



Lakeview Childcare & Preschool Parent Handbook 2021-2022

Table of Contents

Philosophy and Goals.....	3
*Admission Policy.....	4
Days/Hours of Operation.....	4
*Pick-up and Drop off.....	4
Parent Parking.....	4
Attendance Policy.....	4
*Tuition Fees.....	5
*Payment Info and Fees.....	5
*CCDF Guidelines.....	6
Wait List Policy.....	6
*Refunds/Holidays.....	6
Withdrawal Procedures.....	7
Health Information.....	7
Medication.....	7
*Communication with Parents/Open Door Policy.....	8
Dress Code.....	8
Meals and Snacks.....	8
Naps.....	8
Suspension and Expulsion.....	8
Parent Disputes.....	9
Parent Conflict Resolution.....	9
Extermination Spray Schedules.....	9
Toilet Training.....	9
Toys from Home.....	9
*Television& Screen Time.....	9
*Infant Care.....	9
*Bottled Formula Procedure.....	9
Illness, Injury or Death of a Provider.....	10
Alternate Care in an Emergency.....	10
Notification in an Emergency.....	10
Family Conduct Policy.....	10
Tobacco, Alcohol, Drugs, and Firearms.....	11
Discipline/Guidance Policy.....	12
Transportation Policy.....	13-14
Inclement Weather.....	14
Substitute Care.....	14
Emergency Authorization.....	15
Emergency Contact.....	15
Media Release Form.....	16
Authorization for Child Release.....	17
Parent Agreement/Acknowledgment.....	18

Lakeview Childcare & Preschool

Our vision is to provide a holistic approach that nurtures and fosters growth in individuals of all backgrounds by offering instruction that develops learning, exploration and creativity in a Christ-centered environment.

Our mission is preparing tomorrow's leaders by developing today's youth.

Our Goal:

- Provide a safe place for children to acquire knowledge
- Create an environment where Christ's love can be realized.
- Support and nurture children in their growth and development.
- Create in children the ability to experience and practice leadership.
- Provide learning opportunities that initiate and encourage exploration, creativity, and autonomy.

Our prayer is to do this successfully while making a lasting change in the lives of our children and families, and within our community.

ADMISSIONS:

Lakeview Childcare & Preschool is open to all children, regardless of race, nationality, or creed, who may benefit from our program. The child must be at least six (6) weeks of age and must not be over twelve(12) years of age. Classes will be filled on a first-come/first-serve basis according to the date of enrollment. If classes are full, the child's name will be placed on a waiting list to fill vacancies as they occur. As vacancies occur during the year, they will be filled from the waiting list.

DAYS AND HOURS OF OPERATION:

Lakeview Childcare & Preschool is open Monday through Friday from 6:30 AM to 6:00 PM. In the unlikely event that LCP would close due to bad weather, please listen to radio stations, go to www.lakeviewcp.com or www.lakeviewchurch.org. You can also check the LCP Facebook page for closings, listed as Lakeview Childcare & Preschool at Lakeview Church.

PICK-UP AND DROP-OFF:

Lakeview Childcare & Preschool families are highly encouraged to have children to school by 9am so learning time is not missed. Parents and guardians may enter Door Entrance #1 between 6:30am to 11:00am daily. Drop off times are from 6:30am-11:00am. No drop off's will be allowed unless the child has a doctor's appointment in which a note from the doctor will be required to be dropped off. Communication with the center prior to drop off will be needed to inform the child's educator that the child will be late to class.

No child will be released to a person not authorized by a parent to pick up the child. Approved authorizations will occur in both writing and or through email from the email address the center has on file. An updated form will be required to be filled out with in 24 hours of adding an authorized person to your account. Parent will be responsible for sharing check out code with authorized person. Please advise authorized person that state issued ID will be checked to confirm identity before child is released. You will need to be available to be reached by phone at all times should an emergency take place. **A late fee of \$15 for the first minute per child and \$ 1 thereafter will be assessed if picked up past 6:00 PM. Balance will be due by the next Friday to prevent childcare interruptions.**

PARENT PARKING & TRAFFIC DIRECTION:

Parent parking is available to all parents right in front of the building nearest Door 1. LCP welcomes you to park there in the morning if you will be inside the building *greater than 5 minutes in length*. The parent drop off and pick up lane is for parents dropping a child off *less than 5 minutes in length*. All parents utilizing the parent pick up and drop off lane should do so using the East Entrance (Tom Paino Drive) and exiting through the West Entrance. Please do not block any entrances and remember to obey all traffic signage for the safety of all families.

ATTENDANCE POLICY

Everyone must sign in and out at the LCP registration desk using our Smartcare (QR Code or PIN) system. All parents are required to download the Smartcare app as this is the primary way attendance is taken daily. Please ensure to verify email account for Smartcare to gain access to the system. We require notification of all absences so that we may accurately staff the center. You must call for each day your child will be absent. **Please call as early as possible.**

LCP TUITION FEES (Tuition is subject to change)

Payment is due each Friday by 12:00 noon to prevent a \$25 late fee. The weekly tuition is as follows:

<u>Registration Fee</u>	<u>\$50 per family</u>
<u>Infants (6 weeks to 17 months old)</u>	<u>\$250.00 Weekly Rate -Full Time</u>
<u>Toddler (18 months – 2 year)</u>	<u>\$215.00 Weekly Rate- Full Time</u>
<u>Pre-K (3-5 years old)</u>	<u>\$185.00 Weekly Rate-Full Time</u>
<u>Before and After School (Kindergarten to 6th grade).</u>	<u>\$96 Weekly Rate</u>

Methods of Payment

- CCDF (must be approved before day 1. Daily swiping is mandatory to prevent fees being assessed to account)
- Money Order made payable to Lakeview Childcare and Preschool
- Credit/Debit Card/ Checking accounts via Smartcare

Additional Fees: (Fees are subject to change)

- Fee for child staying past 6:00 pm: **A late fee of \$15 for the first minute per child and \$ 1 thereafter will be assessed if picked up past 6:00 PM. Balance will be due by the next Friday to prevent childcare interruptions.**
- NSF Fee: \$30 for center fees. Additional fees may occur through your own personal financial institution
- Late Tuition Fee: \$25 if paid after noon on Friday's.
- Field trip fees for camp kids

Multiple Child Discounts are available for the 2nd and 3rd sibling in the household. Discounts are as follows:

- Second child 10% off
- Third child 13% off

ENROLLMENT FEE:

Prior to receiving the application and gaining acceptance into the program, a one-time **\$50** non-refundable Registration fee per family is due. This fee reserves your child's place until the actual admission date. The first week tuition is due on the Friday prior to the first day of enrollment.

REFERRAL BONUS:

As a parent of LCP, you are eligible for a referral bonus if you refer a family that enrolls their child in the childcare center and is here for a period of no less than 30 days consecutively. At that time, you will receive a \$50 credit.

DELINQUENT PAYMENTS:

Tuition payments are due by noon on the Friday prior to the week your child attends our facility. If payment is not received by noon on Friday, a \$25 late fee will be added and admittance for the beginning of the week will not be permitted until balance is satisfied in full.

CCDF GUIDELINES: Please see the below considerations:

- We participate in the Child Care and Development Fund (CCDF) Program at LCP.
- Parents are required to inform the Center Director if reimbursement rate changes.
- Parents must swipe at drop off and at pick up. This is strictly enforced. **No discrepancies will be allowed.** Any missed swipes, your account will be charged, and balance will be due immediately to prevent childcare interruptions.
- If swipe practice is out of compliance with center policy, parent will be required to pay tuition out of pocket for the day of the missed swipe immediately to prevent any childcare interruptions.
- If swipes are not current and in compliance with center policy, services will be temporarily suspended until parent becomes compliant.
- Parents are required to provide a two-week notice if child will no longer attend LCP.
- The preschool reserves the right to charge a two-week notice fee of full tuition if policy is violated.

WAIT LIST POLICY:

When a classroom is at full capacity, we will place your child on a waiting list. All relevant paperwork and a non-refundable \$50.00 fee should be turned in prior to the name being added to the wait list. This fee will be applied as the registration fee when the child is able to enroll. When a spot opens, we will collect the first week's tuition, supply fee if applicable, and any remaining paperwork one week prior to the start date.

REFUNDS AND HOLIDAYS:

No refunds are given for illnesses, vacations or days missed for any reason. Lakeview Childcare & Preschool will be closed on the following holidays:

- New Year's Eve open until 3:00pm
- New Year's Day (January 1st)
- Martin Luther King Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

When a holiday occurs on a weekend, we reserve the right to be closed before, after or on the holiday. Our center values the continued learning opportunities for our educators. The center is also closed two times annually for professional development of our educators. The center will send out communication to all parents giving ample time to prepare for such closings.

WITHDRAWAL PROCEDURES:

Two weeks' prior written notice (or two week's fees) is required upon your child's withdrawal from Lakeview Childcare & Preschool. This allows us time to advertise and fill the vacated position. In the case of child needing alternate care, the Center Director will discuss your child's needs with you and allow two weeks' notice for you to find alternative childcare. Reasons for expulsion of your child may consist of delinquency in

payment of fees, inability of parent or child to adjust to Lakeview Childcare & Preschool program, a lack of cooperation, or discipline issues.

HEALTH INFORMATION:

Each child is required to have an Indiana State Department of Health Child Care Center Health Record on file. This form includes a record of up-to-date immunizations and physical per the state of IN and the signature of the child's source of medical care. Lakeview Childcare & Preschool must also have a Medical Permission Slip on file (Located in Enrollment Application). This enables your child to receive any necessary emergency care. In case of medical emergency at Lakeview Childcare & Preschool, first aid will be administered by the staff. The parent or authorized emergency contact on file will be notified by the staff as quickly as possible. If medical attention is necessary, the staff will call the local ambulance service, and the child will be transported to a local hospital. You will be expected to assume full responsibility for any expense resulting from whatever treatment is administered to your child. It is to your child's benefit that you keep Lakeview Childcare & Preschool up to date on phone numbers, emergency numbers and other pertinent information.

Your child's health is very important to us. Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted to pick them up if they have any of the symptoms listed below. If the child is not picked up within an hour a \$25 fee will be assessed for the time exceeding one hour.

Your child will be sent home and cannot return without a doctor's statement if he or she:

- Has a fever of 100.4 degrees or higher (may return after 24hrs. without the aid of any medication)
- Has heavy or colored nasal discharge
- Has a constant, heavy cough
- Has symptoms of a possible communicable disease
- Has diarrhea twice or more (may return after 24hrs. without the aid of any medication)
- Has vomited twice or more (may return after 24hrs. without the aid of any medication)

Please notify LCP at once if your child displays these symptoms at home or has been diagnosed by a physician with a communicable disease. A doctor's note must accompany the child stating their release to return to the center.

Allergies are taken very seriously. Please ensure that the Compliance department and Center Director is aware that your child requires an EpiPen or Inhaler. This will be very vital for all outings taken by the center. A doctor's note is required with specific instructions of when, how and what side effects are possible when administering the EpiPen.

MEDICATION:

Any medication brought to the LCP must be in its original container, not have gone over the expiration date, and be age appropriate. We will not administer any medication containing aspirin because of the threat of Reyes Syndrome. A medicine spoon or dropper must accompany the medication. Below is a list of medication requirements.

- Medicine not requiring refrigeration is stored in a locked cabinet or locked drawer outside of the kitchen or bathroom
- All medications must have a physician's written order
- Unused and/or outdated medication must be discarded
- **Written order or the pharmacy label must show the following:**
 - ✓ The name of the child
 - ✓ The name of the medication

- ✓ The dosage of the medication to be administered
- ✓ Why is it to be given (for nonprescription medication) (As Needed is not approved)
- ✓ The frequency/interval to be given
- ✓ Physician's name
- ✓ The date the prescription was filled, or the order was written

COMMUNICATIONS WITH PARENTS:

Parents, you are *always welcome* to visit the classroom as we maintain an ***Open-Door Policy***. Please understand that children come first during our childcare sessions, and our educators may not be free to talk to you for long periods of time. They will, however, be happy to schedule a time to do so. Parents may not have educator personal contact information. If you would like to check in on your child, please call 317-390-0444 or you may also communicate and send messages through our Smartcare System. Educators and parents are given many opportunities for two-way communication through Smartcare Correspondence, during drop-off and pick-up, as well as during Parent-Teacher Conferences. The cooperation of parents and staff together at Lakeview Childcare & Preschool helps to make everything run smoothly.

DRESS CODE:

Our daily activities at Lakeview Childcare & Preschool include active and messy play. Your child should wear clothes that are washable and comfortable. A child wearing sandals or backless shoes must also bring a pair of tennis shoes. (If no tennis shoes are brought the child will sit out of gross motor play.) Each child, regardless of age, should bring a complete change of clothes including socks and shoes in a plastic zip lock bag (labeled with child's name) to be kept in the classroom. To help ensure the return of all belongings, your child's name should be placed on all clothing, shoes and blankets. We are not responsible for the loss of unlabeled items. To prevent the spread of germs and eliminate the loss of loved items such as (toys, cups, stuffed animals, etc.) we ask that you not bring them into Lakeview Childcare & Preschool.

MEALS & SNACKS:

Lakeview Childcare and Preschool participates in the CACFP Federal Food Program. Nutritious meals and snacks will be provided and served in classrooms at 9 am (Breakfast), 11:30am (Lunch) and 2:45pm (PM Snack). Children are encouraged to eat their food, but they are not forced to eat. Please remember that we are a **PEANUT & TREE FREE SCHOOL ZONE**. At enrollment, each parent is required to complete a form for child participation. Form is required promptly.

NAPS:

Quite & Nap time is from 12:00-2:30pm. If it is necessary for you to pick up your child during that time, please inform the center at drop off in the morning. This enables us to have your child ready when you arrive, and it keeps the disturbance of other children to a minimum.

SUSPENSION & EXPULSION:

Lakeview Childcare and Preschool value a partnership with parents when situations occur that require additional attention regarding behavior in the school setting. LCP agrees to work with the active parent in planning inter-disciplinary meetings with educators, director, mental health practitioner and other identified formal and informal supports to assist your child in the best care plan to make him/her successful in our program. If all strategies are unsuccessful, we will assist your family in finding alternative care that better suits the needs of your child. An exhaustive policy is available to every parent upon request.

PARENT DISPUTES:

Lakeview Childcare and Preschool understands that there may be complex family situations that require court involvement and assistance. In the event of a separation, divorce, or any other legal actions, we require a legal court document (i.e. specify parenting plan) regarding who is authorized to pick up or drop off a child. The

center will not favor any parent or guardian in these circumstances. Legal documentation is required to assist with any requests of this nature. All court orders must be specific with who, when and frequency in which order is to be honored. (i.e. Every 2nd and 4th Friday, or every 1st Monday) A vague court order will not be honored. Please note that only court ordered legal documentation will be recognized if documentation from our center is requested.

PARENT CONFLICT RESOLUTION:

Lakeview Childcare and Preschool understands that conflicts can arise between employees, employees and families, and between families. In the event that two or more parties find themselves in a situation where conflict is inevitable or has already occurred, has affected or will affect the center and its operation, we will attempt to resolve these matters through the center procedures that have been established to ensure that all parties to any conflict participate in a meeting to help resolve the circumstances surrounding the issue. Parents/guardians are requested to raise any concerns they may have regarding their child's care with the center Director or Assistant Director.

All concerns will be dealt with in the following manner by the Director:

- With confidentiality.
- Meeting with the staff member(s) to discuss, process and mediate the issue.
- Discuss possible strategies to resolve the grievance.
- Meet with the parents/guardians to discuss the grievance document outcomes. Meetings will be conducted with two members of Lakeview Childcare and Preschool.
- Outside agencies or community resource programs may be accessed if families and the center require the support.
- The center insists that throughout the conflict resolution process that all parties conduct themselves in a professional manner and remain within the scope of the law.

EXTERMINATION SPRAY SCHEDULES:

Lakeview Childcare and Preschool values and is committed to an environment free of pests and insects. As a proactive measure, we will have a routine spray schedule established in the center and will seek to do so on non-operating hours. Parents will be informed when a spraying of the center will occur.

TOILET TRAINING

Toilet training is a developmental skill that cannot be rushed. Toilet training in an childcare center setting is much different from toilet training at home. A child being trained at home has the undivided attention and fewer distractions while being trained. The staff at Lakeview Childcare & Preschool will assist you in toilet training your child. However, toilet training must first be started and encouraged at home on a regular basis. Children who are not completely toilet trained must wear a disposable diaper or a **Velcro sided** pull-up training diaper. Before training pants or underwear can be worn, children must be able to communicate when they have to go to the bathroom for both urination and bowel movements.

TOYS FROM HOME

We ask that you leave your child's toys at home or in the car. Appropriate toys may be permitted for your child's scheduled show and tell. We are not responsible for lost, stolen, broken, or damaged toys.

TELEVISION & TIME

The use of television is prohibited. Limited screen time is only permitted for ages 3 and up.

INFANT CARE

In care of infants, the parents are responsible to provide a daily supply of diapers, wipes, 3 complete changes of clothes, formula/breast milk and a day's worth of bottles. Soothing items to calm babies can be brought as well. However, blankets are NOT permitted due to safe sleep practice. Due to limited space, *please do not*

bring a diaper bag. Breastfeeding areas are available for those who wish to visit their child and feed them. Rocking chairs are in the private feeding room as well.

BOTTLED FORMULA PROCEDURE: (6wk-12m)

Reason this policy is important:

Health safety of infants must be provided for all feeding times. Proper methods of making milk is critically important during mixing and feeding.

Procedure:

- For parents providing formula, please pre-make bottles at home for the time your infant will be in attendance. Label all bottles with:
 - First and Last name of child
 - Time and Date the bottles are made
 - Type of formula

Note: This also pertains to cereals and baby food

ILLNESS, SERIOUS INJURY OR DEATH OF A PROVIDER

In the case of serious injury, illness or the death of a teacher or worker within this facility, all parents of children in the worker's classroom as well as the rest of the facility will be notified, in writing, immediately. Included in the notification will be plans for the care of the children in his or her classroom.

ALTERNATE CARE IN AN EMERGENCY

It is the policy of Lakeview Childcare and Preschool that every parent has a backup plan for care, in the case of illness or injury of their child. This plan would also be in place in the event of an emergency within the childcare facility. If an emergency arose that required the center to close, parents would be responsible for alternate care for their child. LCP would communicate in an immediate fashion using all platforms currently available.

NOTIFICATION IN AN EMERGENCY

In the case of an emergency within the childcare facility, all parents will be notified as quickly as possible of the nature of the emergency and asked to pick up their child as soon as possible.

FAMILY CONDUCT POLICY

This is to inform parents upon enrollment about our zero-tolerance policy regarding conduct inside or outside LCP by all family of children attending Lakeview Childcare & Preschool. Any occurrences of the following behaviors as explained below in the center or on center grounds will result in immediate action up to termination of services:

- Carrying a concealed weapon of any kind
- Smoking or consumption/sale of illegal substances
- Use of profane or offensive language/clothing
- Act of assault, intimidation or threats towards staff or other customers
- Damaging company property
- Falsification or failure to submit required documents/information
- Violation of tuition subsidy program compliance (i.e. CCDF)

Tobacco, Alcohol, Drugs, and Firearms Policy

Lakeview Childcare & Preschool, 47 Beachway Dr., Indianapolis IN, 46224

Reason this policy is important: Young children's natural curiosity may result in experimentation with harmful substances or use of dangerous materials or objects.

Procedures and Practices, including responsible person(s): The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises. Possession of illegal substances or unauthorized and potentially toxic substances is prohibited. All staff will maintain sobriety while providing childcare. A staff member that is inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately and will be subject to disciplinary action. No guns or other lethal weapons will be allowed in the childcare setting. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the childcare setting.

When this policy applies: The policy is effective at all times, both on the program premises and in vehicles used by the program. It is also enforced when staff members are away from the program if on childcare business (i.e., Field Trips and Required Training).

Communication Plan for staff and parents: The Director and/or Assistant Director will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. The new staff member will sign that they have read, understand and agree to abide by the content of the policies. During enrollment, this policy will be reviewed by the Director and/or Assistant Director with the parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies. A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located in the registration desk as well as in the Director's Office. Parents may receive a copy of the policy at any time upon request. A summary of this policy will be included in the parent handbook. Parents and staff will receive written notification of any updates to this policy.

No smoking signs will be posted at the entrance to inform visitors.

References:

- Indiana Licensing Regulations - <http://www.in.gov/fssa/carefinder/2734.htm>
- Caring for Our Children - <http://nrckids.org/CFOC3/>
- Model Child Care Health Policies - <http://www.ecels-healthychildcarepa.org>

Effective Date and Review Date: This policy is effective 08/01/2017 and will be reviewed annually (by July 15th). Parents and staff will be notified of any upcoming policy review.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.

Discipline/Guidance Policy

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, biting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation
- Yelling or shouting

In response to misbehavior, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Utilize techniques from Conscious Discipline by Rebecca Bailey and 123 Magic by Dr. Phelan

If your child's behavior is very disruptive or harmful to themselves or other children, the Lakeview Childcare & Preschool will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other camp arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Child's Name

Date of Birth

Additional techniques to be used with my child:

Parent/Guardian Signature _____ Date _____

TRANSPORTATION POLICY

Reason this policy is important:

The safety of children and staff must be provided in all activities of childcare programs. Proper restraint systems and the correct use of them are critically important during travel to/from the childcare program as well as a part of the activities of the setting.

Nature Walks and Outdoor Play:

- Staff will follow child/staff ratio guidelines *at all times* when exiting, outside or away from, and when entering the building
- A counting system must be used to ensure all children are accounted for when exiting and entering the building
- Children will be counted before exiting, while away from, and immediately after re-entering into the building
- Staff will use engaging transition activities (songs, chants, physical exercise) as well as age appropriate traveling assistance such as; ropes, wagons, buggies, etc. to transport children outside and inside the building safely
- Staff must carry Red Bags (that hold First Aid kits, Medication, and Emergency Information for each child) when leaving the building and may not set down at any time while away from the building
- Staff will notify the director or administration *before* leaving the building with students and upon their return with students
- Children and staff must stay within the parameters of Lakeview Church
- Children and staff must not communicate with outside persons who are not associated with LCP while engaging in outdoor activities and must use walkie talkies to communicate with staff inside the building

Procedure and Practices, including responsible person(s):

- A Consent for Child Care Program Activities form will be filled out for each child being transported.
- Smoking is prohibited in vehicles used to transport children.
- Children will be transported properly in a seat belt, car seat, or booster seat according to current Indiana regulations. Parents may be required to supply a booster or car seat as needed for their child if field trips involving use of transportation are a part of the program. Staff will be sure that car seats, booster seats and seat belts are used properly, and each child is properly secured before setting the vehicle in motion. Staff will assist with releasing children from their transportation safety restraints, when needed. All adults in the vehicle will use proper restraining devices according to the vehicle manufacturer's recommendations.
- The number of passengers in the vehicle will not exceed the manufacturer's stated capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous or distractive activities during transportation.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to ensure safety.
- All children will be accounted for before leaving the facility and again before returning.
- Children with special needs will have their transportation plans addressed in the Special Care Plan. A staff member who is familiar with the child's special needs will accompany the child during transportation.
- All travel routes will be planned in advance.

Vehicle Requirements

- Only insured, licensed, well-maintained vehicles will be used to transport children. 18 passenger vans are not permitted.
- A back up vehicle will be available if needed and can be dispatched immediately in case of an emergency.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicle during transportation of children.
- A cell phone will be available in case of emergency.

Driver Qualifications

- Drivers will be legally licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will be first aid and CPR certified if another staff member present is not.
- Drivers will obey all traffic regulations.
- The driver shall not be included in the child: staff ratio. Drivers must not be distracted from safe driving practices by being simultaneously responsible for the supervision of children.
- The driver will be familiar with the planned route ahead of time.
- Drivers will have evidence of a safe driving record for the previous 5 years.
- To prevent distractions the driver is not permitted to talk on a cell phone or play loud music.

INCLEMENT WEATHER POLICY

In the event of inclement weather, LCP will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Childcare center's Administration to make the decision to close earlier or open later due to natural disasters (i.e. Snow, ice ...). LCP Families will be notified of the decision, prior to 6:00am, in the following ways:

- 1) Lakeview Childcare & Preschool: Facebook
- 2) Lakeview Childcare & Preschool: Instagram
- 3) Smartcare Email Message to all parents

If the Childcare center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees and require an immediate response regarding pick up.

SUBSTITUTE CARE

In the event of absence by regularly scheduled employees, Lakeview Childcare and Preschool will provide a qualified substitute childcare staff to maintain appropriate ratios required by our state licensing provisions to maintain a safe environment. This excludes pandemics, or any natural disasters that are out of our control.

In the event of an electrical outage, the center will have 1 hour to regain power, or the center will be shut down until the following day.

EMERGENCY AUTHORIZATION—MEDICAL:

It is our policy to notify a parent when a child is ill or needs medical attention. Occasionally, we may not be able to contact a parent and need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service.

I HEREBY GIVE MY/OUR CONSENT FOR MY/OUR CHILD _____ WHEN ILL/INJURED, TO BE TAKEN TO THE NEAREST EMERGENCY CENTER BY THE STAFF OF MY CHILD'S DAYCARE WHEN I/WE CANNOT BE CONTACTED. I CONSENT TO AN AMBULANCE BEING CALLED TO TRANSPORT THE CHILD, IF NECESSARY. I FURTHER AGREE TO PAY ALL COSTS INCURRED FOR TRANSPORT.

Childs Name _____ Birth Date _____

Parent/ Guardian Signature _____ Date _____

Parent/ Guardian Signature _____ Date _____

Hospital Preference: _____

EMERGENCY CONTACT:

Name: _____

Address: _____

Phone #: _____

Person to Contact in an Emergency (NOT PARENTS):

Relation of Emergency Contact Person (Family, Friend, Neighbor, etc.):

Name: _____

Address: _____

Phone #: _____

Person to Contact in an Emergency (NOT PARENTS):

Relation of Emergency Contact Person (Family, Friend, Neighbor, etc.):

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

MEDIA RELEASE FORM:

Our curriculum and craft projects sometimes include taking pictures of children. These pictures are taken in a classroom setting and often as a part of a class picture. If you would like for your child to be included when we take pictures, please sign below.

___ I (we) **give permission** to the Center Director/Staff of Lakeview Childcare and Preschool to take photographs pictures of my (our) child(ren) while he/she attends the center.

___ I (we) **do not give permission** to the Center Director/Staff of Lakeview Childcare and Preschool to take photographs pictures of my (our) child(ren) while he/she attends the center. Pictures will be used only for sole purpose of marketing.

Child Name: _____

Child Name: _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

CHILD RELEASE FORM (AUTHORIZATION FOR RELEASE)

I (we) give our permission for child (ren), _____, to be released by the staff of Lakeview Childcare and Preschool to the following listed people. These people listed below may pick up my (our) children at any time that it is necessary, and without further specific written permission on any particular day he or she is to be picked up. Photo ID is required when persons listed below pick up your child. We **will not** release your child without State Issued Identification.

1. Name: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

2. Name: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

3. Name: _____

Relationship to Child: _____

Home Phone: _____ Work Phone: _____

The following people may **NOT** pick up my child:

1. Name: _____

Relationship to Child: _____

2. Name: _____

Relationship to Child: _____

We must have a copy of any court orders of no contact in your child's file.

Mother's Signature: _____ Date: _____

Father's Signature: _____ Date: _____



LAKEVIEW CHILDCARE AND PRESCHOOL

Parent Agreement/Acknowledgement Form

Please initial the Following

I agree to pay for all services by 12:00 noon on the Friday prior to the week my child(ren) attendance. If payments are not received by 12:00 noon on Friday a \$25 late fee will be added and childcare services for your child will be suspended until your account becomes current. _____

I agree to pay a fee of \$15 for the first minute and \$1 thereafter per child for retrieving my child(ren) after the center closes at 6pm. _____

I agree to keep my child(ren) immunizations and file compliant with all state and center regulations or my child(ren) services will be interrupted until file becomes state and center compliant. _____

I agree to give a written two weeks' notice prior to withdraw my child or pay two weeks of fees upon my child's withdrawal from Lakeview Childcare & Preschool. _____

I agree to pick up my child from the center if any of the following symptoms occur: _____

- Has a fever of 100.4 degrees or higher or has had one during the previous 24-hour period
- Has a heavy or colored nasal discharge
- Has a constant cough
- Has symptoms of a possible communicable disease
- Has been vomiting
- Has diarrhea twice
- Constant sneezing

If I utilize CCDF, I will adhere to the Center policies and guidelines as outlined in this handbook and understand that childcare interruptions as well as fees assessed to child(ren) account may occur. _____

I acknowledge that I have had a Lakeview Childcare & Preschool parent/guardian orientation and received the Parent Handbook. I understand that it is my responsibility to read the handbook in its entirety and remain in compliance with the policies, procedures, and practices that Lakeview Childcare and Preschool sets forth. I also understand that the handbook can be modified at any time at the discretion of the center.

I, (print) _____ have read, understand and agree the policies of the Lakeview Childcare & Preschool Handbook.

Parent/ Guardian Signature _____ Date _____

Childs Name _____ Birth Date _____