Indianola Preschool, Inc.
Child Care Policies & Procedures Handbook

INDIANOLA PRESCHOOL

August 2025

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.

Creating Bright Futures
for Over 50 Years

Indianola Preschool, Inc.

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.

Summer Child Care registration fee is $50. This fee is used as a snack fee and to help pay for any field trip expenses. It will not be applied to the last invoice.

Fees

The fee for full-day care (6:45-5:15) is $40 per day per child. The fee for before-school care only (6:45-8:00 am) is $7 per day. The fee for after-school care only (2:30-5:15 pm) only is $15 per day per child. Students may enroll in aftercare for 1, 2, 3, 4, or 5 days (must be the 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.

The Summer Child Care fee is $45 per day per child. The cost is higher due to field trips requiring extra staff for supervision.

Operating Days and Times

Childcare will be available from 6:45 am-5:15 pm on all days that Indianola Preschool is open for school. **There will be no childcare on most days when there is no preschool (snow days, holidays, school breaks).** See the preschool calendar for days that are closed for both preschool and childcare. 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.).

Summer Child Care families, please refer to your calendar for any possible days closed due to holidays.

First Day of School

To ease the transition to preschool, all students in our 3-year-old classes (Caterpillar, Dragonfly, 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, Firefly, and Spider 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 more than 5 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 $25 per 10 minutes past closing time. 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 a vegetable. Indianola Preschool will provide milk for all students at lunch and snacks.** A milk fee of $20 per semester for 5-day students and $15 per semester for all other students will be collected in October and February. There is no additional fee for the childcare snack; this will be provided by Indianola Preschool.

Summer Child Care uses the registration fee to cover any snacks, milk, or field trips. They still need to bring a lunch each day that includes all the food groups listed above.

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 8:00-11:00 am and 11:30

am -3:00 pm. Two staff members will walk the children to and from the class each day around 7:50 am. This is only used during the school year, and summer child care will only be located at the preschool.

Summer Child Care will use the west classroom for their home base during the summer. Please use the double doors to drop off and pick up daily.

Rest Time

As part of the child care schedule, all students will be required to lie down for a rest time. Students who do not fall asleep within 15-20 minutes will be given quiet activities during rest time. Indianola Preschool will provide cots, sheets, and blankets for each student to lie on. All naptime materials 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 30 minutes each morning. Blankets are provided and sent home at the end of each week to be washed and returned on Monday. If your child brings a stuffed animal for rest time, it will stay in their rest time bag and only come out for rest time.

Summer child care will only have 1 rest time, which will occur in the afternoons between 1:15-2:45 pm. Students who do not sleep after the initial 30 minutes of rest may move to another classroom with a teacher for quiet play time.

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 child care students. However, parents are encouraged to communicate any questions or concerns they may have to the child care 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 6:45 am- 5:15 pm.

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 all students can be picked up. 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 5:15 pm. 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.

Summer Child Care will watch weather updates and will cancel walking field trips if the weather is unsafe.