

Parent Handbook

2023-2024

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, 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.

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 should 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.

- 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 99.9 degrees, etc. will not be admitted or be allowed to stay at the ECP.
- 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 within one hour of notification.
- Your child must be fever free (without medication) for 48 hours before returning to school.
- 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 isolate at home for 5 days and may return on day 6 (if fever free for at least 24 hours without the use of fever-reducing medication). 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, 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.

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

- Enter through ECP Courtyard door (8:30 drop off time)
- Please do not enter the classrooms
- Exit through either the playground door, courtyard door or Capitol Street entrance

Pick-up

- Regular school day pickup is at 3:30 pick we will make every attempt to have your child ready to go. Please do not enter classrooms. If we are on the playground, you will receive a message through Brightwheel.
- Aftercare pick is at 5:15 pm
- ID needed if 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.
- 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 allergies.
- 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

- 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. 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. However, we request that you send in **5 additional changes of clothes** to school. Clothing should be easily managed during this time (pants with an elastic waist etc.) If your child has frequent accidents, we may have to put a diaper on him/her to keep play surfaces clean and sanitary for other children.

Nap Time:

- All children take a nap
- The infant classroom will follow individual parent schedules
- Lovies and pacifiers are welcome at rest time
- If you would like your child to have a blanket for nap time, please send one from home and it will be sent home weekly to be laundered.

Do not hesitate to reach out to the office should you have any questions.