

# Cardinal Clubhouse

520 S. Talley Ave.

Muncie, IN 47303

(765) 744-4694

[www.cardinalclubhousekids.com](http://www.cardinalclubhousekids.com)



## Parent Handbook

Cardinal Clubhouse is a state licensed childcare and preschool program.

We offer childcare for children infant to preschool age.

The hours of operation are 7 a.m. to 5:30 p.m.

Monday through Friday

## Philosophy

Each day we provide an accepting, caring, courteous and safe environment for your child. By having an accepting and caring environment, it allows your child to learn, grow and explore because they are entering a child size world that is encouraging them to experience new and exciting things.

At Cardinal Clubhouse we recognize each child as an individual. Each child is unique. They all grow and learn at their own rate, not just physically but socially, emotionally and cognitively. Each child is given the opportunity to learn and grow at their own rate.

Children receive positive reinforcement for their accomplishments and are encouraged to explore and learn individually and as a group. Every day we provide the activities to help them develop. We use hands-on activities to allow children to grow independently and within group learning.

## Mission Statement

The mission of Cardinal Clubhouse is to provide high quality childcare in a developmentally appropriate environment for children infant through preschool age. We provide a home like environment where children are encouraged to develop at their own pace.

### Goals:

1. Provide a safe and nurturing environment to meet the needs of the children we serve.
2. Offer a curriculum that is developmentally appropriate and encourages social, emotional, physical and intellectual growth.
3. Follow a daily schedule that provides a consistent and well-balanced day.
4. Teach the child to relate to others, to value friendship, and to respect all people.
5. Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.

### Goals for children:

1. Develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging.
2. Know about community and social rules.
3. Use language to communicate effectively and to facilitate thinking and learning.
4. Understand and respect social and cultural diversity.
5. Develop relationships of mutual trust and respect with adults and peers, understand perspectives of other people, and negotiate and apply rules of group living.

6. Think critically, reason, and solve problems.
7. Represent ideas and feelings through pretend play, dance, movement, music and art.
8. Develop curiosity about the world, confidence as a learner, creativity, imagination and personal initiatives.

### General Student Admission

Cardinal Clubhouse celebrates diversity. We extend to all the rights, privileges, programs and activities generally accorded to the children at our childcare. We do not discriminate based on race, color, nationality and/or ethnic origin for admission.

### Parent Teacher Communication

Continual daily verbal and written communication between the child's parents and teachers is vital to providing quality care and education for the child. Parents are encouraged to speak with us with any questions or concerns. Parents and teachers may also communicate periodically through phone conversations. Parent-Teacher conferences will be held yearly with all parents. Parents and teachers may request conferences more often if necessary for the best interests of the child.

### Documents for Enrollment

It is required that all forms and documents are completed and returned prior to the child's admittance to the program. Your signature on the Child Enrollment Agreement indicates your knowledge and acceptance of our policies and procedures as shared in this handbook.

#### **Required Documents:**

1. Completed Enrollment Application Forms
2. Copy of Birth Certificate
3. Immunization Record
4. Health Record Form (Physical)

### Weekly Tuition Rates

Tuition payments must be submitted by Monday or your child's first day of attendance for the week. Check, money order and cash are accepted. Please make sure payments are made in a timely fashion. A late fee charge of \$5 per day will result when payment is not received on the appropriate day. Failure to make payment by Friday will result in your child not being allowed to attend Cardinal Clubhouse until payment is made. Cardinal Clubhouse reserves the right to terminate the enrollment of your child due to non-payment of tuition.

There will be no refunds or adjustments made to tuition for time missed due to illness, holidays, vacations, weather conditions, emergency closures or withdrawals from the program. If a parent decides to withdraw from the program, a two week notice is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks.

A \$30 charge will occur for all returned checks.

In the event that any fees are not paid and the matter is referred to an attorney or collection agency for collections, the parent/guardian will be responsible for all of the cost of collections and attorney fees.

### Late Pickup Policy

If you will be arriving after 5:30 p.m. to pick your child up, please notify us as soon as possible. If your child has not been picked up at closing we will contact the parent(s) and/or additional authorized pick-up contacts to notify them of the situation. A late fee of \$10 will be charged for any child remaining at the childcare from 5:30-5:45 p.m. In addition, \$5 per 10 minutes will be charged for each child picked up after 5:45 p.m.

### Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

### Holidays & Vacation

The following is a list of the holidays that Cardinal Clubhouse will be closed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday.

Adjustments in fees will not be made for holidays, the regular weekly tuition will still be charged to your account.

Your child will be given 1 week of vacation; where ½ the weekly tuition rate will be charged to maintain your child's enrollment. Each year your child will be given 1 week of vacation at the

discounted rate. Your child must be absent the entire week to use a vacation week. Notice must be given at least 1 week prior to the planned vacation week.

Cardinal Clubhouse will not close for any additional holidays or vacations.

### Arrivals and Departure

A daily sign-in and sign-out system is used. An Attendance Book is located near the entrance of the childcare.

#### **Upon arrival**

1. Sign your child IN in the Attendance Book with name and time of arrival
2. Make verbal and visual contact with the teacher when your child arrives

#### **Upon departure**

1. Sign your child OUT in the Attendance Book with name and time of departure
2. Again, be sure to make verbal and visual contact with the teacher when your child is leaving

### Daily Schedule

Children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Our daily schedule, while very flexible, is as follows:

7:00 a.m. - Center opens

7:30 a.m. - AM snack

8:00 a.m. - Children's choice activities

8:45 a.m. - Circle/Music time

9:00 a.m. - Breakfast

9:30 a.m. - Structured activities and learning centers

10:30 a.m. - Gross motor play (outside weather permitting)

11:45 a.m. - Story time  
12:00 p.m. - Lunchtime  
12:45 p.m. - Naptime/Quiet activities  
3:00 p.m. - Afternoon snack  
3:30 p.m. - Gross motor play (outside weather permitting)  
4:30 p.m. - Learning center and children's choice activities  
5:30 p.m. - Center closes

Please note: Infants and toddlers will not necessarily follow the same schedule as the older children. They are not always capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand.

### Open Door Policy

We maintain an open door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

### Supplies

Parents must supply the following items for their child:

Diapers, wipes, pull-ups, ointments, pacifier, and bottles

Small blanket, crib size fitted sheet for cot, small pillow and stuffed animal (optional)

\*\*\*Crib sheets are provided for infants and toddlers sleeping in cribs

A complete change of clothes

Sunscreen (if needed for outside play)

All personal belongings should be marked with your child's name.

### Food and Nutrition

All meals will be provided at no extra cost. Meals will consist of morning snack, breakfast, lunch and afternoon snack. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. Cardinal Clubhouse participates in the Child and Adult Care Food Program (CACFP). The main goal of this program is to ensure that children

in participating day care centers and day care homes receive nutritious meals and snacks, and child care providers receive training in nutrition. We will honor a parent's religious objections to a menu item and will make necessary substitutions. If your child has allergies, and requires a modified diet, we must be notified of this in writing. We will need to have a written note from your child's physician describing any foods the child is not permitted to eat. An appropriate substitution will be made. We never force a child to finish what is on his/her plate, but we do encourage each child to try new food items. Sometimes they are surprised by what they like!

Parents are welcome to bring in purchased treats for the children at any time including birthdays and other special occasions. Homemade foods are not allowed.

### Discipline and Behavior Management

A very important part of early childhood education is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of adults. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Children are never punished or humiliated and the use of physical discipline is forbidden.

Teachers may use a variety of discipline methods to meet the needs of different situations:

- Children work out the problem together with help from a teacher. This will help them to respect one another and to work our problems on a social level.
- Redirect a child's behavior to an area where their play might be more productive or safer
- A child has quiet time with a teacher until self-control is regained. A child may need to have quiet time with a book or quiet activity that helps them to prepare to rejoin the group.

### Health and Safety

All children must have a physical examination and current immunization record on file with Cardinal Clubhouse. This record must be submitted within 30 days of enrollment in the program. Immunization records must be updated, as children receive age appropriate immunizations. You have the right to request in writing an exemption of the medical requirements based upon religious beliefs.

### Medication Policy

Cardinal Clubhouse staff will only give or apply medication with prior written permission from a parent or legal guardian, and only with clear, written instructions to the dosage, time and reason medication is to be given. Medication must be labeled with the child's name, physician's name and pharmacy. Over-the-counter medication must also be labeled with the child's name.

### Illness Policy

Children who are not feeling well cannot fully participate in the daily activities and will not be allowed to attend the childcare. If your child has any of the symptoms listed below or any other contagious condition they will not be allowed to attend childcare until they are symptom free.

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

### Staff illness/Sick leave:

Cardinal Clubhouse will provide substitute teachers to care for children if there is teacher illness or emergency. Substitute teachers will be current in all trainings and certifications required by state licensing such as criminal background check, universal precautions, first aid, drug screen, TB test, etc.

In the event that the teachers at Cardinal Clubhouse are ill and unable to care for the children all parents will be notified as soon as possible in regards to the emergency closing of the childcare for the affected day(s).



## Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of Cardinal Clubhouse, Inc. will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## Child Abuse and Neglect

The State of Indiana requires that we report any suspected or know incidents of child abuse and neglect. Reports are made to Child Protective Services (CPS). It is the responsibility of CPS to investigate and determine if the family needs intervention or support.

## Custody, Court Order and Other Legal Documents

A copy of all custody papers, court orders or any other legal documents regarding a child enrolled at Cardinal Clubhouse should be provided at the time of enrollment or at the time that they are issued.

## Confidentiality Policy

Cardinal Clubhouse is very sensitive to the fact that the information concerning you, your child and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. Cardinal Clubhouse will not disclose personal information except as required by law or when there is a threat to the health and safety or the children we serve.

## Emergency Procedures

### Fire Drills

Fire drills are required by the State of Indiana to be conducted monthly to ensure that all daycare staff and children are aware of what actions to take in the event of a life-threatening emergency. Daycare staff will instruct children to line up at the nearest exit, staff will assist young children, and all staff and children will exit the childcare. All fire drills are considered educational training and include fire safety instruction.

## Emergency Closing

Unfortunately, there may be times when Cardinal Clubhouse will have to close due to an emergency situation (snow emergency, power failure, staff illness, etc.). In the event that a closure is necessary all parents will be notified as soon as possible. Contact information provided by the parent will be used to contact the parents and other listed contacts if necessary to notify you of the closure. Parents should have a back-up plan for care in place, in the event of their child's illness or the provider's inability to care for children.

## Emergency Evacuation/Plan

**Evacuation:** In case of the need to evacuate our site, the following procedures will be followed:

### **Evacuation routes/exits:**

- Children are cared for on the main level of the house only and are not permitted in basement.
- Exits (all windows and doors are checked regularly to ensure opening):

### **Evacuating Infants/Toddlers:**

- Children will be evacuated together using a crib with wheels.
- In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.

**Notification:** Once all children are safely evacuated:

- 911 will be called
- Parents will be notified of the evacuation

### **Emergency Kits/Information:**

- Emergency kits and child information card file box will be taken when possible.

**Evacuation Sites:** • **Neighborhood (e.g., for fire):**

#### **Talley Childcare:**

Bruner's  
2200 W Kilgore Ave.  
Muncie, IN 47304  
765-288-2711

#### **Riverside Childcare:**

Riverside Ave. Baptist Church  
3700 W Riverside Ave  
Muncie, IN 47304  
(765) 288-3463

• **Out-of-neighborhood (e.g., explosion, flooding) for Riverside & Talley Childcare:**

Ball State University Student Center  
2000 W University Ave  
Muncie, IN 47306

• **Out-of-town (e.g., hurricane, widespread flooding) for Riverside & Talley Childcare:**

Cortney Myring  
7001 W Augusta Blvd.  
Yorktown, IN 47396  
(765) 744-2643

**Transportation to Evacuation Locations:**

• Children will be pushed in cribs to the neighborhood evacuation site and weather permitting to the Ball State Student Center or Cardinal Clubhouse will seek help transporting children from MITS bus service.

**Shelter-in-Place:** In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

**Location:** Children will be taken to an interior room in the basement of the house.

**Notification:** • Parents/guardians will be notified once the immediate threat has passed.

**Parent Reunification:** In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

**Notification:** • Parents/guardians are provided:

-Information on each evacuation site.

-Contact information for Cardinal Clubhouse, Inc.

-Parent/guardian contact numbers are located in contact information box

**Release:** • Children will only be release to contacts/authorized individuals listed on the child's enrollment form.

Policy Statement for Staff, Parents and Volunteers

It is the policy of Cardinal Clubhouse to prohibit the use of tobacco, alcohol or potentially toxic substances (other than substances intended purpose by the manufacturer) in the child care home. Staff, parents, and family members will dispose of tobacco products prior to entering this property. Any person not complying with this policy will be asked to leave. All child care staff and family members present in the home will refrain from using or possessing illegal substances. Staff possessing or using illegal substances will be terminated and the incident will be reported to the proper authorities. Family members possessing or using illegal substances will be asked to leave and the incident will be reported to the proper authorities.

This policy statement will be distributed to each staff member, volunteer and family of child in care.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something or have a concern with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our childcare. We are always open to suggestions and feel communication is a very important part of a quality

childcare. If there are any problems or concerns in the future, we encourage you to talk to us about them. Thank you for the opportunity to work with you and care for your child.