**ROOM TO BLOOM LEARNING CENTER**

**PARENT HANDBOOK AND POLICIES**

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**MISSION STATEMENT**

It is the mission of Room to Bloom Learning Center to provide quality care for all families in the community in a warm, nurturing, loving, and educational environment. The childcare needs of all economic levels are served, enabling families to obtain employment or to further their education.

**PHILOSOPHY**

As childcare providers, our goal is to provide a safe and happy place for children, where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. We believe children learn through plan, and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development, and social interaction in a diverse classroom where students and teachers are accepting of all people, regardless of their race, culture, or religion. The development of strong self-esteem is one of the major goals. Children will be taught to respect each other, adults, and property

**DAILY PROGRAM OUTLINE**

**A TYPICAL DAY AT ROOM TO BLOOM LEARNING CENTER**

We provide childcare Monday through Friday, year-round except for the days which we are closed. We are open from 6:00am to 6:00pm.

A daily routine gives children the sense of security and stability that they need early in life. Each classroom runs on its own schedule set forth by that classroom’s teacher. The classroom schedules provide a stable framework to your child’s day but leave plenty of room for flexible activities and spontaneous fun!

**HOURS, FEES, AND PAYMENT ARRANGEMENT POLICY**

Children between the ages 6 weeks and twelve years are eligible for enrollment at Room to Bloom Learning Center.

 Children may attend the center for a **10-hour** block between 6:00 a.m. and 6:00 p.m., Monday through Friday (parent handbook & contract pg. 1)

 **Documents to be completed and returned before enrollment are:**

 • Child Enrollment Form/contract • Fee schedule • Health Record • Suspension/Expulsion policy• Discipline Statement/Guidance Policy • Infant/Toddler Supplemental Information Form (if applicable)

**Discount** A 5% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only.

**Enrollment**  A registration fee of $75 is due once the director has assigned a start date. This is a one-time, non-refundable charge. If a child is withdrawn then re-enrolls later, a second enrollment fee will be expected. Tuition is based on Full-Time care only.

 If tuition is not paid by noon on Friday, there will be a $50 late fee. **Tuition expected according to the child schedule, not according to the actual days attended**. Special payment arrangements may be made in advance with the director. Any child who is in our care for more than 10 hours in one day will be charged an additional $20 fee for each day. A service fee of $25 will be charged for any returned checks. Two-week notice required for any schedule change. The first schedule or payment change is free. Additional changes will require a $25 Schedule Change Fee. Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other schools and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule. (parent handbook & contract pg. 1.)

We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available

CCDF

 Parents who are receiving CCDF childcare assistance must pay the full regular tuition rate until the authorizing paperwork is delivered to us for CCDF billing. Upon our receipt of CCDF payment, your account will be credited towards the following month. You are responsible to directly pay us your CCDF co-pay each week. Rate may vary according to CCDF disbursement. if CCDF billing lapses it is your responsibility to pay the full tuition amount until CCDF notifies us otherwise.

**Authorization and Waiver to Transport Child**

 **Authorization Is Valid: January 2021-2022**

**Child’s First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child’s Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My child requires a booster seat:**  **Yes**  **No (*All children under 8 years of age are required to be in a booster seat)***

I authorize Room to Bloom Learning Center. to transport my minor child in a company Bus or Van, driven by an individual authorized by Room to Bloom Learning Center. I understand my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or staff or volunteer. I understand participation in the identified event is not a requirement for participation in the program.

I have read, understand, and discussed with my child:

1. My child will travel in a motor vehicle driven by an adult and my child is to wear their safety belt during travel;
2. My child is expected to listen to supervising staff/driver, respect staff and other children, the vehicles they ride in, and the people they travel with during the trip;
3. Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and,
4. My child is to remain in their seat and not be disruptive to the driver of the vehicle.

*Initial Each Statement*

\_\_\_\_\_\_\_ I recognize participation in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify I have been advised of the potential risks, and I have full knowledge of the risks involved in this activity, and I assume any expenses incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

\_\_\_\_\_\_\_ As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Room to Bloom Learning Center, and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child’s behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation.

\_\_\_\_\_\_\_ I have read this entire waiver and authorization form, I fully understand its terms and conditions, and I agree to be legally bound by its terms.

 Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

ROOM TO BLOOM LEARNING CENTER

COMMITMENT TO HOURS FORM

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wish to receive childcare Parent’s name child/children’s name

from Room to Bloom Learning Center, during the following hours. I understand that if my schedule changes a new form must be completed. I understand my childcare is no more than 10 hours per day. I also understand if my child is in childcare more than 10 hours daily an additional fee of $20 per day apply and are due that day unless previous arranged with the Director. These fees cannot be billed to your account

**DROP OFF/PICK UP TIMES**

**MON Tuesday Wednesday Thursday Friday**

**\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_**

**Ex. 5:30-3:30, 7:30-530, 8:00-6:00**

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ROOM TO BLOOM LEARNING CENTER

2022

PARENT HANDBOOK

&

CONTRACT

It is hereby agreed between ROOM TO BLOOM LEARNING CENTER and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that child care will be provided for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your hours of care are to be between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These are your contracted hours. You MUST notify RTB if your hours change for any reason. You are only allowed a total of 10 hours per day. Over and beyond your contracted 10 hours per day will result in an additional fee of $10 per day. If you extend your hours for the day the fee that you incur will be payable upon picking your child up on that day.

Your first week of payment is due when reserving the space for your child (this fee is non-refundable)

**Please Initial \_\_\_\_\_\_\_\_\_\_**

**Your payment of $\_\_\_\_\_\_\_\_\_\_ is based on your contracted hours and will be paid regardless of attendance.** Payment is due every Friday for the week ahead. If payment is not received on Friday before 6pm you will be assessed a $50.00 late fee. If payment is not paid by Monday morning, care will not be provided (provider also reserves the right for immediate dismissal of your child from the RTB program) Even in the case of dismissal from the program for non-payment you still will be responsible for that week’s payment, plus an additional week(which will act as your 2week withdrawal notice) **PLEASE INITIAL** \_\_\_\_\_\_\_\_\_\_\_

If you initially are a private pay family that is approved for the CCDF voucher during your enrollment, any payments already received by ROOM TO BLOOM LEARNING CENTER in advance will be reimbursed once the first payment from the Child Care Development Fund is received.

**I HAVE READ AND UNDERSTAND THIS CONTRACT COMPLETELY. I DO UNDERSTAND THE PAYMENT PROCEDURE COMPLETELY AND HAVE RECEIVED A COPY OF THIS PAGE OF THE CONTRACT**

PARENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_

PROVIDER SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_

**THIS CONTRACT WILL BE UPDATED YEARLY**

**PAYMENT IS DUE WEEKLY UNLESS A VACATION HAS BEEN SCHEDULED AND APPROVED, REGARDLESS OF REASON FOR ABSENCE. IF FOR ANY REASON YOU DECIDE TO CHANGE DAYCARE FACILITIES YOU MUST GIVE A TWO-WEEK NOTICE WITH PAY.** **NO EXCEPTIONS**

LATE FEES

The daycare hours are posted inside of the facility. If your child is picked up later than the closing time, it will result in a $20.00 late fee (1) minute after the daycares closing time and $1 per minute thereafter. We will attempt to contact you, and then any additional pick up contacts that you have provided. If we are unsuccessful in contacting you or your contacts RTB will have no other choice but to follow state licensing protocol and contact CPS.

PLEASE INITIAL\_\_\_\_\_\_\_\_\_\_

DROP OFF HOURS

All students must be dropped off by 9:00am. Our educational hours are from 9am-3pm. We at RTB believe all children need a schedule and designated learning times. **WE WILL NOT ACCEPT STUDENTS AFTER 9:00 AM. UNLESS THE CHILD HAS A DOCTORS APPOINTMENT. WE MUST BE NOTIFIED OF THEIR APPOINTMENT BEFOREHAND AND A DOCTOR'S NOTE MUST BE PROVIDED AT DROP OFF.**

MISSION STATEMENT

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PHILOSOPHY

As childcare providers, our goal is to provide a safe and happy place for children, where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. We believe children learn through plan, and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development, and social interaction in a diverse classroom where students and teachers are accepting of all people, regardless of their race, culture, or religion. The development of strong self-esteem is one of the major goals. Children will be taught to respect each other, adults, and property.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_\_

GOAL

Our goal is to create a loving, healthy, learning environment for your child(ren). We will do this by nurturing your children's esteem in everything we do.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_\_

DROP IN POLICY

At RTB we have an open-door policy. We wish for every parent to feel comfortable leaving their children, so by all means we extend the invitation to drop-in at any time and witness your little one(s) being busy bees.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

CONFERENCES

We like to keep communication open regarding your child and our facility. We do this by having a quarterly conference with each parent. Your child's teacher will schedule this quarterly conference. Conferences may be face-to-face or via telephone. This will allow you one on one to communicate your desires or questions for RTB. Although conferences are teacher driven, the Director of staff will likely be present for face-to-face conferences.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

TOYS FOOD AND MONEY

Absolutely no toys from home are permitted in the daycare. If toys are brought in from home, other than for show and tell, RTB will not be responsible for replacing toys that are lost or broken. Food, candy, or money cannot be brought to daycare as well. If field trip money is needed, parents will be notified ahead of time and money will need to be given to your child's teacher.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_

MEALS

Breakfast, lunch, and snacks will be provided according to the CACFP USDA standards. RTB is a participant in a state approved Food Program. No snacks or drinks will be allowed to be brought in or taken or of the daycare.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

NAPS

Each child will have an afternoon rest period. A tired child is an unhappy child. For the sake of the children naps are built into our curriculum. All children will lay down for their rest period (please do not tell your child(ren) otherwise)

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

CLOTHING

Please dress your child in appropriate clothing for school. All students 3yrs and older are required to be in RTB approved uniforms. Parents will receive an infraction notice when their child is not in appropriate uniform. Multiple infractions will initiate a conference with the Director, who can work through issues of compliance. Any parent with students under 3yrs of age are encouraged to dress their child in comfortable school appropriate attire. Please keep in mind that students are learning and exploring during daycare hours and sometimes their clothing will become soiled.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

ABSENCES

The daycare must be notified in the case of absences, waiting for children to arrive affects our schedule. Please be courteous and inform us of any absences and tardiness. Also, if children are absent without prior approval, regardless of circumstances, your weekly payment is still due in full. Also, if your child is absent on a Friday (payment due date) you still must bring or call your payment in to the daycare to avoid late fees.

IMMUNIZATION AN PHYSICAL EXAMS

All children are required by Indiana State Law to have a copy of their current immunizations on file with the childcare by the child's start date and to have a physical exam within 30 days. If these records are not provided by the parent, RTB will have no other choice but to terminate care immediately. Immunizations and physicals are required yearly. All immunizations must be kept current (the best practice for parents is to get a copy of your child immunization record at each doctor’s visit)

ILLNESS

In order to reduce the spread of illness and maintain the health of all the children, your child may not attend daycare if:

* FEVER OF 100 DEGREES OR HIGHER (child needs to be fever free for 24hrs)
* DIARRHEA (child needs to be symptom free for 24hrs)
* VOMITING (child needs to be symptom free for 24hrs)
* RUNNY NOSE (substantial amount of drainage)
* RASH
* DISCHARGE FROM EYES OR EARS
* INFESTATIONS
* SORE THROAT
* LICE/SCABIES/HAND FOOT & MOUTH

Other symptoms that your child may have, that are not listed, but have the potential of cross contamination with other children will be brought to your attention so that you may pick your child up. If you are notified that your child is ill, you will have **45MINS** to pick up your child. Some illnesses may need Doctors attention. If this occurs the student will not be accepted back unless a doctor’s statement is provided.

\*\*\*hand, foot, & mouth\*\*\*

When an outbreak of this virus occurs children may NOT return to the facility until all sores/lesions have closed. Physician recommendation is to allow the child to return once fever has subsided, however our policy does not allow children to return until either all sores are non-existent OR completely closed

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

SOCIAL MEDIA/ELECTRONICS

We are a nonelectronic facility, meaning students are NOT allowed to have laptops, cellphones, iPods, etc. in their possession during daycare hours (on or off the premises). Please talk with your child prior to enrollment regarding this policy. Any electronics that are found with a student will be confiscated and locked up in the Director's office. Release of electronics will only be to a parent/guardian

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROOM TO BLOOM LEARNING ACADEMY**

**2022 HOLIDAY SCHEDULE**

JANUARY 1/17/2022 MARTIN LUTHER KING JR DAY

FEBRUARY NO CLOSINGS FOR THIS MONTH UNLESS WEATHER RELATED

MARCH NO HOLIDAY

APRIL 4/15/2022 GOOD FRIDAY

MAY 5/30/2022 MEMORIAL DAY

JUNE 06/03/2022 PROFESSIONAL DEVELOPMENT

JULY 7/4/2022 FOURTH OF JULY

AUGUST NO HOLIDAY

SEPTEMBER 9/5/2022 LABOR DAY

OCTOBER NO HOLIDAY

NOVEMBER 11/24/2022 THANKSGIVING

 11/25/2022 THANKSGIVING

**DECEMBER 12/26/2022-1/2/2023 CHRISTMAS BREAK**

Please use this blank page to tell us more about your child: (OPTIONAL)

EMERGENCY CLOSINGS

Sometimes extreme weather does not allow RTB to open for business. We will make every effort to open, however if road conditions are too dangerous RTB will be closed. You will be informed by closing posts on WTHR 13 and WRTV 6. Staff will also attempt to make phone or send text messages to all parents. **IN THE EVENT RTB IS CLOSED DUE TO EMERGENCIES AND PARENTS HAVE NOT BEEN NOTIFIED PLEASE CALL CHILD CARE ANSWERS AT 317-631-4643. IN THE EVENT THE STAFF OF RTB IS NOT AVAILABLE, PARENTS ARE RESPONSIBLE FOR HAVING BACK UP CARE.**

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_\_

EMERGENCY PLAN

In the event of a fire or other severe emergency all children and staff will evacuate and be moved to Wayne Township Fire Department at 700 N High School Rd. Parents will be notified immediately by staff on specific pick up arrangements. In the event of severe storms or tornadoes all children will be placed in the hallway of the facility until further notified via radio or TV. If damage is caused to the facility each parent will be notified for pick up ASAP.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

ROOM TO BLOOM LEARNING CENTER STAFF ILLNESS POLICY

If a lead teacher will be out sick for the day other provisions will be made. Your child's class will not be closed. Another RTB staff will provide care in your child's class until the lead teacher returns.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

REASONS TO TERMINATE

From time to time there may be reason to terminate care. Although we at RTB will make every effort to continue care of your child, the following list are some issues in which care may be terminated:

* non-payment
* inappropriate behavior of child or parent
* inability to establish a working relationship with the parent
* bullying and or fighting
* any parent attempting to intimidate children or staff enrolled at RTB

Although we have listed many reasons to terminate care, other incidents of gross misconduct that are not listed may be cause of termination as well. Depending on the severity of the situation a two-week notice may not be given.

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_

BULLYING

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including;

1. physical bullying- when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. verbal bullying- when someone uses their words to hurt another, such as by belittling or calling another hurtful name
3. nonverbal or relational bullying- when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying.

**Bullying will not be tolerated in our facility and any student performing or participating in bullying will be:**

1. reprimanded (warning given on initial act)
2. suspended for a 3-day period
3. expelled from ROOM TO BLOOM LEARNING CENTER

PLEASE INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOURS OF CARE

 7404 ROCKVILLE RD

 INDIANAPOLIS, IN 46214

 600am-630pm

WITHDRAWAL

If parents choose to withdraw their child without notice you will be assessed a fee equivalent to two weeks of care and subjected to a re-enrollment fee.

PLEASE INITIAL\_\_\_\_\_\_\_\_\_\_

VACATIONS

After one year of continuous enrollment families will be extended one week of vacation **without** pay. If you need to take more than one week (IE; summer-school breaks, etc.) you must pay for childcare services even if your child ***does not*** attend.  **ALL VACATIONS NEED TO BE SCHEDULED WITH AT LEAST A TWO-WEEK NOTICE.** If parents choose to withdraw their child without notice you will be assessed a fee equivalent to two weeks.

PARENT INVOLVEMENT/FUND RAISING

In order to keep daycare costs low, we will have one major fund-raising event each year. Every parent is required to participate. If for some reason you cannot participate there will be a $50 opt-out option, however parent participation is greatly appreciated and shows your child/(ren) the value in teamwork.

We at times ask parents to volunteer in classrooms and on field trips. Please save a day out of the year that you can come in and volunteer and see your kids in action!

TAX FORMS

All tax forms will be provided to parents by January 31st

Parents please review all information in this enrollment packet/contract and sign that you have read and understand

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2022

ROOM TO BLOOM

LEARNING CENTER

FEE SCHEDULE

INFANTS(6WKS-12 MOS) $262.50

TODDLER 1(12

MOS-24MOS) $236.25

TODDLER 2 (24MOS-3YRS) $212.00

PRESCHOOL (3s) $207.90

PRE-K(4-5YRS) $186.90

SCHOOL AGE:

SUMMER ACADEMY $150.00

(\*\*\* $100.00) registration fee/must be paid by May 1st

BEFORE CARE (ONLY) $70.00

AFTER CARE (ONLY) $80.00

BEFORE/AFTER CARE $140

TRANSPORTATION

($10.00) ONE WAY

$20.00 (BOTH WAYS)

**PLEASE SIGN TO ACKNOWLEDGE PRICING FOR 2019**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE

\*RTB-Room to Bloom Learning Center

\*CCDF-Child Care Development Fund

ROOM TO BLOOM LEARNING CENTER

SUSPENSION/EXPULSION

POLICY

**PHILOSOPHY**

As childcare providers our goal is to provide a safe and happy place for children, where they can learn and grow physically, emotionally, intellectually, and socially at their own pace. We believe children learn through play and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development, and social interaction in a diverse classroom where students and teachers are accepting of all people, regardless of their race, culture, or religion. The development of strong self-esteem is one of the major goals. Children will be taught to respect each other, adults, and property.

**DISCIPLINE POLICY**

Setting reasonable limits on the child's behavior gives children the security of knowing exactly what is expected. Children will be encouraged to make positive choices. As staff creates a developmentally appropriate environment, they will set reasonable limits, redirect unacceptable behavior, and nurture positive interactions. To ensure our staff are equipped to differentiate between developmentally appropriate behaviors and behaviors that cause concern, including recognizing and eliminating personal bias, our staff has committed to taking ongoing professional development.

Just as children need the security of being loved, they also need secure boundaries and limits that are geared toward their development.

I work with the children in my care to determine the cause of misbehavior and deal with behavior positively.

I use strategies that allow the child to take responsibility for his/her actions. In addition, I focus on teaching children appropriate behavior. I do not use time out, nor do I use threats or bribes. We will never make your child feel isolated or humiliated for wrong decisions/behavior. We will never use physical punishment, (even if requested by parent) nor will we ever deprive food as a punishment. I focus on teaching children how to interact socially and continually reinforce the limits in my facility.

I expect children in my care to respect others, respect the environment, and respect themselves.

Hitting, kicking, spitting, and hostile verbal behavior and other behaviors which will hurt another child are not permitted. In response to misbehavior, I will respect your child, establish clear rules, and be consistent in enforcing those rules. I will always use positive language to explain desired behavior and speak calmly while bending down to your child's eye level. Children will always be given clear choices and redirection.

Each child will be dealt with individually. Consequences will occur immediately after the behavior. As a parent, I ask you not to punish your child at home for misbehavior shown while in my care. Please trust that I will handle the matter at the facility.

If your child continues to misbehave, I will call you and discuss the situation by phone or make an appointment to discuss the situation with you. I will not discuss problems in front of your child or other children.

I will keep you posted on all happenings that your child is involved in at the facility. If I am experiencing behavior difficulty with your child, I will let you know as soon as possible. I hope that together we can create a behavior management strategy which will control the behavior.

We track occurrences program wide in order to identify the environmental changes that need to be made and professional development that needs to take place in order to reduce future occurrences.

**POLICY/APPROACH**

**Room to Bloom Learning Center will not expel any child from our program due to the child's behavior.** Temporary suspension of a child for persistent and challenging behavior will be severely limited and implemented as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provisions of reasonable modifications. The determination will not be made prior to:

* Engaging a mental health consultant (child development specialist)
* Collaborating with the child's parents/caregivers
* Providing reasonable modifications
* Identifying and accessing community resources, specialist, and early intervention providers;

If a temporary suspension is deemed necessary, Room to Bloom Learning Center will support the child's return to full services as quickly as possible while ensuring child safety by continuing to engage with parents and the mental health consultant, continuing to utilize identified community resources, providing home visits, and making a determination for an IDEA referral. A written plan will be developed to document the action steps and supports needed to promote the child's successful return to full services.

In the event that the child's behavior continues to present a serious safety threat to the child or the other children in the classroom and all parties determine that Room to Bloom Learning Center programs are not the appropriate placement, we will comply with IDEA and Rehabilitation Act, work with appropriate agencies, consultants, and the child's family to determine best placement and directly facilitate transition for the child to the most appropriate placement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Director Signature

Dionne Miller

Executive Director

Room to Bloom Learning Center

ROOM TO BLOOM LEARNING CENTER

DISCIPLINE STATEMENT/GUIDANCE POLICY

Dear Parent,

We work with the children in our care to determine the cause of misbehavior and deal with behavior positively.

We use strategies that allow the child to take responsibility for his/her actions. In addition, we focus on teaching children appropriate behavior. We do not use time out, nor do we use threats or bribes. We will never make your child feel isolated or humiliated for wrong decisions/behavior. We will never use physical punishment, (even if requested by parent) nor will we ever deprive food as a punishment. We focus on teaching children how to interact socially and continually reinforce the limits in our facility.

We expect children in our care to respect others, respect the environment, and respect themselves.

Hitting, kicking, spitting, and hostile verbal behavior and other behaviors which will hurt another child are not permitted. In response to misbehavior, we will respect your child, establish clear rules, and be consistent in enforcing those rules. We will always use positive language to explain desired behavior and speak calmly while bending down to your child's eye level. Children will always be given clear choices and redirection.

Each child will be dealt with individually. Consequences will occur immediately after the behavior. As a parent, we ask you not to punish your child at home for misbehavior shown while in care. Please trust that we will handle the matter at the facility.

If your child continues to misbehave, we will call you and discuss the situation by phone or make an appointment to discuss the situation with you. We will not discuss problems in front of your child or other children.

We will keep you posted on all happenings that your child is involved in at the facility. If we are experiencing behavior difficulty with your child, we will let you know as soon as possible. Our hope is that together we can create a behavior management strategy which will control the behavior.

In those instances, when a behavior is very disruptive or harmful to your child or other children, we will discuss the issue with you. If an intervention can be made and will warrant success, the child may remain enrolled. If you do not offer appropriate assistance, or we cannot effectively meet the needs of your child, you will be asked to make other arrangements. We will assist you to the best of our ability in helping you find alternate care for your child.

Thank you in advance for your assistance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

parent signature DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director’s signature DATE

ROOM TO BLOOM LEARNING CENTER

CURRICULUM

Room to Bloom Learning Center is a licensed daycare that teaches from reading to art to math and science. Our students learn something about everything. While drafting the curriculum for our students, parents should keep in mind the broad framework set and followed by our teachers. Our curriculum, although our own, is followed by most daycare and preschools across the country.

Our curriculum is right in line with our philosophy, which is, to provide a safe and happy place for children, where they can learn and grow physically, emotionally, and socially at their own pace. We believe children learn through plan, and benefit from a structured yet flexible schedule. Activities will be offered which stimulate sensory motor development, language development, and social interaction aligned with the Indiana Academic Standards. The development of strong self-esteem is one of the major goals. Children will be taught to respect each other, adults, and property. Our curriculum meets Indiana Foundations standards and meets the goals of our philosophy.

Our curriculum will give your child a strong foundation in a variety of subjects and prepare them for higher grades.

Best,

Dionne Miller

Executive Director of Operations

**Biting Policy**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both ideas in mind. As a day care, we understand that biting, unfortunately, is a part of a day care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

**When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff’s job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child’s mouth out with soap.

*For the child that was bitten:*

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The “Injury Occurring at School” form is filled out documenting the incident.

 *For the child that bit:*

1. The teacher will firmly tell the child “NO! DO NOT BITE!”
2. The child will be placed in time out for no longer than the child’s age (one year old, one minute).
3. The parents are notified.
4. The “Parent Contact Form” is filled out documenting the incident.

**When Biting Continues:**

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

**When biting becomes excessive:**

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements**.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

**If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.**

\*\*\*This policy is effective August 11,2014. All past experiences of biting are not included in this policy, as this policy was not in effect at the time of biting. All biting occurrences from today forward will be counted towards a child’s total biting incidents.

\*\*\*\*\* ONLY COMPLETE SAFE SLEEP IF YOU ARE ENROLLING AN INFANT\*\*\*\*\*

**ROOM TO BLOOM LEARNING ACADEMY**

**SAFE SLEEP PRACTICE**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_

Parent or Legal Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrollment Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby’s clinical history.

In the belief that proactive steps can be taken to lower the risk of SIDS in our setting and that parents and childcare professionals can work together to keep babies safer while they sleep, we will practice the following safe sleep policy.

**Safe Sleep Practices and Environments:**

1. All childcare staff working in the infant room, or childcare staff who may potentially work in this room, will receive training on our Infant Safe Sleep Policy with formal training through Ilead
2. Infants will always be placed on their backs to sleep unless there is a signed sleep position medical waiver on file. In that case, a notice will be posted on the infant’s crib.
3. The American Academy of Pediatrics recommends that babies are placed on their backs to sleep; but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer to sleep. We will follow this recommendation by the American Academy of Pediatrics. However, childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Sleeping infants will be checked periodically by staff. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in childcare. (Minimum of every 10 minutes preferably every 5 minutes.)
5. Steps will be taken to keep babies from becoming too warm or overheated by regulating the room temperature and by not over-dressing the baby.
6. Room temperature will be kept between 68-72° F.
7. We are a “blanket free” infant room and will not use blankets in cribs. If a parent wishes to provide a “sleep sack” for their baby, they may. The sleep sack will be sent home each night for laundering by the parent.
8. No pillows, comforters, bumper pads, etc. will be used in cribs. Babies will be placed 1 foot from the bottom of the crib to sleep.
9. No toys or stuffed animals will be used in cribs.
10. Pacifiers may be used in cribs.
11. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
12. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
13. No smoking is permitted in the infant room or on the premises.
14. A written copy of this Infant/Toddler Safe Sleep Policy will be provided to infant room parents/guardians prior to enrollment.
15. Babies may only be propped with written permission from a physician due to a medical condition.
16. Infants will not be left in a rocker, highchair or similar item to sleep.

I, the undersigned parent or guardian do hereby state that I have read, discussed and received a copy of Room to Bloom Learning Academy Infant/Toddler Safe Sleep Policy from the Center’s Director and/or Owner.

Signature of Parent or Guardian: Date: Signature of Center Director: Date: \_\_\_\_\_\_

**What is SIDS?**

 Page 1 of 2

Sudden Infant Death Syndrome (SIDS) is the sudden, unexpected death of an infant under one year of age which remains unexplained after a thorough investigation. SIDS is sometimes referred to as “crib death”. However, cribs with safe bedding that follow the U.S. Consumer Product Safety Commission’s guidelines are actually the safest places for infants to sleep.

About 77 of every 100,000 babies born alive in the U.S. die of SIDS. The causes of SIDS are unknown currently. However, research has identified several factors that indicate an increased risk of SIDS. This information has helped health professionals to develop SIDS risk reduction campaign. The incidence of SIDS in the U.S. has dropped by 42% since 1992, when the “Back to Sleep” risk reduction campaign began.

To Reduce the Risk of SIDS

* The American Academy of pediatrics, the SIDS Alliance, the Association of SIDS and Infant Mortality Programs and the National Institutes of Health recommend back sleeping as the safest position for babies.
* Even though most babies will be fine, there is a higher risk of SIDS when an infant is placed to sleep on his/her stomach or side.

For More Information

Parents/guardians can obtain additional information and answers to their questions by calling the toll-free telephone numbers for the SIDS Alliance (1-800-221-SIDS) and the National Back to Sleep campaign (1800-505-CRIB).

**PLEASE USE THIS PAGE TO GIVE ADDITIONAL INFORMATION REGARDING YOUR CHILD**

***Building for the Future***

**Meals**

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to enrolled participants receiving care.

Providers receive monetary reimbursement for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

CACFP homes and centers follow meal requirements established by USDA.

|  |  |  |
| --- | --- | --- |
| **Breakfast**  | **Lunch or Supper**  | **Snacks (Two of the five groups)**  |
| Milk Fruit or Vegetable Grains  | Milk Meat or meat alternate Grains Fruit Vegetable  | Milk Meat or meat alternate Grains Fruit Vegetable  |

**Participating** **Facilities**

Many different homes and centers operate the CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

 **Child Care Centers:** Licensed or approved public or private nonprofit childcare centers, Head Start programs, and for-profit centers.

 **Adult Care Centers:** Licensed or approved public or private non-profit and some for-profit centers.

**Family Day Care Homes:** Licensed or approved private childcare homes.

 **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.

 **Emergency/Homeless Shelters:** Shelters that provide residential and food services to homeless children.

Shelters are the only residential programs that may participate.

**Eligibility**

State agencies reimburse facilities that offer non-residential day care to the following:

* Children age 12 and under
* Migrant children age 15 and younger, and
* Youth through 18 in after school programs in needy areas

**Contact Information**

This center participates on the CACFP under the sponsoring organization listed below. If you have any questions about CACFP, please contact one of the following:

Sponsoring Organization/Center Indiana Department of Education

Joyce Network Inc. CACFP Staff

30 E Washington St Ste 301 School and Community Nutrition

Shelbyville, IN 46178 115 W Washington St

217-392-2223 South Tower, Suite 600

Indianapolis, IN 46204

 800-537-1142 or 317-232-0850

This institution is an equal opportunity provider.

PARENT/GUARDIAN CONSENT AND

AGREEMENT FOR EMERGENCIES

As parent/guardian, I consent to have my child receive first aid by faculty, staff, and if necessary be transported to receive emergency care:

I will be responsible for all charges not covered by insurance.

I give my consent for the emergency contact person listed above to act on my behalf until I am available.

I agree to review and update this information whenever a change occurs and at least every year.

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY FORMS**

EMERGENCY FORM

Parent Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Family Physician Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hospital you prefer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any known allergies, health or medical conditions that the provider should be aware of?

( ) yes ( )no

Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If above persons are not available: Names and addresses of persons to be contacted and to whom the child may be released (must give three contacts)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*any person listed above will need to provide a Driver’s license or state ID when picking up. Children will not be released without identification from designated adult picking up

Parent Consent: If, at any time, due to such circumstances as accident, sudden illness or emergency and medical treatment is required, including anesthesia if necessary, by a private physician or hospital this consent may be given.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature Date

Specific instructions of Parent/Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confidentiality Policy

Room to Bloom Learning Center is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Confidentiality is essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Room to Bloom Learning Center will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve.

**SAMPLE MENUS**

## WEEKLY MENU CENTER: \_\_\_\_\_\_\_Room To Bloom Learning Center\_\_\_\_\_\_\_\_\_\_\_week 1\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Breakfast | MilkEnglish muffinStrawberries | MilkKix cerealapplesauce | MilkFrench toast sticksbananas | MilkRice krispiesMandarin oranges | MilkBagelsapples |
| AM Snack | MilkPeachesCottage cheese | MilkWheat toastSoy peanut butter | MilkString cheese StickCelery sticks | 100% berry Cheez its | MilkYogurtbananas |
| Lunch | MilkChicken nuggetsHoney dew melonCarrotsWheat bread | MilkGround turkeySloppy joesTropical fruitPeas/carrotsBun (whole grain) | MilkTurkey and cheeseRoll upSliced applesSalad mixTortilla | MilkBaked beansApplesauceSliced cucumbersBread sticks | MilkCheese(homemade)PineappleAsparagusMacaroni (for above)Homemade mac & cheese |
| PM SnackCont. | WaterSaltine crackersOranges | 100% apple juiceAnimal crackers | WaterCheese slicewatermelon | MilkCottage cheeseCarrot sticks | WaterGoldfish crackerspeaches |

**CHILD ABUSE AND NEGLECT**

All Room to Bloom staff members are mandatory child abuse reporters.  Suspected cases of child abuse or neglect must be reported to DCS/CPS:

**Child Abuse and Neglect Hotline**

**1-800-800-5556**

Staff members may directly report suspected incidents of child abuse or neglect to the Indiana State Child Abuse Hotline and will complete all necessary paperwork.  The staff member should inform the Director and/or Assistant Director of the report and together decide whether or not to inform the parents of the report.

If a Room to Bloom staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is a reasonable cause to suspect that a child has been subjected to abuse and/or neglect.  If there is reasonable cause, a report must be made to the Department of Child Services (DCS) Room to Bloom will cooperate with any DCS investigation. In addition, the accused staff member will be informed of the allegations and be given the opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

ABUSE PREVENTION

**PURPOSE**

This policy establishes how Room to Bloom will prevent the physical, emotional, and sexual abuse of children and youth by its employees.  Room to Bloom seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a minor.

**DEFINITIONS**

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

* Physical abuse: Injury inflicted on a child or youth
* Sexual abuse: contact or activity of a sexual nature between an adult and a child or youth
* Emotional abuse: mental and emotional injury inflicted on a child or youth by the actions of an adult
* Neglect: failure to provide adequate care for a child or youth
* Economic abuse: deliberate misuse of the money or belongings of a child or youth
* Child: a child is defined as anyone under the age of 12
* Youth: a youth is defined as anyone between 12 and 18 yrs. of age

**Room to Bloom Transportation and Safe Condition Policy**

**Transportation Safety Policy**

Room to Bloom provides transportation to school or other extra-curricular activities. Occasionally, we will take field trips and parents are always invited to participate. Child/staff ratios will always be maintained.

BUREAU OF CHILD CARE

DIVISION OF FAMILY RESOURCES

SAFE TRANSPORTATION OF FOOD RESPONSIBILITY

Food must be brought to the facility in clean, insulated, sanitizable containers, which keep cold food at 41\* F or below and hot food at 135\* F or above. Containers must be clearly labeled with the child’s name and date of preparation.

Upon receiving the food from the parent, the facility shall verify the temperature of the food. When potentially hazardous food temperature is not correct, the facility will not accept the food.

Upon accepting the food, the facility shall maintain correct food temperatures until served.

**PARENT AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s name) will not provide food for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name)

I take full responsibility for the safety of my child’s food during preparation, storage, and transportation to the facility.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Food will not be allowed to be brought in from home. Room to Bloom Learning Academy participates in the CACFP Food Program and all meals, (
(Breakfast, snacks, Lunch, and Dinner) will be provided by our facility

**LIABILITY INSURANCE**

Room to Bloom Learning Center maintains Liability insurance with Selective Insurance.

Policy information is available upon request