



Family Handbook

Playful Pathways Preschool & Child Care Center
is located within the
North Lawrence Learning Center
a Property of
North Lawrence Community Schools
420 W Street
Bedford, IN 47421
Phone: 812-275-4821 Fax: 812-277-7726

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Center Information

Playful Pathways Preschool & Child Care

420 W Street
Bedford, IN 47421
Phone 812.275-4821 / Fax 812.277.7726

Director

Dawn Skinner

Legal Responsible Party

North Lawrence Community Schools
460 W Street
Bedford, IN 47421
812-279-3521

Emergency Contact Numbers

In the event of an emergency call 911.

Poison Control Center	1-800-222-1222
Department of Child Services	1-800-800-5556
Child Care Information Line	1-877-511-1144
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Bedford Police Department	1-812-275-3311
Lawrence County Sheriff	1-812-275-3316
Bedford Fire Department	1-812-275-4544
IU Health Bedford	1-812-275-1200

Playful Pathways 2024-2025

AUGUST 2024

S	M	T	W	Th	F	S
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SEPTEMBER 2024

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OCTOBER 2024

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NOVEMBER 2024

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DECEMBER 2024

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JANUARY 2025

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August

1 - 6 PP Open to Year Round Students
7 - First Day School Year Students

September

2 - Labor Day - PP Closed

October

14 - 18 NLCS Fall Break - PP Open

November

5 - E-Learning Day PP Open
27 - 29 Thanksgiving Break PP Closed

December

20 PP Closed for Staff Training
23 - 31 Christmas Break PP Closed

January

1 - 3 Christmas Break PP Closed
20 - MLK Day - PP Open

February

17 - Presidents Day - PP Open

March

17 - 21 Spring Break - PP Open

April

18 - Good Friday - PP Open

May

6 - E-Learning Day PP Open
22 - Last School Year Student Day
26 - 30 PP Closed
(Mandatory Staff Training)

June

July

4 - Independence Day PP Closed
28 - 8/1 PP Closed
(Mandatory Staff Training)

FEBRUARY 2025

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MAY 2025

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JUNE 2025

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JULY 2025

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Playful Pathways Mission

North Lawrence Learning Center's Playful Pathways Preschool & Child Care is dedicated to providing an environment rich with choices, opportunities, and experiences that inspire curiosity and a love of learning. Below are the guiding beliefs of our program.

Playful Pathways will

- create caring and safe environments.
- embrace the joy of discovery.
- facilitate a love of learning.
- take time each day to create, move, sing, discuss, observe, read and play.

Our children at Playful Pathways will

- learn through open-ended play.
- explore nature.
- develop social-emotional, citizenship, and self-regulation skills that encourage empathy, kindness, and compassion.
- develop problem solving skills, creative thinking and self-expression.
- grow cognitively and intellectually as they face tasks, fail, succeed, master, and repeat.

Our teachers at Playful Pathways will

- serve as facilitators for children while learning.
- create appropriate environments to meet the needs of the children at their developmental level.
- give children the freedom to laugh and play while being engaged in child-centered activities.
- ensure uninterrupted free time for exploration with open-ended, child-selected materials.
- provide outdoor play time with both energetic activity and quiet contemplation.
- have open and consistent communication with parents in a variety of methods.

Child Abuse Prevention, Detection, and Reporting

Employees receive annual training regarding child abuse reporting. By Indiana law, staff members are required to report any known or suspected cases of child abuse and neglect to the Department of Child Services. The center shall at all times maintain the confidentiality of all information obtained regarding the suspected abuse or neglect of a child. All staff shall refrain from questioning children and suspected perpetrators beyond gathering information to report the suspected abuse or neglect to the Department of Child Services.

- Staff shall immediately report suspected child abuse or neglect as follows:
 - If the alleged abuse or neglect occurred while the child was under the care of Playful Pathways or the center receives a complaint from anyone regarding possible abuse or neglect of a child by a staff member, they must immediately call the institutional abuse hotline or a law enforcement agency and self-report the suspected abuse or neglect. The Director may assist you in calling, but reporting is ultimately up to the individual.
 - The statewide Institutional abuse reporting phone number is 1-800-562-2407.
 - If the alleged abuse or neglect occurred while the child was not under the care of Playful Pathways, staff shall immediately report suspected abuse or neglect to the Department of Child Services.
 - The statewide DCS reporting phone number is 1-800-800-5556.
 - Reporting suspicions to the Director or other supervisory personnel does not relieve the individual staff of their responsibility to report directly to the Department of Child Services.
 - Playful Pathways shall dismiss the employee or volunteer if the Department of Child Services investigation substantiates the abuse or neglect.

Confidentiality Policy

Ensuring the confidentiality of our childrens' information and the information of their families and staff is of the utmost importance. Sensitive information should not be shared in any public area of the center.

Employees are expected to maintain confidentiality regarding children and staff in each building. Any employee who shares confidential information with another person not authorized to receive the information may be subject to discipline leading up to termination. This includes, but it is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information. See NLCS Board of School Trustee Board Bylaws and Policy #4213 for more details regarding confidentiality.

Discipline/Guidance Policy

NAEYC Code of Ethics: "Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. This principle has precedence over all others in this Code."

It is very important that a child's development is nurtured through caring, patience and understanding. Staff and children are trained to use Conscious Discipline in combination with additional behavior management techniques to guide and regulate the behavior of children.

In response to misbehaviors, Playful Pathways will not use:

- threats or bribes.
- physical punishment, even if requested by parents.
- deprive your child of food or other basic needs.
- humiliation or isolation.

In response to misbehaviors, Playful Pathways will:

- respect your child.

- establish clear rules and boundaries.
- be consistent in enforcing rules.
- use positive language to explain desired behavior.
- speak calmly while bending down to the child's eye level.
- give clear choices when appropriate.
- redirect a child to a new activity.
- move your child, if necessary, to a time-out chair for no longer than one minute per year of your child's age.
- encourage and model appropriate behaviors.

Classrooms consist of mixed ages to create a wider range of skill development. The Creative Curriculum is designed to engage children in play-based instruction that is focused on meeting children at their developmental need and increasing their skills and understanding.

All classrooms provide a safe place, which is set aside, to encourage calming through breathing cues, sensory items, and comforting objects. The area also contains visuals about feelings and social stories. Teachers read stories to children that teach social practices and time is taken to practice calming strategies.

To support children with labeling their feelings, teachers help children label their own feelings by learning about facial expressions and body language of others. The teachers role play and model as appropriate. In addition, teachers use a "We Wish You Well" board to engage children in building empathy toward others.

Our staff follows the discipline policy outlined in this Family Handbook and will communicate concerning unsafe or disruptive behaviors. As a team, Playful Pathways staff work with you to address your child's needs. This includes networking to help identify community resources that can support your child and family's needs. Upon an occasion where classroom supports and interventions prove unsuccessful, there may be a need for temporary removal from the program until the behavior is successfully addressed.

If a child is endangering oneself or others, it may be necessary for staff to move the child or other children in order to keep everyone safe. Parent(s) will be contacted and a behavior report will be sent home. Please refer to the Behavior Support Process for more details.

Behavior Support Process

If your child's teacher sees a pattern of behavior that is not safe, and as a result limits his or her learning or that of the other students in the class, the following plan of action will be set in place:

1. The classroom teacher will schedule a meeting with the parent(s)/guardian(s). Together the teacher and parent(s)/guardian(s) will develop a plan for success that will be implemented for two weeks.
2. If the child continues to struggle, a second meeting will be scheduled with the parent(s)/guardian(s), the teacher, and the Program Coordinator and/or Director. What is working and what can be adjusted to ensure success will be discussed. Staff will implement the new ideas for two to three weeks.
3. If the child continues to struggle, a third meeting will be scheduled. At this meeting a determination will be decided upon for an alternate class placement or schedule. This may include reducing the day or a delayed start time.
4. The classroom teacher, Program Coordinator, and/or Director will meet with parents within 30 days of the change in schedule or placement. An evaluation will be completed and discussed as to whether the new placement or alternative schedule is helping the child be successful. It will be determined whether or not to continue with the present placement/schedule or to make further changes.
5. If the child is on a reduced day or delayed start, Program Coordinator and/or Director will meet with the parents within 30 days to keep the family informed of behavior concerns as well as ideas to best support the child.

*After the second or third meeting, options of community resources will be presented to parent(s)/guardian(s) as an additional resource of support for their child.

Dress

Children should wear comfortable and washable clothes to school. Playful Pathways is an active learning environment where dressy clothes are often not appropriate. Staff and children attempt to be clean and careful, but food and craft accidents do occur among young children. All children should have an extra full set of clothes at school. Tennis shoes or closed toe shoes are required because of the movement and gross motor activities that occur daily. Please do not send your child in flip flops. Please dress your child in weather appropriate outerwear for each season.

Drills

In order to keep children and staff safe, Playful Pathways will participate in fire, tornado, earthquake, and lock down drills. Specific information is shared with the children in each class to prepare for these drills. Order, safety, and speed are essential skills taught during these drills.

Field Trips

Notice of field trips will be given in advance. Permission slips for each field trip must be signed by a parent or guardian in order for the child to attend every field trip. Only Playful Pathways children, staff, and approved adults may attend field trips. Every adult visitor that wishes to attend a field trip must have an Indiana State Police criminal background check completed and on file. Please contact your child's teacher if you are interested in helping with a trip. If you have any questions or suggestions for field trips, please contact your child's teacher.

Food

Playful Pathways serves breakfast, morning snack, lunch, and mid-afternoon snack. For information on breast milk and formula, see Appendix.

Sack lunches from home are not permitted. Please notify Playful Pathways of ANY FOOD AND/OR LATEX ALLERGIES!

Food is prepared by Chartwells. Students are served meals in the classrooms.

For health and safety purposes, all food brought into Playful Pathways to share must be store-bought, with a listing of ingredients, and in its original packaging. (*i.e. treats for birthdays or special occasions*)

Hours of Operation and Procedures

Playful Pathways Preschool & Child Care serves children from 6:30 a.m. to 6:00 p.m. School Year only and Year Round options available based on need.

Transportation Policy

Playful Pathways does not provide transportation to students. Caregivers should park in designated parking areas and walk children into the Child Reception area. In the Child Reception area, the caregiver must sign children in using the sign-in sheets provided. When picking a child up from the center, parents must walk into the Child Reception area and sign their child out.

North Lawrence Community Schools offers special education services for students that qualify. Transportation opportunities may be available for students receiving specific recommended special education.

Pick-Up / Drop-Off

Caregivers bringing or picking up children are responsible for notifying staff of the child's arrival and/or departure and must sign in or out with both student and authorized caregiver's name, date, and time. Permission to take your child home will be limited to the parent or guardian, and any other persons authorized by you on the Pickup Authorization Form for my Child. Anyone picking up a child from our center should be prepared to present a photo ID.

If a court-ordered injunction or protective order exists, provide a copy signed by a judge, along with a photo for staff to readily identify the person. Playful Pathways is legally unable to withhold a child from a legal guardian without a court order.

If an intoxicated or impaired caregiver insists on removing children from the care of Playful Pathways, staff will immediately report the incident to the local police agency.

Unscheduled visits by a custodial parent or guardian are permitted at any time Playful Pathways is in operation.

Late Policy

Parents arriving after their designated pick-up time will be charged \$5.00 per child for every five minutes. *(1 - 5 minutes would be considered the same five minute segment, so whether it is 6:01 or 6:05, the minimum fee is \$5.)*

If a family has 3 late pick-ups, a meeting will be held with a Playful Pathways representative to change enrollment status, and the child may not be able to remain enrolled.

Severe Weather / Early Dismissals

If NLCS is closed, Playful Pathways will remain open 6:30 a.m. - 6:00 p.m. for our children enrolled on the Year Round Calendar. *(Playful Pathways may opt to close if only Essential Travel is permitted.)*

If NLCS is delayed, Playful Pathways will open at 6:30 a.m., unless a mandated Travel Advisory is in effect.

If NLCS has an early dismissal, Playful Pathways will maintain normal closing time of 6:00 p.m., but may choose to call families to encourage early pick up.

Programs and Fees

	Daily	Weekly
Infants 6 Weeks - Walking	\$45	\$225
Toddlers Walking - 2 Years Old	\$40	\$200
2 Years Old	\$40	\$200
3 - 5 Years Old	\$35	\$175

Rest Time Policy

Rest time is approximately 1.5 hours each day. Playful Pathways provides a safe, quiet rest time for your child. The children will be given sufficient time to unwind, and soft music will be played. Staff will rub or pat the back of any child who wants or needs it.

Most children will sleep at least for a little while, as soon as they adjust to the daily routine. Children of Preschool age NEED a rest time. It is an Indiana Child Care Licensing requirement and is also a good early childhood education practice to provide rest time for children up to five years old. Teachers will explain to children that it is a time to relax and rest.

After 30 minutes, any children still awake will be provided an alternative quiet time activity.

At the end of rest time, the sleeping children will be gently awakened individually. The shades will be opened, lights turned on, and music turned off. Children will be allowed to get up and use the restroom, and wash their hands in preparation for their afternoon snack.

Please let your child's teacher know of any helpful information that may assist your child in adjusting to the rest time routine. Be sure to discuss rest time with your child at home and mention that everyone needs to rest. Children do not have to sleep, but are required to rest. Children will need to understand that they are to remain quiet if not sleeping to not disturb the other children.

Parents must provide to keep in the classroom:

- A complete change of clothes (*including shoes and socks*) in case of spills or accidents must be provided. Please provide 1-2 additional changes of clothing during potty training in case of multiple accidents.
- Children go outside if the temperature is above 32°F. Please provide a sweater or jacket, hat, gloves, and a warm coat labeled with the child's name to store in your child's cubby.
- Diapers and wipes (if applicable) – Provide one package of unopened diapers and a supply of wipes labeled with your child's name for your child on the first day. Your child's teacher will inform you when it is time to send in additional diapers. This is to ensure your child will always have fresh diapers. Any unused supply at the end of your child's enrollment will be returned.
- A refillable water bottle labeled with your child's name.

Student Health

Health Records

To ensure children's health, each child is required to be up to date on physical examinations by a doctor BEFORE entering the program. In addition, we recommend a current dental exam. Preschool children should have a Well-Child exam annually and a

routine dental exam every six months. Contact your pediatrician and request a Well Child Summary from the most recent visit. Playful Pathways must receive your child's Well Child Summary for enrollment to be complete. Playful Pathways licensure requires a Well Child Summary be on file within 30 days of enrollment, which includes:

1. Well Child Summary with physician or nurse practitioner's signature, dated no earlier than 12 months prior to enrollment date.
2. Current and complete record of immunization history showing month, day and year of each immunization. An important part of early intervention and prevention is maintaining up-to-date immunizations. By state law, all students must be properly immunized in order to enroll in school.

Medical Emergency/Accident Procedure

When an accident or medical emergency occurs, staff members will apply first aid measures and contact the Playful Pathways nurse.

Parents will be notified immediately or by the end of the school day, depending on the severity of the injury.

Staff members will complete a typed accident form (accessible in the NLCS Google Drive) as soon as possible after the accident occurs and submit it to the Director, who will then review and sign the form. The form must then be submitted to NLCS Administration.

Minor injuries will be treated at school and families will be notified at pick-up. If a more serious injury or accident occurs, first aid will be rendered and the family will be notified immediately to seek additional medical treatment for the child.

In the case of a medical emergency, Emergency Medical Services (911) will be contacted first, and the child's parent/guardian immediately afterwards. Upon arrival of EMS, school personnel will defer to first responders. If necessary, EMS will transport the child to the hospital indicated by parent/guardian for treatment. It is vital that your child's emergency contact and medical information be kept up to date within PowerSchool.

Sun and Weather Safety

Playful Pathways will provide daily opportunities for children to play outside, except when the severity of the weather poses a safety hazard, the temperature is below 32°F, the wind-chill temperature is below 25°F, or when there is a health-related reason documented by a parent or physician for a child to remain indoors. If the temperature is 90°F or above, the caregivers shall take into consideration the heat and amount of time spent outdoors. If a heat advisory, or excessive heat watch or warning is in place, the caregiver will implement alternate indoor activities. In the case of an air quality advisory or warning, the caregiver will implement alternate indoor activities.

Illness Guidelines

Playful Pathways wants to keep all of our children happy and healthy! When a child is sick, they must be isolated to prevent the possible spread of illness. Therefore, sick children should be taken to the nurse's office. The nurse will sit in the clinic or isolation room with the child until the parent or designated pick up person arrives. Please keep your child home for 24 hours if they have:

Severe Cold

This is characterized by excessive coughing or nose and/or eye drainage.

Temperature

A temperature of 100.4°F within the last 24 hours. *(act accordingly if your child is not behaving as they normally do or has other signs of illness such as hot/dry skin, headache, loss of appetite, etc.)*

A temperature of 100.4°F is considered a fever when temperature is checked from avenues including the forehead, ear, orally, axillary, or rectally.

**Even if your child is teething, they may not attend Playful Pathways if they have a fever. Fever and congestion are not considered signs of teething.

Your child may return when the fever has been gone for 24 hours (back to the range of 96-99°F) without aid of medication (Tylenol, Motrin, etc.).

Vomiting

If your child has vomited more than one time within the past 24 hours they are not permitted at Playful Pathways.

Diarrhea

If your child has had two or more loose or watery stools in the past 24 hours, they are not permitted at school. Children can dehydrate as quickly as 12 to 24 hours after the diarrhea starts. ****Your child may return to Playful Pathways 24 hours after the last loose bowel movement without the aid of medication.****

Eye Issues

Issues may include but are not limited to: conjunctivitis (aka: pink eye); reddened eyes; drainage; crusty eyelashes; itchy, sore eyes that can be sensitive to light, etc.

The child may not return to school until they have been on medication for 24 hours.

Rash/Skin Issues

Skin issues may include rashes or unusual spots that spread quickly, ooze, or are of uncertain cause; ringworm; chicken pox; scabies.

A doctor's statement may be required for re-admittance.

Head Lice

If lice and/or nits are found, the parent will be called to pick up the child. Head lice spreads from one person to another and requires treatment.

- The child should be treated at home with a lice shampoo or other safe treatment. Nits must be picked out of the child's hair as they can hatch and re-infest the child. This is a very important part of the treatment process.
- Please remember that lice shampoo can be harmful if the directions are not followed carefully. DO NOT re-treat your child before the time period indicated in the instructions.

- Children sent home with head lice must be transported by private vehicle (and may not ride the bus) and cleared by the nurse before they can return to the classroom.

Bed Bugs

In the case that bedbugs are found on a child's clothing or belongings, parents will immediately be informed and a bed bug inspection form, along with informational material, will be sent home. All parents will be notified that bed bugs have been found at Playful Pathways. Children will not be forced to stay home, but will need to change into a fresh set of clothes upon arriving at Playful Pathways and their belongings that travel to and from school will be sealed in plastic containers while/until the situation has been resolved. Repeat offenders will warrant further investigation.

If a child becomes ill during the day, the parent/guardian will be notified immediately and Playful Pathways will expect a designated person to take the child home.

Medications

Any medical needs should be noted on online enrollment forms. All medications must be sent to school in original containers. Any over-the-counter medications must be in original containers and accompanied by a Parent Authorization to Dispense Medication form specifying dosages. Parent permission is required for medication to be provided at school. Sunscreen, toothpaste, antibiotic creams, and diaper rash ointments are considered medicines. Medication must be provided directly to the school. NO medication can be transported to school on the bus.

Essential oil air diffusers are prohibited in the classroom. In addition, staff members are not allowed to apply essential oils to children, despite parent requests. Essential oils are not considered FDA approved and are not allowable as a medication in the school system.

Permissions and Receipt of the Handbook

Parent/Guardian Section

CHIRP (Children and Hoosiers Immunization Registry Program) Parent/Guardian Immunization Release

1. I have read and understand the purpose and use of CHIRP by the nurse for immunization recording and reporting.
2. I hereby consent to the release of the following information concerning my child, _____, to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP), as outlined in the immunization section of the Playful Pathways handbook. Information may include a child's full name, date of birth, immunization data, and demographic data such as address, telephone number and school in attendance.

Media Permission Slip

During the school year, our children are the focus of scrapbooks and videos, and sometimes newspaper articles! We must have permission for the children's representations to be created and distributed – even if to the parents. Additionally, we may also have stories published in local newspapers, Playful Pathways Facebook and Instagram Social Media Pages, and online as promotions for our facility. In order for children to participate, guardian permission is required. Indicate your choice with a ✓ below.

_____ **I DO** give my child permission to have their picture taken and participate in video projects of educational value.

_____ **I DO NOT** give my child permission to have their picture taken and participate in video projects of educational value.

I have received, read, understand, and agree to all guidelines, information, and policies (including discipline policies) outlined in the Playful Pathways Family Handbook.

Child

Signature of Parent/Guardian

Date



Tuition Contract

This Tuition Contract is a binding agreement between Playful Pathways and

Parent or Guardian (print name): _____

Parent or Guardian (print name): _____

Re: Child (print name): _____

Hours of Operation: 6:30 a.m. - 6:00 p.m.

Tuition: ___ Infants (to walking) \$45 per day

___ Toddlers (walking to 2 years old) \$40 per day

___ 2 years old \$40 per day

___ 3-5 years old \$35 per day

___ Amount per child due with **Hoosier Works** approval:

My family is currently approved for Hoosier Works Tuition Assistance at Playful Pathways as of ___/___/___.

My family's Hoosier Works Tuition Assistance is active at another facility and will need to be approved for transfer to Playful Pathways.

My family will apply for/applied for Hoosier Works Tuition Assistance on ___/___/___.

My family will pay out of pocket until we receive confirmation/denial of Hoosier Works Tuition Assistance.

- Tuition amount is regardless of pick up/drop off time chosen by families.
- Year-round enrollment is expected for all. Full-time enrollment is defined as 5 days per week.
- As of August 1, 2024, full-time is also available for, and part-time placement (Mon/Wed/Fri **OR** Tues/Thurs) will only be available to infants, toddlers, and twos.

I wish to enroll my child:

___ Year Round

___ Full Time Monday-Friday

___ Part Time Monday/Wednesday/Friday

___ Part Time Tuesday/Thursday

I will pay Tuition as follows:

___ Weekly-Thursday before week of service

___ Bi-weekly-Thursday before 2 weeks of service

___ Monthly-Thursday before month of service

Tuition Contract Continued

1. Families will pay a one-time, non-refundable \$50 Enrollment Fee to guarantee a child's entrance into the Playful Pathways Program. Enrollment Fee will be credited toward your child's last week of attendance at Playful Pathways.
2. Families of children ages 2 and up will pay a biannual Activity Fee of \$50 every January and August for consumables and curriculum. Hoosier Works families are exempt from this fee.
3. At age three, full-time enrollment is expected (5 days per week tuition) to ensure your child's spot. Attendance is encouraged for the consistency of the classroom and children.
4. There is no discount, refund, or other allowance for absence due to parent preference, illness, family vacation, etc.
5. Parent/Guardian is requested to kindly give one month, and required to give two weeks, written notice to terminate enrollment.
6. Playful Pathways serves families Monday through Friday, from 6:30 a.m. - 6:00 p.m., with the exception of dates of closure listed on the Playful Pathways School Year and Year Round Calendars. Parents arriving after 6:00 p.m. will be charged \$5.00 per child for every five minute increment after 6:00 p.m. pick up time. Second late pick up will initiate a conference between a Playful Pathways Representative and your family. Third late pick up may result in removal of the child from the program.
7. Tuition is due per the schedule selected on the front of this document.
8. Fees including but not limited to Tuition, Enrollment, Activity Fee, Voucher-adjusted tuition, and any late pick-up fees, are payable directly to Playful Pathways. Playful Pathways will only accept payment through AutoPay, which must be set up in your PowerSchool Parent Portal. AutoPay may be set up to pull from your bank account on a weekly, bi-weekly, monthly, or a full-semester payment plan. Per Tuition Agreements, payments are due at least one week in advance for the upcoming week(s) of service.
9. If tuition is more than a week past due, the child will not be able to attend. Their spot will be forfeited by the end of the second week until the account is current / payments are arranged.

Parent/Guardian Signature: _____ **Date:** ___/___/20___

Playful Pathways Representative: _____ **Date:** ___/___/20___

Start Date: ___/___/20___ **Teacher:** _____

Approximate Drop Off Time: ___:___ a.m. **Approximate Pick Up Time:** ___:___ p.m.

Parent Initials: _____ Playful Pathways will notify families of a tuition increase at least one month in advance. Tuition increases take effect August 1. An updated Tuition Contract is required, if there is a new rate, to continue a child's enrollment beyond August 1.

Required Enrollment Documentation

**Parents - This checklist of documents is required for each child's enrollment.
Thank you!**

From NLCS.k12.in.us:

- New Student Pre-Enrollment found on the NLCS website, followed by completing all information requested on Forms A-K in PowerSchool to complete Enrollment

From Your Child's Pediatrician:

- Immunization Records— Please bring in a new record as immunizations are administered.
- Copy of the Student's last Well Child Summary
- Allergy Verification from Pediatrician if applicable
- Feeding Plan (Infants/Toddlers)

From the Court:

- Custody Order if applicable
- Protective Order if applicable
- Adoption Decree if applicable

From the Health Department:

- Birth Certificate

From Playful Pathways Enrollment Appointment:

- Medication Permission Form if applicable
- CACFP Infant Formula Acceptance/Waiver Form if applicable
- Feeding Plan Form if applicable
- Formula Agreement if applicable
- Breast Milk Procedure Agreement if applicable
- Free & Reduced Meals Application
- Race & Ethnicity Form
- Home Language Survey
- Work Survey
- Signed Handbook Agreement/CHIRP/Media Permissions
- Tuition Contract
- Release of Information
- Student Permission Form
- Sunscreen Permission Form
- \$50 Enrollment Fee

APPENDIX

Breast Milk Procedure

Breast milk is a very special product and provides a safe and excellent source of nutrition to your breast-fed infant. Playful Pathways will strictly follow the procedure below:

1. Caregivers must supply sterilized bottles or disposable nurser bags (see “Parent Agreement”).
2. Caregivers will store breast milk in a bottle or nurse bag, and refrigerate or freeze. The bottle or nurser bag will contain no more than the amount of breast milk the infant will consume at one feeding. The breast milk must be labeled with the infant’s name, as well as the date and time the breast milk was expressed.
3. The bottles or nurser bags must be brought to Playful Pathways in a clean, insulated container which keeps the breast milk at 41°F or below (see “Parent Agreement”).
4. Freshly expressed, refrigerated breast milk will be used within forty-eight (48) hours of the time expressed. Frozen milk may be stored in a refrigerator freezer for three (3) to six (6) months or stored in a deep freezer at -4°F for six (6) to twelve (12) months.
5. Frozen breast milk will be thawed as follows:
 - a. Frozen breast milk may be thawed under warm water, gently swirled, used within one (1) hour or refrigerated immediately and used within twenty-four (24) hours. The bottle must be labeled with the time and date thawed and method used for thawing (“warm water” or “heat thaw”).
 - b. Frozen breast milk may be thawed in the refrigerator at 41°F or below. The bottle will be labeled with the time and date moved to the refrigerator and “cold thaw” method, and used within twenty-four (24) hours. With this method, Playful Pathways will never warm breast milk until ready to feed the infant.
 - c. Playful Pathways will not refreeze breast milk once thawed.
 - d. Playful Pathways will not heat breast milk in a microwave.
 - e. Once bottled breast milk is fed to an infant, any remaining breast milk must be discarded.

Lactation Station

Playful Pathways offers a private Lactation Station for parents to breastfeed or pump. Parent must be prepared to show a photo ID, sign in as a visitor, obtain a visitor badge from the front office. A Playful Pathways staff member will escort parent to the Lactation Station. Once parent is finished breastfeeding or pumping, parent and designated staff will follow proper Breast Milk Procedure guidelines listed above. Parent must sign out at the front office upon departure.

Formula Procedure

Parent will provide formula if CACFP waiver has been signed on NLCS provided formula. Formula must be unopened, commercially prepared, and ready-to-feed strength. Playful Pathways will not use outdated formula.

- A designated heating unit for warming bottles and food is located in the Infant Room. Staff will have access to a sink with hot water and designated heating equipment. Staff will not heat formula or breast milk in the microwave.
- When a full day supply of formula is prepared at one (1) time, each bottle shall be covered and labeled with the child's name, date, and time poured.
- Prepared bottles will be stored in the Infant Room at 41°F and used within twenty-four (24) hours.
- Portions of formula that remain in open original containers, labeled with date and time will be refrigerated. Any unused formula will be discarded after forty-eight (48) hours.
- Any remaining formula in the bottle will be discarded after each feeding.
- Parents may supply filled bottles using the following guidelines:
 - Bottles must be sterilized.
 - Bottle tops must be covered.
 - Bottles must be labeled with a child's name.
 - Bottles must be labeled with date and time prepared.
 - Bottles must be transported in clean, insulated container maintaining 41°F or below.
- Staff will return all unused bottles to parents at child pick up.
- Parents are required to provide one (1) unopened can of ready to feed formula in case of emergency.

Parent Breast Milk Agreement

I, _____, agree to provide breast milk for my child, _____, in sterilized bottles or nurser bags. I will store breast milk in the appropriate serving size for my infant. I take full responsibility for maintaining breast milk at 41°F or below during home storage and transport to Playful Pathways.

Signature of Parent/Guardian

Date

Parent Formula Agreement

I, _____, agree to provide formula for my child, _____, in sterilized bottles or nurser bags. I will store formula in the appropriate serving size for my infant. I take full responsibility for maintaining formula at 41°F or below during home storage and transport to Playful Pathways.

Signature of Parent/Guardian

Date



**SUPPLEMENTAL HEALTH CARE PROGRAM
FOR CHILD CARE CENTERS PROVIDING
INFANT-TODDLER CARE**

INSTRUCTIONS: FSSA - MS02

402 WEST WASHINGTON STREET, RM W362 INDIANAPOLIS, IN 46204

State Form 49963 (R4 / 12-21)

Suggested Feeding Plan

Prior to admission, a feeding plan shall be established and written for each infant (age six (6) weeks to twelve (12) months) in consultation with the parents and based on the written recommendation of the child's medical provider. Feeding plans must be continually updated by the child's medical provider or parent. [470 IAC 3-4.7 (b)]

The following feeding plan has been recommended for this child.

PRINT Name of Child: Birth Date (month, date, year):

Age in Months	Time to Feed	Formula / Food Item and Amount	Special Instructions	Signature & Date of Parent or Medical Provider
Signature of MD, DO, NP, PA			Date signed (month, day, year)	

Feeding Plan Guidelines

INSTRUCTIONS: This is a guideline. Each child will grow at a different rate.

1. Formula, breast milk, water or juice may be offered in a training cup when a child is ready.
2. Formula or breast milk is used until twelve (12) months unless otherwise stated by a physician.
3. Only plain, strained, mashed or chopped vegetables, fruits and meats are offered.
4. Most children are ready for foods of coarser consistency between nine (9) to ten (10) months of age. Mashed or chopped table foods may be used. 5. Strained or mashed foods may be introduced at six (6) months if the infant's neuromuscular system has developed appropriately. Indications for solid foods are: the ability to swallow non-liquid foods, to sit with support, head and neck control, and to show that the child is able to decline food by leaning back or turning away.
6. Finger foods may be offered between nine (9) to twelve (12) months when infant is developing finger / hand coordination.
7. The serving of juice to children under twelve (12) months of age is discouraged.

2 MONTHS - 5 MONTHS

TIME INTERVAL	AMOUNT EACH FEEDING			
	Month 2	Month 3	Month 4	Month 5
6:00 a.m.	4 - 6 oz.	4 - 7 oz.	5 - 7 oz.	5 - 8 oz.
10:00 a.m.	4 - 6 oz.	4 - 7 oz.	5 - 7 oz.	5 - 8 oz.
2:00 p.m.	4 - 6 oz.	4 - 7 oz.	5 - 7 oz.	5 - 8 oz.
6:00 p.m.	4 - 6 oz.	4 - 7 oz.	5 - 7 oz.	5 - 8 oz.
10:00 p.m.	4 - 6 oz.	4 - 7 oz.	5 - 7 oz.	5 - 8 oz.
2:00 a.m.	4 - 6 oz.	4 - 7 oz.	5 - 7 oz.	5 - 8 oz.

6 MONTHS - 12 MONTHS

	Month 6	Month 7	Month 8	Month 9	Months 10, 11, and 12
Total Formula Per 24 Hours	30 - 48 oz.	30 - 32 oz.	29 - 31 oz.	26 - 31 oz.	24 - 32 oz.
7:00 a.m.	5 - 8 oz. formula 2 - 3T baby cereal *	6 oz. formula 2 - 3T baby cereal *	7 - 8 oz. formula 3 - 5T baby cereal *	7 - 8 oz. formula ** 4 - 6T baby cereal * 2 - 4T fruit	6 - 8 oz. formula ** (1 cup) 1/4 - 1/2 baby cereal * 2 - 4T fruit
9:00 a.m.	5 - 8 oz. formula	6 oz. formula	1/2 cup Vitamin C fortified fruit or juice 1/4 dry toast or 1 cracker	1/2 cup Vitamin C fortified fruit or juice 1/2 dry toast or 2 crackers	1/2 cup Vitamin C fortified fruit or juice 1/2 dry toast or 2 crackers
12:00 Noon	5 - 8 oz. formula 1/2 dry toast or 2 crackers	6 oz. formula 2 - 3T strained vegetable	7 - 8 oz. formula 5 - 9T vegetable 2 - 4T fruit	7 - 8 oz. formula ** 1 - 2T meat 5 - 9T vegetable 2 - 4T fruit	6 - 8 oz. formula ** (1 c.) 2T meat; 2 - 6T potato, rice, noodles 5 - 9T vegetable; 4 - 6T fruit
3:00 p.m.	5 - 8 oz. formula	6 oz. formula 1/2 dry toast or 2 crackers	7 - 8 oz. formula 1/2 dry toast or 2 crackers	7 - 8 oz. formula ** 1/2 dry toast or 2 crackers	6 - 8 oz. formula ** (1 cup) 1/2 dry toast or 2 crackers
6:00 p.m.	5 - 8 oz. formula 2 - 3T baby cereal *	6 oz. formula 2 - 3T strained fruit 2 - 3T baby cereal *	7 - 8 oz. formula 5 - 9T vegetable 2 - 4T fruit 2 - 5T baby cereal *	7 - 8 oz. formula ** 5 - 9T vegetable 2 - 4T fruit; 1T meat 4T baby cereal *	6 - 8 oz. formula ** (1 cup) 2T meat; 2 - 6T potato, rice, noodles 2 - 4T vegetable; 2 - 4T fruit
9:00 p.m.	5 - 8 oz. formula	May start sleeping through the night.			

* If dry cereal is used, mix cereal and formula in a bowl. Feed with a spoon.

** Formula may be offered in a training cup.

Student Permission Form

Dear Parent:

Playful Pathways is committed to providing play-based learning opportunities that are safe and fun for your child. As part of this commitment, we have gone through the State of Indiana's Child Care Centers licensing process. The license covers classrooms and other common spaces within the learning center building.

Our belief at Playful Pathways is that students learn by experiencing the world around them. Playful Pathways requires permission from the parent or guardian of a student to participate in play-based learning activities that occur outside the licensed spaces of the center such as the trails, "Tiny Town" play space, cafeteria, trampoline and sidewalks surrounding the building.

By signing below, you are giving permission for your child to participate in activities that occur outside the licensed spaces as described above and you are granting permission to the teachers and staff at Playful Pathways to use the unlicensed spaces described above in learning activities for your child.

The trampoline has certain inherent risks of injury. You have the option to either consent to your child participating in activities involving the trampoline or you may refuse consent and not allow your child to participate in the activities that involve the trampoline. If you choose to consent to your child participating in the activities involving the trampoline, you will need to initial that option below. By initialing and signing the permission form, you are acknowledging that you understand the inherent risks of injury of your child participating in those activities.

PERMISSION FORM

I, _____ (parent/guardian’s name) give permission for my child,
_____(child’s name), to participate in activities that occur on
North Lawrence Community Schools property, even if the space is not licensed as a State of
Indiana Child Care Center. **Also, by initialing below, I specifically:**

_____ **GRANT** permission for my child to participate in activities that involve playing and
jumping on the trampoline. I understand that I may withdraw this consent at any time by
submitting a written request to withdraw my child from those activities to Playful Pathways. I
also agree to hold harmless, defend and indemnify Playful Pathways and North Lawrence
Community Schools from any and all claims of mine or my child for injuries to my child arising
from the inherent risks of the activities involving the use of the trampoline and those arising
from the ordinary negligence of Playful Pathways, North Lawrence Community Schools and
their teachers, staff, agents and employees.

_____ **DO NOT GRANT** permission for my child to participate in activities that involve playing
and jumping on the trampoline.

This permission form is valid for the duration of my child’s enrollment at Playful Pathways.

Signature

Date



Sunscreen Permission

Child's Name _____ Teacher _____

Playful Pathways Preschool provides a variety of outdoor learning activities and playtime. Your child's protection against sunburn is very important to us. Playful Pathways staff will apply sunscreen to *exposed skin*, with your permission, prior to going outdoors during warm, sunny days. Sunscreen will *not* be applied for exposure less than 20 minutes.*

This Sunscreen Permission is a binding agreement for the entire enrollment of my child.

**Please note that Playful Pathways and North Lawrence Community Schools are not responsible for any unforeseen adverse reaction that may occur related to the application of sunscreen.*

Sunscreen provided by Playful Pathways is SPF 50.

Please initial your preference, sign, and date below before returning form.

_____ I **DO** give permission for Playful Pathways staff to apply sunscreen to my child as needed, before outdoor activities with exposure longer than 20 minutes.

_____ I **DO NOT** give permission for Playful Pathways staff to apply sunscreen to my child.

Comments _____

Signature of Parent/Guardian

Date

SAMPLE

Playful Pathways Daily Feeding & Diapering Report

* Information in this table is to be completed by the parent at drop off.*

Child's Name:	Date:
Last Fed:	Last Slept:
Additional Instructions:	

Feedings

Time:	Caregiver's First Name & Last Initial	Child Was Served (Type and Amount):	Child Ate:

Your Child Slept

__:__ am / p.m to __:__ am / p.m	__:__ am / p.m to __:__ am / p.m
__:__ am / p.m to __:__ am / p.m	__:__ am / p.m to __:__ am / p.m
__:__ am / p.m to __:__ am / p.m	__:__ am / p.m to __:__ am / p.m

SAMPLE

Diapering

Time:	Caregiver's First Name and Last Initial	Stool	Wet	Additional Comments: (Vomiting, Diarrhea, Constipation, Diaper Rash, etc.)
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	
		Yes/No	Yes/No	

Caregiver Notes

Activities / Mood:	Meds Given:
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Additional Notes: (Injuries, Skin Conditions, Temp., etc.)
