

Park Place Children's Center
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PARENT HANDBOOK



Park Place Children's Center
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Park Place Children's Center is licensed by the Indiana Family and Social Service Administration, Division of Family and Children. Licensing indicates that the standards established by the state legislature in the areas of health and safety, as well as staff and programs have been met.

Park Place Children's Center is also a registered church ministry. Due to new building codes, classrooms not previously used by the Children's Center are unable to be licensed under current regulations, and are classified as ministries. They are operated in the same manner as the licensed classrooms and are regularly inspected to ensure quality of care.

About Park Place Children's Center

Park Place Children's Center was established by Park Place Church of God to provide Christian learning opportunities and care for children. It began in 1953 as a Nursery School program and expanded with an additional, all day Educare program in 1976.

At Park Place Children's Center, a rich and wide range of opportunities for learning are offered to children age six weeks through Pre-K. We provide learning opportunities in a nurturing atmosphere, where children develop self-esteem and learning skills through play experiences and group interactions. Personal encouragement and opportunities for problem solving combine to create our developmentally appropriate program.

Within this booklet you will find information that will help answer many of the questions you have regarding Park Place Children's Center. If you have further questions, or would like additional information, stop by the office.

Children's Center Administrative Team

The Director, Assistant Director, Administrative Assistant, and Kitchen Administration provide the leadership and management for Park Place Children's Center daily. Each team member has specific responsibilities and reports directly to the Children's Center Director.

Children's Center Teachers and Assistants

The staff at Park Place Children's Center consists of lead teachers and assistants. Each staff member is required to meet specific qualifications which are outlined by the state regulations. All Children's Center staff members are responsible to the Director.

Parent Volunteers

Parent volunteers are wonderful! Please make arrangements with your child's teacher for the best times and ways you can contribute.

Parent Communications

1. The staff at the Children's Center recognizes you are the parents of your child. There is no one who knows your child like you. We want to work in partnership with you to see your child grow to maturity.
2. Parents generally bring and pick up their children and a staff person will be available for communication about the child's day. For specific information including questions about your child's behavior or development, talking directly to the child's lead teacher is best. If there is not satisfaction after that conversation, you may talk with the director of the center.
3. If a child is having a difficult time and more time for communication is needed, the parents may be invited to a Parent/Teacher conference. This conference will consist of the lead teacher, director and parents.
4. Outside the child's classroom everyday there will be a note posted for parents to read. This note will list what the children did each day and typically list served snacks and lunch.
5. For children younger than three, there is a special note that goes home. Each note contains specific information which is pertinent for that classroom.
6. There will also be a formal Parent/Teacher conference time scheduled for each class each year. Parents are encouraged to attend this important one on one meeting with the lead teacher.

School Closings

Park Place Children's Center will be closed on the following holidays:

- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Staff Workshop days (see yearly calendar for exact dates)
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Holiday (see yearly calendar for exact dates)

Weather Related Closings

Park Place Children's Center DOES NOT follow the Anderson Community School closings. We will utilize Facebook and texting for closing information.

Policy on Alcohol, Tobacco, Firearms, and Illegal Substances

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited.

Policy on Release of a Child to an Intoxicated or Impaired Person

If any authorized intoxicated or impaired person insists on removing children from the center, Park Place Children's Center shall immediately report the incident to the local police agency.

Children's Center Team

The Children's Center Team is comprised of members from the congregation at Park Place Church of God, parents and community leaders. The team serves as an advisory making group for the Children's Center.

Hours of Operation

Park Place Children's Center is open Monday through Friday from 6:30 am to 6:00 pm. Each family is provided care for a maximum of ten hours per day during those hours.

Our Philosophy for the Children's Center

- Park Place Children's Center exists to provide a warm, nurturing environment for all children. Children will be taught social, emotional, physical, cognitive, and spiritual skills at their age level.
- Children will be taught in an environment which values the principles of Christianity.
- We gather together to support growth in families which will result in a healthy and strong community.

Program Description/Curriculum

Park Place Children's Center curriculum is based on the Developmentally Appropriate Practice Guidelines designed by the National Association for the Education of Young Children (NAEYC). The center utilizes a hands-on approach to learning units, activities, lessons, and play, which are appropriate to the individual development levels of each age group. Respect for each child is a priority, helping to build positive self-esteem and self-concept.

Children are provided time to choose their own activities and work independently in learning centers, with caregivers serving as facilitators to enhance the children's choices. Children are also encouraged to interact, explore, and develop relationships with their peers.

Detailed weekly lesson plans are written and turned in to the director for review and approval; lesson plans are posted for parent's review.

Classroom Schedules/Parent Notes

Classroom schedules are posted outside of each classroom for your information and on bulletin boards in the classroom. If you would like a copy of your child's class schedule, the classroom teacher or office staff will be happy to provide you with a copy.

Parent notes are written and posted daily outside of each classroom. Please be sure to read the parent note each day; information about your child's day is contained in this note.

Tuition

Tuition at Park Place Children's Center is a flat weekly rate. **The full rate will be charged every week that the Center is open.** Should we be closed for an entire week, tuition will be waived for that week. Tuition payments are due **by noon on Wednesday**, the week of care. A late fee of 10 % will be assessed after the due date.

Methods of Payment

Park Place Children's Center accepts cash, check, or credit card (Visa, MasterCard, or Discover).

Two-Week Deposit

Park Place Children's Center requires a two-week deposit at the time of enrollment. This deposit will be used for your child's final two weeks of care at the Children's Center.

Supply Fees

A supply fee per child will be applied to your account each semester. Supply fees are charged the first week in January, June, and August.

Enrollment Requirements

In order to enroll your child at the Children's Center, a registration fee, supply fee, and two-week deposit is required prior to the first day of attendance.

Vacation/Sick Days

Two weeks of tuition will be credited to your account per year for vacation/sick days; one week for the school year and one week for the summer. Days will be recorded *when requested by the parent/guardian*.

Withdrawing Your Child

A two-week written notice is required before withdrawing your child. If written notice is not given, you will forfeit your two week deposit.

Termination of Services

Two weeks of non-payment will result in your child not being able to return unless late tuition is paid in full.

Toys

We encourage all toys to be kept home and that children play with the supply of toys and manipulatives provided by the center. Toy weapons and action figures of any type are not allowed at Park Place Children's Center; this also includes clothing that depicts violence.

Dress

The world of the young child at school involves many play and creative activities, so dress your child in comfortable, practical clothes and shoes.

In winter weather, we do take the children outside for fresh air and exercise as often as possible; dress your child warmly! The state requires outside play above 25°.

All children must have a complete change of clothes kept at school in case of an accident. Please be aware that as the seasons change, you will need to update your child's supply of extra clothes.

Extracurricular Activities

In the event of extracurricular activities, parents will be informed prior to the activities and will sign written permission for his/her child to participate.

Food Program

Park Place Children's Center has a wonderful and experienced kitchen staff. They serve the children faithfully by preparing food and snacks for breakfast, morning snack, lunch, and afternoon snack.

- We are a **nut free** center
- Please be aware of the following guidelines that pertain to our food service:
- If your child is in need of a special diet due to medical reasons or allergies, a doctor's note is required.
- Families supply all milk and juice substitutions.
- No "home prepared" foods are allowed for consumption at Park Place Children's Center.
- No "carry in" meals can be consumed by the children while at the center (ex: Happy Meals).
- Birthday treats or other special occasion treats must be store bought.
- All meals served at Park Place are state approved and meet the requirements for serving size.

Parent Conferences/Communication Policy

- Parent/Teacher conferences will be scheduled as needed or a parent may request such a conference at any time.
- Formal parent/teacher conferences will be held once a year.
- In addition, teachers are always available for on-going communication, and parents are always welcome at any and all times to observe our program.

Field Trips

In the event of a class field trip, parents will be required to sign a permission slip for his/her child. All field trip information will be provided in advance of the trip by the classroom teacher.

Age Appropriate Goals

Infants

- Gain necessary first hand experiences with objects and other people that help develop sensory, physical, emotional, cognitive and social attributes
- Learn basic first words
- Learn how to roll, crawl, sit up, walk around things and walk without help
- Learn to eat solid foods
- Learn to play individually and with friends and staff
- Introduce God/Jesus through story and song

Ones

- Introduce the Bible and Jesus through stories and song
- Respect others and self
- Explore the world around them through play
- Having self-control over their bodies
- Each child will grow at his/her own pace and in his/her own way
- Gain social skills to improve friendships

Twos

- Introduce the Bible and Jesus through stories and songs
- Expose children to Christian values and teach them to be caring toward others
- Explore the world around them through play
- Children will build friendships and learn how to interact respectfully; learning to take turns, wait patiently etc.
- Introduce numbers, colors and letters to start encouraging concepts for pre-math and reading
- Children will be encouraged to work on personal care skills by washing hands, picking up their toys, and being introduced to toilet training

Transitional Twos

- Introduce children to God through loving interactions with them and reading/telling Bible stories that teach who God is and how God loves everyone
- Assist children in their exploration of the world God has created (through play and observation) to the end that they find joy in exploration as well as the creation. They will gain a respect for God as creator and for that which God has created (including people)

- Assist children in building friendships with others by learning how to respectfully interact with others which includes appropriate (kind) words and loving actions (sharing, taking turns, being patient with self and others)
- Assist children to work toward self-control over their bodies' outward display of feelings and appropriate verbal expressions of what they think and feel
- Provide opportunities for children to build on the physical and intellectual skills they already have and develop new skills needed to help them as they proceed in later levels of education

Threes

- Children are taught God is creator and Jesus is their friend
- Dressing themselves and toileting with very little help
- Taking turns
- Begin with help to problem solve
- Listening to a story
- Know and recognize their name
- Able to engage in make believe
- Begin to hold crayons and scissors properly
- Children will recognize some letters and sounds they make.

Pre-K

- Children are taught God is creator and Jesus is their friend
- To get along with other children and staff in the room
- Follow classroom rules and routines
- Take care of their own personal needs and gain confidence in themselves
- Develop listening skills and comprehension
Develop oral language skills and use them in conversation with others
- Develop pre-writing skills, numbers, letters, sounds and rhyming
- Children will learn to properly use scissors
- Children will learn how to write their names
- Children will gain some mathematical skills-sorting, one to one correspondence, sequencing
- Children will experience joyful music and movement
- Children will learn to solve problems in a respectful manner
- Recognition of colors, shapes, sizes and positions (above, under, etc.)
- Develop print awareness and how to handle a book
- Develop a love for learning and respect
- The ultimate goal is to look at the whole child physically, spiritually, emotionally, socially and cognitively. To provide activities and opportunities to help children grow in these areas in a developmentally appropriate way.

Lice

If head lice is discovered, your child will be sent home to be treated until nit free. Recheck your child daily; the Children's Center office will also recheck before a child reenters and send home any child still affected.

Medications

All over-the-counter medication, such as Tylenol, cough syrup, etc. must have a written doctor's note in order to be dispensed. All medications are stored in a locked closet.

Prescription medications must have an original prescription label or a written note from the doctor in order to be dispensed.

Significant Occurrence or Problems

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

Policy on Reporting Suspected Child Abuse

Park Place Children's Center is required by law to report any suspected child abuse or neglect to Child Protective Services.

Health Examination

A health examination including immunizations is required for each child within twelve (12) months prior to admission to Park Place Children's Center, or within one (1) month after admission on the forms provided. Child Care Center services must be terminated if a health form is not returned within the above stated time period. Health examinations shall be repeated annually for children two years of age and younger.

Emergency Medical Authorization

In case of an accident, injury, or illness of a serious nature, children at Park Place Children's Center will be given emergency medical care. Parents will be contacted immediately, or as soon as possible at the phone numbers given with the enrollment paperwork.

A signed hospital consent form must be on file in the Children's Center office.

Sick Child Policy/Illness

Our policy regarding ill children is for the protection of all children. You must provide the office with adequate emergency contact information and make other arrangements for your child due to illness.

If a child shows signs of illness, such as fever (100 degrees or higher), vomiting, or diarrhea, he or she must remain out of the Children's Center for at least 24 hours, not counting the day the child was sent home.

Children are to be picked up within thirty minutes of the call.

If your child has a fever or is sent home with a fever, he or she must be fever-free (without medication) for 24 hours prior to returning to the Children's Center. (see above)

It is imperative that the Children's Center is notified if your child has a contagious condition, such as strep throat, in order to allow us to alert the other families.

Admission Policies

Park Place Children's Center shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide care.

Park Place Children's center shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents.

There shall be no discrimination on the basis of race, color, religion, sex, national origin, or handicap.

Confidentiality Policy

All information pertaining to admission, health, family, or discharge of a child is confidential. No medical, financial, or other confidential records shall be released to any person or party without legal authorization.

Parents submit a permission form for records to be transferred upon entering public school.

Authorization for Child's Release

Children will be released only to a parent or a person named by the parent. Parents or persons named by the parent must be sure that a staff member is aware of the child's arrival and departure. Parents shall sign the child in and out on a daily basis. Please inform the Center office of any changes to your authorized and/or unauthorized escort list.

Park Place Children's Center cannot be placed in a position of arbitrating a child's departure or parent visitation rights at the Center. If there is any problem regarding the custody of a child, the Children's Center office must have documentation verifying legal custody and copies of any court orders.

Blue cards are your identification to pick up your child. Please carry it with you.

Escorting your child to and from school

- Please help us keep your children safe! ALWAYS escort your child to his or her classroom and make personal contact with a teacher prior to leaving.
- Walking feet are to be used in hallways. If your child has a challenge with this, please be sure to hold your child's hand to reinforce walking.
- If you are talking with the teacher, keep your child close to you so they do not run off from you.
- Hold your child's hand in the parking lot.
- Children are not to be left unattended in a car.

Door Security

Our center is a locked center.

You help keep the setting secure.

***When you enter through the keypad door,
please be sure no one enters with you.***

Daily check-in and check-out procedures

Upon entering the building, parents will "clock-in" or "clock-out" their child at the computer touch-screen in the entry. Each family will have a 4-digit PIN that will be assigned upon enrollment at the Children's Center. Parents will also need to sign in and out on the class roster in their child's classroom.

Escorts

Individuals who pick up your child/children must present their *blue card* to the office and/or classroom teacher. We absolutely **will not** release a child to anyone until we have appropriately identified the escort.

Policy about Children left after closing time

Children are expected to be picked up by closing time. A charge of \$10.00 will be assessed per child to any family picking a child up after 6:00 pm. If any child is not picked up 30 minutes after closing time, Child Protective Services will be contacted to pick up the child.

Discipline Policy

- Park Place Children's Center utilizes a philosophy of positive discipline. We use Conscious Discipline as a way of self regulation.
- Our staff of professionals defines its role as being guides and models of appropriate social behavior. When discipline is utilized, it is done through consideration of the individual child and with respect for the rights of the child. Consistency is an essential element of the discipline policy at Park Place Children's Center.
- *No form of corporal punishment by personnel or parents while on Children's Center premises or trips is permitted.*

Changes in Information

- Please notify the Children's Center office immediately if there are changes in your address, phone numbers, email address, or emergency contact information. If something changes in your family life, this is very helpful information to pass on to the staff. This kind of information can impact children.