# **Seeds of Knowledge Preschool and Daycare Ministry Policies**

***Program***

Seeds of Knowledge is a Preschool and Daycare Ministry at Floyds Knobs Christian Church. Seeds of Knowledge offers planned activities for ages 2 months thru 10 years of age, on a part-time/full-time basis. The curriculum at Seeds of Knowledge encourages children to be actively involved in the learning process. Through play, our qualified teachers teach language, concepts about the physical world, social skills, problem solving, motor coordination, and self-confidence.

***Payment Fees/Operation***

Full time daycare operating hours are from 7:00 am to 6:00 pm. Part time childcare hours consist of 6 hours or less. Children must be picked-up promptly at the end of each scheduled visit. You must call, if you will be late for pick-up or drop offs. Contact phone number is 812-923-0123. You will be charged $5 for every 15 minutes you are late. ***You are responsible to pay for the days agreed upon whether your child attends or not.***

A registration fee of $50 is to be paid at the time of application per child for administrative purposes and insurance. Payment is to be made promptly each week. A security deposit equivalent to one week’s fees is due at registration along with the fee for the first week that your child/children are to start. The security deposit is applied the last week of attendance **when a two week notice is given**. **If you stop bringing your child without a 2 week notice, you will be charged up to 4 weeks (unless contact is made before those 4 weeks are up, saying the child will not longer attend), and after those 4 weeks of no attendance, your child’s spot will be forfeited.** Payment is to be made by check to Seeds of Knowledge Cash, or Credit Card. You will be charged a $25.00 fee for any returned/bounced checks.

***Holidays observed are***: Two days for New Years, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Two days at Thanksgiving, and Two days at Christmas. All vacations will need to be given in writing **4 weeks in advance**. Closed days may be subject to change dependent upon requirements and/or special needs. Fees are due before the holiday. **Holidays are to be paid whether you give advanced warning or not, but vacations are not paid if a 4 week notice is given. We follow NAFCS Snow Policy.** When they are closed, we are closed. We will not follow their delay system, and will remain open at normal time, unless otherwise notified. Payments will still be required if we must close.

Enrollment and Child to Staff Ratio

We staff according to state guidelines. We have additional caregivers for part-time children, before and after school care and for additional support throughout the day.

Upon enrollment, an application, emergency information and other regulatory forms such as immunization records and medical forms need to be completed.

A meeting with the parent(s) and child are required prior to enrollment. After the first week trial period, an additional meeting will take place to discuss any concerns either party may have. If a termination is required the parent and/or daycare must give a two-week notice.

Supplies

Parents are responsible for labeling and providing an adequate supply of the following:

* Infant feeding items must be provided.
* Disposable diapers, two packs of wipes per month, ointment for bottom, and any personal item for child’s comfort.
* Socks must be worn at all times. Bring an extra set of clothing to keep in child’s cubby.

Toileting/Diapering

We use sanitary diapering and toileting procedures. Diapers are changed routinely as needed. We will not force children to use the toilet and will allow several opportunities for restroom visits and will assist parents with potty training efforts.

Emergencies and Injuries

A staff member certified in First Aid and CPR will be on site at all times. If an accident occurs we will apply first aid to minor injuries (cuts, scrapes, bruises, etc.) and report circumstances to the parent. If the injury is more serious, we will respond accordingly to the nature of the emergency and every attempt will be made to notify the parent and/or emergency contact. (Turn Over)

Pick-up and Drop-off

Children are required to be dropped off by 9:30am, in order to keep with the daily routines. All parent(s)/guardians/designated persons are to come inside for drop offs and pick-ups. In the event the pick-up person is not the regular designated person a verbal or written permission from the parent with photo identification will be required for dismissal. Parents are to assist their children in putting shoes and other items in his/her cube.

Illnesses

For the protection of everyone, a child who is discovered to be ill/sick (any illness or condition requiring one-on-one care or a condition preventing the child from participating in activities including excessive crying/screaming, severe coughing, nasal discharge, cold, etc.), will not be able to attend. If the child becomes ill at Seeds of Knowledge., he/she will be isolated from the other children, made comfortable, and supervised until the parent arrives. Parents are requested to respond and pick their child up quickly. Children who are ill may not remain at Seeds of Knowledge. If your child has any of the following conditions or symptoms regardless if the child was not ill when they arrived, the parent will be contacted to pick up the child in order to prevent others from being exposed.

* Fever of 101 degrees will be sent home.
* Vomiting.
* Diarrhea with two or more runny/watery stools and/or drastic change in bowel movements.
* Eye irritations such as white, yellow, or green discharges including “Pink eye.”
* Any skin rash, lesion, or wounds with bleeding or oozing of clear fluids or pus including Chicken Pox. Scabies, head lice, or other infestations. Mouth sores with drooling.
* Any illness or condition requiring one-on-one care or a condition preventing the child from participating in activities including excessive crying/screaming, severe coughing, nasal discharge and/or cold.

In order for the child to return to Seeds of Knowledge, the following conditions must be met:

* A child must be free from all illnesses for a full 24 hours, **without the use of medication**. **Seeds of Knowledge reserves the right to deny a doctor’s note regarding fever/vomiting**. A doctor’s note will be accepted regarding rashes, pink eye and other conditions, if the doctor can determine your child is not contagious.

Discipline

A behavior model is important for a child. A child will begin to respond with acceptable forms of behavior when guidance is consistent and fair. Discipline is all the helpful guidance, encouragement and support that adults use to influence children as they learn and grow. A good behavior model helps children learn some of the things he/she needs to know about getting along in the world, and helping him/her to develop his/her own self-control and self-discipline. An adult reinforces what a child does by either positive acceptance or interest or negative responses. Time-Out will be used if necessary. Seeds of Knowledge will not allow or accept children who shows signs of inexcusable forms of behavior like biting, hitting, being aggressive, and throwing objects. After several attempts to correct the behavior, with no signs of improvement, a two week dismissal notice will be given.

***Hand Washing***

Sanitation is important to Seeds of Knowledge, LLC. We all will wash our hands before and after diapering/using the restroom/coming in from outside. In addition, we all will wash our hands before and after eating.

Abuse and Neglect

In order to comply with the law, we will report any suspected child abuse, neglect, exploitation or deprivation to the Department of Social Services.

***Records/Requirements on File***

Seeds of Knowledge, LLC., shall maintain on file the following records: Emergency Information, Acknowledgements, Daily Attendance/Payment Records, Emergency Drills, and outside inspections.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_