

# Rainbow Years Learning Ministry

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*A Christian Child Care Where Quality Care and Education are Important*

## PARENT HANDBOOK

Revised July 29, 2016

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## Mission Statement

Rainbow Years Learning Ministry (RYLM), a mission of Shore Mennonite Church Inc., provides a loving environment where children are physically safe, emotionally secure and socially and intellectually enriched. We provide an environment where quality care and education caters to the individual needs and developmental levels of each child. RYLM is a childcare ministry that exists for the benefit of the families in our community.

RYLM is a place where children grow as competent and confident learners and communicators, healthy in mind, body, and spirit; secure in the sense of belonging and in the knowledge that they are important and make a valuable contribution to the community. Staff works in partnership with parents to encourage each child to achieve their potential.

Through the commitment of continuing education trainings and participation in high quality programs such as Paths to QUALITY™ through the State of Indiana, this child care ministry continues to strive forward, evolving and growing such as a child grows, with a focus on high quality expectations.

**T**hank you for taking the time to read this booklet. We welcome you and your family to our early childhood care and preschool education Ministry. We appreciate your support and hope your stay with us is a happy one. The Ministry has a varied program designed to meet the needs of each child. We have an open door policy, families are welcome to come into the Ministry and observe their children in the learning environment. Please feel free to call and discuss your child's needs. We are here to serve you with quality care and education.

Rainbow Years Learning Ministry  
Staff and Administration  
2016

## **Days & Hours of Operation:**

Monday thru Friday, 5:30am-5:30pm

Exceptions/closures:

December 24-January 1 (in conjunction with the Westview School Corporation Christmas vacation), week of July 4, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Friday.

Emergency closings will be announced on WNDU Channel 16 (TV) and WTHD 105.5 (radio).

## **Telephone-emergency communication:**

You may reach the Ministry administration at 260-768-7153. If you are unable to speak directly to someone, you may leave a message on the answering machine. You may also leave a message with the Shore Church secretary on Mon., Wed., & Fri. at 260-768-4240.

To speak with the Board Chairperson or a Board member, you must contact the Ministry administration for that information.

Should the Ministry lose telephone capabilities; an attempt to reach the telephone company for repair will be made through use of staff cellular phones. RYLM will endeavor to remain open and will close only if the safety of the children and staff are in question.

## **Administration and staff, teaching and ancillary**

The Ministry is owned by the Shore Mennonite Church Inc. and is managed by an on-site Director under the guidance of an advisory Board of Directors.

Our aim is to provide teaching staff that are experienced and qualified in early childhood care and education. The staff are required to have the minimum 8<sup>th</sup> grade certificate/high school diploma, to be current in Infant/Toddler CPR, First Aid, and Universal Precautions. In addition, they must be competent in safety and evacuation procedures. The teaching staff regularly attends continuing education classes and workshops to remain up-to-date and focused on topics relevant to early childhood and early childhood development practices.

RYLM employs a cook to provide nutritionally approved meals and the church provides a custodian to ensure the Ministry is clean and that all battery-operated safety devices are monitored.

The Ministry occasionally accepts students (interns) who are studying child development either in the local high schools or local colleges. The educational facility they represent must be informed of the internship and monitors the weekly progression through telephone conversations with Administration and assessment forms. Interns must meet all the requirements of regular staff (current certificates in CPR, First Aid, and Universal Precautions; negative result TB, criminal history on file, etc.) RYLM will endeavor to notify parents and families of the addition of a student intern whenever an internship is requested.

All staff, including students and volunteers, is bound by a commitment of confidentiality and information about enrolled families will be treated accordingly. Children's files are kept secure and confidential to the Administration.

A program evaluation in the form of a survey/questionnaire is completed annually in the spring by enrolled families. A program evaluation for actively employed staff is completed annually in the fall.

## Ministry Policies and Contingency Plans, Rules and Regulations

RYLM is an *unlicensed registered child care ministry* and fully abides by all State requirements as set down by Indiana law. Therefore, this Ministry has an annually updated comprehensive contingency plan; available with more information in every classroom and the administration office.

We accept regular inspections from the State of Indiana Family & Social Services Administration and conform to all required changes for the safety and well-being of the children.

### Safe Sleep Policy for Infants

The American Academy of Pediatrics (AAP) and the Back to Sleep Campaign recommend that babies less than 1 year of age be placed on the back to sleep in order to lower the risk of Sudden Infant Death Syndrome (SIDS). To support this *safe sleep practice* we follow these guidelines:

- Healthy babies will always be placed on their backs to sleep. A baby sleeping on their side may accidentally roll onto their tummy; this is not as safe as the back.
- RYLM will not use wedges or infant positioners.
- Physician's note is required for non-back sleepers, explaining why the baby should not use a back-sleeping position, how the child should be placed, and a time frame that the instructions are to be followed. A sign on the baby's crib will indicate these special instructions.
- RYLM will use safety-approved cribs and firm mattresses.
- Cribs will be kept free of toys, stuffed animals, and extra bedding (pillows and/or blankets). Sleep clothing, such as sleepers and sleep sacks are good alternatives to blankets.
- One baby per crib to sleep.
- Smoking is prohibited in the building and around the infants.
- Babies who are awake will receive supervised tummy time, to help strengthen muscles.
- All teaching staff are knowledgeable in the *safe sleep practices* of RYLM and Infant/Toddler teachers are trained in the **Safe Sleeping Practices and Reducing the Risk of SIDS in Child Care**, meeting Public Law 162-2005 requirements.

### Written Emergency Plan

#### Fire Safety and Evacuation Plan

In the case of a fire emergency or fire safety drill, the following will occur:

- 1) Fire alarm system will be activated or an announcement made by the Director or designee
- 2) Director or designee will call 911 (from RYLM office or staff cellular phone)
- 3) Director or designee will alert church office personnel
- 4) The staff and teachers will act immediately upon hearing the fire alarm system or vocal announcement by evacuating the building with the children in her immediate care. They will evacuate to the nearest exit (indicated on the evacuation floor plan displayed in each classroom) and proceed to the designated safe area (indicated on the site plan displayed in the classrooms-northeast side of the building, inside the play area fence)
- 5) Director or designee will follow the exit route along the longest hallway (S hall running E-W) checking rooms and bathrooms for remaining staff or children

Fire evacuation will be complete, including all 3 levels of the building. No person, teacher or staff, will remain behind. There is no critical equipment or machinery that needs to be maintained or operated.

Escape routes are indicated on the floor plans available in every classroom, using either the south side front large foyer double doors, the north-west hall stairwell exit door, or main double door entrance south-east end of building.

- 6) Director or designee will have the sign-in/sign-out register binder and a head count will be taken to be certain all persons were evacuated from the building
- 7) Teachers and staff will supervise children appropriately until the drill or emergency is past.
- 8) If the building is uninhabitable and/or the safe location is no longer safe, the teachers will remove the children to the Lambright Cabin directly north of the building
- 9) Parents will be contacted as soon as possible to make arrangements for their children to be picked up.

In the case of a tornado or tornado safety drill, the following will occur:

- 1) An intermittent whistle blow and an announcement by the Director or designee
- 2) Director or designee will alert church office personnel
- 3) The staff and teachers will act immediately upon hearing the whistle blow and vocal announcement by leaving their classroom with the children in their immediate care and relocating to the *small chapel*, room 102/104.
- 4) Director or designee will have the sign-in/sign-out register binder and a head count will be taken to be certain all persons were relocated to the safe room
- 5) Teachers and staff will supervise children appropriately until the drill or emergency is past.
- 6) If the building is uninhabitable and/or the safe location is no longer safe, the teachers will remove the children to the Lambright Cabin directly north of the building; utilizing the first aid kits available from the classrooms and gathering necessary emergency materials needed for relocation
- 7) Parents will be contacted as soon as possible to make arrangements for their children to be picked up.

## **Enrollment Procedure and Commitment**

Parents/legal guardians may enroll children at any time during the year.

**Ministry policy: RYLM supports an *open door policy* – you are welcome to visit anytime to observe and examine the child care classrooms and facility.**

RYLM accepts enrollment from families without regard to race, creed, color, nationality, religion; such enrollment to be only for children from birth through age 11 years.

**Ministry policy regarding Inclusive Care: Children with disabilities/special needs and their families will be interviewed at length to learn their necessary care requirements and to determine whether this facility and staff is able to meet those needs (either physically or intellectually by staff and building and classroom accessibility requirements). Care that we have provided for in the past and/or currently: autism, speech delays, ADD/ADHD, Fragile X**

## **Syndrome, cerebral palsy, Torrette's Syndrome, Sensory Integration, and children under the care of the DSS.**

A probationary period of two weeks is required for all children, so that staff is sure the program they offer is beneficial to the child. RYLM will only admit children whose needs can be met. Children, whose behavior may be dangerous to others, could be refused admission. RYLM administration will provide parents with explicit reasons for refusal in writing, if requested.

RYLM believes that all children must attend a minimum of two days each week to benefit from our program.

*All enrollments are subject to the approval of the Director and/or the Board of Directors.*

After school care and summer care is also available for children to elementary level, on the same basis as set above.

All forms in the enrollment packet must be completed, signed, and received by administration with the registration fee prior to attendance. This may include but is not limited to: Intake Agreement and Enrollment Contract, Physical Health & Immunization Statement. A fee of \$30.00 is required upon enrollment.

**Children will only be released to the adults specified by the parents/guardians in their enrollment contract.** Suitable identification will be requested of any adult that a staff member does not know. New families may be asked several times by different staff, to identify themselves. This will only happen until we all get to know you! We do not apologize for this; it is better to offend an adult twice than to lose a child once!

### **Child Care Ministry Commitments**

- Staff will abide by all rules and regulations as set down by the State of Indiana for Unlicensed Registered Child Care Ministries, RYLM ministry policies, and the RYLM Administration and Board of Directors.
- Staff will care for and educate your child according to the High/Scope Curriculum (as outlined in the Curriculum/Learning Opportunities portion of this handbook) and *best practices* set forth by the Indiana Bureau of Child Care, as well as the preschool curriculum set out for preschool classes.
- Staff will keep private and secure all information relating to enrolled children and families.
- Administration will advise parents/guardians of any changes to Ministry policy.
- Staff will refuse other people access to your child unless notified by you and they produce proper identification when they arrive.
- Staff will endeavor to keep safe all named clothing and personal items belonging to your child.
- Staff will not administer medication without preapproved consent, either through telephone or signed consent form, from parent/guardian.
- Staff will undertake to train and provide safety precautions for emergencies (evacuations due to fire, no electricity or water, tornado or storm damage, etc.) Staff will annually train to maintain certificates in Infant/Toddler CPR, First Aid, and Universal Precautions.

- Ministry policy states that no cigarette smoking, drugs, or alcohol is permitted on the premises.

### **Family Obligations**

- Parents must sign their child in and out of the Ministry each day.
- Parents must call the Ministry if their child will be absent for any reason.
- Parents must inform staff if their child is to go home with someone other than themselves.
- Parents must arrive and depart according to their enrolled contract hours.
- Parents must notify the Administration of any change of address, contact phone numbers, or emergency personal information.
- Parents must label any and all clothing and personal items belonging to their child. It is highly recommended that personal toy items be left at home. In addition, parents must also provide suitable clothing, foot wear, and diapers (where needed) for each child.
- Parents must provide up-to-date immunization records and maintain these records as shots are acquired.
- Parents must inform Administration regarding any special needs of their child: sleeping requirements, dietary, physical, or mental; so that the Ministry can better meet the personal needs of the child.
- Parents must not take their child from the Ministry without first informing a staff member.
- Ministry policy states that no cigarette smoking, drugs, or alcohol is permitted on the premises.

### **Complaint Procedure**

Parents with concerns, no matter how small or seemingly minor, should speak with the Administration of the Ministry.

Confidential information regarding your complaint and those specifically involved will not be released to extended family members or RYLM staff not directly involved in the incident. Your statement may be recorded in a written document, and should be made as soon as possible after the event, so that the situation can be investigated and resolved efficiently and effectively. If your concern is not resolved to your satisfaction, you will be encouraged to speak to the Rainbow Years Learning Ministry Board of Directors.

Parents/guardians with concerns regarding their child's learning at the Ministry are encouraged to speak directly with the child's teacher. Parent/teacher conferences can be scheduled at the convenience of the parties involved.

The Director is obligated to inform the RYLM Board about serious staff/parent conflict and all complaints pertaining to management of the Ministry.

### **Attendance Rates & Fees**

Attendance is contracted for any time between 5:30am and 5:30pm (subject to change) with a limit of 10 hours in a day. All children are enrolled to attend for the specific time slot you appoint, therefore, all time used or not used is charged for at the designated rate.



Attendance rates and any additional fees can be found listed on the *RYLM Fee Schedule*. All fees are due a week in advance and can be paid by check or cash at the Ministry office. Accounts will not be allowed to accumulate and failure to pay may mean our services to you will be withdrawn. Fees are set by the Board of Directors. An annual tax receipt is available by the end of January of the following year of service for all fees paid. When the enrollment contract is terminated, two weeks notice to withdraw or fees in lieu of notice are required.

Parents must sign the attendance register for their child on arrival and departure each day and ensure that a staff member is aware when the child arrives or departs the building.

Parents/guardians must call the Ministry when their child is absent for any reason, such as illness or vacation. A one week unpaid vacation time is allowed for children who attend full time, following twelve months paid attendance.

### **RYLM Scholarship**

The Rainbow Years Learning Ministry Scholarship, funded by monies donated by Shore Church attendees, is a temporary program in which families may receive assistance in paying their childcare fees for a certain period of time. All requests are completely confidential and reviewed only by the Board of Directors. An application is available in the Ministry office.

### **Curriculum/Learning Opportunities**

Teaching staff at RYLM role model appropriate behavior for all children.

RYLM offers a curriculum and daily routine for ages 0-3 years based on the High/Scope Preschool Curriculum of Ypsilanti, MI, which challenges children to develop and expand their interests at their own pace and interest level. Activities offered are developmentally appropriate and regularly include free play and multi-choice (work time) with a variety of items and materials within the children's reach; clay, dough, painting, cutting, and drawing are just a few small group time activities available. Exploring natural resources (inside and outside), sand and water play, puppets, library and books are included in large group time activities. Finally, outside time activities may include but are not limited to: sandbox, tricycles, swings, climbing, running, walking the trail to the Lambright cabin. Teachers offer activities where each child can experience and enjoy success and learn to become a useful and happy member of our community. Teachers also provide daily/weekly activity information on Brightwheel application for each child; if you are not receiving information please let your child's teacher know.

### **Preschool Curriculum**

Teachers within our ministry provide intentional learning experiences with hands-on activities. The preschool curriculum is based on the Indiana Early Learning Foundations aligned to the 2014 Indiana Academic Standards. These foundations include developmentally appropriate skills in the following areas:

- English/Language Arts
- Mathematics
- Social Emotional Skills

- Approaches to Play and Learning
- Science
- Social Studies
- Creative Arts
- Physical Health and Growth

Parents are the most important people in the lives of their children. Working together, parents and teachers share a commitment to search for ways of supporting the child's growth and development. Communication is essential for meeting this goal. Parents want and need to know about their child from the teacher's perspective. Parent/teacher conferences are an important part of this communication process. By coming together and sharing vital information, the best interests of the child can be served. Parent/teacher conferences are held each spring and upon request.

### **High/Scope COR Advantage 1.5 Content**

*Key Developmental indicators (KDI's) are the building blocks of thinking and reasoning at each stage of development.*

#### **Approaches to Learning**

- ❖ Initiative and planning
- ❖ Problem solving with materials
- ❖ Reflection

#### **Language, Literacy, and Communication**

- ❖ Speaking
- ❖ Listening and comprehension
- ❖ Phonological awareness
- ❖ Alphabetic knowledge
- ❖ Reading
- ❖ Book enjoyment and knowledge
- ❖ Writing

#### **Social and Emotional Development**

- ❖ Emotions
- ❖ Building relationships with adults
- ❖ Building relationships with other children
- ❖ Community
- ❖ Conflict resolution

## **Physical Development and Health**

- ❖ Gross-motor skills
- ❖ Fine-motor skills
- ❖ Personal care and healthy behavior

## **Mathematics**

- ❖ Number and counting
- ❖ Geometry: Shapes and spatial awareness
- ❖ Measurement
- ❖ Patterns
- ❖ Data analysis

## **Creative Arts**

- ❖ Art
- ❖ Music
- ❖ Movement
- ❖ Pretend Play

## **Science and Technology**

- ❖ Observing and classifying
- ❖ Experimenting, predicting, and drawing conclusions
- ❖ Natural and physical world
- ❖ Tools and technology

## **Social Studies**

- ❖ Knowledge of self and others
- ❖ Geography
- ❖ History

## **English Language Learning**

- ❖ Listening to and understanding English
- ❖ Speaking English

At the heart of High/Scope is the knowledge that young children learn best by being actively involved in their learning. Young children learn “hands-on”, not through lecture or drill. In our classrooms, children are learning while they follow their interests and are exposed to all those key experiences that young children should have.

Our High/Scope & Preschool classrooms are set up in learning centers that address all areas of learning to prepare children for school:

- Book Area: becoming familiar with books and being read to, to develop emergent reading skills.
- Writing Area: writing letters and words to develop emergent writing skills.
- Art Area: developing small motor skills and expressing creativity.
- Sensory Table: exploring properties and quantities; early math & science skills.
- Discovery Area: exploring natural objects and animals; early science.
- Music Area: developing large motor skills, rhythm, and beat.
- Table Toys: manipulating puzzles, games, matching, counting; early math.
- Block Area: constructing, sorting; developing small motor and math skills.
- House Area: pretending; developing social and emotional skills as well as language and literacy skills.

Teachers in our classrooms choose and store materials so that children can independently get them out and put them away-important skills for school and beyond!

In our classrooms, teachers' guide and support children's learning. They prepare children for school by creating warm, supportive environments where children realize that learning is a positive thing because they spend days with adults who are excited about their learning. Teachers also approach conflicts as a learning experience and help young children learn to solve problems by talking rather than punishment or fighting. This is a skill many elementary teachers would love to see more of!

On a daily basis, teachers in our classrooms observe children, write anecdotal notes about what they see, and use these notes to assess children's development. They use these observations to plan for the next day so that they are addressing children's strengths and needs to prepare them for school.

How can you help us prepare your child for school?

- Share what you know about your child's strengths and interests.
- Celebrate the reading, writing, math, science, music, and art discoveries of your child.
- Come in and observe. See how the daily routine, learning environment, adult-child interaction, assessment, and active learning create an exciting early learning experience for your child!

## **Behavior Management Policy**

Every child is given respect and dignity. Every child is given positive guidance promoting acceptable behavior according to their stage of development. Clear and consistent limits have been set for all children, and staff work within these in a calm and patient manner. Children displaying inappropriate behavior will be redirected into a more acceptable and/or worthwhile pursuit. Staff will support and assist children to solve their problems and compromise their differences by role modeling good communication. Giving children the appropriate language to resolve conflicts, builds confidence in all children.

In some cases, "time out" may be used as a form of behavior management. This is only used if other strategies have not worked. "Time out" involves the child being removed from the situation where the inappropriate behavior occurred. The child may be seated for a period of no more than five minutes, where he/she is given the opportunity to gain control of their behavior. "Time out" is always supervised by a teacher and is used to encourage children to be aware of the consequences of their behavior. At this time, children are given information and instruction on alternative ways to deal with situations where their behavior is disruptive and inappropriate.

### Steps in Resolving Conflict

1. Approach calmly, stopping any hurtful actions.  
Place yourself between the children, on their level.  
Use a calm voice and gentle touch.  
Remain neutral rather than take sides.
2. Acknowledge children's feelings.  
"You look really upset."  
Let children know you need to hold any object in question.
3. Gather information.  
"What's the problem?"
4. Restate the problem.  
"So the problem is..."
5. Ask for ideas for solutions and choose one together.  
"What can we do to solve this problem?"  
Encourage children to think of a solution.
6. Be prepared to give follow-up support.  
"You solved the problem!"  
Stay near the children.

### **Ministry policy: there will be no physical or mental discipline of children and no deprivation of food or space**

Staff acknowledges that a child's environment outside the Ministry can affect their behavior and do consider this when working with the child. We ask parents to inform us if any changes occur at home, that could affect their child's behavior. A parent/teacher conference is scheduled in the spring and as needed.

### **Ministry policy: potential dismissal for children whose behavior is unacceptable.**

If a child's behavior is inappropriate and cannot be redirected and problem solving is refused, the teacher will consult with the Administration for advice and guidance. The Director will work with the teacher and child to settle the problem but if this cannot be achieved, she will speak with parents/guardians. Every opportunity will be given to the family to assist them in resolving the inappropriate behavior. The parents/guardians have the right to consult the Ministry Board of Directors about the way in which the matter is being handled by staff and /or Director. If the behavior persists or worsens and the Ministry program is adversely affected, the family will be encouraged to seek professional advice from a child and family counselor. If parents or child refuses to assist the Ministry staff and Administration to resolve the unacceptable behavior problem, RYLM retains the right to dismiss the child and family from the Ministry enrollment. All behavior problems will be documented, dated, signed by the teacher and kept on file in the Ministry office. Parents may request copies of these documents.

### **Social Aspects of the Ministry**

The Child care Ministry offers parents the opportunity to attend regular meetings for those who wish to participate in their child's learning and development, i.e. parent/teacher conferences. Teachers and/or administration are happy to be available to make arrangements for private visits and/or consultations. Ministry administration invites families to attend social events with staff and other families to put forward any ideas they have for the improvement of the Ministry. Annual events planned for the children and their families include: Summer End Picnic and a Christmas Program.

We have a policy of fund raising and all such events are planned and organized with the assistance of enrolled families and the Shore Church community. All funds raised through such events are for the benefit of the children. We welcome your input and appreciate your feedback.

If a parent wants their child to have a special celebration at the Ministry, they can make arrangements with their child's teacher or the administration. Celebrations must include all the children present in the classroom; you do not need to include the entire Ministry.

### **Food/Meals**

The Ministry provides free of charge, meals suitable for the age and needs of each child. All food is stored and served safely and hygienically and approved by the State of Indiana Family & Social Services Administration.

Breakfast is served between 7:00am-7:40am. Lunch is served between 11:00am-11:45am. Snacks are provided at regular intervals throughout the day and a drinking fountain is located in the building for the children to use as needed. The Ministry and Church facility is connected to the Shipshewana town water supply.

A weekly menu is displayed in each classroom and in the entry foyer. Parents/guardians must discuss their child's changing dietary needs with their child's teacher or the administration. Allergies must be noted and posted for the kitchen staff to be fully aware of any children not to be served from the menu.

RYLM kitchen stock does provide for baby food and infant's daily formula. Communication of a baby's special diet should be made with the teacher (there is a special form in the infant room for this.) Special restrictions must accompany a doctor's signed statement.

Toddlers and older children are encouraged to brush their teeth after meals. Each child must bring along a personal toothbrush and cap (to be replaced after natural wear and extended illness) to be kept at the Ministry.

Withholding food as punishment is not allowed. If a child brings food into the Ministry at a time other than meal time, the food will be stored in a safe container and kept in the kitchen until the child can consume the item at the appropriate time. If parent/guardian is providing a snack for a celebration, the food to be consumed must be from a location that is State inspected, such as Wal-Mart, or a local bakery.

## **Ministry Health and Sickness Regulations – Exclusion Policy**

**Ministry policy: ALL SICK AND/OR INFECTIOUS CHILDREN MUST BE KEPT AWAY FROM THE MINISTRY FOR THE GOOD OF ALL. No exceptions will be allowed.**

Children who are miserable with illness need rest and quiet and do not thrive in a busy, noisy environment. They need the comfort of their own surroundings where they can enjoy constant attention and medication. This cannot be attained at the Ministry where many healthy children are noisily active. *Some symptoms to keep in mind to help you decide if your child needs a day off or a visit to the doctor:*

- Temperature greater than 100 degrees or fever that has been treated with medication, child is to be kept away from the Ministry for 24 hours
- Two consecutive bouts of diarrhea
- Green or yellow mucus discharge from nose for more than 3 days
- Croup cough, barking cough, or cough with phlegm for more than 3 days
- Chest congestion with wheezing, whistling, or rattling for more than 3 days
- Short, shallow, or rapid respiration with pale or gray coloring; seek help immediately
- Vomiting
- Lack of urination

*If any of these symptoms last for more than a few days, serious lung infection can occur.*

If a child becomes ill or is discovered with a temperature or infectious disease while at the Ministry, the Director will make the decision as to whether it is necessary to notify the parents. The child will be removed from the classroom to the office and isolated from the other children. A medical clearance may be requested when the child returns to the Ministry. **If a child requires emergency care (calling 911 emergency services), every effort will be made to notify parents/families immediately.**

### Infectious Diseases

A chart of the most common childhood infectious diseases and their incubation periods is on display in the Ministry office. As the staff is not qualified medical personnel, we do not presume to diagnose illness. Therefore, some of the symptoms/conditions that Ministry staff will call parents about are: head lice, diarrhea, impetigo, chickenpox, pinkeye, unknown rash, and excessive coughing. When parents are unsure about an illness or infection, staff will encourage them to seek medical advice.

**Medication will be administered if necessary, as per the Ministry Medication Policy.**

Medication Policy brief (the entire policy is available in the office Policy binder)

Medication consent forms must be filled out and signed by parent/guardian, with the following information indicated:

- Date
- Child's name
- Medication being administered
- How much/dosage
- How often/time
- Parent/guardian signature

### Child Immunization Records

State regulations require the Ministry to have *current* inoculation records on file for each child. Parents can bring their child's shot record into the office to be copied at enrollment and whenever there are updates to the record. Parents need to feel their children are being cared for in a safe and healthy environment and with cooperation from all this can be achieved. The safety and well being of the children in our care is of primary importance to the Ministry.



## **Illness, Serious Injury, or Death of an Employee**

In the event of a staff member becoming ill or being infected by an illness while at work, management will undertake to post a notice for parents, notifying them about the illness.

Should a staff member suffer an injury, serious enough to require absence from work; management undertakes to provide parents with a written explanation about the incident.

In the event of a staff member's death, management will undertake to advise staff, parents, and families in a sympathetic and culturally sensitive manner.

In any of the above described situations, a currently employed off-schedule teacher or one who is familiar to our facility will be employed to fill in those hours vacated by the absent staff member.

## **Field Trips**

Indiana State laws require all children under the age of 5 travelling in a vehicle to be restrained, either in infant/toddler car seats, booster seats, etc. RYLM does participate in field trips away from the childcare site. If parents are interested in field trips requiring departure from child care, it will be the parents' responsibility to provide appropriate child seat restraints. Walking trips are enjoyed occasionally in good weather and remain on the Shore Church property.