

An Indiana State Licensed In-Home Preschool

Paths to Quality Level 3

“Where Creativity Grows”

**2020-2021 Parent Handbook**

671 Greenway Street

Greenwood, IN 46143

(Villages of Grassy Creek Neighborhood)

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Owner: Molly Kellams

Welcome to

**Kids Imagination Discovery Station (KIDS)**

E-I-N: (will have once I am licensed)

Updated: 7/17/2020 3:38 PM

Dear K.I.D.S Families,

Thank you for choosing Kids Imagination Discovery Station (KIDS). Allowing us to care for your child is an enormous trust which we take very seriously. Rest assured that your child will be cared for, loved, and will be taught in a developmentally appropriate manner. Each child is unique, and each child’s needs are unique. We will strive to provide them with the best learning environment that we possibly can!

A little bit of background information on Ms. Molly (the owner) and my goals:

* I have a bachelor’s degree in elementary education and have a love for working with children. My daughters are Mya (12 years old) and Kylee (9 years old) and they are the inspiration for starting the preschool. We also have a loving bulldog Dexter!
* I am currently working on my master’s degree in early childhood education & Elementary Education with a focus in Literacy.
* I enjoy lots of outdoor activities to keep me active and have a love for animals and nature. My all-time stress reliever is exercising and eating healthy. I am currently a Beachbody Coach to help motivate others to lead healthy lifestyles.
* I love watching little ones experience new things. The looks on their faces are often priceless. They get so excited about projects, new toys, new experiences, etc. My desire as a teacher and owner is to provide each child with a unique and exciting educational experience. Please rest assured that every project is carefully supervised and planned out. Every material used is appropriate and non-toxic.

Kids Imagination Discovery Station students participate in a variety of activities that include (but are not limited to) dress up play, texture experiences, science experiments and other “foundation” building experiences that will prepare them for kindergarten. Using the Foundations for Early Education is our foundation for planned learning activities and experiences.

If you at any time have any concerns regarding anything – please feel free to speak with me. I will accommodate your requests as fully as I am able.

Thanks again for entrusting us with the care of your little one. We are very excited to get to know them!

Sincerely,

 Ms. Molly Kellams

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Philosophy

Kids Imagination Discovery Station (KIDS) is committed to providing each child with a quality early childhood education. We provide experiences in the basic foundational learning categories of literacy, math, social studies, music, art, science, and physical education as well as provide a basis for each child to grow socially and emotionally in a safe, loving environment. Many varying experiences are available to all children. Each child is given ample opportunity to experience independent free play where most of the imaginative learning takes place. Every child also benefits from small and large group experiences where they can learn from one another and grow their self-esteem in a positive manner.

Preschool age children use hands on learning, creativity, and learning at their own developmental level to become lifelong learners. Here at K.I.D.S. Preschool, we will do the following to make sure that your child reaches his or her developmental goals to be successful at the kindergarten level using my teaching background along with our Mother Goose Time Curriculum:

* + Create investigation stations to spike your child’s creativity and problem-solving skills – STEAM Station, Art & Craft Stations
	+ Introduce literacy, math, reading & writing centers to align with the common core standards of kindergarten along with the FOUNDATIONS of Early Childhood
	+ Allow each child to explore his or her likes, dislikes and interests through free choice play stations, dramatic play, musical and movement experiences.

Each child develops in their own way and in their own time. Our goal at KIDS is to provide a place where children can grow and flourish at their own pace and in their own way in a fun, exciting environment.

Our goal for your child is to have a fun and educational learning experience through many different activities so their transition into kindergarten is a successful one.

Hours of Operation, Attendance Schedule, and Trial Period

Regular Childcare Hours are Monday – Friday from 7:30 a.m. to 5:30 p.m. You will need to submit a schedule of attendance for your child. Children must be dropped off and picked up within 15 minutes of scheduled times. Part Time children must be picked up by 12:30 if not staying for nap time.

The first *month* of attendance will be an adjustment or trial period. During this month trial period time, either the client or the provider may cancel the contract immediately, without written notice. After the Trial Period, the Client must give a two-week written notice to end this contract. The Provider may terminate this contract at will. The Provider reserves the right to immediately terminate this contract without notice if the client does not make tuition payments when due.

Holidays and Closings

**Kids Imagination Discovery Station holiday closings will be posted by JULY 31ST for the 2020-2021 Preschool Year**

**NON-HOLIDAY SCHEDULED OFF DAYS for K.I.D.S. will be posted by JULY 31ST for the 2020-2021 Preschool Year**

**If a Holiday falls on a Saturday – it will be observed on the Friday before the Holiday. If a Holiday falls on a Sunday – it will be observed on the Monday following the Holiday.**

Please note: *FULL TUITION is due for ALL BREAKS.*

Weather closings are rare since Kids Imagination Discovery Station is an in-home preschool but if there is a weather-related closing each family will be notified by phone.

Staff Requirements

To ensure the safety of our children and to meet and/or exceed State Requirements every staff member of Kids Imagination Discovery Station must have: First Aid Training, yearly Universal Precautions Training, yearly CPR training, have a Negative Drug Screen, a yearly TB test, a yearly Background Check, and an FBI Fingerprint Background check upon application (and every 3 years thereafter in compliance with state guidelines)

All staff members are required to report any criminal convictions immediately to administration and all staff of any childcare facility is required by the State of Indiana to report any suspicions of child abuse or neglect to the FSSA.

Volunteers who work more than 8 hours per week will have a yearly TB test, yearly Child Protective Services and Sex Offender Registry, and a National Criminal History Check every 3 years.

Enrollment Information

Childcare is available for children 3 years to 5 years old. Every child must be at least potty trained enough to wear pull-ups (additional potty-training fee applies) and have the complete Contract Packet and any necessary additional paperwork turned in before enrollment.

The registration fee is due on or before the first day of attendance. Our Registration Fee is $100 per child and will allow us to purchase supplies to use throughout the year to use in our classroom.

Supply List

Each family will be required to provide the following items for their child:

* + Two changes of clothes for your child (weather appropriate)
	+ Socks and shoes for your child to have something on their feet always.
	+ A lunch for their child (if you choose not to buy our healthy, homemade lunches) – we do provide refrigeration and microwave capabilities.
	+ **ALL LUNCHES BROUGHT IN MUST BE THROW AWAY DUE TO NEW COVID 19 GUIDELINES**

(Please refer to the Parent Contract for further supplies that may be needed)

Child’s Personal Information & Communication between Parents and Staff

You will be required to fill out an information page about your child’s personality, napping habits, eating habits, etc. This is necessary so that we can adequately care for and educate your child.

Each day you will receive a daily email for your child that will tell you: 1) all daily learning activities, 2) upcoming closings, 3)pertinent information about your child that day if necessary, 4) what activities your child participated in that day

Two parent-teacher conferences of some type will happen twice a year. (face to face or online) Visitors are welcome at any time.

At any time, please feel free to share any information about your child or family situation that will help us better care for and understand your child and/or any behavioral changes that may occur. If you need to share specific information, such as medication dispensation times, etc., please send a written note – this will help to avoid miscommunication. You will be notified if your child has specific issues that need your attention. Every effort will be made to help your child with any behavioral issues or concerns. Your consistency and input are very vital to your child’s success.

If you have a custody agreement, then we will need to have a copy of it on file. We cannot stop a parent from removing their child without a court order.

Daily Schedule

KIDS will provide before the first day of school on August 3, 2020

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Activity |  | Time | Activity |
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Tuition Charges

Tuition Rates are for care during normal business hours. Total Tuition Charges are based on scheduled hours plus incurred fees.

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| --- | --- | --- | --- | --- | --- |
| Tuition Rates (per week) | 5 Days  | 4 Days | 3 Days | 2 Days | Daily Rate |
| 3 -5 years *and* potty-trained | $180 | $170 | $115 | $90 | $45 |
| ½ Day Option (7:30-12:30 each day) | $115 | - | - | - | - |
| Summer Fun for School Agers | $125 | $110 | $80 |  | $35 |
| Potty Training Needed |  |  |  |  | $5 |
| Fees |  |  |  |  |  |
| Late Payment | Payment not received by Friday at 5:30p.m. or before a holiday break (see policies) |  | $25 per incident |
| Late Pick up | Pick up after 5:30 p.m. |  | $2 per minute late |
| Registration Fee | **For each child enrolled, a registration fee is required and used for curriculum supplies and activities** |  | **$100 per year – pay all at once or $20 added to the tuition for 5 weeks** |
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| Discounts | Qualifications (only available for FULL TIME families) | Discount Amount |
| Sibling | 2 or more children attend from same family (excludes before and/or after care) | $10 off weekly |
| Referral | Refer a child to another family and that child becomes enrolled | $25 one-time discount  |
|  |  |  |

Tuition Policies

|  |  |
| --- | --- |
| Policy | Details |
| Schedule | Please submit an attendance schedule for your child. Please call if your child will not be attending on a day or if you are running late. Remember even if you drop your child off late you are required to pick them up by 5:30pm. |
| Attendance | You must sign your child in and out on the Sign-In-and-Out Sheet located by the front door. |
| Tuition Payments  | Due on Fridays by 5:30 p.m. for the current week of care *except for Holiday Week payments which must be made on the day before the Holiday closing by 5:30 p.m. or else the $25 late fee applies*.  |
| Absences | There is no discount for absences, illness, or holidays. Whether the absence is of a child or upon emergency/illness of Provider, tuition is always due in full regardless of missing a day or a partial week**. (IF FACILITIES HAVE TO BE CLOSED FOR MORE THAN 3 DAYS, WE WILL GO TO THE DAILY CHARGE FOR THE REMAINDER OF THE WEEK.)****IF YOUR CHILD WILL NO LONGER BE RETURNING FOR ANY REASON, YOU MUST GIVE KIDS A 2 WEEK NOTICE. (NO PAYMENT WILL BE DUE AS YOU HAVE ALREADY PAID THIS IN ADVANCE)** |
| Vacation | Clients are allowed up to one *full week* vacations per school calendar year with no tuition required.The only exception to the one week limit is joint custody agreements – but – all weeks must be submitted in writing at least two weeks before the absence is to occur otherwise full tuition will be due and no discount will be given. |
| Summer Break | If your child will be taking the summer off but will be returning in the fall, please let us know 1 month in advance so that we have time to fill that summer spot. Letting us know in writing will allow us to hold a spot for your child upon the end of summer. A registration fee will be due to hold your child’s spot in KIDS. |
| Provider Vacation | Provider vacations will be one week during the year and K.I.D.S. will be closed for that week. You will be notified a month or more in advance so that you can make alternate arrangements. The break will fall along the Clark-Pleasant school Calendar. No tuition will be due that week. In the case of emergencies, a two-week notice will be given in the event of a closing and depending on how many days we are closed, pro-rated rates will apply. |

Child File Requirements

Medication and Preventative Medications: A doctor’s note with signature is required for all over-the-counter medications. Prescriptions may be brought in the original prescription bottle with the current prescription label. If the medication is a prescription some pharmacies will split your prescription in half – giving you two labeled containers – one for home and one that can be left at school. Preventatives may be signed for by Parents. Examples of preventatives are sunscreen, lotion, Vaseline, bug spray, chapstick, etc.

Shot Record and Physical: An up-to-date shot record must be provided for your child before they may start attending Kids Imagination Discovery Station. From the date of enrollment, you have 30 days to turn in a Physical *signed by your child’s physician.*

Birth Certificate: A copy of each child’s Birth Certificate must be on file before they can be enrolled. A Consent-to-Release information form must be signed to release the information to the State of Indiana.

Accident, Incident, and Discipline Policies

Every effort will be made to prevent accidents from happening. In case of an emergency, every effort will be made to contact a parent or guardian as soon as possible. Accident Reports will be filled out for any injury and a state form will be filled out and filed for any accident that requires medical treatment. Incident reports will be filled out for any child causing harm to another or behaving inappropriately. Accident and Incident Reports will be required to be signed by a parent or guardian and will be kept in your child’s file. Confidentiality is a must and we will not reveal who hurt who or who said what.

Please help us teach your child good social skills. We will not allow hitting, biting, pinching, etc. for any reason! We will not allow retaliatory actions, etc. Your rules at home are your business but, in a group, setting it is imperative that each family be aware of what is expected and help us by reminding and teaching each child appropriate behavior and language. If behavioral problems arise, a log will be kept, and conferences will be held to discuss what measures can be taken to help your child learn to change their behavior or use appropriate language.

It is important as well that children learn to respect themselves, others, and property. Intentional destruction of facility property will not be tolerated. Normal wear and tear is to be expected but if your child is intentionally destructive you will be asked to replace or bear the cost of repair of the destroyed item. If you are unable to accommodate this request, then we will need to work together to find an alternative solution.

There is no spanking or other form of corporal punishment allowed at Kids Imagination Discovery Station by staff or parents - if you are going to spank your child you must remove them from the premises (this includes the driveway). Please refrain from yelling and using profane or foul language.

Emergencies

If a child is injured and needs immediate attention, staff will call 911. A staff member will accompany your child for their emergency treatment and will take your child’s records with them. A parent will be called immediately, and the staff person will remain with your child until your arrival. An accident/injury report will be completed and given to a parent on the day of the accident/injury and be kept on file for one year.

In the event of an emergency, every effort will be made to contact parents first then if unable to reach the parents we will contact those listed on each child’s emergency/transportation contact list. Emergency evacuation plans are posted in every room used for childcare. Fire Drills are practiced at least monthly and our First Aid Kits are fully stocked and up to date. Your child’s safety is very important to us. Please make sure that we always have accurate phone numbers and addresses for you and for all of those listed in your child’s paperwork.

In case of the illness of your childcare provider, K.I.D.S may have to be shut down for 1 or more days that week. If this occurs, there may be some tuition changes for that week. (PLEASE SEE THE TUITION SECTION OF THIS HANDBOOK).

In the event that the owner, Ms. Molly, becomes ill or if any member of the household contracts a contagious disease, or if an emergency prohibits KIDS from taking care of your child, you will receive a phone call from a staff member explaining the situation. At that time, you will receive instructions on when and where to pick up your child if necessary.

KIDS ask that you have a back-up plan in place if staff is sick\* or if your child is sick. It is the parent’s responsibility to find alternative care for their child if the child is not able to attend.

Alcohol, Drugs, and Tobacco Policy

The use of ALCOHOL, TOBACCO, OR ANY POTENTIALLY TOXIC SUBSTANCE (used for purposes other than those intended by the manufacturer) is prohibited in this facility or on the premises.

Therefore, parents, staff, and family members must dispose of tobacco products in an appropriate receptacle prior to entering the driveway. Smoking is prohibited by law within 8 feet of any public entrance to this childcare home. Any person failing to comply with the policy will *be forfeiting their child’s spot at the facility or their job (whichever applies)*.

All childcare staff, volunteers, and family members present in the facility will refrain from using or possessing illegal substances while providing care to children and during hours of operation. Any person suspected of non-compliance with this policy will *be immediately terminated from employment or be required to leave the premises (whichever applies)*. All staff must pass a drug screen before beginning employment.

Any person who appears intoxicated or otherwise impaired, and who arrives to pick up a child or children from these premises, will be asked to call someone else who can provide safe transport.

Non-compliance with this policy will result in our contacting the appropriate authorities for assistance.

Health & Safety

No child who arrives at our facility noticeably ill, with a rash or fever will be admitted. Should a child become ill during the day, a parent is notified immediately, and the child will be provided with a cot or crib under supervision. If a parent cannot be reached, the emergency contact numbers provided will be contacted.

The following symptoms require isolation and removal from childcare: Temperature of at least 100 degrees Fahrenheit, diarrhea (3 or more in 24 hour period), severe coughing, difficult or rapid breathing, yellowish skin or eyes, redness of eye or eye discharge, matted eyelashes, untreated infected skin patches, unusual spots or rashes, unusually dark urine or gray or white stool, stiff neck with elevated temperature, sore throat, difficulty swallowing, and vomiting more than one time.

If a child is ill, they must remain out of day care until they ***remain symptom free for 24 hours without medication***. If emergency medical attention is required, the staff will call 911 and the child will be transported to a local hospital. Parents will be contacted as soon as possible in an emergency.

Hand washing is the single most effective way to prevent contracting and/or spreading disease. A chart of some Common Early Childhood Diseases, Hand Washing Guidelines, and Proper Hand Washing Procedures can be found in the Attachments at the end of this handbook.

Activities, Transportation, & Media Permissions

As part of our educational program, the children go on a variety of field trips away from the childcare home. It is your choice to sign for transportation permission. It is a big decision which we do not take lightly.

If you do NOT wish your child to be transported by this facility then on the days a field trip is planned: You MAY be asked to find alternative care for the day or time of the field trip. There will be no discount in tuition.

If you wish your child to attend Kids Imagination Discovery Station, then *you will need to sign for general walking permission AND for permission to walk to the park and other activities within walking distance.* In your contract, you will also be given the option to sign for other activities and whether you wish your child to be included in any media coverage by this facility.

As part of our Educational Activities we will: 1) take walks around the neighborhood and to local parks, 2) play on playground equipment and we may use riding toys, 3) participate in science experiments, and 4) any other activities deemed appropriate by the owner.

Food Policies

Children have the option of bringing their lunch or participating in our healthy meal program.

We will eventually participate in the Child and Adult Federal Food Program (CACFP) which provides guidelines for serving healthy meals & snacks. For more information about CACFP please visit the Indiana Department of Education Website at [www.doe.in.gov/food](http://www.doe.in.gov/food) and view the “Building for the Future” information sheet in the Attachments at the end of this handbook. The USDA is an equal opportunity provider and employee. Outside food will not be permitted. *Birthday treats and special requests for projects are the exception* – but remember all food sent in must be store bought and it its original, un-opened packaging.

Children are required to wash their hands before being served their food and after eating. They are not allowed to touch anything on their way to the table or during their meal other than their food or utensils. Children must sit at the table and will not be allowed to wander around with food or drinks or get up and down from the table.

*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Adjudication, and 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.*

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Curriculum

The Mother Goose Time Curriculum that we use is aligned with the Indiana Academic Standards for Preschoolers (Foundations). For more information see the Attachments section at the back of this handbook or visit www.mothergoosetime.com.

Caring for Children with Special Needs

Children with Special Needs are welcome in this program. Every effort will be made to accommodate children with special needs. This is including but not limited to changes in curriculum or adaptations for access or understanding, opening doors to visitors/therapists that assist in the developmental progress of the child, further staff trainings to understand needs/limitations/ways to facilitate learning, and investing extra time on an individual basis as much as able to supplement learning and the educational process. Furthermore, social interactions will be closely monitored so that no child, regardless of ability/personality/dispositions/special needs etc., is treated with disrespect or made to feel inferior to another child or adult because of these or other differences.

Transitioning Your Child to Group Child Care

Please help us encourage children to participate and play in group activities in a safe and appropriate manner. Some of the things we could use your help on include the following:

* Sharing – taking turns - We teach children not to grab, push, or take things from one another.
* Be Silent when Crossing the Road on a walk – We will teach children to be quiet when we are crossing the road for safety reasons.
* Talking over others – We will teach children to respect each other by allowing another person to finish talking before they start.

Some routine activities that you can practice with your child to help make their transition smoother into childcare are:

* Washing their hands with WARM water EVERY time they use the bathroom – also using a soap pump and tearing off 1 paper towel
* Washing their hands before and after EVERY meal and sitting at the table without touching anything but food or utensils
* Using manners – saying please and thank you
* Paying attention to others around them and what is happening around them
* Sitting and listening to a story
* Walking while inside and not throwing inside
* Turning the water faucets off and on … and how to get warm water for hand washing
* Being respectful to adults…sometimes there are choices for children and sometimes there are not
* Following directions…one, two and three step directions

We will go on walks to play at the park on occasion. As a group, the things we allow children to do are different than what you may allow them to do when they are playing on their own. Please reinforce our group rules when you take your child to play at the park by reminding them when our rules differ at home and school. Some of the things that we need your help with are:

* Children are only allowed to go down the slide – they may not climb up when we go as a group.
* Children may not play with or throw the mulch – inevitably it will get in someone’s eyes plus their hands already get dirty enough.
* Children must pay attention to the other children around them and not push, cut in front of, or ignore others – they must wait their turn.

We are trying to teach children to pay attention to their surroundings and be careful while having fun. We need your help to teach them to learn that sometimes rules are different when in a group setting.

Termination after the Trial Period

Clients must give a two-week written notice to end their contract. Payment is due for the notice period whether the child is brought to the provider for care during that time. The provider may terminate this contract at will. The provider reserves the right to immediately terminate this contract without notice if the client does not make each payment in full when due.

Parent Notes

~ Mother Goose Curriculum Information

~ 2020-2021 Curriculum Themes

~ Communicable Disease Guideline Chart

~ Hand Washing Guidelines

~ K.I.D.S. Discipline Policy

~ Community Resources

|  |  |  |  |
| --- | --- | --- | --- |
| MONTH | THEME | HOLIDAY CELEBRATED | SPECIAL EVENTS |
| August | Superheroes | Back to School | Back to School Night |
| September | All About Me | Labor Day | Parent Teacher Conference #1 |
| October | Weather & Seasons | Halloween | Pumpkin Patch/Apple Orchard Field Trip |
| November | Explore the Rainforest | Thanksgiving | KIDS Preschool Thanksgiving |
| December | Ice Castle | Christmas | KIDS Christmas Party |
| January | DinoLand | Martin Luther Kind Jr. Day | Family Engagement Event |
| February | Global Passport | Valentine’s Day | KIDS Valentine Party |
| March | Space & Sky | St. Patrick’s Day | Parent Teacher Conference #2 |
| April | Ocean Dive | Easter | Easter Party |
| May | Garden Treasures | Mother’s Day | 2021Preschool Graduation Party |
| June | Habitats & Homes | Father’s Day | Zoo Field Trip |
| July | EcoVenture | July 4th | Summer Family Cookout |

**WHY THEMES?**

Themes help preschoolers construct knowledge and build connections through real experiences. Instead of having a day of disjointed activities, themes organize new information around a unified context, which results in a growing web of knowledge.

Each theme creatively integrates colors, shapes, numbers and letters of the month.

Monthly themes invite children to explore new ideas with an interdisciplinary, multi-sensory approach. Mother Goose Time uses music, art, dramatic play,

storytelling, games, books, and experiments to ignite imagination and bring the theme to life in four weeks of wonder.

**Kids Imagination Discovery Station Discipline Policy**

K.I.D.S. believes that preschool children learn best with good examples, positive reinforcement, and respect from their adult leaders. In our preschool, we will be rewarding good behavior and choices, instead of focusing on when your preschooler might not be having such a good day. The children will earn individual rewards as well as earning rewards as a class.

Your child will learn from others and we want to make sure that each child is making the right decisions when it comes to their behavior and attitude during our preschool day. Here is how we plan to get that done with 12 preschoolers:

1. Set realistic expectations – as a class we will be making our list of 5 rules that we will follow for the preschool. The children will participate in this so that they know what they are to be following every day.
2. Be Patient – we understand that children will be learning in a new environment with rules that they are not used to in their home setting. As teachers, we will be patient with your child to hear them out, explain why, and what a better decision would be.
3. Validate your child’s feelings – we will allow your child to explain how they are feeling and why. We will come up with how to think things through in a better way next time and what they can do when they are feeling upset or frustrated.
4. Good Role Models- Children will model what they see the leaders and adults in their lives doing. Here at K.I.D.S., we will make sure that we are always modeling the best way to make decisions, solve problems, and respect others.

There will be times when children just need time to “cool off” so that they can come back into the group to learn and play again. We will use cool off periods (1 minute per age of the child) to give your child a chance to calm themselves down and continue their day. During a cool down period the child will have access to stress free toys and quiet space to cool off. We will communicate with you as parents when this happens and the circumstances surrounding that time out.

We will not tolerate foul language, physical or verbal punishments from anyone in our program or on our grounds (including parents).

We want each day to be a positive learning experience for everyone and we thank you for your cooperation in doing this by helping your child to be the best they can be every day.

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

Director Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Helpful Toll-Free Numbers**

|  |  |  |  |
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| **Category** |  | **Phone**  |  |
| Child Abuse Reporting Line  |  | 800-800-5556  |   |
| Child Support Hotline |  | 800-840-8757 |   |
| FSSA, Office of Early Childhood & Out of School |  | 877-511-1144 |   |
| Health Insurance Plan |  | 877-GET-HIP-9 |   |
| Healthy Childcare America |  | 888-227-5409 |   |
| Hoosier Healthwise for Children |  | 800-889-9949 |   |
| Indiana Consumer Protection Division |  | 800-382-5516 |   |
| Indiana DCS State Information Center |  | 800-457-8283 |   |
| Indiana First Steps |  | 800-441-7837 |   |
| Missing Children |  | 800-831-8953 |   |
| Prevent Injury: Automotive Safety for Children |  | 800-543-6227 |   |
| TANF Temporary Assistance for Needy Families |  | 800-622-4932 |   |
| Poison Control |  | 800-222-1222 |  |
| **Local Resources & Referral Agency Information** |  |  |  |
| Child Care Answers |  | 317-631-4643 |  |
| Johnson Memorial Hospital |  | 317-736-3300 |  |
| County Office of Family and Children |  | 317-738-0301 |  |
| Local Child Abuse Reporting Hotline |  | 317-738-0301 |  |
| First Steps (Early Intervention) |  | 317-257-2229 |  |
| Department of Education |  | 317-232-0873 |  |
| WIC |  | 317-736-6628 |  |
| School System: Clark-Pleasant School Corporation |  | 317-535-7579 |  |
| Red Cross |  | 317-535-5959 |  |
| Local Health Department |  | 317-736-3974 |  |
| IAEYC: T.E.A.C.H. |  | 317-356-6884 |  |
| Website for Child Care Programs |  | www.Childcarefinder.in.gov |  |
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