

# **THE CHILDREN'S HOUSE PARENT HANDBOOK**

Since you will be referring to this directory throughout the year, please keep it in a handy place.  
Occasionally pages may be added or revised.

A copy of this handbook will also be available on our website:  
[www.tchindy.org](http://www.tchindy.org)

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### **Change of Information**

It is critical that we have accurate and complete records for each child. All records are held in strict confidentiality. It is very important to notify the administration of any changes in your family's address, phone number, parents' employment, persons authorized to pick up your child. A Change of Information Card is in the back of this handbook and is also available from the office.

## **School Hours / Contact Number / Programs**

### **Pre-School and Elementary School Monday – Friday**

Early Drop-Off Begins at 7:00 AM

School Hours: 9:00 AM – 3:00 PM

After School Care: 3:00 PM – 5:30 PM

### **Please be on time...**

It is essential that your child arrive promptly at 9:00 AM to begin the morning with the rest of the children. Late arrival of even five minutes can be extremely disruptive to children who have already started their work. Of course, we realize that delays are sometimes unavoidable. If there is a problem with getting your child to school on time, please contact the teaching staff.

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**If your child is ill and will not be at school please call: 317-253-3033 or email us at  
childrenshouse08@gmail.com**

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### **Telephone Contact During School Hours (9:00 am to 3:00 pm)**

Please call (317) 253-3033 during school hours if it is an emergency to contact the teaching staff or your student. If there is no answer, please leave a message as messages will be checked periodically during the day.

### **Preschool Program**

The preschool is a multi-age group. Our class covers a two to three-year time span. This allows the youngest children to experience the stimulation of older students, while giving the older ones the benefit of leadership roles. The students not only learn "with" each other, but also "from" each other, without feeling the pressure of competition.

### **Elementary and Middle School**

The elementary and Middle School curriculum includes the traditional course selections in mathematics, reading, writing, oral expression, literature, geography, history, biology, music, art, yoga, and physical skills. Additional classes such as algebra and geometry are available to students depending upon their skill set. The curriculum is designed to spark the children's imagination. Children at this age are much more social, learning while being an active part of their environment. Students will leave the building frequently during the school year to study topics and educational issues that are of interest to them.

# Arrivals and Departures

## Pick-up Procedures

Due to restrictions regarding COVID, we are asking that parents not come into the school to drop off or pick up your student. When students are arriving in the morning, someone will be there opening the door, if not the student may ring the bell and someone will let them in. Regarding pickup, we usually recognize your car and will send your student out. You may also ring the bell if you think we didn't see you. We would still request your student's name on a sign in the window of your car. It helps the flow of students leaving..

## Coming and Going

Children are not allowed to leave school with anyone who is not on their Student Pick-up Authorization form. If someone from your authorization list is unable to pick up your child for any reason, please inform (in email) the school that morning, and/or call the school prior to your child's pick up. If your child is going home with another child on a given day, please send a written note or email to the school stating when and with whom the pick up will be. **Please do not give verbal messages to staff members while they are working.** The staff member on duty will request ID from anyone different who is picking up your child.

## Parking

**Please Note:** The parking lot has been reconfigured in order to allow cars to pull up to the front door and let their student out, or pull up to pick up their student when they are sent out, and then proceed directly out of the parking lot. No one should park in our parking lot if they are picking up or dropping off students.

## Car Seats

Remember that children under 40 pounds belong in a full car seat in the back seat; children 40-80 lbs should be in a booster seat. If dropping off a car seat in the morning for a carpool, please give it to a staff member. Car seats must be labeled with your name. As of July 1, 2006, all children from ages 4 – 8 are required to ride in a booster seat. Children will not be allowed to go on field trips without the proper safety seat, if traveling in a car.

# Attendance

In the classroom it is important for students to report to school promptly each day. Arriving with the rest of his or her classmates will help your child adjust more easily to the school day and more quickly become a part of any activities that may already be in progress.

***The Children's House considers regular school attendance essential for success in school.*** It is important that parents and students recognize the relationship between academic success and regular school attendance. Students should remain out of school only when absolutely necessary, in order for your child to achieve his/her maximum potential. Regular attendance is essential to establish continuity and community for your child.

## School Calendar / Closings / Outdoor Play

### School Calendar

Outlined in the school's calendar are holidays and scheduled school closings. The summer camp will be open during the months of June, July, and August. Scheduled closings will also be published on our website and posted throughout the school. The school reserves the right to amend the closing schedule as needed.

### Severe Weather Closings

If The Children's House should need to close due to inclement weather **we send an email** once the decision has been made to close the school or delay opening. We will typically follow the public school systems in our area. Because our families are geographically widespread, please use good judgment and exercise caution during inclement weather. The top priority is the safety of our children, parents, and staff members. The decision to delay or cancel school is not an easy one to make, and many things play a part in this decision. We suggest that you have a back up plan in place prior to the winter months.

### Outdoor Play/Lost Items

Please dress children appropriately for the weather. Make sure your child brings warm outerwear, including hats, coats, snow-pants, gloves, galoshes or other boots for sloppy days. All outdoor clothing must be labeled. Please do not expect the staff to search for your child's lost items.

# Financial Arrangements

Please make checks payable to The Children's House and note your child's name and payment description on the memo line. Tuition is due on the date indicated on your contract. A late charge will be added to your account after that date or according to your contract.

## **Contract**

Each family will receive a Contract for the school year. Your child may not attend classes until the administrator has received your signed Contract.

## **Registration Fee**

A registration fee of \$100.00 is required upon application to the school. This fee is non-refundable.

## **Materials Fee**

A non-refundable fee of \$170 is required and is part of your tuition contract. The Materials Fee is used to purchase educational materials for the class rooms, as well as supply students with all materials needed to do their work in each class. This includes pencils, erasers, paper, notebooks, and other supplies. We may also use this money to help with Covid expenses.

## **Field Trip Fee**

This fee is provided to The Children's House for the purchase of educational / cultural programming (i.e. theater tickets, art museum entrance fees, etc.) & the maintenance of the school's bus. We may also use this fee to supplement any additional fees derived from Covid safety measures needed for field trips.

## **Tuition & Late Tuition**

As per the enrollment contract there are three payment plans: 1) one annual installment, 2) an initial deposit plus nine monthly installments, or 3) an initial deposit plus two semester installments. Tuition payments are due on the due date indicated on your tuition contract. There is a seven-day grace period from your due date. Payment received after the grace period will be assessed a late charge of \$40. Children will not be allowed to start a new month unless the previous month has been paid, unless arrangements have been made with the administrator. Full payment is required regardless of absences. We understand that families may occasionally experience financial difficulties. In such instances, we are willing to work with you. Please call our administrator immediately so that we can make every effort to reach a reasonable solution. If you have not contacted the school by the 7th day past your due date, you will be billed the late charge of \$40. There is a returned check fee of \$50.

## **Work Day Deposit**

In order to help maintain our school building, one member of each family volunteers to work at The Children's House one Saturday per semester. The work days are scheduled throughout the semester and run from 9:00 am to 1:00 pm. Each family is assessed a \$200.00 work day deposit (\$100.00 per semester) at the beginning of their attendance at The Children's House. As long your family fulfills your work day obligation per semester, this money remains as a deposit in your school account. Each school year you will have until June 30 to complete that school year's obligation, since some of our work days are scheduled for early summer. If you choose to not participate in any work day, your family will be reassessed the work day fee of \$100.00 for any semester missed. When your child leaves The Children's House, you can donate your work day deposit to the school, or submit a written request for a refund. Work day deposits may not be used to pay off tuition account balances. If your child leaves the school, you may not request a work day deposit refund unless your child's tuition account balance is \$0. If you

have received financial aid and want to be eligible to reapply for the following year, you must have fulfilled your workday obligation.

**Extended Day Program**

Elementary students may be dropped off between 7:00 AM-8:45 AM and picked up anytime after 3:00 PM until 5:30 PM. If you sign your child up for daily use of our Extended Day Program, a fee will be charged and is part of your tuition contract. The hourly rate for occasional use of the Extended Day Program is \$15/hour, per child. Parents will be invoiced for the use of hourly Extended Day Program. For students using the hourly rate, charges start at 3pm in fifteen minute increments.

**Late Pick-Up**

After School Care is available until 5:30 PM. A late charge of \$5.00 will be assessed for every 5 minutes past that time, and shall be paid immediately to the teacher on duty. \*Please make every effort to pick up your child on time; children are very sensitive about being picked-up late.

**Returned Check**

There will be a \$50.00 service fee on all returned checks. The amount of the original check plus the service fee will be due immediately.

# Health

Our goal is to do everything possible to contribute to your child's healthy and joyful development. Basic to this is physical health. We ask that every child be in good health and free of communicable diseases each day the child participates. Please do not bring children if they have an excessive runny nose or cough, or any communicable disease. As parents and staff, we know that some children may arrive at school apparently well then become ill during the day. In such a case we will notify you immediately of your child's symptoms of illness. Because many childhood illnesses are contagious, ill children must be picked up as soon as possible. Please make alternative care arrangements should your child display any symptoms of illness. We must, within reason, do everything possible to protect all children, staff, and their families from exposure to contagious illnesses.

Please look over our Health Policy carefully so you will know exactly which illnesses or conditions require your child to stay at home.

## Health Forms

The state requires that every child must have an updated immunization certificate.

The following health forms must be on file at the start of school:

1. IMMUNIZATION RECORD – you will need to obtain a copy of this from your child's doctor.
2. If your child has a **religious** or **medical waiver** concerning vaccinations, you must submit a copy of this waiver when you submit your other permission forms.
3. GENERAL & EMERGENCY INFORMATION CARD
4. We require copies of your child's Covid Vaccination card, for their file.

To be sure that your child's forms are completed on time, please make check-up appointments with your doctor ahead of time. In order to keep our medical records updated, please use the Change of Information Form to notify us of any additional immunizations during the year or changes in your child's medical information.

## Medical Emergencies:

There are staff members who are trained and equipped to respond with First Aid and CPR. Parents will be notified immediately of an accident or injury. If emergency services are needed, 9-1-1 will be called. Upon arrival at the emergency room, we will continue to try and reach you or one of the people listed on your contact form. In any emergency, a staff member will remain with your child and will accompany your child in the ambulance and through any procedures at the hospital until a parent/guardian has arrived.

## Medications:

The Children's House strives to offer services that help meet the needs of our families. We recognize that some children will need to continue taking medication (an antibiotic for example) after they have returned to school and are no longer contagious. Please be sure medications are clearly marked with your child's name and any specific dosing requirements. Include the proper prescription/non-prescription form along with the medication.

The procedure required by state law is as follows:

1. All medications must be in the original container.



2. A “Prescription / Non-Prescription Form” must be filled out (available in appendix) and must give exact time, exact amount, name of medication, date(s) to be given, and be signed by the guardian before it can be administered. A verbal confirmation by phone is not accepted by the state as authorization.
3. All medicine must be handed directly to a staff member by the child’s parent or guardian. No medicine may be brought to school by the child or put in a backpack or lunch.
4. Parent/s must provide any over the counter medicines to be administered to their child. This includes Ibuprofen and Tylenol.

Keep a portion of your child’s medicine AT HOME in case it is forgotten at school. The staff is NOT available to reopen the school if medicine is left at night.

### Allergies

Please list all allergies on the medical forms and emergency cards. If your child’s allergic reactions are severe, please notify the staff in writing.

## Health Policy

According to the National Health and Safety Performance Standards: “A child that is not feeling well cannot work at a rewarding level and may also expose other children to a communicable disease. The parent, legal guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the school, as described below...”

- 1) The illness prevents the child from participating comfortably in school activities,
- 2) The illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children, or
- 3) The child has any of the following conditions: (Bold print is the illness, italicized is when your child may return to school.)
  - a) **Temperature:** 100° or higher accompanied by behavior changes or other signs or symptoms of illness – *12-24 hours after temperature returns to normal.*
  - b) **Symptoms and signs of possible severe illness:** (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty with breathing, wheezing, or other unusual signs) – *until medical evaluation indicates returning to school is okay.*
  - c) **Diarrhea:** that is increased number of stools, increased stool water, and/or decreased form that is not contained by the undergarments. For Toddlers, two bouts require exclusion. For older children, increased incidence and increased discomfort – *until diarrhea stops.*
  - d) **Vomiting illness:** (two or more episodes of vomiting in the previous 24 hours) – *until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.*
  - e) **Conjunctivitis (pink eye):** defined as pink or red conjunctiva with white or yellow eye discharge, eye can be swollen and/or teary – *24 hours after antibiotic treatment has begun.*
  - f) **Scabies, head lice, or other infestation** — **no sooner than 24 hours after treatment and child is nit free.**
  - g) **Impetigo:** Symptoms include Itchy, red sores, with yellow, or gray crusts on face, legs, or arms – *until 24 hours after treatment has been initiated.*

- h) **Strep throat or other streptococcal infection** – *until 24 hours after initial antibiotic treatment and cessation of fever.*
- i) **Chicken Pox** – *until 6 days after onset of rash or until all sores have dried and are completely crusted.*
- j) **Pertussis, Whooping Cough:** Symptoms include sneezing, nasal congestion and tearing; loss of appetite, malaise, hacking cough, often followed by explosive coughs that end in a high pitched whoop, difficulty breathing, blue lips – *until 5 days of appropriate antibiotic treatment (currently, erythromycin) to prevent an infection have been completed.*
- k) **Mumps:** Symptoms include swollen, painful salivary glands, fever, weakness and fatigue; possible inflammation of pancreas, testes, ovaries, or brain – *until health care provider states the child can attend school.*
- l) **Measles:** Symptoms include fever, cough, sneezing, swollen eyelids, sore throat, tiny, white spots on the lining of cheeks, rash – *until 6 days after onset of rash.*
- m) **Rubella:** Symptoms include mild fever, rash – *until 6 days after onset of rash.*
- n) **Signs of a severe allergic reaction** – *until medical attention is received.*
- o) **Asthmatic attack** – *until medical attention is received.*
- p) **Suspected bone fracture** – *until medical attention is received.*
- q) **Burns whether chemical or major scalds** — *until medical attention is received.*
- r) **Persistent ear pain or eye pain** — *until health care provider determines condition is not infectious.*
- s) **Persistent headache and child looks pale and ill:** – *until medical attention received.*
- t) **Fainting spell** – *until medical attention is received.*
- u) **Persistent nosebleed** – *until medical attention is received.*
- v) **Any seizure:** – *until medical attention is received.*
- w) **Unspecified respiratory illness** – A child without fever who has symptoms of mild or moderate cases of the common cold, sore throat, croup, shall not be denied admission or be sent home from school unless it precludes comfortable participation in school activities, or need for greater care by the staff that could compromise the health and safety of other children in school.

Note: Please inform the office if you are keeping your child at home for any contagious condition so that we can inform the school community.

\*\* As with all matters, confidentiality will be respected in regards to your child's health. We will always announce contagious conditions to be on the lookout for, but NEVER who has said condition or which class the symptoms have appeared.

The Children's House reserves the right to send a child home because of reasonable suspicion of illness.

# Lunch

We encourage healthy food (i.e. whole, unprocessed foods). Packing lunches is a daily responsibility. Planning with your child and preparing the afternoon or evening before can ease the morning stress and the temptation to include less nutritious items. Please be sure to notify the administrators in your child's class of any food allergies or restrictions. We do have a microwave to heat up children's lunches. Please be mindful that there are only 30 minutes allotted for lunch.

## **REDUCE, REUSE, RECYCLE**

Please put all beverages in a thermos drink bottle, or other suitable container. Use Tupperware, Rubbermaid, or other reusable containers for food items. We do recycle but using reusable containers is preferred. All reusable containers should be easy to open by little hands.

# Snacks

The Children's House has a designated snack time at 10:15 am (afternoon snack for those using extended care from 3:00-3:15 pm). Parents or guardians will provide morning and afternoon snacks. Please be sure to pack a snack along with your child's daily lunch.

Occasionally you may be requested to supply a staple snack item to have on hand, or an item needed for a practical life/ cooking activity for the week. If you are interested in cooking with your child's class, please contact your child's homeroom teacher. If there is a particular food that is traditionally served for a holiday or special occasion in your family, we are happy to share those traditions with our students. Please contact your child's teacher in advance to arrange for this.

# Other Classroom Information

## **Clothes**

Children's clothes are bound to get dirty or wet while in school and on the playground. Please do not dress them in clothing you do not want to get dirty. We ask that you send along a change of clothes, underwear, and socks (these will stay at school). To make storage easier, we ask that you put these in a clear plastic bag (zip-lock is convenient), labeled with your child's name. As the seasons change, so should the change of clothes.

## **Comfortable, Simple and Functional**

Your child should also be comfortably dressed for school. Natural fibers clean more easily and breathe better. It is important that the children feel at ease with what they are wearing. It is equally important that children are able to manage their own clothing as much as possible. In general, when choosing clothes with your child, look for front openings and simple fastenings.

## **Weather Appropriate**

In addition, please provide a pair of boots for your child to keep at school. Please make sure your child brings outerwear clothing appropriate for the climate of the day. There is an opportunity for your child to go outside every day, so please dress children appropriately, remembering the maxim "There is no wrong

weather, just wrong clothing.” In the winter they will need hats, coats, gloves and snow boots. On rainy days, please send a raincoat. Please apply sunscreen at home.

### **Lost and Found**

A lost and found compartment is located in the school. Please check it regularly. Items left for longer than one month will be taken to Goodwill.

### **Toys & Treasures**

Each classroom environment is filled with beautiful equipment available to all. We ask that no toys be allowed at school, since they sometimes distract children from activities that would be helpful to their development. This includes all electronic devices.

### **Student Cell Phones**

Students are not allowed to have cell phones out in school, or to use them for calling, texting, or games. Students who have cell phones must keep them turned off and in their backpack or purse. A student who is found to have their cell phone out at school will have the phone taken by their homeroom teacher, who will return the cell phone to the student's parent. If this infraction happens a second time, that student will not be allowed to have their phone at school.

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**\*\*Occasionally a school object might inadvertently be brought home. Please assist the child (if needed) with returning the object to school. This does not need to become an issue about stealing\*\***

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### **Holiday Celebrations**

Holidays are celebrated in each classroom according to the discretion of the school staff. Stories on how other cultures celebrate, songs, special activities and food are usually a part of every holiday. If your family celebrates a certain holiday please inform your child's homeroom teacher.

### **Field Trips**

The students will go on educational field trips throughout the school year. We require that each family complete the Field Trip Blanket Permission Card prior to the first field trip. Please see Appendix for a Field Trip Permission Card.

### **Additional Information**

Your child's teacher will send home notes to let you know if there are special circumstances which require additional or different prep work on your part. There is also a board in the front hallway that will have information for you concerning events at the school.

### **Handbook Agreement**

Please complete the Handbook Agreement form in the Appendix and return it to the office.

### **Natural Disaster Plan**

We have special, practiced procedures for events such as tornadoes and fires. School evacuation plans are posted in each classroom and will be followed in the event of a fire or other need to quickly evacuate the building. Monthly fire drills are conducted to familiarize children with the evacuation procedures. Quarterly disaster drills will also be conducted to familiarize the children with the procedures relating to tornadoes or other natural disasters.

### **Methods of discipline used in the classroom include**

1. Modeling of desired behavior by adults.
2. Problem solving skills that teach children "to use their words, not their hands"
3. Clear and consistent communications of behavioral expectations by all teachers.
4. Giving the child opportunities to make good choices regarding their behavior.
5. Redirection to an appropriate activity.
6. Write-off
7. Confinement to the child's homeroom until done with his/her classes

If necessary, your child's teacher will work with you to develop a method of contact, or a system to reinforce positive behaviors. If continual behavior problems exist, we will work with the family to help resolve the issues.

In the event that the undesired behavior continues, after all reasonable measures have been taken, it may be necessary for the child to withdraw from The Children's House to a more appropriate educational facility that has the means to care for the child.

## **Behaviors that are bullying:**

### **VERBAL**

1. Calling names. Stupid, loudmouth, fat, jerk, etc.

~ This hurts feelings. It lowers a person's self-worth. A person might say back, "I'm not stupid!" Don't say that. But some of them will have the thought, "What if it's true?" It also leads to other people calling names. Which makes a person feel like it must be true because more people are saying it. You may think it's only words but it takes 5 positive statements to undo one negative one. Those words will stick in a person's head causing pain longer than a physical hurt will.

2. Threats: I'm going to take your legos away. I'm going to break/knock down what you're building. You better watch out for me.

~ This causes fear. You are bigger and there is no way for a small kid to stop you. You may never do the things you are threatening but the kid who is being bullied is scared. Whenever they are around you don't know what you might do. It makes them feel unsafe.

Every child has the right to feel safe in this world.

3. Physical: pushing or hitting. Taking food/toys from someone. Destroying or breaking their art/legos /building blocks.

~Again this takes away a person's feeling of safety. It's painful, causes fear, and is heartbreaking to see something you work on and care about taken/ruined.

**Positive things to build people up instead of break them down:**

1. Compliments.
  - a. I saw you jump really high that time good job
  - b. Your legos are looking more detailed, I think you are improving!
  - c. I like how nice you are with the animals at school.
  - d. You look happy. I'm glad you are having a good day
2. Offer to help instead of threats
  - . I have an idea on how to make a tail for you lego dinosaur, do you want help?
  - a. I see you are trying to learn to throw a football, I'm good at that. Can I help you?
3. Be a role model
  - . Act in a way that little kids want to be like you
  - a. Hold doors open
  - b. Offer to help clean up a big mess even if you didn't help make it
  - c. Read books in front of the little kids
  - d. Give them tips on how to run/throw/jump

What you can do. When you feel the need to call a name, threaten, or physically hurt someone, pause, take a deep breath and ask yourself, "why am I feeling this way? Am I angry? Am I sad? Did my feelings get hurt? Am I annoyed? What is it that is making me want to hurt this other person?

Maybe you don't know. Maybe you are feeling frustrated and just want to lash out. This is the time when you have to tell yourself to walk away. Take a break from the situation. You can get out your anger by:

a) Writing, get a journal and write out everything that is upsetting you. If you need to write a bad word to get out the anger that's OK. It's private writing. No one else ever needs to read it. You can even shed it when done.

b) running/exercising. Sometimes getting your heart rate up really helps. Sweat out the problems

c) Scream. Find a safe place to let it out.

d) Find a private place to have a good cry

Once you've gotten your emotions out then you can assess what made you angry/sad /hurt. You can decide if you feel better, or if you need to talk to someone about your feelings, if you need to say to a classmate, "hey when you did this it hurt me because..." Know that your parents and teachers will always listen when you have to sort out your emotions.

# Parent Involvement

## **Observation:**

Parents are always welcome, and encouraged to view their child's classroom any time during the year. We also welcome interested family members and caregivers. It is recommended that those wanting to observe the classroom discuss any concerns and questions with the staff by appointment or phone, prior to or following the visit.

You are also invited to share lunch with your child at any time.

## **The Children's House Board of Directors**

### **Purpose:**

The Board of Directors coordinates efforts in support of the school and teaching staff. It also provides a voice for the parents to the administration and board.

## **Life Changes**

If there has been some significant change in your child's home life, please let your school staff know right away. Often we can help with a little added attention, understanding and loving care. Open communication between parents and the teachers is truly vital. We promise to respect confidentiality.

We want to be in close touch with you. The importance of communication between the parent and teaching staff cannot be overestimated. We encourage a two-way discourse at all times. It is especially important that sharing take place in the case of unusual circumstances that might affect your child. It is very difficult for the teaching staff to chat during class hours, drop off or dismissal, so communication is more productive if you leave a note or call the office for a time to confer. Also, it can be confusing and sometimes humiliating for children to be talked about --positively or negatively-- in their presence. We like to set aside a private time and place for conferring or a convenient time for a telephone call. If at any time the teaching staff sees a need to communicate with you, he or she will make arrangements to do so at your convenience.



# Communications

## Conferences

Parent/teacher conferences take place four times a year. It is during this time that we deepen our collaboration on behalf of your child, looking at his or her development from our respective places. It is recommended that both parents attend conferences so all adults in the child's life are informed and working together in a consistent way.

A sign-up sheet for conferences will be posted in advance allowing you to arrange the conference with work schedules. Please respect the time allotted for your conference. Each conference will be approximately 15 minutes. If additional time is needed, a further conference may be scheduled. You or the teaching staff may ask for a conference at any other time during the year as may be needed or desired.

If you have any questions, concerns or suggestions about your child's classroom progress, whether it is about his /her relationship to the environment, the teaching staff, or other children, please talk to your child's homeroom teacher directly and promptly.

Questions relating to the operations of The Children's House should be directed to the school administrator.

## Contacting the Staff

During the school day, the entire staff is very focused on working with your children. We respectfully ask that parents schedule meetings in advance, instead of "drop-in" meetings during the day. Communication is vital to the success of our children, as is the uninterrupted work time of everyone. If you need to contact a staff member, please either call the office, or send a written note to school. Teachers will not discuss classroom issues during recess or dismissal. The staff member will return your call as promptly as possible. Keep in mind that the teaching staff cannot take or make calls during class hours. The best time to reach a teacher or administrator is after 3pm. You may also email the teaching staff at [childrenshouse08@gmail.com](mailto:childrenshouse08@gmail.com)

## Special needs

If the teaching staff feels that a particular child may have special needs or is experiencing difficulty in learning, a conference with parents/guardians will be scheduled. At this time, the possibility of testing and a plan of action to work jointly in helping the child will be discussed. Each case is handled individually and confidentially; the cooperation and equal participation of parents and school is mandatory in order for continued enrollment in The Children's House. The Metropolitan School District of Pike Township provides services for our students who qualify for Speech, Physical Therapy, or Occupational Therapy.

## Indiana Juvenile Code

Any individual who has reason to believe that a child is a victim of abuse, neglect or molestation must make a report with Child Protective Services per Indiana Code 31-33-5 and Indiana Code sec. 35-42-4-3 through 35-42-4-9. The Children's House observes the Indiana Codes and will report any suspected case of abuse, neglect or molestation to the proper authorities. The complete text of these statutes is available from the administrator to parents or guardians upon request

# Sexual Abuse and Molestation Prevention and Reporting Policy

The Children's House does not permit or allow sexual abuse or molestation to occur in the school environment or at any activity sponsored by or related to it. In order to make this "zero tolerance" policy clear to all employees, volunteers and staff members and families, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the person who is functioning as a caregiver and is responsible for the child's care. Sexual abuse includes sexual assault, exploitation, molestations or injury. It can include lap-sitting and inappropriate jokes. This comes under the definition of inappropriate interactions/boundaries between staff or volunteers, and the students. It could also include any overextending disclosures of personal information between employees/volunteers and the student population they serve.

## Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to the Directress of the school. If the victim is an adult, the abuse will be reported by the Directress to the proper local or state authority. If a child is the victim, the Directress will report it to the local Child Protective Services Agency. The phone number to report abuse is **800-800-5556**. Appropriate family members must be notified immediately of suspected child abuse.

The Children's House is also obligated to report any suspicion of abuse of any of our students that may have occurred outside of the school setting. If a teacher, or any member of staff, suspects a child who attends the school is being, or has been, sexually abused or molested, or physically abused, we are obligated to report our suspicions to the proper authority, Child Protective Services, **800-800-5556**.

## Investigation and Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly, and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team, or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the employee/volunteer/staff member with our organization.

There are a number of "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases
- Difficulty walking or ambulating normally
- Stained, bloody or torn undergarments
- Genital pain or itching; and
- Physical injuries involving the external genitalia

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person
- Recoiling from being touched
- Bundling oneself in excessive clothing, especially night clothes
- Discomfort or apprehension when sex is referred to or discussed
- Nightmares or fear of night and/or darkness

### **Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student, or any other individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

### **Employee/Volunteer Training**

All current employees, volunteers, and substitute teachers are required to view the educational training videos. Teachers will do this during our annual retreat in August. New employees will be required to view these videos before starting their employment. Official volunteers and substitute teachers at the school will also be required to view these videos before beginning their work at the school.

All teachers and staff will be required to read and sign a copy of this policy as a condition of their employment.

### **Statement of Policy**

We do not discriminate on the basis of race, sex, religion, marital status, or sexual orientation.

# The Children's House General & Emergency Information Card

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Allergies/medications/special needs? \_\_\_\_\_

Parent/Guardian	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts (other than Parent/Guardian)	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Authorized Persons to	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

(please note: if someone is NOT listed on this form, they will NOT be allowed to leave with your student – unless you have provided separate written authorization)

Other Important Information about your student \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# The Children's House Change of Information Card

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Allergies/medications/special needs? \_\_\_\_\_

Parent/Guardian	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts (other than Parent/Guardian)	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Other (please explain) \_\_\_\_\_

Parent/Guardian _____	Date _____
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# The Children's House Parent Handbook Agreement

I, \_\_\_\_\_, have read and agree to all the terms and conditions outlined in the Parent Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# Authorization For Medication Administration at School

*(All authorizations expire at the end of the school year and must be re-submitted annually)*

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please send prescription medication in its original bottle with label showing. OTC medication should be in a new, unused bottle or box labeled with your child's name.**

Name of Medicine: \_\_\_\_\_

Medicine is:

- Prescription
- Nonprescription

Purpose of Medicine: \_\_\_\_\_

Dosage: \_\_\_\_\_ Administration: \_\_\_\_\_

Additional Information: \_\_\_\_\_

By signing this form, you agree that you are responsible for maintaining your child's medicine supply at school. You agree that you are responsible to notify the school in writing if there are changes in medication dosage or usage. Parents/Guardians are responsible for picking up leftover medication at the end of the school year. This form serves as authorization and release for The Children's House to administer medication to my child in the manner described above.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

# The Children's House Field Trip Permission Card

One registration form must be completed for each individual student/sibling who wishes to participate in Field Trips during the School Year.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Allergies/medications/special needs? \_\_\_\_\_

Parent/Guardian	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts (other than Parent/Guardian)	Phone	Work	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

I agree to allow my child to attend The Children's House's scheduled and unscheduled field trips during the school year. In the event of an emergency and if I cannot be reached at the number(s) listed above, I authorize The Children's House to make decisions, medical and otherwise, that they deem are in the best interest of my child.

Parent/Guardian _____	Date _____
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Please initial if you have agreed to be a driver:

\_\_\_\_\_ I have checked with my auto insurance provider and made certain that I am fully covered to provide transportation for participants of any field trip(s). Also, I agree not to speak on a mobile phone while transporting children in my vehicle.