

TERRE HAUTE
Children's Museum
Explore Science & Technology

Before & After School Care

Deming Early Learning Center

Morning Kick-Off: 6:30-7:45 am
Afternoon STEM Squad: 2:45-6:00 pm

Policies Handbook

Contact Us: PreKTHCM@terrehautechildrensmuseum.com

A before and afterschool preschool program, providing engaging STEM activities outside of school hours, to children in a safe, supportive environment.

Our Mission:

The Terre Haute Children's Museum (THCM) before and after-school care program seeks to provide a safe and supportive environment for children; and, through the use of a play-based, STEM curriculum, support social, emotional, cognitive, and academic development, and promote physical health. This program allows children more social time and engagement with new and diverse people, which promotes cooperation, support, and respect for others.

Times of Operation:

Before and after-school care will be available on regularly scheduled school days in the Vigo County School Corporation calendar. Before-school care will begin at 6:30 am until the preschool opens at 7:45 am, when the child will be released into the care of Deming Early Learning Center Staff.

After-school programming begins at 2:45 pm, and the last child is to be picked up by 6:00 pm.

On the dates scheduled for early release, after-school care will begin at the time of early dismissal.

In the event of morning delays, there will be NO before-care that day. Any unplanned, early dismissal due to weather or emergency will result in the canceling of the after-school program for that day.

Program Fees:

Morning care fees: 20/week

Afternoon care fees: \$40/week

Payable weekly through automatic credit card payments.

Discounts are available to military, first responders, multiple children, employees of YMCA, Camp Navigate, CASY, THCM, and those families who receive free or reduced lunch.

Contact Information

Program Phone: **(812) 233-1503**

This is for pick-up/drop-off contact only. If you have questions regarding your enrollment or fees, please email the program coordinator.

Program Coordinator Email: prekthcm@terrehautechildrensmuseum.com

Drop Off/Pick Up Policy:

All children must be accompanied by an adult and be signed in upon arrival. Parents must come in to retrieve their children. Each child must be signed out by an adult on the approved pick-up list. If the child is to be picked up by someone, not on the approved list, the parent must provide a written note, text, or email providing permission to the after-school care staff to release the child.

You will need to call the program phone to be let into the building for both before and after school care drop-off and pick-up. Upon arrival please call **(812)233-1503**, and a staff member will meet you at the door.

It is important that you pick up your child on time. Please plan to pick up your child BEFORE 6:00 pm. This will allow you time to gather all belongings and be out of the door by 6:00 pm. If you know you are going to be late, please call the after-school care phone, at **(812)233-1503**.

Late Fees:

A **late fee** of **\$15** will be added to your account at 6:01 pm. At 6:05 pm, staff will begin calling the list of emergency contacts/authorized pick-ups, until someone is reached. If no contact has been made by 6:30 pm, contact will be made with law enforcement and DCS.

Disciplinary Policy:

The THCM seeks to promote positive behavior in children and help them learn self-control, which is the ultimate goal of discipline. We want to teach and lead our children to make better choices.

All discipline actions will be positive in nature. The method of discipline will vary with the age and action of the child. Staff members are given discretion in how to handle each situation as it arises. As a matter of policy, the following is a general framework for discipline:

- Separate the child from the behavior
- Redirect the child's behavior
- Give acceptable choices
- Use positive language
- Refuse to argue on non-negotiable issues
- Look for a deeper problem

Distractions are the first step in any age group. Second, staff will explain to the child why the behavior is inappropriate and suggest that if the behavior happens again, he/she will have to sit quietly alone and regroup or calm down. The third step for children over the age of three is a brief time-out, one minute per age of the child. Usually, for children of any age, a quiet minute by themselves removed from the situation is all it takes for the child to get it together.

If the unacceptable behavior continues, parents may receive a note about the child's behavior in order to work together on a plan with the staff and/or the director.

A parent/staff/director conference may be called so all involved are using the same methods of encouragement or discipline. Consistency between all groups usually makes a world of difference

Accidents:

Our staff will work diligently to prevent accidents during our care. However, despite best efforts, accidents do happen. All THCM staff members are certified in CPR, AED, and First Aid. We administer first aid, including antiseptics and wound cleaning unless otherwise advised by the parents.

We will notify parents by phone for serious emergencies and by written accident reports on the day of the incident, for minor incidents.

Illness:

Our program follows the same health and wellness procedures as those of Deming Early Learning Center. Should your child fall ill during our care, we will notify a parent or guardian immediately, as well as inform the school.

Medication Administration Policy:

If at all possible we ask that medication administration be done during regular school hours, while under the supervision of a school nurse. Only if ABSOLUTELY necessary, will we provide the necessary dosage of medication, as per written instructions by a legal guardian, and original prescription directions. All medications must be clearly labeled with the type of medication, the child's name, and directions for administering.

Child Abuse and Neglect Policy:

The state law of Indiana makes it mandatory for all individuals to report all suspected cases of non-accidental injury, unexplainable failure to thrive, sexual abuse, and physical neglect to Child Protection Services of the Department of Family and Children. No one has an option in the matter of reporting such cases for investigation.