Parent Handbook
Hoosier Courts Nursery School

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Indiana University Early Childhood Education Services Mission Statement

Indiana University Early Childhood Education Services provides year round, high quality care and education to the children of Indiana University Bloomington faculty, staff and students, birth through age five. Our commitment to high quality is demonstrated through strong campus support, by providing child centered, active learning environments based on best practices, and through the use of degreed master teachers. In addition to this service component, the IUB child care centers meet the academic mission of Indiana University by providing sites for student training and by serving as research sites for IUB faculty and students. Finally, the child care centers at IUB serve as model high quality early education programs for the Bloomington community and the state of Indiana.

Hoosier Courts Nursery School Mission Statement

Hoosier Courts Nursery School (HCNS) provides child centered, developmentally appropriate care for the preschool aged children of Indiana University students, faculty and staff as well as the local community in an enriching, diverse, home like environment. HCNS supports each child’s development by welcoming the participation of his or her family in the classroom and in other school activities.
Introduction

Welcome to Hoosier Courts Nursery School. Parents actively participate in many aspects of our school. We believe that children learn best in an atmosphere in which teachers and parents work together as partners to provide the best possible environment for them. Hoosier Courts depends greatly upon the cooperation and participation of parents. Please know that parents and other legal guardians are welcome to visit our program at any time. You do not need an appointment. Just drop by any time you are free.

One of the unique features of Hoosier Courts is that our students come from many different cultures and countries. This cultural diversity plays a crucial role in the classroom in teaching the children to appreciate other cultures as well as their own. It is the parents who, through communicating with their teachers, assisting in the classroom, and joining the advisory board and/or its committees, present their cultural perspective. This is the unique multicultural environment within which Hoosier Courts operates.

This booklet covers the responsibilities of the director, the teachers, the parent advisory board, and you, the parent, as members in a partnership aimed at educating our children. Please read through this handbook carefully to better understand what we mean by the cooperative spirit of Hoosier Courts.

Admission Requirements

- Hoosier Courts Cooperative Nursery School welcomes the enrollment of all children regardless of race, religion, gender, disability, or national origin.
- Children must be 3 years and 0 months old or older, and younger than 7 years and 0 months old to attend Hoosier Courts.
- Applications will be taken from students, faculty, and staff of Indiana University, and from the community. First priority for enrollment is given to children of students, faculty, and staff of Indiana University.
• If you or your child have a disability and need special assistance, special arrangements can be made to accommodate most needs. Please contact our office at 812-855-1091 for assistance.

History and Educational Philosophy

Hoosier Courts began in 1948, in the aftermath of World War II, when returning military personnel and their families entered universities all over the country on the G.I bill. Begun as a cooperative, Hoosier Courts continues a tradition that views parents and teachers as partners in the development of attitudes, values, and abilities of young children.

The goals of the school are based on the great amount of learning that children derive from their play and from interaction with their environment. Hoosier Courts provides experiences from which young children learn to direct their own actions, discipline themselves, and accept responsibility for their deeds. We have what we refer to as a “child-centered, emergent curriculum,” where projects and activities developed in the classroom come directly from the needs, interest and concerns of the children themselves.

Parents are encouraged to share their skills and talents in the classroom, and parent-teacher duties offer the perfect opportunity. Teachers welcome parent-initiated activities and will work with you to assemble materials and fit your project into the daily schedule.

Preparing for and Welcoming New Children and Families

The staff of Hoosier Courts Nursery School is committed to welcoming you and your child to our program, and helping you to feel at home here. When you first enroll, you will be given a tour of our facility, if you have not already had one. In addition, you will have an intake meeting with the director. This is the time that you will complete the necessary enrollment paperwork. In addition, the director will explain school policies and procedures to you. She will tell you a little about our educational philosophy and
curriculum, as well as our child guidance and discipline techniques. This will also be a time when you can share any special needs your child may have, his or her sleep habits and routines, and interests as well as your family’s important traditions. You will be asked to fill out a questionnaire about your child that will help the teachers to plan for him/her to make the transition to our school as smooth and as happy as possible. You will have an opportunity at this meeting to meet your child’s teachers and speak with them briefly.

You are encouraged to come and visit Hoosier Courts with your child a few times before his or her actual start date. This will give your child a chance to become familiar with the teachers and the classroom before s/he officially begins.

During the first week of classes, a parent orientation meeting will take place. All new families are required to attend this meeting, where philosophy, curriculum goals and objectives, and policies and procedures will be discussed in more detail. We will also talk about dealing with separation anxiety, parent involvement including participation in the classroom and the advisory board, emergency procedures, health and safety, and the sick policy for children and adults. Families will meet with their child’s teachers at the end of the meeting, where they will learn about issues unique to that classroom. They will also have an opportunity to chat with the teachers about their hopes and dreams for their child as well as his or her needs, interests and concerns.

When your child is first adjusting to our program, you are welcome to stay with him or her in the classroom at first if you are able to do so. If you decide to do this, it’s helpful if you shorten the amount of time you spend in the classroom with your child each day, and increase the amount of time that you leave the classroom. If you wish to stay close by in case your child becomes distressed when you leave the classroom, you are welcome to make yourself at home in the staff lounge.

Many parents do not have the luxury of spending time with the child in the classroom for the first few days, due to work or school responsibilities. If that’s the case, make a plan with your child ahead of time for a drop off routine (i.e. ‘When I take you to school, I’m going to help you put your things in your cubby, then I’ll help you find something to do. Then I’ll give you two hugs and two kisses, and then I’ll leave and go to work.’) Once the two of you agree on your routine, make sure you stick to it. If you allow your child to convince you to stay because s/he is anxious or
crying, it just prolongs the distress. Once you leave, most children cry for a few minutes and then stop. Let the teachers know about your drop off routine as well. They will be happy to assist you with your separation, and hold and comfort your child if necessary. We promise you that if your child cannot be comforted and is inconsolable, we will call you and let you know. You are also welcome to call us if you would like an update on how your child is adjusting.

Your child’s teachers will communicate with you daily at first about how your child’s adjustment to school is progressing, and together you can plan any changes that might need to be made to help your child transition successfully into our program.

The Hoosier Courts Advisory Board and the Director

The Advisory Board is made up of Hoosier Courts families, the Director, a teacher liaison, a professor or professors from the School of Education who act as consultants and the Coordinator for Campus Child Care Support. The parent members serve for one full year beginning that summer. The board advises the director on matters of setting operating rules and policies of the school and determining the annual budget. In addition, the board plans and carries out fund raising projects, potluck dinners, and other social or educational events. Coordination of building and classroom maintenance and cleaning is overseen by the board, as well. Finally, the board assists the director in carrying out an annual comprehensive program evaluation that measures progress toward the program’s goals and objectives.

The director is responsible for hiring and dismissing staff, evaluating the staff and the program with input from the parents, and developing rules and procedures to maintain Indiana state licensing and national accreditation standards.

The director also develops the budget in collaboration with the Coordinator for Campus Child Care Support and seeks ways to improve the school and its program.
Annual Comprehensive Program Evaluation

Each year the director, families, staff, and other routinely participating adults at Hoosier Courts contribute to a comprehensive program evaluation that measures progress toward the program’s goals and objectives. This evaluation process includes gathering evidence on all areas of program functioning including policies and procedures, program quality, children’s progress and learning, family involvement and satisfaction, and community awareness and satisfaction. Valid and reliable processes, such as the National Association for the Education of Young Children’s (NAEYC) Family Survey and Staff Survey, are used to gather data and evidence. A report of the annual evaluation findings is shared with families, staff, and the advisory board, and the results are used as a basis for continuing successful activities and for changing those that need improvement. The program establishes goals for continuous improvement and innovation using information gathered from the annual program evaluation. These goals are reviewed and modified at least annually and as needed as part of our ongoing program evaluation and improvement cycle.

Finances

Hoosier Courts receives some financial support from Indiana University. The University’s Residential Programs and Services maintains the building and grounds and provides free utilities. However, most funds for professional salaries, equipment, and materials come from fees paid by member families.

Parent Responsibilities

Tuition

Hoosier Courts offers tuition reduction in exchange for work done by the parents for the school. Tuition is based on the participation plan chosen. Plan II requires participation in one classroom job per semester, and involves parent-teaching days as well. Your plan is stipulated on your membership contract, which must be signed and on file in the office by your child’s first day of school. Fees are
listed in the Fee Schedule. Tuition is charged on a weekly basis and must be paid in advance. You will receive a bill each month that will reflect the number of Mondays that occur in that month. Tuition may be paid in full at the beginning of the semester, monthly or weekly. Invoices will be placed in your child’s school mailbox and payment, including childcare fees, is due within the first ten working days of each month (the exact date is specified on the invoice). Other fees include an annual registration fee, an annual playgarden fee and a materials fee that is charged once each semester.

If tuition is not paid on time, late fees will accrue. Alternate payment arrangements may be made by contacting the director. There is also a fee for checks returned for insufficient funds. In extreme cases of late payment, the parents’ name will be submitted to the Bursar’s Office or a collection agency for collection. In addition, failure to pay tuition on time could result in the termination of the child’s enrollment.

Withdrawal of a child from Hoosier Courts requires one month’s advance notice. Upon enrollment of a child at Hoosier Courts, a deposit of one half of one month’s tuition is paid by the parent. If the parent gives one month’s notice of withdrawal from the school, the deposit is put toward the last month’s tuition, so that the parent pays only half of the full tuition fee that month. If, however, one month’s notice is not given, Hoosier Courts will hold on to the deposit, and the parent will be responsible for the full month’s tuition as well.

**Class Hours:**

- Before school child care ....................... 7:30-8:30 a.m.
- Morning session .............................. 8:30-11:30 a.m.
- Lunch period ................................ 11:30-1:00 p.m.
- Afternoon session ............................ 1:00-4:00 p.m.
- After school child care ....................... 4:00-5:30 p.m.

**Parent Teaching**

Parents on Plan II are required to participate in the classroom as a parent teacher as many times per semester as the child attends per week. For example, if your child attends Hoosier Courts five mornings a week, you are required to parent teach five mornings per semester.
Parents are responsible for signing up for the required number of parent teaching days at the beginning of each semester. Please do not change days once you have signed up unless you have discussed it first with your child’s teacher. In addition, please do not sign up on a day another parent has already claimed. On the parent teaching day, parents participating in the morning class should arrive at 8:15 and leave at 11:30 a.m. Parents participating in the afternoon class should arrive at 1:00 and stay until 4:15 p.m. Please consult with the teacher regarding any special preparation or activities for that day. Parents are not required to bring their own project into the classroom but are always welcome to share their skills and talents with the children. In the past, parents have played musical instruments or sang for the children. Others have done woodworking activities or artwork with the children. We’ve had parents who demonstrated the production of a sweater, all the way from shearing the sheep, carding the wool, spinning and dyeing it, to knitting the sweater. The possibilities are endless, and our program is enriched immeasurably when these exciting activities take place. So if you are interested in sharing your talent or hobby with your child’s classmates, we would be delighted to fit you into the day’s plans. Just consult with your child’s classroom teachers in advance.

Responsibilities in addition to those requested by the teacher include preparing, serving and cleaning up the snack. If the parent is unable to teach on his or her scheduled day, the parent (not the school) is responsible for finding another plan II parent with whom to trade days. The parent will be charged a penalty for a missed parent teacher day if a substitute is not found.

Every parent who participates in the classroom is required by state licensing standards to get a Mantoux tuberculosis test annually. The results must be submitted to the director in writing before the parent’s first parent-teacher day. The test can be administered by your family doctor, or, for a minimal fee, by Community Health Services (333 E. Miller Dr., phone 812-353-3104).

State licensing standards also require that all parents participating in the classroom receive first aid training every three years and universal precautions training annually. Training sessions to fulfill these requirements are offered by the school at the beginning of each semester at no charge to parents.

Hoosier Courts is required by state licensing standards to conduct a criminal history check on all parents who participate in the classroom. In addition, parents participating in the classroom are
expected to attend parent orientation when their child first enrolls at Hoosier Courts. Orientation is held at the beginning of each semester.

For a classroom to run smoothly, cooperation between the staff and the parent-teacher is important.

**Please Observe the Following Classroom Rules:**

1. Running and climbing (unless on a specified indoor climbing structure) are done outside.
2. All materials are used in a constructive manner. Activities such as “gun play” are discouraged.
3. Water play and sand play are confined to the tables provided for these purposes unless otherwise planned by the teacher.
4. Play dough, gloop, and other messy activities should be kept at the table unless otherwise planned by the teacher.
5. Children eat snack in small groups. Every child should be encouraged but never forced to eat something.
6. If you are not sure about a child’s actions, or if a child is disrupting the classroom or otherwise acting inappropriately, ask the teacher for assistance.

**Classroom Jobs**

Parents on Plan II are assigned a classroom job. These jobs involve quick, ongoing maintenance of the classrooms and common areas necessary for reasonable cleanliness and order, and usually take no more than 15 minutes per week (equivalent to approximately three hours per semester.) A list of the applicable classroom duties is posted outside of each classroom at the beginning of each semester, at which time each family may select the job they wish to undertake. Families who do not sign up during the sign-up period will be assigned a job. If you are unable to undertake a classroom job, please see the director to discuss special arrangements.

**School Policies**

Your child’s well-being and the smooth operation of our school depend upon cooperation between you and the staff. For you, this means:
1. Each child is required to have a physical examination upon entering Hoosier Courts. Return health forms to the school within 30 days of the first day of school. Whenever your child’s health record is updated, please submit updated record to the office.

2. Each child’s immunization record must be kept up to date. If your child receives new immunizations after you initially submitted the immunization record to our office, please bring written documentation of the new immunization to the office to be added to your child’s initial record.

3. If a child is overdue for any routine health services, parents must provide evidence of an appointment for those services before the child’s entry into the program and as a condition of remaining enrolled in the program.

4. If a child is under immunized because of a medical condition, written supporting evidence from the child’s health professional must be kept in the child’s file.

5. If a child is under immunized because of the family’s beliefs, written supporting evidence provided by the parent or guardian must be kept in the child’s file.

6. Each parent-teacher must have an annual Mantoux TB test and participate in the required first aid and universal precautions trainings.

7. Dress your child for active play and existing weather conditions. Please provide boots, a hat, and gloves or mittens for cold days. In addition, dressing your child in layers (i.e. undershirt, shirt, and sweater) will help him to stay warm. If there is snow on the ground, providing snow pants will allow your child to enjoy the snow without getting wet and cold. Unless weather conditions are extreme, or high levels of air pollution from smog or heavy traffic have been reported, the children will play outside every day.

8. Each child should have a complete change of clothing in their cubby. This includes a shirt, pants, socks, underwear and shoes. Please label all clothing with your child’s name.

9. Smocks are available for messy activities, but few children actually wear them, so please do not dress your child in clothes that you would worry about being ruined.

10. It may be necessary to close school or open late due to bad weather in the winter. Updates will be provided on radio stations WTTS (1370 AM), WFIU (103.7 FM), or WBWB (97 FM). See “Policy for Center Closing Due to Adverse Weather”.

11. If your child has a fever, diarrhea, or vomiting within 24 hours of class please keep your child at home.
12. Any child who has a fever, rash, or symptoms of a communicable disease will be sent home. You will be called and, if you are unavailable, the child will be sent home with the person listed as Emergency Contact on your emergency medical information form.

13. Parents will be notified if a child is exposed to a communicable disease at school.

14. A child with a communicable disease must stay out of school until the disease is no longer communicable.

15. If a vaccine-preventable illness to which children are susceptible occurs at Hoosier Courts, parents will be notified immediately. The ill child will stay in the office, away from other children, with the director or office services assistant until the parent or legal guardian can arrive to take the child home. The child will need to be absent from school until the disease is no longer communicable.

16. Parents who are late picking up their child will be fined. We carefully plan our day to have the correct number of adults to supervise the enrolled children. If children arrive earlier than the time for which they are enrolled, or stay later than is planned, then there may be too many children for the staff to adequately supervise. Your cooperation in this matter is essential to ensure the safety of all of the children.

17. Children are discouraged from bringing toys from home. The only exception to this is that children may bring a soft toy for naptime if they stay for lunch.

18. There is no candy allowed at school.

**Arrival and Departure Procedures**

Each family will receive from the Hoosier Courts office a special parking permit from I.U. Parking Operations that allows you to park in our parking lot while dropping off and picking up your child. While your car is parked in the lot, please display this permit prominently on your dashboard. Cars without the proper parking permits are regularly ticketed in our lot.

When transporting your child to and from school, please make sure that s/he is secured in a child car seat. When driving in our neighborhood, please drive slowly and alertly, as children live in the buildings surrounding us and are often outside playing near the parking lot and road. The residents of the neighborhood will be grateful for your caution. Please be sure that your child is holding an adult’s hand as s/he gets in or out of the car and walks into or
Children should never leave the building or enter the parking lot unaccompanied by an adult. Rather than walking through the parking lot with your child, it is a good idea to walk around the parking lot in the grass to or from your car. When you bring your child in to school, please remember to sign him or her in on the official sign-in sheet near the classroom door. Then come into the classroom with your child and help him or her to get settled in for the day. He may need to take off his coat, mittens, hat, and boots and put them in his cubby. She may need you to help her find an activity to get involved in before you leave. You and your child may want to tell one of the teachers a funny story about what you did last night. It will be helpful to the teachers if you let them know what kind of a morning you and your child have had (relaxed and happy, or harried and stressful?), as this will help them know how best to help your child throughout the day. You can also relate important information to the teachers such as who will be picking your child up at the end of the day, if your child needs to leave early because of an appointment, or if your child went to bed late last night and may need a longer nap. At any rate, please do not leave your child until the teachers have at least seen you and greeted you. That way, you and we can be reassured that your child is under the supervision of an adult at all times.

For each child’s protection, we will not allow anyone to pick him or her up from school except the parents or legal guardians, unless those parents or legal guardians give us written permission for someone else to pick up the child. You may give written permission for others to pick up your child either on your intake agreement (contract), which you fill out during your intake meeting with the director, or by writing us a note and giving it to either the director or the office services assistant in person prior to the person picking up the child. This will be kept on file in the office. Our staff has been trained to ask any new adult they have not met before for picture I.D. before they release a child to that person. By state law, anyone picking up a child must be over eighteen (18) years of age. No child is permitted to walk home alone under any circumstances.

When you come to pick up your child at the end of the day, please come into the classroom to get him. Again, please make sure one of the teachers has seen you and said good-bye before you leave, and remember to sign him out on the sign-in sheet near the door.

If your child or you have a disability and require special assistance from us for arrival and departure, please let us know in advance.
Accommodations can be made to address most needs. Just contact our office at 812-855-1091.

**Toileting/Diapering Policy**

Hoosier Courts Nursery School serves children between the ages of three and six years, regardless of whether they are toilet trained or not. Children who are unable to use the toilet consistently are required to wear only commercially available disposable diapers or pull-ups unless the child’s health provider documents that the child has a medical reason that does not permit their use. For those children who cannot use the toilet consistently and who must use cloth diapers, the diaper must have an absorbent lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Diapers and/or pull-ups are to be supplied by the family for use during the child’s day at school. Please use only the designated changing table in the adult restroom for changing soiled or wet diapers, pull-ups, or clothing, as it is required that changing areas are separated by at least a partial wall and are at least three feet away from other areas that children use. The proper diapering procedure is posted in the adult bathroom by the changing table. Please familiarize yourself with this procedure and adhere to it, even when changing your own child, as it is necessary to stop the spread of germs and infection in group care. When you and your child are ready for toilet training, please confer with your child’s teachers, and we will work with you to accomplish this goal.

**Medication Policy**

We can administer medication to a child only with written permission from a doctor. This includes non-prescription medications such as children’s Tylenol or cough syrup. If your child must receive medication while at school, please submit a written statement from your doctor that includes the name of the medication, the dosage, and how and when the medication should be administered. In addition, please sign a medicine release form in the office. Your child’s medication must be delivered to the school in its original container. If it is a prescription medication, the pharmacy label must show your child’s name, the physician’s name, the prescription number, the date it was filled, and instructions for use. If it is an over-the-counter medication, the written order from the doctor needs to include this information and why it is to be administered. The medication will be kept in the
office in a locked box, or, if it requires refrigeration, it will be kept in the refrigerator in the staff lounge in a locked box.

**Sun Protection**

When weather permits, our children spend a good deal of time outdoors every day. Each of our three playgrounds has shady areas where children may play out of direct sunlight. For additional protection, please apply sunscreen or sun block with a UVB and UVA protection of SPF 15 or higher to your child’s exposed skin each morning before arriving at school. Please provide a bottle of sunscreen or sun block with a UVB and UVA protection of SPF 15 or higher to your child’s teachers, and label it with your child’s name. We will reapply sunscreen as needed throughout the day to adequately protect your child’s skin from sun damage. The teachers will let you know when your child’s sunscreen or sun block is running low so that you may purchase a new container.

**Insect Repellent**

Because prolonged use of insect repellent may be detrimental to a child’s health, we will apply these products only when it is specifically recommended by public health authorities due to a high risk of insect-borne disease, and then only with the parent’s written permission. In such cases, please bring an insect repellent containing DEET, and we will apply it to your child’s exposed skin no more than once a day.

**Lunch Policy**

Children who stay at Hoosier Courts during lunch (from 11:30 to 1:00) are expected to eat the hot lunch served by the school. Vegetarian, food allergy, and non-dairy lunch substitutions are available by request. Permission to bring a lunch from home must be specified by a doctor, on a form stating the medical reason, or the religious exemption. If a child will be bringing lunch from home due to a documented medical or religious exemption, the parents must also complete a ‘Safe Transportation of Food Responsibility’ form and return it to the office to be kept in the child’s file. Please label lunches brought from home each day with the child’s name and the date. Please ensure that lunches brought from home meet the United States Department of Agriculture’s Child and Adult Care Food Program food guidelines. Food is provided to supplement food brought from home if necessary.
Food brought from home will be stored in the refrigerator until serving time.

Our lunches are catered in by Indiana University Residential Dining Halls and include a protein, two vegetables, a fruit, a starch, and milk each day. All food served at Hoosier Courts is prepared, served, and stored in accordance with the USDA CACFP guidelines. Our menus for all meals and snacks are posted weekly in the kitchen on the refrigerator, and are available to parents upon request.

**Snacks and Treats**

Healthful snacks in accordance with federal nutrition requirements are provided each morning and afternoon. Sweets and sweetened beverages are not served. Juices are served rarely, and when they are, they are 100% fruit juice. If you would like to bring a treat to celebrate your child’s birthday or some other special occasion, please make these as low in sugar as possible and notify the teacher in advance. Foods that are brought in from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

For a baked good to count as a snack, there must be more flour than sugar in the recipe. If a snack does not meet this requirement, the school must serve the approved snack in addition to the special treat.

**Tooth Brushing**

We understand that some families prefer for their child to have the opportunity to brush their teeth after the noon meal and therefore accommodate such requests. If this is a preference, please provide a toothbrush, a cup, and a plastic bag for storage (toothpaste is optional). Each child’s tooth brushing kit will be stored in his/her cubby and teachers will remind and assist tooth brushing as necessary after the noon meal.

**Rest Time**

Rest time is 12:00 – 1:00, right after lunch time. If your child is here during lunch and rest time, s/he will be provided with a cot, which will be set up in the same location in the classroom each day. Your child should bring a small light blanket and small pillow (labeled with his/her name and kept in a bag in the cubby) to use at rest time. Some
families also supply a fitted crib sheet to put on the cot. If your child wishes, she/he may bring a soft toy such as a teddy bear from home to amuse her/himself during rest time. Children may also take two books from the classroom bookshelf with them to their cot to look at during rest time. The lights will be turned off and the window blinds pulled down during rest time. This makes the room darker, but not so dark that the children can’t see. Quiet restful music will be played during this time to help create a restful atmosphere. Adults supervising during this time will take measures to help children settle down and rest. Some children like to have their backs rubbed or just to have an adult sit quietly by their cot. While children are not required to sleep, we do ask that they be quiet and on their cots during this period so that those children who need to sleep can fall asleep. At 1:00, those children who are awake get up from their cots and begin their afternoon activities, while those children who are asleep are allowed to continue to sleep. Please take your child’s bedding home at the end of each week for laundering and bring it back at the beginning of the following week.

Policy for Center Closing Due to Adverse Weather

Approved April 1997

The child care centers on the Bloomington campus recognize the important service that they provide to IUB students, staff and faculty. The centers will make every effort to stay open during adverse weather. The following criteria will be used in deciding to close the child care centers for adverse weather.

The child care centers will be closed if:

1. The Indiana University Bloomington campus is closed.
2. A weather emergency is in effect for Monroe County.
3. The child care center staff cannot be present to provide appropriate staff to child ratios mandated by state child care licensing regulations.

Any closing of an IUB child care center for reasons other than those stated above will be done on an individual basis in consultation with the Campus Child Care Support office.

All center closings will be announced on local radio stations.
Payment policy for parents:
When a child care center is closed due to adverse weather, parents will continue to pay the normal weekly fee for the respective center.

Indiana University Early Childhood Education Services
1900 E. Tenth St, Eigenmann 625
Bloomington, IN 47406
855-5053

**Other Community Resources**

Raising a child is perhaps the most difficult, intense and rewarding experience of a lifetime. From time to time, you may require additional support as a parent. In the nursery school office, we have a list of community resources for families that we are happy to share with you at any time. On it are listed health, mental health, assessment, and educational services. We recognize that you know your child best and thus will make the ultimate decision about what is best for your child. Our role will be to offer any assistance and support you may need as you advocate for and obtain needed services to optimize your child’s healthy growth and development.

**Steps for Addressing Problem Behaviors**

The philosophy of Hoosier Courts is to welcome all children in a nurturing, supportive fashion that respects their unique abilities and temperaments. However, in very rare circumstances Hoosier Courts Cooperative Nursery School must reserve the right to suggest alternative programs to any child whose needs cannot be met by our existing program. This would normally only occur in the case of a child whose behavior was repeatedly dangerous to herself or others. When a child exhibits dangerous behavior on a continual basis that is not resolved through our usual behavior management strategies, the child’s teachers and the director will meet with the child’s parents to collaborate on the development of strategies to resolve the behavior. IF the teachers feel they need additional assistance in resolving the behavior they will seek the parents’ permission to have an expert outside observer come and watch the child in the classroom to give suggestions for changing
the environment to make it work better for the child. If, after all these steps are followed, the problem is still not resolved, the parents may be asked to obtain care for their child elsewhere. A more complete document explaining this policy is kept on file in the nursery school office, and is available upon request.

**Release of Child to an Intoxicated or Impaired Person**

Hoosier Courts Nursery School will make every effort to protect a child from getting into a car with an adult who seems to be impaired in any way, including calling the parent or emergency contacts. If an intoxicated or otherwise impaired parent or guardian insists on taking the child from the center, the staff will immediately report the incident to the local police.

**Child Abuse And Neglect Policy**

In accordance with State of Indiana law, Hoosier Courts will report to Child Protective Services of Monroe County any suspicion of child abuse or neglect that involves enrolled children, their families, or Hoosier Courts teachers and staff.

**Formal Complaint Procedure**

**Philosophy**

High quality early childhood care and education is based on building positive relationships with families. In order to provide and maintain positive relationships with children and families, open communication between the center staff and parents is essential. Parents should always feel free to talk with their children’s teachers if they have any questions or concerns about their child or Center. Sometimes the classroom will be very busy and teachers may ask parents to set up a time to meet or to talk on the phone. Arrangements should be made to talk within the Center’s hours of operation unless the teacher welcomes calls during non-school hours. Questions about the Center policies and procedures should be directed to the Director.
We are interested in your questions, opinions, and concerns. In order to efficiently address questions and concerns, the following is recommended procedure for submitting questions and concerns.

**Chain of Command for Addressing Concerns**

STEP 1: Classroom co-teacher(s)-parents with concerns about their child and their child’s classroom should first contact their child’s classroom co-teachers. Co-teachers will document the concern and will notify the center director about the parent concern(s). If desired, the parents can request a conference with the classroom teachers.

STEP 2: Center Director-if parents and co-teachers cannot reach a resolution, the parents should contact the center director. The director will document the concern and will notify the Coordinator for the Child Care Services about the parent concern(s).

*OPTIONAL*: Parents may also contact their classroom representative about bringing the concern to the center advisory committee. Due to confidentiality, personnel issues cannot be brought before the advisory committee.

STEP 3: Coordinator for Early Childhood Education Services-if parents and the center director cannot reach a resolution, the Coordinator for Child Care Services can be contacted by the parents. The Coordinator will notify his supervisor about the parent concern(s).

**Documentation and Follow-up**

All concerns brought to center staff by parents will be documented by the individual to whom the concern was addressed. All documentation will be forwarded to the individual’s immediate supervisor. All concerns brought to the attention of the program will be recorded and kept in a file at each center.

Each center will keep a file regarding concerns that will be reviewed on a regular basis as part of the continuous improvement loop.

Once a decision has been made by the program regarding a concern, the parent will be notified in writing.

**Termination Policy**
The Center may terminate your child’s enrollment under the following circumstances:

1. Non-payment for child care services and/or lack of adherence to tuition payment policies.
2. Parents falsify information on enrollment forms or otherwise knowingly falsify information.
3. Parents do not agree or do not follow and comply with the policies set forth in this Handbook.
4. Lack of parental cooperation with the Center’s efforts to resolve differences and/or to meet the child’s needs through parent/staff meetings or conferences.
5. Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the Center staff, other parents or children.
6. Inability of parents to deal in a professional matter with Center personnel or other parents and children at the center.
7. The continued enrollment of the child poses a risk to the health and/or safety of other children, parents or center staff members or continued enrollment of the child constitutes an undue burden on the Center’s resources.

**Procedures for Termination of Enrollment**

Step 1: If appropriate given the circumstances, the Center Director will provide the Parents a verbal warning notifying them of the circumstance above that warrants termination and providing them an opportunity to correct the situation.

Step 2: If the parent fails to correct the situation in a timely manner or the circumstances warrant immediate termination, the Center Director will notify the Parents in writing, as well as provide the opportunity for a face-to-face meeting, that the child’s enrollment will be terminated.

Under most circumstances the Center will provide **14 days written** notice of enrollment termination. However, where the particular circumstances warrant, the Center reserves the right to terminate enrollment immediately or less than two weeks notice.

**Hoosier Courts Checklist**

Your child’s file in the school office must contain the following items:
1. Enrollment application
2. Health forms – Physical exam from and immunization record for the child and TB test form for parent-teachers
3. Emergency Medical Treatment form
4. Intake agreement (contract)
5. Copy of the child's birth certificate or passport
6. Publicity Release form
7. Documentation of successfully completed first aid and universal precautions training for parent-teachers
8. Request for Limited Criminal History Information form for parent-teachers
9. CACFP enrollment form

Please be sure to submit all of these forms to the office in a timely manner.

Please be assured that all information pertaining to the admission, health, family or discharge of a child is kept confidential and is stored in a locked filing cabinet in the director’s office. Information will be shared with teachers and staff on a ‘need to know’ basis who have consent from a parent or legal guardian for access to record. The nursery school may release information immediately to the child’s parents or legal guardian as well as regulatory authorities on request. All teachers and staff have been informed of and signed a written policy for protecting the confidentiality of medical and social information. Please respect the privacy of others in accordance with this policy.