

Child Care Network Inc.

PARENT HANDBOOK

2025-2026

KIDS KLUB/PRESCHOOL



414 North Chestnut Street
Seymour, IN 47274
Phone: 812.524.2585 Fax: 812.954.0334
www.childcarenetworkinc.org
a Jackson County United Way Partner

Thank you for choosing Child Care Network, Inc. for your children's program!

Each child attending Kids Klub and Preschool will be treated with respect and consideration. Child Care Network, Inc. (CCN) recognizes that each child has individual needs and interests and we provide a predictable, yet flexible and varied array of activities and experiences that foster child development in a familiar, safe setting.

General Information

CCN advocates an open door policy. A parent is always welcome to observe their child's program (unless the parent poses a threat or causes dismay for any child or staff member).

Open communication between the staff and parent/guardian is essential. Parents/guardians have an opportunity to communicate with the staff briefly during drop off and pick up times. Time for longer, private, discussions can be scheduled. If problems should arise, they should be brought to the immediate attention of the teacher or site coordinator. If a problem cannot or is not resolved, the situation may be referred to CCN's Site Program Manager, the Executive Director of Child Care Network, Inc. and/or CCN's Board of Directors.

CCN works closely with each school corporation and each host school's principal. Although the Kids Klub/Preschool Program has its own policies and guidelines, school corporation policies and host school rules (refer to the school handbook) must also be followed.

Permission for CCN staff to communicate with Seymour or Brownstown school staff members is granted upon enrollment. If you have concerns, please speak with a CCN staff member.

CCN does not provide transportation of any kind for students or families.

Photographs and publicity of the children may occur throughout the year. Your permission is granted with your signature on the Agreement Form. Contact the Site Program Manager if you have questions or concerns.

Weapons of any type are not allowed in any CCN facility, classroom, playground, or properties.

The administration offices of Child Care Network are located at 414 North Chestnut Street, Seymour, IN 47274.

CCN's mailing address is: P.O. Box 346, Seymour, IN 47274

If you have any questions or concerns about Kids Klub or Preschool, please feel free to contact our Site Program Manager, at 812-524-2585 or EMAIL at t.berry@childcarenetworkinc.org
CCN's website is: www.childcarenetworkinc.org

All information contained in this handbook is subject to change by the CCN Board of Directors. Changes will be disseminated in a timely manner to program participants.

All information pertaining to admission, health, family, or discharge of a child is confidential.

ENROLLMENT

Registration /Account Set Up Using On-Line Software

At the beginning of each school year or the Summer Program, your child must be registered for the program they need to attend. Kids Klub and Preschool utilize an on-line software and it can be accessed at <https://app.tryplayground.com/directory/ccn/>.

ALL PARENTS ARE REQUIRED TO CREATE AN ON-LINE ACCOUNT PRIOR TO REGISTERING YOUR CHILD!

This program allows you to register and set up online payment

You can easily register your child to a program and enroll them into desired activities from Playground's parent portal. Parents will receive an email once the registration is approved. New and returning children will not be able to attend until Immunization and Indemnifying forms are received and registration is approved.

Fees-Refer to the Attached Program Fees

Registration Fee

A \$35.00 non refundable registration fee is due when a signed CCN Agreement is submitted. The registration fee is the same amount regardless of a child's attendance. One Registration Fee is charged for each school year. Note the \$35.00 registration fee is charged per family NOT per child. Registration fees are non-refundable.

Late Pick Up Fee

A fee of \$25.00 will be assessed for each 10-minute increment after closing that the child is picked up late from care. Kids Klub closes at 6 pm. Preschool closes at 2:45pm (Seymour) 2:55pm (Brownstown).

A child will be dismissed from care if he/she is continually picked up late. If a child has not been picked up by 3:15 p.m. (PK) or 6:30 p.m (Kids Klub), and if a parent/guardian or emergency contact cannot be reached, the police will be called for assistance.

Late Payment Fee

If your account is two weeks past due, your child will be unable to attend the program until the fees are paid. If your account has an outstanding balance of any amount on the last day of any month you will be charged a late fee of \$35.00.

If the outstanding balance is NOT PAID by the 2nd of the month, your child will not be able to return until the balance is paid in full.

If a parent has not made a payment in the last 2 weeks (regardless of balance), parents will be contacted on Monday by phone and informed that payment must be received by Thursday of that week. If payment is not received by Thursday, the child will not be allowed to attend the program the following week.

*Checks returned for non-payment will be assessed a \$35 fee and payment of fee is due within 10 days. Returned checks will forfeit the right to pay by check in the future.

Payment of Program Fees

Program fees are due on the first day of each week when childcare services are offered EXCEPT for ONE "vacation" week per school year (Kids Klub only). The vacation week request form must be turned in to the KK site staff or the Site Program Manager of Child Care Network, Inc. accepts payment by cash, check, money order, or through our on-line site

<https://app.tryplayground.com/directory/ccn/> CCN will also accept credit cards (extra fee).

Checks should be made payable to Child Care Network Inc. Please write the name of the child's school and the child's first and last name on any check you submit; the payee's phone number must also be on the check. Full payment is expected regardless of attendance.

No change is kept or given at any CCN site for payment of fees. Overpayment will be given in the form of a credit on your Playground account.

Waitlist

In the event that a site has reached maximum capacity as defined by state ratio guidelines, new enrollees will be placed on a waitlist within Playground. When a spot becomes available, you will be notified by email and contacted by the Site Program Manager. Your child will not be eligible to attend until all required documents are received.

Parent/Guardian and Staff Communication

Time for individual, confidential conversations can be scheduled. If a problem arises, it should be brought to the immediate attention of the Site Director or Teacher. If the problem cannot be resolved it may be referred to the Site Program Manager. If a problem is not resolved by the Site Program Manager and the parent would like to make a formal complaint, the parent is welcome to submit their complaint in written form to CCN's Executive Director and/or to the Board of Directors. The Executive Director and/or the Board of Directors will schedule a time to discuss the complaint in person and create an action plan in order to resolve the plan.

In the event of a school lock down, children will not be released until the lock down is over. In addition to the automated system from the school corporation, CCN staff will work to keep in contact with parents as permitted.

Drop-Off and Pick-Up

Children **MUST** be accompanied and signed in by a parent, legal guardian, or person listed on Playground to the designated location in the morning. No child should be dropped off at the school's parking lot or curb and be sent in unattended to Kids Klub or Preschool.

Kids Klub students cannot be dropped off earlier than 6:00 a.m.,

Preschool students cannot be dropped off earlier than 8:25 a.m.

- If before and after school care is needed for a preschool student, parents must register through the Playground parent portal. Children cannot attend until enrollment is approved by the Site Program Manager.

Children will only be released to a parent or authorized pickup person (aged 16 or older). They **MUST** come to the designated area to pick up the child. Children will not be sent to meet someone on school property or to a car parked at the curb. Children will only be released to the individuals listed on the child's registration form. A picture ID will be required for any person that the site staff does not recognize or know. If an adult is unable to produce a picture ID, he/she must be able to say and spell the Safe word listed on the child's Registration Form before he/she is given custody of the child. In the event of a do not release order to a biological parent, a court document will need to be provided and kept on file at the site and office.

Nutrition- Meals and Snacks

All snacks/meals served at sites will meet State nutrition requirements.

Appropriate snacks and meals will be served during each session. Any dietary needs or changes must be submitted on a dietary form and signed by a doctor. Dietary forms are available at each site.

Children with food allergies must have the special dietary needs form filled out, signed by a physician and returned 1 week prior to attendance.

All food allergies and special diets must be approved in writing by a physician.

No outside foods are allowed. If a parent wishes to bring a snack for all of the children, the snacks must be store bought.

Parents may not provide home-made treats for the class. Soda will not be accepted or served. Snacks must be approved by your site manager as we do have children with food allergies.

Speak with the Manager/Teacher for alternative, treat ideas.

Kids Klub- If breakfast is offered by the school, parents are responsible for the cost (pay the school). If the school does not serve breakfast, Kids Klub provides breakfast for no additional fee.

Please call the Kids Klub/Preschool Director or the CCN office with any questions.

Safety /Accidents

For the safety of all children, regular fire, tornado and lockdown drills are conducted.

If a child experiences an injury while at Kids Klub or Preschool, a staff member will tend to the child and thereafter contact the parent/guardian or emergency contact to share details (i.e. how the injury occurred, type of injury, type of first aid administered). On the day of the injury a site staff member will complete an Accident Form. The original form will be reviewed by the Site Program Manager and posted to the child's account on Playground.

Authorization for CCN staff to seek medical treatment and transport, if needed, for a student is automatically granted upon enrollment. Please speak to CCN staff with any questions or concerns.

CCN is not responsible for a child's medical expense, injury or loss.

Discipline Policy:

The physical and emotional well-being of all children is of utmost importance in all programs of CCN. If a child exhibits non-hurtful, undesirable behavior, staff will respond by redirecting the child toward a positive and more constructive activity. A positive method of discipline will be used. A calm down area is available in each classroom if a child needs additional time before interacting with the teachers or other students in a safe and respectful manner.

However, if a child's behavior is hurtful (i.e. intentional hitting, pinching, punching, kicking, spitting) or disruptive (i.e. back-talking, yelling, cursing, uncooperative, feuding) staff must intervene to assure the safety of all children. If a child's behavior is hurtful or disruptive, a Kids Klub/Preschool staff member will discuss the issue or incident with the child and parent privately. If the situation can be resolved, the child may remain enrolled. A child will be dismissed from the program, if there are extreme behavior problems; repeated, bad behavior; or ongoing, unresolved issues.

In response to all misbehaviors, Kids Klub/Preschool staff will:

- o Respect the child
- o Verbalize rules and clear choices
- o Use positive language to explain desired behavior
- o Speak calmly

- o Speak directly to the child at the child's eye level
- o If necessary, move the child to a time-out location within staff's eyesight

In response to all misbehaviors Kids Klub/Preschool staff will NOT:

- o Threaten a child
- o Bribe a child
- o Use physical punishment even if requested/suggested by a parent/guardian
- o Deprive a child of food or a basic need

If the behavior of a child or parent causes safety concerns, childcare services will be denied.

Illness/Medication

Please do not bring a sick child to school/site. Children who are ill will not be allowed to attend. If a student appears to be ill, complains of illness, appears to have a fever or has a fever, a parent/guardian/emergency contact will be contacted and are expected to pick the child up immediately.

Any student with a fever or possible contagious condition will be isolated in a supervised area until an appropriate party arrives to pick up the child. The child needs to be symptom/fever free for 24 hours, without fever reducing medication, prior to returning to the classroom.

If at all possible, please give all medications to your child at home. If medication must be given during the hours of care, the medication must be in the original container and prescribed by a physician. The Record of Medication (state form 49968) must be completed by the child's physician and returned with the Medication. All medication must be directly handed to the site staff from an adult. The teacher will complete the medication log at time of administration.

Head Lice

In order for your child to attend, he/she should be free of live bugs. Infected children's parents will be contacted. A note from the school nurse, your physician or the Health Department may be necessary upon returning. CCN follows the host school's protocol regarding Head lice.

Personal Belongings

Personal belongings are the responsibility of the children. Each child will be given a designated area for their belongings. Please label coats, hats, bags, water bottles, etc. to prevent confusion. A lost and found area will be maintained. Because of possible mix-ups, losses or damage, we ask that you please do not allow your child to bring toys, cell phones, game systems, or other personal belongings unless approved by the Site Manager.

Preschool parents please provide a change of clothes (i.e. pants, shirt, socks, underwear) for your child. The items will be placed in a plastic bag, labeled and returned at the end of the year.

KIDS KLUB OVERVIEW

Kids Klub is a school age childcare program. CCN complies with applicable Indiana regulations including an appropriate adult to child ratio (minimum of one adult per fifteen children).

Kids Klub is not an extension of the school day. Kids Klub is a safe, nurturing, fun place for children whose parent(s)/guardian is working, continuing their education, etc.

CCN welcomes parent/guardian input and activity suggestions. Suggestions will be considered; those deemed appropriate and feasible will be implemented.

Program Activity Options

School Year:

A.M. Program: The A.M. Program starts at 6:00 a.m. and service continues until children are dismissed to class or breakfast. Breakfast is *not* included in this program unless it is a weather delay morning OR it is not offered by the host school. Quiet time, sharing time, table games, and creative interactive activities are likely to occur during the A.M. program.

P.M. Program: The P.M. Program operates from the dismissal of school until 6:00 p.m. A nutritious snack is offered during the P.M. Program. Playground/gym time, STEM activities, crafts, and homework help are the norm during the P.M. program.

Attendance options for school-year programs:

Full Time:	4 – 5 days per week
Part Time:	2 – 3 days per week
Daily:	1 day per week, regular weekly use (same day each week)
Drop In:	Random, Infrequent Use

School Breaks and Summer: Kids Klub offers a wider variety of activities during school breaks, such as swimming, water games, movie day, messy art, talent shows, picnics, field trips, guest speakers, etc. Children must be 5 years of age and entering kindergarten through 12 years of age (13th birthday) to attend Summer Kids Klub. Children entering kindergarten are unable to participate in field trips per bus regulations. Staff will plan activities for kindergarten students on those days. Kids Klub is open on weekdays (except for Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and July 4th Holiday Observance) from 6:00 a.m. to 6:00 p.m. Breakfast, lunch and an afternoon snack are offered each day.

Attendance options for the School Breaks and Summer program:

Full Time:	4 – 5 days per week
Part Time:	1 – 3 days per week

Kids Klub Registration Changes

If your childcare needs change and a different Kids Klub Program or attendance option is more suitable, the Site Program Manager must be notified and the “change of contract” notice must be completed a week prior to the change in service. The office staff will make the necessary online registration changes. Changes will only be made once the current week is complete. New contracts will start on the following Monday.

If you no longer need Kids Klub services **WRITTEN NOTICE MUST** be submitted to the Kids Klub Site Coordinator. If the written notice is not delivered to the Site Coordinator in person, please contact the Site Program Manager to verify the termination of your Kids Klub Agreement was received and recorded.

Reminder: the most recent, registered Kids Klub Agreement determines the amount you owe each week. Written notification must be submitted and recorded in order to change/dismiss a weekly fee.

Kids Klub Break Care Cancellations

Break Care registration will start a month prior to the start of Break Care. Kids Klub offers this care on Fall Break, Winter Break, Spring Break and Summer Break. If you must cancel your child(s) Break Care enrollment, you can email our Site Program Manager, Tricia Berry, at t.berry@childcarenetworkinc.org or call our main office at (812) 524-2585. You **MUST** do so a week prior to the start of your enrolled Break Care. If you fail to do this, you will be charged for break care.

Immunization Records Policy

The State of Indiana requires Kids Klub to maintain on file: Current Immunization Records from your healthcare provider. Your child will NOT be able to attend Kids Klub unless the current Immunization record and Indemnifying form are on file in our office prior to the first day of attendance.

Kids Klub Attendance / Trial Period

A child can attend Kids Klub if a parent/guardian has reviewed-signed-submitted the following Kids Klub documents: **Completed online registration, Immunization Records, Release and Acknowledgement Form, and, (if applicable) CCDF Provider Form. The Registration Fee (\$35) must also be paid prior to a child’s attendance.**

If a child has not previously attended Kids Klub (or during the preceding 180 days), his/her first days at Kids Klub are considered the Trial Period. After a Trial Period, the Kids Klub Site Coordinator and parent/guardian will converse to confirm the child’s needs are being met.

Service Days / Weather –Related Closings

Kids Klub services will correspond with the host school’s calendar and be available on days when school is in session at that specific school location.

If school is delayed due to weather conditions, Kids Klub will open at 6 a.m. and remain open until school begins.

If school is dismissed early or canceled, Kids Klub services must end at the same time as the school closes.

Please pay close attention to the radio or the school's website if school is delayed as the school administration may decide to close school.

If 2 or more weather related school closures are in place during a given week that will not be made up (Elearning), CCN will credit full time Kids Klub families to bring them to the respective part time rates for the program they are enrolled in. This credit will be assessed to your account the week following the closure.

Part time is defined as 2-3 days a week and those charges will remain the same.

Financial assistance may be available for Kids Klub services. For more information about financial assistance contact a Kids Klub Site Coordinator, or the Site Program Manager.

PRESCHOOL OVERVIEW

Purpose

The purpose of CCN's Preschool program is to (1) prepare children for school success and (2) encourage parents to become active partners with their child's learning.

Description

CCN's Preschool Programs will accommodate children in an appropriate environment to readily enhance each student's skill and emotional growth. Preschool classrooms have learning areas (i.e. math, blocks, reading, art, science, dramatic play, writing, music). Each learning area is equipped with books, materials, tools and activities to promote developmental skills in seven key areas:

Language, Literacy, and Communication

Mathematics

Science and Technology

Social Studies

Creative Arts

Physical Development and Health

Social and Emotional Development

Curriculum

CCN's Preschool teachers develop individual and learning area plans from High Scope Curriculum materials. High Scope Curriculum aligns with National and Indiana early childhood education standards and is based on recent research and findings regarding child development and effective practices. Parents will receive detailed information regarding the curriculum used in their child's classroom during the Getting Ready for School Night held prior to the first day of school.

Parent Engagement

A time will be scheduled to allow the teacher an opportunity to share specific goals, assessment data and upcoming plans. During this time the teacher will also offer tools and tips for teaching at home. Family Events will also be held during the year.

Assessment

CCN will utilize the KRI (Kindergarten Readiness Indicators) assessment developed by NORC to assess students. This record will let the teacher know what concepts are understood and which are not yet grasped.

Preschool Program Basics

Admission

CCN will accept children who are the appropriate age and have family members truly interested in the growth and development of their child.

(i.e. children must be four years of age by August 1 and toilet trained)

Inclusion Policy

Parents must notify CCN upon enrollment about any special needs (i.e. physical and/or emotional challenges, special medications). The more information that is shared about a child, the more adequately staff can assist a student with his/her needs. Any information from a pediatrician, therapist, case worker, or other service provider that may be working with your child will be helpful. CCN will cooperate and communicate with outside agencies that may be involved in planning for future educational and developmental growth. Referrals to school and/or community programs that are deemed appropriate will be made.

Each student's growth and development is important to CCN. Decisions regarding individual students are based upon and reflect the safety and ability of success for the class as a whole.

Entrance Requirements

- A health examination completed within twelve (12) months prior to first class day of pre-k by a physician is required for each child to be admitted to a CCN Preschool program along with a list of immunizations.

- Payment Determination (i.e. On My Way Pre-K Scholarship, private pay) signed by parent/guardian

- The following must be completed and submitted before a child is considered enrolled and attends:
 1. Application for admission, online registration on Playground
 2. \$35 non-refundable registration fee
 3. Copy of child's birth certificate
 4. State Form 49969 – Child Care Center Health Form (Physical and Immunization Record)
 5. State Form 50548 – Licensed Child Care Center Consent Form
 6. CACFP Application and Enrollment Form
 7. Child Care Network, Inc.'s Parent Handbook Declaration Form

Enrollment Deadlines for Preschool

Our school preschool locations have an enrollment deadline. As long as space is available, enrollment will be open for the first semester of the school year. When the second semester of the school year begins, enrollment will close.

Preschool Locations

CCN's Preschool Program is located in Brownstown Elementary School (612 S Base Rd, Brownstown), Emerson Elementary (500 Emerson Dr, Seymour) and Cortland Elementary School (6687 N County Rd 400 E, Seymour). Preschool students are permitted to use the facility's playground area and gymnasium at specific times when accompanied by the teacher and/or classroom assistant.

Hours of Operation

- Brownstown Elementary Preschool
Monday through Friday, 8:30 a.m. – 2:55 p.m.
- Emerson Elementary Preschool
Monday through Friday, 8:30 a.m. – 2:45 p.m.
- Cortland Elementary Preschool
Monday through Friday, 8:30 a.m. – 2:45 p.m.
- Child Care Center Preschool
Monday through Friday, 8:30 a.m. – 2:30 p.m

Weather –Related Closings

The preschool's weather-related closings are based on Seymour and Brownstown Community School's determination. Please listen to the local radio stations for school closing announcements.

If Brownstown and Seymour Community Schools are delayed in the morning, the sessions at Brownstown, Cortland and Emerson will begin 2 hours later (10:30 a.m.)

If Brownstown or Seymour Community Schools are closed all day, all sessions of preschool will be canceled.

Weather-related Make-Up Days

A Make-Up Schedule will be provided to all students and parents if classes are canceled and need to be rescheduled. CCN Preschool follows the make-up schedule of the host school.

On My Way PreK Grants/ CCDF

<http://www.onmywayprek.org/>

CCN will accept On My Way Pre-K Scholarships and CCDF payment processed by River Valley Resources. Scholarship approval must be presented before a child can attend. Parents are responsible for any differences in the approved scholarship grant amount from River Valley Resources and the fee charged by CCN for the On My Way Program. Parents are responsible for payment upon completion or termination of On My Way scholarships. All vouchers changed to pay by Enrollment, July 2024. With this change, all students are encouraged to attend everyday. Children on these grants are only allotted to miss 45 days of attendance during the course of a year. If your child misses more than this, vouchers will be revoked.

.In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

*****MUST BE SIGNED AND RETURNED TO SITE DIRECTOR*****

RELEASE AND INDEMNIFYING AGREEMENT

I, the parent or guardian of:

Child(ren)'s First Name

Child(ren)'s Last Name

Hereby consent that my minor child(ren) named above has/have permission and my approval to participate with all play and activities offered through Child Care Network's Kids Klub and/or Preschool programs.

I, the undersigned as the parent or guardian of the above named child(ren), do hereby waive any claim that I may have or any claim my child may have and do release Child Care Network from all liability arising thereby or connected there within.

I, the undersigned, further agree to hold Child Care Network harmless for action, claim or demand that may be made by me, the said child, or anyone acting on behalf of my child, arising out of said child's attendance and participation or any injuries arising thereby or connected there within, and agree to indemnify for such loss arising out of any claim or demand.

ACKNOWLEDGEMENT STATEMENT OF PARENT HANDBOOK

I acknowledge receipt of the Parent Handbook applicable for the current school year.

I understand the content of the Parent Handbook, including the **Discipline Policy** and **Late Payment Policy and Immunization Record Policy**.

Parent/Guardian _____

Date: _____