

# **SOUTH SPENCER**

Daycare Handbook



**2023-24**

## **Daycare at Luce:**

7 A.M.-5 P.M.

Monday-Friday, following the South Spencer School Calendar

\$150.00 per week

One time supplies fee of \$25.00

Needed:

Backpack and extra clothes daily.

**We need: 1) birth Certificate, 2) physical, and 3) immunizations**

### **Luce Daycare**

#### **Who we are:**

Daycare is available to children 3-5 years old that are potty trained.

The Indiana Child ratio for this group is 1 teacher per 10 children for 3 year olds and 1 teacher per 12 children for 4 year olds. We have a max of 20 students in our daycare program.

#### **Philosophy:**

We believe each child is unique and brings their own special gifts and talents with them into the classroom. We work to give them the opportunity to develop socially, intellectually, and physically to their own fullest potential. We have a respectful and loving environment where children age's three to five can work, learn, and play.

#### **Drop off/pick up for Luce:**

Each child must be signed in and out each day. Drop off will be the back door from 7:00 a.m. until 7:30 a.m. and then please use the front door and come through the office to be able to go to the daycare room.. If you need someone to pick up your child that is not listed on your pick up list, you will need to send in a note in writing, when picking up your child

**\*\*CHANGES IN TRANSPORTATION MUST BE MADE IN WRITING –even if it is just for one day\*\***

**Open door policy:**

Parents are always welcome to visit at any time. If you would like to visit please go to the office and sign in.

**Emergency Treatment:**

We ask you to fill out a Health form when you register your child. This form gives our school the authority to have your child receive medical attention he/she may need while in our care. It will only be used if we cannot reach you at your home or work place. If an injury is life threatening, emergency treatment will be called.

**Health Policy:**

Your child may not come to school if they have not been fever free for 24 hours without medication. Your child may not come to school if they have had diarrhea or vomiting in the last 24 hours. We may send your child home if they have discharge from their eyes or lice.

All children must have a current physical and an up to date immunizations on file. Please get any updates to the school within 30 days of their expiration.

If your child needs to have medication on site, please get these to the school nurse in the office and she will have you fill out a health plan.

Both Elementary schools are a smoke free campus.

**Confidentiality Policy:**

All information pertaining to your child's admission, family, health, and discharge are confidential. Pre K can only release information about your child if given permission from the parent. We are willing to work with any child regardless of need and their family and therapists and will make reasonable accommodations.

**Abuse/neglect:**

We are obligated to report any suspected neglect and abuse. If we suspect any abuse or neglect we will be reporting the child to the state.

**Prohibited:**

No alcohol, tobacco, firearm or illegal substances are allowed on the school grounds.

**Tuition for Daycare:** It is \$150.00 per week and due Monday of each week. There is a one-time supplies fee of \$25.00 per child paid yearly.

**Late Fees:** If payment is not paid by Friday a \$20.00 late fee will be added and students will not be able to return to the program until the payment is made.

Children must be picked up by 5:00pm. Please be prompt, tardiness places a burden on our staff.

**Late fee of \$20.00 is assessed if your child/or children are picked up after 5:00 PM**

**Documents:** We require a birth certificate, current immunizations, and a physical for school.

**Attendance for Daycare:** Regular attendance is very important. The tuition fee per week does not change if a child is absent. This includes being sick, hospitalized, and family vacations. Daycare is open every school calendar day from 7:00 am to 5:00 pm.

### **Emergency School Closing:**

Occasionally school is closed due to severe weather or other unforeseen circumstances.

On days when the weather is bad, the road conditions are checked early each morning. If it is determined that conditions warrant closing school for the day, announcements are made through the School Messenger system and local television stations. Daycare will close if school is cancelled.

If school is operating on a 2 hour delay, our daycare will open

at 9:00 a.m.

### **Change of address, telephone, or custody:**

It is very important that we have each student's correct address and phone number in the office as well as an emergency contact. If any of these change, please notify us immediately in writing.

In the event that the legal custody of the child changes, please inform the school immediately and provide us with the appropriate documentation. For the child's protection, we must be notified concerning who may or may not pick up the child from school when custody changes.

**Dress Code:**

Your child will be very active in the classroom, the gym, and the playground. There are no flip flops or spaghetti straps allowed at school. Please always wear shorts under dresses and skirts. There will also be many “hands-on” activities and it is best that your child not wear their best clothes to school. We will try to avoid accidents but they do happen. Please send in a change of clothes with your student in case these accidents do occur.

**Snacks:**

Snacks will be offered daily and a schedule sent to families.

Breakfast is free this year and served until 8. Lunch is included in the weekly price of daycare. Only students with a doctor’s note can bring their lunch box.

Luce Elementary School is a healthy choice school. For celebrations and parties, all food that is brought in needs to be a Healthy Choice. Please see attachment of the Healthy Choice Options.

**Luce Daily Schedule:**

7:00-7:25: Free Time

7:25-7:30: Clean up, wash hands 7:30-7:55:

Breakfast

8:00-8:30: Free Time

8:30-8:55: Calendar and Music/Dance Time

8:55-9:00: Wash hands, walk to snack

9:00-9:15: Snack Time

9:15-9:45: Centers

9:45-10:45: Free Time, (outside weather permitting)

10:45-10:55: Wash hands, walk to lunch

10:55-11:25: Lunch

11:25-11:45: Recess in Gym or Outside

11:45-12:00: wash hands, use bathroom, get ready for nap

12:00-2:00: Nap

2:00-2:15: Wake up, wash hands, walk to get snack

2:15-2:30: Snack Time

2:30-3:00: Centers

3:00-5:00: Free Time

## **Monthly Themes and Goals for Centers**

### **August-**

School, names, and birthdays

Skills-Name writing, class routine and rules

### **September-**

Apples, Colors, Fall, Manners, scarecrow Skills-Color recognition and sorting,  
Letters-A, B, C

Math- Numbers 1,2

### **October**

-Pumpkins, Fire safety, Shapes, Spiders, Bats, Halloween,

Skills-Know phone number Letters-D, E, F

Math- Numbers 3,4 Shape recognition

Science-Nocturnal animals, pumpkin life cycle, spiders

### **November-**

Opposites, Election, More/less, Thanksgiving

Skills-Opposites Letters

G, H, I

Math- Numbers 5, 6 Count to 10

More/less

Science-Heavy/Light

## **December-**

Winter, 5 senses, Gingerbread, Holidays

Skills-Patterns ABAB, ABC, AABB, AAABB

Letters-J, K

Math-Numbers 7, 8 Count to 15

Science-5 senses, Seasons

## **January-**

Snow/Ice, Penguins, Hibernation, Rhyming, MLK Jr, New Year

Skills- Rhyming Letters- L, M,

N, O

Math- Numbers 7, 8, 9, 10 Count to 20

Science-Hibernation, Penguins, Snow and Ice

## **February-**

Chinese New Year, Valentines, Presidents, Dental Health

Skills-Presidential Knowledge Letters-P, Q, R

Math- Numbers 11, 12 Count to 25

Science-Dental health, Healthy Foods

## **March-**

Spring, Weather, Rainbows, Dr. Seuss, Body Parts

Skills-Sight Words Dolch list 1, Letters-S, T, U, V

Math- Numbers 13, 14, 15 Count to 30

Science-Body Parts, Weather

## **April-**

Kites, Pond Life, Earth Day

Skills-Sight words Dolch list 2, Letters-W, X, Y, Z

Math- Numbers 16, 17, 18, 19, 20 Count to 30

Science-Earth Day, Pond Life

## **May-**

Summer, Beach, Insects, Mother's Day

Skills-Ready for Kindergarten

Recognize all letters

Math-numbers to 20, count to 30

Science-Insects, Butterfly life cycle, Ocean life

## Daycare Handbook Acknowledgement Form

I have received a copy of the South Spencer School Corporation Daycare Handbook. I understand that it provides guidelines and summary information about our daycare policies and procedures at Luce Elementary School. I also understand it is my responsibility to read, understand, and become more familiar with the guidelines established by the daycare program.

I \_\_\_\_\_, parent of \_\_\_\_\_, have read the South Spencer School Corporation Daycare Handbook and understand all the policies and procedures detailed in it.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_