

MT. ZION'S  LOVING  
**DAYCARE**  
PRESCHOOL & KINDERGARTEN



**PARENT  
HANDBOOK**

OF POLICIES, PRACTICES, AND PROCEDURES

UPDATED AUGUST 2016

Mt. Zion's Loving Daycare  
4900 E. 38th Street, Indianapolis, IN 46218, 317-549-1209  
[www.mtzionslovingdaycare.com](http://www.mtzionslovingdaycare.com)

**Mt. Zion's Loving Daycare**  
Preschool & Kindergarten

Bishop Lambert W. Gates, Sr., CEO  
Patti Jones, Executive Director

**Mailing Address**

Mt. Zion's Loving Daycare  
4900 E. 38th Street  
Indianapolis, Indiana 46218

**Contact Information**

Office: 317-549-1200 ext. 127  
Fax: 317-549-1204  
Website: [www.mtzionslovingdaycare.com](http://www.mtzionslovingdaycare.com)

**Hours**

School: 6:30 a.m.-6:00 p.m.  
Receptionist: 6:30 a.m.-6:00 p.m.  
Office: 9:00 a.m.-5:00 p.m.

Mt. Zion's Loving Daycare is registered with the state of Indiana as a non-licensed ministry of Mt. Zion Apostolic Church. The daycare is inspected on a regular basis to ensure compliance to state standards of cleanliness and safe operations.

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# **INTRODUCTION**

## **Welcome**

Welcome to Mt. Zion's Loving Daycare! This handbook serves as a reference guide to the daily operating policies and procedures of our school. Please read through it carefully and keep it for reference. Feel free to call us anytime. We will be happy to address any questions and concerns that you may have.

## **About our School**

Located in the Forest Manor community on Indianapolis' northeast side, Mt. Zion's Loving Daycare opened for business on January 4, 1999. We are a state-registered (non-licensed) ministry of Mt. Zion Apostolic Church, serving infants and children ages 6 weeks to 5 years, and school-agers 6-11.

## **Philosophy**

We believe in the importance of the parent-teacher-student relationship. This ongoing interaction promotes an atmosphere conducive to educational preparedness, social development, confidence, and character building.

## **Mission**

Our mission is to promote the healthy growth and well-being of children by providing a program that fosters Christ-like character, stimulates the imagination, and encourages the discovery of the world around them in a fun and nurturing environment.

## **School Year**

The daycare operates on an August-to-July calendar, with the months of June and July on a more relaxed and less instructional schedule.

## **Hours of Operation**

The daycare is open Monday through Friday from 6:30 a.m. to 6:00 p.m.

## INTRODUCTION CONT'D

### Holiday Closings

Unless otherwise posted, if a holiday falls on a Saturday, we will be closed on the preceding Friday. If a holiday falls on a Sunday, we will be closed on the following Monday. Holidays are paid days so there are no adjustments in your charges.

The daycare is closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

### Communicating with Families

The daycare uses several methods of communication to keep you informed of everything from parent-teacher conferences to field trips to school closings and more. These methods include E-blast notices, text alerts, phone calls, website, Facebook, and memos.

## ENROLLMENT AND FEES

### Application Fee

A nonrefundable fee of \$25 is required for the application and enrollment process.

### Forms and Documents

All forms in the enrollment packet will need to be completed and submitted on or before your child's first day of care. In addition, we will need copies of your child's:

- 1) Birth certificate
- 2) Current immunization record
- 3) Current physical examination record

Forms must be updated when there are changes, such as to your child's medical information or full-time/part-time status, etc.

## ENROLLMENT AND FEES CONT'D

### Tuition

The range of tuition for full and part-time students is from \$50 to \$270 as shown below:

<b>STANDARD RATES PER WEEK:</b>	<b>FULL TIME</b>	<b>PART-TIME</b>
Infants	\$270.00	N/A
Toddlers, age 1 and 2	\$230.00	\$115.00
Preschool, ages 3 and 4	\$200.00	\$100.00
Pre-K, age 4	\$200.00	\$100.00
Kindergarten, ages 4 and 5	\$200.00	\$100.00
School-age, 6-11 (before and after)	\$130.00	\$65.00
School-age, 6-11 (summer camp and school breaks)	\$130.00	N/A

### Tuition Assistance

Tuition assistance is available in the form of scholarships. We also offer a sibling discount for families with multiple children, and a discount for payments that are made electronically. The finance director will give you information regarding your eligibility for a scholarship and other discount information.

### Making Tuition Payments

Tuition is due every Monday. If a holiday falls on a Monday, payment is due the next day, on Tuesday. Payments may be made by cash, check, money order, or credit/debit card. Counter checks or third-party checks are not accepted. Be sure to write your child's name and the week for which you are paying on your check or money order so that proper credit can be applied. You will receive a receipt to retain for your records and tax purposes.

### CCDF

The daycare is an approved site for CCDF (Child Care Development Fund) payments. If you are a CCDF recipient, it is very important for you to swipe your Hoosier Works card every day. The CCDF office may terminate your vouchers for missed swipes. In addition, children with no check-in and check-out times on the CCDF machine cannot be admitted to class.

## **ENROLLMENT AND FEES CONT'D**

### **CCDF cont'd**

If your vouchers do not cover the total tuition charge, you will have a co-pay to make up the difference not covered by CCDF.

The co-pay payments may be made on a weekly, biweekly, or monthly basis.

### **Rate Changes**

Rates are subject to an annual increase. A one-month advance notice is given when rates change.

### **Returned Check Fee**

A returned check fee will be assessed for every check returned by your bank. After two returned checks, you will be required to make payments in cash or by money order for a six-month period. After this time you may resume payment by check.

### **Late Pick-up Fee**

A \$10 late fee will be charged for all pick-ups five minutes or later after the 6:00 p.m. closing time. For each additional minute there will be a charge of \$1 per minute. This money is due at the time you pick your child up or no later than the next day that your child arrives for care.

### **Collections**

All accounts with outstanding balances will be turned over to collections. If legal action becomes necessary, you will be responsible for all court costs incurred.

For questions about payments and fees, contact the daycare finance office at 317-549-1200 ext. 136.

# **ABSENCES, VACATIONS, AND WITHDRAWALS**

## **Absences**

On days that your child will be absent, you are asked to call the daycare office before his or her normal arrival time. You are still responsible for payment even if your child is absent. If you are using the Hoosier Works card (CCDF), you must use a personal day for your child's absence.

## **Vacations**

A two-week written notice is required and must be turned in to the daycare office before taking a vacation. There are no credits for days missed except for one week each year. In order to be eligible for a one-week vacation with no payments due, your child must have one complete year of enrollment, and you must be in good credit standing with the daycare.

## **Withdrawals**

A written notice two weeks in advance is required if you decide to withdraw your child from the daycare. This will give the daycare time to fill the vacancy. Payment is due for the two-week notice period whether or not your child attends.

# **NUTRITION AND MEALS**

## **Menus**

The daycare participates in the Child and Adult Care Food Program (CACFP) which follows the meal patterns established by the U.S. Department of Agriculture and provides a nutritious breakfast, lunch, and two snacks daily. A monthly menu is posted in each classroom, the cafeteria, and on daycare bulletin boards. The cost for meals is included in the tuition; however, please note that to receive meals, your child must be at the daycare during the scheduled meal times.

## **Special Diets**

If your child has a food allergy to an item on the menu, you may provide other choices that are prepared and ready to heat and serve.



## **NUTRITION AND MEALS CONT'D**

### **Special Diets cont'd**

If your child requires a temporary special diet, it should be approved in writing by a doctor. You will then be responsible for bringing these foods prepared and ready to heat and serve.

If certain foods are not to be consumed for religious purposes, you must submit a written statement to have on file in the daycare office.

## **CURRICULUM AND INSTRUCTION**

### **Universal Curriculum**

The daycare uses a universal outline to teach core lessons in reading, writing, math, science, music, and art. Self-initiated activities such as dramatic play and blocks help to develop gross motor skills and social interaction.

### **Enrichment Curriculum**

A 5-point enrichment component designed to expand students' knowledge consists of Bible Basics, World Culture, Simple Sign Language, Spanish, and Health and Fitness. The name of the combined core and enrichment curricula is Olive Plants, derived from Psalm 128:3: "Your wife shall be as a fruitful vine and your children as olive plants around your table." The overall program addresses education from infancy to 5 years of age.

### **Observations, Assessments, and Progress Reports**

To chart your child's progress, the daycare uses the state's ISTAR-KR rating system, and also maintains a record of your child that is kept in a binder in the classroom and available for your review any time. Progress reports are issued three times a year, in October, March, and May.

# **PROGRAMS AND SERVICES**

## **Age Groups and Typical Day**

The daycare accepts infants and children ages 6 weeks to 5 years and school-age students from 6 to 11. A typical day includes learning and instruction in core subjects, chapel time, dramatic play, meals and snacks, fresh air, and a rest period. Field trips, celebrations, and enrichment time round out the wonderful experience your child will have in our care.

## **Inclusion of Children with Special Needs**

The daycare accepts children with special needs provided we have the ability to meet the needs. When a child is accepted, we will seek guidance from families to ensure their safety and full inclusion. A Release of Information form must be signed by a parent before consultation with any outside service provider (doctor, therapist, etc.) can begin.

## **School-age Program**

The daycare provides before and after school care for children ages 6 to 11. Service is also provided during the times that they are out of school for winter, spring, and summer breaks. You will receive advance notices on the dates and other details of these programs.

The daycare does not provide transportation before school, but picks up students after school from schools in close proximity to the daycare where a majority of our enrolled students attend.

School-agers are not permitted to bring toys and electronics unless specified for a special event. You will be asked to take the items back home if they are brought to school without permission. The daycare is not responsible, financially or otherwise, for toys and other items that your child brings to school that become lost, stolen, or broken.

## **Teachers**

Your child is in the care of his or her regular teacher throughout the day. When a teacher is absent, a permanent floater on staff fills in. If the floater is unavailable, the daycare director or administrator will fill in. Staff-to-child ratio is followed per state guidelines with ratio charts posted in each classroom.

All teachers are required to have a Child Development Associate Credential (CDA) that is renewed to stay current per state guidelines.

# INFANT AND TODDLER INFORMATION

## **Safe Sleep Policy**

The daycare follows the state's Safe Sleep Policy of placing infants 35 weeks and younger on their backs unless otherwise directed by a physician's order on file. When infants fall asleep, they are placed in their cribs, not left in car seats or swings. When infants are awake and in swings, they are securely strapped in.

## **Diapers and Other Supplies**

Your child must have two sets of clothing and an ample supply of disposable diapers and baby wipes to be kept at the school at all times. Soiled clothing will be rinsed and bagged (not washed), and sent home for you to launder. All items (diapers, clothes, bibs, bottles, pacifiers, etc.), should be brought in the original package or a clear plastic bag and properly labeled with your child's name or initials.

## **Bottle Cleaning**

Bottles must be taken home every day to be cleaned.

## **Car Seats and Diaper Bags**

Due to health concerns as well as health regulations, car seats and diaper bags cannot be left at the school.

## **Diaper Changing**

Diapers are changed as needed and are checked often. Latex gloves are used when changing diapers and are discarded after every change. Caregivers wash their hands before and after every change. After use, the changing pad is cleaned and disinfected with a spray solution of bleach and water. The infant's hands are washed after the changing.

## **Medications and Illnesses**

Medications (prescription and nonprescription) will be dispensed at the discretion of the daycare. When the daycare assumes the responsibility, the medications will only be dispensed by an administrator. Do not take your child's medication to the classrooms or give to anyone other than an administrator in the front office.

For complete requirements on medications and policies on illnesses, please review the entire **Health & Wellness** section beginning on the next page.

## **INFANT AND TODDLER INFORMATION CONT'D**

### **Potty-Training (Toddlers)**

If your child is in the process of being potty-trained, you are asked to provide two spare sets of clothing to accommodate anticipated accidents, and also provide an ample supply of disposable diapers and wipes. Soiled clothing will be rinsed and bagged (not washed), and sent home for you to launder.

Two-year-olds must be potty-trained and able to express their basic needs before they are promoted to the class for three-year-olds. If needed, the school will work with you using a "Potty-training Contract." A child will be allowed to stay in the 2s class until they are 3 years and 2 months. If they are not potty-trained by that time, they will have to be withdrawn from the school. Prospective new students who are 3 years and 2 months (or older) and are not potty-trained are not accepted into the school.

## **HEALTH AND WELLNESS**

### **CPR and First Aid**

Daycare staff and teachers stay current on required CPR (cardiopulmonary resuscitation) training and first aid certification.

### **Common Illnesses**

Do not bring your child to school if he or she displays the following ailments:

- Fever of 101° or higher
- Vomiting
- Diarrhea not related to teething
- Sore throat or laryngitis (loss of voice)
- Continuous coughing
- Runny eyes, ears, or nose (other than clear)
- Rash or ringworms

If your child becomes ill during the school day you will be notified promptly and must make arrangements to pick him or her up immediately. To reduce exposure and risk to the other children, the sick child will be placed in a separate supervised room until your arrival. The daycare reserves the right to determine whether a child should be sent home or remain at school during illness.

## HEALTH AND WELLNESS CONT'D

### Measuring Temperatures

Temperatures are measured under the arm (axillary method).

### Diseases

An **infectious disease** is one that is caused by organisms and germs such as bacteria, virus, fungus, or parasite, and can be transmitted from an insect or animal bite, by ingesting contaminated food or water, or by other exposures to the environment.

A **communicable (contagious) disease** is one that is spread from person to person through direct physical contact, air travel (sneezing, coughing, etc.), touching something an infected person has touched, or coming in contact with the feces of an infected person.

So that other parents may be alerted to watch for symptoms in their own children, you are asked to notify the daycare as soon as possible if your child is diagnosed with a contagious or infectious disease. In addition, your child must be symptom-free for 24 hours and no longer contagious, and must have a doctor's statement verifying his or her release before they can return to school. Types of diseases that you should alert the daycare to include but are not limited to the following:

Chickenpox	Impetigo	Mumps	Shigella
Encephalitis	Lice	Pink eye (Conjunctivitis)	Smallpox
Flu (Influenza)	Lyme Disease	Pneumonia	Strep throat
Hand, Foot, Mouth Disease	Measles	Respiratory syncytial virus (RSV)	Tuberculosis
Hepatitis	Meningitis	Ringworm	

### Universal Precautions

The daycare ensures the proper containment and dispensing of medications, and ensures that proper staff and teachers are trained in the practice of universal precautions and that the practice is carried out.

## HEALTH AND WELLNESS CONT'D

### Medications

Medications (prescription and nonprescription) will be dispensed at the discretion of the daycare. When the daycare assumes the responsibility, the medications will only be dispensed by an administrator. No medications will be given after ten days unless specified by a doctor.

Please note the following:

- Medications must be signed in at the front office
- A signed doctor's statement must accompany the medications
- A signed Consent for Medical Treatment form by parents must be on file
- Medications must be in the original container and be prescribed to the child that it is to be administered to. The container must have a doctor's name, phone number, and dosage instructions.
- If more than one medication is to be given, each one must be listed on separate forms.

Do not take your child's medication to the classrooms or give to anyone other than an administrator in the front office.

### Medical Emergencies

If your child has a medical emergency, the daycare will take immediate steps to administer first aid and notify you or the emergency contact person as soon as possible. If your child's life is in danger, the daycare will call 911. However, the daycare is not liable for the cost of ambulance service or any professional treatment.

# **SAFE CONDITIONS**

## **Employee Background Checks**

All full and part-time employee applicants and all unpaid volunteer applicants (working 8 hours or more each month), must undergo a background screening. This applies to teachers, caregivers, drivers, administrative staff, facilities staff, and kitchen staff. The screening consists of a drug test, a criminal history fingerprint check, and social security verification.

## **Building Security**

All entry points to the daycare/church building are kept locked during daycare hours and can only be opened with a system operated by daycare staff. All visitors to the building during daycare hours are required to sign in and out and will have limited access to the building.

## **Smoke-Free Environment**

In accordance with Indiana's Smoke-free Air Law Act No. 1149, Mt. Zion's Loving Daycare is a smoke-free environment. Smoking or holding a lit cigarette is prohibited in all areas of the daycare, including the outdoor play areas and entrance areas.

## **Parent Responsibility While on Premises**

It is our request that when you are in the building, you not allow your child to go up and down the stairs alone or be left unattended. Please note that if you do, the daycare is not liable for any accidents or injuries that may occur while the child is in your care.

## **Supervision of Children**

All children are supervised and accounted for at all times. Teachers are not permitted to leave any child unattended, send any child on errands or to the restroom alone, or allow any child to go up and down the stairs without adult supervision and assistance.

Teachers are not permitted to send a child to another classroom for any reason without the knowledge of the executive or administrative director.

Teachers are prohibited from using cell phones in the classrooms or other areas when they are supervising the students.

## **SAFE CONDITIONS CONT'D**

### **Naptime**

The daycare schedules a 2½ hour naptime each day. All children are required to rest quietly on individual cots (not on the floor or in chairs) for at least 30 minutes of that time. If a child is restless and cannot sleep or lie still, they are directed to a quiet activity or book. Please provide a sheet for your child's cot (required by licensing regulations). You may choose to bring a blanket, pillow, and stuffed animal for your child's comfort. Please be sure your child's items are properly labeled. Sheets and blankets must be taken home on Fridays for laundering and returned on Mondays.

Teachers are not permitted to lie down with a child during their naptime or lie down and sleep while children are present in the room.

### **Transportation**

Only church-owned vans or vehicles leased by the daycare are used for transporting children to field trips, schools, and any other daycare-related trips that the school provides. Employee, parent, and other private vehicles are not permitted to be used.

The daycare ensures that drivers are at least 21 years old and have valid driver's licenses, and ensure that the vehicles are insured for the transportation of children. The daycare complies with emerging laws that drivers transporting 16 or more people have a valid commercial driver's license (CDL).

The daycare ensures that any vehicle used has ample gas supply and is in good running condition (brakes, tires checked, etc.). The vehicle will not exceed the passenger capacity.

Staff-to-child ratio applies and is followed on all trips. Even if a group is small, there is to always be one authorized adult in addition to the driver, before, during, and returning from each trip. The staff carries a cell phone, first-aid pack, list of students, and emergency contact forms to facilitate contacting you and the school in the event of sickness or an accident. The driver and other supervising adults are not permitted to use the cell phone except to confer with the daycare or to call in case of sickness or an accident.

Drivers are not permitted to make personal stops.



## **SAFE CONDITIONS CONT'D**

### **Transportation cont'd**

Non-authorized adults are not permitted to ride in the vehicle.

All students are to be restrained in seat belts for the duration of the trip.

At no time are children to be left in the vehicle or offsite location alone (without adult supervision).

Field trips are planned at least four times a year for 3-5 year olds, and throughout the summer months for school-agers. A parent-signed permission slip for every child is required for a student to be able to go on a field trip. Students who have no signed permission slip on file will stay with another class during that time.

Drivers and other supervising adults are instructed to count students before, during, and upon return of all trips, and are instructed to check the vehicle upon return to ensure that no child has been left in the vehicle.

### **Indoor Safety**

The daycare ensures the safety of children inside the building by following these rules:

Non-authorized people are prohibited from being in the classrooms, having contact with the students, or being left alone with the students.

The building is kept securely locked and monitored for non-authorized access to the classrooms and students.

Cleaning supplies and other hazardous materials are kept out of view and reach of children.

Classrooms, restrooms, cafeteria, and other areas occupied for daycare use are kept clean and in a sanitary condition at all times.

Toys, furniture, and other equipment used by children are washed and sanitized on a weekly basis, or immediately if they become contaminated or soiled.

Toys, furniture, and other equipment used by children are kept in good condition and removed if broken, loose, rusted, splintered, etc.

## **SAFE CONDITIONS CONT'D**

### **Indoor Safety cont'd**

A discipline policy is followed to prevent children from physically hurting one another.

Children are in the care and supervision of authorized adults at all times and are accounted for throughout the day by the sign in and out process and by conducting head counts.

Repairs, construction, remodeling, and painting are done only during non-daycare hours, or during times when the children are not present in the areas where the work is being done.

Children are not permitted to go up and down the stairs without adult supervision and or assistance.

### **Outdoor Safety**

Outdoor play is scheduled daily for all children in the daycare, including infants, unless the weather or air quality poses a safety or health hazard, or your child has a health-related reason to remain indoors and the reason is documented by you or a doctor.

Staff-to-child ratio applies on the playground and other outside play areas. The daycare strives to ensure that even if a group is small, there are always two adults outside due to additional and different types of risks and hazards.

Inspections are conducted to ensure that the playground is kept free of glass and other hazardous items, and the playground fence and equipment are in good condition (not rusted, broken, splintered, loose, etc.)

Teachers are instructed to engage with the children during play and be alert and watchful to the surroundings of anyone walking the path or approaching the fence.

Teachers are instructed to always count students when going outside and again before coming back inside.

When in outside areas other than the playground, students are monitored closely and kept at a safe distance from the street traffic, the retention pond, and moving vehicles on the parking lot.

## **SAFE CONDITIONS CONT'D**

### **Security Threats and Emergencies**

Safety measures are in place for threats, acts of violence, and other security issues and are on file at the daycare. For security purposes, these procedures are not listed in this handbook.

### **Alcohol, Drugs, and Firearms**

All staff will maintain sobriety while providing child care. Staff members that are inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to disciplinary action. No guns or other lethal weapons will be allowed in the daycare. Parents who are required to carry firearms as a function of their job will lock firearms in their vehicles before entering the building.

### **Reporting Child Abuse**

Indiana law (IC 31-33-5-1) requires anyone who suspects child abuse or neglect to report it to authorities. Organizations and individuals who knowingly fail to make a report required by this law commit a Class B misdemeanor. The daycare will follow the state's guidelines if there is suspicion of neglect, physical abuse, or sexual abuse.

### **Injuries and Accidents**

Minor cuts, bruises, and abrasions suffered while at the daycare will be treated with soap and warm water and properly bandaged. A report will be filled out on all incidents involving your child and available for your review.

### **Children in Non-daycare Spaces**

Staff and teachers are prohibited from taking a child outside, in a vehicle, or off the premises for any reason other than scheduled playtime or field trips.

Staff and teachers are prohibited from taking a child with them on their personal time (lunch, breaks, restrooms, etc.), and may not take them into non-daycare spaces such as church offices, kitchens, and sanctuaries.

### **Affection toward Students**

Staff and teachers are not permitted to kiss or tickle a child, or pat them on the bottom. Hugging is permissible, but not if the child resists or if a parent requests otherwise.

## **SAFE CONDITIONS CONT'D**

### **Discipline Policy**

No person while on the daycare premises shall engage in or direct any of the following actions toward any child:

1. Inflict corporal punishment in any manner
2. Hit, spank, beat, shake, pinch, yank, or use any other measure that produces physical discomfort
3. Use cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment
4. Place a child in a locked or dark room
5. Publicly or privately humiliate, yell, or use abusive or profane language
6. Associate disciplinary action or rewards with rest
7. Associate disciplinary action with food or use food as a reward
8. Associate disciplinary action with toileting or humiliate a child regarding toileting
9. Use time-out for a child younger than age three
10. Use time-out for any purpose other than to enable a child to regain control of a negative situation
11. Use punishment to correct unacceptable behavior
12. Physically restrain a child except: a) when it is necessary to ensure their safety or the safety of others, and b) for only as long as it is necessary to gain control of the situation.

## **SAFE CONDITIONS CONT'D**

### **Discipline for Unacceptable Behavior**

The daycare strives to respond to unacceptable behavior through positive actions. If a child is in danger of hurting him or herself or another child, he or she will be removed from the group and redirected to "Me Time" for a quiet activity. In accordance with state law, we do not use physical or mental punishment in any form.

Your support is needed by reinforcing with your child at home the importance of respect and obedience to the daycare staff and rules. When your child misbehaves at school, have a discussion at home about the behavior and the consequences that result. You can also help the daycare by letting us know of unusual or upsetting incidents that happen in your child's life that could cause the misbehavior.

If your child repeatedly disrupts the class with aggressive behavior (throwing objects, damaging property, cursing, etc.) or causes physical harm toward another child (biting, hitting, kicking, choking, etc.), and we are unsuccessful in helping him or her behave according to acceptable standards, we will initiate a staff-parent conference to discuss possible reasons for the behavior, and introduce a 6-week plan that includes regular staff-parent communication based on monitoring and recording the child's daily behavior and actions. If the aggressive behavior continues, we will give a first warning suspension and a second warning suspension which will be anywhere between 1-5 days depending on the behavior. If the issues are not resolved at the end of the 6-week period, you will be asked to withdraw your child from the school altogether.

### **Deaths and Serious Occurrences**

The daycare will immediately notify you via one or more of our communications methods which include text alerts, E-blasts, phone calls, website, Facebook, and memos of the following serious occurrences:

- Injury or death of a student during daycare hours
- Injury or death of a staff person or teacher during daycare hours
- Arrest of daycare personnel
- Alleged abuse or neglect of student by daycare personnel
- Fire, gas leak, or power outage
- Security emergency such as violent person on premises

# **STANDARD GUIDELINES**

## **Arrival Time**

Your child may arrive between 6:30 and 10:00 a.m. After 10:00 a.m., students cannot be admitted unless we receive advance notice of a doctor's appointment, and receive a statement from the doctor when you arrive.

## **Dropping Off Your child**

Do not drop your child off at the door or send them into the building unescorted. It is your responsibility (or that of an authorized person 16 or older) to escort your child into the building and safely to the classroom each day, and ensure that a teacher or staff person has acknowledged their arrival.

## **Signing Your Child in and Out**

You are required to sign your child in and out every day at the computer sign-in station. If the computer system is down or not working properly, let the receptionist know so that she can manually sign your child in. Signing in and out is imperative for safety as well as security. The daycare may ask you to withdraw your child if you repeatedly fail to follow this procedure.

## **Authorized to Pick Up Your Child**

You are required to identify in writing the names, relationships, and phone numbers of people who are authorized to pick up your child. You must also update this list if you wish to remove someone.

If for some reason, you or anyone else on the authorized list cannot pick your child up on a given day, you may call the school to give verbal authorization for someone not on the list. You will be asked for the code you use to sign your child in. If you are not able to give the code, the daycare will not authorize the request and the child will not be released to that person. If the authorization is approved, the person picking up the child will be required to sign in/out and show photo ID.

## **Court Order for Non-authorized Parent**

One parent cannot list the other parent as unauthorized to pick up unless a current court order to that effect is provided. Updated court orders must be submitted when changes have been made to the order.

## **STANDARD GUIDELINES CONT'D**

### **Dress Code**

Your child should always be brought to school clean and properly clothed. Appropriate everyday wear, however, should also accommodate messy craft projects and activities. For safety reasons, open-toe shoes such as flip-flops should not be worn to school. Athletic shoes are recommended. To avoid safety hazards, necklaces, bracelets, and rings are not allowed at school.

### **Change of Clothes**

A complete change of clothes for your child (of all ages) must be kept at the daycare at all times, including underclothes and socks. If your child uses the extra clothing, please be sure to replace them the next day.

### **Toys, Electronics, and Other items**

Toys, electronics, and other items may only be brought to the daycare on Show & Tell days. You will be asked to take items back home if they are brought to school at any other time. The daycare is not responsible, financially or otherwise, for toys and other items that your child brings to school that become lost, stolen, or broken. Be sure that your child's Show & Tell items are labeled with their name.

### **Treats for Celebrations**

If you wish to bring snacks for your child's birthday or a holiday celebration, you must provide enough for your child's entire class. The snacks must be store-bought and individually wrapped. A one-week notice should be given to your child's teacher when you anticipate a celebration. All celebrations take place after 3 p.m.

### **Picture Day**

School picture day is in October. Watch for advance notice of the exact date and time.

### **Graduation Day**

Graduation for the kindergarten class typically takes place the first Saturday in June, but may be subject to change. You will receive advance notice of the exact date and time.

## STANDARD GUIDELINES CONT'D

### Photo Usage Consent

A signed media consent form giving the daycare permission to use photos and videos of your child taken at school must be on file. The daycare prohibits use without parental consent and prohibits the use of photos and videos on social media sites of teachers and staff members.

### Field Trips

Field trips are planned at least four times per school year for 3, 4, and 5 year-olds. Signed permission slips are required for each trip. Fees (if applicable) are not covered in the tuition. **Please note:** Parents of one- and two-year-olds are welcome on some trips but must transport their own child in their own vehicle and stay with their child for the duration of the trip. Field trips are also planned throughout the summer months for summer camp students (ages 6-11). One signed permission slip covers the entire summer camp field trips. *SEE ALSO TRANSPORTATION, PAGE 13.*

### Parent-Teacher Conferences

Parent-Teacher conferences are scheduled three times a year following progress reports. However, additional meetings can be scheduled anytime at your request.

### Parent Visits

The daycare has an open-door policy and welcomes you to visit and observe your child at any time, but the visit may not interrupt the class or activity. Before proceeding to the classroom, you must sign in and receive a visitor's pass. During the visit, the teacher will continue with the scheduled activities and will not be available for discussion. During the visit, you are not permitted to hold, hug, or touch any child other than your own.

### Other Visitors

Visits by anyone other than parents or guardians must be scheduled in advance by the parent or guardian. If you call to arrange the visit (instead of in-person), you will be asked for the code you use to sign your child in. If you are not able to give the code, the daycare will not authorize the visit. Non-parents who drop in unannounced will not be permitted to visit the classroom. Visitors are not permitted to hold, hug, or touch any child other than the child he or she is visiting.

The daycare reserves the right to limit the number of people visiting at a time, or end a visit if it is too disruptive to the class or the child. The daycare also reserves the right to limit excessive visits by non-parents.



# **NON-DISCRIMINATION POLICIES**

## **MZLD Statement**

Mt. Zion's Loving Daycare is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national or ethnic origin, religion, or disability in its admissions or hiring policies. For questions regarding this statement, please contact the school at 317-549-1200 ext. 127.

## **USDA STATEMENT**

Mt. Zion's Loving Daycare participates in the Child and Adult Care Food Program (CACFP) which follows the meal patterns established by the U.S. Department of Agriculture.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all USDA programs and activities on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 or (888) 271-5983 Extension 516 (toll-free). The USDA is an equal opportunity provider and employer.

# EMERGENCY RESPONSE PLAN

## **Fire Drills**

Monthly fire drills are conducted to prepare staff and children in case of a real event. The drills keep the daycare up to code and show the staff and children how and where to escape from a fire. Evacuation plans are posted in each classroom and in other areas that children occupy, such as the restrooms, chapel, and cafeteria. In all cases of drills or actual events, the daycare will follow the standard onsite evacuation plan and wait for clearance by daycare staff or emergency response officials before reentering the building or classrooms.

## **Tornado Drills**

Tornado drills are conducted annually in the spring. The drills keep the daycare up to code and show the staff and children where to take shelter during a tornado. Onsite sheltering plans are posted in each classroom and in other areas that children occupy, such as the restrooms, chapel, and cafeteria. In all cases of drills or actual events, the daycare will follow the standard onsite sheltering-in plan and wait for clearance by daycare staff or emergency response officials before reentering the classrooms.

## **Severe Weather Closings**

If severe weather is predicted or comes before the facility opens, the daycare will keep you informed of any delays or closings through multiple means of communication, including local TV stations. It will be your responsibility to find alternate care when the daycare is closed or on delay for these emergencies outside of our control.

## **Building Evacuations**

In the event of a fire, gas leak, extended power outage, or the closing of schools and major highways due to severe rain, snow, or natural weather disasters, the building will be evacuated and the daycare will close. You will be notified and given a reasonable amount of time to pick your child up.

When an offsite evacuation becomes necessary, you will be notified, and staff and students will be transported in church-owned vehicles to Indianapolis Public Library, East 38th Street Branch, 5420 E. 38th Street, Indianapolis, Indiana 46218.

A complete Emergency Response Plan is on file in the daycare office.



For questions about this handbook, contact the  
daycare office at 317-549-1200 ext. 127

**To receive text alerts:**

Text MZLDC to 55469

**To sign up for E-blast notices:**

Visit [www.mtzionslovingdaycare.com](http://www.mtzionslovingdaycare.com)

