


# Finding Me Now Childcare Center



## Enrollment Notifications

1. Finding Me Now is owned and operated by Indi-Kid. Inc. whose telephone number is 317-826-8226
2. The program is an early childhood curriculum that uses weekly themes. Activities are designed to take into account the physical, social, emotional, and intellectual needs of the children and in particular to help each child discover and embrace his or her uniqueness (Finding Me Now). Each day will include a balance of
  - a. stimulation and relaxation
  - b. active play, quiet play and rest
  - c. individual, small group and large group activity.
3. Our hours of operation are from 6:00 AM to 6:00 PM. If a child remains in the facility after 6:30 PM, the staff of Finding Me Now may release the child to the custody of child protective services or other local authorities.
4. Participation by a child in a planned off-the-premises activity requires a signature on the Parent Authorization form. Without this children will be excluded from any such visits, field trips or excursion scheduled for the child's class.
5. Finding Me Now is required to report any suspected child abuse or neglect to Child Protective Services.
6. If, in our judgment, an intoxicated or impaired person insists on removing a child from our care, we are required to immediately report this to the local police.
7. Our discipline policy is:
  - a. Caregivers shall use positive discipline. This includes:
    - i. communicating to children using positive statements
    - ii. encouraging children to use their own words and solutions to resolve their own interpersonal conflicts
    - iii. getting down to the child's level and talking to them in a calm, quiet manner about what behavior is expected.
  - b. Caregiver are not permitted to use:
    - i. corporal or other cruel, harsh or unusual punishment.
    - ii. humiliating or frightening method to control the actions of any child or group of children.
    - iii. food, rest, or toileting for punishment or reward.
  - c. Brief, supervised separation from the group may be used for children three (3) years of age and older if necessary. This separation is not to exceed one (1) minute per year of the age of child and is only to be used for the child to regain control.

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8. A child may only be released to a parent, legal guardian, or person authorized by the enrolling parent. If that person is unknown to the FMN staff, proof of identity will be required before releasing the child.
  9. Parents are required to take their child to the appropriate classroom upon arrival and make certain a staff person in the room is aware that their child had arrived. Likewise, they must notify the classroom staff when departing with their child.
  10. The possession of alcohol, illegal substances, firearms or toxic substance (except for intended and legitimate purposes in the building or on the playground is not permitted. Further, the use of tobacco in the building or on the grounds of FMN is not allowed.
  11. Unscheduled visits by custodial parents or guardians are permitted at any time.
  12. The program is designed for well-children. If a child is ill you are expected to make other child care arrangements. Some symptoms which would require this are a temperature over 100 degrees – vomiting; diarrhea; rash; open sores or lice. If certain that these symptoms are not the result of a communicable disease, the center may decide that child may attend if in the opinion of FMN the child's needs can be met. If a child becomes ill while at FMN, the parent is expected to make arrangements to have the child removed as soon as possible. While waiting, the child will be isolated from the other children according to guidance contained in regulation 470 IAC 3-4.7-89 covering the control of communicable diseases.
  13. All records concerning admission, health, family or discharge are confidential. Such records may be released to a parent and at the Director's discretion with staff that may need to know some of the information.