

Parent Handbook

Fairview Early Childhood Program



4609 N. Capitol Ave.

Indianapolis, IN 46208

317-253-4990

Fairviewecp.office@gmail.com

www.fairviewearlychildhoodprogram.com

Fairview Early Childhood Program

Dear Parents,

This handbook lays out our routine items and the adaptations that have been made due to COVID. This situation is constantly evolving, so all items included in this handbook will remain as the "new normal" until further notice. Should specific policies change you will be notified via Brightwheel. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the governing parties of Marion County.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that the ECP is a safe and enjoyable place for your family.

Tracy Samples

Director

Fairview Early Childhood Program

To contact the ECP office please use one of the following:

Phone: 317-253-4990

Tracy's email: tracysamplesfairview@gmail.com

Meg's email: fairviewecp.office@gmail.com

Enrollment

Before enrolling in the ECP we recommend you schedule a time to meet with the Director or Assistant Director. Upon the decision to enroll your child, parents or guardians will be provided with an application, 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 can attend Fairview Early Childhood Program. To ensure your child's enrollment, parents must re-register their child(ren) each year.

In the event of a class being at full capacity, we will place you on the waiting list. You will be called by the Director or Assistant 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.

Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put through the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, and dress-up clothes will be put used away during this phase of opening.
3. Mask use: All staff, parents, and preschoolers (3 and 4 year old class) are asked to wear masks while in the building at this time. Masks must be worn properly and not become a toy or distraction, if they do you will be notified of the situation. Should it be determined that mask use is no longer necessary indoors, we ask that unvaccinated parents continue to wear masks. All staff will be required to continue wearing masks.
4. Social distancing: Classes are considered "units. Each "unit" will socially distance from other "units" to assure safety. Classes will not intermix and will be with the same teachers as much as possible. This also applies to aftercare.

Fee and Payment Policy

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

1. Part-time and Full-time 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. All tuition is due regardless of sickness, quarantine due to COVID, vacations, or weather-related closings. In the case of an **emergency-related closings mandated by the state/local government/DHS, like a pandemic, tuition will be reduced by less than half based on age group. We would only run this way for 30 days, then shut down.**
4. 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).
5. Tuition is paid online through Brightwheel or by check or money order. No cash will be excepted.
6. There is a \$.60 processing charge for online payments.
7. There will be a \$10.00 charge per child for being late for pick-up (3:35 and 5:20) and an additional \$1.00 per minute until you arrive beyond the 5 minutes.

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, puss/oozing eyes, or a highly contagious illness such as hand foot and mouth, pink eye, chicken pox, ringworm, 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 necessary that the child be picked up within one hour of notification.
- Your child must be fever free (without medication) for 72 hours before returning to school.
- If a child shows symptoms associated with COVID per the CDC's guidelines or has a fever of 99.9 or higher they will be brought to the ECP office where their family will be notified. They will remain in the office until they are picked up
- Children showing multiple COVID symptoms should either be tested or consider themselves contagious and quarantine following current CDC guidelines at that time.

- 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.

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 through Friday.

Drop-Off Procedures

You will enter the preschool through the ECP courtyard door. At this time all parents MUST wear a mask. Parents are asked to social distance and drop their child with their teacher at their classroom door. We ask that parents/caregivers not enter classrooms. Parents should exit the building via the playground doors avoiding congestion in the narrow hallways.

Pick-up Procedures

Dismissal at 3:30:

- Children will be brought with their belongings into the hallway to wait for parents' arrival.
- Parents will wait outside of the classroom or on the playground until a staff member brings their child to them for dismissal.

Aftercare pick-up:

- Parents are asked to enter through the courtyard door and check the white board for pick up location.

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, a message will go out on Brightwheel notifying families. (Should IPS be on virtual 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 to the south of our building. 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 is recommended. Please do not send large lunch boxes or insulated bags. All lunches are stored in 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 prepacked individual snack choices. (See Directors for list of snack foods if needed)

- Food Allergies: If a child in our school building has a food allergy, we will notify families via Brightwheel. If your child has an allergy to any foods, please be sure that it has been indicated on your child's paperwork and put in writing. This should be given to the teacher AND office. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."
- 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)

Diapers/Potty Training

- Diapers: Families will provide their own diapers. Please send one large package of diapers, labeled with your child's name, on 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.

ECP Staff 2021-2022 School Year

- Pastor: Shawn Coons
- Director: Tracy Samples (M-F)
- Assistant Director: Meg Eyrich (M-F)
- Tadpoles: Laurie Highsmith (M-F) and Stacey Haygood (M-F)
- Bumblebees: Jasmyne Evans (M-F), Syaira Miller (M-F) and Ellie Hawes (T/W/Th)
- Ladybugs: Kristin Gillis (M-F), Michelle Gillum (M/F)
- Turtles/Dragonflies: Lydia Seedorf (M-F), Bridget Alarcon (M-F) and Maria Brewer (M-F)
- Floater: Stephanie Harmless (M-Th) and Geryl Elmore (M-F)