



Little Wings Childcare

A MINISTRY OF ST. JOHN LUTHERAN CHURCH & SCHOOL

6612 Southeastern Avenue

Indianapolis, Indiana 46203

Activities Room: 317-352-9196 x35

Little Wings Office: 317-352-9196 x34

Email: lforgey@stjohnindy.org

Website: www.stjohnindy.org/littlewings/

Our Ministry:

"Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6

Little Wings is a ministry branch of St. John Lutheran Church, providing a childcare program designed to meet the needs of the working parent. It takes a Christian congregation of many families to help raise a Christian child in God's loving grace. While your child is at Little Wings he/she will be guided in developmentally age-appropriate activities targeted to grow the whole child. We focus on each child as an individual as he/she grows and learns at his/her own rate and develops a healthy self-image.

Everyday activities become the foundations for later development. At Little Wings we create a balance of active time and quiet time, teacher-directed activities and child-directed activities, structured time and free play time. These activities will nurture your child spiritually, emotionally, socially, physically, intellectually, and creatively.

Our Philosophy:

Impress them [the commandments] on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:7

Faith development is the core of the curriculum. We believe in providing a safe Christian atmosphere where spiritual life grows through daily activity.

- Understanding of God's great unconditional love and His forgiveness through Christ Jesus
- Praying, singing, and listening to stories from the Bible
- Actively participating in daily routine
- Engaging in multi-sensory activities
- Practicing academic skills
- Teaching and nurturing self-help skills
- Developing social skills and group interaction
- Offering a developmentally paced program

Enrollment:

- Ages: 6 weeks-Pre-K 5
- School age alumni and siblings June-July (if space is available)

Hours of Operation and Holidays:

- 7:00 a.m. until 6:00p.m.
- Monday through Friday, year-round.
- Follows the St. John school's calendar
- Little Wings will be closed on the following Holidays but full tuition is billed for the week unless otherwise noted:
 - **New Year's Day (January)**
 - **Martin Luther King, Jr. Day (January)**
 - **Presidents Day (February)**
 - **Spring Break week (March, no tuition)**
 - **Easter Monday (March/April date varies)**
 - **Memorial Day (May)**
 - **Independence Day (July)**
 - **Labor Day (September)**
 - **Thanksgiving Day and Friday (November)**
 - **Christmas Break (No tuition)**

Tuition

- 6 weeks–3 years: By days per week
- **Potty trained** and 3years–Pre-K 5: By hours per week

These rates are constant unless arranged with director two weeks in advance.
Weekly payments are due the first day of child's scheduled week
Monthly payments are due the first weekday of the month.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. After extensive research, we have found our policy to be consistent with other schools and childcares. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule.

Acceptable payments:

- **Checks** made out to “*St. John*”
 - LW and date of service on the memo line
- **Automatic payments** set up with your bank. You are not billed and we have no control over the payments. This is an automatic payment from your bank to ours. If tuition changes, you will need to adjust the payment through your bank.
 - www.stjohnindy.org/littlewings
 - Scroll to bottom and click on **PAYMENTS**

Late fees \$15:

- Weekly payments accrue a late fee beginning at 6 p.m. Fridays
- Monthly payments accrue a late fee beginning at 6 p.m. and ending on the first week of the month.

Additional fees:

- Registration: \$150 at time of enrollment
- Late pick-up fee:
 - \$1.00/minute from 6:01–6:05p.m
 - \$5.00/minute from 6:06p.m–pick-up
- Field trips: Varies by type of trip
- Bus fee: Varies by distance of trip

Withdrawal notification/Change of contract schedule:

- **1 week notice is required.**
- **If withdrawn without the week notice, 1 week tuition will be charged.**

Non-Compete

Little Wings invests time, money and resources in interviewing, hiring, educating and training employees. Employees have access to confidential information regarding children and families, and the physical attributes of LW. All employees are asked to sign an “Employment Non-Compete & Non-Solicitation Agreement.” This agreement specifically prohibits employees from the solicitation of childcare opportunities or acting as nannies for LW families for a period of 6 months after leaving the employment of LW.

While employees may provide occasional babysitting services during non-business hours or during vacation breaks, employees are prohibited from:

- Opening home daycares with current families as clients for 6 months.
- Accepting nanny positions from current families for 6 months
- Soliciting LW families for any other childcare provider positions

Inclement Weather:

Look for these notifications:

- St. John App
- Local news: “St. John Lutheran School”
- Facebook

Attendance

Please call LW if your child will be staying home. 317-352-9196 ext. 35

Arrival:

- All children must be signed in using code on computer.
- If needing transportation to “Big School” arrive by 7:40.
- Assist child in putting items away.
- Notify a teacher if there is a change in the routine.

Departure:

- **WE CLOSE AT 6:00 p.m.**
- All children must be signed out using code on computer.
- Gather all belongings from cubby.
- Notify teacher of any changes in routine.
- Children not staying for nap must be picked up by 12:30 p.m.

Potty Training

- Pull-ups with Velcro sides
- 2 weeks without accidents, underwear alone can be worn.
- Comfortable and easy to manage pants/shorts/skirts with elastic waist bands
- **NO OVERALLS**

Illness

You are the best judge of your child's health, and we trust you will not knowingly send a sick child to LW. However, if it is the opinion of the teaching staff your child is sick, we will call you to pick up your child. The following criteria will be considered to determine whether your child must go home:

- Fever of 100 degrees or more
- Inflammation of the eyes
- Vomiting
- More than one incidence of diarrhea
- Communicable disease
- Unknown rash
- Persistent pain or discomfort
- Pink eye
 - o Must be on medication for 24 hours before returning
- Lice
 - o Children with nits or adult lice will be sent home.
 - o Children cannot return until completely clear of nits and adult lice.

NOTES:

If a child is sent home for illness, he/she must be free of said symptoms and/or fever for 24 hours without medication before returning to Little Wings.

It is the parent's responsibility to notify Little Wings Staff if your child has a communicable disease, i.e. measles, mumps, chicken pox, strep throat, lice, RSV and pink eye, etc.

Medication

- Administered upon parent's request
- Medical permission form MUST be filled out by parent.
- Clearly labeled with child's name, dosage, and directions
- **WE WILL NOT ADMINISTER THE FIRST DOSE (due to possible allergic reactions.)**

Accident/Injury

In the event of an accident or injury, the event will be documented and kept on file. A copy of this document will be given to you upon your arrival. If your child needs medical assistance, you will be contacted.

Discipline

*Even a child is known by his actions, by whether his conduct is pure and right.
Proverbs 20:11*

Young children are learning to live. Children need adults who accept them, but who will firmly love, teach and model appropriate behaviors. A positive loving approach will be taken to guide the child's behavior. Young children need to have limits set to help them:

- Keep from harming themselves and others
- Keep from hurting their physical environment
- Feel secure, safe, and loved
- Learn what behavior is expected

If a child engages in improper behavior:

- Teacher will explain why the actions are unacceptable.
- The child will be directed to apologize for the behavior.
- If the behavior repeats, the child will be sent to Time-Out (1 minute per age).
- If the behavior continues, the child will be removed from the group for an extended time and possibly sent to the director's office.
- If the behavior still continues, the parent will be called and options will be discussed .

Biting

We have a "No-biting" policy. We understand that infants and toddlers may go through a biting phase due to inability to communicate. Older children are taught to use their words not their "fists, feet, or teeth." A child who chooses to bite will immediately be removed from the group, and a teacher will notify the parent. If this behavior continues the child will not be allowed to attend Little Wings until the behavior stops.

Child Abuse /Neglect

According to Indiana state law, any childcare employee is mandated to report any suspected child abuse/neglect to Child Protection Services (CPS).

The director is NOT required by law to notify the parents before contacting CPS. Your child's safety and health are the main concern.

Fire/Tornado Drills

- Fire drills are conducted monthly.
- These practices are documented and kept on file.
- Emergency evacuation maps are posted in each room.
- Tornado drills are conducted in the Spring and Fall

Meals

Snacks:

- Morning and afternoon snacks are provided by Little Wings.
- Water will be served, or parents can pack milk or juice.

Cold Lunch:

- Lunch box should be put in the kitchen refrigerator.
- Child's name should be clearly marked on child's lunch box.
- Water will be served, or parents can pack milk or juice.

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