



PARENT HANDBOOK



Growing Hearts Daycare & Preschool

A MINISTRY OF ZION COMMUNITY
CHURCH OF THE NAZARENE

GROWING HEARTS DAYCARE AND PRESCHOOL

Updated June 2022



OUR VISION

Mission:

To provide the highest quality, Christian care and early learning possible in a clean, safe, and fun environment for the children and families we serve.

Philosophy:

We believe that every child deserves the best possible start in life through exceptional early learning, and social, spiritual, and moral development alongside people who love and support them on this journey. We believe children learn best through play and in discovering the world that God has created around us. It is our joy to serve alongside your family in the holistic development of your child.

Our goals are...

- To provide a clean, safe environment for all to learn.
- To provide a developmentally appropriate curriculum that enhances all areas of development and is sensitive to each child's needs.
- To prepare students for kindergarten, further learning, and life.
- To share the love and hope of Jesus Christ with each child and family in our community.
- To create an environment where each child is known and loved by our staff and God.

Core Values

PROVIDING QUALITY CARE AND LEARNING IN A DISTINCTLY CHRISTIAN ENVIRONMENT



Compassionate Care



Christ-like Character



Commitment to Growth



GENERAL INFORMATION

GROWING HEARTS DAYCARE AND PRESCHOOL

Facility Information

Address: 6287 W Ratliff Rd

Phone: (812) 876-2700

Email: ghdp.office@gmail.com

Fax: (812) 876-6621

Website: www.zioncommunity.org

Facebook: www.facebook.com/growingheartsbloomington

Leadership Team – as of June 2021

Director: Liz Booth

Assistant Director: Amy Havens

Office Manager: Casey Aynes

Lead Pastor: Rev. Doug Lane

Associate Pastor: Rev. Matt Gargiulo

Church Board Secretary: Angela Schoonover

Hours of Operation

GHDP is open Monday through Friday from 6:30am-5:30pm.

FACILITY CLOSURES



Weather Related

GHDP will base weather related closures off of the INDOT county road conditions (web address below). In the event of a Red (Warning) Status, which is emergency personal only, we will be closed. In the event of an Orange (Watch) Status we will remain open as long as enough staff is able to safely make it in.

Ultimately, weather related closings and delays at GHDP will be determined by the Director/leadership team and communicated by a mass email message through SmartCare & Brightwheel and posting a message on the Growing Hearts Facebook Page.

Tuition will still be charged in the event of weather related closings, as we still pay our staff on these events.

<https://www.in.gov/dhs/traveladvisory/>

GHDP is closed for the following holidays:

New Year's Eve and New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the Friday after Thanksgiving
Christmas Eve and Christmas Day

The week between Christmas & New Years we will be closed for Christmas Break. Tuition will not be charged during this week.

If one of the above holidays falls on a weekend, a daycare board decision will determine if the daycare will close another day in observance of the holiday. Employees and parents will be given appropriate notice of any changes to the holiday schedule.

All family accounts will be charged their regularly priced tuition rates each week, regardless of the above holiday closings, except for Christmas Break. The tuition for the week of Christmas will not be charged to family accounts.



ABEKA CURRICULUM AND INTEGRATION OF PLAY

Curriculum

At Growing Hearts, we utilize the Abeka (Christian-based) curriculum. “Abeka’s preschool curriculum (for ages 2-5) features a traditional approach to teaching and learning, cross-subject integration, spiral review, and plenty of hands-on activities.” The Abeka curriculum embraces a child’s love of learning with a biblical worldview using age appropriate, engaging and fun activities.

In addition to the Abeka curriculum we recognize the importance of learning through play. Children learn cognitive, physical, literacy, and social skills through the act of playing. Play is found to encourage learning while also reducing stress. At Growing Hearts, we use the method of play to help reinforce the content we are teaching with the Abeka curriculum.

For our youngest learners (Infant-24 Months) we focus on providing them with opportunities and encouragement to meet the beginning developmental milestones while providing consistent quality/compassionate care. We look for opportunities to provide social interactions/development and various sensory experiences. You can also look forward to some super cute handprint/footprint art!

Outside Play

When weather permits, your child will spend at least 30 minutes (more if possible!) outside on one of our playgrounds. Please dress your child appropriately for the weather. Classes will remain indoors in the event of rain, a wind chill temperature of below 30 degrees F, or a heat index of above 100 degrees F.

Attached to this handbook is our sunscreen permission form. Please fill this out and indicate whether you would like your child to receive sunscreen provided by the daycare (SPF 50) or if you will be providing your own sunscreen for your child to use.

PROGRAMS/RATIOS



GROWING HEARTS DAYCARE AND PRESCHOOL

At Growing Hearts we offer all day care for children ages 6 weeks - 5 years of age. We also offer before and after school care for school aged children. In the event RBB has 2 hour delays or cancellations we will provide care in these instances. During the summer months we have an all day summer camp program for school age children up to 10 years of age (5th grade or younger).

All of our staff receives training upon hire, and we offer continual professional development through bi-monthly staff meetings, online trainings, and various other opportunities. Staff is expected to practice active supervision, keeping all the children in their care within sight and sound at all times.

Students will generally be placed in classes based upon their age on August 1st, to coincide with the public-school system. We ask that parents not request a particular classroom or teacher.

TEACHER: CHILD RATIOS ARE AS FOLLOWED:

INFANTS (6WKS – 12 MONTHS) 1 TEACHER : 4 CHILDREN
1 YEAR 1 TEACHER : 5 CHILDREN
2 YEARS 1 TEACHER : 7 CHILDREN
3 YEARS 1 TEACHER : 10 CHILDREN
4 & 5 YEARS 1 TEACHER : 12 CHILDREN
SCHOOL-AGE 1 TEACHER : 15 CHILDREN

Personal Belongings

All personal belongings (including but not limited to clothing items, pillows, blankets, backpacks, lunch boxes) must have the child's name clearly written on them.

Any lost unlabeled items will be placed in the lost and found bins behind the front desk. Any unclaimed items will be donated to ZCCN's annual clothing giveaway; non-clothing items will be donated elsewhere.

Please refrain from bringing the following items to GHDP (unless permission is given from your child's teacher and/or Director or other supervisors)

- Electronic devices
- Toys
- Jewelry or other valuables

For nap time we allow the children to bring in pillows/blankets/stuffed animals. These will remain in the child's cubby until nap time. All of these items will be sent home on Fridays to get laundered and can be brought back at the beginning of the week.



TUITION INFORMATION

Weekly Tuition Fees

6 weeks – 11 months Full-time= \$235/wk
1 year – 29 months Full-time= \$220/wk
30months – 35months Full-time= \$205/wk
35months – 47 months Full-time= \$185/wk
4 years & up (non-Kindergarten) Full-time= \$170/wk
School-Age Care Full-Time= \$57/wk
School-Age Care Part-Time= \$35/wk
School-Age Breaks & Summer Camp Full-Time= \$160/wk
School-Age Breaks & Summer Camp Part-Time= \$110/wk
School-Age Breaks Single-Day= \$32/day additional charge
School-Age 2 Hour Delay Fee= \$7.00/delay additional charge

Weekly rates are based on a child's age at the beginning of each weekly billing period. Beginning June 1, 2021, Growing Hearts requires families to reserve their child's place in our programs with full-time weekly rates (except school-age).

5-year-old: Students who are 5 years of age by August 1st, but are not enrolled in kindergarten can enroll and be billed at the 4-year-old rate.

School-Age Breaks Full-Time: Registered for 4 or more days/week.

School-Age Breaks Part-Time: Registered for 3 or less days/week.

Occurrence: To plan to attend GHDP for a single before OR after school session. For example, ; i.e. attending before school on Monday-Friday= 5 occurrences. To attend before AND after school M-F= 10 occurrences.

School-Age School-Year Full-Time: Registered to attend before AND/OR after school for 7 or more occurrences/week.

School-Age School-Year Part-Time: Registered to attend before AND/OR after school for 6 or less occurrences/week.

*Tuition rates are evaluated at the beginning of each year. If an increase needs to be made this will be determined and implemented at the beginning of that year's summer.

BILLING INFORMATION



GROWING HEARTS DAYCARE AND PRESCHOOL

Sibling Discount

1st Child (Youngest child enrolled):	Regular Price
2nd Child + (Older child):	10% off weekly tuition

Vacations

Tuition is due each week, regardless of attendance or holidays, except for the week of 12/26/2022 (Christmas Break).

Brightwheel

GHDP uses Brightwheel to bill directly to the account holder's bank account. The weekly tuition fees are automatically withdrawn every Monday.

Credit Card Fee

Linking Brightwheel autopay to a checking account does not cost an additional fee. However, using a credit card as payment will result in a 2.9% service charge on each transaction.

Non-Sufficient Funds (NSF) Fee

If the account does not have sufficient funds when the automatic withdrawal is made, GHDP will be charged a fee of \$30.00, which will then be charged to the family's account. Brightwheel will send an email to the account holder's email notifying them of the NSF. The following week, the account will be charged the previous week's tuition, the current week's tuition, plus the NSF fee of \$30.00. Habitual NSF fees may result in forfeiture of the child's enrollment. Any tuition/fees that go unpaid for 30 days will be turned in to collections.

Registration/Book/Supply Fees (Non-Refundable)

(Due semi-annually on the first day of curriculum (August 16, 2021) and January 1st for all children enrolled) ***Date subject to change based on when the school year starts.**

- Infants Fee: \$35 per semester
- Toddler Fee: \$45 per semester
- 2-year-old Fee: \$55 per semester
- 3-year-old Fee: \$65 per semester
- 4&5-year-old Fee: \$75 per semester
- School-Age Fee: \$35 per semester



ATTENDANCE

Drop Off

Child drop-off begins at 6:30am and early drop-off (prior to 6:30am) is not permitted. To assist teachers in classroom routines we ask that all children be dropped off before 9:00AM. This will aid in classroom consistency and planning of lesson times/activities. If your child arrives after 9:00AM they may miss out on curriculum and chapel activities.

Pick Up

Children must be picked up on time (prior to 5:30pm) each day, otherwise a Late Pick-Up Fee will be applied to the family account. If pick-up occurs between 5:35pm-5:40pm, there will be a flat rate minimum late pick-up charge of \$5.00/child. After 5:40pm, there will be the \$5.00 base charge per child **plus** an additional charge of \$1.00/minute/child. If a child is not picked up by 5:40pm, a GHDP staff member will attempt calling the parents/guardians. If the staff member is unable to reach a parent/guardian, the names on the child's authorized pick-up list will be called. If no one is reached by 6:00pm, the Ellettsville Police Department will be notified.

Late Pick-Up Fee Example: A parent picks up his/her 2 children at 5:38pm. In this example, the family would be charged a \$10.00 late fee (\$5.00/child).

TRANSPORTATION

Summer Camp: Elementary-age (5-12) children who participate in Summer Camp at GHDP from June-July will have the opportunity to attend off-campus field trips multiple times through out the summer. A non-refundable transportation fee will be charged to all Summer Camp registrants and must be paid prior to the beginning of Summer Camp. The transportation fee varies from year to year depending on the overall charge and the number of children who enroll. A calendar of events will be created and distributed to parents/guardians in advance so they are aware of their child(ren)'s travel schedule for the summer.



MEALS/SNACKS

Snacks

Growing Hearts will offer an AM and PM snack throughout the day. Examples of these snacks include but are not limited to, multigrain bars, goldfish crackers, pretzels, etc. We also provide milk; whole & 2%. If your child has a particular milk allergy or sensitivity we will try to provide the milk that you request. You are also welcome to send in milk for your child if you would like.

Meals

Growing Hearts does not have a meal program at this time so families are required to send a packed lunch with their child daily. All lunches must be brought to the facility in a clean, insulated, sanitizable container/bag. The container/bag should be clearly labeled with the child's name and the date the lunch was prepared. Lunches will be put into a refrigerator when the child arrives and taken out at lunch time.

Infant Bottle Procedure

Bottles should be mixed and/or prepared at home. We do allow you to bring in bags of frozen breast milk and clean bottles to put it in once it is warmed.

All bottles should be transported in an insulated bag with icepack.

Each bottle should have a lid or covering over the nipple.

Each bottle should be labeled with:

- Name
- Date & Time the bottle was prepared
- Number of ounces

*Bottles are to be discarded after 24 hours of the bottle being prepared

Bottle Feeding Procedure

During bottle feeding, the infant is held by the caregiver. Bottles are not to be propped up or put to bed with the infant. After an hour of the bottle being heated, the leftover contents are discarded.

HEALTH AND SAFETY



Safe Conditions Policy

The health, safety, and overall well-being of each child and staff member at GHDP is of utmost importance to us. All GHDP employees are required to pass a criminal background check, sex offender registry check, drug screen, a negative tuberculosis test, and have completed all required trainings upon hire.

The information provided in this handbook does not, nor can it, outline every crisis or emergency that may occur, but what it does serve to do is provide guidelines for the safe and effective care of your child while in attendance at GHDP.

The administrative staff will ensure that the facility, property, and all equipment/materials in use are well maintained and in safe working order. The facility/classrooms/restrooms/etc. will be cleaned multiple times throughout the day using the proper sanitation methods for example, clean then sanitize.

It is the parent/guardian's responsibility to ensure that their child(ren)'s Emergency Contact List is up-to-date by providing any changes in writing to the office or by emailing ghdp.office@gmail.com.

Each GHDP employee is legally required to immediately report any suspected cases of physical or sexual abuse to the authorities and GHDP leadership.

Growing Hearts Daycare and Preschool strictly prohibits the use of tobacco, toxic substances, alcohol, and possession of alcohol or illegal substances during operational hours.

Medical

An Emergency Medical Form and current copy of your child's immunizations must be on file in order for your child to attend GHDP.

Illnesses

For the health and safety of all GHDP children and employees, we require children to not attend GHDP while sick. GHDP reserves the right to refuse service to a sick child who may endanger the health of others at GHDP. Your child should stay home from GHDP if he/she is exhibiting any of the following symptoms:

- Vomiting
- Diarrhea
- Fever of 100.5 degrees or higher
- Skin rash/spots that could be chicken pox or measles
- Head lice/nits or scabies

Your child may return to GHDP when he/she has been free of the following for at least 24 hours:

- Fever (without the aid of fever-reducing medication)
- Vomiting
- Diarrhea
- Head lice/nits or scabies



MEDICATION

Prescription medication:

We ask that you administer any prescription medicine before drop off or after pick up. If prescription medication is to be taken during the day and you are not able to come in to administer it, we can do so, providing that you meet the following guidelines. In order for the medication to be stored & administered at GHDP for administration during the day, the medication must be in the original marked container, and a parent/guardian must complete and submit a Medication Authorization Form which will be kept in the student's file. It is always the responsibility of the parent/guardian to have current (nonexpired) medication and prescription information on file at GHDP.

Inhalers/Epi-pens: If your child has a prescription inhaler or Epi-pen required for allergies, GHDP employees can administer or assist your child with administering these medications (depending on the age of child), as any delay in administering these medications to your child could result in severe injury or death. It is the responsibility of the parent/guardian to ensure that the medication is not expired, as GHDP staff cannot legally administer expired medication. Medication guidelines previously mentioned must also be met in these instances as well.

Over-the-Counter (OTC) Medication:

If your child needs OTC medication, such as Tylenol or Benadryl, a parent/guardian must complete and submit a Medication Authorization Form specifying the details of administering the medication that is to be taken at school. (Attached to this handbook is a copy of the Medication Authorization Form).

All medication must remain in its original container with appropriate label.

Give the medication to the administrative staff or supervisor on duty. Do not give the medication to your child's teacher or leave it in your child's backpack; this is a violation of Indiana state guidelines.

EMERGENCY INFORMATION



Emergency

The information on your child's Emergency Information form, Allergy Information form, and immunization record will help GHDP employees and medical professionals know how best to help your child in the event of a medical emergency.

Immunization records should be updated and given to the office EACH time your child receives one. This will help us insure that we have accurate and up-to-date information.

Fire

GHDP has regular inspections to ensure GHDP is compliant in regard to fire code and that our equipment (sprinkler system, fire extinguishers, etc.) is in proper working order. GHDP holds monthly fire drills so all staff and children know what to expect in the event of a real fire. Fire evacuation plans are located in every room.

Tornado

GHDP has bi-yearly tornado drills to ensure that all staff and children know what to do in the event of a tornado. The building has a specific reinforced area designed to provide safety in the event of a tornado. Tornado evacuation plans are located in every room.



DISCIPLINE POLICY



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It is very important for a child's development to be nurtured through caring, patience, and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior, and other behaviors which will hurt another child are not permitted.

In response to these behaviors, our staff WILL NOT use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child food or other basic needs
- Humiliation or isolation

In response to misbehavior, our staff WILL:

- Respect your child
- Establish clear rules
- Be consistent in enforcing expectations
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

As a parent, you may have some concerns or want to offer suggestions. Using the Discipline Policy Form in our Registration Packet, you may provide suggestions to include in a behavior plan or reach out through an email or phone call to the office.

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issues with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements. This is an absolute last resort, as we desire to help each child overcome these situations and remain with their class.

SPECIAL EVENTS



Birthday Parties

GHDP welcomes the opportunity to celebrate with each child on his/her birthday. Parents are welcome to provide simple refreshments, such as cookies, on the day of their child's birthday. Please follow these guidelines when celebrating your child's birthday at GHDP:

- All food/drink brought into the classroom for sharing must be store-bought with a list of all ingredients, per state health guidelines. Homemade treats are not permitted.
- Check with your child's teacher to see if any classmates have special dietary restrictions or allergies.
- If you plan on having a party outside of GHDP and wish to hand out invitations at GHDP, we ask that you include one for each of your child's classmates.

Christmas and Graduation Programs

Each year our teachers and students work hard to put together two special music programs. Our Christmas Program highlights our students' favorite holiday music, while our Graduation Program celebrates the graduation of our Pre-K class.

Please look out for information on more special events and open houses throughout the year!

