

2014/2015
INDIAN LAKE COMMUNITY CHURCH DAY CARE
I.L.C.C. DAY CARE
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Welcome to I.L.C.C. Day Care. The center is owned by the Indian Lake Community Church and is an outreach to the community to help and support families in the Indian Lake Community. This handbook contains information regarding our preschool/day care program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program.

LICENSE

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission, except for those children who are attending a grade of kindergarten or above. This medical must be updated every 13 months.

PHILOSOPHY

I.L.C.C. Day Care was established to provide quality, loving care for children 18 months to 10 years old and as an outreach of Indian Lake Community Church for the families of Indian Lake community. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical, social and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

I.L.C.C. Day Care is a place where we share, with the parents the responsibility of giving the child the necessary care and upbringing. Our program provides for the basic growth needs of every child and at the same time, takes into consideration the needs of the individual child and their family. We believe that our day care is a way of improving the well being of the total family unity.

HOURS AND DAYS OF OPERATION

I.L.C.C. Day Care is licensed to operate a day care, preschool, and a before and after school program. The number of children we are licensed to serve is 52 children, age 18 months to 10 years. Our hours and days of operation are Monday through Friday, 5:30 a.m. to 5:30 p.m. We will close on the following days: Labor Day, Thanksgiving weekend, December 22 through January 2, Martin Luther King Day, President's Day, Good Friday, and Memorial Day. We will close for the summer.

STAFF/CHILD RATIO AND MAXIMUM GROUP SIZE

The ratio of child/staff members will be 1 teacher for each 12 children with no more than 24 in a group for children 3 years old and 1 teacher for each 14 children with no more than 28 in a group for children 4 and 5 years old. For toddlers, 1 teacher for every 7 with no more than 14 in a group. For school age, the ratio will be 1 teacher for each 18 children with no more than 36 in a group.

During quiet time the number may be doubled for 1½ hours as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

DISCIPLINE POLICY

Our staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

ARRIVAL AND DEPARTURE

Children will be brought into the day care upon arrival and will need to come inside before departure. Make sure that a teacher in charge knows your child has arrived or is leaving. Please check parent board for messages and clean papers out of box each day. All children will need to be signed in and out each day. The sign in sheet is on the clipboard. We ask that all children wash their hands upon entering the day care.

SAFETY POLICY

No child shall ever be left alone or unsupervised. Staff members will greet children as they arrive. All children will enter the day care through the rear entrance. The designated person picking up the child will come into the building and staff will assist when children depart.

SUPERVISION OF PRESCHOOLERS

At no time will a child be left unattended. Staff will supervise children at all times, including quiet time. If a child becomes ill, they may be isolated in the hallway, but within the sight and hearing of a staff member.

SUPERVISION OF SCHOOL AGE CHILDREN

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- children are within hearing distance of their teacher
- the teacher checks on the children regularly until they return
- the restroom is for the exclusive use of the center.

CHILDREN ARRIVING TO THE CENTER FROM OTHER PROGRAMS

If a child is scheduled to arrive from school or from another program and does not, the staff will first call the school to see if the child was on the wrong bus. If the school does not know, we will contact the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to attend.

SCHOOL DELAYS/CANCELLATIONS

Our center will operate a full day program for school age when school is closed for vacations, delays or cancellations.

EMERGENCY SCHOOL CLOSING

If there is a need to close the day care because of weather or other emergencies, it will be announced on WPKO radio and we will use the One Call Phone System.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they must make a report to the local children's services agency. The safety of the children is always our first concern.

PICK UP

Please notify us if someone different is going to pick up your child. We will not release your child to anyone except the designated person or persons unless their name is on the release form.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent's access to their child without proper documentation.

QUIET TIME

Quiet time will be every day from 1:45-3:45. Each child will be required to be on a cot that is provided. We supply blankets. Please do not send blankets or stuffed animals. Sheets and blankets will be washed every week. Each cot will have a child's name on it. If children do not sleep, or wake up early, they will be offered quiet activities.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats and mittens in the wintertime.

SHARING

Each day we will have sharing time. During this time the children will share something they have brought from home. We like for it to go along with our unit. During this time the children show the other children what they have brought and answer questions about it. We do not allow stuffed animals, soft toys and blankets.

MEALS AND SNACKS

Breakfast

We will serve breakfast at 8:00 a.m. It will be the child's choice whether they want to eat or not.

Snacks

We will furnish a snack in the morning and in the afternoon. Each of the snacks will contain at least two nutritional foods. We will rotate between fruits, vegetables, and breads unless a special snack is brought in. Milk or juice will be served also. The snack list is posted on the parent board. The afternoon snack is optional, but if they sit down they are asked to finish it.

Lunch

Lunches are provided by parents. Lunches need to have your child's name on it and be put into the refrigerator. The lunch must consist of nutritional food from the following food groups: protein, grain, and two foods from the fruit/vegetable group. The amount is to meet the recommended daily dietary allowances. If you do not provide what is required we will supply it and you will be charged. No pop will be served so please do not send it. Written nutritional information is included in this booklet. The day care will provide milk each day.

FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

DRESS

Please dress your child for inside and outside play. We will go outside each day, weather permitting. All children will go outside as a group. Please supply an extra set of clothing to keep in their box for spills and emergencies.

BIRTHDAYS

Birthdays will be celebrated for each child. Special treats are welcome anytime.

TRANSITION INTO ANOTHER GROUP

There will be a written agreement between parent or guardian and the center with the beginning and ending date of the transition period and transition schedule when a child is changing groups.

PARENTAL PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during the hours of operation. Parents may wish to stop in for daily fun, or to come and eat lunch with your child. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher
2. Administrator

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Our staff fully realizes that you are trusting us with your children and we want our relationship to be a good one.

We welcome visits from parents at anytime. We encourage you to come and spend time with us so that you can see all that we do. If you have a special talent or interest you would like to share, or if you would like to volunteer your time please let us know. Conferences with parents will be held each year in the spring.

MANAGEMENT OF ILLNESSES

The center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to assess their general health. We ask that you not bring a sick child to the center. They will be sent home. Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F-in combination with any other signs of illness
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies or other parasitic infestation.
- Vomiting more than once or when accompanied by any other sign of illness.
- Sore throat or difficulty swallowing.

Any child demonstrating signs of illness not listed above, will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the parent board if children have been exposed to a communicable disease. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required, stating that the child is not contagious.

MEDICATIONS

The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's box or book bag. The only exception to this requirement is for school age children who require the immediate use of an inhaler for a medical condition. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in his box or book bag. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the fellowship hall across the street. A sign will be posted on the front door of the center indicating that we have been evacuated, and the location where you can pick up your child. Parents will be contacted as soon as possible to come, pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

There is always one staff member present who has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. If a child would ever require Syrup of Ipecac to be administered, it would only be done with instructions from the Poison Control Center.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the center has to administer Syrup of Ipecac; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

DAILY SCHEDULE

5:30 - 8:00	Quiet time. Children will lay on cots unless they come in after 7:30. Those children will play with quiet activities at the table.
8:00 - 8:30	Wake up, restrooms, breakfast (their choice), and table activities.
8:30 - 8:55	Free play.
8:55 - 9:00	Clean up.
9:00 -11:30	Preschool. Sharing, art, drawing, snack, outside play/large motor, free play, and circle time.
11:30-11:45	Prepare for lunch.
11:45-12:30	Lunch and clean up.
12:30-1:30	Outside play or free play.
1:30 - 3:30	Quiet time.
3:30 - 4:00	Wake up and quiet play.
4:00 - 4:15	Snack.
4:15 - 5:30	Free play, outside play, table activities, games.

School age Schedule

5:30-8:00	Quiet time. All will lay on cots unless they come in after 7:30. Those children will play with quiet activities at the tables.
8:00-8:30	Wake up, restrooms, breakfast, table activities, prepare for bus.
8:10-9:00	Free play.
9:00-9:40	Art.
9:40-10:00	Story.
10:00-10:15	Snack.
10:15-10:45	Outside play/large motor.
10:45-11:00	Circle.
11:00-11:45	Sharing/drawing.
11:45-12:00	Clean up.
12:00-12:30	Lunch.
12:30-1:00	Clean up.
1:00-1:40	Outside play/water play.
1:40-2:00	Change clothes.
2:00-2:40	Quiet reading/rest time.
2:40-3:10	Craft/table work.
3:10-4:00	Board games/puzzles, etc.
4:00-4:15	Get off bus, wash up.
4:15-4:30	Snack.
4:30-5:30	Free play, outside play, table activities, games.

TODDLER SCHEDULE

5:30-7:45 Quiet time

7:45-8:15 Wake up, diaper check, restrooms, breakfast

8:15-9:00 Free play

9:00-9:20 Circle time

9:20-9:30 Diaper check/restroom

9:30-10:00 Free play

10:00-10:10 Diaper check/restroom

10:10-10:30 Snack

10:30-10:45 Art

10:45-11:00 Story/music

11:00-11:10 Diaper check/restrooms

11:10-11:30 Outside play/large motor

11:30-11:45 Diaper check/restrooms

11:45-12:00 Story/games

12:00-1:00 Lunch/clean up

1:00-1:30 Outside play/free play

1:30-1:45 Diaper check/restrooms

1:45-3:30 Quiet time

3:30-3:45 Wake up Diaper check/restrooms

3:45-4:00 Games/story

4:00-4:15 Snack

4:15-4:30 Diaper check/restrooms

4:30-5:30 Outside play/free play

INDIAN LAKE COMMUNITY CHURCH DAY CARE
EMPLOYEE HANDBOOK
2014-2015

I.L.C.C. Day Care promotes the hiring of qualified individuals without regard to race, color, creed, sex, age or national origin, provided they meet the requirements established by the center for the job. The following are the personnel policies for I.L.C.C. Day Care.

I.L.C.C. Day Care is owned and operated by Indian Lake Community Church. It has a board of directors that are elected by the Church board. They meet once a month or as needed.

I.L.C.C. Day Care is licensed to operate a day care, preschool, and before and after school program. The number of children we are licensed to serve at one time is fifty-two children, age eighteen months to ten years.

Our hours of operation are Monday through Friday, 5:30 a.m. to 5:30 p.m. The center will be open during the school year, but closed the following holidays:

- Labor Day
- Thanksgiving Weekend
- December 22 through January 2
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

PHILOSOPHY

Our goal is to support the development of the whole child physically, emotionally, and intellectually. We will encourage interactions leading each child to an understanding concerning themselves, which will help them develop a positive self-image, communication skills, social skills, creativity, and to have fun.

It is a place where we share with the parents the responsibility of giving the child the necessary care and up bringing. Our program provides for the basic growth needs of every child, but at the same time takes into consideration the needs of the individual child and their family. We believe that our day care is a way of improving the well being of the total family unity.

HIRING PROCEDURES

Prospective employees will be required to fill out an application for employment, followed by an interview with the administrator. Final selection of an employee shall be the responsibility of the administrator with board approval.

The center will maintain a personnel file for each employee, containing an application for employment form, health form, references, evaluations and correspondence.

REQUIREMENTS

All employees must be 18 years old or a student of a second year vocational childcare training program.

All employees shall have on file on their starting day the following documents:

- Copy of high school diploma, GED, or a signed statement from a second year vocational school trainer
- Three written references
- Fingerprint record
- Medical examination from a licensed physician within three years prior to first day of employment, and every three years from date of exam
- A signed nonconviction statement

Staff training and development is important in the continuing of good quality childcare. Each employee will be expected to meet the state requirements for inservice training. For this inservice training, the state requires that six hours of training in first aid and infant and child CPR, six hours in child abuse recognition and prevention, and six hours of management of communicable disease. Each employee will need to do a three-hour refresher class in each area every three years. Each employee will be required to complete fifteen hours of training annually until a total of forty-five hours have been completed. Employees will be expected to attend after hour staff meetings and extra activities sponsored by the day care. The center will pay for the training, extra activities and the time in the class.

PROBATIONARY PERIOD

There will be a ninety-day probationary period for all new employees. A performance evaluation will be given at the end of probation period and on their anniversary date each year.

HOURS AND SCHEDULES

The regular workweek for a full time employee will be thirty-five plus hours. Part time employees will work as few as two hours to as many as thirty-five.

Each employee will be hired to work a specific number of hours. It should be noted that staffing at the center is directly related to the number of children enrolled. If the enrollment decreases, it is possible that the number of hours worked by staff would be reduced. In such a case the employee would be paid only for the actual number of hours worked.

Each full time employee will receive a one half-hour lunch break.

If a child is not picked up by 5:30 p.m. the employee who stays longer will be paid for that extra time by rounding up to the next half hour.

EMPLOYEE BENEFITS

The starting pay is \$9.00 per hour or dependent upon education and experience.

Employees will receive their paychecks on Thursday. Schedules will be posted each week.

All full time employees will receive five days vacation on their anniversary starting date. After five years all full time employees will receive 10 days vacation on their anniversary starting date.

Employee's children will not be charged the enrollment fee. They will be expected to abide by the rules of the day care and all employees.

JOB PERFORMANCE

Every caution must be taken to guard against accidents to children and other staff. It is the responsibility of every staff person to correct unsafe conditions or report unsafe conditions and fire hazards immediately. All employees are to know and understand the operation of the fire alarm system and the medical and dental emergency plan. An incident report will be filled out for all accidents of the children and employees. Hands are to be washed whenever you enter the day care.

All employees of I.L.C.C. Day Care will be expected to work closely with the children, parents, other family members, coworkers, church members, the administrator and the day care board. They will be expected to maintain confidentiality about coworkers, children and their families.

All employees will have generally assigned jobs, although it may be necessary to perform other duties also. They will be expected to maintain an environment that is attractive, sanitary, stimulating, orderly and loving for the children.

All employees will follow the rules of the day care relating to children. They must meet the needs of any child wherever possible, demonstrate love and caring for all children, use positive discipline, be consistent and orderly, never leave a child alone, they will not use physical force or mental harassment. At times all children need extra TLC and we are here to give that. Be careful the amount of time spent holding the same child as this causes jealousy and doesn't encourage the child to become independent.

It is a known fact that children do better when their care keepers are consistent and schedules remain the same. All employees will try their best to be at work on time and as scheduled. If you find it necessary to call in due to illness or emergencies call the administrator.

RELEASING CHILDREN

All employees will release children to authorized people. If their name is not on the card file list then the child is not to be released unless the parent has informed us. If someone comes in to pick up a child that is not authorized an employee will contact the parent before releasing child. Our emergency policy for handling difficult situations is as follows: one teacher will take the group of children into one of the rooms in the hallway, one teacher will take the child in question into the administrator's office, lock the door and call the authorities and one teacher will remain with the person in question.

BREAKFAST, SNACKS AND LUNCHESES

Children have a choice if they want breakfast and afternoon snack. Morning snack is to be tasted and encouraged to eat. Parents will pack lunches. The state requirements are included at the end of the booklet. The day care will provide milk each day at lunch.

OUTSIDE PLAY AND WALKS

All children will go outside as a group with partners. School age children are not required to have partners when the younger ones are not with them. When walking outside always be aware of the safety of the children. Walk as a group.

PHONE CALLS

Personal phone calls must be kept to a minimum. If employee is working directly with children a message will be taken. Please keep texting to a minimum. No shopping or game playing during times you are in charge of children.

When an employee answers the phone please make sure messages are always written down with the day's date. If someone is to return a call, include the phone number.

SUPPLIES

When you finish a box or use all of something please leave a note so that more can be reordered.

DRESS CODE

Dress at the day care is causal, although a clean and well-groomed look must be maintained at all times. Smoking is not allowed in the building or on church grounds.

DISCIPLINE

Throughout our program we give the children proper adult supervision, easy and consistent schedule, a wide variety of activities, and by letting the children know the fair and just limits. When speaking to a child it is important to use a quiet, yet firm voice. Always go to a child and speak directly to them. Do not yell across the room. We encourage children to work out problems on their own by teaching conflict management and communication skills. If a behavior problem is consistent or talking has not solved the problem a time out period will be given. When using time out the child will be told why they are having this time and the behavior that wasn't appropriate. When they are ready to join the group they will again be told why they had time out and the correct behavior to use.

If at any time you feel you are losing control or becoming frustrated and need a break call for another staff member or administrator to come and help out.

GRIEVANCE

If an employee has a conflict with another staff member they are to bring it to the administrator. Do not discuss problem or grievance with other staff members as this only causes more conflict.

TERMINATION

An employee may be terminated by the administrator for gross negligence in performing required duties. Any employee who strikes a child or subjects a child to corporal punishment shall be subject to immediate dismissal.

The administrator reserves the right to terminate the employee for excessive missed days and/or tardiness, or if by reason of illness or other reasons, the employee is unable to perform their duties for a period longer than five consecutive class days, stealing, treating children or parents unjustly or disrespectfully, foul language, insubordination, or chronic lateness.

TRANSITION FORM

_____ will be getting on ___ off ___ the bus at the
day care each day Indian Lake School is in session.

_____ Date _____

I give permission for my child to go across the street to the fellowship hall or upstairs to the sanctuary to practice and participate in programs.

Child's name _____ Parent signature _____

Date _____

I.L.C.C. DAY CARE ENROLLMENT AGREEMENT 2014/2015

1. I agree to pay a registration fee, as stated below, at the time of enrollment and again each August. The fee is cut in half for the second and third child in the family. The fee will be pro-rated throughout the year.
2. I agree to pay a deposit in the amount of the weekly fee. This will be paid before the first day my child is enrolled. The deposit will be credited back to you on the last week my child is enrolled.
3. I agree I will pay the daily rate for my toddler, day care, preschool or school age child or children **whether they are here or not** unless the day care is closed.
4. I agree I will receive the same amount of days enrolled, times 2, of unpaid tuition throughout the year that can be used at any time I chose. For example: if your child is enrolled for 2 days per week you will receive 4 days that you do not have to pay if your child is not here. (3 days/6 days, 4 days/8days, 5days/10 days)
5. I agree I will pay \$ 2.00 a day for my school age child if Indian Lake Schools are on a delay. I agree to pay full day rate if my school age child is here all day.
6. I agree to add \$10.00 to my weekly fee if I do not pay my weekly fee by Monday at 9:00 a.m. I agree that if I have not paid the fee by the next Friday I will not be guaranteed a spot for my child.
7. I agree to pay \$10.00 for each five minute segment that my child is left after 5:30 p.m.

Registration Fee	\$ 25.00 per year
Toddlers (18months-36 months)	\$ 145.00 per week
Toddlers (Daily rate/full day, at least 2 days per week)	\$ 31.00 per day
Day Care (5 day weekly rate, \$24.00 per day)	\$ 120.00 per week
Day Care (daily rate)	\$ 26.00 per day
Half day (4 hours or less)	\$ 21.00 per day
Preschool	\$ 19.00 per day
School age (Before school)	\$ 35.00 per week
School age (After school)	\$ 35.00 per week
School age (Before and After)	\$ 60.00 per week

I agree to all of the requirements. I agree that I must have the health and enrollment paper and this page signed and returned before my child is enrolled.

Weekly fee\$_____Deposit\$_____Registration\$_____Unpaid days_____

Parent signature

Date

I.L.C.C. DAY CARE TRANSITION LETTER

Dear parent/guardian,

We would like to transition your child to the next age group. Reed will transition to the Smartie group. If you have questions or concerns or would like to speak to Karen or your child's new teacher please call and arrange a time for us to meet.

It is extremely important that your child has ample time to adjust to the new room, new classmates and teachers, therefore, we have arranged for your child to visit his/her new classroom periodically throughout the next few weeks.

Your child will visit on M T W T F during the times of preschool.

Your child will permanently join the room the week of January 2.

Please keep in mind that this is a tentative schedule and may include more or less time depending on how the child is coping with the transition.

Your signature below indicates that you grant us permission to allow your child to participate in our transitioning process. We appreciate your cooperation, and look forward to your child's new beginning.

Karen

Parent signature _____ Date _____

I.L.C.C. DAY CARE
APPLICATION FOR EMPLOYMENT

NAME _____

DATE _____ POSITION APPLIED FOR _____

ADDRESS _____

TELEPHONE _____ SOCIAL SECURITY NUMBER _____

HOURS YOU ARE AVAILABLE FOR WORK _____

HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR? _____

EDUCATION

YEARS COMPLETED _____ DIPLOMA/DEGREE _____

EMPLOYMENT EXPERIENCE

EMPLOYER _____ PHONE _____

TIME WORKED _____ POSITION HELD _____

EMPLOYER _____ PHONE _____

TIME WORKED _____ POSITION HELD _____

EMPLOYER _____ PHONE _____

TIME WORKED _____ POSITION HELD _____

ADDITIONAL INFORMATION THAT WILL BE HELPFUL IN GETTING TO
KNOW YOU BETTER. _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the center.

SIGNATURE OF APPLICANT _____ DATE _____

