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Dear Parents,

Welcome to **Friendship Kids Preschool and Childcare**. We know that each of your children are a special and unique gift from God, and that is why we are committed to providing a safe and nurturing environment. Our strategy at Friendship Kids is to Engage Kids, Empower Parents, and Equip Families. Our program supports and encourages the individuality of each child in a loving, caring, and fun filled learning atmosphere that exists to be an extension of you as the parent. We want you to know that we are here to support you in your God-given roles as parents and caregivers. Please review our resources page on our website at [friendshipkids.com](http://friendshipkids.com), or here in your Handbook.

Because we so strongly believe in helping families grow, we offer several programs, publications, and small groups as resources to encourage you on your journey. If you ever have a question, or if we can assist you in any way, please do not hesitate to call, e-mail, or ask.

[childcare@experiencefriendship.com](mailto:childcare@experiencefriendship.com)  
(317) 535-2544

For us, this is not a job, but a calling. We are incredibly honored that you have chosen us to care for your child, and we will always respect that privilege. The staff looks forward to developing our relationship with you and your family.

Sincerely,

Friendship Kids Leadership Team

Friendship Kids Preschool & Childcare  
963 E Worthsville Rd  
Greenwood, IN 46143



### **Pre-Requisites to Attend**

1. Registration fee paid in full
2. Your child will not be admitted without the following items
  - A. Online Registration Completed
  - B. Immunization Record
  - C. Packet Forms (Includes State Form 49444, Food Transportation Form, and Payment Agreement)
  - D. Well Child Certification from Physician (State Form 49969)
  - E. Copy of Birth Certificate

### **Preschool and Childcare Hours**

#### **Tuition Rates and Payment Requirements**

- Hours of Operation 6:00 am-6:00 pm, Monday through Friday
- Childcare tuition payments are due on the 1<sup>st</sup>, or the 1<sup>st</sup> and 15<sup>th</sup> of every month depending on the payment schedule you request.
- You may request changes or adjustments to your registered program by going to [Friendshipkids.com](http://Friendshipkids.com) under the Registration tab, then choosing Additional Requests.



## A Note from Our Pastor

We are so happy that you have chosen Friendship Kids as your preschool and childcare provider. It is our pleasure to assist you as parents in this incredible role that God has given you. When we started Friendship Kids our mission was to provide the best care possible at the best price. Each year we add new features, programs, and security to ensure that your child receives the type of care and love that you would give them.

I'd like to take this moment to invite you to experience Friendship Church. We are a very different kind of church, but it's a good kind of different! Our desire is to be a place where anyone can come and feel comfortable, accepted, and welcome. When you come you will experience an environment that is very casual, a band that is simply amazing, and teaching that you can understand and actually apply to your everyday life. We want to be the type of church that positively impacts and encourages our community and the people of Greenwood.

Maybe in the past you've been burned by 'church' or by someone who called themselves a 'Christian', and you have just decided to give up trying. Let me encourage you to give Friendship a try. You'll soon discover that we are not perfect people, we don't have perfect families, and our houses aren't always perfectly cleaned, but you'll also discover real hope and honest answers as you learn more about God.

I would love for you to be my guest this Sunday! And make sure you stop by and introduce yourself so I can personally welcome you to Friendship!

*Pastor Dave Crandall*  
*dave@experiencefriendship.com*  
*www.experiencefriendship.com*

*friendship*  
**CHURCH**  
Casual and Contemporary



## Policies For All Classes

### I. Registration Policy:

- A. Registration is not guaranteed until approved by the school office
- B. Registration fee is non-refundable
- C. Registration may be held for up to two weeks.

### 2. Attendance Policy:

A. Children may only attend on the days they are enrolled. We do not allow “make-up” days or switch days of care. This includes any days Friendship Kids may close due to weather conditions or any other circumstance.

B. Failure to pay tuition by the 10th of the month will result in a late fee of \$25.00; for bi-monthly payment plans all payments are due on the 1st and 15th of every month. Payments will be considered late if after the 10th or 25th of each month.

\*Late Fees are \$25.00 for each late payment and must be paid by the next payment due date. Your second late payment notice will result in a probation period until your bill is reconciled. Your third late payment notice will result in suspension of services from Friendship Kids Preschool and Childcare until the account has been brought current.

C. No refunds or pro-rating will be given for children who miss Childcare for any reason (Including but not limited to, illness, vacation or planned absence, suspension due to late payment, suspension due to lack of immunization, or lack of necessary documentation/paperwork)

D. Any returned checks will have an insufficient funds fee of \$25.00 charged for each returned check.

E. Friendship Kids cannot guarantee availability outside of your registered childcare plan for any program modification requests. Failure to follow your registered plan will result in additional charges.

### 3. Withdrawal/Termination Policy:

A. Parents may withdraw their child from Friendship Kids Preschool and Childcare at any time. We require a 2 week notice for withdrawal. Failure to provide a 2-week notice, will result in billing ending two weeks post notice.

B. Friendship Kids Preschool and Childcare reserves the right to terminate services immediately for any child at any time.

### 4. Waitlist Policy

A. To register for the waitlist, you must complete our online registration form at [Friendshipkids.com](http://Friendshipkids.com). Click on REGISTER, then REGISTER NOW.

B. We will not collect a registration fee until we are able to place your child.

C. We will call you at the number provided on your registration paperwork for waitlist placement when a spot becomes available.



- D. You will have 24 hours to confirm or pass on the spot from the time we call, and to pay the registration fee.
  - E. If you are called for placement and choose to pass on the available opening, your place on the waitlist is forfeited and you will be removed from the list.
5. Drop off/Pick up Policy:
- A. Friendship Kids Childcare begins at 6:00am daily.  
Drop off person will walk child into classroom and sign them in.
  - B. Friendship Kids Childcare closes at 6:00pm daily.  
Pick up person will sign out the child and pick them up from the teacher in charge
  - C. Any person arriving for pick up without a door code must ring the Guest Doorbell, come inside the building, provide a government issued picture ID, and be listed on the Permission for Pick Up release form.
  - D. No child will be released to anyone not listed on the Permission for Pick Up form. A parent or legal guardian may come in at any time to change the release form in person; NO EXCEPTIONS. In the case a parent has forgotten to amend their release form, the parent will be contacted to pick up their child, and all late fees will apply.
6. Late Pick-Up Policy:
- A. Childcare children not picked up and signed out by 6:00 p.m. will be charged a flat \$15.00 fee until 6:15pm and a \$5.00 per minute fee after that. The \$5.00 per minute fee will be assessed until 6:30 p.m. At 6:30 p.m. you will be charged an extra \$100 on top of the fees up to 6:30 p.m., no exceptions. Our staff will have an additional care form filled out with the exact time of sign out for you to sign in the event you are late, and the office will send you an invoice for this additional charge.
7. School Closings or Delays
- A. Friendship Kids will CLOSE for two weeks a year. One week during summer and one week surrounding Christmas. Parents may use their Vacation Allowance during this time, but are not required to. **No additional tuition discounts or pro-rating will be given for these dates.**
  - B. Friendship Kids Preschool and Childcare operates independently of surrounding schools and businesses. Families will be notified of weather-related delays or closings by e-mail, Facebook, and broadcast on WTHR-13. Be sure to check all postings online as well, as we have seen glitches in the past with information not posting properly to television. Our facility name will appear simply as "Friendship Kids" or "Friendship Kids- Greenwood" on the screen.
  - C. There will be no discounts, prorating, or make up days offered for any Friendship Kids closings or delays.
8. Vacation Allowance Policy
- Any child enrolled in our Childcare Program will receive a maximum of one week of vacation allowance per six-month semester. The first semester is January-June, and second semester is July-December. You will only be given credit based on the program you pay for. For example, if you are enrolled in a 3 day/week program you will receive a credit for that amount, not 5 days.
- This week will be discounted from your bill and is not eligible to be applied separately as single dates not in the same week; the vacation days taken must be within one consecutive week. We must have written notice 30 days prior to your requested vacation to receive the billing adjustment. You can register your Vacation Allowance anytime at Friendshipkids.com under the Registration tab, then Additional Requests.



9. Food Policy:
- A. Parents must clearly note any food allergies on the child's Registration Form.
  - B. Parents must also note any dietary restrictions such as Vegan, Vegetarian, Lactose Sensitivity, etc. on the child's Registration Form, or provide written notice from a physician if new allergies or restrictions are put in place for any child at any time.
  - C. Snacks for all students- A snack will be provided by Friendship Kids to all children under our care mid-morning and mid-afternoon each day. Parents are allowed to provide their own snack for their child. Parents are allowed to provide birthday treats/party treats from the store but must contact the office prior to doing so.
  - D. Parents of children with food allergies will be required to provide a safe snack for their child each day they attend.
  - E. Childcare Parents are responsible for providing a lunch for their child daily. Any child that attends Friendship Kids Preschool and Childcare during lunch time and does not have a lunch from their parent will be fed by the school. The child's account will be charged \$8.00 for each emergency lunch provided. This is NOT offered as a daily alternative or convenience this is only to be used when a parent or relative has forgotten to provide a child's lunch and would be unable bring a lunch to the school in time.
  - F. All lunches must be refrigerated. All lunch boxes must be clearly labeled with your child's name.
  - G. All children must have a reusable water cup that is spill proof. All water cups must be labeled with your child's name.
  - H. Friendship Kids Preschool and Childcare will NOT heat, warm, or cook foods for any reason in accordance with State Guidelines.
10. Admittance Policy:  
Friendship Kids Preschool and Childcare will accept anyone that meets its requirements, and agrees to abide by our policies regardless of race, religion, or creed.
11. Class Placement Policy:  
Children will be placed or advanced in Preschool and Childcare classes at the Leadership Team's discretion. Children must fully meet requirements to be considered for our Preschool Programs.
- A. 12 months – 35 months, or 3yrs and Not Potty Trained
    - 1. All children must be at least 12 months of age
    - 2. Parents are required to provide all diapering supplies
    - 3. We change diapers every 90 minutes. Diapers MUST be changed anytime a staff member is aware the child is soiled, no exceptions. Dry or clean diapers will be left on.
    - 5. Feeding requirements –All foods must be “ready to eat” meaning they are prepared, portioned, and ready for consumption. We will not cut, peel, or portion foods. Foods that staff feels are unsafe will not be fed to children.
    - 6. No Bottles allowed, child must drink from a “sippy cup” or straw cup. Pacifiers are only allowed at rest time, not throughout the day.
  - B. Educational Childcare ages (3yrs-5yrs) & Elementary ages (6yrs-12yrs)
    - 1. All children must be “Fully Toilet Trained”
      - A. Knows they have to go and will tell a teacher
      - B. Knows where the bathroom is, how to get there, and how to use it without assistance
      - C. Will “hold it” until they reach the bathroom



- D. Can remove their own clothing
- E. Knows how to clean up afterward without assistance
- F. For the most part can redress themselves (we will assist with belts, buttons, zippers, etc.)
- G. Can flush the toilet, and wash their hands independently
- H. Can return to the classroom

12. Times of Operation Policy:

- A. Daily hours: 6:00 a.m. – 6:00 p.m. Monday – Friday
- B. Holidays and Closings: See School Calendar

13. Medication Policy:

- A. Friendship Kids will not provide medication. Any medication your child needs must be provided by parents or legal guardian
- B. Staff will only administer medication with a parent or legal guardians' instruction
- C. Medication must be in its original container. If it is a prescription, the prescription date must be current.
- D. A Medication form must be filled out by a parent/legal guardian before staff is permitted to administer any medication
- E. At drop off Medication will be labeled by staff with:
  - 1. Name of child, First and last
  - 2. Today's Date

14. Parent Provisions Policy:

- A. Parents of children enrolled in Friendship Kids Childcare are to provide a small blanket, and/or pillow for daily "Quiet Time." These items are to be taken home each week to be laundered. Items not taken home by close on Friday will be placed in the lost & found. Parents are responsible for checking the Lost and Found for any missing items. Lost and Found will be taken to Goodwill each quarter.
- B. Parents must provide updated information whenever there is a change in names, addresses, phone numbers, emergency contact information, or a change in health condition, etc.
- D. Parents must provide a complete change of seasonally appropriate clothing for their child, including shoes. The change of clothing should be placed in a sealed clear plastic bag with the child's name clearly labeled. **All** articles of clothing should be labeled, and kept in the child's back pack daily.
- D. Children should come to school dressed in seasonally appropriate clothing. If weather permits, and as determined by the director, children will go outdoors daily. Therefore, all students should come with a coat, hat, gloves, snow boots, and/or any other winter attire you would want them to wear during cold weather. Also, rain boots and rain coats are suggested for wet or rainy days. Because we consider the outdoors an extension of our classroom, we will be using certain weather events as learning opportunities. Be sure that your child is dressed comfortably every day for outdoor weather conditions.





E. Electronics from home are prohibited. The only technology used by the children will be property of Friendship Kids only. This way we can ensure the safety of the content your child is playing with or viewing. We may restrict any child from using any electronics at our discretion.

15. Field Trip Policy:

- A. We will have a few off-campus fieldtrips during our summer. This is for all Elementary age.
- B. Transportation is provided by Access.
- C. If you choose for your child to not attend fieldtrips than they must stay home. There will be no care provided at the facility if you choose for your child to not attend the field trip

16. Outdoor Policy:

- A. We try to take kids outside daily!
- B. Children must come prepared for the season (i.e. winter time - coats, hats, snow pants, mittens, and boots/ summer time- bathing suits, towels, and water shoes). Please label all articles of clothing with your child's name. We are not responsible for lost items.

17. Academic Policy:

A. Friendship Kids Preschool and Educational Childcare

1. This program emphasizes the Bible as the first and foremost authority for living and education. Academic areas also covered are...

- A. Reading and Phonics skills
- B. Counting and Math skills
- C. Self-discipline
- D. Patriotism
- E. Good manners
- F. Respect for authority
- G. Personal accountability
- H. Pre-tracing and writing activities

2. These curriculums also provide learning in the following areas:

- A. Bible
- B. History
- C. Music and Art
- D. Speech
- E. Science
- F. World Culture

B. Class Goals and Daily Activities: (These are goals – Not requirements)

1. 1's

- A. Rolling, Crawling, Walking/Pulling up on furniture
- B. Language Development (Story Time)
- C. Music and Movement
- D. Sensory Discovery
- E. Artistic Development

2. 2's

- A. Shapes and Colors



- B. Motor Skills, Gross and Fine
- C. Language and phonics skills
- D. Artistic Development

3. 3's

- A. Begin identifying the name and sound of each letter
- B. Begin identifying the name and value of numbers 1-20
- C. Colors on the page
- D. Cut on the lines, can hold scissors properly and continues to develop muscle control
- E. Adjust to group setting
- F. Follow directions – Share and Help – Lead and Follow
- G. Begins to grip crayons and pencils appropriately with 3-4 finger grip

4. 4's

- A. Know all K-3 material
- B. Know letters and sounds
- C. Know name and value of numbers 1-20
- D. Write own name recognizably
- E. Write all the letters

5. 5's

- A. Know all the K-3 and K-4 material
- B. Know, independently identify, and write all letters
- C. identify multiple vowel sounds
- D. Know the name, order and value of numbers 1-100
- E. Begin blending and sounding out small words

18. Parental Agreement Policy:

A. Illness:

1. Parents must notify Friendship Kids Preschool and Childcare of any illness. Parents are required to make arrangements to have their child cared for outside the center if the child is contagious, has a fever, nausea or vomiting, has diarrhea, discharge of the eyes, discolored nasal secretion (yellow, green, brown) or excessive runny nose, has persistent cough, or is otherwise obviously ill as determined by the Leaders or Staff.
2. Parents must pick up their child within 1 hour of notification of their child becoming ill.
3. Children must be free of fever (lower than 100 degrees), vomiting and/or diarrhea for at least 24 hours without the aid of medications before returning to care. If your child has seen a doctor for any illness or rash, you must provide a release stating when your child can return for services. We trust our parents to help us protect all children at Friendship Kids from the spread of any contagious agents.
4. Head Lice- If your child has or has possibly come in contact with head lice, you are required to notify us immediately. To prevent the spread of lice, we have a no-nit policy. Your child must have received treatment for head lice, and must be nit-free before they will be accepted back to school. An examination by the Director or a staff member must be performed before the child will be re-admitted.
5. Parents agree to absolve Friendship Kids Preschool and Childcare of any and all financial responsibility due to any illness and/or injury incurred by the child while at the center, or while participating in a Field Trip.

- B. Administrative decisions: Parents agree to abide by the decisions made by the Leadership Team regarding their child's care while attending Friendship Kids Preschool and Childcare.



19. Health Policy:

A. Keep your child home if he/she is/has: (Children will not be admitted for services or will be sent home if the following is observed by any staff member.)

1. Temperature of 100 degrees or more in the last 24 hours.
2. Conjunctivitis or Suspected Conjunctivitis (Pink Eye or discolored discharge from eyes)
3. Rash of any kind. (A physician's note that the rash is not contagious is the only exception)
4. Diarrhea and/or vomiting within the last 24 hours
5. Severe cold with fever and/or drainage
6. Nasal drainage that is discolored (yellow, green, brown)
7. Persistent Cough
8. Any contagious disease or condition (such as but not limited to: lice, scabies, scarlet fever, measles, chicken pox, mumps, etc.)
9. Is on medication for a contagious illness. Your child cannot attend unless he/she has been on such a medication for at least 24 hours, is fever and/or symptom free, AND had been released to attend childcare with a Doctor's note.

B. Reporting an Illness:

Parents must report all illnesses by calling 317-535-2544. If you reach our voicemail, leave a message with the child's name and condition you are reporting, as well as dates the child will not be attending their scheduled program. This allows us to notify parents in a timely fashion of any contagious illnesses.

C. Sun Safety:

1. Children should arrive for care with sunscreen pre-applied daily.
2. Friendship Kids will provide sunscreen throughout the day for all childcare children during our Summer Program only. If your child has a sensitivity or allergy, you must list it on your Registration Form, and provide sunscreen for your child. Sunscreen outside of Summer Program must be provided by the parents.
3. Children are encouraged to wear a hat and sunglasses for all outdoor activities.

D. Hand Sanitizer

Hand sanitizer labeled "Keep out of reach of Children" will not be allowed in the possession of students, and may NOT be kept in a child's backpack. It is required that children wash their hands with soap and water before meal times and snack times, when coughing or sneezing on their hands, or if found with their hands in their mouth or nose. Any sanitizer found in possession of a child, even in backpacks, will be confiscated and thrown away.

20. Biting

A. Biting is an age appropriate developmental issue that is not uncommon among toddlers (12-35 months). Friendship Kids provides appropriate supervision at all times to children, but preventing biting 100% of the time in this age group is virtually impossible. Please be confident in knowing that biting normally goes away with time, and is handled seriously and consistently.

B. Purpose of The Biting Policy

This policy is written to enhance children's safety by summarizing why children bite, actions taken if a child is bitten, describe techniques used by our staff to prevent biting incidents, and to outline what will be done if a biting incident occurs.



#### C. Reasons Children Bite

1. Children learn by exploration and toddlers are “oral beings;” thus, they will place everything into their mouths, which may include another child’s finger or body.
2. Children bite to relieve the pressure resulting from new teeth breaking through the gums.
3. Toddlers do not have the cognitive (thinking) ability to discriminate between animate (live) and inanimate (not live) objects. This means that the child may not be able to distinguish between a teething ring and another child’s plump arm.
4. Biting is a basic response to frustration, hunger, or being tired because toddlers and two year olds do not have the vocabulary to articulate these feelings/emotions and due to limited social skills.
5. Toddlers bite in order to move children who are in close proximity, too rough, or too intimidating.
6. Children bite to get attention whether negative attention versus no attention at all.
7. Children bite to protect personal space because they need a certain amount of space around them and do not want intrusion.

#### D. Preventative Steps

1. A major preventive step is to keep group sizes as low as possible, and keeping our attention focused on the children.
2. Keeping appropriate toys available in which children may bite such as teethingers and rattles.
3. Teach children alternative methods to express their emotions/feelings (feeling faces, giving emotions names like happy and sad, etc.)
4. Attach teether to child’s clothing, in a safe manner.
5. Remind child to bite teether when frustrated and not another child.

#### E. Employee Protocol If Biting Occurs:

1. *Do* focus attention on the bitten child and remain calm and not overreact. Be prepared to quickly intervene to stop the biting with a firm statement such as, "No...we do not bite people!"
2. *Do* assess the bitten area, and clean with soap and water. Apply bandage if the bite breaks the skin.
3. *Do* apply an ice pack to bitten area for 15 minutes then reassess area; repeat as needed for comfort or swelling.
4. *Do* assess bitten area of the child for signs of infection over the next few days (warmth, reddened area, pain), document any observations, and report changes to the Leaders. The Leaders will notify the parent by phone, and recommend the child be taken to a healthcare provider if necessary.
5. *Do* allow the biter to gently stroke or hug the child who was bitten to promote appropriate social behavior.
6. *Do* recommend to the parent to consult a healthcare provider if the bitten area has broken the skin or is in a prominent place such as the cheek or face.
7. *Do* educate the child that biting causes pain and sadness for the other child.
8. *Do* teach children how to love each other and interact with one another in a positive way.
9. *Do* give the child appropriate activities (sensory activities) to help cope with the biting.
10. *Do* monitor the “biter” in an effort to redirect him/her as needed.
11. *Do* document the incident, notify the Leaders, and call parents to notify them of the situation.

#### F. Suspension and Dismissal

Our heart is to minister to every child and family we provide care for, and to help them through this process while maintaining the highest level of safety for all children in our care at all times. Every situation is different, and we will make any suspension or dismissal determinations on a case by case basis. All decisions will be made by the Leaders.

#### 21. Discipline Process:

- A. *Friendship Kids Preschool and Childcare* realizes that children need to learn self-discipline, and they need to develop their social and behavioral skills so they can function in group settings. We also realize that the consistent standards taught in the Bible are the best, and most easily applied set of lifestyle regulations ever assembled.

Because He created us, God knows what is best for us



B. Scripture states that people are the happiest; their self-esteem is the greatest, when they know what the limits are. The limits that form the boundaries of our existence are set by God and are based on the standard of His character. (He never changes, He never lies, and He always directs us toward what is best). Anyone who will choose to live according to His standard will be content, happy and full of joy. (Joshua 1:8, Psalm 1:1-3, Prov. 29:18, Matt. 7:24, Luke 11:28, John 8:30,32,14:6, Romans 8:28, Philippians 4:9, James 1:25, 4:17, Rev. 22:14)

C. There is a difference between discipline and punishment.  
Punishment is an act. Discipline is a process.

D. Discipline is a method whereby a person is taught the rules that bound a certain situation or activity. Discipline's goal is to get a person to think about their DECISIONS which form their DIRECTION, which fixes their DESTINY.

1. Instruct: A person must know what is expected and what is and is not acceptable behavior
2. Repeat and Redirect: Restate the rule and show how to follow it
3. Admonish: Comes after the rules have been broken on multiple occasions. An individual must know what he/she has done is not acceptable, that it has negative affect on others. Admonition is simply clearly communicating that the behavior is inappropriate in a "one-on-one" setting so that the child fully understands. It is a time of personalized instruction that uses the child's actions and choices as examples of right and wrong behavior.

E. Disciplinary Action:

Our Philosophy of Disciplinary Action:

Even though the Bible teaches that spanking may be necessary, it is to be administered by the parent, and does not advocate spanking as the only, or even the first means of correcting behavior. (Proverbs 22:15, 22:13-14, 29:15). The Bible teaches that parents are ultimately accountable for the manner by which they raise their children. Therefore, the bulk of the responsibility and burden of discipline should come from them. (Deuteronomy 6:3-9, 11:19-21, Proverbs 4:1-4, 19:18, 26:6, 29:17, Matthew 12:36, 18:23, Luke 16:2, Romans 14:12, Hebrews 13:17, Ephesians 6:4). Because parents differ in their concept of the way, the reason, and the method of disciplinary action *Friendship Kids Preschool and Childcare* will adhere to the following:

1. The staff of *Friendship Kids Preschool and Childcare* will NOT:

- A. Use corporal punishment/spanking in any form
- B. Berate or humiliate a child verbally
- C. Seclude a child for disciplinary purposes

2. The staff of *Friendship Kids Preschool and Childcare* may:

- A. Use "Time Out" as its ultimate form of discipline. Once a child has progressed through repetition, redirection, and admonition, further misbehavior will cause:
- B. Removal of the child from the activity area/group for a period of time using the "Time Out" or "Time In Method."
  1. "Time Out" last up to 1 minute per age of child (i.e. A 3 yr old will spend no more than 3 minutes in "Time Out").
  2. "Time In" means the child will spend some time helping the teacher with a task to help rectify the situation. (Example: If child used their hands to rip a book, the child will spend their time in organizing the books.)
- C. Use additional redirection and loss of one or more privileges.
- D. Send the child to the Leader's office, or Pastor if the Leader is unavailable for further redirection of misbehavior.
- E. Notify parents if the child has received "Time Out" frequently during the course of the day and further discussion is needed. We will partner with parents to use loss of privileges at home, and the use of



actions relating to consequences to help children understand that all behavior has a consistent consequence. For example, good choices mean good consequences; bad choices mean bad consequences.

- F. Call a parent/teacher conference to discuss repeated behavioral issues or any concerns regarding their child. The Leader will implement a Behavior Modification Plan for staff and parents to follow consistently with their child to achieve healthy behaviors and results. Part of this process may be having a certified behavior therapist observe your child's classroom to evaluate all aspects of their environment that may assist us in best helping your child.
- G. Call parents to come to Friendship, discipline their child, and return the child to their classroom if all of the above have been ineffective or the Pastor or Leader deem it necessary based on the severity of the infraction. If this is the case, it will be our recommendation that the child remain in our care so that misbehavior is not seen as a reward for the attention of, or time with the parent.
- H. Parents may be required to pick their child up from care if that child has cause emotional or physical harm to any person, (teacher, student or other) and/or leaves any physical mark on the body of another person, or at the discretion of the Leader. Parents are required to pick up their child within one hour of receiving notification that their child requires a parent's presence at the facility. Failure to pick up your child within the hour may result in immediate dismissal. That child may be suspended for the remainder of the day, or at the discretion of the Leader. Friendship Kids will not offer pro-rating or discounts for any days your child is suspended due to behavior.
- I. In the event a child becomes a threat to the safety of themselves, another student, or staff member; that child will be restrained by a trained staff member until a parent can pick them up. Examples of threatening behavior include, but are not limited to; hitting, kicking, biting, spitting, pinching, threatening harm or using hurtful words, running from staff or attempting to run out of the classroom or building, or throwing objects. In this case, a child is then considered a danger to themselves and/or others. In such a situation, it may be determined by the Leader that we are unable to safely care for your child. If these behaviors persist or parents/legal guardians are unwilling to follow recommendations made by the Leader for the safety and wellbeing of the child, termination of services will be effective upon our notification to the parent/legal guardian. This of course, is an absolute last resort.

## 22. Social Media and Personal Contact Policy

It is the policy of Friendship Kids Preschool and Childcare that any information regarding students, care, or concerns of any nature are strictly prohibited from being discussed through social media. We do not restrict our employees from engaging in social media with parents or relatives of students if there is a clear boundary understood that no Friendship Kids business will be discussed using these forums. Failure to follow this policy or the solicitation of information regarding a Friendship Kids Preschool and Childcare student or staff member may result in your immediate dismissal from our care. This also includes but is not limited to obtaining personal phone numbers of employees without the permission of the employee or the Leader or using an unauthorized source of contact outside of business hours to discuss Friendship Kids business. You may contact us at the phone numbers and email addresses below and be sure to leave a detailed message including your name, name of the child, the date, time, and purpose for your call. We do our best to respond within 24 business hours to all calls or emails, or the next business day if received after office hours, on weekends, or during a holiday.

## 23. Media Policy

Throughout the year Friendship Kids takes photos of children and staff to use for crafts, advertising, and other special events. We also enjoy showing our day to day activities through our website and other social media pages. If you have a safety concern, or reason why your child's photographs should not be published, you will need to submit that to the office in writing.



Contact information:

Friendship Kids Preschool and Childcare  
317-535-2544  
963 East Worthsville Road  
Greenwood, IN 46143  
friendshipkids.com

Leadership Team  
Stacey Ferguson and Glory Johnson  
317-535-2544  
[childcare@experiencefriendship.com](mailto:childcare@experiencefriendship.com)

Billing  
Jessica  
317-535-2544  
[childcare@experiencefriendship.com](mailto:childcare@experiencefriendship.com)

24. Keyless Entry

This system is another safety feature we have added to secure the front entrance of our building. The building will remain locked during business hours from 6am-6pm Monday-Friday. To enter the building parents will be given a 4-digit code to enter on the key pad.

This code is NOT to be given to any person other than the parent or legal guardian of a child in our care.

Relatives and other persons authorized to pick up your child from care will need to ring the "Guest Doorbell" and an employee will come to the front door to assist them. If for any reason you do not receive a response after ringing the doorbell, please call 317-535-2544 for further assistance.

Abuse or the sharing of any security code with an unauthorized person will result in immediate dismissal from services, or suspension from using our keyless entry. If you lose your keyless entry privileges, you will be required to ring the "guest doorbell" for your entry needs.

**DO NOT hold the door open for anyone other than your own family. Each person authorized to enter the building has their own code to do so. Not holding the door open for others keeps your children safe from anyone entering the building that does not, or should not, have access to the facility.**

ALL visitors/parents/guardians must use the front door to enter and exit the building.

25. Records and/or Forms Requests

A parent, guardian, or third party must submit a Friendship Kids Records Request form for any documentation or forms requiring information of any kind regarding students, attendance, or financial records. Requests of this nature may be listed as, but not limited to, attendance records, certified statements from a teacher or caregiver for medical or legal purposes, or the completion of any legal forms. Once the Friendship Kids Records Request form has been received by the



office staff, the request must be approved by the Director to be processed. Please allow a minimum of 14 days to process your request. There will be a flat \$7.00 fee per request, and a charge of \$1.00 per one-sided page for copies of records. For security reasons, records will not be faxed or emailed. Records will not be released until all fees are paid in full, no exceptions.

## 26. Parent Resources

As a ministry of Friendship Church, we can offer several helpful resources for parents and families. Resources offered include:

### 1. Services Every Weekend

We have amazing experiences for you and your family every Sunday morning.

A. For adults and children 7th grade and older we have a very contemporary casual service that includes a full band, followed by a message from Pastor Dave with principles you can immediately begin to apply in your life. The dress is very casual; wear whatever you are comfortable in, and we have a full coffee bar to aid your early morning needs!

B. For 5th and 6th graders we have an interactive, fun, and exciting environment for any Intermediate age students to ignite their passion for Jesus Christ! This is a great ministry that understands the difficulties of being a kid during this time of life and they want to do everything they can to help 5th and 6th graders transition smoothly during this phase of their lives. Ignite meets in the space directly to your right when you enter the building at Friendship. It meets Sundays during the 10:30AM service!

C. For kids Kindergarten - 4th Grade we have a high energy and action-packed Kids Zone ministry space where kids can also find out what the Bible says on a level they can understand and apply. We are passionate that God's word isn't boring! Jesus wasn't, so we aren't!

D. For our Preschoolers (3yrs-5yrs) we offer an interactive and hands on Kids Zone experience as well! Your kids won't even know they are learning because they will be too busy having fun. We believe preschoolers need to experience the world God made with all five of their senses! Just like Friendship Kids Preschool and Childcare, we will enjoy music and song and dance time, as well some interactive and fun crafts and experiments!

E. For our Toddlers (1yr-2yrs) we offer two play spaces with equipment just their size, and several educational and interactive toys. We have enthusiastic volunteers who have all completed our rigorous security screenings, and have been trained in our safety procedures to ensure the highest level of care for your little ones!

F. For our newest arrivals (Birth-Crawlers) we have a clean and safe play space complete with bouncy seats, swings, and special "tummy time" play mats. Parents can notify our trusted staff of feeding or nap times, and we offer comfortable rocking chairs for nursing mothers as well. Anytime your child needs comforted by a parent, we will be sure to notify you discretely and quickly via text message.

### 2. Small Groups

Friendship Church offers several small groups that meet in homes close to your area! We cover several topics that you may want more information on, such as Marriage, Finances, the Bible, and Parenting just to name a few. Check out our website, and click on the Ministries Tab. You will find the Small Group section that will tell you all the different options we have to fit your needs! You can register online while you are there!





### 3. Books and blogs

We have several recommendations for any situation you may be facing. We can guide you to trusted authors who will give you solid information based on God's word. Topics can range from recovering from abuse, struggling in your marriage, going through a divorce, how to be a single parent; we know the list goes on and on. The bottom line is, we are here to help! At Friendship we welcome you, and encourage you not to let a situation or circumstance keep you from experiencing the support you need.

Here are some of our most recommended family resources.

#### Books for Kids and Parents:

[The Jesus Storybook Bible: Where Every Story Whispers His Name](#) by Sally Lloyd-Jones

[365 Ways to Say "I Love You" To Your Kids](#) by Jay K. Payleitner

[The Beginner's Bible](#) by Kelly Pulley

[The Beginner's Bible- Kid Sized Devotions](#) by Kelly Pulley

#### Books for Parents:

[NLT \(New Living Translation\) Study Bible](#) by Tyndale Publishing

[Real Marriage](#) by Mark Driscoll

[Love and Respect](#) by Emerson Eggerichs

[Married Life](#) by Mark Driscoll

[When I Do Becomes I Don't: Practical Steps During Separation and Divorce](#) by Laura Petherbridge

[Co-Parenting Works!: Helping Your Children Thrive After Divorce](#) by Tammy DaughtryRid of [My Disgrace: Hope and](#)

[Healing for Victims of Sexual Assault](#) by Justin Holcomb and Lindsay Holcomb

[Every Man's Battle: Winning the War on Sexual Temptation One Victory at a Time](#) by Stephen Arterburn and Fred

Stoeker

[Every Woman's Battle: Discovering God's Plan for Sexual and Emotional Fulfillment](#)

by Stephen Arterburn and Shannon Ethridge

[Parenting Beyond Your Capacity: Connect Your Family to a Wider Community](#) by Reggie Joiner and Carey

Nieuwhof

[Water From The Rock: Finding God's Comfort in the Midst of Infertility](#) by Becky Garrett, [Donna Gibbs](#) and Phyllis Rabon

#### Other Resources:

Dial 211- This resource can help you find out if you qualify for food assistance through the government, or other government programs should you need it.

[connect2help211.org](http://connect2help211.org)

#### Blogs:

Dave Crandall- <http://davecrandall.me/>

Ron Edmonson- <http://www.ronedmondson.com/category/family>

Focus on the Family- <http://www.focusonthefamily.com/>

