



Parent Handbook

Nurturing Children Through Education & Discovery

Not for Profit 501 © 3 Registered Child Care Ministry of SonLight Community Church

Montessori-Based Curriculum

Paths to Quality Participant

CCDF Vouchers Accepted

Serving Children ages 6 weeks to 5 years

Hours of Operation 7:00am - 5:30pm

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Welcome

Welcome to The Vine Early Learning Center. We are glad you have entrusted your most precious gift, your child, to our care. We want you to know that you can visit or talk to us for any reason. Please call to schedule an appointment, 260-243-5330.

Our Mission

Growing God's kingdom through education and discovery.

Our Vision

Transforming childhood to discover God given abilities through faith, arts, and nature.

Our Goals

- To treat children individually, caring for them in a kind, compassionate manner.
- To teach children Christian values.
- To teach children to be respectful and kind.
- To partner with parents.
- To educate children to our fullest capacity.

Admission Policy

A non-refundable application processing and maintenance fee of \$40.00 is due at time of application of each child. Thereafter, an annual enrollment fee of \$40.00 is due each August at re-enrollment. The annual enrollment fee is used for supplies, etc. If there is no spot available, the child will be placed on a waiting list.

A waiting list is maintained for each age group. Enrollment spots are filled based on application date with priority given to full-time enrollment. Children are accepted regardless of gender, sexual orientation, race, color, religion, national origin, disability, or any other barriers to participation. If it is determined that The Vine cannot make reasonable accommodations for your child, we provide parents/guardians information about our local Resource & Referral program to assist you in finding a program to fit your needs.

Once a child has been enrolled, there will be a refundable deposit required equal to one week's tuition fees. Admission papers are required to be filled out prior to the first day of

attendance. A two-week notice is required to end enrollment, or the parent/guardian is responsible for two weeks' tuition. The deposit will be forfeited if notice is not given or can be applied to the final weeks' fees if chosen.

Tuition

Current tuition rates are as follows:

Infant (6 weeks – 12 months) \$190 per week

Toddler (1 year – 3 years) \$178 per week

Primary (3 years – 5 years) \$160 per week

A Sibling Discount is available of 10% off the weekly rate of the additional child(ren).

The Vine does have rates available for part-time attendance however priority for enrollment is given to full-time. Part-time schedules are a set schedule either 2 days per week (T & TH) or 3 days per week (M, W & F). No Sibling Discount is available for part-time rates.

Tuition is subject to change. At least two weeks' notice will be given to parents if fees are changing. Tuition will be increased by 2% annually in January. Tuition can also be increased as The Vine increases its Paths to Quality (PTQ) rating, obtains Accreditation, etc.

Payment will be made in advance on or before the first day of attendance each week. Invoices are sent out via email through the Procure system on Thursday with payment due by Monday. Fees for additional care will be charged to the week following such care. Payment is due regardless of absence. This includes illness, doctor appointments, parent's day off work, etc. If the tuition is not paid by Monday each new week, a \$10 late charge will be added. If, after two weeks, tuition continues to be unpaid, the child will not be allowed to return to The Vine until the tuition is paid to date. There will be no reduction in tuition for absent days, weather closures or holidays.

Families who receive Brightpoint vouchers are responsible for swiping their voucher card daily to document their child's time in and out. Families who do not record hours correctly, which results in less or no tuition covered, are responsible to pay The Vine the difference. Failure to pay may result in termination of enrollment. Families are also responsible for ensuring that time recorded is accurate. The Vine will not be a party to fraud. If we see inaccurate swipes, we will delete them.

When your child is not picked up by 5:30 pm a LATE FEE of \$25 per 15 minutes will be charged. For instance, there will be a \$25 fee added to your account when your child is picked up between 5:35 – 5:50 pm, \$50 between 5:51 – 6:06 pm, and so on. A call will be made to Child Protective Services if staff have not heard from you by 6:30 pm.

Extended Leave

We understand that situations arise where your child may need to take extended time away from The Vine. Please contact the Executive Director should an emergency or special circumstance impact attendance to discuss options. For families whose child(ren) do not require care during the summer months (i.e. teachers), a fee equal to 3-day part-time rate can be paid to retain the child's spot. If you choose not to participate in the extended leave program throughout the summer, please remember your child's spot will not be guaranteed, and you will not maintain earned vacation time. All sick days, school cancellation days, and spring break, etc. will need to be paid. To regain vacation time, a child must attend one full year.

Vacation

After being enrolled one year, each child is eligible for two weeks' vacation time (if attending full-time). If your child attends three days a week, he/she will receive six days; if they attend two days, he/she will receive four days. Vacation days must be prearranged and requested two weeks ahead of time. Vacation days are not cumulative year to year.

Hours of Operation & Holidays*

The Vine Early Learning is open 7:00 am to 5:30 pm, Monday-Friday, except the following paid holidays:

- Spring Break Week
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & day after
- Christmas Eve & Christmas
- New Year's Eve & New Year's Day
- The week between Christmas and New Year's Day

*If the holiday falls on a Saturday or Sunday, we will observe it on a Friday or Monday. Please refer to the annual calendar for important dates and closures.

**There will be no reduction in your weekly tuition for holidays or the two week long closures. The closures allow time for planned building maintenance, cleaning, etc.

***If hours of operation need to be adjusted for any reason, parents will be notified via Procure as soon as possible.

Staff Professional Development Days

All children enrolled will be assigned to a lead teacher who is primarily responsible for their daily care and for planning an individualized program. However, all teachers in your child's classroom work together as a team and are available to meet the needs of all the children in their care.

Teachers have education and/or experience in early childhood education and participate in continued in-service training and professional development. All lead teachers have or are working on an early childhood degree or credential and are required to have a minimum of 15-20 in-service training hours/professional development hours per year.

We may close on a weekday, or we may choose to attend a weekend training and might be closed early on a Thursday and be closed on Friday. If this was to happen, we would notify parents one month prior. Your weekly tuition will be prorated for our Professional Development Days. Topics may include developmentally appropriate milestones, behavior management, positive discipline, understanding bias, curriculum, Montessori philosophy and curriculum, and much more.

Arrival and Departure

We encourage that children arrive at The Vine by 8:10 am. This consistency provides children with the benefits of our educational curriculum as well as helping staff plan for the day. To keep an accurate record of hours, you will record your child's attendance by signing them in and out on the Procure App. Parents and children will enter through the Student Entrance using a personal code on the keypad next to the door. Parents must walk with their child to and from their classroom upon arrival and departure. This allows staff to have daily contact with you and ensures that your child is carefully supervised.

Children cannot be dropped off and allowed to enter alone. Also, we will not release a child to anyone for whom the parent/guardian has not given written permission for us to do so. Any parent listed on your child's birth certificate will be granted permission to pick up your child, unless you have given legal documentation to the Director of Operations stating otherwise. Anyone picking up a child must be 18 and is required to have a photo ID.

If the adult authorized to pick up a child seems disoriented or displays impaired judgment, staff has the right to call an emergency contact to pick up the child for his/her safety. If attempts to keep the child safe from the disoriented authorized adult are unsuccessful, the police will be contacted.

Health and Safety

The State Board of Health requires all children to have a physical examination before attending The Vine. An annual physical is also required. We will provide a form for your family doctor to complete at the time of the exam or a copy of the child's well-child exam can be used as documentation. In addition to the physical, complete immunizations must be documented and updated regularly.

The Vine Early Learning is a smoke-free campus. No smoking is allowed anywhere on the property. Also, to keep our campus as safe as possible, vehicles must be turned off when picking up and dropping off your child. Vehicles emit more pollution when idling for 30 seconds than it would to turn it off and on again. **Never leave your child alone in your vehicle.**

For the health and safety of our infants, we have a no-shoe policy. We ask that you either remove your shoes or place a foot covering over shoes before entering the infant classroom. Also, for the health and safety of our infants and toddlers, please do not allow older siblings into the infant and toddler classrooms.

Emergency Closing Procedures

In the event of an emergency closure, we will make every effort to reach each parent to make them aware of the situation. No messages will be left; if the parent cannot be reached, the child's emergency contacts will be called in the order they are listed. We will also notify parents about the closing and re-opening via Procure. This will help to prevent parents from arriving after we close, expecting child care. Parents are responsible for making sure that The Vine has the most current and up-to-date contact numbers.

Parents/guardians are responsible for contacting other service providers and/or schools that provide transportation and arranging transportation for their child to be picked up from the school.

Safety Lock Down Procedures

What is a lockdown? A lockdown is a precautionary measure in response to an alert from law enforcement that there is a threat in an area near or at the facility. Staff is prepared to respond quickly in the rare event of a lockdown and will work with law enforcement to keep everyone safe.

For the safety of the children and staff, procedures during a lockdown include:

- 1) Prohibiting children and staff from using outside play areas;
- 2) Not allowing anyone to enter or to exit the building until an all-clear is given.

During the lockdown:

- Parents are encouraged NOT to call The Vine to check on a child; staff are busy maintaining a safe and calm environment.
- Parents should refrain from arriving to take a child home; doors will be locked until an all-clear is given.

How will I know if The Vine is on lockdown? Once a lockdown is in place, our first priority is to ensure the safety of everyone in the facility. Depending on the severity of the lockdown, parents will be notified by Procure notification in a timely manner.

Be sure The Vine has your most up-to-date emergency contact information. In the event of a lockdown or other emergency, staff will use that information to contact you. If you did not receive a message regarding the lockdown, please check your contact information.

Delays and Cancellations

It is your discretion if you bring your child for school delay or cancellation days. The Vine will be in session even if there are school delays or cancellations, therefore the day will still be billable.

The Vine will remain open unless a snow emergency has been declared or poor weather impacts the ability to safely or adequately staff.

Listen to local tv news and radio for weather delays, cancellations, and snow emergencies. All communication for emergencies and other pertinent information will be shared through the Procure App.

Transportation

The Vine Early Learning does not provide transportation for any reason.

Parent Engagement

Children learn and have success in school when early education educators build strong relationships with families. The Vine recognizes the importance of building strong family provider partnerships and will focus on strengthening, assisting, empowering and supporting families.

The goal of each child's teacher is to become a partner with parents, so together we can offer the best growing environment for your child. Your child's teacher can help you learn to listen to, talk to, and play with your child in ways that nurture development. We make every effort to have an open-door policy.

On-going reciprocal communication, verbal along with written, helps communication, helps ensure that changes and or needs according to each family are met. Communication will happen face to face whenever possible as well as through the Procure App.

We offer conferences annually during which the teachers share observations and assessments, and work with parents to set goals. Other communications between staff and parents occur through face-to-face contact nearly daily, Procure messages and Daily activity reports, Monthly Newsletters, etc.

In addition, we may offer programs including open houses, parent in-service programs and classroom activities as opportunities for parents/guardians to be involved in the world of their child. Classroom doors are always open to parents/guardians, and child files are also always available to parents/guardians.

Parents are always welcome at The Vine! Check with the Director of Operations for information about ways you can be involved and help support your child and our organization. Anyone who volunteers 8 or more hours a month must, at their own expense, complete the requirements set forth by the Office of Early Childhood and Out of School Learning.

Grievance Procedures

Any parent/guardian who believes that he/she has a justifiable request or complaint should discuss the concerns with the teacher caring for his/her child. If the issue is not resolved, it should be discussed with the Director of Operations. Every effort will be made to reach a mutually satisfactory solution of the matter. If the resolution is not reached through the above process, the Executive Director may be contacted. It is the commitment of The Vine to resolve conflicts in a timely manner.

Procure Technology

Procure is our primary form of communication. Upon enrollment, parents will be sent an invitation to sign up. Procure is a free, easy-to-use mobile app that allows real time connections between parents and staff at The Vine. Procure offers many benefits in time management, security, documentation and peace of mind. Teachers use Procure for recording and tracking daily events and activities in the classroom while parents get private, real-time updates on their phones throughout the day.

- ★ Daily updates
- ★ Photos/videos
- ★ Digital Sign-in/out
- ★ Messaging
- ★ Calendar reminders/updates

- ★ Daily activity tracking for Infants and Toddlers
- ★ Accident Reports
- ★ Weekly fee invoices
- ★ Monthly Newsletter
- ★ Weekly Menus

*Some information will be sent from Procare via email

**Available on iPhone, iPad, and Android devices.

Church Services & Activities

The members of SonLight Community Church invite you to participate in the many activities available each week.

The worship service is Sunday at 10:00 am. There is a child registration system as you come in. Children nursery to Jr. High ages will be in their own programming during the service.

There are many other ways to get involved including evening children's and youth groups and adult Bible studies.

You are welcome to attend any of these activities as well as special programs presented throughout the year. Check out the SonLight website for upcoming events and services.

Bible Learning/Values/Beliefs

Children learn Bible stories and songs at a very young age, and Bible story time is included in The Vine's curriculum. In our preschool and toddler rooms there are materials and curriculum that reflect family values and beliefs. The Vine staff strive:

- To instill a respect, love, and excitement for God and His Word.
- To sow seeds of Bible truths in our littlest one's hearts.
- To build connections between everyday life and what the Bible says.
- To expound upon their sense of awe and wonder about their world.
- To emphasize a love for learning through enjoyable, developmentally appropriate experiences.

Montessori Philosophy and Curriculum

The Montessori approach encourages self-discipline, self-knowledge, independence, academic skills, problem solving ability, and an enthusiasm for learning.

Maria Montessori's discoveries about young children guide all early childhood best practices including our work here at The Vine. Here are some of the things she shared:

- Children love to work purposefully.
- Children are motivated by an inner drive.
- Children's true learning happens with concentration.
- Children need order in their environment and materials for development.
- Children need activity.
- Children need activities in sensorial concepts, language, arithmetic, art and culture to develop and build their personality.
- Children can do quite complex activities if given the opportunity.
- Children develop discipline from within, not from being imposed by adults.
- Children's obedience is based on love, respect and faith.
- All help offered to children by adults should be leading to the child's independence.

Young children are driven by an internal growth process to seek out experiences that meet their constantly evolving developmental needs. To children, play is their work. While engaged with their work, children use their hands to affect their environment and to explore using their mind and body together. A Montessori work cycle is an uninterrupted block of time. In some early childhood programs, this time is referred to as "centers time" or "free play time." We call it "Work Time." During this time children are able to explore the prepared environment and engage with materials of their own choosing. The time is meant to give them opportunities to enjoy the work they love, while also cultivating basic life skills. The work time helps children:

1. Become more independent
2. Strengthen their ability to focus
3. Find joy with the materials
4. Feel deep satisfaction with their work
5. Develop skills they will use all through life

Montessori materials are referred to as Didactic materials – Didactic meaning “designed or intended to teach,” these are the specially-designed instructional materials, many invented by

Maria Montessori, that are a hallmark of all Montessori classrooms. Materials are periodically rotated to meet the needs of the children in the classroom.

Nature-based learning is also a hallmark of Montessori programs. The Vine facility is located on 40 acres of amazing fields and wooded land. In addition to a fenced play yard, the grounds include a gardening area, a fruit tree orchard, and a trail system.

The Vine does not offer television viewing or any type of screen time on a regular basis. Teachers of children ages 2-5 may use occasional video resources on classroom tablets as part of instruction. Teachers also access music for the classroom online. On a very rare occasion such as “pajama day” children in the Primary classroom may have the opportunity to view a movie.

Sample Daily Schedule

7:00 – 8:00am	The Vine opens/Breakfast/Morning work
8:00 – 8:30am	Move rooms/Morning work/Clean up
8:30 – 9:00am	Gathering Time/Handwashing
9:00 – 9:30am	Morning Snack/Toileting
9:30 – 10:15am	Outdoor Time
10:15 – 11:15am	Work Time/Small Group Work/Gathering Time
11:15 – 12:15pm	Handwashing/Lunch/Toileting
12:15 - 2:30pm	Resting Time/Toileting
2:30 – 3:00pm	Snack
3:00 – 5:30pm	Afternoon Work/Outside
5:30pm	The Vine Closes

*When children aren’t able to be outside due to adverse weather, large motor activities are provided in the classroom or in the open room if available.

A Day in the Life of...

An Infant: 6 weeks – 12 months

Our curriculum provides infants with a safe and nurturing world full of opportunities for active exploration and enjoyment in learning through hearing, feeling, touching, and moving in our indoor and outdoor environments. An infant's day is based on their individual schedule.

The Vine accepts children at six weeks of age. The parents must supply all food and formula used by the child. All open baby food jars, formula, and filled feeding bottles must be used within 48 hours after opening. Opened containers must have labels that contain the child's name and the date and time the food/bottles were opened/prepared. Parents must supply diapers, wipes, and any powders, creams, or ointments. For your convenience these supplies may be left at The Vine. Each child must have at least TWO complete changes of clothes that will be left at The Vine.

A Toddler: 12 months – 3 years

Children develop rapidly at this stage, so it's important to exercise both fine and gross motor skills daily. Our teachers encourage independence and learning through exploration. Toddlers enjoy a setting that nurtures the spirit while supporting growth and independence. These young children develop their sense of independence and self-confidence through daily living activities, language development, movement, art and science, and the outdoor environments. Though a classroom schedule is introduced, teachers recognize and accommodate for individual toddler needs.

Toilet Training

There are many opinions about how toilet training should be handled. We have found that attempting toilet training before the child is physically and emotionally ready is not typically successful. Teachers partner with parents to help children develop the skills they need to be able to toilet on their own. Children are not punished or rewarded for toileting activities.

A Preschooler: 3 years – 5 years

Our curriculum revolves around concrete, real experience. As children begin to have more control over their minds and bodies, we help them learn to distinguish, categorize, and relate new information to what they already know. Children are encouraged to be free, independent workers which strengthens their level of concentration and spurs them onto new levels of learning.

Classroom Transitions

When your child's age and stage of development indicates that it is appropriate for a move to another classroom, we will begin the process of transitioning your child. To support you and your child during this transition, we will provide a schedule outlining the process. This includes a time for families to meet with the new teacher(s) to get to know one another and learn about the classroom. Your child will begin visiting the new classroom (with a teacher if needed) for

short periods during several different parts of the day until she/he is comfortable. You will be informed when your child can be dropped off in the new classroom, completing the transition.

Children who are Kindergarten age eligible will transition out of The Vine on the last day of the school year listed on the Parent Calendar.

Inclusion of Children with Special Needs

The Vine accepts children with special needs and will make adaptations to ensure full inclusion of the children in everyday routines and activities. Guidance about recommended adaptations and any procedures necessary to ensure the children's health, safety, and inclusion will be solicited from the child's family and medical and/or educational provider currently providing services to the child and his/her family. A release of information must be signed by a parent before consultation with any services or individuals other than family occurs.

All staff that have contact with the child with special needs will receive training to facilitate inclusion. Referrals to school and /or community programs that may provide additional support for children with special needs and their families will be made. If at any time, The Vine is unable to provide the appropriate services or is no longer the best placement for a child, every effort will be made to assist the family in finding care.

Screening and Assessment

All families, within 2 weeks of entering The Vine, will complete an Ages and Stages Screen at the present age of their child. This screen then is discussed with the parent within a month of enrollment. Further screens will be conducted if there is a need that arises.

Ongoing child assessment happens in a variety of ways including observation recorded on anecdotal notes, work sampling/portfolios, and developmental checklists.

Families can obtain information about their individual child's information upon request. Information on the screening and ongoing assessment will be conveyed in a conference with your child's teacher.

Safe Sleep

Providing your infant with a safe environment in which to grow and learn is extremely important to us. To that end, our facility has implemented policies and procedures to create a safe sleep environment for your infant.

We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough case investigation, including performance of a complete

autopsy, examination of the death scene, and review of the clinical history.” Our written policy is as follows:

- All infants will be placed on their backs in a safety-approved crib unless an alternate sleep position is needed for a medical reason documented by a written note from the infant’s health professional. This note needs to include the medical reason and to what degree the mattress needs to be inclined in centimeters/inches.
- Infants will not sleep on water beds, sofas, soft mattresses or other soft surfaces.
- Soft materials, such as pillows, blankets, quilts, comforters, sheepskins, stuffed toys and loose bedding, will not be placed in infants’ sleep environments.
- Infants will not share a safety-approved crib with other children.
- Supervised “tummy time” will be observed while the infant is awake.
- Infants that can roll over on their own will still be placed on their back. Their crib will be labeled that they can roll.
- No infant will be swaddled and only approved sleeveless sleep sacks will be used.

Since the start of the 1994 national campaign that provided guidelines for parents, health professionals and other caregivers to place infants on their backs to sleep, the number of infants dying of SIDS has decreased significantly.

Parents of children under age 1 are required to sign the Safe Sleep Policy.

Rest Time

All children are given the opportunity for rest time. For children 1-5 years of age, rest time is after lunch and lasts approximately 2 hours. Children rest on cots spaced at least 2 feet apart and children next to each other placed head to foot. Children may have a small pillow, blanket and special item for comfort. Children are visible to the teachers and may not have a blanket over their heads while sleeping. For children who do not fall asleep after 20-30 minutes, alternate activities are offered to meet their needs. Children are allowed to wake on their own.

Food and Nutrition

All food served at The Vine is carefully planned to meet the nutritional requirements of young children. Menus are sent to parents via Procure and are posted in each room. We follow state guidelines and those set by the Child and Adult Care Food Program (CACFP). We use the Healthy Kids Initiative as a guide when creating the menu.

If your child has food allergies or other special dietary restrictions, we can make arrangements for appropriate substitutions. Children requiring special diets (i.e. allergies, food sensitivities, supplements, or other changes outside state guidelines) must have a note from the physician. Special considerations are made for religious reasons. This, too, requires documentation from a parent.

Birthdays are special occasions. You may arrange with your child’s teacher to bring a NUTRITIONAL treat and/or party favor, and you are invited to join the group at celebration

time. If there are other celebrations or special days throughout the year, please see your child's teacher to sign up for items needed. These foods need to be commercially prepared, must be kept in the original container, and stored at the appropriate temperature when brought to The Vine.

Parents are responsible for providing a breakfast for children arriving between 6:30am – 8:00am and providing a cold packed lunch. Lunch items will be stored in the refrigerator and will not be heated. Hot items in a thermos are not appropriate as safe temperature cannot be maintained. Any food not eaten at breakfast and lunch will be disposed of. If your child is finishing a snack when he/she is on the way to class, please have him/her finish it before entering.

Lunch safety transportation policies will be signed and applied by all families.

Hand-Washing Practice

Hand washing is the most effective way to prevent the spread of illness and disease not only for children, but also parents and caregivers. At The Vine, hand washing is an important activity to teach and to model. State licensing regulations include hand washing information for staff and children to follow. These also serve as good guidelines for families.

Hand washing is needed before and after: preparing meals/snacks; feeding children; eating; bathing children; wiping noses; diapering and assisting with toileting; handling bodily fluids; coughing into hands; and handling pets. It is also important: after taking out the trash; when coming in from outside; after arriving at school and before leaving; after sensory play with sand, water and other similar materials; before and after giving medications.

The most effective hand washing procedure includes making a good soap lather under running water, scrubbing for 20 seconds on both sides and around fingernails and rings, and drying with a clean disposable towel or wall-mounted drying device.

Illness Policy

Any child with a fever of 100 degrees or higher will be sent home. Parents will be notified immediately when children are ill. Parents will be expected to pick children up in a reasonable amount of time. If a parent cannot leave work, he/she needs to have a back-up plan in place for alternative care. Children may return after 24 hours free from fever without the use of medication. If a child has diarrhea or vomiting more than once in the day, he/she will be sent home. The child may return after 24 hours without either symptom. When children are unable to fully participate in activities due to the following symptoms they should be kept home:

A child with a communicable disease cannot be sent to The Vine facility until cleared by his/her physician. Please notify The Vine when you are keeping your child home because of a contagious illness. This allows us to post a notice for other parents to watch for symptoms in their children should that illness happen to spread.

If a staff member becomes seriously ill and may be contagious to others, parents will be notified immediately. Parents need to have a back-up plan in place if staff illness arises and children cannot be taken care of in our facility or if children need to evacuate the building due to an emergency. (Parents will be notified right away by phone/Procure app if this is the case.)

All medications must be brought to The Vine in its original pharmacy-labeled container. A Medication Authorization must be signed by your child's physician to be given over-the-counter medication throughout the year.

Children who are not feeling well cannot fully participate in the activities planned at The Vine. For your child's well-being and the protection of other children, please keep your child at home when he/she has any of the following symptoms:

- Vomiting and/or Diarrhea
- Extreme tiredness or lethargy
- Severe cold and/or cough
- Temperature of 100 degrees or a low-grade fever combined with other symptoms
- Child does not feel well enough to participate in normal activities
- Undiagnosed rash
- Earache
- Sore throat or difficulty swallowing
- Runny nose not due to diagnosed condition, especially when thick and yellow or greenish in color

Conditions That Require Temporary Exclusion:

Vomiting is not usually a normal response of healthy children. Occurrences more than twice in a 24-hour period due to illness could result in exclusion.

Diarrhea in infants and toddlers in excess of two liquid stools in an 8-hour period, or an increased number of stools compared to the child's normal pattern may be a symptom. (Diarrhea consists of excessive liquid in the stool that cannot be contained in the diaper). Diarrhea in preschool children that is not contained in the toilet and/or in excess of two liquid stools in an eight-hour period is also not a normal response in healthy children. Also, children with blood in the stools, not explained by dietary changes, medications or hard stools, will be excluded. Children need to be excluded until diarrhea is gone for 24 hours.

Conjunctivitis/Pink Eye is defined as pink or red conjunctiva (i.e. whites of the eyes) with white or yellow eye mucus drainage (signs of bacterial infection), often with matted eyelids or skin around the eye. Children must be restricted until treatment has started. (Viral conjunctivitis usually has a clear, water discharge that may not require exclusion).

Lice. Children with lice will be excluded until after treatment.

Notify The Vine when you are keeping your child at home because of a contagious illness. This allows us to post a notice for other parents to watch for symptoms in their children should the illness happen to spread. Also, notify us whenever your child is on any medications or has had any immunizations, so we can provide appropriate care for your child.

When symptoms are present that cause us to be concerned about the health of your child or other children in the group, the Director of Operations may restrict the child. If your child becomes ill at The Vine, you will be notified. If a parent/guardian is unable to come within an hour, other arrangements must be made with someone else to pick up the child. We need written notice to release a child to someone other than a parent/guardian.

You will receive an incident report that will inform you of your child's symptoms, action taken by the teacher, and when your child may return to The Vine.

A communicable disease chart is available to all families to use as a reference. In the event of a community-wide infectious disease, children showing signs or symptoms of the disease will be excluded.

Medication

If your child is on medication, you must have documentation from a physician. Prescriptions must be brought to the facility in the original pharmacy-labeled containers. Non-prescription medications can be given provided a parent/guardian submits a written order from the physician. Any non-medicated lotions, lip balm, etc. require only a note from the parent/guardian.

Injury

In the event of a minor accident, your child will be given first aid and parents/guardians will be informed via Procure. Further medical treatment is your responsibility. In the event of a medical emergency, the EMS will be called and the parent/guardian will be contacted immediately at the number listed on your Emergency Contact form. Minor accidents will be documented in the Procure App. Parents can request a printed report if needed. Injuries requiring care from a doctor or hospital will be documented on the State Incident Report with a copy going to the parent, one to the State Consultant, and one in the child's file.

All staff receive First Aid and CPR certification training annually.

Child Abuse and Neglect

If a staff member suspects child abuse/neglect of a child in our care, he/she will document it and report it to the Child Abuse Hotline immediately. If you suspect child abuse or neglect is happening to your child at The Vine, it is important that you immediately report it to facility management and/or call the abuse hotline. If a staff member is accused of child abuse/neglect he/she will be reported to Child Protective Services and The Office of Early Childhood and Out of School Learning. The staff person will be suspended without pay while the investigation takes place. If the allegations are unsubstantiated, the staff member will be allowed to come back and will be paid for their suspension.

All adults in Indiana are considered mandated reporters. The Vine is your partner in ensuring your child's safety. Annual training is required for all staff. Facility management is available to assist you with the reporting process, if need be. You can also report directly to the Child Abuse hotline at 1-800-562-2407.

Classroom Management/Disciplinary Procedures

Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do to children. It is something they do with children. The goals of discipline are self-regulation and personal responsibility. Teachers and parents are most likely to achieve these goals when they respond to the cause of behavior as well as the behaviors themselves. The teachers of The Vine silently observe a child's behavior before reacting and responding to it. Teachers may use a variety of discipline techniques to meet the needs of different situations.

Teachers, using the skills and methods of Conscious Discipline, will interact with children in positive ways in an effort to promote self-discipline, consistency, and predictability for children. Each child is considered as an individual and treated as such. The below guidelines are to help eliminate the use of suspension and/or expulsion.

To maintain a safe, enjoyable, learning environment, the staff should do the following:

- Be observant and try to anticipate possible problems.
- Communicate to the children the behavior expected and help the child express feelings.
- Help encourage conflict resolution, when possible, with or without help.
- Model and teach conflict resolution within the classroom and at Gathering Time.
- Give positive attention for desired behavior.
- Redirect or remove the child from a situation if necessary.
- Encourage the child to use the Safe Place.

- Help the child use words to express his/her needs.
- Use observations/team meetings to help guide changes for the child for success.
- Hold on-going conversations/meetings with parents/caregivers to work as a team to meet the child's needs.
- Ask the Director of Operations to observe and give feedback to help with adaptations or changes for the child.
- Consult the Director of Operations if the unwanted behavior persists.

If ALL ELSE fails, the Director of Operations/Executive Director will remove the child from the room for a period of time to allow for the child to gain composure and problem solve.

A professional consultant may be asked to come observe with written permission from the parent to help with ideas for adaptations or changes for the child.

Meeting with the consultant, parents, and teacher will be held to strategize a plan for success.

Staff will communicate with the parents to help the child to limit or eliminate the use of suspension or expulsion and to include the child within the classroom.

As a last resort, if a child's behavior is threatening (hitting, biting [older children], use of profanity, or hurting themselves), or harmful in any way to another child or staff member, the child might be asked to go home for the day and will be allowed to return the next day with appropriate expected classroom behavior. The child will be sent home with a written behavioral report for the parents to sign and return. This will have expected appropriate behaviors listed for the child for the next day's return.

The Director of Operations will complete a behavior report if deemed necessary. At the next pick-up time, the parent should be given a copy of the completed report. A copy of the behavioral report will be placed in the child's file for permanent record.

Families will be given access to referral services in their area to help the child. The Vine complies with federal and state civil rights laws.

Referral services are given to families when needed. If asked to leave The Vine, alternative placements are given.

The parents/guardians must be involved in attempts to address concerns with their child. Without parental cooperation, there is very little we can do to help the child reach his/her full potential.

Failure by a parent/guardian to be involved in interventions as requested can result in a child's exclusion from the program. Verbal and physical abuse toward other adults or children will not be tolerated in our program.

Very rarely will The Vine limit children's attendance in the classroom, and use of suspension is only a last resort for children. If three behavior reports are given within one month, realizing that we may not be able to meet the needs of every child, we may ask that a child be permanently withdrawn from our program. Removal of the child from The Vine is at the Operation Manager's discretion.

It is a violation of the policies of The Vine for anyone while on The Vine premises, as well as state regulations, to do any of the following:

- Striking or hitting a child
- Withholding food as a form of discipline
- Associating disciplinary action or reward with rest
- Shaking a child
- Using any forms of physical punishment or psychological abuse or coercion
- Humiliating a child, associating disciplinary action, or humiliating in regard to toileting
- Using any cruel, harsh, or frightening discipline
- Placing a child in locked or dark room using public or private humiliation, yelling or use abusive or profane language

Disciplinary procedures are as follows, and staff should:

Often, a child who consistently exhibits behavioral problems is signaling a need for help. At any time, a teacher may consult with the Director of Operations. If a teacher feels the child's behavior is the result of mental, physical, or sexual abuse, a report will be made immediately. The Director of Operations will be notified.

A teacher should always keep in mind that the reason for discipline is to guide and direct children toward acceptable behavior. Teachers must maintain the delicate balance between a child's attempt at independence and his/her need for outer controls. Rules and limits should be reinforced clearly, fairly, consistently, and regularly. By doing so, children will gain self-respect, self-control, sensitivity toward others, and opportunities for finding mutual, peaceful resolutions to problems and conflicts.

Termination Policy

If all of the above processes have been followed, and the child is not being successful or the parent is uncooperative, the child's enrollment will be terminated.

A child's enrollment can also be terminated if the parent is not paying tuition fees, if a parent is derogatory or abusive to staff, or if it has been determined by a case conference that The Vine is not the best placement for a child.

Biting

We know that biting does occur. When a child is biting or has been bitten, these steps will be followed. We will:

- Remove the biting child from the area and comfort the injured child with ice, a cold cloth, and TLC. First aid will be given if necessary.
- Tell the child that bit that biting hurts and teeth are for eating food. Model use of words by both children.
- Redirect the biter to another activity.
- Sometimes a toy for teething is provided.

The return of negative behavior, such as biting back, is not allowed. Children do not like those moments when they are out of control. At those times, they need adults who firmly but gently exert control. Returning negative behavior only deepens frustration. Firmly holding and gently verbalizing positive words helps a child restore and foster control. The goal of The Vine is to provide a positive environment in which children are safe and can succeed.

What to Wear

Children spend part of their time engaged in outdoor activities. Please ensure that your child is dressed in appropriate and safe attire. Sneakers are the best choice. Open-toed sandals, flip-flops and strapless shoes are not allowed at any time. Coats, gloves, and hats must be worn for outdoor play in colder weather (snow boots are highly recommended since the children like to play with snow).

Remove strings from outerwear as they pose a choking hazard. Be aware that we make every effort to engage the children in outdoor activities as long as the weather permits, including play in the snow. All items should be labeled with your child's name.

Children should wear comfortable clothing appropriate for the weather. Anything worn to The Vine (except for special events) will get dirty. Sand, paint, and lunch are usually very messy. Children should wear soft-soled, comfortable shoes. Cowboy boots, flip flops, or

slippery shoes can be dangerous. All parents are required to provide in-door shoes or slippers for their children's classroom and a pair of rubber boots for outdoors.

What to Bring

A wide range of activities are planned each day, so it is recommended that children be dressed in washable, comfortable clothing. Children go outside each day for outdoor activities. Please dress your children appropriately for the weather.

ALL CLOTHING SHOULD BE MARKED with a child's name. It is suggested that you leave a change of clothing at The Vine, clearly labeled with the child's name. If wet or soiled clothes are sent home, please return a clean set the next day in case a change is needed.

Children should bring a small blanket and travel size pillow to use at nap time, and may bring a small comfort item, such as a stuffed animal. Please leave other toys at home to prevent loss or damage. We are not responsible for any personal property, including jewelry.

Parents of infants, toddlers and two-year-olds are asked to provide an unopened package of diapers and wipes as needed. Parents of children that are not yet potty trained are asked to provide an unopened package of diapers/pull-ups and wipes as needed.

Each child, regardless of his/her age, must have at least one pair of pants, one shirt, one pair of socks, and two pairs of underwear to change into. It is important that these items are checked often for appropriate size and weather change. Infants should have several changes of clothing.

Personal items must be contained in the child's cubby within a bag, not touching their neighboring cubby. (State Board of Health Rule) All toys should remain at home.

Seasonal Fun

The children play outside year-round; therefore, it is important they have the proper clothes to wear.

Fall and Spring

Be sure your child has a jacket every day. The children might spend 20-60+ minutes outside every day.

Winter

Each child must have a snowsuit or coat and snow pants, hat/hood, mittens, and snow boots. Children will be going outdoors at 25 degrees F or above.

Summer

Water play is 1-2x a week as the weather permits. Each child should bring a swimsuit and towel.

Sunscreen and bug spray are provided by The Vine with signed permission from the parents.

Emergency Procedures

A) Fire Evacuation Plans (Sec. 404.1.1 I.F.C. 2003 Edn.)

1. Emergency escape routes--The evacuation is to be complete.

If in the infant (Room 1 & 3), the exit will be the door at the back of the infant room. Place all of the infants in the evacuation crib and push to the farthest point on the patio or proceed to the north end of the building if necessary.

If in Room 4, the exit will be the door at the back of the infant room. Proceed to the front parking lot around the back of the building going north.

If in room number 2 proceed through the toddler bathroom north into room 5.

If in room 2 or 5 go out the side door in room 5 then to your right to the front parking lot.

If in the Primary room head out the door on the back side of the building. Proceed to the north end of the building and then to the parking lot.

2. Procedures for employees who must remain to operate critical equipment. – NA, everybody evacuates.

3. Procedure for accounting of children and teachers—Lead Teachers will check attendance.

4. Each teacher is responsible for the children in his/her class for rescue and emergency medical aid. Executive Director/Director of Operations is/are responsible for any rescue or medical aid to a teacher.

5. Notification of fire or other emergency—Fire Alarm System. Alternate plan--voice over the intercom or shouting.

6. Preferred method of notification to the fire department (911)-

1st Call from cell phone

2nd call from neighbor's next door

3rd call from Pawsitively Paradise

7. Identification of personnel for further information or explanation of duties under the plan—Executive Director, Director of Operations or teachers on duty.

Sec. 404.3.2 I.F.C. 2003 Edn:

1. Procedure for reporting a fire or other emergency-- Executive Director or Director of Operations will use a cell phone or the neighbor's phone; or teacher on duty if the Executive Director or Director of Operations is not working.

2. Life strategy for notifying, relocating, or evacuating occupants - Each teacher will get his/her class out to the meeting place (far north end of front parking lot); Part-time Educators will help the infant teacher with the babies (use a crib on wheels if more than 2 infants). If relocation is needed, we will proceed north to Pawsitively Paradise's parking lot. Parents will be called and asked to pick children up there. Children and teachers will walk to this destination. Executive Director and/or Director of Operations will use the ProCare App to reference daily attendance and to communicate with parents.

3. Site plans -

Assembly point – north end of front parking lot

Fire hydrants - NA

Normal routes for fire department vehicle access - Front Driveway

4. Floor plans - each room has a floor plan on the wall next to their door or on the door

Exits -- all have emergency lighting marking exits

Primary evacuation routes -- in green

Secondary Route-- in red

Tornado meeting place -- in Pink

Accessible egress routes - both primary and second are routes are accessible.

Areas of refuge--garage, and Neighbors homes.

Manual fire alarm boxes--red dots

Portable fire extinguishers--green dots

Occupant use hose stations--Hoses are in main hall closet, and north end of building.

Fire alarm annunciators and controls by front church entrance.

5. List of major fire hazards associated with the normal use of premises- any cooking on the stoves.

6. Person responsible for maintenance of systems and equipment installed to prevent or control fires-- Executive Director will be sure fire safety doors are kept closed and operational. Priority one maintains our fire extinguishers.

7. Identification of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources. Dan Van Gordon HVAC maintainer company at the time.

B) Tornado Drill and Procedures

Executive Director, Director of Operations, or Lead Teacher on duty will verbally instruct staff and children that we are under a tornado warning or conducting a tornado drill.

Staff will direct all children into the bathrooms and hallway away from windows and doors.

All children will quietly and orderly walk down the hall to the designated areas, sit on their bottoms facing the inner wall and cross their legs. Each teacher will sit behind her class and help them remain calm.

All should remain quiet to receive any further instruction.

Executive Director, Director of Operations or Lead Teacher will talk to each group, give necessary instructions, and release them to resume their regular activities when it is safe, or drill is complete.

C) Emergency Evacuation of Building

In the case of an emergency and evacuation of the building is needed, the fire 1st evacuation route will be used, and the group will meet in the front parking lot.

Snow Emergency If a snow emergency is in place before The Vine Early Learning is open, we will remain closed. If a snow emergency arises throughout the day while we are open, parents are expected to pick up their children within one hour. Listen to WTHD Thunder County 105.5 or WLKI 100.3. A Procure notice will be sent out a.s.a.p.

Lock Down In case of an unsafe situation that might be happening in our community, The Vine Early Learning will be on total lock down for the entire building. This will include all church doors. Children will remain inside until all is clear and safe with local authorities.

The Vine Early Learning Center

Safe Conditions of Facility and Grounds Policy

In addition to the posted Emergency Procedures, the following steps will be taken to ensure that your child is safe while at our program.

Children will be actively supervised with the required number of qualified adults. A qualified adult is someone who has the following:

- a) A completed a comprehensive criminal history check
- b) A Drug screen and negative TB test
- c) Current First aid & CPR certification
- d) A Child Abuse & Neglect Detection course
- e) Current Universal Precaution training
- e) Ongoing trainings in Early Childhood Development

Our program will not care for children in areas that are being remodeled, repaired, or painted. Any items that say "Keep out of reach of children" will be inaccessible to all children. Staff, monitored by the Director, are responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts or materials containing poisonous substances. We will keep ill children away from other children until they can be picked up by an adult. Children may not leave with an adult who is not on the list of approved pick up persons that is given by the parent and also, they will not be permitted to leave without proper safety restraints in the vehicle or with an adult who appears to be impaired.

Vine staff will take the following steps to maintain the facility:

- 1) All doors remain locked while the program is opened.
- 2) Staff will clean the facility daily.
- 3) Staff will keep the facility in a sanitary condition at all times.
- 4) Staff will wash and sanitize toys, furniture, and other equipment used by

children, weekly and when they become soiled or contaminated.

- 5) The Director will conduct monthly fire drills and Tornado drills during tornado season.

Outdoor play is an important part of a child's physical development and provides learning opportunities different from the indoor environment. Adequate supervision in a safe environment allows children to explore more freely. Play in a safe outdoor environment promotes good health and reduces the risk of injury to children and staff.

Vine staff will take the following steps to maintain the Grounds:

- Each morning the, first Lead Teacher participating in play on the playground will be responsible to check the playground. This includes checking for standing water, debris, glass, beehives/ wasp nests, tripping hazards, other injurious material, or damage to any equipment. Loose surface fill will be evenly distributed and removed from sidewalks/ pathways.
- Opening staff will be responsible for to insure that sidewalks and entrances are free of standing water, ice, and snow.
- The Director will be notified of any hazards and act upon a resolution based on the importance of the issue so that the correction can be made as quickly as possible.
- The Director will ensure that the hazards are removed, made inaccessible or repaired immediately to prevent injury.
- Basic rules that all children and staff are aware of will be enforced to ensure safety on the playground.
- The playground equipment will be developmentally appropriate, in good.repair, anchored, and installed according to manufacturer's instruction.
- Impact absorbing ground surface will be installed below play equipment at the appropriate depth for the height of fall according to the type of surface
- Sandboxes will be covered when not in use.
- The outdoor play area will be enclosed by a fence at least 4 feet high to aid in supervision. Staff will be positioned for best view.
- Helmets will be used for all riding toys with a wheel-base of more than 20".

- Riding toys will be spokeless, capable of being steered, sized appropriately for the child, have a low center of gravity, and be in good condition and free of sharp edges and protrusions.
- Shaded areas are provided to protect against overexposure to heat and sun.
- Parents need to bring their children dressed appropriately for outdoor play every day. Outdoor playtime may not occur or be shortened due to weather conditions. This includes a wind chill at or below 25 degrees F and a heat index at or above 90 degrees F as identified by the National Weather Service. The Director will be responsible to determine if any limitations on outdoor play need to be considered.
- Children will have access to drinking water while playing outdoors to prevent dehydration.
- A first aid kit will be taken out for use on the playground. Special medications will be readily accessible for children with asthma, bee allergies, or other conditions that may require immediate treatment.
- The Director will inspect the playground area monthly using a Playground Safety Checklist.
- All injuries occurring during outdoor play will be documented on an Incident/ Accident Report.