



**6020 South 300 East
Knox, IN 46534**

574-772-2277

kvcd daycare.wordpress.com

Welcome,

We are so excited that you have shown interest in our child care ministry. It takes a lot of trust to allow someone to nurture your child while you are at work or school. Our mission is to provide excellent and quality care to children in our community.

In order to create the best possible atmosphere for your child, I have enclosed an application and several policy forms. Please read and complete these forms in their entirety. This helps my staff and I get to know you and your child a little before the first day. This also helps your family understand our policies and expectations.

I encourage you as a parent to become part of our day care. Please feel free to schedule a day to sit in your child's class, just to see what he/she does each day. A newsletter is provided each month with what your child will be learning and what special activities we will offer.

We are an open child care and suggestions are always welcome. We strive to provide every child with personal and excellent care. You, the parent, are our best asset in accomplishing this goal.

Enclosed is also an approximate schedule of activities we do on any given day. This schedule can vary due to weather conditions, number of students, children's moods, etc. If you have any further questions about our child care, please never hesitate to call me at 574-249-0606. May you and your child be blessed!

Because your child deserves the best,

Misti Hiatt, director

DAILY SCHEDULE

	Toddlers	Preschool
5:30 am	Arrival	Arrival
6:30 am	Morning Activity	Morning Activity
7:00 am	Snack	Snack
7:30 am	Free Play	Free Play
8:00 am	Exercise	Exercise
8:30 am	Puzzles, Coloring, Etc.	Puzzles, Coloring, Etc.
9:00 am	Diaper Change	Hand Washing
	Breakfast	Breakfast
9:30 am	Outside Play	Reading Circle
10:00 am	Reading Circle	Lesson
10:30 am	Lesson	Music/Movement
11:00 am	Music/Movement	Outside Play
11:30 am	Lunch/Diaper Change	"
12:00 pm	Nap Time	Lunch/Restroom
12:30 pm	"	Nap Time
2:30 pm	Wake Up/Diaper Change	Wake Up/Restroom
3:00 pm	Afternoon Snack	Afternoon Snack
3:30 pm	Free Play	Outside Play
4:15 pm	Afternoon Activity	Afternoon Activity
4:45 pm	Small Group Time	Small Group Time
5:15 pm	Clean up/Departure	Clean Up/Departure

We strive to prepare every child for kindergarten. We teach a Bible lesson every week. Training children with the Word of God is very important to us. We also emphasize kindergarten readiness. During our lessons we work on:

- Recognizing Shapes
- Identifying Colors
- Distinguishing Letters (upper and lower case)
- Recognizing Numbers (1-10)
- Counting up to 20
- Counting Sets of Objects
- Understanding Opposites
- Grasping Locational Concepts
- Learning to Handle Books
- Writing Our Names

APPLICATION

Child's Full Name: _____

Nickname: _____

Birthdate: _____ Age: _____ Gender: _____

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Allergies: _____

Health Problems: _____

Toileting Habits: _____

Siblings: _____

Important Relatives: _____ Pets: _____

Favorite toy/game/book: _____

Food Likes: _____ Dislikes: _____

Napping Needs (blanket, rocking): _____

Anxieties or Fears: _____

Goals you would like to see accomplished this year: _____

Other Day Care Experiences: _____

Parent's email address: _____

Any other pertinent information: _____

SIGNATURE PAGE

I have read and understand the following policies of Kankakee Valley Day Care. I agree to maintain the standards stated in each of the following policies.

- Hours and Fees Policy
- Nutrition Policy
- Discipline Policy
- Illness Policy
- Emergency Procedures
- Yes*, I allow KVDC to photograph my child and possibly use the pictures for bulletin boards, crafts, marketing and/or advertisements.
- No*, do not photograph my child.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Tell us how you heard about our child care: _____

REGISTRATION AND EMERGENCY INFORMATION

Child's Information

Child's name: _____	Nickname: _____
Birthdate: _____	Social Security No.: _____
Home address: _____	
Street	City
State	Zip Code

Primary Parent(s)/Guardian(s) Information

Parent(s)/Guardian(s) name(s): _____			
Home address: _____			
Street	City	State	Zip Code
Home telephone: _____	Cell phone: _____		
Place of Employment: _____			
Business address: _____			
Street	City	State	Zip Code
Business phone: _____	Ext: _____		

Child's Medical Information

Doctor: _____	Dentist: _____
Address: _____	Address: _____
_____	_____
City	City
State	State
Zip Code	Zip Code
Telephone: _____	Telephone: _____

Medical Agreement

Name of insurance company: _____	
Policy #: _____	Hospital Preference: _____
List all allergies/medical conditions: _____	

Emergency agreement: I understand that I or another authorized person must pick up my child within the hour should he/she become ill. If my child is involved in a medical emergency, KVDC will contact the parent/guardian, child's doctor, and if necessary, emergency medical service (911). If we are unable to contact a parent/guardian, KVDC will take your child to Starke Memorial Hospital.	
Parent Signature: _____	Date: _____

HOURS AND FEES POLICY

KVDC is available to care for children Monday through Friday from 5:30 am to 5:30 pm. We will provide care between these hours. We encourage you to bring your child by 9:00 am. If your child is ill, please inform the day care by calling us before 9:00 am.

Tuition fees are as follows:	Toddlers (0-3 in diapers)	Preschool/School Age
Full Time (20 hrs or more)	\$90/wk	\$75/wk
Part Time (9-19 hrs)	\$75/wk	\$60/wk
Hourly (8 hrs or less)	\$5/hr	\$4/hr

Tuition must be paid on Monday unless previously arranged with the director. The child's space will not be reserved, if tuition is two weeks past due. Care will be terminated at that time. If there is failure to pay tuition and no effort is made to repay the past due balance, you will be referred to a collection agency.

If a family is eligible for vouchers, we will accept them. However, he/she will be required to pay the difference the vouchers may not pay. This must be submitted in the same time frame as stated above. A voucher card will be issued. It is your responsibility to swipe your card when your child arrives and departs. Failure to swipe your card may result in you, the parent, being responsible for tuition.

We will be closed New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Eve and Christmas. We also reserve the right to close, if written notice is given two weeks in advance.

A tardy fee will be charged for picking up your child after 5:30 pm. (\$1 for every minute for each child.) If a child should run out of diapers while in our care, we can provide diapers. However, a charge will be invoiced for \$1 per diaper.

There is a discount for three or more children. The first two are at the regular rate, each consecutive child after that is given a 33% discount.

There is also an incentive for referring families to us. If your name is submitted on a child's application, you will receive one week's free day care. (a value of up to \$90 for each referral!)

In the event of a child leaving, it is encouraged that you inform the director two weeks before the child's last day.

NUTRITION POLICY

We provide breakfast, morning and afternoon snacks for the children. Our meals are set at a certain time. However, it is the parent's responsibility to provide an adequate sack lunch everyday for his/her child. Our meals are set at a certain time. If your child arrives after our scheduled meal times, please make sure they are well fed.

Morning Snack is served at 7:00 am and consists of (2 of these 4 components) 1. Milk, fluid 2. Meat or Meat alternative 3. Juice or Fruit or Vegetable 4. Bread and/or Cereal.

Breakfast is served at 9:00 am and consists of 1. Milk, fluid 2. Bread and/or Cereal.

Lunches from home are served at 11:30 am -12:00 pm

Afternoon Snack is served at 3:00 pm and consists of (2 of these 4 components) 1. Milk, fluid 2. Meat or Meat alternative 3. Juice or Fruit or Vegetable 4. Bread and/or Cereal.

Refrigerators are available to store each child's lunch. Please label his/her sack lunch with the child's first and last name each day.

We are not able to provide infants bottles. If your child drinks bottles or sippy cups, provide enough to last throughout the day. Label the bottles and/or cups with your child's first and last names and the date the beverage was placed in the container.

DISCIPLINE POLICY

There is a need for sound and positive discipline methods in caring for young children. The purpose of good discipline is to instruct and guide children into a pattern of responsible behavior. Our child care uses a three part discipline method as described: (1) The rules are displayed so that both parents and children can become aware of them. We review the five rules each day at circle time with hand motions (a) No Touching, (b) Respect People and Property, (c) Listen and Obey, (d) Put All Your Toys Away, (e) Only Good Words. (2) A child (3 yrs and above) who intentionally and willfully breaks the above stated rules will be reminded in a positive manner of the need to follow these rules and them will have a time out- sitting for the amount of minutes corresponding to his/her age in a visible designated area. (3) If a child continues to break these rules, the parents will be notified and requested to assist in reinforcing the rules at home.

If after two weeks, this three step system does not work, and the child is deemed uncontrollable by the director, for the sake and safety of other children in our care, we reserve the right to give two weeks notice of termination of child care.

Any person, while on child care center premises, shall NOT engage in or direct any of the following actions toward children: (1) Inflict corporal punishment in any manner upon a child's body. (2) Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort. (3) Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment. (4) Placement in a locked or dark room. (5) Public or private humiliation, yelling or abusive or profane language. (6) Caregiver shall not: (a) associate disciplinary action or rewards with rest. (b) associate disciplinary action with food or use food as a reward. (c) associate disciplinary action or humiliate a child in regard to toileting. (d) use time out for any child less than three years of age. (e) use time out for any purpose other than to enable the child to regain control. (f) physically restrain a child except 1) when it is necessary to ensure their own safety or that of others; and 2) only for as long as is necessary for control of the situation. (g) Use punishment to correct unacceptable behavior.

ILLNESS POLICY

When children arrive for care, they must be in good health and free from symptoms of contagious disease or according the state law, they must be refused admittance.

Symptoms of contagious disease can be, but are not limited to: earache, running nose, irritability, vomiting, swollen glands, fever, diarrhea, loss of appetite, headache, rash, cough, sore throat, red or running eyes, or unusual drowsiness.

Children with the following symptoms will NOT be admitted for care: fever over 100 degrees present in the last 24 hours, vomiting within the last 24 hours, more than three bouts of diarrhea, undiagnosed rash, running or pink eyes, nits or live lice in hair. The child must be capable of full participation.

If a child should become ill while in our care:

1. The child will be isolated in a comfortable and visible area.
2. The parents will be notified immediately.
3. The child must be picked up within one hour.

In the event of an illness/death of a teacher; a substitute teacher will be hired temporarily. This substitute will meet the same requirements our current staff does. (18 yrs, CPR, 1st Aid, drug free, Tuberculosis free, UP trained, etc)

To protect the children in our child care, the use of tobacco, unintended use of a toxic substance, use or possession of alcohol and use or possession of illegal substances, in the facility where child care is operated when child care is being operated is strictly prohibited.

If an ill child is repeatedly left in our care, with prior knowledge of illnesses, or the policy above is ignored, we reserve the right to give two week notice of termination.

EMERGENCY PROCEDURES

The purpose of an emergency plan is to make all emergency policies and procedures clear to you, the parent.

In the event of an illness of a staff member that may be contagious to others, parents will be verbally notified either in person or by telephone. A substitute teacher will be arranged.

In the event of an emergency in the facility that prevents children from being cared for, such as inclement weather, power outage, etc., WNDU, channel 16 and WKVI, 99.3 FM will be notified. If an emergency happens while children are being cared for, we will contact you or your emergency contacts by telephone to pick your child up.

Due to state requirements, no back-up plan for emergencies regarding our facility can be arranged. However, in the event of an illness/death of a teacher; a substitute teacher will be hired temporarily. This substitute will meet the same requirements our current staff do. (18 yrs, CPR, 1st Aid, drug free, free from communicable diseases, including, not limited to tuberculosis, UP trained, State background check, etc) It is important for your family to have a back-up plan in place in the event of your child's illness or our facility's inability to care for children. (See our Illness Policy for exclusions pertaining to your child's health.)

In case of a fire at our facility, we will: 1) Line all walking children up and place non-walkers in rolling beds, 2) Bring clipboard and cordless phone, 3) Walk the children quickly to the Main Exit*, 4) Line the children up on the sidewalk, 5) Verify that everyone has been evacuated, 6) Call 911 *If entrance is blocked, we will use the East Exit. We monthly practice this evacuation procedure with the children.

In case of severe weather, we will: 1) Line all walking children up, 2) Bring clipboard and cordless phone, 3) Walk the children quickly to the middle hallway, 4) Instruct the older children to kneel against the walls and cover their necks with their hands; teachers will hold babies in their laps facing the wall, protecting their heads, 5) Verify that everyone is present, 6) Call 911- if needed.

Get Ready for the Big Day!

Now that you have enrolled your child, the next step is preparing for his/her first day. We ask that all of our students arrive by 9:00 am. This sets the classroom at ease. If children are trickling in throughout the morning, it makes it difficult for our teachers to adequately manage their classrooms. Here is a list of items you will need to bring to make the first day run a little smoother.

1. Sack Lunch
2. Complete Change of Clothing (essential for every child)
3. Blanket and/or Pillow
4. Bottles/Sippy Cups for the Entire Day (pre-filled with beverage)
5. Diapers (4-5 needed daily) We provide wipes
6. Weekly Tuition or Voucher Papers

Again, if you have any questions or concerns before the first day, please call me any time. You may call me after hours or on the weekend at 574-249-0606. My staff and I are here for you. If we can make this transition to our child care any easier, please let us know.

See you soon,

Misti Hiatt, Director