

# Kidscape West

## Childcare and Learning Center



# Parent Handbook

7050 West Washington Street  
Indianapolis, IN 46241  
317-244-5437

## **Welcome**

Welcome to Kidscape Childcare and Learning Center. We look forward to working together as a team, guiding your child through the early years. Throughout this handbook, you will gain insight into expectations that have been established. If you have any questions or concerns, please feel free to contact us. We will be happy to assist you.

## **Program Description**

We look forward to helping your child grow and learn to his / her full potential. While your child is enrolled here they will embark on a journey to prepare them for elementary school. We will accomplish this in a variety of ways. Your child will learn how to socialize and interact with other children in a group setting. They learn this through playing with and spending time with other children each day. They will also develop the gross motor skills they need by having outdoor play time and structured indoor activities. They will learn their letters and the sounds that they make to get them ready for reading. Our students also learn the math and science skills they need through experiments and hands on activities. There are also many art and music activities to stimulate their creative sides.

Our program is designed to take into account the physical, social, emotional, and intellectual needs of the children. We also take into account the different levels of development for children in all of these age categories. Our goal is to meet each of these needs for the children through daily activities. This is accomplished through circle time activities, transition times, small and large group activities, and other special activities. All of these activities will foster growth in these areas through both fine and gross motor skills, music play, art , math, science, language development, dramatic play, and quiet individual play.

## **Hours of Operation**

Kidscape is open from 5:30 a.m. to 6:00 p.m. Parents who leave their children after 6:00 p.m. will be charged \$1.00 per child per minute. After 5 minutes we will begin calling people on your emergency contact list if we cannot reach you. Children who are continually left after 6:00 p.m. may be disenrolled from the center.

Kidscape is closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. In the event that any of the above holidays fall on a weekend we reserve the right to close the Friday before or the Monday following the holiday. Kidscape also closes early on Christmas Eve and New Year's Eve. Kidscape also reserves the right to close due to inclement weather. Any closing will be posted on WRTV 6 the local ABC station. No reduction in tuition will be made for any of the above closings.

## **Admission Policy**

Kidscape shall only admit children who are at a stage in development which enables them to benefit from our program and for whose age level the center is staffed and equipped to provide care for. Kidscape shall not admit or maintain any child whose needs cannot be met or whose behavior poses a danger for themselves or anyone in the center. There shall be no discrimination based on race, religion, sex, national origin, or handicap.

## **Meals**

Breakfast will be served to all children in attendance before 8:00 a.m. Children will also be served a.m. and p.m. snack.

## **Emergency Care and Treatment of Illness**

In the case of an accident, injury, or illness of a serious nature, your child will be given emergency medical care. We will make every reasonable effort to contact you or other authorized emergency contacts as soon as possible.

Children will be excluded from Kidscape if they have a temperature greater than 100.9 degrees until that fever has been below 101 degrees for 24 hours without the aid of a fever reducing medicine. Children will also be excluded if they have a communicable disease until that illness is no longer communicable.

## **Notification of Problems, Illnesses, or Significant Occurrences**

You will be notified of any problems or significant occurrences that arise in the center in writing. Any significant communicable disease exposure will be posted on the front parent board and front door.

## **Field Trips**

You will be notified in the event of any field trip and asked to sign a permission slip.

## **Children's Arrival and Departure**

As the parent, it is your responsibility to make sure your child's teacher is aware that you are dropping them off into their classroom. Parents must walk children into their classroom and notify their teacher that they have arrived. Under no circumstances may a child be dropped off outside of the center or in the entryway.

Children will only be released to a parent, legal guardian, or other person authorized by the parent. Kidscape will require proper identification before releasing children to anyone not known by the staff. Children will not be released to any parent who appears to be intoxicated or impaired.

## **Parent Visits**

Kidscape has an open door policy. Parents are welcome to visit the center at any time and are encouraged to participate in center activities.

## **Discipline Policy**

Kidscape follows the philosophy that guidance and discipline help build social relationships. We use redirection, natural and logical consequences, alternatives, directions, and problem solving for discipline. Teachers communicate with students using positive statements. We encourage children to use their own words and solutions to resolve conflicts. Teachers will communicate with children at eye level and talk to them in a calm manner about what behavior is expected. Parents of children who exhibit consistent problems with behavior will be required to come in for a conference.

## **Health Exam and Immunization Requirements**

A health exam including immunizations is required for each child prior to admission to the child care center. Parents are also required to update the center when children receive additional vaccinations. Children two and under are required to have an annual physical exam.

## **Supplies**

There are some necessary items for your child to have at the center every day. If your child is in diapers or pull-ups you are responsible for bringing in the diapers or pull – ups. These must be brought in to the center in their original unopened packages. If your child is completely out of these supplies they may be excluded until supplies are available.

Your child also needs a season appropriate change of clothes every day.

Parents of infants will need to bring in ready to use formula in an unopened container. If parents wish to prepare bottles at home they must sign a safe transportation of food form. Mothers who breastfeed please see breastfeeding policy.

## **Parent Communication**

Parent – teacher conferences will be scheduled as needed. A parent may request via the director a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome to observe our program. The center will forward to parents information provided by the licensing division regarding inclusion, rules, and other child care information. Unscheduled visits by a custodial parent or guardian shall be permitted at any time.

## **Personal Belongings**

Kidscape and its employees will not be responsible for any personal items brought into the center.

### **Alcohol / Tobacco / Firearms**

For the safety and protection of all parties the use or possession of alcohol, tobacco, firearms, or any other illegal substance is strictly prohibited on Kidscape property. Any violation of this policy could lead to the disenrollment of your child effective immediately.

### **Suspected Child Abuse**

Kidscape is required by law to report any suspected child abuse to Child Protective Services.

### **Confidentiality Policy**

All information pertaining to admission, health, family, or discharge of a child is confidential.

### **Peanut Free Center**

Our center is peanut free. We will not allow any outside food or drink to be brought into the center. If your child has eaten in the car please have them stop and wash their hands on their way to their classroom. Do not allow your child to bring food into the center.

### **Legal Responsibility**

The name of the person legally responsible for the center is Delores White.

I have read and agreed to the terms stated in the parent handbook for Kidscape Childcare and Learning Center.

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Name

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Date

