

Parent Handbook

Fairview Early Childhood Program



4609 N. Capitol Ave.

Indianapolis, IN 46208

317-253-4990

ecpdirector@fairviewindy.org

www.fairviewearlychildhoodprogram.com

Enrollment

Upon enrolling your child, parents or guardians will be provided with a registration form, tuition and financial agreement, health and emergency forms, as well as a copy of our handbook. All forms and payment must be returned before your child's first day of school.

All children must have an UP TO DATE vaccination record on file at all times.

In the event of a class being at full capacity, you will be placed on the waiting list. You will be notified by the Director if an opening becomes available.

Nondiscrimination Policy

Admission to Fairview ECP shall be made without regard to race, color, religious creed, national origin, disability, or gender.

Fee and Payment Policy

Fairview ECP enforces the following policies and procedures for tuition payments:

1. All tuition is due on the 1st of the month.
2. A \$25.00 per month late fee will be charged when a payment is considered past due on the 5th of the month.
3. There will be a \$15.00 charge per child for every 5 minutes after your scheduled pick up time.
4. All tuition is due regardless of illness, vacations, or weather-related closings.
5. If you need to terminate your child's enrollment, a two-week notice is to be given to the school director(s); otherwise you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
6. To ensure your child's enrollment, parents must re-register their child (ren) each school year.
7. Tuition is paid online through Brightwheel.
8. Brightwheel does charge a \$.60 processing fee per transaction.

Illness and Administering Medication

Children who are ill must remain at home. If you have any doubts about your child's health, please call us at 317-253-4990 to be sure they may attend.

- If your child appears to be sick or has any of the symptoms listed below while at school, we will notify the parent or guardian immediately, and it is required that the child be picked up as soon as possible.
- Children who are ill with fever, diarrhea, vomiting, oozing eyes, or a highly contagious illness such as hand foot and mouth, pink eye, chicken pox, ringworm, COVID, or a fever over 100.4°, etc. will not be admitted or be allowed to stay at the ECP.
- If your child has a low grade fever (99.6°-100.3°), you will be notified as a warning that your child may be sent home if his/her fever continues to rise.
- Your child must be fever(100.4°)/vomit/diarrhea free (without medication) for 24 hours before returning to school.
- If your child is sent home from school with a fever, vomiting, or diarrhea, **HE/SHE MAY NOT RETURN THE FOLLOWING DAY.**
- Permission to administer medicine to your child in the school must be approved by the parent utilizing the MEDICATION ADMINISTRATION form. Medications will be administered throughout the day as required. The medication must be given to the Director in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.
- Positive COVID test - Should your child test positive for COVID please notify the ECP. A positive test requires that the child must quarantine for 24 hours.
 - Your child must stay home until symptoms are improving overall for at least 24 hours.
 - If a fever was present, remain home until fever free for 24 hours without fever-reducing medication, in addition to overall symptom improvement.
 - Children exposed to COVID 19, but without symptoms, no longer need to quarantine. Families will be notified of exposure so they can watch for any symptoms.

Personal Belongings

Children are permitted to bring blankets, lovies, 1 stuffed animal, sleep sacks, pacifiers, etc. to help with nap time. All personal items will be kept in separate bags/containers throughout the week. Personal items should be labeled. Blankets will be sent home on the last day of each week and must be laundered before returning the next week.

CHILDREN ARE NOT PERMITTED TO BRING EXTRA TOYS, STUFFED ANIMALS, ETC. FOR PLAY TIME OR MORNING DROP OFF, *unless it has been communicated to the teacher that it is a soothing item for the child to be used when struggling with drop off.

Arrival and Departure Procedures

Our facility is operational from 8:30 am – 5:15 pm, Monday - Thursday and 8:30 am - 3:30 pm on Friday.

Drop off

- Drop off is at 8:30, please do not drop off your child before this time
- Parents are not permitted to enter the classroom at drop off or pick up
- Drop off should be QUICK. If you have information to tell the teachers, message through Brightwheel or schedule a time to have a personal conversation with the teachers
- **Avoid holding up your child's teacher at the doorway while other parents are dropping off**

Pick-up

- Regular school day pickup is at 3:30
- Do not enter classrooms to get your child
- A message will be sent if pickup is somewhere other than the classroom
- Aftercare pick up is at 5:15 pm
- ID is needed if the adult picking up a child is not parent/guardian and must be on the approved pick up list (can be updated on Brightwheel).
- Please have your child picked up by the time listed. **If there are siblings, plan to arrive early.** You are considered late at 5 minutes past pick up time and will be charged \$15. An additional \$1 per minute will be charged for every minute beyond that.

Weather/Emergency Closings

Fairview follows Indianapolis Public Schools for any weather closings or delays. Once a decision has been made on a closing or delay, an alert will go out on Brightwheel notifying families. (Should IPS be on e-learning the Director and Pastor will determine if school will delay or close). Should we delay, our delayed start time will be one hour later with an opening time of 9:30 AM. Fairview does not offer make-up days or tuition refunds if school is missed for weather related closings.

Emergency Procedures:

- Fire and Tornado: As part of emergency preparedness, fire drills are practiced every month.
- Tornado drills are practiced each season. Emergency procedures are posted in all rooms used by Fairview ECP and are reviewed by staff regularly.
- Security Procedures: We take all precautions to keep the preschool hallways safe and steer all outside traffic away from the areas we use. We have lockdown procedures in place should it be necessary to secure the building.
- Evacuation: If we should need to leave the building for an extended period, we would evacuate to Common Grounds Church or St. Thomas Aquinas School. Should this be necessary you will be notified by telephone/text and on Brightwheel of our location, if possible.

****IMPORTANT NOTE****

Please develop a backup plan should our program need to be closed for an extensive emergency such as a fire, tornado, or other disaster. The program is not responsible for arranging alternate care.

Food

- Lunch: **We ask that you limit lunches that need to be heated due to the time involved when preparing.** A packed picnic style lunch is acceptable and is recommended. Please do not send large lunch boxes or insulated bags. All lunches are stored in the classroom refrigerator.
- **All lunches must be labeled with the date**
- Snack: A morning and afternoon snack is included in your monthly tuition. We try our best to offer fresh fruit and vegetables as much as possible, along with pre packaged individual snack choices.
- Food Allergies: If your child has an allergy to any foods, please be sure to indicate on your child's Brightwheel profile. You should also notify your child's teacher AND the office. All allergies will be posted in the classroom. Depending on the allergy, some rooms may need to follow specific guidelines for the safety of all children attending the ECP.
- Bottles: Fairview does not have the ability to make bottles. All bottles must be premade daily and labeled with the child's name, date, and type of milk. (Formula or breast milk). **Bottles are allowed in the infant room only.**

Diapers/Potty Training/Clothing

- Diapers: Families will provide their own diapers. Please send one large package of diapers, labeled with your child's name, on or before your first day of school. A message will be sent home via Brightwheel when your child's diapers are getting low and then again if your child is out of diapers. **If you receive a second notification that your child is out of diapers you will be charged a supply fee of \$5 per day until diapers are replenished.** Fairview supplies wipes and ointment. Should your child require special wipes or ointment please notify the teacher and send in your own labeled supplies.
- Potty Training: If your child is in the process of or begins potty training, we will happily assist you in this effort. Please communicate progress, goals, etc. with your child's teacher. We request that you keep an additional 5 changes of clothes at school while your child is potty training. Clothing should be easily managed during this time (pants with an elastic waist etc.) If your child has 2

accidents before lunch, we will put a diaper on him/her to keep play surfaces clean and sanitary for other children. If your child has any accidents throughout the day and is in aftercare, they will be sent to aftercare in a pull up due to limited staffing.

- Extra Clothing: Please send in 3 changes of clothing (in a labeled bag) for your child on or before the first day of school. The clothing will need to be updated throughout the school year to accommodate seasonal changes as well as your growing child.

Nap Time:

- All classrooms have nap/quiet time
- Please review the classroom schedule for times and approximate length of nap
- The infant classroom will follow individual child schedules
- Lovies and blankets are welcome at rest time
- **Pacifiers at nap time are welcome in the upstairs classrooms only**
- Please provide a blanket for nap time, it will be sent home weekly to be laundered.
- **Blankets, loveys, stuffed animals, etc. should be able to fit inside your child's bag/backpack for transportation at the end of the week.**