

# Indianola Preschool, Inc.

## Child Care Policies & Procedures Handbook

Creating Bright Futures  
for Over 50 Years



Indianola Preschool, Inc.



JULY 2021

## **Disclaimer**

All operational policies of Indianola Preschool will apply to the childcare program as well. Policies contained in this document are specific to the childcare program and in addition to all general policies.

# Operational Policies & Procedures

## Registration Fee

At the time of registration, a one-time fee of \$50 will be collected to secure a student's enrollment in child care. The registration fee will be collected throughout the year as students register. This fee will be applied to the last week childcare is open during the school year. This fee is nonrefundable.

## Fees

The fee for full day care (6:45-4:30) is \$30 per day per child. The fee for before school care (6:45-8:00am) or after school (3-5:15pm) only is \$10 per day per child. Students may enroll in aftercare for 1, 2, 3, 4, or 5 days (must be same days each week). Fees will be collected based on the number of days a student is enrolled regardless of days attended. Fees may be paid weekly or monthly based on parent preference. Childcare fees are due on Monday of each week or the first Monday of each month. Fees not paid by Thursday will be assigned a \$10 late payment fee. If a student is one month behind in payments the student will be removed from the program.

## Operating Days and Times

Childcare will be available from 6:45am-5:15pm on all days that Indianola Preschool is open for school. **There will be no childcare on days when there is no preschool (snow days, holidays, school breaks, or summer).** There will be no fee charged for these days when Indianola Preschool is not in session and there is no childcare. Students will still be charged for days when they choose not to attend (vacation, illness etc).

## First Day of School

To ease the transition to preschool all students in our 3-year-old classes (Caterpillar, Katydid, Ladybug, Bumblebee, and Grasshopper) only attend for a portion of the day on the first day. **As this is a transition day we will not be able to offer child care to those students on the first day only.** Students in Butterfly and Firefly Classes will attend the full session on the first day. Full day childcare is open for them on the first day.

## **Late Pick-Up Charge**

Parents/guardians are expected to pick up children on time at the end of the day. If you are 10 minutes past the scheduled closing time, a warning note will be sent home and you will be required to sign the Late Pickup Form. After the first warning, anyone late picking up their child again will have to sign another Late Pickup Form and will be charged a late fee of \$25 with an additional \$5 each additional 5 minutes after that. If you do not pay the late fees by their next day of attendance, your child will not be able to return to childcare until it is paid. Chronic lateness will result in termination from the program.

## **Meals**

Students attending before school care can bring breakfast to school to eat if they have not eaten before arriving. Students attending full-day childcare will have lunch and an afternoon snack at school. Students will need to bring a cold lunch to school each day they are attending. The Food Program requires that each lunch contain a serving of the following: milk, a meat or meat alternative, grain, fruit, and vegetable. Indianola Preschool will provide the milk for all students at lunch and snack. A milk fee of \$20 per semester for 5-day students and \$15 per semester for all other students will be collected in September and January. There is no additional fee for childcare snack; this will be provided by Indianola Preschool.

## **Morning Childcare Location**

Due to limited space within the preschool we use a large classroom at Trinity United Presbyterian Church (directly across the street) Path Building Monday through Friday mornings from 8-11 am. Two staff members will walk the children to and from the class each day around 7:45am.

## **Rest Time**

As part of the afternoon schedule all students will be required to lay down for a rest time. Students who do not fall asleep within 20-30 minutes will be given quiet activities during rest time. Indianola Preschool will provide mats, sheets and blankets for each student to lie on. Parents can send a towel or blanket at the beginning of each week for their child to cover up with. It will be sent home at the end of the week to be washed and returned. Students attending morning childcare and afternoon preschool

will also have a quiet time for approximately 25 minutes each morning. You may also send a blanket for your child if you wish.

### **Parent Communication**

At the beginning of each month the following information will be sent home to parents: snack calendar and any days there is no childcare that month. There will not be regularly scheduled parent teacher conferences for childcare students. However, parents are encouraged to communicate any questions or concerns they may have to the childcare teachers at any time.

### **Child Care Weather Policy**

The following policies will be in place in the event of school delays or cancellations due to weather for the Indianola Community School District.

- If Indianola Schools are closed there will be no childcare or preschool. No childcare fee is charged for this day.
- If Indianola Schools have a two-hour delay there will be no morning preschool, however, childcare will be open from 6:45am- 5:15pm. There will be afternoon preschool. This day will be billed as a regular childcare day.
- If Indianola Schools begin on a 2-hour delay and then change to no school childcare will remain open until 5:15pm. This day will be billed as a regular childcare day. However, for the safety of the children and our staff we ask that you make arrangements to have your child picked up as soon as possible and notify IPS as soon as possible of any schedule changes.
- If Indianola Schools dismiss early there will be no afternoon preschool; childcare will remain open until 5:15pm. This day will be billed as a regular childcare day. However, for the safety of the children and our staff we ask that you make arrangements to have your child picked up as soon as possible.