

# *Calvary Learning Academy*

## *Parent's Day Out Handbook*



*A ministry of*

*Calvary United Methodist Church*

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## **Welcome**

On behalf of the Calvary Learning Academy Board at Calvary United Methodist Church, welcome to our Parent's Day Out Program.

We would like to thank you for choosing our program and look forward to a very rewarding year.

It is our hope to meet your family's needs for spiritual, emotional, social, and academic growth.

The Parent's Day Out is staffed with committed Christians who have your child's development as their priority. All teachers are required to have experience working with young children.

The pastors, Calvary Learning Academy Board, teachers, and staff are here to serve you. Please feel free to call on us at any time.

Calvary Learning Academy Office: (317)852-2594

Tonya Conover, Director

Amy Watson, Chairman of the Board

Todd Outcalt, Senior Pastor

Ron Branson, Associate Pastor

## **Mission Statement**

The mission of the Calvary United Methodist Church Parent's Day Out program is to provide the members of Calvary, and the community at large, an opportunity to instill and foster Christian values, provide education, and nurture families in a closer relationship with Jesus Christ.

## **Philosophy**

The Calvary Learning Academy at Calvary United Methodist Church exists for the purpose of providing support and nurture for the children of the region surrounding Brownsburg.

## **Introduction**

Parent's Day Out is a supervised child care program designed to meet the needs of parents for free time. It is our goal to provide your child with a safe and nurturing Christian environment, where children can grow and learn the values of a Christ centered community of faith.

Our weekly activities are theme based. Teachers may incorporate other songs, stories and activities, which are Biblically based. All children participate in a music and Chapel class on a daily basis.

No specific doctrine of belief is being taught, but rather basic principles of Christian living. A short prayer of thanks prior to snack and lunch, which is provided by parents, is also a part of our daily routine.

Your child will also have many opportunities for free play. He/she will have a chance to express themselves creatively through role play, learning centers, and other small group activities.

Please keep in mind that while we will try to offer your child challenging learning experiences through play, we are not a preschool program.

## **Registration**

A **non-refundable** registration fee of \$100.00 must accompany each registration agreement. (\$75 for each additional child, and/or program) This fee holds your child's spot in the program, and covers supplies needed throughout the year. For special crafts, material donations may be solicited. The registration fee is prorated for those entering the program after September.

Upon registration, you are required to reserve which day/days of the week you will be using the program.

Current students, alumni, and church members will register a week before the community registration begins in order to provide families with priority placement for classes. Registration will be done in-house

as a lottery system, and then classes will be filled on a first come, first served basis.

### **Tuition**

Tuition is broken down into 10 equal payments, from August through May, as follows:

One half day/week	\$70/month
One full day/week	\$95/month
Two half days/week	\$140/month
Two full days/week	\$190/month
Three half days/week	\$210/month
Three full days/week	\$285/month
Four half days/week	\$280/month
Four full days/week	\$380/month

Drop-ins will be accepted only as space allows. No drop-ins will be accepted without the consent of the Director. The drop-in fee is \$30.00 per child. When using the drop-in option, the Director must give approval at least 24 hours in advance.

If your child is signed up for a half day, but you would like for them to occasionally stay for the full day, you may do so with permission from the Director. The cost is \$10 for the extended day.

**Calvary Learning Academy requires automatic debit tuition payments.** Please fill out the Automatic Debit Authorization form and turn it in with your registration packet. Each month on the 5th, your tuition payment will automatically transfer from your preferred banking account into Calvary's bank account. If you do not have sufficient funds in your account to cover the withdrawal, you will receive notice of non-sufficient funds and be required to pay the tuition in cash, along with a \$20 penalty. The first transfer will occur on August 5, and the last on May 5. You may make changes to this form any time by stopping in the office.

**\*\*\*Tuition payment is not subject to adjustments due to illness, vacation, absences or weather closings.**

### **Non-Payment Policy**

Any student whose tuition is not paid by the end of the month, or a payment plan is not worked out with the Director, will be asked to leave the program until such time as repayment is made. Re-entry is encouraged under the following conditions:

- Repayment for the previous month is made, along with any NSF fees.
- Payment for the current month is received in cash.
- Space is still available in the class.

### **Withdrawals**

If it becomes necessary to withdraw your child, please give the Director a two (2) week notice.

Under extreme circumstances, we reserve the right to ask a child to exit the program. This would be for prolonged behavior that is detrimental to the child, classmates, teachers, or property, and the child has not shown a positive response to modification techniques used by the staff.

### **Sessions**

Our program operates from the middle of August through the middle of May, with holiday breaks similar to the Brownsburg School Corporation schedule. A school calendar will be send home at the beginning of the year, as well as a monthly newsletter to keep you informed of school closing dates.

Hours of operation are Tuesday through Friday from 9:00am to 1:00 pm for the half-day session, or 9:00am to 3:00pm for the full day session.

You have the following options available:

- 1) One day/week
- 2) Two days/week
- 3) Three days/week
- 4) Four days/week

Schedule changes may occur due to insufficient enrollment.

We do ask that if your child is unable to attend on his/her regular day, that you telephone the CLA office at (317)852-2594, or email us at [tconover@calvaryunited.org](mailto:tconover@calvaryunited.org) and let us know. This will assist us with our staffing needs, and also make us aware of illnesses or other concerns which we would want to lift in prayer.

### **Class Placement**

Children will be placed in classes according to their age as of August 1 of the current school year. This is consistent with the public school placement laws.

God's Little Angels	Minimum of 12 months, and walking steadily
Lord's Lambs/Prayer Bears	Age 2 by August 1
Rainbows	Age 3 by August 1
Good Samaritans	Age 4 by August 1

### **Discipline Policy**

The five different areas of experience inherent in the curriculum, seek to give each child:

- A feeling of belonging and acceptance.
- A feeling of understanding forgiveness for himself and others.
- A feeling of wonder.
- An understanding of democratic limits for his own self-control and welfare of others.
- An encouragement of creativity.

With this as the basis of each session, children are constantly building skills in appropriate classroom behavior. Positive reinforcement and self-evaluation will be used continually; discipline problems will be few. In the event that a child fails to respond appropriately, discipline will be carried out in the following manner:

- 1) Redirection or gentle, but firm restatement of the desired behavior.
- 2) A short "conference". He/she will be taken aside by the teacher.
- 3) A short period of time-out will be implemented within the classroom if the problem persists.
- 4) Under extreme conditions of aggression, bad language, or assault, the child may be removed from the classroom by the teacher and taken to the office. The parent would then be called to pick up the child, if necessary.

The teachers will work with the parents in providing continuity and consistency in dealing with any behavioral problems.

### **Drop-Off and Pick-Up**

Parents or caregivers are expected to escort their children to and from the classroom at the beginning and ending of each daily session. Children should arrive no sooner than **five (5) minutes** before a session begins, and be picked up **promptly** at the end of the session.

If you are late for pick-up, your child will be taken to the Director's office to wait for your arrival. If late pick-up becomes habitual, we reserve the right to issue warnings, and ultimately remove your child from the program.

If someone other than a parent is to pick up a child, you must give written authorization to the school to release your child. This is done by filling out the Permission to Release card at the beginning of the school year. With safety in mind, this will be strictly enforced.

All participants in the Calvary Learning Academy should follow the policy detailed below regarding Parking/Drop-off and Pick-up:

1) **Please park your car and escort your child/children into the building.** Do not leave children in vehicles unattended. Do not park in Handicap parking unless you have a permit.

2) **Parking along the curb is prohibited.** It not only blocks access to the sidewalk, but creates the potential for accidents when pulling away from the curb, as small children walk in between parked cars.

3) Always exercise extreme caution when operating your vehicle in the parking area!! **Please do not talk on cell phones when driving. DRIVE SLOWLY AND USE CAUTION!!!!**

### **School Closing**

In the event of inclement weather, check local radio/TV listings for school closures. If Brownsburg Schools are closed, we are closed for the day. If Brownsburg schools are on a 2 hour delay, we will follow our 2 hour delay policy that is sited below. If school has started and bad weather begins, we will dismiss 15 minutes before the earliest dismissal of the public schools.

### **CALVARY LEARNING ACADEMY WILL BE CLOSED ANY TIME BROWNSBURG SCHOOLS ARE CLOSED.**

#### **PRESCHOOL**

- In the event of a 2 hour delay, Preschool will attend with the following schedule:
  - All AM classes will attend 11AM-12:55PM.
  - All PM classes will attend 1:05PM-3PM.
  - Any class that meets 9AM-1PM will attend 11AM-1PM.  
\*\*Please feed your child lunch before attending class.
  - Any class that meets 9AM-3PM will attend 11AM-3PM.  
\*\*Please feed your child lunch before attending class.
  - Any student who attends PDO before going to Preschool class will begin PDO at 11AM, and then be transfer to Preschool at 1:05PM.
  - Any student who attends PDO after AM Preschool will be transferred to PDO at 12:55PM. Lunchtime will begin at 1pm for these students.

#### **PARENT'S DAY OUT**

- In the event of a 2 hour delay, PDO will attend with the following schedule:
  - Children who normally attend PDO from 9AM-1PM will attend from 11AM-1PM.
  - Children who normally attend PDO from 9AM-3PM will attend from 11AM-3PM.
  - Lunchtime for all PDO children will remain the same time as usual.

### **Missed days due to inclement weather will not be made up.**

#### **Health Forms**

Each child is required to have a health form showing all shots are up to date, and noting any physical problems, abnormalities, or allergies. If you child has food allergies, you must complete a Food Allergy Action Plan to have on file for treatment of your child in the event that they ingest anything that would cause a reaction. If your child has been prescribed an Epi-pen by their doctor, they should supply one to the school or have it in their backpack at all times.

### **Calvary Learning Academy Immunization Policy**

Calvary Learning Academy programs requires documentation that a child is fully immunized against vaccine preventable illness unless the child's parent or guardian can produce physician documentation that the child has a medical contra-indication to receiving specific vaccinations.

CLA makes every effort to make our programs a safe environment for its young students. This includes taking precautions against the spread of infectious illnesses. After sanitation and proper hand hygiene, vaccination is a critical line of defense against the spread of serious diseases.

The child at greatest risk for contracting a vaccine-preventable disease (like measles) is the un-vaccinated child. However, since vaccines are not 100% protective, even vaccinated children rely on the immunity of those around them to help keep them safe. Therefore, in order to maintain as safe an environment as possible for our students, immunizations are required.

While the Learning Academy gladly accepts and enjoys children of all faiths and backgrounds, parental/guardian religious or personal beliefs against vaccination do not suffice as reason to waive the immunization requirement. While the CLA staff regrets that this may result in some children being denied access, they recognize that attending the Learning Academy is a privilege, not a right.

### **Illness**

Each child should be in good health upon arriving in the morning. Your child should be free from fever, diarrhea, and vomiting for 24 hours prior to a school session. If your child becomes ill during the day, a parent or guardian listed on the emergency card will be contacted to pick your child up immediately. We realize that children enjoy attending class even though they may be ill. Common colds spread quickly among small children. Although most of the time they are not serious enough to warrant your child staying home, it is our duty to see that every child is protected from unnecessary exposure to illness. **If your child has a cold accompanied by sneezing, coughing, and discolored (yellow/green) mucus, you should keep your child home.** If they tell you that they are not feeling well, please take this into consideration.

### **Medications**

Calvary Learning Academy personnel are not allowed to administer medication at any time. Children should not be sent with pills, cough drops, or other medication to administer themselves. Epi-pens will be used in an emergency allergy situation by the staff, if instructed by parents.

### **Accidents**

All children enrolled are to have an emergency card on file. If your child is injured while attending a session, the teacher or Director will administer appropriate first aid. In the event of a serious injury which requires immediate medical treatment, an ambulance will be called, and the parent will be contacted immediately.

### **Nurturing**

Your child is the most important thing in our day! As we reach out to each child in Christian love, please expect to see us giving a lot of hugs, squeezes, and pats. Children thrive in an environment where they feel loved and are nurtured. One of the most important ways we as humans communicate with small children is through the sense of touch.

While we can't replace the love your children get from you, we will attempt to be the next best thing! You can expect your child will be nurtured at Parent's Day Out.

### **Personal Hygiene**

As a Christian Ministry for children, we carefully screen all employees. However, we feel it is necessary that we must make the following statements.

Parents of children who require assistance with toileting should be aware that:

- During the diapering procedure, care givers are expected to thoroughly cleanse the diaper area. This includes cleansing the genitals from front to back.
- During restroom breaks, teachers are expected to be aware of those children who require assistance. Assistance, if needed, will include wiping the genital area with toilet paper from front to back.
- After toileting, teachers will be assisting the children as needed. This may include the pulling up of underwear/panties, zipping, buttoning, and snapping.

While every attempt is made to take restroom breaks as a group, with both teachers present, there may be times when your child may be accompanied to the restroom by only one teacher. We have extreme faith and trust in our care givers, and are confident no problems will arise.

Any child who is in the process of potty training should use pull-ups until he/she is totally free of accidents.

### **Nap Time**

Children three (3) and under have a nap time after lunch. Your child will need to bring a blanket and/or nap mat for this time. Please label them with your child's name, as space is available to leave these at the program if you wish.

### **Dress**

Comfortable clothing for active play and creative activity is recommended. We will go outside every day, weather permitting. Please dress your child accordingly, with weather-appropriate outerwear.

Please bring a change of clothing for your child each day. A diaper bag for young children, or book bag for older children serve as great totes for a change of clothes, in addition to carrying activities home. Please label everything with your child's name.

### **"Lovies"**

We realize small children often have comfort toys, or "loves" with which they don't like to part. These may be brought, if needed. Please be sure your child's name is clearly marked on such items. We strongly recommend that you limit the number of items your child brings to PDO. This will eliminate your child having to share their special things. *Although we do encourage sharing, every child needs things of their very own.* Large or sharp objects that may cause injury, or military weapons, are inappropriate for PDO and are best left at home.

### **Special Occasions**

Every month has Christian and National holidays to celebrate. Parents may be invited to attend small classroom productions or displays throughout the year.

Birthdays are special to everyone and are encouraged to be celebrated in PDO. Fruit muffins, juice pops, or frozen yogurt make a nutritious snack for birthdays.

Holiday parties will focus on the Christian or wholesome aspect of the holiday and excessive attention to secular themes will not be planned.

### **Snacks**

Each child will be assigned a snack day approximately once a month. Please provide a healthy snack, drink, and napkins for every child in the class.

**Please notify the classroom teachers if your child has any food allergies.**

The Calvary Learning Academy Board has established the following policy on snacks:

- We ask all that snacks served be health conscious.

- NO candy will be served in the Calvary Learning Academy classrooms. Candy may be brought to the program only if it is bagged and ready to be sent home with the children.
- On special occasions such as birthdays and class parties, cupcakes or cookies will be considered acceptable. We would like to keep this to a minimum and encourage frozen yogurt, juice pops, and fruit muffins.
- All food will be eaten at tables provided in each room. If rooms are equipped with tile and carpeted areas, eating will be restricted to tables in the tiled areas.

### **Lunch**

Lunch is eaten at approximately 12:00pm. Children should bring a sack lunch. Please label EVERYTHING in your child's lunch box, as items can easily be misplaced or given to another child in the clean up. If needed, please include a cold pack to keep lunches cold, and/or a Thermos to keep lunch items warm. Most classrooms do not have a microwave or refrigerator.

### **Newsletters**

Each month a newsletter will be sent home with your child and available in the CLA office. It will include items of interest, upcoming church events, and reminders of vacation day closings.

### **Child Custody & Parental Rights**

Parent's Day Out requires a court document to be on file, which indicates child custody, in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences and school mailings. The non-custodial parent may have access to any student records and general information regarding the program, which is available to any person interested in our programs. If there is a court order indicating the non-custodial parent should not have access to the child or his records, this needs to be on file in order for the PDO program to be in compliance. Any parents who are unable to settle their differences between themselves, and continue to harass the PDO staff, may be asked to remove their child from the program. This also applies to disputes about tuition payments.

### **Building Safety**

We have a building safety access system installed in the Learning Academy. All families will be given an access code number to allow them into the building when the doors are locked down. There is a key pad located inside the first set of doors at the entrance to the Academy (Door #5). Staff may be available to give you access, if they are in the Learning Academy office. But please memorize this code to assure that you can enter the building.