

The  
House of Kids



Parent Handbook  
House of Kids, Inc.  
190 Green Meadows Drive  
Greenfield, IN 46140



Linda Bunton, Director / Owner  
462-8478



Dear Parents:

We are very pleased you have chosen our Center. We would like to welcome you and your family. We realize the care of your child receives will be of long lasting importance. It is our desire to help you feel comfortable and at home very quickly. Please feel free to call or visit your child anytime. Our staff is committed to smooth transitions for your child during their period of adjustment. You can be assured that our staff will comfort and love your child until they feel completely secure.

Your input is always welcome. We eagerly look forward to serving you, please let us know if there is anything we can do to help you or your child to be completely satisfied.

The following Handbook and enclosures will give you vital information about our program and policies. The administration and staff of House of Kids looks forward to a positive and thriving relationship.

Sincerely,

Linda Bunton  
Owner/Director



## History of House of Kids, Inc.

House of Kids, Inc. grew out of a home center of Linda Bunton on January 1, 1983. Linda had three children, and was a schoolteacher. It was very difficult to find high quality care for her three sons; Mark, Mike, and Scott, and it was impossible to find affordable care that met the needs of a schoolteacher's schedule. She began watching children in her home, and it soon grew too large for her house. Her husband, Russ, and her decided to open a center at 7434 N. Michigan Road in Indianapolis. She was licensed for 113 children. She opened the doors in 1983, and the center was soon filled.

In 1994, Linda and her family opened a second center in Greenfield, Indiana. The center is licensed for 117 children. At about the same time, her son, Mike Bunton, graduated from Indiana University, with a degree in Public Administration, and came to work as the Assistant Director. It had truly grown into a family business, and with the owners working on site, they are always available to address concerns with their families.

In 2000, the Indianapolis House of Kids was sold. The Buntons' take pride in handling the day-to-day operations themselves, and so it became too complicated to be in two places at once.

2003 marked the beginning of our 20<sup>th</sup> year of service to children and families. As we reflect on the thousands of children we have had the privilege to work with, our hearts are filled with pride and happiness. We feel our years of experience have helped us become very skilled caregivers. With the continued help and hard work of our staff it remains our mission to continually evaluate and upgrade our programs to satisfy your child's needs. We are thankful to have been given the opportunity to work with so many wonderful Children, Parents, and Employees. We look forward to many years of serving the childcare needs of families in our community. Thank you for being a part of our history!



## Center's Philosophy

The House of Kids will provide a safe, healthy happy learning environment, where all children, ages 6 weeks to 12 years can learn to think and problem solve without ridicule or criticism. Our main objective is to make learning fun. The program encourage parental involvement by maintaining an open door policy, field trip chaperones, and assisting with special parties. We also preserve respect for a parent's flexible schedule by only charging for the days that the child attends. Lesson Plans will be posted in every class, to insure and maintain a new and excited lesson daily.

We do not discriminate based on a child's race, color, national or ethnic origin.

## Admission Policy

House of Kids, Inc., licensed by the State of Indiana, welcomes children age's six weeks – twelve years.

Parents' desiring to enroll a child at House of Kids are required to complete an Intake Agreement, a Getting Acquainted form, and a physical health examination form that includes immunization status. Parents' must also sign an agreement to abide by the Center's policies. A non- – refundable registration is required when the forms are turned into the office.

If the center is unable to meet the child's needs, in the opinion of the Director, and in consultation with the parent's, the Center will give two weeks written notice to the parents.

## Center's Operating Hours

House of Kids is open Monday through Friday 6:00 a.m. – 6:00 p.m.

House of Kids closes promptly at 6:00 p.m. If we have children in the building past 6, we are required to follow a whole new set of laws; therefore, we will charge 10 dollars for every 5 minutes after 6.

The center rarely closes due to inclement weather, however, if a situation arises, that requires us to be closed for the day, please tune to local radio and TV stations.



## Drop in Service

Drop In service is available provided you are registered with the Center. Please call and let us know, when you will be attending, so we can maintain proper child staff ratios. We are always happy to have your child for the day.

## Child Care Tuition and Fee Payment

Registration Fee is due upon enrollment. Tuition is due the last day your child attends for the week, usually Friday. The total number of days will be tallied and the appropriate rate applied to your account. If the child attends all week, the weekly rate will be charged. We accept checks, cash, and MasterCard, Visa, and American Express. A 25-dollar fee will be charged for NSF checks.

Please keep your account current, if for some reason, your account becomes delinquent; we will send you a reminder and amount owed. If the amount is still not paid, we will send another invoice, notifying you of amount owed and the length of time before the child is removed from the program and the invoice is turned over to collection. At times family's experience financial setbacks and we will work with you to return your account to zero, if you speak with the office.

## Annual Holiday Closings

House of Kids will be closed for the following Paid Holidays:

New Year's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Christmas Day

We will also be closed the day after Thanksgiving, however this is a non paid holiday.



## Vacation / Illness Policy

Please notify the center as soon as possible for vacations and illnesses. We do not charge for the days missed, however, we do like to know why the child is absent, and whether the other parents need to be notified of a communicable illness.

The House of Kids makes every effort to ensure a healthy environment, and we can normally detect minor illnesses just by a child's general appearance and behavior. The child will need to be picked up if they have a fever over 100 degrees, if they are vomiting, if they have diarrhea, if they have an UN-diagnosed rash, or if they have an uncharacteristic change in behavior. Please make sure you have one or two "backup" people for us to call, in case we can't get hold of the parent. It is important that everyone notify the center, if his or her child has a contagious illness. We will post illnesses on the front board.

## Medications

A doctor must prescribe all medicines, including over the counter medications. The prescription must be on file in the office that contains the dosage and the time to be given. All medicines must be in their original containers, and must be signed in each child's classroom on the Medications Sheet, including time to be given, and the amount to be given. The teacher will sign off on when the medication was given.

All medicines must be locked in the medicine cabinet in the office. After signing in the medicine in the child's class, please bring it to the office, or give it to the child's teacher. Any medication that requires refrigeration should be taken to the office or to the kitchen, where it will be sealed in a container marked "Medications". At pick up time, please ask your child's teacher, or the Director, for the child's medicine.

Please do not leave any medication in your child's cubby, bag, or pocket.

## Health

If your child has a preexisting medical condition (i.e., allergies, reaction to bee stings or physical disabilities) that require special medication or a special diet, we must have a doctor's note on file. In addition, we need the physician's name and telephone number.



## Minor Accidents

Children love to run and play! Occasionally, we will lose our balance and tumble and fall. All staff members are trained in First Aid, Universal Precautions, and infant and child CPR. All minor injuries will be written up in the child's classroom on the Minor Injury Report. Please check the Report in the evenings to see if we had any scrapes or bumps for the day.

## Clothing

Please dress your children in simple washable play clothes. We will paint and play outside, and so our clothes are apt to become dirty. Please bring a complete change of clothes in case of an accident, and label all articles, so we know which clothes belong to each child. For the infants and toddlers, please bring two or more sets of clothes, so that we have plenty for all accidents.

## Greetings and Good-Byes

Most of the time your child will feel adjusted and secure at the center, but occasionally, there may be some separation anxiety. This is heartbreaking for a parent, however we can assure you that it is perfectly normal. Parents may watch through the one way mirrors in all of the classes, until the tears have subsided. Helpful Hints:

When you leave, tell your child you will be back after work. Give a good hug and kiss and leave quickly. Please feel free to watch through the mirrors until the tears have stopped, which usually happens very quickly.

If your child is having a difficult time adjusting, you can be assured our staff is experts in comfort. Please feel free to call or stop in and see how your child is doing.



## For Your Child's Safety

Parents are responsible for their children until they deliver their child to the staff. Please make verbal contact with the teacher, and let them know that the child is there. Children will not be released to anyone except those who appear on the authorized list in their file. If someone new is to pick up a child, the director must be notified, and the individual must produce a picture ID, in order to pick up the child. Teachers will be terminated, if they fail to ask a person picking up for ID, so be prepared to show ID multiple times.

It is critical we have a list of emergency numbers we can contact in case of an accident or if your child is inadvertently not picked up in the evening when the center closes. An adult must accompany children when entering or leaving the center.

## Infant Information

Our Infant room is usually full, so it is important that you check with the Director, as soon as you know when you require a spot for your baby. It is not uncommon for us to have a 6-month waiting list. We will do everything we can to keep a spot for current customer's new arrivals, so please notify us as soon as possible.

We are only allowed to serve commercially prepared formula. Powdered formula may only be used if there is a medical need and your physician gives written permission. All infants must have a written Feeding Chart signed originally signed by a physician, to keep on file at the center. For subsequent diet changes, in the infant room, a parent may make the modifications, however, we reserve to have the doctor sign off on any unusually diet requests.

All supplies brought from home, diapers, formula, etc. must be brought in unopened containers. Diaper bags are forbidden by the State Board of Health, and will not be permitted.

## Potty Training

We will begin potty training when both the parent and child are ready. We will need to maintain a good line of communication, so that the training will be consistent at both the center and home. We will always use positive reinforcement, and never punish a child for accidents. We will reward successful trips to the potty with stickers and M&Ms, as well



as heaps of praise. We will chart our progress daily, so parents can be kept abreast of our successes.

## Child Behavior Management

We will use only positive discipline at our center.

1. We will discuss the situation with the child to understand their viewpoint, and relay our viewpoint of the situation, in order to help the child understand what is expected of them.
2. We will redirect negative behavior. We will direct the child away from the conflict by giving him or her something more interesting to do.
3. All discipline will be timely and age-appropriate.
4. When all other methods fail, the child will be removed from the group or activity for one minute times the age of the child for a “Time Out”

If a child’s behavior becomes completely unmanageable, he or she will be sent to the office for an extended time out. They can return to class, when the behavior is no longer dangerous to others or themselves. If the behavior becomes habitual, we will schedule a conference with the parents to solve the behavior, and to help the child become part of our class. If the administration feels that the child can no longer benefit from our program, we will ask the child to leave.

Some parents feel comfortable using physical punishment while disciplining their child. We will not tolerate this type of punishment at the center by anyone.

## Nutrition / Food Requirements

All meals and snacks are planned by the center and approved by the State Board of Health.

Breakfast is served every morning from 7:30 a.m. to 8:00 a.m. We are unable to serve children past 8:00 am. If you are unable to arrive before 8 please feed your child at home. In rare instances, a parent might find they are running late, please call the Director, and we can usually accommodate you. Snack is served at 9:30 am and Lunch at noon, and then the afternoon snack is served when we get up from nap around 2:30 PM.

Please do not bring food into the center in the morning. All muffins, biscuits, cereal or fast food must be eaten before your child comes in. This is a State Board of Health Regulation.



## Special Diets

When there is a need for a special diet, when can accommodate for 24 hours without a doctor's note, however, if the child requires a permanent special diet, we will need a detailed list of foods. The State Board of Health requires that all food be prepared in our kitchen, so please do not bring in food from home.

## Birthdays

Birthdays are celebrated on an individual basis with the child's class, if you would like to schedule a party and bring in treats for the class. As required by law, we are only allowed to accept commercially prepared food, in unopened packages. If you have any questions on what you can bring in, please ask the Director.

## Communication / Bulletin Boards

It is very important that we keep an open line of communication between the parents and the teachers. The preferred method that we use, are the face to face conversations, daily, morning and evening. We will relay important information about your child's day, attitudes, health, and progress. We tend not to use notes as the written word can be misconstrued. It is always better to have open conversations.

Every classroom has a bulletin board that will contain the sign in sheet, medication chart, injury reports, lesson plans, and all other information important to each class. Please check it daily, when you sign in and out your child. In the main office, there is a main bulletin board that has information that pertains to the entire center, such as communicable diseases, menus, and child development information.

## Toys & Personal Effects

We encourage parents to bring in blankets and stuffed animals for nap. Please be sure and write you child's name on the items. We will try our best to keep track of all items, however, sometimes blankets are misplaced, and it is easier to find the blanket or stuffed animal if they are labeled.

The children are more than welcome to bring in toys and games from home; however, we assume no responsibility for lost or broken items. Please label the toys, so we avoid mix-ups. Please avoid toys that promote violence, such as guns, knives, or swords.



## Field Trips

All classes, four years olds and up, will periodically be attending field trips. We will notify the parents by sign up sheets on the bulletin boards in each class. The sign up sheet should contain when, where, and the cost of each field trip. Please sign your child up, so we can take them with us, also make a note of the departure time, so your child is not accidentally left. If you don't want your child to attend, please notify the teacher. All of the individuals driving the vans have public passenger chauffeur's licenses.

The younger classes will take walks to the pet store and other shops in the mall behind us. We will have sign ups for those trips just like the other field trips. Please tell the teacher, if you prefer your child not be included.

## Outside Play

Outdoor play is an important part of a child's healthy development. Outside provides the children with a chance to run and to get some fresh air, as well, as helping to get the germs out. We will go outside whenever the wind chill is above 20 degrees. Please dress your child accordingly.

## Policy Changes

From time to time, we may need to make policy changes. Policy changes will occur with a written description. We will give proper notification, and please add it to this handbook.