



# **Angels of Hope Ministry**

## **Required Documentation for Enrollment**

Please ensure that all items in this packet are completed and submitted. It is essential that every document is included; without them, your child will not be able to start. Additionally, please note that all immunization records must be current, and physical examinations should not be older than one year. Thank you for your attention to this matter.

Please provide everything in this packet and attach these items. If all items AREN'T attached your child cannot start. All of the shot records must be up to date and physicals can't be older than a year.

Application

Birth Certificate

Physical (date has to be within one year)

Up to date shot records



## Angels of Hope Ministry Parent Handbook

The staff at Angels of Hope Ministry. welcomes you and your child to our childcare ministry. As a parent, your input is valued and will help the staff here to make your child's time spent here safe and happy.

### Philosophy

To be successful as an early childhood educator it's important to continue to educate yourself on all the changes to better your center or classroom. Each child learns differently and as I learn different ways to help children from different backgrounds such as cultural, society and disabilities it will allow me to teach them based on their need while in my care. Children learn differently as well. Some children are exposed to reading and learning to write at home while others are not but it's my job to promote it while they are in my care and to give the families information to help their child as well.

Sending home activities such as a book in a bag or an activity to do that relates to the book are both examples of helping families to know how to do these types of things to assist with the development of the skill. I believe that young children learn by observing the adults that they are with for the majority of their time, through sensory activities and communicating with their teachers and their peers in the classroom. I believe that my role is to give them the essential tools to help them to develop socially, cognitive, language, physically and emotionally. Social development would be during circle time, or dramatic play. Cognitive would be things to help them to solve problems and think through math manipulatives and science activities. Physicality would come from fine motor manipulatives and activities such as scissor cutting and playing with playdough. Gross motor would be outdoor play time for the most part, but this could be done inside on a rainy day. Anything that would help to use the legs or arms such as jumping, hopping or running. I must promote early literacy through books, poems, rhymes and storytelling. I must communicate with them and give plenty of open-ended activities. I must have a mutual respect for the families as they do the teacher, I must keep their information confidential always and protect their privacy. I must give information to assist families when they need things beyond what the childcare program can offer such as information about a child with disabilities, or a family that may be struggling to afford child care. Some parents struggle to feed their children when they go home, and I feel that it's my responsibility as a professional to have resources available to inform them of how to get assistance.

**Child's Name:** \_\_\_\_\_

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



## Angels of Hope Ministry General Information

We are a licensed registered childcare ministry and a copy of our current license is posted in the lobby areas of our location. Our ministry must comply with the official licensing regulation, and on the premises, we have a copy of the statutes and rules for interested parents to review. The FSSA child care licensing division has records of visits including compliance and fire inspection reports. Should you have questions or concerns, please feel free to call the number listed on the license. Anyone who has reasonable cause to believe that a child enrolled in our facility has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh humiliating or freighting treatment, or any kind of child abuse, neglect or exploitation by any adult, whether working at the center or not is **REQUIRED** by state law to report the concern immediately.

## Parent Participation and Conferences

Parent and teacher conferences will be held twice each year for all classes. One will be held in December and one in June, specific dates will be set by the director. Teachers must make evening appointments available to the parents on at least one night. The "assessment of developmental progress" is used for all age groups. The information is kept confidential and will be placed in the child's file.



## Student Information

**Student Name:** \_\_\_\_\_

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

**Home Phone Number:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

**Mom's Name:** \_\_\_\_\_ **Dad's Name:** \_\_\_\_\_

**Mom's Work Number:** \_\_\_\_\_ **Dad's Work Number:** \_\_\_\_\_

**Mom's Cell Number:** \_\_\_\_\_ **Dad's Cell Number:** \_\_\_\_\_

**Allergies/Medical Conditions:** \_\_\_\_\_  
\_\_\_\_\_

**Did your child attend preschool?** **Yes** **No**

This year, your child will be bringing lots of paperwork home from school! I want to make sure I am able to communicate with you. Do you prefer to have letters, notes, and homework sent from me in English or Spanish? Please check the box that you prefer.

English

Spanish



## Transportation

Your child's safety is the most important thing. Below, please include information about how your child will arrive to school and go home from school. Thank you for your help!

Child's Name: \_\_\_\_\_

**\*\*Please check the box and complete only the information that pertains to your child.**

My child will ride the bus to and from school. Bus #: \_\_\_\_\_  
(if you are unsure what bus # your child rides, please check with the office)

My child will be driven/walk to school and take the bus home. Bus #: \_\_\_\_\_  
(if you are unsure what bus # your child rides, please check with the office)

My child will ride the bus to school and will be picked up after school  
Who will pick up your child? \_\_\_\_\_

My child will be driven/walk to school and will be picked up after school.  
Who will pick up your child? \_\_\_\_\_

My child will be in the after school program.

In the event that we need to contact someone to pick your child up from school, who should we call?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*\*If you child needs to go home a different way than usual, the school MUST be notified with a phone call. You can call the office at: \_\_\_\_\_**

**\*\*Children will be sent home the same way unless the office and I have parent confirmation.**

**Thank you for helping me keep your child safe!**



## INTAKE AGREEMENT

**Date of Admission:** \_\_\_\_\_

**Current Age:** \_\_\_\_\_

**Child's Home Address:**

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### Parent's Information

**Mother's Name:** \_\_\_\_\_

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

**Mother's Cellular Number:** \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_

**Employer's Number:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

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

**Father's Cellular Number:** \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_

**Employer's Number:** \_\_\_\_\_



## **Medication Administration Policy**

### **General Guidelines:**

Medications will only be administered with written consent from the child's parent or legal guardian. The consent form must include detailed instructions regarding the medication's dosage, time of administration, and any potential side effects. All medication must be in the original container, properly labeled with the child's name, name of the medication, dosage, and prescribing physician's name.

Prescription medications must not be expired, and over-the-counter medications will only be administered following the manufacturer's recommended dosage for the child's age and weight. Staff members responsible for administering medications should receive appropriate training in medication administration, including the recognition of adverse reactions and emergency response procedures.

Only designated staff members will be permitted to administer medications, and their names will be prominently displayed in the facility. Staff members will keep a record of all administered medications, including the date, time, dosage, and the staff member who administered the medication.

The childcare facility will maintain a secure and locked storage area for medications, out of reach of children, and in accordance with state regulations.

### **Medication Administration Procedure:**

Parents or legal guardians must notify the facility in advance of any medication needs for their child. They will complete a Medication Authorization Form, providing specific details about the medication and its administration.

Upon arrival at the facility, parents should hand over the medication to a staff member responsible for medication administration. The staff member will cross-verify the details on the container with the information on the Medication Authorization Form. Medication will be stored safely in the designated locked storage area until it is time for administration.

Before administering any medication, the designated staff member will verify the child's identity, check the medication label against the Medication Authorization Form, and confirm the correct dosage and timing.

The staff member will administer the medication as instructed on the Medication Authorization Form, following all safety precautions.

After administration, the staff member will document the details of the medication administration, including any observed side effects or reactions. Parents will be informed at the end of the day about the administration of the medication and any observations made by the staff.



## **Emergency Plan for Angels of Hope Ministry**

The emergency plan for Angels of Hope Ministry aims to ensure the safety and well-being of children, staff, and visitors in the event of any emergencies or disasters. This plan outlines procedures to be followed during various emergency scenarios to minimize risks and ensure an organized and effective response.

### **Types of Emergencies and Response Procedures:**

#### **1. Fire Emergency**

- In the event of a fire, immediately activate the fire alarm system.
- Evacuate all children and staff from the building using the nearest exit and move to the designated assembly area located in the grass area away from the building.
- Staff members will account for all children and report any missing persons to emergency responders.
- Do not re-enter the building until it is declared safe by the fire department.

#### **2. Severe Weather (Tornado, Hurricane, etc):**

- Monitor local weather alerts and warnings.
- During a tornado warning, lead children and staff to the designated tornado shelter area in the back of daycare for 1 and 2 year olds and in the 3 and up they go in the computer lab and have everyone assume a protective position (e.g., crouching, covering heads).
- During a hurricane warning, follow evacuation orders from local authorities if necessary.
- Account for all children and staff after the severe weather event has passed.

#### **3. Medical Emergencies**

- Administer first aid as necessary and seek immediate medical attention for the child or staff member in distress.
- Notify the child's parent or legal guardian and provide them with necessary details about the incident and the medical facility where their child is receiving care.
- If required, call emergency medical services (ambulance) for immediate assistance.

#### **4. Missing Child**

- In the event that a child goes missing, notify all staff members immediately and conduct a thorough search within the facility and the surrounding areas.
- Contact parents or legal guardians and inform them of the situation.
- If the child is not found within a reasonable time, contact local law enforcement and provide them with all necessary information about the missing child.



## **5. Evacuation Procedures**

- In case of an emergency that requires evacuation, such as a gas leak or structural damage, follow the evacuation procedures posted throughout the facility.
- Gather all children and staff and evacuate to the designated assembly area outside the facility [Specific Location outside the facility].
- Account for all children and staff members and report any missing persons to emergency responders.

## **6. Lockdown Procedures (Security Threat)**

- In the event of a security threat (e.g., intruder, dangerous individual), initiate a lockdown procedure immediately.
- Secure all entrances and exits, and move all children and staff to a safe and secure location within the facility.
- Stay quiet and hidden until notified by emergency responders or the all-clear signal.

## **7. Training and Drills:**

- All staff members will receive training on emergency procedures, including evacuation, lockdown, and first aid.
- Emergency drills will be conducted regularly to familiarize children and staff with the procedures and improve response efficiency.

## **8. Communication**

- The designated staff members will be responsible for communicating with parents or legal guardians in case of an emergency.
- Regular updates will be provided through the daycare's communication channels (phone calls, emails, social media, etc.) to keep parents informed about the situation and any necessary actions.

## **9. Review and Updates**

- The emergency plan will be reviewed and updated annually or as needed to address any changes in the facility, staff, or regulations.



## **Vacation Policy for Facility and Family Vacations**

The vacation policy for Angels of Hope Childcare Ministry aims to provide guidelines for managing facility closures and family vacations. This policy ensures that both the daycare facility and the families of the children in our care can plan and enjoy vacations without compromising the quality of care and operations of the daycare.

### **Facility Vacation Schedule:**

Angels of Hope Childcare Ministry will observe a pre-determined annual vacation schedule, during which the facility will be closed for operations. The vacation schedule will be communicated to all parents and staff members at least 30 days in advance to allow for proper planning. The facility vacation schedule will typically include major holidays and a summer vacation period.

### **Family Vacation Guidelines:**

Parents or legal guardians are encouraged to provide advance notice of their child's vacation plans by submitting a Vacation Request Form to the daycare at least two weeks before the planned absence.

Vacation Request Forms will be made available at the front desk or through our online communication platform. Vacation days for each child will not be counted against the attendance requirement or penalized in any way. Vacation days can be taken as full-day absences or as half-day absences (morning or afternoon).

### **Billing During Family Vacations:**

Regular tuition fees will still apply for the days the child is present at the daycare during their normal schedule. For the days the child is on vacation or absent due to family reasons, tuition fees will still be charged.

Parents will be billed as usual for any additional services availed during their child's vacation (e.g., extended care, extra activities). If the child will be absent for more than five consecutive days, parents are requested to inform the daycare in advance to make appropriate arrangements.

All swipes must be caught up or payment methods as well as your child is on the box and we require you to keep your swipes up and swipe as personal days.

**Facility Closure During Vacation:**

The daycare facility will be closed during the pre-determined vacation schedule. No childcare services will be provided during the facility vacation period. Parents will be informed of alternative childcare options in the local community during the facility's closure.

**Advance Notice for Facility Closure:**

Angels of Hope Childcare Ministry will provide parents with at least two months' advance notice regarding facility closures during vacations.

Closure dates will be prominently displayed on the facility's notice board and communicated via email, social media, and other communication channels.

**Emergency Care During Facility Vacation:**

In case of emergencies or unforeseen circumstances during the facility vacation period, parents will be provided with emergency contact information for designated staff members.

If necessary, alternative arrangements for emergency childcare services will be communicated to parents.

**Review and Updates:**

The vacation policy will be reviewed annually or as needed to address any changes in the facility's schedule, staffing, or regulations. Any updates to the policy will be communicated to parents and staff members in a timely manner.

By implementing this vacation policy, Angels of Hope Childcare Ministry aims to promote transparency, foster a cooperative relationship with parents, and ensure that both the facility and families can enjoy well-planned and stress-free vacations.



## Sick Leave Policy for Children's Illnesses

### Objective:

The sick leave policy for Angels of Hope Childcare Ministry is designed to promote the health and well-being of all children attending our daycare. This policy outlines guidelines for when children should stay home due to illness, the required notification process, and the criteria for returning to the daycare after being sick.

### Illness Exclusion Guidelines:

Children should not attend Angels of Hope Childcare Ministry if they have any of the following symptoms or conditions:

- Fever of 100.4°F (38°C) or higher. Children must be fever-free for at least 24 hours (without the use of fever-reducing medication) before returning to the daycare.
- Vomiting or diarrhea within the last 24 hours.
- Severe coughing or difficulty breathing.
- Contagious infections such as strep throat, chickenpox, or conjunctivitis (pink eye). Children must be under appropriate treatment and no longer contagious before returning to the daycare.
- Unexplained rash, especially if accompanied by fever or behavior changes.

### Notification Process:

Parents or legal guardians are responsible for notifying Angels of Hope Childcare Ministry of their child's illness and the reason for their absence. Please inform the daycare as early as possible, preferably before the scheduled arrival time.

Parents can notify the daycare of their child's absence due to illness via phone call or email to the following contacts:

- **Director/Owner:** Ha'Gea Blakey  
**Phone:** 317-786-HOPE  
**Email:** [AngelsOfHopeChildcareMinistry@gmail.com](mailto:AngelsOfHopeChildcareMinistry@gmail.com)
- **Assistant Director:**  
**Phone:**  
**Email:**

## **Return to Daycare Criteria:**

Children may return to Angels of Hope Childcare Ministry under the following conditions:

- **Fever:** The child must be fever-free for at least 24 hours without the use of fever-reducing medication.
- **Vomiting/Diarrhea:** The child must have not experienced vomiting or diarrhea for at least 24 hours.
- **Contagious Infections:** The child must have received appropriate treatment and be considered non-contagious by a healthcare professional.
- **Other Illnesses:** The child must have recovered sufficiently to participate in normal daycare activities without posing a risk to themselves or others.

## **Illness at Daycare:**

If a child becomes ill while at Angels of Hope Childcare Ministry and exhibits symptoms requiring exclusion, the parents or legal guardians will be contacted immediately to arrange for the child's pickup.

The child will be kept in a designated rest area, away from other children, until the parents arrive.

## **Medical Documentation:**

Parents may be required to provide a doctor's note or medical clearance before their child can return to the daycare, depending on the nature and severity of the illness.

## **Hygiene Practices:**

Agne Ministry will maintain rigorous hygiene practices to prevent the spread of illnesses among children and staff. This includes frequent handwashing, disinfection of surfaces and toys, and promoting proper respiratory etiquette.

## **Review and Updates:**

The sick leave policy will be reviewed annually or as needed to ensure its effectiveness and compliance with health and safety guidelines.

Any updates to the policy will be communicated to parents and staff members in a timely manner.

By adhering to this sick leave policy, we can create a healthier environment for all children attending Angels of Hope Childcare Ministry and reduce the risk of contagious illnesses spreading within the daycare community.



## **Alternative Care/ Substitute Policy**

The alternative care/substitute policy for Angels of Hope Childcare Ministry aims to ensure the continuity of high-quality childcare services when regular staff members are unable to perform their duties due to planned absences, unexpected emergencies, or illness. This policy outlines the procedures for arranging substitute staff and maintaining the safety and well-being of the children during such situations.

### **Arranging Substitute Staff:**

The Director/Owner or Assistant Director/Supervisor will be responsible for arranging substitute staff when regular staff members are unable to work due to vacations, personal days, illness, or other reasons. Substitute staff members will be selected based on their qualifications, experience, and compliance with all licensing and background check requirements.

### **Notification Process for Staff Absences:**

Regular staff members are required to notify the Director/Owner or Assistant Director/Supervisor as soon as possible in advance of any planned absences. In the case of unplanned or emergency absences, regular staff members should notify the daycare as early as possible on the day of their absence.

### **Emergency Contact Information:**

All regular staff members will provide updated emergency contact information, including phone numbers, to the daycare. This information will be kept confidential and used only for communication during substitute arrangements or emergencies.

### **Substitute Staff Responsibilities:**

Substitute staff members will be provided with all necessary information about the daycare's operations, routines, and emergency procedures. They will be responsible for adhering to all daycare policies and providing high-quality care to the children during their assigned shifts.

### **Orientation and Training for Substitute Staff:**

Substitute staff members will undergo a brief orientation before starting their assignments. This orientation will cover essential information about the daycare's policies, procedures, and

emergency plans. Substitute staff members will also be briefed on any specific needs or requirements of the children they will be caring for during their shift.

**Familiarity with Children's Routines and Needs:**

When possible, substitute staff members will be assigned to classrooms or groups with which they are familiar, to minimize disruption to the children's routines. The daycare will maintain documentation and communication tools to provide substitutes with necessary information about each child's individual needs, allergies, medical conditions, and preferences.

**Communication with Parents:**

Parents will be informed in advance if substitute staff members will be present during their child's daycare hours. Parents will also be notified of any significant changes in staffing or substitute arrangements, providing reassurance and maintaining open communication.

**Review and Updates:**

The alternative care/substitute policy will be reviewed annually or as needed to ensure its effectiveness and compliance with all regulations. Any updates to the policy will be communicated to staff members and parents in a timely manner.

By implementing this alternative care/substitute policy, Angels of Hope Childcare Ministry ensures that children continue to receive the best care possible, even when regular staff members are unavailable. It also facilitates smooth transitions and maintains the safety and well-being of the children throughout any staffing changes or emergencies.



## **Termination of Care Policy – Angels of Hope Childcare Ministry**

The termination of care policy for Angels of Hope Childcare Ministry outlines the procedures and guidelines for terminating childcare services for children attending our daycare. This policy aims to ensure a smooth and respectful process while maintaining the safety and well-being of all children, staff members, and parents involved.

### **Termination Reasons:**

Termination of care may occur for various reasons, including but not limited to:

- Non-payment of tuition or fees.
- Repeated violation of daycare policies.
- Non-compliance with health and safety requirements.
- Inability to meet the child's specific needs or support their development.
- Disruptive or harmful behavior of a child or their parent/guardian that negatively affects the daycare community.

### **Termination Procedure:**

In case of termination, the Director/Owner or Assistant Director/Supervisor will initiate a termination meeting with the child's parent or legal guardian. The meeting will be scheduled in advance to allow sufficient time for discussion and resolution if possible. During the meeting, the specific reasons for termination will be clearly explained, and any concerns or questions from the parent/guardian will be addressed. If termination is deemed necessary, the parent/guardian will be informed of the last date of care.

### **Notice Period:**

A notice period of at least [number of days] will be provided to the parent/guardian before the termination takes effect. This notice period may vary based on the circumstances and severity of the situation. The notice period allows the parent/guardian to make alternative childcare arrangements and ensures a smooth transition for the child.

### **Outstanding Balances:**

Any outstanding balances owed to Angels of Hope Childcare Ministry must be settled before or on the last day of care. Failure to clear outstanding balances may affect the child's re-enrollment eligibility in the future.



**Return of Personal Belongings:**

Prior to the last day of care, the parent/guardian will be responsible for collecting all personal belongings belonging to their child from the daycare premises. Angels of Hope Childcare Ministry will not be responsible for any personal belongings left at the daycare after the termination of care.

**Appeals Process:**

If the parent/guardian disagrees with the termination decision, they may request an appeal process. The appeal will be reviewed by the Director/Owner, and a final decision will be communicated within a reasonable time frame.

**Confidentiality:**

All discussions and information related to the termination of care will be treated with strict confidentiality, in accordance with applicable laws and regulations.

**Review and Updates:**

The termination of care policy will be reviewed annually or as needed to ensure its effectiveness and compliance with all regulations. Any updates to the policy will be communicated to staff members and parents in a timely manner.

By implementing this termination of care policy, Angels of Hope Childcare Ministry aims to ensure fairness and transparency in the process of terminating childcare services. The policy also emphasizes the importance of open communication and maintaining a safe and positive environment for all children, staff, and families in the daycare community.



## **Written Plan for Effectively Caring for Children with Special Needs**

The written plan for effectively caring for children with special needs at Angels of Hope Childcare Ministry aims to provide a supportive and inclusive environment that meets the individual needs of each child. This plan outlines the strategies, procedures, and guidelines to ensure that children with special needs receive the appropriate care, attention, and opportunities for growth and development.

### **Identification and Assessment:**

Upon enrollment, parents or legal guardians will be encouraged to provide information about any special needs or conditions their child may have. The daycare will conduct an individualized assessment, including observations and discussions with parents and relevant professionals, to determine the child's specific needs and requirements.

### **Individualized Care Plans:**

Based on the assessment, an Individualized Care Plan (ICP) will be developed for each child with special needs. The ICP will outline the child's strengths, challenges, goals, and specific accommodations or modifications necessary to support their learning and development. The ICP will be shared with all staff members involved in the child's care, and they will receive appropriate training to implement the plan effectively.

### **Staff Training and Professional Development:**

All staff members, including teachers, assistants, and support staff, will receive specialized training in caring for children with various special needs. Training topics will include understanding different disabilities, communication strategies, behavior management techniques, and implementing Individualized Care Plans. The daycare will encourage ongoing professional development to ensure staff members stay updated with the latest best practices in special needs care.

### **Inclusive Environment:**

Angels of Hope Childcare Ministry will promote an inclusive environment that fosters understanding, acceptance, and respect for all children, regardless of their abilities. The daycare will provide a wide range of age-appropriate activities and learning materials that accommodate diverse needs and learning styles.

**Communication and Collaboration:**

Open and frequent communication will be maintained with parents or legal guardians of children with special needs to ensure continuity of care and progress updates. Collaboration with relevant professionals, such as therapists, psychologists, or educators, will be encouraged to implement strategies from external interventions effectively.

**Behavior Management:**

The daycare will follow positive behavior management strategies that promote a supportive and caring approach to behavior challenges. Staff members will be trained to use de-escalation techniques, redirection, and positive reinforcement to address behavioral concerns.

**Safety and Accessibility:**

The daycare facility will be designed and maintained to ensure the safety and accessibility of children with special needs. Necessary modifications and accommodations will be made to the physical environment to accommodate mobility challenges or sensory sensitivities.

**Medication and Medical Care:**

Children with medical conditions or requiring medication will receive appropriate care as outlined in their Individualized Care Plan. All medication administration will follow the daycare's medication administration policy and will be supervised by trained staff members.

**Review and Updates:**

The plan for effectively caring for children with special needs will be reviewed and updated annually or as needed to reflect any changes in regulations, staff, or children's needs. Feedback from parents, staff members, and professionals will be considered to continuously improve the quality of care.

By implementing this written plan, Angels of Hope Childcare Daycare Ministry seeks to create an inclusive and nurturing environment where children with special needs can thrive and reach their full potential alongside their peers. The plan ensures that each child receives personalized care and support, fostering a positive and enriching experience for all children in the daycare community.



## **Ministry Admission Policies**

The childcare ministry can provide care in a setting that is nurturing and follows the guidelines to ensure health and safety for your child. We will accept children that are developmentally appropriate to be in a setting with other children in their age group. The childcare ministry will not admit or continue to provide care for children whose needs cannot be met by the staff and facility or for behavioral issues that puts your child or other children in danger. The ministry will not discriminate based on race, religion, sex, national origin or handicap.

## **Hours of Operations**

The childcare ministry is open from 5:00am until 6:30pm Monday through Friday.

## **Program Description**

This childcare ministry operates as a non-for-profit organization for children ages 11 months to 12 years of age. The creative curriculum is used. This features exploration and discovery as a way of learning, enabling children to develop confidence, creativity and lifelong critical thinking skills.

## **Late Policy**

Children are expected to be picked up at the time of closing. A charge of \$10 will be assessed per child at 6:01 and \$5 in addition to every minute thereafter. If your child is here 30 minutes after closing time, Child Protective Services will be contacted to pick up your child/children.

## **Emergency Medical Authorization**

By signing you agree and give consent that in the case of an emergency, accident, injury or a serious illness that your child will be given emergency medical care. You understand that you will be contacted immediately or as soon as possible should the provider/staff be away from the phone numbers given for this application.

**Parent Signature:** \_\_\_\_\_

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



## **Illness Policy**

Your child must be excluded from the program if the following occurs;

1. Temperature of 101 orally, 100 auxiliary, or higher with other symptoms such as
  - a. Severe cold with yellow or green discharge
  - b. Cough
  - c. Sore throat
  - d. Sneezing
  - e. Swollen glands
  - f. Skin rash other than mild diaper rash
2. Any specific signs and symptoms of a communicable disease to which the child has been exposed. A physician's note will be required for your child to return, and clear of symptoms.
3. Other things that can be contagious
  - a. Vomiting
  - b. Diarrhea
  - c. Head lice
  - d. Conjunctivitis

## **Field Trips**

By signing below, you give your child permission to participate in field trips off the premises.

I give my child permission to be transported to and from the location of the field trip by the child care ministry in a motor vehicle

## **Policy about Reporting Suspected Child Abuse**

The childcare ministry is required by law to report any suspected child abuse and neglect to the Child Protective Services.

## **Policy on Release of child to an Intoxicated Person**

If a parent or authorized person is suspected by staff to be intoxicated or impaired and insists on departing with the child from the ministry, the staff will immediately report the incident to the local police department

**Parent Signature:** \_\_\_\_\_

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



## **Discipline & Guidance Policy**

Any person while on childcare facility premises shall not engage in or direct any of the following actions towards children:

1. Inflict corporal punishment in any manner upon a child's body
2. Hit, spank, beat, shake, pinch, or any other measure that produces physical discomfort. Cruel harsh or unusual humiliation or fighting methods of discipline including threatening the use of physical punishment.
3. Placement in a locked or dark room.
4. Public or private humiliation, yelling, or abusive or profane language.
  - a. Caregivers shall not associate disciplinary action or rewards with rest
5. Caregivers shall not associate disciplinary action with food or use of food as a reward. Caregivers shall not associate disciplinary action or humiliate a child in a regard to toileting.

### **Caregivers shall not:**

1. Use time out for any child less than 3yrs of age or time out for any purpose other than to enable the child to gain control
2. Physically restrain children except;
  - a. when necessary to ensure their own safety or that of others and
  - b. only for as long as is necessary for control of the situation; and use punishment to correct unacceptable behavior



## **Authorization for Child's Release**

Children will only be released to the parent or an authorized person listed with identification only. Parents must sign the child in and out each day by name and times of arrival and departure.

## **Meal Plans**

Breakfast will be offered from 6am until 8am. A morning snack, lunch and an afternoon snack will be served daily.

## **Parent & Teacher Conference**

We will have conferences with families as often as needed or at a parent's request. Staff and classroom teachers will be available for continuous communication and parents are always welcome to visit our ministry during hours of operation. The ministry will forward parent's information from FSSA regarding rules, policies and other pertinent childcare information.

## **Physical Examination**

A physical examination including vaccination records is required for each child within 12 months prior to admission to the program. The health examination must be turned in no later than 30 days after enrollment. Health examinations shall be repeated annually for children 2 years of age or younger.

## **Confidentiality Policy**

All information pertaining to admission, health, family, or the involuntary un-enrollment of a child is confidential.

**Parent Signature:** \_\_\_\_\_

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



## Physician/Emergency Contact Form

Information to be included in child's records

List the following information to be used in case of an emergency:

**Physician's Name:** \_\_\_\_\_

**Physician's Address:** \_\_\_\_\_

**Physician's Number:** \_\_\_\_\_

**Dentist's Name:** \_\_\_\_\_

**Dentist's Address:** \_\_\_\_\_

**Dentist's Number:** \_\_\_\_\_

Authorized people to pick up your child from the childcare ministry (only list people who are allowed to pick up. If they are not allowed, please place a note by their name)

**Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_





## **Rates and Payment Schedule**

All payments are due on Monday of each week only. Any payments that are made after Monday are considered late, and will result in a late fee payment in addition to your weekly rate. The late fee is \$30 and will be due upon arrival to the childcare facility in order for your child to receive care. If you are aware that your child will not be in attendance on Monday, your payment will be due on the Friday before the Monday of the start of the new week. If there is a week that your child does not attend, your payment is still due in order to hold a place for your child. The payment should be made the "off/absent" week or the week upon returning. If the payment is made on the week that you return, then the late fee is required along with the weekly rate.

**1yr olds:** \$150

**2yr olds:** \$150

**3 & 4yr old:** \$140

**Before & after care:** \$75 (*multiple children, ask for special rate*)

**Summer program:** \$120 (*multiple children, ask for special rate*)

## **Children Voucher Holders**

It is imperative that you take the time to swipe your child care card each day in order for the daycare to be compensated for services rendered. Please incorporate this into your daily routine as you drop off and pick your child up from the facility. Also, co-payments that've been given by your local intake specialist at the time of your eligibility appointment. The payment will be due on Mondays.

**Parent Signature:** \_\_\_\_\_

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

PARENT'S NOTICE

State Form 49444 (R2/5-17)

FAMILY AND SOCIAL SERVICES ADMINISTRATION

OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the daycare ministry.

This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.

**Name of Facility**

Angels of Hope Childcare Ministry

**Address of the Facility** (*number and street, City, State, and ZIP code*)

5040 Thompson Road

Indianapolis, IN 46237

United States of America

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

Name (s) of children enrolled:

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



## **Transportation Policy**

Angels of Hope Childcare Ministry will transport school age children only, ages 5-12 years of age. Our hours of operation are from 6am until 6pm and a licensed state approved qualified driver will transport children that has a permission slip on file that's been signed by a parent or legal guardian. Staff to child ratio will be maintained at all times (1 to 15) one adult to 15 students, children will not exceed the recommended capacity for the transporting vehicle.

The qualified driver will have a state issued driver's license and the vehicle will have appropriate and valid insurance that's state approved. The qualified driver will be responsible for restraining children in proper seating by use of safety belts and/or car seats based on recommended age and weight. Children will not be left unattended and will be supervised at all times. The qualified Driver will check the vehicle upon children exiting to ensure that all children are off of the vehicle. Safety condition policies will be met to ensure a safe ride for your child.

**Parent Signature:** \_\_\_\_\_

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

## **Safe Conditions Policy**

The following steps will be taken to ensure that your child is safe while at our childcare program. Children will be actively supervised with the required number of qualified adults (the qualified adults have completed comprehensive background checks, passed drug/TB screen and certified in all required training). Our childcare facility will not care for children in areas that are being remodeled, repaired or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, ceilings, floors, equipment, toys, furnishings, and cribs in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The child care facility will take the following steps to maintain the child care program:

- a) Clean the child care daily.
- b) Keep the child care in a sanitary condition at all times.
- c) Sanitize toys, furniture and other equipment used by the children weekly and when they become soiled or contaminated.
- d) Wash all soiled items prior to sanitation.

**Parent Signature:** \_\_\_\_\_

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



## **BUREAU OF CHILD CARE DIVISION OF FAMILY RESOURCES**

### **SAFE TRANSPORTATION OF FOOD RESPONSIBILITY**

Food must be brought to the facility in clean, insulated, sanitary containers, which keeps cold food at 41° F or below and hot food at 135° or above. Containers must be clearly labeled with the child's name and date of preparation.

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

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

Provide food for:

### **PARENT AGREEMENT**

**Parent's Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

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

**Parent Signature:** \_\_\_\_\_

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

### **SUPPLEMENT HEALTH CARE PROGRAM FOR CHILD CARE CENTERS PROVIDING INFANT-TODDLER CARE SUGGESTED FEEDING PLAN**



**INSTRUCTIONS:**

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Prior to admission, a feeding plan shall be established and written for each infant (age six (6) weeks to twelve (12) months) in consultation with the parents and based on the written recommendation of the child's medical provider. Feeding plans must be continually updated by the child's medical provider or parent. [470 IAC 3-4.7 (b)]

The following feeding plan has been recommended for this child.

**Name of Child:** \_\_\_\_\_

**Date of Birth** (*month, day, year*): \_\_\_\_\_

**Age/Months old:** \_\_\_\_\_

**Time to Feed:** \_\_\_\_\_

**Formula/Food Item and Amount:** \_\_\_\_\_

**Special Instructions:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Date of Parent or Medical Provider:

\_\_\_\_\_  
**Signature of MD, DO, NP**

**Date signed** (*month, day, year*) \_\_\_\_\_



## **Drop Off/Pick Up Procedures**

Angels of Hope Childcare Ministry

Dear Angels of Hope Families,

We are pleased to announce that, with the resolution of the COVID-19 pandemic, we are updating our pick-up and drop-off policies to enhance efficiency and convenience while maintaining a safe and healthy learning environment for our students.

### **Drop Off:**

Parents or authorized persons picking up the child must be listed on the child's application and be at least 18 years of age.

Parents or authorized persons are required to sign in and swipe if they have CCDF (Child Care and Development Fund). Please ensure that your child is unbuckled and ready to exit the vehicle upon arrival. A trained staff member will be available to greet your child from the rear seat, take their temperature, and escort them into the building.

### **Pick Up:**

Parents or authorized persons picking up the child must be listed on the child's application and be at least 18 years of age.

Parents or authorized persons are required to sign out and swipe if they have CCDF.

A trained staff member will escort your child to the vehicle's rear and place them in the car. Once staff is at least 6 feet away, parents may exit the vehicle and buckle up their child before departure.

### **Contact Numbers for Pick Up/Drop Off:**

Please call the following numbers when ready to pick up or drop off your student:

- PRESCHOOL STUDENTS CALL: \_\_\_\_\_
- SCHOOL AGE STUDENTS CALL: \_\_\_\_\_

### **Temperature Requirement:**

Temperatures must be within normal limits (greater than 99.0°F) for students to enter the building.



## **Safe Sleep Policy**

Safe sleep means putting your baby to sleep in ways that can help protect him or her from dangers, like choking and suffocation, and sudden infant death syndrome. SIDS is the unexplained death of a baby younger than one. To practice safe sleep, we have a few policies put into place for staff and parents to follow.

Blankets are warm and cozy, however very unsafe for an infant's sleeping environment, therefore, blankets are prohibited in the infant room. Babies are to be placed on their back when being placed in a crib during sleep times. The crib should only contain a crib size fitted sheet, & the baby. A pacifier without a lanyard is acceptable. Bibs around the baby's neck during sleep time is also prohibited.

Bibs can be worn during feeding times, and during activities while the infant is NOT sleeping. When the infant is done with these activities, the bib should be placed in a zip lock bag and placed in the labeled cubby that belongs to that specific infant. This is done to practice safety precautions and avoid violations.

Infants' sleep bags or sleep sacks are at least as safe as other beddings in preventing SIDS. A new analysis concludes that a sack could possibly be safer. Infants can wear them while laying in the crib, with both arms outside of the sack. On an average, babies 4 to 5 months wear them, but may continue up until ten months in our program. Sacks allow mobility but also allows the baby to still feel contained.

In closing, safe sleep is a major priority to this childcare program. We are dedicated to providing all infants in our care with quality and safe care by practicing safe sleep. Each staff member has gone through a course of training to be made aware of policies and procedures. We are committed to following all guidelines given by the state to ensure infants are safe and take precautions to prevent any unfortunate events.



## PARENT'S NOTICE

State Form 49444 (R2 / 5-17)

FAMILY AND SOCIAL SERVICES ADMINISTRATION

OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry.

Signature of Parent or Guardian

Name(s) of children enrolled

This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.

Name of Facility

Address of facility (number and street, city, stat, and ZIP code)

Country



**HEALTH CARE PROGRAM FOR CHILD CARE****HEALTH RECORD – CHILD**

State Form 49969 (R5 / 7-19)

**FAMILY AND SOCIAL SERVICES****ADMINISTRATION – MS02**

402 W. Washington St., Room W362

Indianapolis, IN 46204

Name of child ( <i>last, first</i> )	Date of birth ( <i>month, day, year</i> )	Date of admission ( <i>month, day, year</i> )
Address ( <i>number and street, city, state, and ZIP code</i> )		
Child lives with ( <i>relationship</i> )	Name	Telephone Number

MEDICAL HISTORY			
Communicable Disease	Month / Year	Condition	Explain if present
		Allergies:	
		Handicapping conditions:	
<b>Screenings</b>	<b>Result/Date (<i>month, day, year</i>)</b>		
TB Risk/Symptom		Other:	
Developmental Screen			
Lead			

PHYSICAL EXAMINATION	
Date	Age of child
Skin	Heart
Lymphnodes	Lungs
Eyes	Abdomen
Ears	Genitalia
Nasopharynx	Skeleton
Teeth and Mouth	Other:
Note any unusual findings:	
Does this child have any health that would be hazardous either to the child or to other children in a group setting as a result of participation in normal activities (including sports)?	
Yes	No      If Yes, what modification of normal activities would be necessary to protect the child and the child's classmates.
Have you prescribed any medications or special routines which should be included in the center's plans for this child's activities? Explain:	
Yes	No

## HISTORY OF IMMUNIZATIONS AND TEST *(indicate month / day / year)*

	1	2	3	4	5
DTap / DT					

	1	2	3	4	5
Hib					

	1	2	3	4	5
IPV (Polio)					

	1	2	3	4	5
Influenza (Flu)					

	1	2
Measles Mumps Rubella (MMR)		

	1	2	3
Rotavirus (RGE)			

	1	2
Varicella (Varivax)		

Or Chicken Pox Disease

Month/year

	1	2	3	4
Pneumococcal (PCV) (Prennar)				

	1	2
HEP A		

	1	2	3
HBV (HEP B)			

\*Recommended yearly.

Name of physician / nurse practitioner / physician assistant completing form (please print)

Telephone number

Signature of physician / nurse practitioner / physician assistant

### ADDITIONAL NOTES AND INSTRUCTIONS



## NOTICE CONCERNING FIRE SAFETY PROTECTION

State Form 55276 (5-13)

FAMILY AND SOCIAL SERVICES ADMINISTRATION

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\_\_\_\_\_, 20 \_\_\_\_\_

Dear Parent(s) or Legal Guardian(s):

Under Indiana law, a child care ministry may choose not to provide certain fire safety protections if the parent (s) or legal guardian(s) of each child is/are notified about the absence of the fire safety protections. The purpose of this notice is to advise you that this child care ministry does not have the same level of fire safety protection as a licensed child care center. As you have already been notified, the child care ministry does not have to comply with the same sanitation, life and safety rules as a licensed day care center. The reason you are being given this notice is that this child care ministry has chosen not to provide the fire warning system required in IC 12-17.2-6-5(c)(1)(A) nor IC 12-17.2-6-5(c)(2)(A). This form is stating that the ministry does not have the same level of fire safety protection as a licensed child care center.

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I / we, the parent (s) or legal guardian (s) of \_\_\_\_\_,

Acknowledge that I / we have read and understood the above notice concerning fire safety protection.

Signature	Date (month, day, year)
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## Notice To Parents Regarding Electronics

Dear Parents/Guardians,

At Angels of Hope Childcare Ministry, we understand that children may wish to bring electronic devices, such as tablets, smartphones, or handheld games, for their personal use during daycare hours. While we allow children to bring these devices, we ask that you carefully review and understand the following guidelines:

### 1. Responsibility for Electronics:

Angels of Hope Childcare Ministry is **not responsible** for any electronic device brought to our facility. This includes loss, theft, damage, or any other incidents that may occur while the device is on daycare property.

### 2. Use of Electronics:

The use of electronics will be limited to appropriate times and as approved by daycare staff. Any device usage that disrupts activities or violates our daycare policies will not be permitted.

### 3. Supervision:

While our staff will monitor the general environment, individual electronic devices will not be supervised at all times. It is the responsibility of each child to take care of their belongings.

By allowing your child to bring an electronic device to Angels of Hope Childcare Ministry, you agree to the terms outlined above. Please sign below to indicate your understanding and acceptance of these conditions.

Thank you for your cooperation in ensuring a safe and responsible environment for all children.

Sincerely,  
Angels of Hope Childcare Ministry

Acknowledgment of Electronics Policy

I, the parent/guardian of \_\_\_\_\_ (Child's Name),  
have read and understand the guidelines regarding electronics at Angels of Hope Childcare Ministry. I  
agree that Angels of Hope Childcare Ministry is not responsible for any damage, loss, theft, or other  
incidents involving my child's electronic device.

**Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_