered a pacifier for sleep, if provided by the parent.
- Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.
- When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
- Our child care program is a smoke-free environment.
- Our child care program supports breastfeeding.
- Awake infants will have supervised "Tummy Time".

Afternoon Snack: 2:00 p.m. – 2:10 p.m.

Learning Centers: 2:10 p.m. – 2:50 p.m.

Teacher begins a theme-related activity in one of the learning centers.

Focus Activity: 2:50 p.m. – 4:00 p.m.

Children participate in a whole-group activity from any of the five weekly focus areas.

Dinner: 4:00 p.m. – 4:30 p.m.

Children wash hands and prepare to eat family-style.

Learning Centers: 4:30 p.m. – Close

Children explore and play on their own in the learning centers.

Transportation and Field trips

At times, we may plan a field trip, or it may be necessary for me to transport your child by car. A permission form is provided upon enrollment. All traffic and safety laws will be followed, no child will ever be left unattended in a vehicle. The only time we may leave without notice is in the case of an emergency. If we do not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements for that day.

Hours of Operation, Holidays, and Vacation Policy

Innocent Hearts Child Care is open from 6:00 a.m. to 6:00 p.m. Monday through Friday. Although these are normal business hours, extended care may be provided as needed. In such cases, a notice must be given within the current week. Hours of care may vary from child to child. The following are our holiday hours and closings:

Closed New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Black Friday, Christmas Day and December 26; close at 12 noon on Christmas Eve and New Year's Eve.

The holidays listed above are paid holidays for Innocent Hearts Child Care if they fall on a contracted day for your child. In addition, we will close for one week of paid vacation per year.

You will receive notification **at least** six months in advance. **Regular fees will continue during that scheduled week of vacation.** Please remember that it is standard for most professionals to receive paid vacation. It is also important for my staff and I to take some time off to ensure that we continue to provide the best possible care for your child(ren). Please have backup child care

for this occasion. Innocent Hearts Child Care is not responsible for finding alternate care for your child. In the event that we will be away for a period of time less than three hours (appointments, child pickup/drop-off, etc.), qualified staff will be on site as usual.

Additionally, families receiving full-time child care will be eligible for 1 week unpaid vacation per calendar year. Families will need to notify Innocent Hearts staff at least 1-week prior to utilize the unpaid week vacation.

Late Pick up Policy

Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the daycare, pick up your child, and leave the daycare by closing time. We do, however, understand that special circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the daycare immediately. Children left in our care after hours will be supervised for as long as possible. In the absence of contact from a parent/guardian, we will call all the numbers listed on the enrolment emergency contacts; please make sure these numbers are up to date. Child Protective Services will be called if we are unable to reach you or an emergency contact after three hours. A late fee will be charged (where applicable) if a child is picked up after closing time.

Payments and Fees

Payment is due by the close of business each Monday with no deductions for any absences, holidays, illness, or closures due to inclement weather, power outages, or other situations beyond Innocent Hearts daycare LLC's control. If payment is not paid on the day that it is due, a late fee of \$25.00 will be added to the payment for each day that it is late until it is paid in full. When a payment is delinquent for one week, care may be suspended until the balance is current and your child's space will not be reserved. Payment is due regardless of a child's absence from the program for any reason and is required to hold a child's space. There may be additional fees associated with special summer activities or field trips for the children. When you withdraw your child, you must give two weeks' notice prior to withdrawal, in writing, to childcare management.

Transportation: \$20.00 per week. Pickup and drop-off services are available as needed and requested.

Definitions:

Full Time: Children contracted on a set schedule time slot, 4 hours or more per day or 3-5 days per week.

Before/After School: Includes breakfast and afternoon snack. Care will not begin before 6:00 a.m. or end later than 5:30 p.m. any day that school is not in session. A full day's rate will be charged.

Non-Payment: You will be liable for cost fees, late fees, and any cost for loss of wages if there is a small claims case.

Child Custody

If there is a court order keeping one parent or guardian away from the child, I must have a written note to that effect in my file from the custodial parent or guardian. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

Television

Television will NOT be available to children at the program. A children's movie DVD may be played on an occasional special day. During the warmer months, this is not a part of our program. All videos shown are rated "G". Use of media will not be used with children under 2 years of age. Please check with your child's teacher prior to sending in a video to share with the class.

Meals

We participate in the Food Program. We provide nutritionally balanced meals and snacks for your child and receive a small reimbursement. The registration form must be filled out and dated before your child's first day. Please do not send any food or drink with your child without prior approval through the provider. Please see Activities for a list of meal times so that your child is given enough time to engage in meal time. Meals and snacks are served family style. Children are encouraged to use this time to share their experiences with each other. Manners are taught and practiced during this time as well. Please list on the medical report any food allergies your child may have. If your child needs a special diet, the parent must furnish these foods.

Activities

Age-appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day.

Dress Code

Please dress your child appropriately, as day-to-day activities may be messy at times. We strongly encourage parents not to send children in clothing that you do not want stained. Parents are also responsible for supplying a complete change of clothing in case of an accident. If a child has no spare clothing, parents may be called to bring some.

Water Play

During the warmer months, water play may be offered to children (including sprinklers and other water equipment). A signed permission slip is required before children participate in swimming (small wading pool) activities. Swimsuits will be requested for those days.

Toys

Please do NOT send any toys from home for your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time. Innocent Hearts Child Care assumes NO responsibility for lost, stolen, or broken toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, parents may be required to replace them.

Emergency Closing:

Fire: There are several fire extinguishers located in the daycare. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time. In the event of a fire, children will be relocated across the street (to the tree).

Tornado: In the event of a tornado warning, the children and staff will gather in the basement. We will remain in the basement until the inclement weather has passed. Tornado drills will also be practiced monthly.

Power outage: There are several flashlights located in the daycare. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the house is getting too cold, you will be called to pick up your child.

If the center must close due to an emergency, we will put a message on the voice mail system and send text messages. If you have questions before you bring your child to daycare, please call 317-694-4123 (Sonya Winston, Owner).

Closings due to weather will be noted via voicemail and or text message. Email messages will also be sent to parents with notification of the closing. A decision of any closings will be made by 5:30 a.m.

If the center must close due to weather during the centers regular hours of operation, parents will be notified and will need to make arrangements for their child to be picked up. Staff will stay with the children until all children have been picked up.

If Innocent Hearts Daycare must close due to a power outage, gas leak or any other event that may create an unsafe situation for the children during Innocent Hearts Daycare regular hours of operation, the parents will be notified and will need to make arrangements for their child to be picked up as soon as possible. The staff will stay with the children until they have been picked up. If an event like this happens during the regular business hours, we will make every attempt to contact families before their normal arrival time to the center.

There is no tuition refund for emergency closings.

Emergency back-up childcare

Sometimes a child needs care for a few days because a regular caregiver is ill, school is canceled due to bad weather, or there is a school vacation day scheduled when a Parent/guardian must be at work. In situations like these, Innocent Hearts Daycare may be able to provide back-up child care. Each child must be pre-registered before using back-up care. To preregister, families need to fill out a registration form at the daycare. When care is needed, call the center to reserve a space. Reservations for back-up care are filled on a space-available, first come, first-served basis.

Birthdays

We honor major holidays and all children's birthdays. If you would like to bring a special treat (no homemade treats, please) for the children, please arrange this prior to the event. You are more than welcome to participate in ANY activities we have planned.

Children with Special Needs

Innocent Hearts accepts children with special needs, and will make adaptations to ensure full inclusion of the children in everyday routines and activities. Guidance about recommended adaptations and any procedures necessary to ensure the children's health, safety, and inclusion will be solicited from the child's family and medical and/or educational services for the child and

their family. A release of information must be signed by a parent before consultation with any services or individuals other than family occurs. Within one week of enrollment, a special care plan and emergency information plan will be completed with the child's family. All staff that has contact with children who have special needs will receive training to facilitate inclusion.

Suspensions and Expulsions

Our program will provide a purposeful, engaging environment that represents and supports cultural diversity and the different stages of child development. The environment in our classroom will help our children self-regulate and build relationships.

All caregivers will help the children on their journey of growth to regulate their feelings, express their emotions, and build relationships through positive interactions in small and large groups.

Our program will use every resource that our local child care resource and referral agency has to ensure that our teachers are coached and using personal development for the needs of the children in our program. We will give these resources to families that need help with assisting with behavior issues in our setting or in the home setting. Making sure our children and parents have all necessary resources necessary for mental health issues, academic issues, health challenges, and home environment changes will be our first priority. We will consider:

1. The behavior for which the suspension is being considered
2. Previous incidents or challenging behavior
3. The educational needs
4. The residential and social circumstances of the child

Our program will ensure that five steps are followed before any child in our care is suspended: In making a suspension decision, all these steps will be taken into consideration.

1. Intensive intervention
2. Targeted social emotional supports
3. High quality supportive environments
4. Nurturing and responsive environments
5. Effective workforce

Expulsions will only be necessary if the safety of the other children and caregivers are at risk. For example, child brought deadly weapon, the behavior is so erratic and can't be controlled by caregivers, parents, outside resources, or state licensing officials. This policy goes into effect immediately.

Parent Signature _____

Director Signature _____

Child Abuse/Neglect

We are required by law to report any suspected signs of child abuse and/or neglect. This includes any form of physical punishment by the parents on daycare property. Any request to use physical punishment by the parents will be noted in the child's file along with a written refusal from Innocent Hearts, signed by the parent and provider.

Confidentiality

The information you supply to Innocent Hearts will be kept confidential. We, at all times, respect your privacy. Before any information may be released to outside persons, the parents will be asked to sign a release form.

Changes to Policies

Changes may be made to these policies as needed with two weeks' notice. The policies, contracts, consents, and forms will be reviewed and updated, as needed, and yearly in January. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

Enrollment Requirements

Before enrolling your child in Innocent Hearts, there are several things you must do:

1. Read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the policies as outlined.
2. All appropriate forms must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.
3. Required supplies may be needed for your child. If this is the case, parents will be made aware prior to enrollment. In the event that necessary supplies are not provided, we may purchase them for the child, and parents may be responsible for reimbursing all items at full cost.

Termination of Care

Care can only be terminated with two weeks' notice by the parents. I reserve the right to immediately end care for non-payment, failure to respect all staff and the daycare, behavior of the child, which is harmful to the physical or emotional well-being of the other children, or failure to abide by my policies. If you terminate care without giving appropriate notice, you will be responsible for payment of the final two weeks of care whether or not your child attends. Please be advised that you will be required to pay your scheduled daily rate until you notify me that your child will not be returning.

We have the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to something the child has caused intentionally or otherwise.

Supplies

All supplies must be labeled with your child's name. To comply with new recommendations due to the Covid-19 pandemic, you will need to provide the following things to be left here:

1. Three (3) complete changes of clothing (more if we are toilet training) for each day the child is in attendance, to be left here. This includes shirt, pants, socks, and underwear.
Soiled clothes will be placed in a plastic bag and given to you each day to be washed. Plan on sending new sets of clean clothes the following day your child attends.
2. Any over-the-counter medication that you may wish to be used. This must have the child's name on it. Remember, I will always ask your permission before administering.

For children younger than 18 months (and those not yet potty trained and/or weaned from the bottle)

1. Diapers or pull-ups, one full package. They will be stored in your child's cubby and I will notify you when the supply is low.
2. One box of baby wipes.
3. Any cream, powder, etc. that you wish us to use.

Note: All of the above items are required for me to care for your child, so they will need to be brought at least weekly unless you prefer to bring these items monthly.

Innocent Hearts Child Care

PARENT AGREEMENT

By signing below, you are confirming you understand and agree that:

1. Your child care fee is due at the close of business each Monday. *All fees will be assessed until payment is received, and exclusion of care may be put into motion.*
2. You are responsible for picking up your child(ren) by the time the daycare closes each day. *If you pick up your child after the daycare closes, you will be charged an additional fee referred to as a "late pickup fee."*
3. You acknowledge you have received Innocent Hearts Parent Policy and Procedures Handbook and recognize you are responsible for reading the material contained in the handbook.
4. You will submit a two-week notice in writing if you plan to withdraw your child from the daycare.
5. You agree to cooperate with the staff of Innocent Hearts in matters relating to the best interests of your child during their care in the daycare.

Child's Name

Child's Name if applicable for sibling(s)

Parent/Guardian

Date

Owner/Director Signature

Date

Innocent Hearts Child Care

Enrollment Form

Enrollment Form Entry Date: _____ Exit Date: _____

Child's name: _____ Age _____ D.O.B. _____

Sex: _____ Age: _____ Parent's names: _____

Mothers Place of Employment: _____ Work Phone: _____

Fathers Place of Employment: _____ Work Pone: _____

Home Address _____ Home Phone

: _____ cell: _____ pager: _____

e-mail: _____

Child's Doctor: _____ Phone: _____ Address: _____

Emergency Contacts:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Emergency Consent:

I, _____, do hereby give consent for (provider name) to seek & authorize emergency

medical or dental care for my child(ren), _____.

I understand that I will be responsible for all medical & dental bills ensuing from any such emergency.

Parent: _____ Date: _____

Parent: _____ Date: _____

Witness: _____ Date: _____

I, _____, do hereby give consent for (provider name) to photograph & video-tape my child(ren), _____.

I understand that these photos may be posted on (daycare) website & used in conjunction with promotion & advertising . I also hereby release any rights to said photos.

Parent: _____ Date: _____

Parent: _____ Date: _____

Questionnaire:

1) By what name do you call your child? _____

2) What words does your child use regarding the bathroom? _____

3) Is your child self-sufficient in the bathroom... in which areas does he/she require assistance?

4) Has your child ever attended daycare or Preschool? _____

5) If so, where? _____

6) Was the experience enjoyable for him/her? _____

7) Does your child have any fears or anxieties? _____

8) Describe your child's skills or talents. _____

9) Please list your child's areas of interest. _____

10) Does your child have any allergies? _____

11) Are there any foods your child dislikes? _____

12) What are your child's favorite foods? _____

13) What are your child's strengths? _____

14) What goals do you have for your child? _____

15) Please describe a typical day with the children. _____

16) Does your child have any recurrent medical problems? _____

17) Please describe your child's waking/sleeping habits. _____

18) My child is special because? _____

19) Do you have questions about areas of child development? _____

20) Do you have any concerns about your own child's development? _____

21) How do you rate your parenting skills? _____

22) As a parent, what do you do to relieve stress? _____

23)

24)

25) Please describe your child's waking/sleeping habits. _____

26) What are your feelings about men in childcare? _____

27) How do you redirect your child doing something/getting into something not allowed/hazardous? _____

28) Do you consider yourself 'firm' or 'flexible' in your child's discipline? _____

29) How do you deal with frustration with your child? _____

30) Do you have any comments, questions or suggestions?

31) Please list 3 references (i.e. business associate, former childcare provider) & include phone numbers.

Innocent Hearts Child Care

Permission to Pickup

I,

_____ (Parent or guardian's name)

Give permission for

_____ (Name of childcare provider or facility)

To release my child,

_____ (Child's name)

Into the custody of the following person(s):

Name:	Relationship:

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one of the above listed individuals to pick up my child.

Signed:

(Parent or Guardian signature, and date)

Innocent Hearts Child Care

EMERGENCY FORM

Provider's Name: _____

Child's First & Last Name: _____

Birthdate: _____

Mother's First & Last Name (or Guardian): _____

Address: _____ Phone: () _____

Company Name & Address: _____

Hours: _____ Phone & ext. _____

Cellular phone: _____ Pager: _____

Father's First and Last Name (or Guardian): _____

Address: _____ Phone: () _____

Company Name & Address: _____

Hours: _____ Phone & ext. _____

Cellular phone: _____ Pager: _____

IF ABOVE PERSONS ARE NOT AVAILABLE: Names and addresses of persons to be contacted and to whom the child may be released (must give three contacts):

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Family Physician's Name: _____ Phone: _____

Address: _____

Child's HEALTH CARD # _____

Hospital you prefer: _____

Are there any known allergies, health or medical conditions that the Provider should be made aware of?
Circle YES or NO. If yes, please describe:

PARENT'S CONSENT: If, at any time, due to such circumstances as accident, sudden illness, or emergency, and medical treatment is required, this may be given, including anesthetic, if necessary, by a private physician or hospital.

SPECIFIC INSTRUCTIONS OF PARENT/ GUARDIAN (i.e. Allergies, ongoing medication, restrictions for treatment, etc.): _____

Signature of Parent/Guardian

Date

*****Authorization Form*****

(*Authorization form for emergency medical care*)

I/We _____ hereby give my/our permission
to _____ to call a doctor for medical or surgical care for my/our
child, _____, should an emergency arise. It is understood that a
conscientious effort will be made to locate me/us before emergency action will be taken,
but if this is not possible the expenses of emergency medical treatment or care will be
excepted by me/us.

Parent/Guardian (Date) Parent/Guardian (Date)

(It is desirable, when possible, to have these signatures attested by a Notary Public
when granting emergency medical authorization.)

Innocent Hearts Child Care

Photographic Authorization Form

In order to avoid undue disruption of children of students, as they are involved in learning, and to protect the privacy and individual rights of all persons, it is necessary that we ask your full cooperation in adhering to our photography policies and procedures.

Freedom to photograph is limited by the following conditions:

1. No photographs are to be sold by or to anyone, or used in any way for commercial purposes. This includes, but is not limited to the following:
 - Newspapers
 - Contests
 - Magazines
 - Television

Without prior consent of the parent/guardian of the children in the photograph/film, and the Director of

1. Photographers are not to prompt, pose or otherwise distract children or teachers in the children's programs at _____.

Name: _____ Date: _____

Address: _____ Phone: _____

Affiliation: _____ Position: _____

Purpose of Photographing: _____

Intended Use for Photographs: _____

Permission Granted by the Director: _____ Date: _____

Approved for weekday: _____ Time: _____ Date: _____

Innocent Hearts Child Care

About Your Child

1. What FOODS does your child especially like? _____

2. Especially DISLIKE? _____

3. Favorite toys, games, activities? _____

4. Is your child TOILET TRAINED? _____ What words does your child use for toilet? _____

5. How does your child express ANGER or frustration? _____

6. Does your child have any special FEARS? _____

Explain _____

7. When your child is upset, what helps to COMFORT him/her? _____

8. How do you DISCIPLINE your child? _____

9. Has your child been taking an afternoon NAP? _____ If so, how long? _____

If not, why? _____

10. Special toy or blanket for NAP? _____

11. Special FAMILY situations? (*such as custody specifications, problems arising from situations, etc.*) _____

12. Anticipated ADJUSTMENT problems? _____

13. Any disorders/developmental (slow, advanced) diagnosed or suspected? _____

14. Previous childcare child has attended: _____

15. Any problems at previous daycares? _____

16. EXPECTATIONS of Day Care Home _____

17. Other COMMENTS? _____

Health History

1. Child's name _____ BirthDate _____
2. Last Physical Examination _____

3. Illnesses: *(please circle)*

Does your child have any problems with any of these?

Has your child had any of these diseases?

Constipation

Asthma

Convulsions

Bronchitis

Diarrhea

Chicken Pox

Fainting Spells

Diabetes

Frequent Colds

Heart Disease

Frequent Ear Infections

Hepatitis

Frequent Sore Throats

Impetigo

Lice

Measles

Ringworm

Mumps

Skin Rash

German Measles

Soiling

Polio

Stomach Upsets

Scarlet Fever

Urinary Problem

Tuberculosis

Worms

Whooping Cough

3. Other ILLNESSES? *(besides above)* _____
4. Has your child been HOSPITALIZED? *(explain)* _____
5. Has your child had INJURIES with fractures or loss of consciousness? *(explain)* _____

6. Last VISION Test Date _____ Last HEARING Test Date _____

7. Last DENTIST Visit Date _____

8. Any other members of your family with SERIOUS ILLNESS recently? _____
9. Any other members of your family history of: ASTHMA ____ DIABETES ____ EPILEPSY ____