



7320 Northcote Ave.
Hammond, IN 46324
(219) 844-3030 ext. 305
communitypreschoolandchildcare.org

Registration Form - Preschool ONLY 2021-2022

Child must be appropriate age by August 1st 2021

Please check which class you are registering for:

_____ **Four Mornings a week- \$288/month (3-4 year olds)**
Monday, Tuesday, Wednesday, and Thursday mornings, 8:30- 12:30

_____ **Five Mornings a week- \$360/month (4-5 year olds, Pre-K)**
Monday through Friday mornings, 8:30-12:30

Child's Name _____ Birthday _____

Home Address _____

Cell Phone _____ Home Phone: _____

Mother's Name _____ Father's Name _____

Best Contact Email _____

_____ **Registration Fee** of \$60 and **Deposit** of 1st month of tuition will reserve your preschool enrollment for the agreed upon start date.

Statement of Guardianship

_____ My spouse and I are the legal guardians of this child.

_____ I, alone, am the legal guardian of this child.

_____ This child's parent and I share legal custody of this child.

Who may we thank for referring you to our school? _____

Community Preschool and Childcare Contract

The Parent Agrees:

1. To pay the Provider the rate of \$ _____ per month for the preschool tuition for their child.
2. To make payments the 15th of each month for the term of the contract.
3. To pay a deposit of \$ _____ at the time of the initial interview to assure a space for their child. The deposit will be applied to the first month's tuition charge unless the child does not attend as agreed; therefore, the deposit shall be forfeited.
4. To pay the \$60 enrollment fee (non-refundable).
5. That tuition is billed for 49 weeks of the 52-week school year and Does Not adjust for illness, holiday, professional development, or absences (see parent handbook).
6. To pay an overtime charge of \$10 if the child is picked up after 12:35, the charge will only occur after the 3rd time being late.
7. To pay a late payment fee of \$25 dollars that will be added if the payment is received five days after the 15th due date.
8. To provide diapers, pull-ups, wipes, extra clothes.
9. To provide a 30-day notice to terminate the contract, if the contract is terminated before the 30-day notice parent is responsible for tuition.
10. To provide Community Preschool and Childcare with current immunization records on or before the first day of preschool.
11. To provide a Health Form (must be completed by Physician) within 30 days of child's enrollment. Failure to do so will result in suspension until forms are completed and returned (Tuition will still be due per contract).
12. To provide current emergency contact, developmental information, and enrollment documentation.

Community Preschool and Childcare Agrees:

1. To provide Early Education services to the child per the parent handbook guidelines.
2. To provide snacks at no extra charge, which meet or exceeds USDA Minimum Nutritional requirements, in accordance with the USDA Child and Adult Care Food Program.
3. To provide activities for enrichment of the Early Education and care environment.
4. To provide education and care which meets or exceeds the licensing state.
5. To provide safe, clean, nurturing environment and all meals for the day.
6. To provide Flex Rate care at \$10 per hour (capacity dependent).
7. To apply a one-time \$50 dollar referral discount will be provided to the currently enrolled family for each paid and enrolled family. One month's tuition must be paid before the discount is applied.
8. To apply a 10% discount will be given to one of the tuition rates when two or more children are enrolled. Flex care rates are not included in this discount.
9. To apply a 5% discount when 9 -month tuition is paid in full.

Providers Signature _____ Date _____

Parents Signature _____



COMMUNITY
Preschool & Childcare

Parent Handbook
2021-2022

7320 Northcote Ave., Hammond, IN 46324
(219) 844-3030 ext. 305
communitypreschoolandchildcare.org
director@communitypreschoolandchildcare.org

Tax ID: 35-0988814

Community Preschool and Childcare Parent Handbook

2021-2022

Table of Contents and Addendum of COVID Guidelines

Introduction

Mission, Philosophy and Goals

Enrollment Procedures

Fees and Payment Options

Operational Procedures

Arrival and Dismissal/ Arrival cutoff Late Pick-up Fee

Emergency Contact Information Outdoor Play Policy

Clothing

Safe Conditions Policy

Illness Policy

Medication Policy

Toilet Training Policy

Snack and Meal Policy

Napping and Supplies

Closings

Staff

Criminal History Policy

Parent Involvement

Parent Representation on Governing Board

How to Handle Questions/ ClassTag Communication

Parent Participation

Individual Child Assessment and Parent Conferences

Family Events/Fundraising

Field Trip Transportation Policy

Emergency Procedures

Child Abuse Policy

Educational Policy

Guidance and Discipline Policy

Caring for Children with Special Needs

Separation Concerns

Transitioning from classes and into kindergarten

Connecting with Woodmar UMC and FAQ's about our Christian Environment

Calendar and Enrollment Forms for Parent Signature

Introduction

Thank you for choosing Community Preschool and Childcare for your child. We are a registered ministry of Wood mar United Methodist Church. Community Preschool and Childcare is a high quality, Level 4 Paths to Quality program and certified with CCDF, Child Care Development Fund and NAEYC Accredited Our program is committed to allowing each child to explore, experience and discover in a safe, stimulating, and loving environment appropriate for their developing needs.

We at Community Preschool and Childcare (CP&CC) believe that our program is a ministry designed to show us how all children can thrive and develop in an atmosphere of love and respect for the well-being of others, regardless of differences. We respect the dignity and contributions of each child as a gift from God.

We look forward to building reciprocal relationships with the families that we serve. We will provide opportunities for families to interact with other families, community resources, professional resources, and spiritual resources. We hope to help families improve their understanding of their children and to enhance skills as the most important teacher.

Please read through this handbook and keep it for future reference concerning any questions that may arise throughout the school year. If you have any questions or concerns, feel free to approach your child's teacher, the director or assistant director or parent representatives to our governing board. We look forward to:

Enriching the mind and nurturing the spirit, one child at a time.

Mission Statement, Philosophy and Goals:

Community Preschool and Childcare will provide a high-quality early education and care program in a Christian environment for children ages 3-5 years.

Community Preschool and Childcare adheres to a developmental approach in curriculum planning. The developmental approach is used to set-up a stimulating environment that promotes learning on an individual basis as well as establishing a group atmosphere that will facilitate the use of each child's present and potential abilities. Opportunities are provided to expand knowledge through exploration, investigation, initiative, cooperation, creativity, communication, perseverance, critical thinking, responsibility, independence, risk-taking, empathy and confidence.

- To accept each child as unique.
- To provide a safe, healthy, and stimulating environment, which promotes curiosity and enthusiastic hands-on learning through play.
- To encourage the development of self-esteem and confidence to try new activities.
- To extend thinking through intentional teaching to the individual child.
- To extend development of the whole child through intentional teaching and ongoing assessment.
- To nurture trust with adults and children away from family.

- To engage with parents to help each child develop socially, emotionally, physically, and spiritually.
- To provide a balance of outside large motor play and indoor quiet play.
- To summarize each child's development through informal assessments.
- To engage with parents and community resources in planned activities.

Enrollment Procedures

Enrollment is open to all children without regard to sex, race, color, creed, religious belief or a child's abilities with regard to our limited support services. All enrollment forms must be completed 24 hours prior to the child's first day. A time for parent, child and teacher to meet will be arranged prior to each child's first day. Enrollment forms needed prior to attending:

Registration form with parent/guardian signature and Registration fee.

Current Immunization records and a completed health form signed by Physician. Tuition for Preschool Only, must be paid one month prior to start date.

Tuition for Full Time Education and Care must be paid on/by the first day of care. Signed policies, consent forms and Emergency Plan from this Handbook.

CACFP/Child and Adult Care Food Program enrollment form. *This institution is an equal opportunity provider.*

Fees

Registration fee - \$60 due upon registering.

Preschool Only Tuition - first month's tuition due upon registering.

Preschool for 3-4 yr. old meets 4 mornings/wk. Monday-Thursday - \$288/month.

Preschool for 4-5 yr. old meets 5 mornings/week - \$360/month.

Hours: 8:30 - 12:30/ 3-5 year old's

Tuition is due by the 15th of each month. September's tuition was paid before school started. October's tuition is due by September 15.

Late Fee for Preschool only tuition is \$25. Parents are given five days from the due date before the late fee is charged. Past due accounts of six weeks -parents will receive a letter giving the parent two additional weeks to make payment in FULL. When payment becomes two months late, the child will be dismissed. The Board has authority to make adjustments in special circumstances.

Flexible Childcare Hourly Rate-Capacity dependent at \$10/hour. Child must be enrolled.

Full Time includes Preschool and Care - during operating hours.

Weekly rate for 3-5 year old's is \$190/week

Full time fees are due on Monday, each week. Parent contract for a limited spot in our enrollment. Tuition is billed for 49 weeks of the calendar year and does not adjust for holidays, professional development, or absences. If a child is absent due to a communicable illness, fees may be adjusted on a case-by-case basis with a note from the child's physician. 49 weeks accounts for two weeks of closure during Christmas break and one week of vacation at parent's request.

Late Payment Fee for Full Time Enrollment - A \$25 late fee will be added if payment is received two days late. On the following Monday, payment in full is required.

Delinquency in payment of fees will result in release of services.

Late Pick-Up Fee - \$25 charge for each 5-15 minutes after closing.

Parents receiving CCDF assistance or On My Way Pre-K are financially responsible for following the attendance regulations, co-pay and late pick-up fee if incurred.

Payment Options:

- Preferred Method of Payment is ACH -Automatic withdrawal of funds from your checking or savings account through Tuition Express. Form for Tuition Express is in the Handbook.
- Automatic payment by you through MyProcare.com with your email address. This can be done as a one-time transaction or on a reoccurring basis. A transaction fee will be charged.
- Cash, Check and Credit payment can be made in the CP&CC Office.

Operational Procedures

Arrival - Parent/Caregiver sign-in at the Check-in Station. Accompany your child to the classroom into the presence of his/her teacher. Arrival Cutoff: After 9:15AM your child will not be able to attend until the next day.

Dismissal - Parent/Caregiver sign-out at the Check-In Station and pick-up their child from the classroom. **Only persons on your Designated Pick-up** list will be allowed to pick-up your child. For Late Pick-up information, see the information above, under Fees.

Emergency Contact Information - Forms are included in this Handbook and must be turned into CP&CC prior to your child's first day. If any information changes throughout the year, parents are responsible for communicating changes to Community Preschool and Childcare.

Clothing - Please understand that your child may be involved in messy activities.

- Send an extra set of clothing in a zipper bag with your child's name on it.
- Closed-toe shoes must be worn on the playground and in the gym.
- Appropriate outer wear for play includes mittens, hats, and boots for fall/winter.
- If toileting is not consistent, send plenty of underwear.

Outdoor Play Policy - Daily outdoor play will take place for all children unless the severity of the weather poses a safety or health hazard or if a health-related reason for a child to remain indoors is documented by the child's physician. Weather that poses a significant health risk shall include:

Wind chill at or below 27 degrees F or Heat Index or air quality conditions as identified by the National Weather Service as unhealthy.

Outdoor play environments must be safe and children must be actively supervised at all times. Daily play will take place in the fenced-in playground unless a special outdoor activity is planned and supervised, e.g. nature walk on the grounds.

Safe Conditions Policy -The following steps will be taken to ensure that your child is safe while at Community Preschool and Childcare, CP&CC:

- a. Children will be actively supervised with the required number of qualified adults.
- b. Staff have completed a comprehensive criminal history check, drug screen and negative TB test and have completed required trainings.
- c. Children will not be cared for in areas that are being remodeled, repaired, or painted.
- d. The director, staff, and trustees of Wood mar UMC are responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings 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.
- e. CP&CC will take the following steps to maintain the facility:
 - Clean the facility daily
 - Keep CP&CC in a sanitary condition at all times
 - Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
 - Wash all soiled items prior to sanitization
- f. Adult' personal belongings, all purses, back packs, lunches and other items must be stored out of children's reach.
- g. Potentially poisonous or toxic materials and cleaning agents will be kept out-of-reach of children. Toxic items must be labeled, "Keep Out of Reach of Children" and must be stored in a locked cabinet, e.g. janitor's closet must be kept locked and labeled, "Keep Out of Reach of Children."
- h. Use of Tobacco, Alcohol and Firearms: the use of illegal drugs, tobacco and the possession of firearms or other weapons is prohibited at CP&CC.
- i. Children will only be released to adults authorized by parents to pick-up the child.
- j. Adults who bring the child to and or remove the child from CP&CC will sign child in and out of the facility. All staff are authorized to ask for proper identification of persons seeking to remove a child from CP&CC.
- k. Director will intervene in a situation that may jeopardize the safety of any child. Intervention may include, discussing the situation with person(s) instigating the unsafe activity, e.g. not complying with child safety seat law, not releasing a child into a perceived unsafe situation and calling another designated adult to pick-up the child, e.g. adult picking up child is under the influence of alcohol or drugs.

Illness Policy - Parents need to have a back-up plan for care of their child in the event of their child's illness or in the event of an emergency closing. If a child is absent due to a communicable illness, fees will be determined on a case-by-case basis when a physician's note is presented.

Exclusion Policies - When to keep your child home:

- Illness prevents the child from participating comfortably in activities as determined by staff.
- Ill child requires more care than the staff can give, which may result in compromising care for other children.
- Fever - temperature of 100.4 F or above, keep child home. Children do not return until fever-free for 24 hours without fever-reducing medication.
- Diarrhea - Occurring within 12 hours before class - Stay home! If two bouts of diarrhea occur during a child's care at CP&CC, a parent will be called to pick-up the child.
- Stomachache - Keep your child home until he/she regains appetite and has normal bowel movements.
- Vomiting - Two or more times within the 24 hours prior to attending class. Stay home until vomiting stops and child regains his/her normal appetite.
- Chicken Pox - Please notify the school as soon as possible. Stay home until all lesions have crusted over, usually one week after the first blister.
- Discharge from Eyes or Ears - Child must stay home until 24 hours after administering antibiotic and clearing of discharge.
- Severe Cold Symptoms such as chill, dark/thick nasal discharge, sore/inflamed throat, water/itchy eyes, coughing, etc.
- Any Communicable Disease/Illness - Immediately inform CP&CC so that parents can be notified within 24 hours of notification. Child is not to return to preschool after having a communicable disease unless a written statement from your doctor is received stating that your child is in good health and free from communicable disease, e.g. Strep Throat.
- COVID-19 - See specific information in the Addendum located at the front of the Handbook.

Medication Policy - We do not dispense any non-emergency medication unless regulated procedures are followed. The m titled, Record of Medication Order must be completed by a physician for necessary medications which includes over-the-counter as well as prescription medications in original packaging. Exceptions are for sunscreen and bug spray if parent consent is documented. Order and consent are valid for one year and aligned with the expiration date.

Toilet Training Policy- Children ages 3 and above must be completely toilet trained in order to move on to the next preschool class. Unless there is a diagnosed disability related to toilet training, a child will remain in the class for young 3 year old's if he or she is not independently using the toilet.

If a child enrolls in the class for young 3 year old's and is not independently using the toilet, parents will provide a plan for toilet training at home which will be communicated to the child's teachers.

Toilet/Potty training is a very important milestone for each child. This is a milestone that requires active support from parents and caregivers. **Children typically become toilet trained between the ages of 2 and 3 years.** We ask that parents let us know as soon as they start to think about potty training in order to maintain consistency. Potty training is a shared job and it is important that your child gets the same messages at home and at school. Communication is the key. Parents are asked to provide plenty of changes of clothes. This is very important because accidents do happen and your child will be more comfortable in his or her own clothing. Please see the attached Guide to Positive Potty Practices.

Accidents and setbacks may happen during emotional situations. Examples of emotional situations include moving to a new house, a family illness or death, or a new baby in the house. If you know an emotional situation is going to happen, wait for a calmer time to start toilet training. **If your Preschool-age child is not interested in toilet training,** reach out to your child's health care provider with your questions or concerns about potty training. Occasionally, children have physical issues that make potty training more difficult, so a check-up is always a good idea. You may want to sit down with a child development specialist who can help you figure out what the challenges around potty training might be for your individual child and can help you identify toilet learning strategies that might be more successful. (Zero to Three Resource}.

Procedures followed at Community Preschool and Childcare when a child is ready for toilet/potty training.

- Open communication with parents and the child's teacher as stated above.
- Positive practices will be communicated to the child.
- Child will be instructed to pull down clothing as needed.
- Child will be instructed to sit on the toilet seat. The toilet is small enough for the child's feet to touch the ground between the classrooms of two year old's and three year old's.
- Teachers will wear disposable gloves when assisting a child with toileting.
- Girls will be instructed to wipe from behind, front to back.
- Boys will be allowed to sit or stand. If sitting, teacher will verbally instruct the child to gently push his penis down toward the water of the toilet. If standing, teacher may gently push the child's pelvis from behind to direct the flow into the toilet.
- When a child has a bowel movement, teachers will reassure the child and instruct the child to wipe from behind, front to back and keep wiping until the toilet paper is clean. If a child needs further assistance, **a teacher will wipe with toilet paper or a wipe when wearing gloves and in the presence of another staff person.** If the child refuses help, the teacher will not force the wiping. Parent will be notified if a child refuses help with wiping.
- If a child has a toileting accident, he or she will be assisted in getting clothing and will be encouraged to remove soiled clothing. The child will be assisted if needed after being instructed on cleaning self and putting on clean clothing.
- Child will wash hands thoroughly upon leaving the toilet.

- Staff will wash hands thoroughly after assisting the child and removing disposable gloves.
- Communication will continue between teacher and parent.

Snack and Meal Plan - In accordance with CACFP nutritional guidelines and regulations.

Breakfast is served at 7:00-7:30 am

Morning snack is served at 9:00-9:30 am

Lunch is served at 12:30-1:00 and is provided by a vendor contracted by CP&CC

Afternoon snack is served at 3:30-4:00 pm

Staff sit with children during snacks and lunch while conversing and assisting as needed. Food is not used as a reward or punishment.

Food allergies are posted in accordance with privacy laws in the classroom and in the kitchen.

An Allergy Action Plan must be completed for children that experience food allergies.

Food intolerances - Physician's permission form or other instructions, such as a milk substitute due to health, must be on file for each child for whom the instruction is written. These forms must be reviewed annually.

Outside food is not permitted unless it is a special event aligned with the teacher. Outside food must be store-bought, not homemade.

Napping Supplies for Full Time Care - Clean napping supplies are due each Monday and returned home each Friday for cleaning. Please send napping items in a reusable bag with child's name on it. Each Monday, send a small blanket. A crib-size sheet and small pillow are optional. Please provide an extra set to leave here, in case of a potty accident or forgetfulness.

Closings - See Calendar on last page for closing dates due to holidays. Closings include:

- Labor Day
- Thanksgiving Day and Friday
- Christmas Week and the Following Week (2 weeks)
- Martin Luther King Jr. Day
- President's Day (Professional Development)
- Memorial Day
- Independence Day
- Professional Development on the Friday before Memorial Day and prior to Fall start

Closings due to Extreme Weather -We will remain open unless extreme circumstances warrant closing. Parents will be notified through a communication app and social media.

Staff - Our program is proud of the dedicated and experienced staff that maintain high standards of care and early education. Staff are carefully selected for their experience, training and personal commitment to the needs of young children. All references are checked thoroughly; pre-employment drug screens as well as random screens are required; tuberculosis screenings are required annually and background checks are completed for all staff.

Each class has a lead teacher who has completed a degree or credential in Early Childhood

Education or a related field such as Special Education. Classroom assistants work with the lead teacher to provide care and carry out the curriculum. All staff are trained in CPR, First Aid, Universal Precautions, Child Abuse Prevention and numerous other safety and quality trainings. Staff attend conferences, in-service and web-based training on topics related to early childhood education and care. Our staff maintain 20 hours of training throughout the year.

Policy on Criminal History Results - Any employee or volunteer who has direct contact with a child receiving care from CP&CC must consent to a National Fingerprint Criminal History Check before having direct contact with a child. Additionally, any employee or volunteer who has direct contact with a child receiving care for CP&CC must report to the Director any information regarding: Police Investigations -Arrests -Criminal Convictions.

Other offense classified as a dangerous felony or any other felony less than 10 years old as of discharge date from probation, imprisonment or parole, and any misdemeanor related to welfare fraud. Termination will result if the employee or volunteer's past or present criminal history reveals the aforementioned felonies and/or misdemeanors.

The director of CP&CC will report any information regarding: police investigations, arrests and criminal convictions of employees or volunteers that are made known. The director will report to the Consultants Consortium of FSSA, to Child Protective Services and to the Boards of CP&CC and Woodmar UMC.

Parent Involvement and Communication - Teachers work in partnership with parents, communicating daily to build mutual understanding and greater consistency for children.

Representation on the Governing Board - A parent from each classroom will be asked to serve on CP&CC's Board to be a voice for all the parents in their child's class. Parent representatives should be able to attend board meetings at the designated time monthly. All parents are encouraged to share their concerns and suggestions with their parent representative. If at any time, parents feel that their concerns have not been properly addressed by the teacher or director, they may have their concerns addressed to the Board by either their parent representative or by sending their written concerns to the Board via the Pastor of Woodmar UMC.

How to Handle Questions or Concerns - Parents should feel comfortable expressing questions and concerns to their child's teacher and to their child's parent representative. Our administrative team consists of Karianne Padilla and Cyndi Slaboski. Their office is located in room 5. You may email Cyndi and Karianne at director@CommunityPreschoolandChildcare.org. or call at 219-844-3030 ext. 305 with questions, concerns and suggestions.

Class Tag is another way to communicate. It can be used to message your child's teacher or another staff member. At the time of enrollment, you will receive an invite from your child's teacher. The invite will connect you to your child's class and allow you to communicate with others within the app.

Parent Participation in the Classroom - Specially planned days and parties will be planned throughout the year. Your child's teacher will post opportunities for parents to participate in special days. Parents willing to share their career or hobby when appropriate for early childhood are welcome to plan a special activity with your child's teacher.

Parent Conferences and Child Assessments - Parents provide important information on the Getting to Know Your Child form and through the Parent-Teacher Orientation meeting.

Throughout the year, teachers keep track of each child's development with informal anecdotal records. At mid-year, teachers summarize each child's development with an informal assessment tool. The purpose of the assessment is to monitor developmental progress, determine lesson plan content, provide direction and to have accountability by our staff to the children and parents in our program. Parent conferences will be scheduled in January/February to discuss each child's progress. Parents and teachers may request a conference as needed.

Family Events - Throughout the year, events are planned to include family members of our children. Events have included, Curriculum Fair, Christmas Pageant, Pre-K Recognition and Week of the Young Child Event. Wood mar UMC has events throughout the year which families are welcome to join and participate in the planning.

Fundraising - Fall orders of Butter Braid Bread, Pumpkin Roll and Cookie Dough are gathered by families to give our general budget a needed boost.

Field Trip Transportation Policy - CP&CC does not provide transportation to school or other extra-curricular activities. Occasionally, classes will take field trips and parents or guardians are required to provide transportation for their child in compliance with the Indiana Child Safety Seat law. Written permission slips signed by the parent are required prior to the field trip. Smoking is not permitted at CP&CC functions and field trips.

Emergency Procedures and First Aid - Parents will be notified immediately of any accident or incident that is of immediate concern. We will attempt to contact you immediately for any condition requiring first aid treatment other than minor scrapes or bumps. Please be sure that we have updated contact information. If the situation requires advanced medical treatment, the 911 System will be used and the child will be transported to the nearest medical facility by EMT staff. We will send a staff person with the child, along with the signed medical authorization forms which are required for every child upon enrollment to our program. This authorization provides the CP&CC staff with the authority to take necessary measures in the absence of the parent during an emergency.

Accident and Incident Reports - Keeping children safe is our top priority. However, bumps and scrapes do occur. When accidents or incidents happen, staff will fill-out an Accident Report. One copy will be sent home and one copy will be placed in your child's file.

Child Abuse and Neglect Reporting Policy - Staff are mandated by the State of Indiana to report suspected child abuse. Staff and parents should be aware of reporting requirements and procedures for handling reports of child abuse and neglect. Information on where to call and how to report abuse and neglect should be posted so it is readily available to parents and staff.
Procedure and Practices:

- All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: 1-800-800-5556, no matter where the abuse might have occurred. The Director will call to report suspected abuse or neglect. The Director will report the suspected abuse to Wood mar UMC's Pastor prior to calling.
- All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or guardian. Reporters of suspected child

abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

- Signs of suspected child abuse or neglect will be recorded on the Student Injury Report form which will be kept in a confidential file located in the Director's office.
- If a staff member is suspected of abuse, parents or legal guardians of suspected abused children will be notified by the Pastor of Wood mar UMC immediately after contact with Child Protective Services is made. Parents or legal guardians of other children in the program will be contacted by the Pastor of Wood mar UMC within 24 hours of contact with Child Protective Services, so that they may share any concerns they have.
- Staff who are accused of child abuse may be suspended or given leave with pay, pending investigation of the accusation. However, no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete. Staff found guilty of child abuse will be immediately dismissed.

Education Policy and Daily Activities - Daily activities will be planned and posted so that parents and staff know how and what children are learning through their play, the learning centers, the room environment and group experiences.

- A. Daily activities will be guided by Creative Curriculum, from Teaching Strategies and aligned with NAEYC Standards for Early Learning
- B. Creative Curriculum adheres to research-based, developmentally appropriate strategies:
 1. Establish and maintain a safe and healthy environment
 2. Advance physical and intellectual competence
 3. Support social and emotional development
 4. Maintain a commitment to supported inclusion of children with special needs
 5. Establish positive and enriching relationships between teachers and children
 6. Establish positive and productive relationships with families
- C. Daily activities will be aligned with Indiana's Early Learning Foundations.
- D. Daily activities will include standards focusing on the 5 Developmental Domains:
 1. English-Language Arts
 2. Mathematics
 3. Social-Emotional
 4. Physical
 5. Personal Care
- E. Daily activities will be planned further with consideration for individual needs as well as group needs to promote:
 1. Sense of self in relationship to others
 2. Motor development
 3. Language and listening skills
 4. Science and the natural world
 5. Sense of their community and community helpers
 6. Creative art
 7. Music
 8. Dramatic play

9. Math skills
- F. Anecdotal records will be maintained to document the development of each child.
- G. Informal Child Assessment Tool for Kindergarten Readiness will be used to:
1. Develop goals for each child and the group
 2. Create and implement intentional lesson plans
 3. Plan an engaging and stimulating learning environment
 4. Determine effectiveness of instruction
 5. Engage in meaningful collaboration with family members and colleagues
 6. Determine training needs of staff
- H. The lead teacher is responsible of planning and posting daily activities in accordance with this Education Policy. The lead teacher will be supported in planning and implementation of the education policy by the assistant teacher and the director and assistant director.
- I. Forms used for daily plans will be established by the director and procedures will be discussed at the Staff Orientation.
- J. Lead teachers will summarize each child's development twice a year using the agreed upon assessment tool to communicate with parents.
1. Development will be in a written summary format one or two times/year, Jan/Feb and April/May.
 2. Parent-teacher conference will be offered and documented in Jan/Feb.
- K. Parent education materials will be communicated through monthly newsletters, calendars, nutritional materials and a variety of parent education sharing.

Guidance/Discipline Policy - CP&CC teaches prosocial behavior by guiding the child to relate to others in a positive, non-aggressive manner. Teachers us guidance techniques to help the individual child develop self-control, respect the rights of others and to make good choices.

Conscious Discipline/ Positive Guidance Techniques include:

- Setting developmentally appropriate rules or limits and enforcing the limits
- Structuring activities and organizing the session in a way that will promote positive interactions
- Through observation, teacher will determine the source of the behavior and help the child find a more acceptable way to respond
- Prosocial behavior will be specifically acknowledged and reinforced

Redirection of Children

- Teachers are responsible for trying to anticipate and avoid behavior problems by guiding child to alternate activities.
- If child is infringing on the rights of others or not following the limits or rules, a warning and review of the rules will be discussed with that child.
- If negative behavior continues, the child will be directed to alternative activities.

Quiet Area to Regain Self Control

- Only used to help a child regain control during severe behavior situations
- Child remains with the class in a quiet area for no more than 3 minutes unless the child chooses to stay longer.
- Child is not forced to apologize. Child may resume activities and teacher will review the class routine or rules and look for opportunities to acknowledge positive behavior. Parent will be notified.

Prohibited Discipline - Any person, while on premises, shall not engage in or direct any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body.
- Hit, spank, beat, shake, pinch or any other measure that produces physical discomfort.
- Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- Placement in a locked or dark room.
- Public or private humiliation, yelling, or abusive or profane language. Caregivers will not associate disciplinary action or rewards with rest.
- Caregivers shall not associate disciplinary action with food or use food as a reward.
- Caregivers shall not associate disciplinary action or humiliate a child in regard to toileting.
- Caregivers shall not use time out for any child less than three years of age or for any purpose other than to enable the child to regain control.
- Caregivers shall not physically restrain children except when it is necessary to ensure their own safety or that of others and only for as long as is necessary for control of the situation.

Professional Development Plan for Educators - The Plan includes professional learning around implicit bias and distinguishing concerning behaviors from developmentally appropriate behaviors. Educators will collect and analyze information on extreme behaviors that are occurring in their environment and set goals to limit or prohibit such actions in the future.

Extreme Behavior Challenges - If, despite the implementation of classroom guidance techniques, a child exhibits aggressive, disruptive, unsafe, dangerous and/or inappropriate behavior on a continual basis, the child's teacher and the director will meet with the child's parents to collaborate on the development of strategies to support the child in the classroom. Our goal is to work with parents to address and resolve behavior issues. Referrals and recommendations will be made to the parent. The parent must act on the referrals and recommendations. Strategies may include:

- Prompt family collaboration regarding a child's behavior including solutions that have worked at home and other settings.
- Parent consent for observation of their child and the child's learning environment by a behavior specialist through Child Care Resource and Referral.
- If a behavior specialist observes, a report to parent and director of findings and recommendations will be given.
- Service agencies may be included and recommended such as:

- Supports to address challenging behaviors
- Early childhood mental health consultation
- Part B - intervention, (preschool special education)
- Part C - early intervention through First Steps (under age 3)

Exclusion/Expulsion - If, after all steps available have been employed, the challenging behavior issues have not been resolved, or if the parents refuse to cooperate with the recommendations, the parents will be required to withdraw their child from Community Preschool and Childcare. Exclusionary measures will be used as a last resort. Exclusionary measures will only be taken when a serious safety threat exists and cannot be addressed with reasonable modifications and/or the use of positive behavioral supports.

Caring for Children with Special Needs: Health Needs and Developmental Needs

Childcare programs provide public accommodation and therefore must comply with the Americans With Disabilities Act, (ADA). We are committed to meeting the needs of all children, to the best of our ability with the limited support services available to a private program. As the numbers of children with chronic health conditions such as asthma, allergies, and diabetes increases, as well as the number of children with emotional or behavior issues, the ability of programs to plan for and include all children is critical. Inclusion of children with special needs has been shown to enrich the childcare experience for all staff, and children and families of enrolled children.

Procedure and Practices

- Children with special needs will be accepted into our program under the guidelines of the ADA with consideration of our limited support resources.
- All families will be treated with dignity and with respect for their individual needs and/or differences.
- The educators will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.
- The Director or Asst. Director will ensure that when a child with a special need is identified on the Registration Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the childcare staff.
- Children will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, the childcare program may consult with agencies/organizations as needed, provided parental permission is granted. Inclusion of program staff on IEP case conferences is desired to ensure the childcare program provides the most supportive environment possible.
- All staff will receive general training on specific accommodations that any child in their classroom may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements, if available.

- The individual written plan of care for children with special care needs will be filed in all emergency situations. The director or asst. director will be responsible for making sure the plan shall be updated annually, at a minimum.

How to Help Your Child with Separation

- Help your child establish a frame of reference for preschool and childcare. Read books about going to school, visit school ahead of time, talk positively about preschool.
- Plan to bring your child the first day if possible. Walk into class together, see that he/she is settled and then leave. Explain to your child before class that you will not be staying but that you will be there when class is over. "I will be back!"
- Get your emotions together. Children often pick up on how you are feeling about the situation. You must feel confident that going to preschool/childcare is right for your child.
- Acknowledge that your child is feeling nervous. Emotions are real. Let her know that you understand that she is feeling nervous.
- Establish a morning ritual before the first day begins. Continue with this the entire year. Try not to be too rushed in the morning.
- Allow your child to bring something comforting to class, perhaps a picture of the family.
- Try not to stress how, "Grown up" he is. Telling a child how "big" he is can add pressure.
- On the way to school, discuss what each of you will do during the time you are apart. Make sure your schedule doesn't sound really interesting.
- Be sure to say you will see her soon before you leave. You may choose a special kind of hug, wave, etc. Please do not sneak out.

Transitioning into Preschool and on to Kindergarten - From the time a child and parent first visit our classrooms, effort is made to connect the child to the preschool experience of learning through play, getting along with other children, gaining new experiences and understanding some boundaries as their independence soars. As children progress to an older age group, they get to know the teachers and spend some time in the new classroom. Transitioning to kindergarten begins as soon as a child enters preschool. Alignment with kindergarten readiness is planned in many areas of preschool such as the routine and schedule of being part of a classroom community, the Foundations of Early Learning that are incorporated in each lesson plan and an atmosphere of curiosity and love for learning within the framework of a comforting schedule and routine. Pre-K classes incorporate a Kindergarten Readiness Indicator tool to guide and assess learning for each child. Since children in our Pre-K classes come from many different school systems in NW Indiana, staff and parents share Kindergarten registration information. Veteran parents and staff help parents navigate the registration process as well as the elementary experience in public and private school experiences. Through increased communication and collaboration, the transition into the world of elementary school improves the educational experience for all children in our care.

Connecting with Woodmar United Methodist Church

- Chapel Time with the Pastor, monthly
- Kids Closet
- Reading Buddies
- Ministry Events
- Community Garden
- Sunday Worship at 10:00

Frequently Asked Questions of our Registered Childcare Ministry

"I'm not a religious person and I do not want my child to go to a religious preschool. Do you teach religion at your preschool?"

- CP&CC celebrates the unique qualities of each child as a beloved child of God. We are committed to allowing each child to explore, experience and discover in a safe, engaging and loving environment appropriate for their development and enrichment.

"Will my child learn anything about the Christian faith?"

- Yes. The best way to teach faith is to let others see and experience your faith. Children will experience a sense of being loved, of feeling hopeful and resilient. To persevere with an inner strength that comes from knowing that God, a great power, propels each of us toward a greater good of caring for God's creation as well as one another.
- Children sense a connection to God when we pray a simple prayer before our snack/meal.
- Children sense a connection to a God who cares and loves all people by celebrating Christmas with the story of Jesus' birth through a very special Christmas Pageant.
- Children will experience the wonder of creation and the hope that springs forth from new life as well as the cycle of life in God's created world.
- Children will experience the value and dignity of each person regardless of their ability or their racial, religious, or socio-economic background. We strive to follow Christ's example of meeting each child and parent where they are and building relationships that will guide and empower positive child development.

"What does the United Methodist Church believe?"

- In just a few sentences, the mission statement of the United Methodist Church is, "Making disciples of Jesus Christ for the transformation of the world. United Methodists are united in worship and service through God the Father, the Son and the Holy Spirit. Pastor Esta Rosario continues to ask us, "Who are you?" I am a beloved child of God, called and sent to make a difference in the world.

"Can anyone come to church here?"

- Yes, please do! Woodmar UMC is a welcoming and inclusive church with open doors and an open heart for all who enter.

"What is the Kids Closet?"

- Kids Closet started with preschool moms wanting to serve the community. Parents donate their children's gently used, clean clothing to Woodmar's Kids Closet. Volunteers will organize the clothing and host Kids Clothing Give Aways throughout the year. Families will receive clothes and books for children at no cost. Clothing and help organizing is always needed.

Calendar of Closings for 2021-22

- Labor Day 2021 - September 6
- Thanksgiving - November 25-26
- Christmas Break - December 20-January 1
- Martin Luther King Jr. - January 17
- President's Day - February 21
- Transition to Summer Program May 27
- Memorial Day - May 30
- Independence Day - July 4
- Transition to Fall Program - September 3
- Labor Day 2022 - September 5
- Last day for Preschool-Only Classes - Thursday, May 26, 2022

Guidelines for Operating CP&CC during COVID-19

August 2021

Modify Drop off and Pick up Procedures

Entryway drop-off until 9:15 arrival cutoff.

Entryway Pick-up for Fulltime children and **12:30 car line pickup for Preschool children**

- Drop-off in the entryway.
- Parent wears mask if entering building.
- Designated providers to greet, follow daily health screen and sign-in.
- Toys and items from home are not allowed in the building. Napping items and backpacks are allowed.
- Children wash hands appropriately upon entering their classroom.
- Designated staff persons will walk children to pick-up area, wearing a mask assist with sign -out and disinfect surfaces touched.

Daily Health Screen for Children and Staff

- Make a visual inspection of the child/staff for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness and CONFIRM with parent/caregiver with specified health screening questions. See visual form titled, COVID-19 Screening for Parents from Indiana State Department of Health, 7 /8/20.
- If a child experiences seasonal allergies, this must be noted on the Health Form by a physician.

Limited Contact with Payment and POS usage

- Payment is recommended through MyProCare.com or set-up Tuition Express.
- Cash and Check payment receipts and change will be given at Pick-up.
- POS used at the end of the day with Previous Check-in and Check-out.

Social Distancing Strategies

- Classes should include the same group each day, and the same childcare providers should remain with the same group each day to the best of ability.
- Napping cots will be 4-6 feet apart and head to toe. Continue to keep napping items separated in bags and sent home weekly for cleaning.
- Furniture may need to be removed to accommodate more space.
- Group-time, play time and meal/snack time will be done with distance between children.
 - Social distancing with young children is very difficult, children will be encouraged to social distance, but it is not realistic to assume they are always distanced. Masks are strongly encouraged indoors and have proven to work well with young children in our care
- If possible, arrange for administrative staff to telework from their homes when warranted.
- Cancel or postpone special events, e.g. graduation/recognition unless it can be done safely.

Use of Cloth Face Coverings, (mask) for Staff and Children over 2 years.

- Children over 2 yrs. Are encouraged to use a clean mask each day.
- Keep masks separate, eg, cubbie, paper bag with name attached.
- School will provide clean masks daily. Parents may choose to provide their child's mask.
- Mask provided by parent will be laundered by parent
- Masks will be laundered after daily use.
- Removal of mask - do not touch eyes, nose and mouth while removing and wash hands immediately after removing.
- If a child continues to take a mask on and off, leave the mask off.
- Masks are NOT worn during Naps or physical activity, e.g. outdoor/gym play areas

Diapering

- Follow our usual guidelines

Intensify Handwashing Behavior

- Wash hands with soap and water for at least 20 seconds, rubbing all parts of hands vigorously.
- Assist children as needed.
- Staff wash their hands again after assisting a child.
- Place CDC, Developmentally appropriate posters near each sink.

Food Preparation and Meal Service

- Follow all regulations regarding safe preparation and hand hygiene.
- Food preparation should not be done by the same staff who diaper children.
- Serve meals in classrooms, follow social distancing.
- Plate each child's meal and serve each child's snack. Do Not practice family-style.

Intensify Cleaning, Sanitizing and Disinfection Efforts

Disinfecting uses a stronger bleach and water solution, eg Diaper Solution. It is recommended that toys and eating utensils use a Sanitizing solution, e.g. Table Solution. Allow for fresh air from windows when appropriate.

- Develop a schedule for cleaning, sanitizing and disinfecting.
- **Clean and Disinfect:** door handles, light switch, countertops, drinking fountains, handwashing sinks and faucets, toilets, changing tables, diaper pails and bathroom floors.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- **Clean and sanitize chairs, tables, playground equipment.**
- **Clean and Sanitize Toys - Modify hours to allow for cleaning of toys.**
 - Toys that cannot be cleaned and sanitized should not be used.
 - Machine washable cloth toys should be used by one individual at a time or should not be used at all.
 - Toys that children have place in their mouths or that are contaminated, should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize, rinse again and air-dry. You may also

clean in a commercial dishwasher. Be mindful of toys like: play food, dishes and utensils.

- Set aside toys that need to be cleaned daily. Washing with soapy water is the ideal method. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures (wipe clean as needed).

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- Staff members age 65 or older, or with serious underlying health conditions, are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.
- Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk. Follow children's care plans for underlying health conditions such as an Asthma Action Plan.
- If you have children with disabilities, talk to their parents about how their children can continue to receive support needed.

What to do if a Child or Staff Member Becomes Sick

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with administration if or when they start to feel sick.
- If children or staff become sick at school, they are sent home as soon as possible.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Short Building Dismissal (2-5 Days) to clean, disinfect, Contact Trace in consultation with local health officials. (CDC)
 - Communicate with staff, parents, church in coordination with local health officials about possible COVID-19 exposure. Contact our Child care consultant
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
- Decisions about extending the building dismissal/closure, should be made in close collaboration and coordination with local health department.

How to Discontinue Home Isolation for people with COVID-19- see form from IN Dept. of Health

- If you cannot have a test to determine if you are still contagious, you can leave home after these three things have happened:
 1. You have had no fever for at least 72 hours - that is 3 full days of no fever without the use of medicine that reduces fevers. AND
 2. Other symptoms have improved, eg cough has improved and shortness of breath improved. AND
 3. At least 7 days have passed since your symptoms first appeared.
- If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
 1. You no longer have a fever without fever-reducing medicine. AND
 2. Other symptoms have improved, eg cough and shortness of breath. AND
 3. You received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.
- In all cases, follow the guidance of your healthcare provider and local health department.

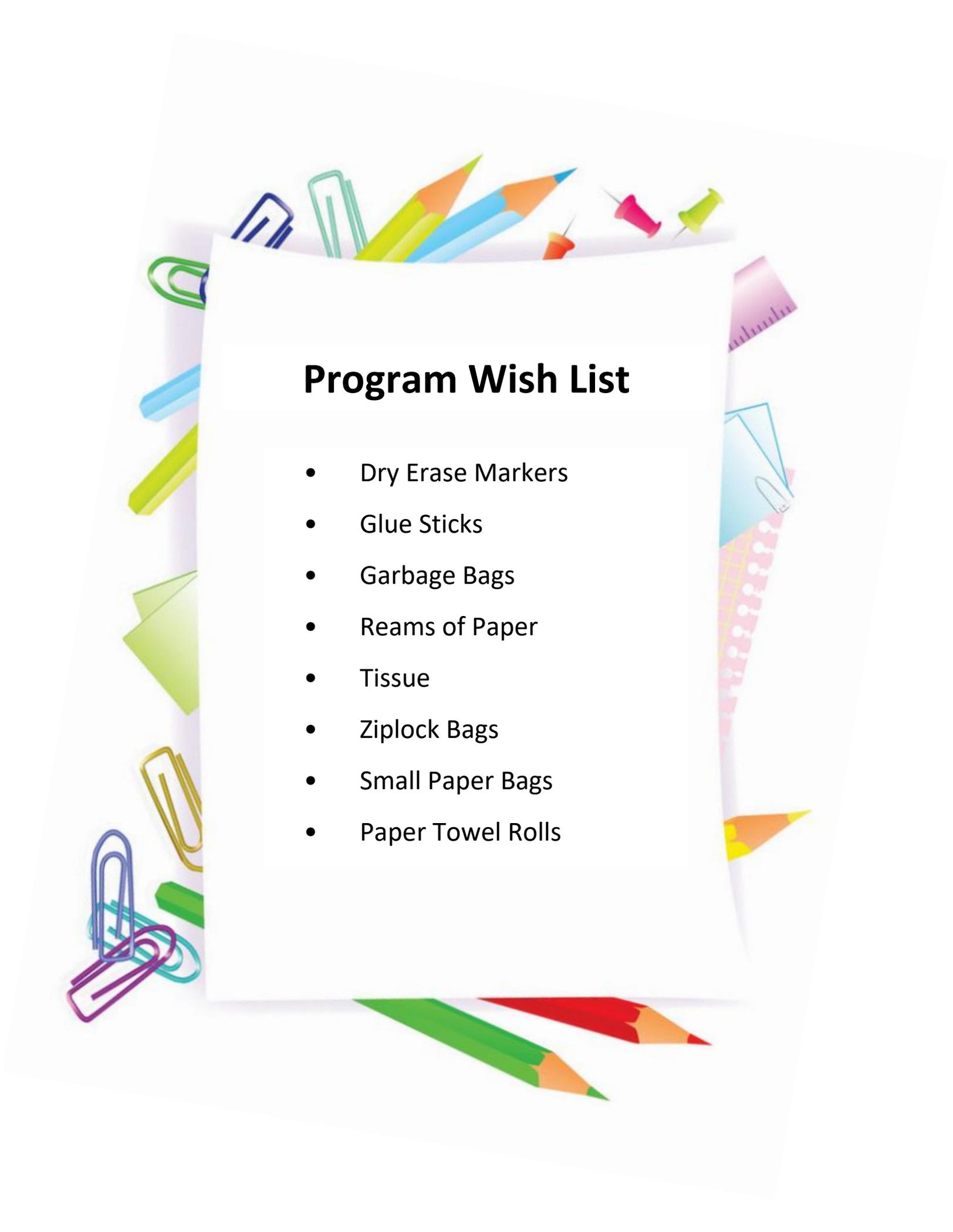
Self- Care for Children, Staff and Families

Vaccination

Staff is not required to vaccinate although it is strongly encouraged. Becoming fully vaccinated has proven to lower the chances of getting COVID and reduces symptoms caused by COVID in the event you test positive. Children under 12 are not approved to receive vaccination at this time.

Go to BeWellIndiana.org for self-care and mental health resources.

Include Social Emotional Learning in class - Heightened attention to Social Emotional Learning will be critical during this period and should be made available to all children and staff as part of the daily curriculum. www.ConsciousDiscipline.com is an important site for accessing resources for staff and parents.



Program Wish List

- Dry Erase Markers
- Glue Sticks
- Garbage Bags
- Reams of Paper
- Tissue
- Ziplock Bags
- Small Paper Bags
- Paper Towel Rolls



Dear Parents,

Enclosed are forms that must be signed and returned to your child's teacher on the first day of school. Attached is a form notifying you that Community Preschool and Childcare is an unlicensed Registered Ministry. As a registered ministry we may continue to operate as a ministry of Wood mar UMC with non-profit status and the ability to express our Christian beliefs. The regulations are somewhat less stringent for an unlicensed registered ministry than for a licensed childcare center. Please be assured that Community Preschool and Childcare is maintaining compliance with health and safety regulations as well as high quality early-education standards as documented through our Paths to Quality enrollment.

Your prompt return of all of the required forms with your signature is necessary for compliance with state regulations.

Thank you for choosing Community Preschool and Childcare!

Sincerely,

Cyndi Slaboski

Cyndi Slaboski, Director

Community Preschool and Childcare Handbook Signature Page

I, _____, parent(s) of _____
have been given a copy of the written emergency plan, policies and procedures
and have read and fully understand the information provided. I find it acceptable
and agree to abide by its policies.

(Parent or Guardian 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 day care ministry.

Signature of Parent or Guardian

X

Name(s) of children enrolled

X

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

Community Preschool and Childcare

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

Woodmar United Methodist Church

7320 Northcote Ave., Hammond, IN 46324

County

Lake

Student Photo Release Form

Please fill this form out and return it to the administration office.

Student's Name: _____

Date: _____

I hereby grant permission for video recordings and digital pictures be taken of my child or child's work. I understand that this will be solely used for official Community Preschool and Childcare business including website, newsletters, school website, graduation slides, marketing materials, etc. I understand that photographs or videos may be used for new organizations and promotional purposes.

_____ I authorize Community Preschool and Childcare to use my child's video recording and digital images on their websites and/or promotional materials.

_____ I DO NOT authorize Community Preschool and Childcare to use my child's video recording and digital images on their websites and/or promotional materials.

Parent or Guardian Signature

Emergency Preparedness Plan

Child's Name: _____ DOB: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Cell Phone: _____ Email: _____

Parent/Guardian Name	Employer	Work Phone	Cell Phone

Please list at least 3 alternative Emergency Contacts:

Name	Relationship	Address	Phone(s)

People Authorized to Pick-up My Child:

Name	Relationship	Address	Phone(s)

Parent/Guardian Signature: _____

Date: _____

Allergies/Current Medications/Medical Condition(s)

Medical Condition: _____

Action Plan: _____

Known Allergies and Type of Reaction: _____

Current Medications: _____

Emergency Waiver

I hereby grant permission to Community Preschool and Childcare to call for emergency medical care and transport my child to the nearest local hospital or other designated hospital. I expect that all efforts will be made to locate me or my designee(s) before any such action will be taken. If it is not possible to locate me or my designee(s), I agree to accept responsibility for any expense incurred in so treating my child. I authorize First Aid/CPR to be performed by the Community Preschool and Childcare staff, if required.

Parent Signature _____ Date _____

Physician Name: _____ Phone: _____

Dentist Name: _____ Phone: _____

Hospital Preference: _____

Insurance: _____ ID Plan/Number: _____

All information is kept confidential.

Information is only accessible to Community Preschool and Childcare

staff working with my child.

Update emergency information promptly as needed.

Community Preschool and Childcare

Help Us to Know Your Child

These questions are asked to enable us to be of the most help possible to your child during the brief time he/ she is here. Please give us whatever information you can that will help us to know his/ her needs and interests as fully as possible. This is for teacher's use only.

Child's name _____ Birthday _____

Home address _____

Home phone _____

Mother's cell _____ Father's cell _____

Email address _____

Father's name _____ Occupation _____

Mother's name _____ Occupation _____

Father's church _____ Mother's church _____

How did you hear about Community Preschool and Childcare? _____

People living in the home: father _____ mother _____

Names and ages of other children:

Name	Age	Relationship

Have there been any recent family happenings. such as a move, new baby, death, illness. etc.?

Please specify. _____

In what areas does your child need assistance (for example toileting, feeding, moving, communicating, socializing)? _____

Is your child receiving any special services? _____

Were there any non-typical issues at birth? (e.g. premature) _____

Are there any accommodations or changes our program would need to make in order to meet your child's needs? If so, what would they be? _____

Is there anything else you can tell me that would help our pro-gram meet your child's needs? _____

PHYSICALLY:

Hand Preference: _____ Are toilet habits well established? _____

What toilet terms are used? _____

Any allergies? _____

Any food issues? _____

Special diet? (e.g. vegetarian) _____

Any special health condition (such as activities to be avoided)? _____

What play materials or equipment seem to hold his/her interest the longest? (both indoor and outdoor) _____

INTELLECTUALLY:

Does he/she like to be read to? _____ Does he/she have favorite kinds of stories or subject matter? _____

What does he/ she like to do best? _____

What are his/her special interests? _____

SOCIALLY:

Is he/ she accustomed to playing with other children? _____

Are his/her playmates the same age? _____ Older? _____ Younger? _____

Is he/ she more at home with adults or children? _____

Has he/ she had previous preschool or Sunday school? _____

EMOTIONALLY:

How do you guide your child's behavior? _____

Are there any special problems in this area? _____

Are you aware of any fears or anxieties your child has? If so, please explain. _____

Does he/she find it easy or difficult to share possessions with others? _____

Are sleeping habits regular and well established? _____



Consent Form

Chapel Time - Once a month, classes walk to Woodmar UMC's sanctuary for a children's message and singing with Pastor Esta Rosario. Chapel Time lasts about 20 minutes. Each class will sit with their teachers and class.

I give permission for my child to participate in Community Preschool and Childcare's Chapel Time in Woodmar United Methodist Church's sanctuary as described above.

Parent or Guardian Signature

Date

Allergen List Permission - I give permission for Community Preschool and Childcare to post my child's name and allergy on the allergy list. The allergy list is posted in the kitchen area and classroom as a visual reminder to all those that interact with my child during the program day. I understand that only allergies documented by a physician or other medical health professional can be posted. I have returned a physician note stating my child's allergy and any necessary precautions.

Parent or Guardian Signature

Date

Insect Repellent - I give permission for Community Preschool and Childcare teachers to apply a mild insect repellent to my child prior to outdoor activities if needed. The insect repellent will be supplied by Community Preschool and Childcare and will be applied by teachers. The repellent used will contain DEET and will be applied no more than once per day.

Parent or Guardian Signature

Date

Permission to Play in the Gym - Woodmar UMC's gym is used for large motor play on days that children cannot go outdoors due to rain or extreme weather conditions. Children are supervised and appropriate teacher-child ratios are maintained.

I give my permission for my child, _____, to participate in large motor play in Woodmar UMC's gym with his/her class as specified above.

Parent or Guardian Signature

Date

Full Time Parents

Sunscreen - If parents would like sunscreen applied for afternoon outdoor play, please provide the sunscreen and a note with instructions for applying and your signature as permission for applying the sunscreen. For morning outdoor time, parents should apply the sunscreen prior to coming to school.

Lotion or Soap for Dry Skin - If your child experiences dry skin through the winter months, please provide a note and the lotion or soap with instructions and permission from you for applying the lotion or using the soap. Please note, any lotion or soap that has any warning about keeping out of reach of children will **not** be allowed in the classroom.

A medical form signed by your physician will be needed to apply any lotion or medication that includes a warning, is an over-the-counter medication or a prescribed medication. Such medications will be locked and administered with record-keeping by staff.

Water Breaks and Water Bottles - Throughout the day your child is encouraged to drink water. Please provide a reusable water bottle that can be taken home nightly and cleaned. Your child will have access to water throughout the day.

Keeping Children Home - Illness travels quickly in a classroom of young children. Please establish back-up plans to keep your child out of school when he/she is not feeling well. Masking the illness with fever-reducing medication does not stop the spreading of illness but accelerates the spread. Please review our policy about when to keep children home that is located in our Parent Handbook. If you are called to pick-up your child from school due to illness, your child must be picked up within that hour.

Guidance/Discipline Policy

Community Preschool and Childcare teaches prosocial behavior by guiding the child to relate to others in a positive, non-aggressive manner. Teachers use guidance techniques to help the individual child develop self-control, respect the rights of others, and to make good choices.

Positive guidance techniques include:

- Setting developmentally appropriate rules or limits and enforcing the limits.
- Structuring activities and organizing the session in a way that will promote positive interactions
- Through observation, teacher will determine the source of the behavior and help the child find a more acceptable way to respond
- Prosocial behavior will be specifically acknowledged and reinforced

Redirection of children

- Teachers are responsible for trying to anticipate and avoid behavior problems by guiding child to alternate activities
- If child is infringing on the rights of others or not following the limits or rules, a warning and review of the rules will be discussed
- If negative behavior continues, the child will be directed to alternative activities

Quiet Area to regain self-control

- Only used to help a child regain control during severe behavior situations
- Child remains with the class in a quiet area for no more than 3 minutes
- Child is not forced to apologize. Child may resume activities and teacher will review the class rules and look for opportunities to acknowledge positive behavior. Parent will be notified.

Prohibited Discipline

Any person, while on premises, shall not engage in or direct any of the following actions toward children:

- Inflict corporal punishment in any manner upon a child's body
- Hit, spank, beat, shake, pinch or any other measure that produces physical discomfort.
- Cruel, harsh, unusual, humiliating, or frightening methods of discipline, including threatening the use of physical punishment.
- Placement in a locked or dark room.
- Public or private humiliation, yelling, or abusive or profane language. Caregivers will not associate disciplinary action or rewards with rest.
- Caregivers shall not associate disciplinary action with food or use food as a reward.
- Caregivers shall not associate disciplinary action or humiliate a child in regard to toileting.
- Caregivers shall not use time out for any child less than three years of age or for any purpose other than to enable the child to regain control.
- Caregivers shall not physically restrain children except when it is necessary to ensure their own safety or that of others and only for as long as is necessary for control of the situation and use punishment to correct unacceptable behavior.

Extreme Behavior Challenges

If, despite the implementation of classroom guidance techniques, a child exhibits aggressive, disruptive, unsafe, dangerous and/or inappropriate behavior on a continual basis, the child's teacher and the director will meet with the child's parents to collaborate on the development of strategies to support the child in the classroom. Our goal is to work with parents to address and resolve behavior issues. Referrals and recommendations will be made to the parent. The parent must act on the referrals and recommendations.

If, after all steps have been employed, the challenging behavior issues have not been resolved, or if the parents refuse to cooperate with the recommendations, the parents will be required to withdraw their child from Community Preschool and Childcare.

Child's Name _____ Date of Birth _____

Parent/Guardian Signature _____ Date _____



Payment Information for Community Preschool and Childcare

Tuition Express, part of our ProCare Software management system, allows us to process tuition and fee payments safely, quickly and efficiently.

Once enrolled at Community Preschool and Childcare, your contact information becomes registered in our management system. Your given email allows you to process tuition and payment fees and access your payment reports. A 3% processing fee will be charged.

Please go to www.MyProCare.com and log in with your given email to process the following forms of payment:

- Credit Card Point of Sale
- Recurring Payments
- Online Payments
- Payment History

If you would like to authorize an electronic funds transfer from your bank account, please complete Section B of the attached Tuition Express Form.

Payment by cash and check are also options. Please hand your check or cash payment to the Director in room 5. Payments can also be made in the church office near the Northcote Ave. entrance.

Please see page 3 of our Parent Handbook for further information regarding tuition and fee schedules.



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			

For Official Use Only

Date Received
Employee Signature





August 11, 2020

Dear Parents,

We look forward to caring for your child this school year. Your child's health and safety are our top priority. During these unprecedented times, our staff and parents are required to follow the CDC Guidelines for Childcare. A complete copy of the Guidelines is enclosed.

Modifications to our policies include:

- Hours of operation are: 7:00 am – 5:00 pm, to allow extra cleaning.
- Entryway Drop-Off and Pick-Up prompted by a phone call to 844-3030 x 305 if staff person is not at the entryway desk. Masks are required inside the building.
- Daily Health Screen for Children and Staff. Any symptoms of illness require child or staff to stay home. Please see the enclosed form, COVID-19 Screening for Parents.
- Daily Health Screen includes a temperature check and questions for parents.
- If a child experiences seasonal allergies, it must be documented in the Health Form by a physician. Documented symptoms for allergy will be screened on a case-by-case basis.
- Cloth face masks will be provided for children and staff to wear. If wearing a mask is a problem for a child, we will continue to encourage but not force. Parents may choose to provide a clean face covering for their child.
- Handwashing Behavior will be intensified.
- Social Distancing Strategies include: small class groupings that remain consistent, visual markers will be used to spread children out, napping cots will be 4 - 6 feet apart. Consistently social distancing young children has proven to be unrealistic. We will continue to encourage distance. Mask-wearing by children has been realistic with positive participation in the classroom.
- Snack and Meals will be plated and given to children by staff using Sanitation guidelines.
- Staff will intensify cleaning, sanitizing and disinfection on a daily schedule and as needed throughout the day.
- High Risk groups – if your child has an underlying health condition, e.g. asthma, we need to review the Action Plan and remain in communication for support services needed.
- Plan in the event of a child or staff member becoming sick at school.
- Plan in the event of a child or staff confirmed to have COVID-19, see complete Guidelines.
- How to discontinue home isolation for people with COVID-19. See complete Guidelines.
- Self-Care for Staff and Families through www.BeWellIndiana.org

I have highlighted the guidelines that need your attention and acceptance on the following page. Please sign the Parent Agreement for Summer 2020 and return by your child's first day of early education and care.

Respectfully,

Cyndi Slaboski, Director

Karianne Padilla, Assistant Director

Parent Agreement for 2020-21

I understand the modifications made by Community Preschool and Childcare in accordance with the CDC recommendations for operating a childcare/preschool during COVID-19. I agree to follow the guidelines that I am responsible for:

- Drop-off and Pick-up at entry doors within the hours of 7:00 am – 5:00 pm.
- I will call, 219-844-3030 x 305 upon arrival if staff person is not present at the door. I will communicate my expected time of arrival on a daily basis and try to have a consistent person drop-off and pick-up.
- I understand that my child must stay home and remain home if any symptoms of illness are present.
- I understand that fever-reducing medication should not be given to my child prior to coming to school/childcare.
- I understand that the Daily Health Check includes health-related questions for me to answer honestly, a temperature check given by a staff person and a visual screening.
- I understand that napping supplies will be brought to school freshly laundered on a weekly basis. Toys and other items from home are not allowed to be brought to school, e.g., backpack will not be brought in.
- Contact-less payment is recommended. Payment by credit/debit card can be made through www.MyProCare.com, or Tuition Express automatic payment can be set-up at your request. Payment through cash or checks will be taken and receipts and change will be given at pick-up time.

Signature _____ Date _____

Printed Name _____

I am the legal guardian of _____

My expected time of Drop-off is _____

My expected time of Pick-up is _____



7320 Northcote Ave.
Hammond, IN 46324
(219) 844-3030 ext. 305
communitypreschoolandchildcare.org

Dear Community Preschool and Childcare parents:

There is nothing more important to our program than the safety and health of our students, our staff, and their families. With that being said, we are requiring that any child or staff in our program be tested for COVID 19/Variant; if they display ANY potential cold like symptom. If you choose to not test your child, they will need to remain at home for 10 days following the onset of symptoms.

COVID-19/Variant is transmitted through person-to-person contact and through the exchange of respiratory droplets. As the rise of cases are being confirmed across the state, including in our community, we must be vigilant. Symptoms of COVID-19/Variant include fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congested or runny nose, nausea, vomiting, or diarrhea. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

The CDC's main concern is the unvaccinated population and since our program is made up of individuals who are not permitted to become vaccinated, it is our duty to be proactive in keeping them safe. Our greatest priority is the safety of our students, staff, and community members. It is important to remember that children are greatly influenced by the reactions of adults when facing difficult circumstances. I encourage everyone to remain calm and to be empathic and respectful to those affected.

We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support.

Sincerely,

Karianne Padilla

Assistant Director

Parent or Guardian Signature

Date: _____

CACFP Meal Benefit Income Eligibility Form Instructions

The Child and Adult Care Food Program (CACFP) makes good food a regular part of day care! Please fill out the *CACFP Meal Benefit Income Eligibility* form. It helps us find out if your household qualifies for free or reduced-price meals. This lets us know how much money CACFP will give to support your day care center.

Instructions

Here are instructions to help you fill out the form. Before you begin, turn the form over to learn why we ask for this information. It tells you how we use the information and what rights you have. It also tells you how to contact USDA if you believe you are treated unfairly.

Please make sure to fill in all of the requested information. Use a pen to mark your answers on one form. When you are finished, please return the form to us at:

Community Preschool and Childcare

7320 Northcote Ave, Hammond IN 46324

(219) 844-3030 Ext:305

Director@communitypreschoolandchildcare.org

Step 1:

List everyone from your household attending the day care. Use one line for each person's name. Write one letter in each box. Stop if you run out of space. If there are more than five people, add their names on a second piece of paper.

Do you have any foster children? If you answer *Yes*, mark the *Foster Child* box next to the child's name. If you are only applying for foster children, finish Step 1 and go to Step 4. If you are applying for both foster and non-foster children, go to Step 2.

Are any children migrant, runaway, homeless, or enrolled in Head Start? If *Yes*, mark the correct boxes next to the child's name and go to Step 4.

Step 2:

For Childcare: You qualify for free meals if you live in a household that receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR).

For Adult Daycare: You qualify for free meals if you live in a household that receives Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), Supplemental Security Income (SSI), or Medicaid benefits.

Do any household members, including you, currently receive these benefits? If *Yes*, write the case number in the box and go to Step 4. You only need to provide one case number. If *No*, go to Step 3.

Step 3:

Report current income for all household members. Skip this step if you answered Yes in Step 2.

How do you report child income? Turn the form over and use the *Source of Income for Children* chart to see if your household has income to report. Write the amount in the boxes in part A of the form. Mark how often the amount is earned. Write 0 in the box if there is no income to report.

How do you report income of adult household members? Turn the form over and use the *Source of Income for Adults* chart to see if your household has income to report.

In part B, list the adults in your household, including you, even if each of you doesn't receive income. Include adults, such as grandparents, other relatives, and friends who live with you and share household income and expenses. Write the amount of income each of you receives, in the boxes next to your names. Mark how often the amount is received. Write 0 in the box if there is no income to report.

Make sure you report the current amount of money you get before taxes. Don't include SNAP, FDPIR, WIC, student financial aid, or money you receive for a foster child as income.

Count the number of all children and adults in your household. Include all infants, children, students, and adults. Write the total number in the box under the list of adult household members.

Do you or another adult household member have a Social Security number? Write the last four digits in the boxes. If there is no Social Security number, mark the *Check if no SSN* box.

Points to Remember:

If:	Then:
Your income isn't always the same	List the amount of money that you normally get. For example, don't include overtime pay, if you don't normally get it. If your income is normally higher or lower, you can report annual income instead.
Your household includes members who aren't citizens	Participants don't have to be U.S. citizens to qualify for meal benefits.
You are in the military	Don't include your Family Subsistence Supplemental Allowance (FSSA), combat pay, or the money you receive for privatized housing. If deployed, count any pay that is provided to your household as income.

Step 4:

An adult household member must sign this form. The signer promises that all information is true and complete.

Print the name, address, and telephone or email of the adult signer. Sign and write today's date in the marked boxes.

This institution is an equal opportunity provider.

Optional: We ask about the participants' ethnicity and race to make sure we do our best to serve our community. Providing this information is not required. You won't be denied benefits based on your race, color, national origin, sex, age, or disability
7/26/21

Dear Households:

Community Preschool and Childcare offers healthy meals and snacks to everyone in care as part of the Child and Adult Care Food Program (CACFP). Community Preschool and Childcare receives support from CACFP to serve those meals. CACFP gives more support if your household income is less than or equal to the limits on this chart:

Federal Income Standards for Reduced-Price Meals for July 1, 2021 - June 30, 2022		
Household size	Yearly Income	Monthly Income
1	23,828	1,986
2	32,227	2,686
3	40,626	3,386
4	49,025	4,086
5	57,424	4,786

Please fill out a *CACFP Meal Benefit Income Eligibility* form. It will help us find out how much support Community Preschool and Childcare receives. Please be sure to read the instructions carefully. Fill in all the information we request. We can only accept complete forms. Please submit the completed form to:

Community Preschool and Childcare

7320 Northcote Ave, Hammond IN 46324

(219) 844-3030 Ext:305

Director@communitypreschoolandchildcare.org

Thank you for taking the time to fill out the form.

In the operation of child nutrition programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability. If you have questions or need help, please contact Karianne Padilla at (219) 844-3030 Ext. 305 or Director@communitypreschoolandchildcare.org.

Sincerely,

Karianne Padilla

This institution is an equal opportunity provider.

CHILD ENROLLMENT FORM

IDOE/CACFP
June 2019

Name of Institution: Community Preschool and Childcare

Sponsor ID Number: 1450042

Name of Facility: Woodmar United Methodist Church

Child's Name: _____

Birthdate: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Please enter the normal hours your child is in care on the specific days of care.							
Please check (√) the meals your child normally receives while in care.	Breakfast___ AM snack___ Lunch___ PM snack___ Supper___ Night snack___						
If your school-age child will be in attendance outside of the regular hours indicated above (snow days, school breaks, etc.) Please check (√) here _____							

FOR INFANTS ONLY: All facilities must offer infant formula and meals/snacks to infants in care during meal service times

<p><u>Infant Formula</u> This facility will provide the following iron-fortified infant formula: _____ Check here to accept: <input type="checkbox"/> Check here to decline: <input type="checkbox"/> Provide name of parent-provided formula: _____</p>
<p><u>Infant Meals and Snacks</u> Check here to accept: <input type="checkbox"/> Check here to decline: <input type="checkbox"/></p>

This information is required by CACFP federal regulations at §226.15 (e)(2) and (3) for each enrolled participant, and must be updated annually.

Printed name of parent/guardian: _____

Phone Number: _____

Signature of parent/guardian: _____

Date: _____

This institution is an equal opportunity provider.

CACFP Meal Benefit Income Eligibility (Child Care)

Complete one application per household. Please use a pen (not a pencil).

SPONSOR NAME: Woodmar United Methodist Church

CENTER NAME: Community Preschool and Childcare

STEP 1 List ALL children in day care (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals.

Child's First Name	MI	Child's Last Name

Foster Child	Migrant	Runaway	Homeless	Head Start
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Check all that apply

STEP 2 Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

IF NO > Go to STEP 3 IF YES > Write case number here and proceed to STEP 4 (do not complete STEP 3)

CASE NUMBER:

Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here? Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with All Adult Household Members section.

A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child Income

How often? Weekly Bi-Weekly Monthly Bi-Monthly

B. All Adult Household Members (Including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and last)	Earnings from Work	How often?				Welfare/Child Support/Alimony	How often?				Pensions/Retirement/Social Security/SSI/VA Benefits	How often?			
		Weekly	Bi-Weekly	Monthly	2x Month		Weekly	Bi-Weekly	Monthly	2x Month		Weekly	Bi-Weekly	Monthly	2x Month
<input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="text"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or other Adult Household Member Check if no SSN

STEP 4 Contact information and adult signature. MAIL COMPLETED FORM TO YOUR SCHOOL AT:

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name of Adult Signing the Form	Signature of Adult	Today's Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State
		Zip
		Phone/Email

Source of Income for Children	
Sources of Child Income	Examples
Earnings from work	<ul style="list-style-type: none"> A child has a regular full or part-time job where they earn a salary or wages
Social Security - Disability Payments - Survivors Benefits	<ul style="list-style-type: none"> A child is blind or disabled and receives Social Security benefits A parent is disabled, retired, or deceased, and their child receives Social Security benefits
Income from person outside of household	<ul style="list-style-type: none"> A friend or extended family member regularly gives a child spending money
Income from any other source	<ul style="list-style-type: none"> A child receives regular income from a private pension fund, annuity, or trust

Source of Income for Adults		
Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All other sources of income
<ul style="list-style-type: none"> Salary, wages, cash bonuses Net income from self-employment (farm or business) <p>If you are in the U.S. Military:</p> <ul style="list-style-type: none"> Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances) Allowances for off-base housing, food, and clothing 	<ul style="list-style-type: none"> Unemployment benefits Workers compensation Supplemental Security Income (SSI) Cash assistance from State or local government Alimony payments Child support payments Veterans benefits Strike benefits 	<ul style="list-style-type: none"> Social Security (including railroad retirement and black lung benefits) Private Pensions or disability benefits Income from trusts or estates Annuities Investment income Earned interest Rental income Regular cash payments from outside household

OPTIONAL Children's Ethnic and Racial Identities (Optional)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for receiving meals during care.

Ethnicity (check one): Hispanic or Latino Not Hispanic or Latino

Race (check one or more): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

MAIL*: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

FAX: (202) 690-7442; or
EMAIL: program.intake@usda.gov.

This institution is an equal opportunity provider.

***Only use this address if you are filing a complaint of discrimination.**

DO NOT FILL OUT For official use only

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Total Income	How often?	Household size	Categorial Eligibility <input type="checkbox"/>	Eligibility																	
<input type="text"/>	<table border="1"> <tr> <td>Weekly</td> <td>Bi-Weekly</td> <td>Monthly</td> <td>2x Month</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Weekly	Bi-Weekly	Monthly	2x Month	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="checkbox"/>	<table border="1"> <tr> <td>Free</td> <td>Reduced</td> <td>Denied</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Free	Reduced	Denied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weekly	Bi-Weekly	Monthly	2x Month																		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																		
Free	Reduced	Denied																			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																			
Determining Official's Signature	Date	Confirming Official's Signature	Date	Follow-up Official's Signature	Date																



The Health Form
must be filled out by
your child's doctor and
returned to us
complete your child's
registration.

