



JOYFUL DAYS

CHILDCARE & PRESCHOOL

Where Christian Care And
Early Learning Come Together

Parent Handbook

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WELCOME

Joyful Days is an extension of the ministry at Mt. Comfort Church, Inc., sharing God's love with the families in our community. The goal of our program is to provide safe and loving care for young children, while also encouraging healthy social-emotional development and access to developmentally appropriate education to grow spiritually and physically in a Christian setting. Joyful Days will not discriminate based on age, disability, family structure, gender identity, national origin, race, or religion. We are happy that you are a part of Joyful Days.

PHILOSOPHY

Joyful Days' learning philosophy is to provide all children with a high quality Christian educational program. Joyful Days believes promoting play in organic ways allows children to become natural curious learners in their everyday environment, promoting lifelong learning.

GOALS

Joyful Days encourages all learners to be explorers of their natural environment by using all five senses. All children at Joyful Days are encouraged to be independent, confident, creative, and curious learners. During their time at Joyful Days, children are encouraged to learn at their own pace and within their own ability. Joyful Days has the following goals for all learners:

Cognitive: Children will be given opportunities to problem solve, use their imagination, and work with peers to experience success and promote lifelong learning.

Emotional: Children will develop independence and self-control, experience pride and self-confidence, be able to express their feelings appropriately, and have a positive attitude toward life.

Physical: Children will increase their gross and fine motor skills, learn good health and safety habits, and feel comfortable and confident about their own bodies.

Social: Children will feel comfortable in child care, trust a new environment, make friends, feel a part of a group, and interact appropriately with peers.

Spiritual: Children will see themselves as children of God, be aware of the wonder of God's world, and feel the love of God through the people who care for them.

CURRICULUM

Joyful Days has an open curriculum based on our philosophy and developmental goals for children. The curriculum aligns with the Indiana Early Learning Foundations. Teachers create lesson plans to meet the individual needs of the children through a variety of instructional methods. Lesson plans are reviewed weekly by the Director(s). Director(s) may share ideas and recommend changes in order to ensure foundations and children's learning goals are met. Activities are based on developmentally appropriate skills, teacher input, and cultural diversity.

Joyful Days strongly promotes physical/gross motor play. We want children to enjoy physical activity now, so that they can reap lifelong benefits. Physical activity is important as it promotes muscle development, heart health, provides energy and promotes better sleep. Children will be taken outside or to the gym daily.

PROGRAMMING

Joyful Days offers full-time childcare with preschool programming, and in addition, morning part-time preschool. Child care is available for infants six-weeks of age through kindergarten. The program is open Monday through Friday. Childcare and preschool programs are subject to availability.

HOURS OF OPERATIONS

Joyful Days Childcare: 6:30 a.m. - 6:00 p.m.

Joyful Days Preschool: 8:30 a.m. - 11:30 a.m. (Beginning August 2023)

Joyful Days Childcare and Preschool will be **closed** on the following days:

Labor Day

Thanksgiving: Thursday and Friday

Memorial Day

Independence Day

Christmas Eve through New Year's Day

Professional Days: Parents will be given a 30-day notice

The following holidays will be recognized and celebrated at Joyful Days: Valentine's Day, Easter, Halloween, Thanksgiving, and Christmas.

Joyful Days will remain open unless there is a power outage, snow emergency, or predicted excessive snowfall for Hancock County. If the program utilizes a delayed start time (9 a.m.) due to inclement weather or other circumstances, parents will receive a message via the Brightwheel app. In the event Joyful Days is closed, it is the Parents'/Guardians' responsibility to find alternate care. Joyful Days will notify Parents/Guardians of closures the evening before or by 5:30 a.m.

REGISTRATION

As part of the registration process, it is important Joyful Days receives all initial paperwork prior to the start date for your child(ren). The initial paperwork shares important information about any medical concerns, fears your child may have, interests of your child, and other pertinent information to make Joyful Days the best place for your child(ren) to receive care.

TUITION and FEE SCHEDULE

Registration Fee: \$25.00 (one-time fee, per family, payable at time of registration)

Consumables/ Supply/Technology Fee: \$120.00 (annual fee, per child, due August 1 or prorated per enrollment date)

Summer Activity Fee (for June and July, per family): \$50.00 (due May 1 or prorated)

Hold Fee (reserves a child's place for return after temporary WD for summer months or other situations) - \$100 per month, per child (one month minimum, three consecutive months max.)

Weekly Full-Time Childcare Tuition: (tuition includes preschool programming)

- Up to 12 months. – \$245.00
- Age 1 – \$235.00
- Age 2 – \$220.00
- Age 3 – \$200.00
- Age 4 & over – \$200.00

Weekly Preschool Tuition 8:30 a.m. - 11:30 a.m.:

- 2 & 3 year-olds, Monday & Wednesday – \$60
- 3 & 4 year-olds, Tuesday & Thursday – \$50

- Pre-K Room, Monday through Friday – \$100

Families with multiple children, Mt. Comfort Elementary School personnel, Mt. Comfort Church, Inc., members, and Military are given a discount of 10% weekly tuition of the oldest child.

Tuition is due on Monday of each week. Advance payments may be made for multiple weeks or months at a time. If tuition payment is not made on Monday, a late fee of \$25.00 will be charged. After two weeks of non-payment, the child will be excluded from attendance until fees are paid or a payment plan has been established with the Director. Joyful Days will charge a \$25 fee per returned check.

Joyful Days closes at 6:00 p.m.; it is important for Parents/Guardians to pick up on time. Any pick-ups after 6:00 p.m. will be charged a late fee of \$10 for every five minutes, or portion thereof. Consistent lateness could result in the withdrawal of a child from Joyful Days.

WITHDRAWAL FROM CHILD CARE

Joyful Days requests a two-week written notice prior to withdrawing from Joyful Days. If requested notice is not given, Parents/Guardians will be required to pay the equivalent of two-weeks tuition. We ask any special family situation necessitating immediate removal from child care to be discussed with the Director prior to withdrawal; there will not be a refund for early withdrawal.

ABSENCES AND VACATIONS

Joyful Days requests Parents/Guardians call the office to notify of an unplanned absence due to unplanned reasons or sickness. When a child does not attend Joyful Days, full weekly payment is expected, unless other arrangements have been made with the Director.

Joyful Days does not charge families for the week-long closure at Christmas. The full weekly tuition will be charged for every other week of the year whether or not the child is in attendance.

If a parent wishes to withdraw a child for the summer months or for an extended length of time (minimum 1 month, up to a maximum of 3 consecutive months), a fee of \$100 per child per month will be charged to hold each child's place.

FIELD TRIPS/TRANSPORTATION POLICY

At this time, Joyful Days does not have a bus or van to provide transportation for field trips. If field trip opportunities become available, the Director(s) will communicate this information in advance to all families. Children will participate in walking field trips on Mt. Comfort Church and/or Mt. Comfort Elementary property. Permission for walking field trips must be signed by Parent/Guardian.

We do not transport children to and from home.

ARRIVAL AND DEPARTURE

Joyful Days has a security access system to keep all children safe and secure. All doors are locked during hours of operation. Parents/Guardians may enter Joyful Days between 7:00 a.m. - 9:00 a.m. and 3:30 p.m. - 5:30 p.m. Monday through Friday using the Open Path app. Parents/Guardians must ring the doorbell at all other times. If an alternative individual is picking up a child from Joyful Days, that individual will enter by ringing the doorbell, and must show ID.

Children must be dropped off prior to 10:00 a.m. in order to attend childcare for the day. The only exception is if a child has an appointment that was scheduled prior. We ask the Parents/Guardians to

bring in a doctor's note showing proof of the appointment for late arrival. Please be sure to let your child's teacher and the office know of any appointment days that will result in a child arriving later than 10:00 a.m. We have this cut-off time in place to allow children/staff an easy transition to their day without interruptions to naptime. Also, we want children to experience the bulk of the planned curriculum during the morning, and late arrivals can be disruptive.

Parents/Guardians will accompany their child into the classroom upon arrival. Children must wash their hands when they arrive into the classroom. Parents/Guardians should not leave without being certain a teacher has acknowledged the child's arrival. Parents/Guardians will come into the classroom to pick up their child and must be certain a teacher is aware the child is leaving with the Parents/Guardians. Parents/Guardians are expected to pick up their child at the arranged time, unless previous notification of a change of schedule has been given.

If your child's class is on the playground when you arrive to pick up, please come onto the playground, and speak to the teacher before leaving. Do not reach over the fence to pick up your child.

Children will not be released to any person other than Parents/Guardians without prior written permission. If someone else will be picking up your child on a regular basis, we must have that information (including phone number) on the "release authorization form" in our files. In an emergency, the Parents/Guardians may call and notify the Director that another person will be picking up the child. Any person picking up your child may be asked for a photo ID if the caregiver does not recognize the adult picking up. If an authorized intoxicated or impaired person insists on removing children from the center, the center shall immediately report the incident to the local police agency. If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the court order in the child's file.

PERSONAL ITEMS

Each child will have a cubby or a tub (labeled with the child's name) for personal belongings – extra clothing, diapers, nap items, and other personal items. Parents/Guardians should check periodically to be sure there is an adequate supply of the child's needs and to clean out any accumulated art work or other treasures. We ask that a complete change of clothing be kept in every child's cubby/tub in case of toileting accidents, spills, or anything requiring a change. Parents/Guardians need to check these outfits periodically to make sure clothing still fits and is weather-appropriate.

Children who take naps on cots may bring a small blanket and one small soft toy or "security" item to make nap time more comfortable. These will be kept in the child's cubby until nap time. No pillows, please.

Children wearing diapers should have an adequate supply of diapers and wipes at all times. During the summer months, (June, July, and August) Joyful Days requests all children keep swim attire including a towel in the cubby for outdoor water and sprinkler play. Joyful Days also requests that each family donate one bottle of spray sunblock suitable for child use to be used within the center.

Joyful Days requests that children do not bring their personal toys to childcare due to the possibility of personal toys being lost or broken. Joyful Days has a large quantity and variety of toys for all of the children to enjoy.

PARENT INVOLVEMENT

Joyful Days encourages Parents/Guardians to volunteer within the center as schedules allow. Joyful Days always welcomes your help on special occasions such as holiday events and field trips. All visitors must sign in at the child care office upon arrival and departure. Fingerprinting background checks are required for parents who are present more than 8 hours monthly, per State regulations. Parents will assume the cost. Consult with the director for specific information on approved fingerprinting background check providers.

Joyful Days encourages Parents/Guardians to share information about their culture and family traditions with the teachers and directors. The center promotes cultural diversity through exposure and representation, as well as inviting families to share their unique experiences in the classroom.

Newsletters will be sent home periodically to inform Parents/Guardians of special events/activities and to share information which may be of interest. Joyful Days keeps the bulletin board by the main entrance updated with activities/events and pertinent information about the center.

Joyful Days will participate in fundraising events once or twice a year in order to fund special purchases for the center. Parents/Guardians are encouraged to support and participate actively in the fundraising activities. Information about potential fundraisers will be shared through the newsletter or the Brightwheel app.

Joyful Days participates in the Scholastic Book Club program; book order forms will be made available. This is a convenient way to build your child's library, and it will also allow us to earn books for the Joyful Days library. Ordering information will be communicated via newsletter.

PARENT COMMUNICATION

Joyful Days will hold Parent/Teacher Conferences bi-annually in the fall and the spring for children in our preschool program. During conferences, the teachers will share observations of developmental growth and discuss strengths, needs, and goals for the child, utilizing an appropriate Developmental Checklist.

Communication between Parents/Guardians and Joyful Days' caregivers is encouraged via email, the Brightwheel app, handwritten notes, or verbal communication to help with the transition from home to school and school to home. If there is a concern or miscommunication, please do not hesitate to reach out to the Director(s) or your child's teacher for clarification or to schedule a time to meet.

Parents/Guardians and families are always welcome to schedule a time to volunteer in a classroom or to speak with the Director or classroom teacher.

LUNCH and SNACKS

Joyful Days provides nutritious morning and afternoon snacks served with a cup of water. Joyful Days will try to accommodate food allergies, but on occasions Parents/Guardians may be asked to provide snacks.

Joyful Days requires children attending childcare during lunch time to bring their own lunch. Per state guidelines, all lunches need to be labeled with the child's name and date. Any lunch requiring refrigeration will need to be placed in the refrigerator with the lunch box partially opened to allow for air circulation. Joyful Days has access to a microwave if a lunch needs to be warmed up. Whole milk will be served to all children. If your child has a milk allergy, you will need to provide an alternative drink (no juice); otherwise water will be provided.

All staff have received training in “Safe & Proper Food Handling Responsibilities.” When handling food for snack/lunch, all staff first wash their hands, then put on an apron, hair net, and disposable food gloves. If food needs to be warmed up in the microwave, a food thermometer is used to make sure foods are heated up to the appropriate degrees. The food thermometer is sanitized with a damp paper towel covered in rubbing alcohol then wiped with a clean wet paper towel in between uses. When serving milk for lunch and snack, a staff member will use a cold food thermometer to make sure the milk is served at the required temperature for food safety. Any surface where food is being handled is sanitized with a bleach solution before and after handling.

During the orientation process new families are given a “food plate” handout from the website: <https://www.choosemyplate.gov/> . This information is reviewed with families during orientation and explains the benefits of making healthy food choices. Parents/Guardians are given examples of healthy foods to bring for their child’s lunch. In every classroom the “My Food Plate” is posted in the dramatic play area to continue to encourage/promote healthy food choices. Teachers use the Brightwheel app to communicate with Parents/Guardians about their child’s lunch and if any accommodations need to be made.

DRESS

Joyful Days will have messy art projects, sand play, water activities, and active outdoor play; we ask all children to wear comfortable play clothes. Smocks will be used for painting and water play, but accidents may still occur. Children are able to participate more freely if they are dressed appropriately.

For safety, Joyful Days request all children to wear tennis shoes or other rubber-soled shoes; open-toed shoes of any kind are not allowed due to safety reasons. This is essential in order for children to use our playground climbing equipment safely. We also ask that children wear socks with their shoes, both for hygiene and comfort.

Parents/Guardians should be sure their child(ren) are adequately dressed for outdoor play in cold weather, since we will be on the playground daily, unless the weather is wet or extremely cold. Please label all outerwear with the child’s name.

INCLUSION OF CHILDREN WITH SPECIAL NEEDS

Joyful Days accepts children with special needs and will make adaptations to curriculum to ensure full inclusion of all children in everyday routines and activities. If a child has an IFP, IEP, or IPP, a copy must be provided to Joyful Days during the child’s enrollment. Guidance about recommended adaptations and any procedures necessary to ensure the child’s health, safety and inclusion will be solicited from the child’s family and medical provider and/or educational services center currently providing services for the child and family. A release of information must be signed by a guardian or a parent before consultation with any services or individuals other than family occurs. All staff having contact with the child with special needs will receive training to facilitate inclusion.

In the event the administration/staff feel that early intervention services may be beneficial to a child’s development, a list of resources will be provided to Parents/Guardians. These resources can include: First Steps (0-3 years), Local School District Administration (3+ years), as well as Child Care Answers.

Central Indiana First Steps

Address: 1776 N Meridian St., Indianapolis, IN 46202

Phone: (317) 257-2229

Child Care Answers

Address: 1776 N Meridian St., Indianapolis, IN 46202

Phone: (317) 636-5727

Community School Corporation of Southern Hancock County

Address: 4711 S 500 W, New Palestine, IN 46163

Phone: (317) 861-4463

Greenfield-Central Community School Corporation

Address: 110 W North St., Greenfield, IN 46140

Phone: (317) 462-4434

Mt. Vernon Community School Corporation

Address: 1806 W. State Rd 234, Fortville, IN 46040

Phone: (317) 485-3100

Community School Corporation of Eastern Hancock County

Address: 10370 E 250 N, Charlottesville, IN 46117

Phone: (317) 936-5444

HEALTHY AND SAFE ENVIRONMENT

Joyful Days is committed to keeping a safe and healthy environment for all children. Joyful Days has adopted the following guidelines to handle intimidation or other threats of violence that may occur on our premises.

Joyful Days will not tolerate any conduct that threatens, intimidates or coerces any child, employee, Parents/Guardians, or member of the public at any time, including off-duty hours. All firearms, weapons, dangerous/hazardous devices, or substances are prohibited on Joyful Days properties.

All suspicious individuals or activities including actual violence or threats of potential violence, both direct and indirect, should be reported immediately to the Director(s). Parents/Guardians or staff should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing, or violent situation.

By planning a safe environment and providing adequate and alert supervision of children at all times, we hope to avoid injuries to children; however bumps and bruises are an inevitable occurrence in child care. If a child in our care is injured, staff will offer reassurance and first aid as quickly as possible. Parents/Guardians will be notified of any serious injury.

Injury reports (“ouch reports”) are filled out in the Brightwheel app. Teachers will include a photo of the injury, as well as a detailed description of how the injury occurred. If the injury was caused by another child, our policy is not to reveal the name of the other child involved. Paper documentation is also required if there are any marks left on a child by another child. An injury report is filled out for the injured child and signed by the teacher as well as the Parents/Guardians at pick up. An incident report is filled out for the child who caused harm, stating what happened, how staff responded, and signed by the teacher, Director, and Parents/Guardians.

First Aid boxes are located in each classroom.

Child or Staff Severe Injury/Death

Joyful Days will immediately notify a parent or legal guardian if a child in our care is injured, has a serious bodily injury that requires medical attention (physician, dentist, registered nurse, licensed practical nurse, paramedic or emergency medical technician), or death of a child. As a childcare provider we are required to notify The Office of Early Childhood and Out-of-School Learning or an

agent of Family Social Services Administration (FSSA) within 24 hours of any injuries or serious bodily injuries to a child. The death of a child must immediately be reported to The Office of Early Childhood and Out-of-School Learning or an agent of FSSA.

After making official reports with FSSA, Joyful Days will watch surveillance footage, if available, in the location the injury/death occurred as well as conduct interviews with all staff involved and find out if any immediate action such as suspension/termination is required due to a child or staff severe injury or death. The childcare is only liable for injury if it was proven that the injury was caused by negligence or intentional wrongdoing. In the event of a death, bereavement time will be given to any staff involved, or in certain situations the center may close in observance of a child or staff death. Resources will be made available to families if they need help in dealing with a loss.

Sanitation

The child care staff will take the following steps to maintain the child care facility and equipment:

- Clean the child care facility daily.
- Keep child care in a sanitary condition at all times.
- Sanitize toys, furniture and other equipment used by children weekly and when they become soiled or contaminated.
- Sanitize daily toys “mouthed” by young children.
- Wash all soiled items prior to sanitization.

The following weekly cleaning tasks are conducted to ensure a healthy and safe environment between major cleanings:

- Cots and cribs are kept separate, notated for individual child’s use, and cleaned and sanitized.
- Sheets and blankets are kept separate, notated for individual child’s use, and washed.
- Non-mouthed toys are cleaned and sanitized.

Hand Washing

Proper hand washing is the single most important thing we can do to eliminate germs and minimize spread of infection. Staff are required to wash hands after every diaper change, after helping children with toileting, after coming in contact with any bodily fluid, before and after preparing or serving food, after contact with pets, after outdoor play, and after using the restroom facilities. Staff will also assure all children wash hands upon entering their classroom in the morning, after toileting, before and after eating, and after outdoor play.

Diaper Changing

A waterproof paper sheet is placed on the changing table before placing the child on the table. The child’s clean diaper, any ointment to be used, baby wipes, and tissues are all located within reach at the changing area. Soiled diapers, wipes, paper sheets, etc., will be disposed of appropriately. Children will never be left on a changing table unattended. Staff will wash hands thoroughly after each diaper change as well as sanitize the changing table after each diaper change.

Cloth Diapers

Joyful Days allows the use of cloth diapers in our facility. Any staff that will have contact with that child will be trained on the care and use of soiled cloth diapers.

- Parents/Guardians will bring waterproof cloth diapers with absorbent liners already inserted and a wet bag for soiled cloth diapers daily.
- Diapers will be put into the wet bag immediately.
- The cloth diaper is placed in the wet bag as is.
- The wet bag is placed inside a plastic bag to cut down on smell and contamination and then it is hung on a hook beside the diaper changing area.
- Parents/Guardians are required to take the wet bag home each night to launder.

Toilet Training

Joyful Days can assist with “potty training” as early as the 18-month-old classroom. When Parents/Guardians are ready for their child to begin this process, please consult with your child’s teachers and discuss a plan that will work best for the individual child. Parents/Guardians will be expected to provide plenty of extra clothing in case of accidents. If an accident does occur, teachers will change the child into clean clothing and put the wet/dirty clothing in a plastic bag to be taken home at the end of the day. Teachers encourage children in a positive and appropriate manner to use the restroom during designated times of the day; food or treats are not given as a reward. Joyful Days would prefer for children to be fully potty trained when they transition to the preschool classroom.

CONFIDENTIALITY

Working closely with children and co-workers, child care staff may become aware of personal information regarding family situations, children’s health and development, or other personal matters. Joyful Days staff members respect the confidentiality of our families, as well as other staff members.

Any information learned about the children in our care or their families will not be shared with other parents or family/friends. If it is of a nature affecting the care we are providing or which may necessitate a report to authorities, teachers must report this information to the Director and follow the guidelines given to them.

SUBSTITUTE TEACHERS

Joyful Days may need to utilize substitute teachers in the event of lead and assistant teachers being unavailable. In these events, all staff members are trained to work in any classroom, if needed. Information for all children is available to staff working in the classroom. All teachers, assistants, and substitutes are trained and approved prior to being in the classroom.

CLASSROOMS

Infants & Toddlers

Joyful Days shows infants and toddlers love and care by talking, singing and playing with them. We encourage as much interaction as possible between infants and caregivers. Verbal and physical stimulation promotes healthy growth and development.

Joyful Days likes to limit the number of teachers caring for any one child to help with continuity of care and to make sure that each child can bond and build trust with his or her caregivers. We do this by practicing “primary care” in our infant room. Primary care consists of assigning one teacher to no more than two to three babies, whom the teacher will solely care for throughout the day.

Infants will be held for all bottle feedings; an infant will not be put down for a nap with a bottle or have the bottle propped for feeding. Toddlers or preschoolers may not carry a bottle or spill-proof cup around with them, in order to avoid sharing with others or dropping it on the floor.

Prepared bottles brought by Parents/Guardians must be labeled with the child’s name, prepared date, and put in the refrigerator immediately.

If spill-proof cups are used, enough must be sent to have a different cup for each feeding. All cups placed in the refrigerator must be covered; leftover food containers must have lids. All cups, bottles and food containers must be labeled with the child’s name and date.

The Brightwheel app will be used to communicate feedings, naps, and diaper changes, as well as other pertinent information.

Infant Sleep Position

Providing infants with a safe environment in which to grow and learn is of extreme importance to us. Therefore, our child care program has implemented policies and procedures to create a safe sleep environment for infants. We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of Sudden Unexpected Infant Death (SUID).

Note: To lower the risk of Sudden Unexpected Infant Death (SUID), infants are ALWAYS placed on their backs to sleep unless they have a signed alternate sleep position waiver from a medical provider that is approved by the Office of Early Childhood and Out-of-School Learning (OECOSL).

We adhere to the following recommended safe sleep procedures:

- Infants 0-12 months are placed alone on their backs on a firm, tight-fitting mattress in approved cribs for ALL sleeps.
- Cribs are not placed near windows with corded blinds, shades, or other strangulation risks.
- Bouncy seats, sofas, swings, car seats, and other soft surfaces are not used as infant sleeping surfaces.
- Pillows, blankets, quilts, comforters, sheepskins, stuffed toys, and other soft products are not allowed in cribs.
- Infants' heads are not covered during sleep.
- Infants are not to be swaddled; sleep sacks are permitted.
- Infants are dressed in appropriate clothing to prevent overheating. Bibs, hats, hoods, headbands, etc. are removed prior to placing infants in their cribs.
- When infants can easily turn over from their backs to their stomachs, they are allowed to adopt whatever position they prefer as long as they are always initially placed on their backs.

This policy will be reviewed with the parents at the time of application, and a copy will be provided in the parent registration packet. This policy will be reviewed during annual training and new staff orientation.

References:

National SIDS & Infant Death Program Support Center, SIDS Alliance, Caring for Our Children, National Health and Safety Performance Standards

National Institute of Child Health and Human Development (NICHD): www.nichd.nih.gov/SIDS

First Candles: www.firstcandles.org/new-expectant-parents/bedtime-basics-for-babies

Indiana Perinatal Network: www.indianaperinatal.org (brochures)

CJ foundation for SIDS: www.cjsids.com (posters)

SAFE SLEEP PRACTICES Toddler - Pre-Kindergarten

Children in our toddler room (12-18 months) will transition from crib to cot when they are 12 months and 1 day. At this time children are allowed a small blanket, pillow, and stuffed animal or comfort item to sleep with on their cot. During rest time teachers are constantly scanning the classroom to see if children are still sleeping, in a safe sleeping position, or have woken up and are lying quietly.

DISCIPLINE AND GUIDANCE

Joyful Days staff will keep Parents/Guardians informed of any behavioral problems that arise or any information they need to know about their child(ren) which seems unusual for him/her. Every effort will be made to resolve any problems.

Joyful Days will make every effort to use positive methods of guidance as we teach children to work through problems. Positive guidance is an ongoing process as children develop self-control and learn to behave in a socially acceptable manner. Any person, while on child care premises, shall not engage or direct any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- Hit, spank, beat, shake, pinch, or use any other measure that produces physical punishment.
- Use cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- Place a child in a locked or dark room.
- Engage in public or private humiliation, yelling or abusive or profane language.

- The Caregiver shall not:
 - Associate disciplinary action rewards with disciplinary action with food or use food as a reward.
 - Associate disciplinary action or humiliate a child in regard to toileting.
 - Use time-out for any child younger than 3 years of age.
 - Use time-out for any purpose other than to enable the child to regain control.
 - Physically restrain children except when it is necessary to ensure their own safety or that of others and only as long as necessary for control of the situation.
 - Use punishment to correct unacceptable behavior.

DISCIPLINE MEASURES

- State an alternative when behavior is not acceptable. For example, "Blocks are for building, not throwing."
- Discipline should be relevant to behavior involved. For example, if a child spills juice, the child will clean up; if a child throws objects, the child will pick them up.
- Re-direct the activities of a disruptive child.
 - Have the child choose another activity.
 - If two children are involved, they should choose separate activities.
- If a child has been reminded of the rules, and continues his/her actions, it is time for discipline.
- First Offense - Redirection.
- Second Offense - Sitting for one minute for each year of age.
- Third Offense - Isolate the child (with supervision) or take to the office.
- Fourth offense - Call the parents.

PERSISTENT OFFENDERS

- Discipline measures will be noted on the child's record and parents notified.
- For persistent offenders, a letter will be sent to parents and a conference held.
- If the situation does not improve, Joyful Days reserves the right to dismiss the child.
- Parents have the right of appeal to the Mt. Comfort Church Child Care Committee.

BITING

Biting is common, and unfortunately, not unexpected in children under the age of three. Young children have very limited language skills, and biting can be an effective way of communicating their emotions, which may be fear of, frustration with, or curiosity about their playmates or environment. Teething can also sometimes cause a child to bite another child.

The Parents/Guardians of both the biter and the bitten child are informed of the incident; the name of the biter is not shared with other parents. If one child develops a pattern of biting (more than three times in one week), a conference is scheduled with the parent to discuss possible reasons for the behavior and how to change it. If the staff and parents together are not able to help the child stop biting, the parents may be asked to temporarily remove the child from Joyful Days, to see if we might break the cycle of behavior in that way.

IMMUNIZATIONS

Joyful Days is required by law to have a copy of the child's current and up-to-date shot records on file before a child starts in our program. Children who attend any Joyful Days program must have all of their immunizations up-to-date, including Reynar immunization, as well as Variax (Chicken Pox) immunization. When your child visits the doctor for immunizations, please remember to bring in updated records for our files. If you have questions about these immunizations, please contact your child's doctor. If your child does not receive these immunizations, due to medical reasons or religious beliefs, we must have written statements in our files. Medical reasons must be listed and signed by a physician. We are inspected bi-annually by the state; failure to produce accurate records may result in Joyful Days closing or your child being removed from the program.

MEDICAL/ILLNESS EXCLUSION

In the case of a child's illness, Parents/Guardians will be notified as soon as possible. A copy of each child's record is on file in the Joyful Days' office, and any allergies are posted in the classroom and cafeteria. Every effort will be made to contact the child's parent or guardian in the case of a child's illness. If necessary, alternate contacts will be called.

Although some illnesses do not require exclusion; sometimes illness will require a child to be excluded from care to prevent the spread of infection to other children and staff.

Temporary exclusion will occur when:

- The illness prevents the child from participating comfortably in activities as determined by the Director(s).
- The ill child requires more care than the staff can give, which may result in compromising care for other children.

Temporary exclusion will occur, unless a health professional determines the child's condition does not require exclusion.

Symptoms which indicate a child is ill and potentially should go home include:

- **Fever:** Axillary (arm pit) or ear temperature of 100° Fahrenheit or higher (a digital thermometer is recommended).
- **Diarrhea:** Diarrhea is defined as having three or more loose, watery stools within a 24-hour period, not associated with changes in diet or medication; an increased frequency passing stool that is not contained in a diaper or by use of a toilet. The child may return

after the reason for change in bowel has been resolved, if change is not due to Salmonella, Shigellosis or E-coli infections.

- **Blood in Stool:** A condition not explained by dietary changes, medication or hard stools.
- **Vomiting:** There are many reasons children vomit, such as eating something that does not agree with them, to any number of illnesses. Exclude the child if he or she has vomited two or more times in the previous twenty four (24) hours, unless the vomiting is determined to be due to non-infections conditions, and the child is not in danger of dehydration.
- **Abdominal pain:** This is defined as persistent pain that continues for more than two (2) hours or intermittent pain associated with fever or other signs or symptoms.
- **Conjunctivitis or pink eye:** A child should be excluded for bacterial conjunctivitis, which is indicated by a red eye and/or yellow discharge from the eye. The child may return twenty four (24) hours after treatment has started, and the child is able to participate in activities.
- **Hepatitis A:** Excluded until one (1) week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program; as directed by the local health department.
- **Impetigo:** Exclude until twenty four (24) hours after treatment has begun.
- **Measles:** Exclude until the fifth day after the rash disappears or the local health department states the patient is non-infectious.
- **Mouth Sores:** Exclude if mouth sores are coupled with drooling.
- **Mumps:** Exclude until nine (9) days after onset of parotid gland swelling.
- **Pediculosis or Head Lice:** Children should be excluded as long as nits or live bugs are present. Children may return after being treated and all nits and bugs are removed.
- **Pertussis or Whooping Cough:** Children should be excluded until five (5) days of antibiotic have been completed or until the local health department states the patient is non-infectious.
- **Pinworms:** Children should be excluded for twenty four (24) hours after starting treatment.
- **Rash:** Associated with fever and/or behavior change.
- **Scabies:** Children should be excluded until twenty four (24) hours after starting treatment.
- **Streptococcal pharyngitis or Strep Throat:** Children should be excluded until twenty four (24) hours after starting treatment.
- **Tuberculosis:** Exclude until the child's physician or local health department authority states the child is non-infectious.
- **Vermicelli-zoster or Chicken Pox:** Exclude until all lesions have dried and formed, usually within six (6) days of onset of rash.
- **Any child and/or staff member determined by the local health department to be contributing to the transmission of illness.**

Following an illness, children may return to the center when they no longer have symptoms, have begun appropriate treatment, and feel well enough to return. Parents/Guardians may be asked to submit a doctor's note for their child in order to return to the center.

MEDICATIONS

Inevitably, some children will require medication while at Joyful Days. The process for handling and administering medication must be well structured and carefully followed, to ensure the interests of the children and the providers are best served. When possible, a child's

Parents/Guardians and physician should try to minimize the need for medications while at Joyful Days. However, in some cases, administration of medications during childcare hours is necessary. If this is the case, the Director(s) will help administer medications under specific guidelines from a parent or guardian.

Medication Storage:

- Inaccessible to children
- Separate from staff or household medication
- Protected from sources of contamination
- Away from heat light and sources of moisture (not in the kitchen or bathroom)
- At temperature specified on label (refrigerate if required)
- So that internal (oral) and external (topical) medications are separated
- Separate from food
- In a sanitary and orderly manner

Controlled substances must be stored in a locked container and stored in the office.

Joyful Days implements the following system for tracking administration of controlled substances: When a child receives the medication, the date, time, dosage and staff administering the medication will be logged in the office in the Medication Administration Log Book.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

REPORTING POLICY

Child abuse and child neglect interfere with healthy child development. State guidelines require any individual who suspects that any type of child abuse or neglect may be occurring to make a report immediately.

All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: 1-800-800-5556, no matter where the abuse might have occurred.

EMERGENCY PLAN

In Case of a Medical Emergency: We will contact 911

Parents/Guardians will immediately be notified in the case of a medical, dental, and mental health emergency. A copy of each child's record is kept in the center's office. Registration form completed by the parent or guardian includes: emergency contacts; any known allergies; hospital preference; physician's name; and consent to allow the program to share children's health information with emergency medical professionals and other necessary service providers. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed in the application. These alternate contacts will be called if the child's parent or guardian cannot be reached. If necessary, we will transport the child to the hospital via ambulance. Joyful Days will not be held liable for the cost of emergency transportation.

In Case of Medical Emergency: Parents/Guardians will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in the Joyful Day's office. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed on the registration form. If necessary we will transport the child to the hospital of choice via ambulance.

In Case of a Serious Medical Emergency: Joyful Days will first call 911, and then the Parents/Guardians will be contacted, as soon as possible. If the Parents/Guardians cannot be reached, alternate emergency contacts will be contacted.. In the event immediate medical attention should be required, we will use Hancock Regional Hospital. If you have a preference other than Hancock Regional Hospital, please note an alternate hospital on your child's records. If possible, we will try to accommodate your request.

CPR/FIRST AID

Joyful Days will have a staff member with CPR and First Aid certification on site at all times children are present.

Fire Drills:

In an attempt to prepare ourselves for the worst, we schedule monthly fire drills. These drills keep the center up to code with the local Fire Marshall and train the children how to best escape from a fire.

Evacuation Plan:

If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet across the parking lot in the grassy area. Once all children have been accounted for and we are cleared to re-enter, we will notify Parents/Guardians of the situation via telephone and the Brightwheel app

If our building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian or emergency contact. If a family member cannot be reached, children will be moved to a safe location, and a notice will be posted. In the case of an emergency evacuation, the children will be moved to Mt. Comfort Elementary School located at 5694 W 300 N, Greenfield, IN 46140, and Parents/Guardians will be contacted and asked to pick up their children as soon as possible.

Field Trips and Walks:

In the event an emergency occurs during a field trip away from Joyful Days or on a walk in the church parking lot, teachers will contact the Director(s) to determine the best plan of action. If the church building is not safe for the children/staff to return, they will be advised to report to our primary or secondary emergency shelters listed above in the evacuation plan.

Potentially Violent Situations (Intruder/Hostage Situation):

A potentially violent situation such as a hostage situation, disgruntled person, or an unstable custody matter may be cause for a lockdown or evacuation. The premise behind a selective evacuation is that it enables large numbers of children and staff to stay out of harm's way when an individual who is potentially violent is on-site.

The Emergency Plan will be reviewed immediately after any relevant event as well as reviewed annually at Board meetings that support Joyful Days. Policy changes will be made when the Directors and Board members see fit, in order to help or aid in future emergency/disaster situations

FAMILY RESOURCES

Joyful Days encourages families to utilize the following community resources:

1. Community Assistance Information
<http://www.connect2help211.org/>
2. Mental Health Counseling, Education, Crisis Intervention Information
<https://www.familiesfirstindiana.org/>
3. Health Insurance Information
<https://www.in.gov/fssa/hip/>
4. Developmental Milestones Information
www.cdc.gov/ncbddd/actearly/index.html
5. Developmental Therapy Information
www.indianafirststeps.org

**Joyful Days
Parent Handbook
Signature Page**

By signing below, I acknowledge that I have read, understand, and am willing to follow the policies and procedures as written in the Joyful Days Parent Handbook.

Printed Name, Parent/Guardian

Signature, Parent/Guardian

Date

I received a printed copy (initials) _____.

I received an emailed copy (initials) _____.

Approved: July 2023