



**ROUND BARN DAYCARE**

**FAMILY HANDBOOK**

A REGISTERED MINISTRY OF  
GREENCASTLE PRESBYTERIAN CHURCH

653 SOUTH COUNTY ROAD 100 EAST

P.O. BOX 512

GREENCASTLE, IN 46135

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**WELCOME TO ROUND BARN DAYCARE, A REGISTERED MINISTRY OF  
GREENCASTLE PRESBYTERIAN CHURCH**

Round Barn Daycare was created by action of the Session of the Greencastle Presbyterian Church for the purpose of providing an all-day center of care for children six weeks to preschool. Under skilled leadership, children and families will find quality child care in a church setting. The Daycare is intended as an outreach ministry to the community, serving children and families without regard to religious, ethnic, or socio-economic situations

## WELCOME LETTER

Dear Families,

Welcome to our Daycare. We hope that our daycare will be a unique experience for both families and children, and we look forward to sharing it with you.

Our goal is to present a happy beginning to the many learning situations your child will face in the future. We lay the foundation for school by helping a child develop self-reliance. We strive for excellence with a balance of fun and seriousness, adapted to the particular group of children we are teaching in a Christian environment.

If this is the first child you have sent to us, you probably have many questions. The purpose of this handbook is to answer those questions. The guidelines in this booklet help to ensure that your child can be given maximum attention from our staff.

Please read the following information carefully and save this booklet as a reference throughout your child's stay with us. By working together, we will all give your child the best care possible.

Sincerely,

Round Barn Daycare Staff  
And the Board of Directors

## **ROUND BARN DAYCARE POLICIES**

The mission of Round Barn Daycare is to minister to our community by providing affordable, quality child care to families and their children.

### **PHILOSOPHY AND GOALS**

Round Barn Daycare provides a developmentally based program in an environment designed for young children. We believe that quality child care facilitates the healthy growth and development of the “whole” child. This means that our program supports development in multiple domains, including intellectual, physical, social and emotional development. To accomplish this, Round Barn Daycare utilizes the Foundations to the Indiana Academic Standards for Young Children ages 0-5 to guide learning experiences and to prepare children for kindergarten.

- Based on the developmental model, our curriculum recognizes that each child has an individualized pattern and timing of growth, as well as individual personality, learning style, interests, culture, logic, and family background. The schedule and space are structured to allow children to pace themselves and to select activities based on their individual needs. Additionally, we strive to provide an environment that is a balance of growth opportunities and warm, secure experiences.
- We work to develop caring, respectful, and responsive relationships with children from infancy through preschool by partnering with families to support a child’s growth and development. For children to succeed, we must blend the child’s unique family experience with their experiences at Round Barn Daycare.
- Round Barn Daycare strives for each and every child to feel loved, valued, and cared for.

## GOALS

1. Children will be provided with developmentally appropriate activities and a daily routine, allowing for individual differences of development.
2. Children will learn in an environment that is safe and allows for a variety of learning experiences.
3. Teachers will partner with families to provide support and continuity of growth and learning.
4. Children will feel secure and valued by the community at Round Barn Daycare.

## DAYCARE HOURS

Our Daycare is open from 6:00 a.m. until 5:30 p.m., Monday through Friday. Children **must** be picked up no later than 5:30 p.m., or a fine of \$10.00 per child will be charged for each fifteen-minute period after 5:30 p.m. payable to the teacher on duty or payable in cash to the director the next day.

## COMMUNICATION

Round Barn Daycare and Preschool uses an online management system tool called Brightwheel. This tool assists in classroom management, communication, photos, videos, online bill pay, and much more. Brightwheel is the industry leader in early education, proven to save time for staff, allowing for measurably more time with students, while also delivering a much better experience for parents. **All parents and individuals who are permitted access as family and/or approved pickups must sign up for a free Brightwheel account.**

The Daycare staff will keep parents informed of their child's achievements, activities, and concerns. The staff will communicate through informal chats and notes to parents during the month. All staff members are here to serve you and your child. If you have any concerns, questions or complaints, please feel free to contact the staff member who works directly with your child, the Daycare

Director, or the Round Barn Board of Directors. It is our desire that the Daycare strive for excellence and we cannot make improvements without input from you.

## **DROP-OFF AND PICK-UP PROCEDURES**

All children are to be signed in and out by the family member our contract is with or by an authorized person. This is to be done through the app Brightwheel. The QR code to scan is located in the hallway to the left as you enter the north door.

If a person other than the enrolling person will be picking up your child, that person is required to have clearance through the office. To obtain clearance, the parent must send a note or telephone the office. This person's name must be included on the classroom authorization list. The child will not be released without this information. Also, please be aware that persons unfamiliar to our staff must be asked for identification. Your cooperation in efforts to keep all children safe is appreciated

## **VISITORS**

Family visitors and prospective families are welcome to visit the daycare; however, please check in at the office before visiting the classroom. All safety measures will be utilized before allowing entry to an unknown person to the daycare to ensure safety for children and staff.

## **MEALS**

Round Barn Daycare will provide a nutritious morning and afternoon snack, along with providing milk for the lunches. **Families will need to provide their child/children with a lunch that consists of a grain, protein, fruit and vegetable.** Make sure that your child's name and the date is visible on their lunchbox every day. Please no lunch boxes larger than 8x10" and no open containers. Thermoses

are okay; however, they must also be placed in the refrigerator due to State Board of Health guidelines. Heating food items is not possible. Our certification requires that our students have milk with lunch. We will provide the milk. In the case of unforeseen circumstances and a lunch is not sent from home, an emergency lunch will be provided by the daycare at a cost of \$10.

**Due to state regulations, all lunches must contain a vegetable, a fruit, a grain and a protein.** If the lunch you send does not contain the necessary items, a charge of \$5 will be applied to your daycare bill.

Upon arrival, please place your child's/children's lunch box in the refrigerator located in the closet off to the right of the tables on the south end of the church. Staff will be able to guide you to the fridge the first few days and there will be a sign on the fridge.

For those early arrivers (6am-8am), while we do not serve breakfast, you may bring something each morning for your child/children to eat. It will need to be something that does not have to be prepared or heated. For example: Pop tarts, cereal bars, Ziploc bag of cereal, etc.

## **FOOD ALLERGY POLICY**

RBDC makes every effort to keep children with food allergies safe and included in all activities. In addition to providing your child's health and medical information during registration, you will work closely with your child's teacher to safely manage his/her allergies at our daycare.

Please provide written notification if your child requires specific dietary accommodations. In the case of food allergies or gluten intolerance, a doctor's note is required. In the case of lactose intolerance, provide written instructions for the child.

Please let your child's teacher know if it is safe for him/her to sit with other children who may be consuming food or doing a craft with ingredients to which your child is allergic.

Please note that we cannot guarantee that all snacks will be free of allergens. Parents may be asked to check ingredients in snacks brought to school by other parents. If the teachers are unsure of the ingredients or its safety for your child, it will not be given to him/her and a substitute will be provided.

Parents sometimes ask if they can provide food for a special occasion. Please consult with your child's teacher to assure that food allergies and special diets are considered. Please attempt to find a food that is suitable for all students when possible. Because of the increasing prevalence and severity of peanut allergies, we ask that you do not bring snacks or treats containing peanuts or peanut butter.

## **NAP TIME**

A rest or nap period will be observed every afternoon, from approximately noon to 2:30 PM depending on the room schedule. Each toddler age and older regular daycare child will rest on an individual cot. Cots will be provided by the Daycare. Parents are to provide a blanket and pillow for their child. The blanket and pillow must be taken home on the last day of the child's attendance for the week in order to be laundered. For infants under a year old, the state prohibits us from allowing blankets or any stuffed animals in the crib. The infant may sleep in a sleep sack provided by the parents. Infants over a year old may sleep with a crib-size blanket provided by the parents.

## **DRESS**

All children from the toddler room through the six-year-old room are **required** to wear shoes in the Daycare. Any child that arrives without shoes will not be permitted to stay unless their parent returns with shoes. Shoes should be conducive to outdoor play. We ask that thongs and flip-flops not be worn for play.

An extra set of clothing **must be** left at the Daycare on a weekly basis, since no child is exempt from spills, sickness, or accidents that require a change of clothes during the day. If your child does not have a change of clothing, and a change is needed, you will be called to pick up your child or to bring in clothing. At least two sets of clothing **must be** left for children who are potty-training. Please note that our playground is made-up of mulch which can cause children to get dirty. On days when we go out to play, please dress your child with that thought in mind.

Children should be dressed appropriately for weather conditions. They should wear coats and boots in winter months, jackets in spring and fall, and light clothing in summer according to weather requirements. We are required by Paths to Quality and the State Guidelines to maintain outside play as long as the real feel temperature is above 35 degrees Fahrenheit and below 95 degrees Fahrenheit. Teachers will ensure that children are not exposed to the cold or hot temperatures for longer than appropriate. As the seasons change, we will remind you to change out their clothes to match the weather.

## **DIAPERS**

Round Barn daycare does not provide diapers. If we must supply diapers for your child, there will be a **\$1.00 charge** for each diaper we use. To meet state regulations, diapers must be provided in an unopened package with the child's name written on the outside. Our facility accommodates cloth diapers as long as disposable liners are provided. Parents must provide a wet bag since our daycare does not launder cloth diapers.

## **BIRTHDAYS**

Parents may bring special refreshments for their child's birthday. These items must be store bought. Please notify the teacher in advance regarding your plans.

## **PERSONAL ITEMS**

Families are asked to not send toys or money to the Daycare with children. **The Daycare cannot be responsible for misuse or damage to the toys or for the loss of money or personal items.** Please do not send candy or gum to the Daycare.

## **INSURANCE**

A liability insurance policy protects the Daycare's children while on the church property and while participating in a regularly scheduled activity. If at the time of loss there is other insurance, other than described above, the company shall not be liable for any loss there under until (1) the liability of such other insurance has been exhausted, and, (2) then only for such amounts as may exceed the amount due from such other insurance, whether collectible or not.

## **ENROLLMENT REQUIREMENTS**

The Daycare is registered to take care of children six-weeks-old through the six years old.

The daycare staff must know how to reach families or other authorized adults at all times. It is the family's responsibility to keep the Daycare informed of correct phone numbers to be used in case of emergencies. In case a contact is not readily available, a phone number for another authorized adult must be on file.

## **SAFE CONDITIONS POLICY**

Children will be actively supervised with the required number of qualified adults. The adults will have the following qualifications

- Comprehensive criminal history check
- Drug screen
- Negative TB test
- All required trainings

We will not care for children in areas that are being remodeled, repaired or painted. RBDC and Greencastle Presbyterian church are responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cots in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisons.

Daycare areas will be cleaned daily. Toys, furniture, and other equipment used by the children will be sanitized weekly and when they become soiled or contaminated.

## **HEALTH REQUIREMENTS**

Children must provide proof of yearly health examination and updated immunizations. A qualified healthcare provider must fill out the [Child Care Center Health Record - State Form 49969](#). This form needs to be re-submitted annually until the child turns 3. Forms are available from daycare director or online at <https://www.in.gov/fssa/carefinder/2733.htm>. All children **must have** proof of

immunization against diphtheria, hepatitis a and b, pertussis, tetanus, smallpox, poliomyelitis, measles, mumps, and rubella, varicella. All immunizations administered to a child after enrollment needs to be submitted to the Daycare Director to be added to the child's record.

## **ILLNESS POLICY**

Unfortunately, childhood sickness and illness are very common. While we understand the importance of parent attendance at work, the responsibility of the daycare is to protect the health of children. Bringing sick children to daycare, exposes other children and families to sickness. Please be respectful of other families and the daycare workers by responsibly keeping sick children home from daycare.

In the event that a child becomes sick while at daycare, the contact person will be notified, and prompt pick-up of the child is expected. If a child becomes sick during the day, the parents will be notified to promptly pick-up the child. Parents must pick-up the sick child or make arrangements for another authorized adult to pick-up the child within 90 minutes of notification. If the child is not picked-up within that time limit, a late fee of \$10.00 will be charged for each fifteen-minute period thereafter. If the parents or another authorized adult cannot be reached at the emergency phone numbers on file, the parent will be expected to pay the late fee as stated above. If this happens on more than three occasions, the parents will be charged a fee of \$20.00 plus the above stated fees.

If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.

### **Guidelines for Child Illness**

- Fever 100 degrees or higher

- Child needs to be fever free 24 hours without taking fever reducing medications
- If you give child medications to reduce fever the night before or in morning, do not send child to daycare
- Unexplained Rash
- Vomiting or/and diarrhea: no symptoms within 24 hours
- Strep Throat: child must be on antibiotics for minimum 24 hours and without fever for 24 hours
- Flu/Bronchitis/Pneumonia
- Ear infection: fever free for 24 hours before returning
- Conjunctivitis/Pink Eye: need to be on eye drops/antibiotics for 24 hours
- Head Lice: usually takes 24 hours to treat the head. May return when all nits have been removed and the child is cleared by the classroom teacher.
- Hand Foot and Mouth: fever free 48 hours, no new rash appearing, blisters dry
- Common Cold Policy: A child with a cold will be assessed on an individual basis based on degree of illness and ability to participate in daily activities including outdoor play.
- It is recognized that a child may have a fever due to teething. If a child has a fever between 100 and 100.5 and a doctor's note stating the fever is due to teething rather than something contagious, the child may be admitted to the daycare.

Extenuating circumstances can be discussed with the daycare director who can determine whether child specific circumstances require the child to stay home or be permitted to attend daycare.

**If a child contracts a contagious disease, the Director of the Daycare must be informed immediately.**

Head lice are a potential hazard in daycare setting but the hazard can be minimized with the assistance and cooperation of parents. All infestations need to be reported to the Daycare Office. Names will be kept confidential. Information on the detection and treatment of head lice is available through the

Daycare office. All parents will be notified if a case is reported in their child's classroom.

Children with active cases of head lice will be suspended from daycare attendance. Before children may be readmitted to the Daycare, the following requirements must be met: (1) The child must be nit free, and (2) Parents must send proof that they have purchased the required shampoo. Children will be re-inspected by the Daycare staff before being readmitted and will be checked on a weekly basis for a period of four weeks thereafter.

## **MEDICATION**

Should it be necessary to send medication for children, medication should be clearly marked with the following information: prescribing doctor's name, name of medication, prescription number, child's name, and the dosage. Each medication must have the doctor's prescription label on it. **A non-prescription medication requires a doctor to write a note. The note should state the amount to be given and the name of the medication, along with the doctor's signature.**

**With a family member's approval, staff may administer preventive products, such as sunscreens, insect repellents, non-medicated powder, petroleum jelly and A & D ointment without a physician's order.** Diapering products other than A & D ointment require a physician's written order.

### **Medication Administration Policy**

Since we do not employ a school nurse, parents are required to administer medication unless it is absolutely necessary for the medication to be given during the hours your child is at daycare. If your child requires a medication to be given while at daycare, a physician's order must be obtained and on file at the daycare. The person administering prescribed medication will sign and record the time, date, and dosage on a record sheet. This process will be followed every time the procedure is repeated.

## **SUBSTITUTE/ALTERNATIVE CARE POLICY**

If for any reason your child's teacher is unable to provide care, our director will arrange for a substitute so that your child receives the same quality of care and level of learning experiences that your child normally receives. You will be notified in the case of a serious illness or injury of a teacher.

## **PARENT-TEACHER CONFERENCES**

Times for parent-teacher conferences will be officially setup once per school year. However, additional conferences can be arranged by notifying the teacher or daycare director. Please schedule appointments with the Daycare director.

## **DISCIPLINE**

Child training and discipline is handled with kindness and understanding. Attention is given to specific needs of the individual child and, at the same time, each child is encouraged to become part of the group through group activities. **Parents must know that the Daycare staff has the right to discipline and will, if necessary, by withholding privileges, sitting the child in a time-out chair, or not allowing the child to play. There will be no harsh discipline. Spanking of any type will not be permitted at the Daycare.**

In the event of recurring behavior problems, the Daycare staff will hold a conference with the parents. At the time of the conference, parents and staff will establish an agreement of action to help the child resolve the problem. If these activities fail, the child will be suspended from attending the Daycare for a one-week period. Upon return to the Daycare, behavioral improvements must be observed by the teacher. If behavior has not improved, the child will be withdrawn from the Daycare.

## **INCLUSION POLICY**

Round Barn Daycare welcomes children with a variety of needs and strives to provide a successful learning environment for every student based on their unique strengths and challenges.

Knowledgeable teachers recognize that children of all abilities learn from each other. Each child has a range of abilities and a variety of needs. A supportive teacher builds on each child's strengths and works to ensure that all children under their care are able to actively participate in daily activities and routines. Every child is treated with respect and has various and daily opportunities to develop meaningful relationships with same aged peers. RBDC staff are provided general training on the benefits of inclusion of children with special needs. They are also given opportunities to receive specialized training in order to meet the needs of specific children. They are prepared to adapt their classrooms and outdoor spaces to maximize access for children requiring additional accommodations. They will regularly modify and adapt lessons, activities and daily routines to ensure that all children can participate in positive opportunities to grow and develop in the company of children of the same age.

Open and regular communication between parents and teachers is critical as goals are set and decisions are made about each child's daycare experience. Parents are respected for their knowledge and understanding of their own child and are encouraged to share their expertise as an educational plan is developed for their child. Our daycare supports families by consulting with service providers and early childhood professionals who share valuable knowledge and expertise to help us monitor children's progress and to help us ensure a successful experience for each child.

When a child with special needs is enrolled, parents may be asked to give permission for us to collect information from the child's physician, therapist or other agency resources to determine the child's needs. If the child has an identified diagnosis, the IFS/IEP is required at enrollment. If a child has special health care needs, we will work together to implement a health care plan and medical documentation will be required from the child's physician. RBDC does not have the intensive support services that some children may need to be successful in our program. If staff find it necessary for additional support for your child to remain at RBDC, a certified aide must attend with the child at the parents' cost. An aide may not be a parent or relative. Children will remain in our program unless the continuation would constitute a fundamental alteration of the program

and its staff. Every effort will be made to help the child acclimate to the environment with the effort of parents as partners.

## **BEHAVIOR AND DISCIPLINE POLICY**

All children new to RBDC will be enrolled for a 3 month probationary period. During this probationary time, the family or RBDC may terminate the contract of care if the child is struggling to adapt or the program is not the best fit for the child.

Our teachers have daily schedules and plan activities to involve all students in learning. They are trained to devise activities that are engaging, culturally diverse and developmentally appropriate. Classroom activities will encourage children to practice self-regulation and conflict resolution. Teachers will help children understand their own emotions, as well as the feelings of others and will encourage them to express their feelings appropriately as they build positive relationships with others.

It is very important for a child's development to be nurtured through caring, patience and understanding. However, while caring for your child we may have to respond to misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which may be harmful to another child or an adult are not permitted.

In response to these misbehaviors, we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to challenging behaviors , we will:

- Respect your child

- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age if necessary

If your child's behavior is very disruptive or harmful to himself or others, a private conference will be called with the parents. A written plan of action will be created and used for a 2 week period. The plan will include solutions that have worked at home or in other settings. The director will observe the child in the classroom at least once during each week of the 2 week plan.

The director can also assist the family by identifying agencies which offer support for challenging behaviors. Round Barn Daycare partners with inclusion specialists at CCRR (Child Care Resource Referral) and other local resources like First Steps.

Another conference will be held with the parents, the teacher and the director at the end of the 2 week plan. If the situation has not resolved, the director will have the option, depending on the circumstances involved, of allowing the child to stay for a continued observation period, or removing the child from RBDC. Suspension and expulsion will always be used as a last resort.

## **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 of these ideas in mind. Our goal is to help identify what is causing the biting and resolve the issue. 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 notified. 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.

*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 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 Bite Report 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 daycare 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 daycare for the remainder of the day. This will not count towards the 2 day suspension.**

## **CHILD ABUSE**

The State of Indiana requires that all members of the daycare institutions be on the lookout for and report any and all cases of abuse to a child. The daycare staff is therefore obligated to report any suspected cases of child abuse and/or neglect.

## **PHOTOGRAPHY AND PUBLICITY**

Photographs of the children participating in our program may be taken from time to time and may appear in newspapers, magazines, brochures, or other publicity materials and on bulletin boards. Permission to use photographs that include your child, without compensation is requested. Parents are requested to sign a consent form upon enrollment to the Daycare Program.

## FEES

A registration fee of \$25 per family is due upon enrollment and is not refundable. This fee covers the cost of insurance and initial supplies. Children who are un-enrolled will be required to pay full registration of \$25 if they are re-enrolled.

**Tuition, late fees, re-registration fees, and any other fees are due on or before Friday for the following week. Students with a balance greater than or equal to twice your child's tuition amount will be denied attendance at daycare until payment is received.** The Daycare has bills to pay and therefore must be able to depend upon tuition being paid promptly.

A late fee is due any time a child is picked up after 5:30 p.m. The Daycare teachers are not paid for overtime work so this cost is passed on to you if you are late. The late fee is \$10 for every fifteen minute period. You are required to pay the teacher who stayed to take care of your child. You can either pay the teacher immediately or provide payment to the director the **next day**. If a child is picked up late more than three times quarterly, a fee of \$20 will be added to the above fees.

A \$25 fee will be charged for checks returned by the bank for insufficient funds. In recurring cases, parents may be asked to pay in cash or money orders only.

The Daycare accepts supplemented fees from agencies that are licensed by the state. If you feel that you qualify for help in paying your tuition from such an agency, please let the Daycare staff know so that they can assist and provide necessary information to you.

## **VOUCHERS**

If a parent has applied for and received a voucher for childcare, the parent will be responsible for the difference between the cost of tuition and the amount of the voucher. The co-payment is due along with regular charges paid to the daycare in a timely manner as described in this handbook.

## **FEE SCHEDULE**

A copy of the fee schedule is included at the end of this Handbook.

## **RATE AND POLICY CHANGES**

Any changes in rate or policies will be made with two weeks' advance notice.

## **ABSENCES**

Our Daycare program requirements are high. Staff is engaged and paid on the basis of enrollment numbers in each class. Therefore, the Daycare cannot give refunds for day(s) your child is absent.

Any planned vacations should be reported to your child's teacher at least one week in advance.

**All absences, regardless of cause, should be reported immediately.**

## **HOLIDAY CLOSINGS**

- \*New Years Day**
- \*March TBA: Staff Professional Development**
- \*Memorial Day**
- \*4<sup>th</sup> of July**
- \*Round Barn Daycare will be closed the entire week of the 4<sup>th</sup> of July**
- \*Labor Day**
- \*Thanksgiving Day**
- \*Day after Thanksgiving**
- \*Christmas Eve**
- \*Christmas Day**
- \*Round Barn Daycare is closed from Christmas Eve through January 1<sup>st</sup>.**

No payment is due for the week of July 4th and for one week over the Christmas holiday break.

A schedule with the dates for holidays will be provided each year.

## **EMERGENCY CLOSINGS**

The daycare will be closed when Putnam County has been placed under a snow emergency. Other emergency and weather closings will be handled individually. For early closing information, please check RTV6 ([www.rtv6.com](http://www.rtv6.com)) or our Facebook page.

## **EMERGENCY SITUATIONS**

**Please note that we will do everything within our power to keep your child(ren) safe in the event of an emergency or accident.**

In the event of an emergency situation, all daycare doors will remain locked. Children will proceed to a safe location in the building. They will be familiar with the location due to previous drills. Supervision of the children will be by teachers and church staff. You will need to ring the doorbell to obtain entry and your child will be released to you. Be sure to have a photo ID with you. Please understand that limited access to the building is for your child's protection.

Please have a plan for your child in the event of an emergency. The backup plan will include names of emergency contacts, phone numbers, places of employment, work phone numbers, and any other information pertinent to ensuring the backup plan is functional and accountable. **It is your responsibility to keep the daycare informed of any changes in emergency contacts.**

In the event that we are evacuated from our present location, please check the Round Barn Facebook or text messaging for updates.

In the event of a contagious illness or serious injury of a child or staff member at our facility, the parents will be notified immediately.

All staff are trained in First Aid and CPR and according to Indiana regulations are required to have your permission to perform these on your child in the event of an emergency, as well as permission to transport your child to the nearest medical facility, which includes an ambulance. You are responsible for all medical costs, including the ambulance/transportation fees that are not covered by insurance.

An accident form will be completed in the event of injury of any type and will be kept on file, as well as sent home with the family.

### **Fire and Disaster/Tornado Drills**

Fire and disaster/tornado drills will be conducted monthly so that your child will be prepared in the event of an actual emergency. All personnel and children will exit the building during fire drills and participate in disaster/tornado drills inside the building.

### **Fire Evacuation**

In the case of a fire, children will be evacuated through the nearest safe exit and moved to the grassy area on the North side of the parking lot. Parents will be notified from there and will be expected to pick up their child(ren) immediately. If parents are not reached, the emergency backup contact will be called.

This evacuation plan will be used in any other case that evacuation from the daycare is necessary. If the weather is inclement, children will be moved to the Nazarene church located across the road from RBDC.

### **Tornado Shelter**

In the case of severe weather, including thunderstorms with strong winds and tornadoes, children will be moved to the restrooms nearest their classrooms. Staff are prepared to provide water and non perishable foods. You will be contacted as soon as possible, once we are confident that the children are safe.

## **Earthquake Shelter**

In the case of an earthquake, children will be instructed to take shelter under the activity tables. Children will be instructed to cover their heads. Our staff will be under the tables with the children. Infants will be placed under the table and will be protected to the best of our ability. Water and non perishable food will be provided. You will be contacted as soon as possible, once we are confident that the children are safe.

## **VOLUNTARY WITHDRAWAL**

A two-week written notice is required for withdrawal of children. Withdrawal and subsequent re-enrollment will entail payment of an additional registration fee deposit.

**PARENT ACKNOWLEDGEMENT**

I have read the Round Barn Daycare Handbook and agree to abide by the information and requirements as stated within the document.

Printed Name of Parent(s): \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Child/Children's Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Please complete this paper and return it to Round Barn Daycare before your child's first day of enrollment, or if already attending, within three days of receiving this handbook.