



PARENT HANDBOOK

Pride Academy West #1

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<https://prideacademy317.com/>

Executive Director, Alisia Jackson

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WELCOME

As founder and Executive Director of Pride Academy my entire staff and I would like to congratulate you on an awesome decision to place your child in the care of our capable and intellectual staff members.

Pride Academy takes a 'Faith Based' approach to nurturing your child's development. It is our goal that each child, preschool-age and under be prepared for kindergarten when his/her time comes to begin school. Our school agers are introduced to STEM (Science, Technology, Engineering and Math), Gardening, Sports, Banking and Humanities (Music and Musical Theory).

Children that have already begun their educational journey are encouraged to be open to learning and the guidance of those who are there to help them along the way.

Pride Academy is committed not only to your child, but to the entire family as a whole.

At Pride Academy the atmosphere is always filled with love and the promise of a brighter tomorrow. We are excited to have your family aboard!

If you ever have an issue and/or concern, my staff and I are readily available. My door is always open.

Again, congratulations and welcome to Pride Academy!

In His service,
Alisia Jackson
Executive Director

MISSION

Pride Academy's Mission: "We believe that every family deserves their basic needs of nutrition, security, and stability be met to have a better quality of life. Pride Academy concentrates on bringing the 'village' approach to our families by providing them with knowledge and resources such as fiscal responsibility, healthy habits, continuing educational opportunities, and complete need-based services."

The staff of Pride Academy childcare believes:

- Every child deserves a childhood and has the right to reach his or her full potential.
- All children can learn and deserve to be taught and cared for as individuals.
- Children learn by example – adults who work with and live with young children should recognize themselves as models.
- Learning and living go together and cannot be separated.
- Children are naturally curious, and this disposition should be fostered and respected.
- The value and dignity of each child and family should be respected.

Because we hold these beliefs, we strive to do the following:

- Facilitate the learning and understanding of social skills and life rules.
- Provide a rich environment for each child to progress in their social, emotional, physical, and cognitive skills so that they can completely function in society.
- Incorporate personal and social development, language, music, art, mathematics, science, social studies, physical development, health in the daily activities and experiences.
- Recognize behavior of children as communication, use these behaviors to further understand each child and teach them to approach situations in a positive manner.
- Ensure that each child is made to feel safe, secure and loved.
- Provide experiences that engage children's natural curiosity and encourage them to want to learn more about their world and themselves.
- Learn about our children and family's interest, talents and needs so we may be able to serve them to the best of our abilities.

ACADEMIC ACHIEVEMENT AND EXTRA CURRICULAR ACTIVITIES

Pride Academy offers a variety of programs designed for your children for personal and educational growth:

- ♦ Kindergarten Preparedness
- ♦ Weekly Academic Learning
- ♦ Pride Academy Specialized Curriculum: www.prideacademy317.com
- ♦ Circle of Education Curriculum
- ♦ Violin Lessons
- ♦ Chess Club

- ♦ STEM Activities
- ♦ Before and After Care
- ♦ PAK Summer Camp
- ♦ School's Out Camps (spring, fall, winter)
- ♦ Anda Spanish
- ♦ Gardening Club
- ♦ Young Bankers Club
- ♦ Career Choices
- ♦ Pride IGNITE (Coming in 2022)

PATH TO QUALITY

Paths to QUALITY™ is Indiana's statewide rating system for early care and education programs. Paths to Quality (PTQ) is a voluntary system. Each time a program advances to the next level, they demonstrate a commitment to supporting children's development, learning, and future success in school and life. PTQ Level 4 is the highest rating level of national accreditation. Pride Academy is currently a PTQ Level 4 childcare facility. Each day we are making strides to perfect our skills and provide the finest quality care for children. For more information on PTQ Requirement please visit <https://indianaspark.com/paths-to-quality/>

NAEYC

Promoting high-quality learning by connecting practice, policy, and research is the main focus of the National Association for the Education of Young Children (NAEYC). At Pride Academy we are working diligently and efficiently daily to obtain the highest level of accreditation by providing the upmost superior care for children. For more information on NAEYC please visit <https://www.naeyc.org/>

REGISTRATION PROCESS

- ✓ \$50.00 Non-refundable Registration Fee per family. Fee is required to process an application for enrollment.
- ✓ The following items are required to register:
 - Birth Certificate
 - Physician's Physical
 - Immunization Records
 - Additional Medical forms (Asthma, Seizure, Food allergies etc.)
- ✓ Medical Consent Form
- ✓ Emergency Preparedness Plan
- ✓ Emergency Dismissal
- ✓ Emergency Authorization
- ✓ Parent's Notice
- ✓ Disciplinary Model Policy
- ✓ Safe Transportation of Food
- ✓ Safe Conditions
- ✓ Serious Illness
- ✓ Transportation Policy
- ✓ Field Trip Permission
- ✓ Parent Handbook
- ✓ Home Language
- ✓ Birth Certificate
- ✓ Safe Sleep (Infant/ 1 year old)
- ✓ Feeding Plan (Infants -signed by physician)
- ✓ All About Me (Feeding & Napping log)
- ✓ CACFP Application, Enrollment Form, Special Needs Form

* It is vital that these documents are kept current. If there are any changes (address, phone number, emergency contacts, etc.) the parent/guardian must notify Pride Academy

immediately. Shot records must be resubmitted to office each time your child receives a new immunization.

ADMISSION

Pride Academy will accept children who are at a stage of growth and development which enables them to benefit from our program and for whose age level our center is staffed and equipped to properly provide care.

Pride Academy shall not admit or maintain any child whose needs we obviously cannot meet or whose behavior would be dangerous for other children in our center and staff.

There shall be no discrimination based on color, race, religion, sex, national origin or disability.

HOURS OF OPERATION

<i>Location</i>	<i>Hours of Operation</i>
<i>West I 5615 W.22nd St Indianapolis, IN 46224 317-247-1553</i>	<i>5:30am-5pm</i>
<i>West II 5570 Crawfordsville Rd Speedway, IN 46224</i>	<i>6:30am-5pm</i>
<i>North I 5711 N. Michigan Rd Indianapolis, IN 46228 317-672-9200</i>	<i>6:30am-5pm</i>
<i>CLOSED HOLIDAYS</i>	

These hours are subject to change at any time. If our hours change you will be notified in advance so that you may plan accordingly.

→ Full-time care is no more than **9 hours per day**. If you need additional time for childcare you must

→ speak with an office staff member for approval. Upon approval, an additional charge may apply each week.

- Your child must **arrive by 9:00am** in order to stay for the day. No child will be allowed to enter after **9:00 am**, unless you have made prior arrangements with the office staff or you have provided the office with a written work schedule from your employer.
- Parents whose schedule varies (1ST and 2ND shifts) will be asked to provide the office with a written work schedule from their employer. Absolutely No entry allowed after **9:00am**.
- Upcoming closings will also be posted in the office and on Brightwheel.

CLOSURE DAYS

Holidays and Professional Development Days will be posted on Brightwheel and in the sites office. Additional closures will be communicated through Brightwheel and posted signs in the site offices.

Holidays

- New Year’s Day
- Memorial Day
- Independence Day July 4th
- Labor Day
- Thanksgiving Day
- Post-Thanksgiving Day
- Christmas Day

Professional Development Days

- 2-4 days annually (To be announced)

WEEKLY RATE CHART

Age Group	West I PTQ 4	West II PTQ 4	North I PTQ 4
Infant	N/A	\$346.00	\$346.00
1 Year Old	\$312.00	\$312.00	\$312.00
2 Year Old	\$312.00	N/A	\$312.00
3 Year Old	\$246.00	N/A	\$246.00
4-5 Year Old	\$246.00	N/A	\$246.00
School Age	\$129.00	N/A	\$129.00
School Age (All day)	\$232.00	N/A	\$232.00
Summer Camp	\$232.00	N/A	\$232.00
On My Way Pre-K	\$251.90	N/A	\$251.90

***Prices are subject to change without notice**

PAYMENTS

Pride Academy accepts Child Care Development Fund Voucher (CCDF), On My Way PreK (OMWPK), Build Learn Grow Scholarship, and Indianapolis Preschool Scholarship Program (Indy PSP) Grant, and out of pocket payment. Childcare is offered during school breaks (winter, spring, summer, fall) to school age children enrolled in our program. Families may sign-up for summer session only. This is a pre-pay program, therefore no fees are charged unless you sign up.

Payments are due, in advance, each Friday before the week of attendance with no deduction for absences. If a family needs to make adjustments to payment schedule please contact office manager or director to set up payment schedule.

You may pay by cash, debit /credit card, money order and/or check.

Child Care Development Fund (CCDF): If you have a CCDF voucher you **MUST** check your child/ children in when you arrive and check them out when they are getting picked up. A family having questions regarding the check in and check out process for CCDF can refer to Pride Academy Office Staff for assistance. If you are assigned copay by CCDF, it must be paid by the guidelines listed above (under payments).

Parents **MUST** ensure that they receive a minimum of 25 hours or more per week for non-school age children or school- age children when school is not in session or when care is required during non-traditional hours. Weekly reimbursement will be cut in half for full time children who do not have at least 25 hours of attendance recorded in the POS for the week. **Thus, the parents will be responsible for paying the difference of the weekly reimbursement that has been cut in half for not get at least 25 hours of attendance recorded in the POS for the week.**

CCDF Noncompliance: It responsibility of the family to swipe in and out and to make co-payments as specified on your child's / children's voucher. Pride Academy has the right to contact your local Intake Agent within thirty (30) days from the first missed payment. The local Intake Agent can determine if you are still in compliance with CCDF policies.

For Co-Pay: The dollar amount the family is responsible for paying directly to the provider based on the family's income, family size, years on the program and the Federal Poverty level. This amount is listed on your voucher and is the responsibility of the family to pay directly to the provider. Failure to pay this charge will be reported to the local Intake Agent within 30 days from your first missed payment. **WE WILL NOT WAIVE THIS CHARGE!**

Returned Checks – If a check is returned to the bank, the parent will be charged an additional service fee of \$35.00. After two (2) returned checks, no personal checks will be accepted.

Overtime Charges – Overtime is offered only on a prearranged basis or in emergency situations at the current hourly rate.

Extra Activities – Any extra activities your child may participate in may result in an additional expense. You will be notified well in advance and all activities are optional. Parents/guardians must pay for these activities by the assigned due date for your child to participate.

Grant/ Scholarship Recipients: Families that are receiving grants or scholarships are required to sign in & out daily. Any payment that is not received by Friday or the prearranged date will incur a \$20 late fee. Failure to pay by Monday or the arranged day of payment will result in your child not being able to attend until all payment is paid in full.

If your account becomes two weeks behind, termination will occur until payment has been paid in full or arranged have been made.

STAFF

Classes are taught by licensed teachers or staff certified in Early Childhood Education. Our childcare providers have been trained to work specifically with young children. All staff is CPR/First and AED certified.

Teachers 'assistants must be at least 18 years of age and have a high school diploma or equivalent education. If working with an Infant/Toddler age group, assistants must be at least 21 years of age, have a high school diploma or equivalent education and a minimum of 1-year childcare experience.

The teacher to student ratio is aligned with the Indiana State License and NAEYC.

<i>Age range</i>	<i>Teacher: Student Ratio</i>
<i>Infants</i>	<i>1:4</i>
<i>Toddlers</i>	<i>1:5</i>
<i>2 Years</i>	<i>1:5</i>
<i>2 Years (No diapers)</i>	<i>1:7</i>
<i>3 Years</i>	<i>1:10</i>
<i>4 Years</i>	<i>1:12</i>
<i>5 Years</i>	<i>1:15</i>
<i>6 years and up</i>	<i>1:20</i>

STAFF HIRED BY PARENTS

Pride Academy strongly discourages our employees from making independent child care arrangements with families at school. However, in the event you enter into an agreement with a Pride Academy employee either to babysit or render other services outside the employee's normal work hours, it must be done away from Pride Academy premises and with full knowledge and understanding that the employee enters into an agreement as a private citizen and not as a Pride Academy employee. Pride Academy will not be responsible for any employees away from school, outside working hours and will not be liable for their acts of omission when not on Pride Academy's property including transportation of children.

DELAYS, CANCELLATIONS& INCLEMENT WEATHER

Pride Academy will maintain regular operation hours on days when schools are either delayed or closed. In the event of inclement weather, we will close if conditions warrant such action. Family Social Services Administration closing, the childcare will be closed.

Please understand that we make the decision to open or close the facility in bad weather based on a careful analysis of all relevant factors, such as:

- ♦ Information on road conditions from the Department of Transportation. Even if your street looks clear, travel elsewhere in the district may be dangerous.
- ♦ Amount of snow and ice accumulated
- ♦ Whether precipitation is continuing
- ♦ Facility conditions (such as whether we have electricity and heat)
- ♦ Parking lot conditions (Administrators talk to maintenance and custodial staff members who are responsible for clearing and treating school parking lots and sidewalks)
- ♦ Temperature and wind chill.
- ♦ Weather predictions (We prefer to not make our decision based on weather predictions, which are not always accurate. But sometimes this is unavoidable)

Our top priority is the well-being of our students and staff. We understand that our students are better served in a safe and secure environment. We will make every effort to remain open for working parents: however, if we find it necessary to close, we will not credit or discount tuition fees.

ATTENDANCE

Regular attendance is important. In the event your child will be absent, for any reason (illness, vacation, personal, financial etc.) please inform Pride Academy's office staff immediately. When your child is not attending for five or more consecutive days, you must complete a Vacation Hold form to ensure your child's spot will be secure upon return. We do not charge a full week's rate when your child is out for vacation. However, there is a \$75 vacation hold fee (per child) for each week you are out. Vacation Holds are limited to two per year.

SCHEDULE CHANGE

It is imperative for you to notify the office staff immediately upon your schedule change. Schedule changes must be approved by the director(s). We are unable to guarantee accommodations. However, we will make every effort possible to meet your request.

ABSENCE

If your child is absent for 10 consecutive days or more and you have failed to notify the office, your child will automatically be withdrawn and his/her spot will be lost. If the Director of the center determines your child is unsuited for the center's environment, the parent's will be consulted, the child will be withdrawn and care will be terminated.

WITHDRAWAL

If you decide to withdraw your child for any reason, please complete a Withdrawal Form. All past due and late fees are due at time of withdrawal. Failure to pay outstanding fees will result in credit collections and child inability to attend Pride Academy in the future.

IN CASE OF INJURY

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to the nearest hospital's emergency room.

STUDENTS HEALTH

If your child becomes ill at the center, parents will be notified and sick child must be picked up within 1 hour. If the parent cannot be reached we will notify emergency contacts to pick up your child. Please ensure the contacts are aware that they have been listed on your emergency contact list. It is your responsibility to notify office staff immediately when your personal contact information changes, so that you are contacted directly in case of an emergency.

COVID-19 AND SERIOUS ILLNESS POLICY

Due to COVID-19, Pride Academy must adhere to the public health guidelines of the CDC. If we suspect that a child is exhibiting any symptoms related to COVID-19 we will ask that the families keep the child and their siblings (if attending) out of the child care for 72 hours and return with a negative COVID-19 results for each child. The following symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a child/ children does test positive for COVID-19, the following guidelines must be followed:

14 days after the last potential exposure, your household may return provided these three things have happened:

- At least 10 days have passed since any household member first experienced symptoms; and
- Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and
- The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

*Please note: depending on the circumstances we may require you to obtain medical clearance before return to the center will be allowed.

Child must be picked up immediately.

PHYSICIAN'S NOTE

A doctor's note must be submitted stating the child is not contagious and indicating the date when the child may return to childcare.

Any Medical conditions (asthma, seizures, allergies, etc.) must be noted on the physician's physical.

SIGNS OF POSSIBLE SEVERE ILLNESS

In order to minimize the spread of illness among children, when a child shows signs of sickness, it is important for parents to have alternative childcare arrangements.

Signs/symptoms of disease including: Fever over 99 degrees, vomiting, diarrhea, skin rash, severe cough, excessive sneezing, breathing difficulties, mouth sores, conjunctivitis (pink eye), unusual lethargy, undefined irritability, persistent discomfort, excessive crying and/or crankiness, discharge of nose and/or ears are possibilities of severe illness, and are all reasons of exclusion. Exemptions for children with chronic and acute conditions will be considered on a case by case basis.

REPORTABLE ILLNESSES

By law, some illnesses are required to be reported to the local health department. In the case of a contagious illness in your child's class, a sign will be posted by the sign-in & sign out sheet in the office and on the front door of the facility, so that parents, staff and visitors are aware of the communicable disease. Prior to returning to school, your child must be cleared by a pediatrician. We will need the following:

1. The child must be seen by a doctor.
2. A note from the doctor stating:
 - a) Child's name and birthdate
 - b) A diagnosis
 - c) The child is not contagious
 - d) The date the child may return to school

NOTE: The child will continue to be excluded until the appropriate note is received by the office staff prior to the child returning to school.

MEDICATION

Medication are securely stored and locked in the main office. Only Pride Academy staff has access to locked medication cabinet. All medications (prescribed or over-the-counter) must be sent to school in the original containers and specifying dosage amount. Each prescribed medication must contain: child's name, medication title, prescription number, dosage amount and accompanied by a physician's statement. An updated physician's statement and a written parental consent are required annually. Failure to comply with our policy will result in suspension of childcare services.

SUN SAFETY

It is important for children to be outside for their physical, social, cognitive, and emotional developmental needs. It is also important that children (and staff) enjoy the sun safely when outdoors. Pride Academy will provide a safer environment for our children and staff by reducing ultraviolet (UV) radiation exposure from the sun during outdoor activities. By adopting this policy, Pride Academy aims to reduce UV radiation exposure by practicing appropriate sun protection strategies. This policy will be implemented all year round, but with emphasis during the months of April to September, when the sun's UV radiation is strongest.

Rationale: Every time skin is exposed to UV radiation from the sun, the body's skin cells change. These changes build up over time and can lead to skin cancer. Too much UV radiation can also lead to eye cancer, cataracts, and weakening of the immune system. Exposure to UV radiation in childhood is a major risk factor for developing skin cancer later in life. Skin cancer (melanoma and non-melanoma combined) is on the rise and is one of the most diagnosed cancers in the U.S. Fortunately, it is also one of the most preventable cancers through sun protection practices.

Collaboration: The policy will be implemented in collaboration with the Child Care Centre, staff, and parents/caregivers. Everyone will work together to achieve a sun safe environment through the following activities:

Parent/caregiver communication

- When enrolling their child, parents/caregivers will be informed of the Pride Academy's sun safety policy and provided information on sun safety practices.
- Parents and caregivers will be informed about the importance of, and strategies for, preventing skin cancer.
- Communication will include, but will not be limited to, details of the centers policy relating to hats, sun-protective clothing, sunscreen usage, and sunglasses.
- The policy will be reinforced in positive ways through parent letters/newsletters, staff memos, bulletin boards, and meetings.
- Signage will be posted that reminds staff, parents/caregivers, and children to practice sun safety. Families will be urged to reinforce sun-safe behaviors outside the facility.

Planning of outdoor activities

- Activities will be planned as much as possible around the peak UV radiation periods (11a.m. to 3 p.m., April through September).
- Activities will be held in the shade where possible and breaks from the sun will be built into outdoor activities.

Shade

- All attempts will be made to plan activities in shade when the UV Index is 3 or higher.
- Pride Academy will provide sufficient shade in their outdoor space. This shade may be from natural (trees and shrubs), built (shade from buildings, awnings, gazebos, shade sails), or portable (portable tent canopy, umbrellas, tarps) forms of shade, or a combination of these. Priority spaces for shade include: Climbers and play equipment, Sand and water play areas, Seating and gathering spaces.

Hats and protective clothing

- When outside in weather when the UV Index is 3 or higher, parents/caregivers are encouraged to send their children with appropriate sun safe clothing, hats that cover the ears, face and neck, and sunglasses. 3
- Sun safe clothing includes A wide-brimmed hat (2-3 inches all around) or a legionnaire style hat to protect the face, neck and ears. Baseball hats are not recommended because they do not protect the neck or ears. Children without a sun-safe hat will be required to play in an area protected from the sun (e.g. under shade or indoors) or will be provided with a spare hat. Tightly woven, loose clothing that covers as much of the skin as possible.

Sunglasses

- Parents/caregivers will be encouraged to provide shatter resistant UVA/UVB wraparound sunglasses for their child to provide added protection from direct and reflected UVR.
- Use of sunglasses will be encouraged all year round, including in the winter.

Sunscreen and lip balm Parents/caregivers are:

- Required to provide permission for staff to apply sunscreen to their child.
- To provide a sunscreen that is water resistant, with broad spectrum protection, and an SPF of 30 or higher, if their child is allergic to the center's offered brand/type.
- Asked to send their child to the center with sunscreen already applied on days where the UV Index is planned to be 3 or higher (generally April to September)
- Staff are: To apply (and reapply as needed) a 30 SPF or higher water resistant broad spectrum sunscreen to the child's skin that is not covered by clothing 20 minutes prior to going outdoors.
- Use of sunscreen will be encouraged all year round, including in the winter.

Sun protection and babies

- Babies under 12 months should not be exposed to direct sunlight and will remain in full shade when outside.
- Babies are required to wear sun-safe hats and clothing.
- Sunscreen will not be applied to children under 6 months of age

Increasing awareness with children

- All children (through educational sun safety activities) will be made aware of the importance of sun protection and sun safety practices such as: seeking shade, covering up with clothing, wearing hats and sunglasses, and using sunscreen.

Protecting staff from ultraviolet radiation exposure

- Pride Academy supports sun protection for its staff to reduce UV radiation exposure through a comprehensive approach to sun protection, which includes:
- Engineering controls: The center will provide shade through natural (trees), built (shade from buildings, awnings, gazebos, shade sails), and portable (portable tent canopy, umbrellas, tarps) forms of shade, or a combination of these. Efforts will be made to modify reflective surfaces where possible.

Administrative controls: The center will notify staff and post the daily UV index in the center. The center will conduct risk assessments for UV radiation exposure. The center will schedule outdoor activities outside of peak UV radiation periods (usually 11 a.m. to 3 p.m., April to September).

Personal protective equipment: The center will provide and encourage use of: sunscreen, sun protective clothing, hats, and sunglasses.

Training and awareness: The center will display sun safety information on display boards. Leadership models sun safe behaviors and provides sun safety education to staff.

Policy: The center will implement, communicate and enforce a sun safety policy.

Monitoring and review of policy: Pride Academy will review the effectiveness of this policy on an annual basis and will make revisions as needed. Staff and parents/caregivers will be notified of policy updates.

WHAT YOUR CHILD WILL NEED CHECKLIST:

INFANTS	TODDLERS	PRESCHOOLERS
<ul style="list-style-type: none"> ✓ Disposable diapers ✓ Diapering wipes ✓ Infant formula or Breast Milk (if not participating in CACFP) ✓ Baby food and cereal (if not participating in CACFP) ✓ Bottled water, if preferred ✓ Several changes of clothing ✓ Pacifier-until 1 year ✓ Bottles (if you have a preference) 	<ul style="list-style-type: none"> ✓ Disposable diapers ✓ Diapering wipes ✓ Blankets ✓ Several changes of clothing 	<ul style="list-style-type: none"> ✓ Blankets ✓ Several changes of clothing

HANDWASHING

Children must be healthy and safe in order to learn. Handwashing is key for preventing the spread of disease of among young children. Proper handwashing procedures are posted in each restroom and in every classroom above the handwashing station.

TEETH BRUSHING

Since children receive meals and snacks at our facility, children must be given an opportunity to brush their teeth or clean their gums after lunch. The following procedures must take place for teeth brushing:

- Teachers will wash their hand and put on gloves before handling toothbrushes
- Each child will be given their toothbrush and place under running water for rinse prior to usage
- Toothpaste is optional, but if asked will be provided
- Child or teacher will brush child's teeth and will rinse off brush
- Brushes will be placed under the UV Light and dryer until
- Toothbrushes will be discarded and replaced every 3to 4 months

DIAPERING POLICY

It is the parent's responsibility to provide diapers, wipes, and diaper cream for the child. It is also the parent's responsibility to check periodically to see if or when the child needs more diapers, wipes, and cream. Teachers will give a notice to parents when children are running low on the child's items. Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. Diapers are checked frequently and changed every two hours or more often if required. Staff will check for and change soiled diapers or training pants when a child wakes up from a nap. Diapers containing feces are changed immediately. Each diaper changing tables is used only by one designed class of children. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change. (Please see Hand Washing Policies located by the sinks for proper hand washing techniques).

TOILET (POTTY) TRAINING

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Toilet Training Techniques:

Toilet training includes several steps: discussion, undressing, going, wiping, dressing, flushing and hand washing.

- ♦ Child must know what the toilet is for and how to use it.
- ♦ Dress your child in easy to remove clothing to help children be successful in undressing and dressing independently.

- ♦ Child should be able to verbally express when he/she has to use the toilet.
- ♦ Remain dry in underwear for several hours and during nap time.
- ♦ Parents must provide 2 complete changes of clothing including socks.
- ♦ Under no circumstances will your child be allowed to potty train in regular underwear.
- ♦ Please do not send your child in underwear if they are not fully potty trained.

SAFE FOOD TRANSPORTATION POLICY

Pride Academy receives food from an outside vendor in order to provide the best possible food for the children that attend our facility. In order to keep food safe and suitable for children to eat, the following transportation guidelines are in place and met at all times:

1. Food is brought to the facility in clean, insulated and sanitized containers.
2. Food is kept cold during transportation at a temperature of 41 degrees Fahrenheit or lower.
3. Containers are clearly labeled with its contents and date of preparation.
4. Upon receiving the food, Pride Academy shall verify the temperature of the food. When potentially hazardous food temperature is observed, Pride Academy will not accept the food.
5. Upon accepting the food, Pride Academy shall maintain correct food temperatures until served.

MEALS

Breakfast is served 6:30am to 8:00am and lunch is served 11:30am-12:15pm, children arriving later should have already eaten. Meals are catered for us by Second Helpings. Three snacks are provided daily. Milk is served at lunch to all children. Milk is available as needed to bottle fed infants. However, parents must provide their own formula (or expressed milk for nursing infants) for those not ready for container milk.

Parents must provide the center with a written physician's notice of any dietary requirements, including food allergies.

CACFP

The Child and Adult Care Food Program (CACFP) is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in day care facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

Civil Rights

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

All Pride Academy sites MUST post the Green Civil Rights Posters in all areas that serve food. Anyone (staff or families) that feel like their Civil Rights have been violated through our organization from this program must submit a Program Discrimination Complaint form to the United States Department of Agriculture. The forms can be found in the Pride Academy CACFP Binder located in the main office or kitchen.

Collection of Data

Pride Academy will do quarterly review of children's files who are enrolled in our program to ensure that we are serving all race/ethnicities and required age groups in our CACFP program. Through the enrollment process families are asked to record all ages of children being enrolled, their home language, and their race/ ethnicity. The quarterly reviews are to be found in the CACFP Binder located in the main office or kitchen.

OUTSIDE FOOD

We do not allow outside food, home baked goods or previously open edible items to be brought into the facility. On occasion (holidays, birthdays, special events, etc.) we will allow outside food to be brought into the center. All items must be brand new, unopened, unused, and undamaged directly from the store.

FAMILY COMMUNICATION

Parents are extremely important in the success of their children lives. There are many ways to keep you knowledgeable about what's going on at Pride Academy.

Pride Academy communicates with families in various ways:

- ★ Website: www.prideacademy317.com
- ★ Email: prideacademyinc@yahoo.com
- ★ Brightwheel
- ★ Newsletters
- ★ Text Messages
- ★ Telephone calls
- ★ Voice mails
- ★ Class Journals
- ★ Daily Sheets

Parent meeting, trainings and volunteer opportunities are offered periodically throughout the year. All parents and family members are encouraged to participate in these valued opportunities.

Family involvement is encouraged. Families are welcome to participate and become involved by:

- Sharing their culture
- Contributing to the curriculum
- Volunteering in the classroom or on fieldtrips
- Sharing a talent or career experience
- Making items for program events

CHILD ABUSE POLICY

- Pride Academy staff are mandated reporters of Indiana and are required to report any suspected abuse, neglect, or maltreatment of children on part of the employee, parent, family member or volunteer. Any abuse or maltreatment of a child is prohibited, either as an incident or otherwise. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest, or sleep as a form of punishment is prohibited.
- Suspected abuse or neglect will be reported to Child Protective Services 1-800-800-5556

NEGOTIATING DIFFERENCES

- When families have concerns about any aspect of our childcare program we take every step, as promptly as possible, to resolve the issue. Periodically, Pride Academy will ask families to complete a “Family Survey” to provide suggestions, feedback, and responses on how we can improve the way we serve our students and their families.

SECURITY SYSTEMS/ PICKUP

The main entrance door to the sites is always kept locked to limit and keep children from exiting ahead of family’s supervision. Each building is equipped with a security code pad; families will be given a code to enter the building during business hours. Codes will not work on days that we are not opened. If your code becomes deactivated, please contact the office staff and they will help to reactivate your code. Codes will be deactivated if a family has an overdue payment, CCDF swipes are not in compliance, or has disenrolled.

If a child is being picked up by a person on the pickup list that has never picked up before or does not frequently pick up the child, they must present a photo i.d. and Pride Academy staff will scan a copy of the i.d. to place in the child’s file. If the parent/ guardian is unsure that the person picking up their child is on the pickup list, the parent/ guardian can contact the site for confirmation. If the parent/ guardian has a person who is not on the pickup list picking up the child, they must contact the office staff via phone or email and give them the correct spelling of the person’s name and the person must present their i.d. to pick up.

Anyone picking up a child must be 18 years old or older. If parent is under the age of 18, they must be on the birth certificate as parent.

DISCIPLINE POLICY

Children who are having difficulty for any reason will be re-directed to another activity with teacher’s assistance. In the event the child’s behavior results in harm to himself/herself, other children, others property or seriously disrupts group interaction, the child will be separated briefly from the group. Staff member and student interaction will take place immediately following the separation to guide the child to appropriate group behavior. If the child continues to display disruptive behavior the child will be taken to the office where he/she can sit with an administrator, until the child can gain enough self-control to rejoin their class. If disorderly behavior persists, the child will be written up and may possibly be suspended from Pride Academy.

Discipline which frightens, demean, or humiliate a child is strictly prohibited.

SIGNING IN AND OUT

Parents/ Guardians are responsible for signing children in and out daily. This procedure is extremely important for attendance records and safety measures in emergencies. The daily sign-in & sign-out sheets are in the main office.

DROP OFF POLICY

Our current policy due to COVID-19 restrictions, will be that staff will escort the children to their classroom. Once the COVID-19 restrictions are lifted, parents/ guardians will walk their child to his/her classroom. Children are not permitted to run the hallways, roam the building unattended or enter the kitchen. If the child is anxious about saying goodbye, the parent is welcome to stay briefly to help their child adjust to the group and smooth the separation. While you are visiting continue to encourage classroom rules and please take the gentle cue from the teacher when it's time to leave.

AUTHORIZATION TO RELEASE CHILD

A child will be released to parents and those adults identified by the parents as authorized pick-up on the child's enrollment documents. Individuals authorized to pick-up your child must be listed on your enrollment forms and Identification is required. If another adult comes to pick up your child, we will not release your child without written notification from parent or guardian.

We will NOT accept telephone calls, text messages, facsimiles or emails for your child to be released to unauthorized persons.

EMERGENCY CONTACTS

In the event you are unable to be reached, we will contact the individuals listed as your emergency contacts. Please adhere to the following:

1. Two (2) contacts must live within 25 miles of Pride Academy.
2. Your contacts must know you have included him/her as a responsible party for your child in the event they need to pick up your child.
3. Emergency contacts must provide valid identification upon arrival.

VISITORS

Visitors are welcome to visit at any time. However, if problems arise from visitation that negatively interferes with the deliverance of quality care, then all visitors will be asked to leave the classroom. **All visitors must sign-in at the main office upon arrival.**

DRILLS

In order to keep our children and staff safe we participate in fire and tornado drills. Essential skills such as order, safety and speed are taught during these drills.

OPEN DOOR CLASSROOM POLICY

Classroom visits are a wonderful time for you to see classroom in action. However, visits are not a good time to discuss questions, concerns or classroom situations with the teacher. If

needed, a meeting can be scheduled to discuss specific concerns or questions about your child.

CLOTHING

It is our priority to provide a safe, secure and fun-filled environment for all children in our care. Staff makes every attempt to be careful and clean, but food, craft and toileting accidents do occur among children.

Children play hard and need to be comfortable. Please dress children in suitable seasonal clothing for active indoor/outdoor learning activities. Be sure children have the necessary clothing and accessories (coats, hats gloves and scarves.) for outdoors play because cold weather does not necessarily keep us indoors.

- **OPEN-TOE SHOES**-No open-toe shoes, sandals, crocs or flip-flops are allowed. The open toe shoes expose the risk of children feet constantly getting scrapes, scratches and cuts. Shoes should be comfortable and provide adequate support and protection for the feet during indoor and outdoor play.
- **HAIR BEADS**-Children under the age of 4 years are NOT allowed to wear hair beads. If not secured tightly and firmly the hair beads may fall from the child's hair and spill throughout the facility and become a falling danger as well as a choking hazard.
- **EXTRA CLOTHING**-All children, Infant-5 years must have a weather appropriate change of clothing.

Our concerns are real and the safety of our children is our #1 priority. Remember safety trumps cute at all times!

***All clothing should be labeled with child's name, to facilitate dressing and reduce loss.**

PERSONAL BELONGINGS

We recommend all toys be left in the car or at home, so as not to be lost, broken, stolen or envied by others. Action figures, superhero models, dolls and projectile toys are not allowed. Action figure toys can encourage strong physical play which often leads to aggressive play. Aggressive play can get out of control when children confuse make-believe with reality. Also electronic devices (cell phones, laptops, tablets, iPads, electronic gaming systems, etc.) are **not** permitted in the center.

CONFIDENTIALITY CLAUSE

All information pertaining to admission, family, health, and discharge of a child is confidential and can only be shared among Pride Academy Staff, as needed.

COURT ORDERS

If a court order exists Pride Academy shall comply with all court orders preventing a particular individual from having contact with a child. A copy must remain in child's file.

SIGNIFICANT OCCURRENCE/ PROBLEMS

You will be notified of any significant occurrences or problems which affect your child. Issues, occurrences and incidents are documented using our "Accident/ Behavior/

Observation” Form. Teachers, parents and in some cases the director’s signature is required on each document, and a copy is made available for the parents.

We take pride in providing resources to parents that express concerns in their child’s growth. Early intervention resources options such as Cummins Behavioral Health, First Steps of Indiana, Hope Haven Psychiatry and Midtown Mental Health are made available to parents, upon request.

CHILDREN LEFT AFTER CLOSING HOURS

Children are expected to be picked up by closing time. A charge of \$5.00 the first minute and \$1.00 per minute will be assessed per child to any family picking up a child after closing time (see location for operation hours). If any child is not picked up 30 minute after closing time, Child Protective Services will be contacted to pick up your child.

RELEASE OF CHILD TO INTOXICATED OR IMPAIRED PERSON

If an authorized intoxicated or impaired person insists on removing children from the center, we will immediately report the incident to the local police agency.

ALCOHOL, ILLEGAL SUBSTANCE, TOBACCO, AND FIREARMS

Tobacco, alcohol, drugs, illegal substance and firearms are not permitted on premises. The use of tobacco, alcohol and illegal substance and the possession of firearms are prohibited. Profanity is also banned on premises.

VEHICLE IDLING

Drivers must turn off vehicle engines during drop off and pick up of passengers (students, staff, volunteers, etc.) All vehicles should be turned off as soon as possible to eliminate idling. Due to state environmental regulations, vehicle idling is NOT ALLOWED.

PHOTO RELEASE

Pride Academy often photographs children involved in childcare activities and community events. The photographs are used for several purposes: children portfolios, classroom displays, facility exhibitions, for our newsletters, electronic media and social websites all to promote and document the great things that occur at Pride Academy.

If the parent/guardian objects to their child being photographed, please provide the office staff with a written notice.



PRIDE ACADEMY PARENT POLICY AND PROCEDURES HANDBOOK

Students Information:

1. _____ Birthdate ____/____/____
2. _____ Birthdate ____/____/____
3. _____ Birthdate ____/____/____
4. _____ Birthdate ____/____/____
5. _____ Birthdate ____/____/____

Parent Signature Page

By signing below, I acknowledge I have received a copy of Pride Academy Parent Policy and Procedures Handbook. I expect to be guided by the rules and policies contained therein. I also understand that any or all of the provisions contained in the Pride Academy Parent Policy and Procedures Handbook may be modified, amended and/or eliminated at any time with or without notice. (Revised August 2021)

Parent Name _____

Parent's Signature _____ Date _____