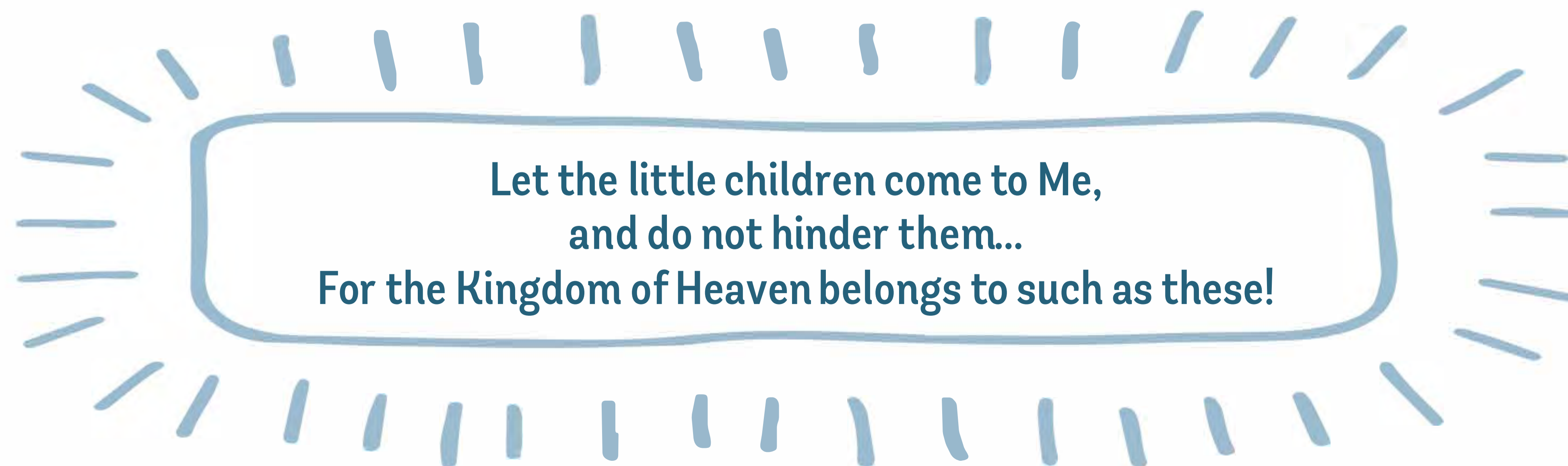


CEDAR CREEK CHILDCARE

make friends. find family.

An Outreach of Cedar Creek Children's Ministry



Let the little children come to Me,
and do not hinder them...
For the Kingdom of Heaven belongs to such as these!



Welcome to Cedar Creek Church

Cedar Creek Childcare is an outreach of Cedar Creek Children's Ministry for children ages 6 weeks through 12 years. We have been providing quality childcare in the community for the last 20 years.

Cedar Creek Childcare is a registered ministry, meaning all guidelines of the Indiana Division of Family Resources and Department of Homeland Security, Fire and Building Safety Division have all been met. Regular inspections are required and completed biannually. We are currently level 1 Paths to Quality, meeting all health and state safety needs.

We offer full- and part-time structured childcare along with before and after school care Monday through Friday 6:30am to 6:00pm.



Mission

The Mission of Cedar Creek Childcare is to enrich children and families through early development of a child's spiritual growth.

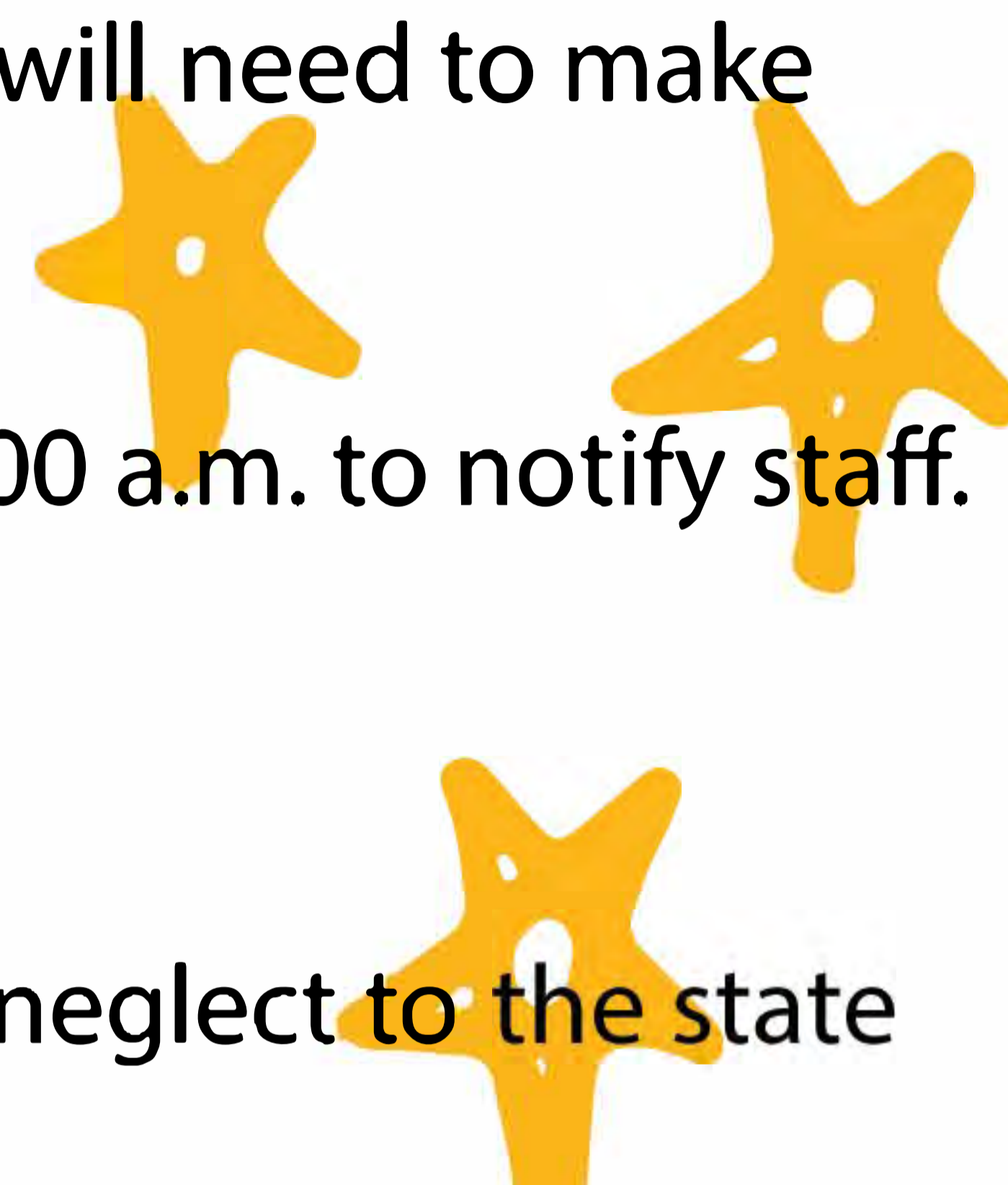
We accomplish this mission by providing:

- An environment that promotes physical, emotional, and social growth for each child.
- An opportunity for all children to play, learn, and grow in a healthy, creative way.
- A proper diet for the children through nutritious meals and snacks.
- A responsible, qualified, and caring staff.
- A planned, motivated, biblical curriculum allowing balance between rest, activities, and free play.





Policies

1. In case of illness or emergency the parent will be contacted. The parent will need to make arrangements for someone to pick up the child immediately.
 2. When the child will not be attending, parents are requested to call by 8:00 a.m. to notify staff.
 3. Toys may only be brought on teacher-designated show and tell days.
 4. Cedar Creek Childcare is required by law to report any signs of abuse or neglect to the state authorities.
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Admission Policy

We accept children who are at a stage of growth and development which enables them to benefit from our program and for whose age level the childcare is staffed and equipped to provide care. Children whose needs cannot be met or whose behavior would endanger other children will not benefit from our program.

A health examination, including immunizations, is required for each child. The health exam may be up to 12 months prior to admission. Please use the health form provided by our office.

Tuition Payment

Tuition is due in advance on Monday or on your child's first day of attendance for the week. Any payment not in the office by Wednesday morning is considered late. Please contact the office if other arrangements need to be made.

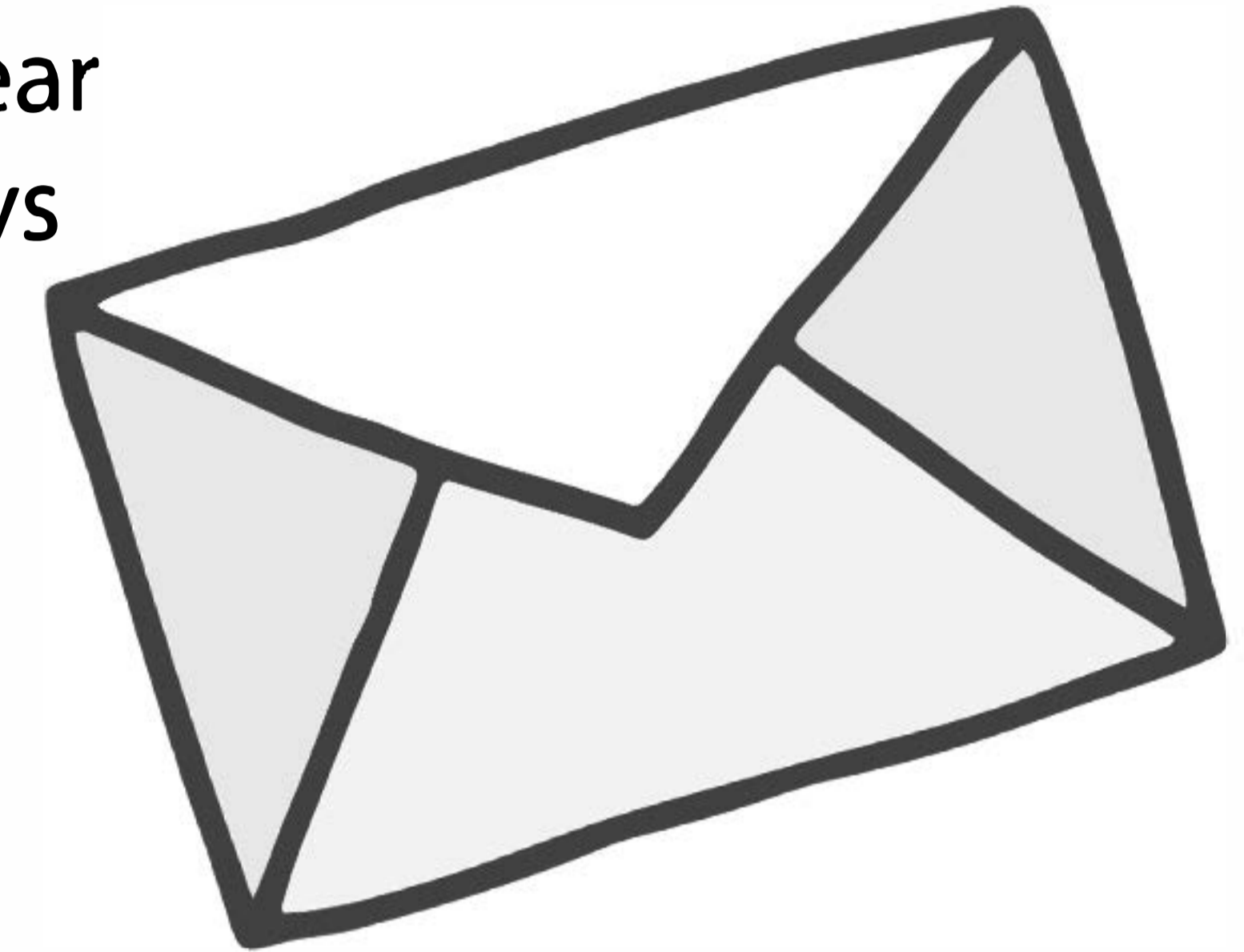
Any child left at the childcare after 6:00pm will be charge a late fee of \$10. This late fee will be added to your account.

Each child attending Cedar Creek Childcare will receive vacation annually (based on the number of days you attend each week) Any vacation must be submitted to the Director in advance. Unused vacation does not carry over to the next year.

Holidays

Cedar Creek Childcare is open all year with the exception of major holidays which include:

- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve through New Year's Day



General Information

Daily Attendance: When bringing or picking up a child, you will need a pass-code to pass through the secure doors. You must then check your child in and out using the check-in kiosk. If children are left checked-in to the computer system at the end of the day, they will be considered late and parents may incur a \$10 late fee.

Birthdays: Birthdays are a special time for children. Parents are welcome to bring special treats for their child to share.

Medication Schedule Form: Forms are located in the office for medicine to be administered to your child. Please give the completed form and medicine to your child's teacher. These medications are kept in a locked box in each classroom, as required by the state.

Questions: Any questions concerning your child, Cedar Creek Childcare rules, etc., should be presented to the directors.

Parent Communication: Parents will be notified of any significant occurrence of problems which affect their child, including exposure to communicable diseases. Parent teacher conferences will be held at the request of the director or parent. Parents are always welcome to observe in the classroom.

Food Program: Cedar Creek Childcare prepares nutritious meals and snacks and all menus are state approved. Breakfast will be offered to children in attendance by 8am. Snacks are served mid-morning and mid-afternoon, with lunch beginning at 11:15am.

Emergencies: In the event of a fire, we report to the south parking lot. In the event of a weather emergency, we move to room C12.

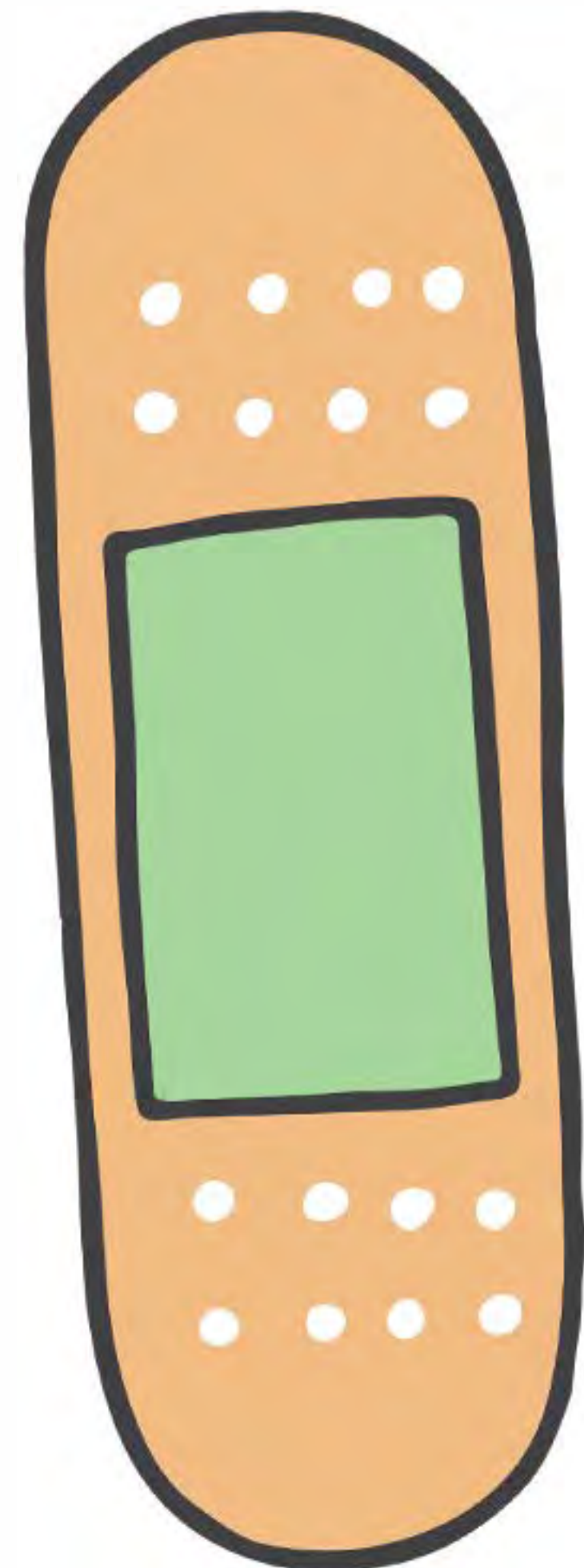
Closings: During winter months, we only close during a level 1 snow emergency. Please watch Wane TV or listen to Star 88.3 for announcements. You can also call the childcare office to inquire about a closing.



Communicable Disease Policy

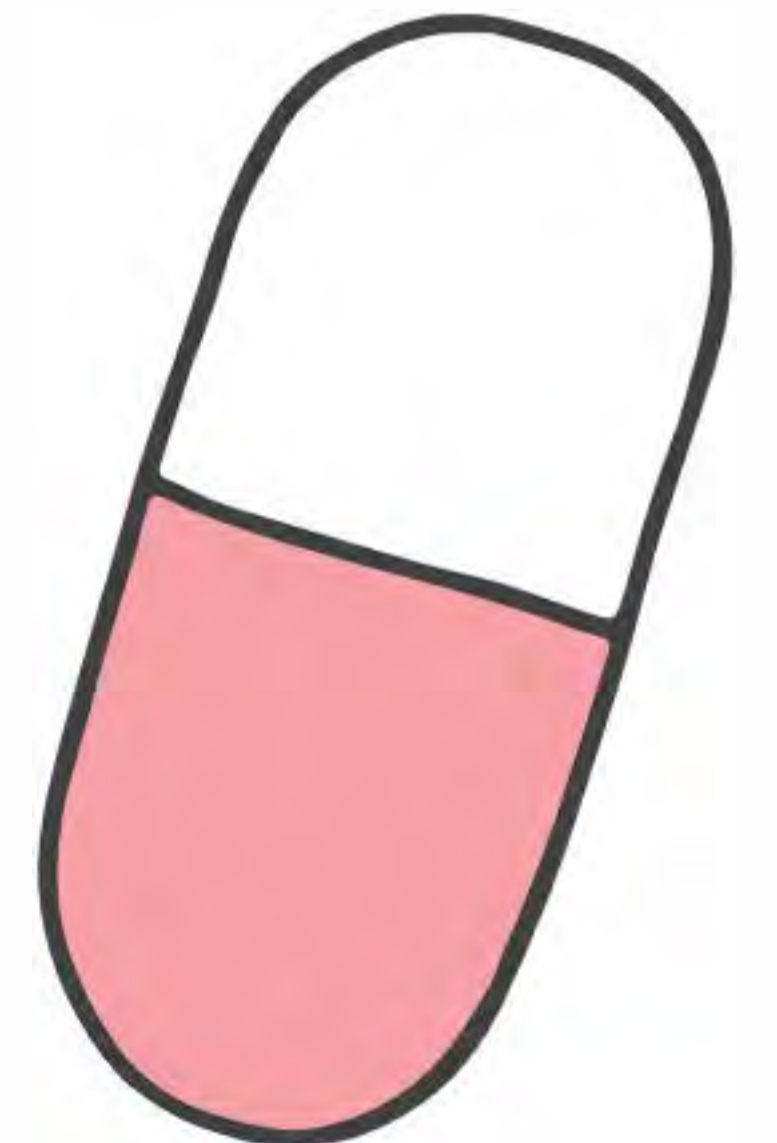
- 1.** If a child has been absent because of a communicable disease, he/she will not be permitted back in the childcare facility unless a written certification stating he/she is now free from the communicable disease and is no longer a carrier.
- 2.** A child who has been absent from the childcare because of illness or injury for a 5 day or more duration will not be re-admitted without a statement from a physician stating he/she is able to participate in the activities of the childcare.
- 3.** Any illness or injury of less than a 5 day duration shall be explained in a written statement or a phone call from the parent before the child is allowed to return.

Any one or more of the following symptoms are signs of an illness and might be considered as a basis for not being permitted in the childcare. **The child may not return to the childcare until all symptoms are gone for 24 hours without medicinal fever reducer.** If your child is sent home with any of these symptoms they should may not return for 24 hours.



- Temperature of 100.0° or above
- diarrhea
- nausea/vomiting
- any inflammatory or reddened eye condition
- any rash or skin condition that appears suspicious and has not been seen by a physician
- any cough that is persistent and is either a whooping cough or measles outbreak OR associated with fever
- nasal discharge is associated with other signs of illness

Our health regulations are provided by the Indiana State Board of Health



Your signature below indicates that you have read, understand, and agree with the policies and procedures found in the handbook.

Signature: _____

Printed Name: _____ Date: _____