

ADMISSION PROCEDURES

In order to establish uniform guidelines for admission to Greentown Wesleyan Day Care Center, the following procedure is required:

- A. Read carefully the Parent's Handbook (policy statement) of Greentown Wesleyan Day Care. Note in particular the purpose, goals, program, discipline procedures, religion, health requirements, and financial plan. It is important that those wishing the services of the Day Care, to have confidence in and agree with its goals and purposes. It should be emphasized that the Parent's Handbook is the policy statement of Greentown Wesleyan Day Care as of July 1987. Any change in rates or policy will be made with two weeks advance notice.
- B. Fill out entirely, the APPLICATION FOR ADMISSION.
- C. The registration fee must accompany each application. No processing by the Center can be done without this fee, which is non-refundable. (Exception: if a child cannot be received into the program due to physical or mental handicap, the registration fee will be refunded in full.) Applications are received and processed by date and children are received into the program on a first come, first served basis and as openings in the various age groups become available.

No child will be denied enrollment due to race or color. As openings in the age groups become available, any child is welcome to enroll in the program whose parents agree with the purpose and policy of Greentown Wesleyan Day Care Center. An exception to this is the child with a physical or mental handicap, which would impair the learning process under normal educational procedures or prevent participation in normal physical activity as outlined in the program.

- D. A health record as required by the Indiana State Board of Health is required no later than one week after admission to the Center.
- E. The following then is required for enrollment:
 1. Application for Admission
 2. State required health form
 3. Registration fee

ORGANIZATION

The Greentown Wesleyan Day Care is one of the many ministries of the Greentown Wesleyan Church. It is sponsored by the church and governed by a Day Care Board and the Local church Board, which acts as the Board of Directors. It is registered by the State and complies with the State rules and regulations for a Day Care.

The Greentown Wesleyan Day Care is a non-profit organization. Any monies received in excess of operational expenses are used for expansion of facilities and purchase of equipment for even greater service to those who share in its program.

PURPOSE AND GOALS

Greentown Wesleyan Day Care seeks to meet not only the physical needs of the child, but is also vitally concerned with emotional, spiritual, intellectual, and social development.

Greentown Wesleyan Day Care provides a learning environment with a program designed to allow each child to learn by discovery and application and at levels appropriate to his abilities. One of the keys to the success of the program is the Christian atmosphere provided through a dedicated, qualified, carefully selected staff. The selection of the staff will always be considered as a priority concern.

RELIGION

It is the objective of Greentown Wesleyan Day Care to help each child know that God made the world and cares for it, the people, and the things in it; therefore, our goal is to provide happy experiences in expressing love for God through our conversation, singing, praying, and helping Him care for the people and things in His world. No attempt will be intentionally made to prejudice a child against the church preference or faith of his parents.

PROGRAM

It should be emphasized that Greentown Wesleyan Day Care is not a “baby-sitting” center or just a play school. Each day is designed to provide constructive learning experiences through planned activity and personal counsel and attention. Each activity including creative expression classes, conversation time, simple nature experiments, and indoor/outdoor play helps develop inquisitive, growing minds and muscle co-ordination for growing bodies.

The summer program for school-age children involves crafts, singing, outdoor play, swimming lessons, and various field trips throughout the week. The cost of such activities will be paid by the parents and will be discussed at the time of enrollment. School-age children will be those who have completed Kindergarten to those who have completed Sixth Grade.

The summer program for pre-schoolers will involve creative arts, music, outdoor play, manipulatives, imaginative play, and language arts. The pre-schoolers will be those two years of age through five, or those who will be entering Kindergarten the following year. They may be involved in field trips occasionally.

The school-year program will run from September through May of each year. There will be full day-care for 2's, 3's, and 4's, which involves a complete child care program including hot lunches, rest periods, indoor and outdoor play, as well as a daily learning experience for each age group. The 3's and 4's will be involved in learning centers which include language arts, creative arts (art and music), manipulatives, science, math, social studies, imaginative play, indoor large motor skills play and outdoor play.

The Pre-Kindergarten program for children who turn four years old by September first and will enter Kindergarten the following year will be involved in various activities to prepare them for the kindergarten program.

All of the above options may be used on a full-time or part-time plan.

MEDICAL POLICY

State Regulations (3-430 and 3-433)

1. Staff members and other persons with a communicable disease will not be permitted to have contact with children in the day care, nor work in a capacity where illness will be transmitted.
2. When children are known to have been exposed to a communicable disease, prompt notice shall be given to the parents and all staff members who have been exposed.
3. When a child is known to have been exposed to a communicable disease outside the day care, he shall be excluded from attendance at the day care for such time as prescribed by the physician or local health officer.
4. Children, upon arrival, shall be observed for signs of illness.
5. For children who are ill upon arrival or who become ill during the day; if they cannot be suitably cared for by the day care, the day care shall notify the parents or guardian in order to arrange for suitable care for the child. Children who are ill or injured shall be kept under observation by a staff member.

Please keep your child home:

1. --If he/she has a fever, or has had one within the last 24 hours.
2. --If he/she has a constant cough.
3. --If he/she has a heavy nasal discharge.
4. --If he/she has vomited.
5. --If he/she has a rash.
6. --If he/she has symptoms of a possible communicable disease:
Usually: reddened eyes, sore throat, headache, abdominal pain, fever, rash.
*****Please:** Notify us at once if your child has a communicable disease!
7. --If he/she has evidence of lice. (Please notify the day care.)

Your child will be sent home:

1. --If he/she has a fever of 100 degrees or more.
2. --If he/she has vomited.
3. --If he/she has symptoms of a possible communicable disease:
Usually: reddened eyes, sore throat, headache, abdominal pain, fever, rash.
4. --If he/she has evidence of lice.

READMITTANCE: The following list of communicable diseases are examples requiring medical releases from a doctor before your child will be accepted at the day care for attendance:

**pink-eye, eye infections, measles, chicken pox, mumps, ringworm, scabies, athlete's foot, Vincent's infections.

**If lice is found, the child must be sent home and treated and all nits removed so there is no sign of lice the next day. If lice or nits are found the next day the child is out for a week and must have a note from doctor, nurse or beautician verifying the lice is gone.

The examination expense is the parent's responsibility.

OUTDOOR PLAY: When weather permits (at Director's discretion), ALL children will go outdoors unless a written medical excuse accompanies your child.

NO MEDICINE WILL BE ADMINISTERED AT THE DAY CARE WITHOUT THE DOCTOR'S WRITTEN PERMISSION. MEDICINE SHOULD BE BROUGHT IN ORIGINAL PRESCRIPTION CONTAINER.

RECEPTION AND DISMISSAL

It is the policy of Greentown Wesleyan Day Care that each child be brought into the classroom by a responsible adult who may not leave until that child has been received by the teacher. A child may not leave the school premises until released to a responsible adult by the teacher. Your child will be released ONLY TO THOSE WHOM YOU AUTHORIZE on your application form.

COMMUNICATIONS

Please send all messages in writing. Messages to the teacher, director or bookkeeper may be handed to them or left at the designated place in the Day Care office. Check your child's locker for any messages for you.

DISCIPLINE

No form of corporal punishment will be used. Any child behaving inappropriately will be immediately separated from the other children. Punishment is as follows:

- Being seated and not able to participate
- Putting child's head down on table
- Standing in the corner.

Punishment will last approximately 5-7 minutes. Parents will be notified of reoccurring inappropriate behavior. Conferences will be scheduled at the convenience of the parents to solve any serious behavioral problems.

SUPPLIES NEEDED

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| 1. Crayons | 4. Scissors |
| 2. Paste/Glue | 5. Box |
| 3. Water Colors | 6. Paint Shirt |

CLOTHING

The children will be playing outside as weather permits and will need appropriate out-door clothing depending on the season. A complete change of clothing (accept shoes) must be left at the center on the first day of attendance. All clothing must be plainly marked with the child's name to help prevent loss or mix-up. This clothing will be kept in the child's locker.

TOYS AND MONEY

Parents are asked to please not send toys or money with the child. The Center cannot be responsible for misuse or damage to toys or for the loss of money.

HOLIDAYS

The Center will not be open Labor Day, Thanksgiving Day, Christmas, New Year's Day, Memorial Day, and July 4. If these holidays fall on a Saturday or Sunday, either the Friday preceding or the Monday following will be designated as the holiday. The Center will close at 1:00 p.m. December 24 and at 3:00 p.m. December 31 and Good Friday. A survey will be taken before each holiday to see how many children will be attending during the holiday season. You are required to pay for the holidays according to your tuition schedule since most parents receive paid holidays and in order to give our staff a paid holiday.

HOURS

Greentown Wesleyan Day Care is open 6:30 a.m. to 6:00 p.m. Monday through Friday, year round. The parent of a child who is at the Center after 6:00 p.m. will be charged \$1.00 for every five minutes he is late, payable to the employee who had to stay over.

ABSENCES

All absences shall be reported to the Center in the morning before the child's usual arrival time. This shall be done by calling the Center.

RE-ENROLLMENT

If a child is withdrawn from the Center for any reason, upon re-enrollment, a fee of \$25 will be due.

VOLUNTARY WITHDRAWAL

If parents wish to withdraw their child for any reason, a two-weeks notice should be given to the Administrator. This means that two weeks payment is due after notification. If a child is withdrawn immediately without a two weeks notice, two weeks payment is due.

MEALS AND SNACKS

Breakfast will be served any time before 8:00 a.m. If your child arrives at the Center after 8:00, he will not be served breakfast. The parents shall notify the teacher if the child has already eaten breakfast if the child arrives before 8:00. Morning snack will be served between 9:30 and 10:00. Lunch will be served from 11:30 to 12:30 and afternoon snack at 3:00. All meals and snacks have been approved by the nutrition department of the State Board of Health.

BIRTHDAYS AND FOOD

Do not send food (candy, gum, cake, breakfast food) with your child. A child may, however, treat the group on his birthday. Store-packaged treats along with birthday napkins make a happy party. Do not send gum, balloons, horns or whistles. Parents must notify the director a few days in advance if planning a party.

VISITORS

Parents are welcome and encouraged to visit Greentown Wesleyan Day Care Center. However, because the program is designed as an educational experience and not a play school, it is required that no one enter the classroom while classes are in session, without prior consent of the office or the teacher. This is to preserve the continuity of the instruction the children receive.

PARENT INVOLVEMENT

Parents are encouraged to have conferences with the teacher and/or Administrator in order that all involved might better understand how to best serve the child.

Parents are encouraged to be involved in field trips and other activities as their schedule permits. Any participation will enhance the bond between the Center and home and will benefit the child.

There will be open house and planned programs at pre-announced intervals. Children are encouraged to participate and parents are encouraged to attend.

NAP TIME

Children ages 2 through 4 will have nap time from 12:30 to 2:30. Pre-Kindergarten will have nap time from 1:00 to 2:30. Cots will be provided by the Center. Each parent is to provide a small blanket and pillow if desired for their child with his name permanently marked on it. Please bring these in a small plastic or cloth bag for easy and sanitary storage in the child's locker. The blanket and pillow must be taken home every Friday to be laundered.

EMERGENCY CLOSINGS

Greentown Wesleyan Day Care is almost always open even when schools are closed. In case of snow or other emergency closing--listen to the radio announcements. If there is a power failure, a serious snow situation, or other emergency when we could not be open, there is no guaranteed refund.