

Frequently Asked Questions

HOURS OF OPERATION: *What are your hours of operation? Do you close for breaks and holidays? Do you operate on a school schedule or year-round?*

We operate Monday-Friday from 7:30am-5:15pm. We close two weeks per year—the week of Independence Day and the week of Christmas. We close for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. We operate on a year-round schedule.

LOCATION: *Where is your program located? What location will my child attend and when do they advance in location?*

We have four locations! Our infant and toddler are located beside each other on 18th and Cottage. Our Pre-K I is located on 10th and Sycamore. Our Pre-K II is located on 14th and Lafayette. Children are enrolled in each location first by developmental need and second by age. In general, the ages for each location are as follows: Infant (3-16 months), Toddler (16-36 months), Pre-K I (3-4 years), and Pre-K II (4-5 years.) Advancement from Pre-K I to Pre-K II depends on the year they will be attending kindergarten.

ENROLLMENT: *What is the enrollment availability? How do I enroll? Do you accept part-time enrollment?*

Although the most of our enrollment occurs in August and May, we do enroll children year-round when openings come available. To enroll, families first need to fill out an inquiry form on the contact page of the website and await response from the director to know if we have an opening or if we are adding families to the waiting list. We enroll children full-time, with the opportunity to attend up to five days per week, nine hours per day. Families address schedule need prior to enrollment to ensure that we have availability in our program. Children may attend part-time, although we charge a flat rate for tuition.

WAITING LIST: *Do you have a waiting list and how long is it?*

We do generally have a waiting list for all age groups. However, this is everchanging! We cannot measure the length of our waiting list, as we consider many factors when enrolling a child—What age does the child need to be for the opening we have? Does the child have a sibling that needs enrolled as well? What is the child's schedule need?

TOURS: *How can I arrange a tour?*

Due to the high number of inquiries submitted throughout the year, we only tour when openings become available. For the safety and privacy of children in our care, tours only occur after hours.

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TUITION: *What are the tuition rates for your program? When is tuition charged? What are the accepted methods of payment? Do you offer a discount for sibling care? Do you offer a scholarship or accept vouchers?*

Tuition rates are updated annually and may be found at the front of the Family Handbook by clicking the "Family Connect" tab → the "Handbook and Forms" drop down → then click on the "Family Handbook" link. Payments are processed through Tuition Express every Thursday. Families pay with their checking or savings account on file. We do not offer a scholarship program or sibling discount. However, we accept employer subsidy, CCDF, and On My Way Pre-K vouchers.

RATIO: *What are the ratios in your program?*

Infant ratio is 1:4, with a maximum of 12 children enrolled (3:12.) Toddler ratio is 1:10, with a maximum of 16 children enrolled (2:16.) Pre-K I and II ratio is 2:12, with a maximum of 16 children enrolled (2:16.)

LICENSING: *Are you licensed?*

Each of our locations possesses a Class II home license and is regulated by the State of Indiana. Our programs are subject to unannounced, annual inspections.

QUALITY RATING: *Do you participate in a quality-rating program?*

We voluntarily participate in Paths to Quality, Indiana's early childhood quality rating program. All of our programs are rated as a Level 3 or 4, which is considered "high quality."

MENU: *What meals do you serve? Do you accommodate special dietary needs? Can we provide food? What does your menu look like?*

We are regulated by the Child and Adult Care Food Program (CACFP.) We serve breakfast, lunch, and afternoon snack. We are an allergy-aware program, which means we do not serve items containing nuts in our program. We make healthy accommodations for all dietary needs. We do not permit families to provide any food or drinks in our program unless requested for special occasion. To see a sample menu, click the "Program" tab → click "Quality Programs" → then click "Sample Menu."

HEALTH: *Do you have a health-exclusion policy for illness?*

Yes, we do have a policy for exclusion related to illnesses. You may review our policies in our handbook by clicking the "Family Connect" tab → the "Handbook and Forms" drop down → then click on the "Family Handbook" link.

RELIGION: *Is your program secular or non-secular? Do you allow prayer?*

We welcome families of all backgrounds and beliefs! Our program is secular and remains neutral in its practices. We celebrate many cultural holidays, include a

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variety of cultural foods on our menu, and invite families to share their family practices with us for educational and inclusion purposes. We respect the child's right to pray independently.

CURRICULUM: *Do you have a curriculum?*

We do follow a curriculum that consists of many components. Reggio values and practices are at the core of everything we do. All planning and practices are aligned with developmentally appropriate practice (DAP.) Our infant and toddler locations are more play-based and focused on building life skills, social-emotional skills, and motor skills. Our Pre-K I and II locations add in more academic focus through hands-on learning practices and project work. All locations have written curriculum plans for their individual program and align with quality rating standards. We utilize school readiness tools and assessments to ensure that children in last year Pre-K are prepared for KG.

SUPPLIES: *Do we provide supplies for our child?*

Families provide diapers, wipes, sunscreen, bug repellent, and changes of clothing for their children.

BREASTFEEDING: *Are mothers able to breastfeed on-site?*

We are a breastfeeding friendly program. Our teachers are trained in inclusion for nursing mothers and appropriate handling and feeding of breastmilk.

CLOTH-DIAPERING: *Does your program accommodate cloth diapers?*

Yes! Families may send cloth diapers to be used in our program. We are restricted from cleaning out cloth diapers, so they must come with a wet bag and fresh set of diapers daily.