



**An Unlicensed Registered Ministry with the State of Indiana**

**Daycare Policy Handbook  
2026**

**A Ministry of:  
Antioch Bible Church  
3007 E US HWY. 50  
Washington, IN 47501  
(812)254-2443 – Daycare Parent Line  
(812)254-2695 - Fax**

## Table of Contents

<u>Subject</u>	<u>Page</u>
Mission Statement	3
Hours of Operation	3
Ages	3
Classrooms/Tuition/Late Fees	3
Scheduled Closings	4
Enrollment and Termination	4 and 5
Brightwheel (Communication App)	5
Payment Options	5
Reduced Tuition Weeks	6
Drop off and Pick up Procedures	6
Sick Policy	7 and 8
Lice Policy	8
Discipline Policy	9
Meals	10
Personal Items	10
Nap Time	11
Weather Policy	11
Field Trips	11
Emergency Procedures	11
Forms Required	12
Non-Discriminatory Policy	12
About Antioch Bible Church	12

### **Mission Statement**

Antioch Preschool and Daycare’s mission is to share the Gospel and minister to the whole family. Our desire is that the seeds we plant each day will develop into families strongly rooted in the Word of God. We strive to provide a safe and loving environment where we include scripture and Biblical truth in our classrooms each day. To God be the glory.

### **Hours of Operation**

Monday – Friday 7:30-5:30 pm

Please Note: We close at 5:30, please arrive before 5:30 to pick up your child. Everyone should be out of the building by 5:30.

### **Ages**

18 months – 6 years old (Kindergarten enrollment)

### **Classrooms/Tuition/Late Fees**

Classroom designation is determined by age and classroom readiness after an evaluation/recommendation by the classroom teacher and the director. Tuition is then based upon the classroom that each individual child attends. The classrooms and MONTHLY tuition rates, are as following:

<b><u>PROGRAM</u></b>	<b><u>FULL TIME</u></b>	<b><u>PART TIME</u></b>
Toddlers	\$667	\$503
Preschool Age	\$626	\$462

*(Full Time = 4-5 days a week)      (Part Time = 3 days or less)*

The tuition is due on the 1<sup>st</sup> Monday of the month that your child attends. **A late charge of \$5 will be charged to your tuition** if not paid by the first Wednesday at 9am of that month. Please do not deduct for absences. Continued late payments and/or an outstanding balance of two weeks will result in the dismissal of your child from Antioch Daycare. If you are financially unable to pay monthly, we will arrange a different payment plan.

If you would like for your child to come more than the number of part time days indicated at contract signing, please call the childcare center at 812-254-2443 to see if space is available for the day. If the space is available, please bring them but note that the tuition will increase to the full-time rate for that week.

### **Scheduled Closings**

Antioch Daycare will be closed and **there will be a charge** for the following Holidays. It is the parents' responsibility to find alternate childcare for these days.

**Labor Day**

**Thanksgiving Day**

**Christmas Eve**

**Christmas Day**

**New Year's Day**

**Good Friday**

**Memorial Day**

**Independence Day**

**We will be closed on Friday, November 25<sup>th</sup> (following Thanksgiving), but there is no charge for this day.**

### **Enrollment and Termination**

For children 18 months and older, positions in childcare are considered "open" unless a non-refundable deposit of one week's tuition is paid. This will hold your child's spot for a period of two weeks after the scheduled start date specified in the childcare contract.

Children who normally attend Daycare during the school year but will be taking the summer school break off can have their spot saved for the fall by paying one month's tuition by June 1.

New enrollments will be placed in Antioch Daycare on a 30-day trial basis. This allows all parties to get acquainted, and if there are any personality conflicts, disciplinary problems, etc., each party has the opportunity within the trial basis to terminate care from Antioch Daycare and seek alternative care. No refunds on paid up childcare tuition will be given during this trial period if the parent decides to seek childcare elsewhere. Following the trial period, two week's tuition paid notice must be given to terminate the contract by the parent. The tuition fees normally due during those two weeks will be charged at normal rates even if the child doesn't attend during the two weeks.

Classroom movement from a toddler age classroom to a preschool age classroom the classroom includes (but is not limited to) the following requirements:

1. Space availability/needs
2. Developmental assessment done by the teacher and Director
3. Independently potty-trained (no pull ups/diapers, able to go to the bathroom unassisted)
4. To maintain enrollment in a preschool age classroom, children must maintain their ability to be independently potty-trained.

Antioch Daycare reserves the right to terminate this contract at any time for sufficient reasons including, but not limited to:

- Consistent late payment, (delinquent account = Non-payment for two weeks. You will then be required to pay your balance in full and the next monthly payment in full.)
- Consistent misbehavior or unruliness of the child or parent(s)
- Unforeseen problems which may occur with the child or parent(s), or if Antioch Daycare is unable to meet the needs of the child.

### **Brightwheel (Communication App)**

Brightwheel is an app we use to communicate with our families. You will receive an invitation from us at enrollment. Each family must have an account. We will notify you of closings, field trips, things your child needs, etc. We also send photos and videos occasionally. We know that life can be very busy, and we want all our families to stay informed & involved.

To contact a teacher, please use the app Brightwheel or use our daycare parent phone line 812-254-2443. Please do not message teachers through social media or text/call their personal phones.

### **Payment Options**

Online: We utilize the app Brightwheel for our online payment option.

Check: If paying with a check, please place the check in the payment envelope and then the drop box located next to our daycare entrance.

Cash: If paying with cash, please see a lead teacher. They will write you a receipt and place your payment into a payment envelope. Do not put cash into the payment drop box before obtaining a cash receipt from a Lead Teacher. Do not send money in with a child to the teacher.

Payment Envelopes: Please fill out the front of the payment envelope designating what you are paying for (childcare fees, preschool fees, late charges, late pick up fees, etc.) Regardless of your designation, we may apply payment to clear any tuition charges first if necessary and then apply payments to other fees.

### **Reduced Tuition Weeks**

Each contract year, you will be given the option of reduced tuition weeks that can be used for sickness, vacation, or personal days, after the child is enrolled for a minimum of 90 days. A reduced tuition week consists of the number of regularly attended days per week. Reduced tuition weeks may be used when a child is absent for 5 consecutive regularly scheduled days (full-time enrollees) or 3 consecutive regularly scheduled days (part-time enrollees) for any reason. You will receive one week of 100% tuition credit and one week of 50% tuition credit that can be used during the contract year (January-December). Use of reduced tuition weeks will not cause a loss of enrollment status. Reduced Tuition Week Credits will be reflected in the following monthly billing cycle.

In addition to these tuition reduction weeks, a one-time bonus week of 100% tuition credit may be used under the following circumstances:

1. Week is taken during the school calendar year's Fall, Christmas, or Spring Breaks.
2. A 30-day notice is given prior to the School Break.

**There will be no fee adjustment for shorter periods of absenteeism.**

### **Drop off and Pick up Procedures**

Drop off: For the protection of your child, your child's teacher will check your child in every morning at the door.

Pick up: We require that you check your child out daily. Your child will not be allowed to leave Antioch Daycare with anyone who is not listed on his/her enrollment form unless a prior written notice or phone call from the parent has been made to the childcare center (812-254-2443). *Anyone unfamiliar to the caregiver must present a photo ID.*

Absent or will be late: It is required by Antioch Daycare that you notify us if your child will be out for the day or is arriving after 9 am. If for some reason you are running late either in the morning or the evening, please call 812-254-2443 to let us know, or notify us via Brightwheel. For safety reasons, all daycare doors will be locked for the entire day. Call the daycare parent line if needing assistance entering the building. Please do not enter the daycare through the north office building doors.

Potential late pickup charges: We understand that on occasion there may be times when you arrive late to pick up your child. If you are going to be late, we would appreciate a phone call so that we can reassure your child that you will be here shortly. After 5:30pm a charge of \$1.00 will be applied for every minute you are late. If you are late picking up your child, you will receive a late pick up notice with applicable fees assessed on the next day they are in attendance. We ask that you please bring cash or a check made out to Antioch Bible Church to cover this fee. Your late fee is due no later than one week after the notice was sent home.

## **Sick Policy**

Please do not bring your child to daycare if they have ANY of the following symptoms:

Fever of 100 or higher  
Vomiting  
Any parasitic infestation (lice, scabies, & etc)  
Excessive Coughing  
Chicken Pox  
Discharge in or around eye  
Any nasal discharge that is not clear  
Diarrhea  
Any other communicable disease  
Any unexplained skin rash

A fever does not need to accompany any of the above to be a qualifying sick policy symptom. Your child's lead teacher will use their judgment.

If your child becomes sick at home or at daycare, they will not be allowed back until they are symptom free without medication for 24-48 hours depending on state recommended time frame. Any other childhood illnesses or diseases will be dealt with on a case-by-case basis at discretion of the Lead Teacher in his/her classroom.

If your child is sick enough to require prescription medicine or suspected of being sick (ex. conjunctivitis, rash, strep throat, bronchitis, pneumonia, etc.) Antioch Daycare requires you to keep your child home until he/she has been on the prescribed medicine for 24 hours and the child is no longer contagious. For conjunctivitis (pink eye) we require 48 hours.

If your child becomes sick while they are at daycare, the Lead Teacher will make the decision if he/she is too sick to remain for the day. Once the decision is made that your child needs to leave, you will be notified and asked to pick up your child within 30 minutes of the phone call. Your child will then be separated at this time from the others to limit exposure. If you do not pick your child up within that 30-minute time frame, our late fee policy will be used (see page 6). You will receive a late fee notice the next class day that your child is able to attend. Refusal to pay fees will result in the dismissal of the child from Antioch Daycare.

If you request that daycare staff administer (*non-prescription or non-narcotic prescription*) medications to your child while at childcare, you must complete the medication release form beforehand. All medications must be in the original container and/or box (*with pharmacy label if prescription*) and clearly labeled with the child's full name, directions for the proper dosage, and time to be administered. Appropriately marked dosing cups/droppers must be provided by parents for administration. Unless

otherwise noted by parent, we will dispose of any medication that is expired. We do not administer eye drops of any kind.

***We will not administer narcotics to your child under any circumstances.***

All children are required to submit a medication form, signed by your pediatrician, listing all medications (prescription and non-prescription) including diaper ointment, gas drops, pain reliever, sunscreen, lip balm, etc. your child will need while in our care.

### **Lice Policy**

If head lice are suspected, the administrator/director will examine any child suspected of carrying head lice.

The presence of nits or lice will be reported to the parent of the child and arrangements will be made for immediate pick up to begin treatment. Following treatment and upon return to the Daycare, the child should be accompanied by the parent and must be checked by the Director to determine if the treatment was satisfactory. If unsatisfactory treatment is determined by the Director, the child will be sent home with the parent. Evidence of lice or live nits would be the reason to determine that a child should be sent home. If there is no evidence of remaining nits, the child will be allowed to return to the Daycare.

Other parents will be notified and informed of remedial measures when evidence of head lice is present but not told who has the lice.

If a child is sent home with live lice five times in a calendar year due to head lice infestation, the child will be terminated from Antioch Daycare. After the child is terminated, the Director will make a referral to the Daviess County Office of Family and Children, and the Daviess County Health Department will be notified.

***We will notify The Department of Human Services if abuse or neglect is suspected of any child.***

## **Discipline Policy**

A gentle but firm reminder of inappropriate behavior is all that is usually needed. At Antioch Preschool and Daycare, we try to create an environment for a child that is self-correcting. We use a “Step Discipline Policy.”

- Step 1: Try to have children work out the problem. Redirect and explain the problem to the child.
- Step 2: Redirect/ Warning
- Step 3: Thinking Time – Time to reflect on your actions & how you can change them. (thinking time= 1 minute for every year in age)
- Step 4: Your child’s teacher will send home a message to the parent or guardian via Brightwheel. A conference may be set up to discuss the behavior with the parent.

Our goal is to help each child develop a strong sense of self-discipline, self-esteem, and to work out one’s own problems. Each child and each situation is different. Therefore, one step might work better for one child than another

### **In discipline matters involving serious physical consequences such as biting, or extreme hitting/kicking, the “Three Strikes and Out” policy may be implemented:**

This policy is only initiated when the behavior occurs more than 3 times in one day consistently over a week’s time.

-First incident of this type, the parent of the child will be notified by Brightwheel.

-Second incident of this type, a Parent/Teacher conference will be required.

-Third incident of this type, your child will be removed from Antioch Daycare for one week.

Tuition fees will remain due during the week of absence. If the behavior continues upon returning to the classroom after the week out, the child will then be asked to not participate for a month. Tuition fees for one week will need to be paid during this month-long absence to hold the child’s spot at the center. If the child continues with the behavior following the month-long absence, the contract will be terminated, and the child will not be allowed to re-enter the program for six months or at the discretion of the Director.

## **Meals**

**Breakfast:** Breakfast is included in your tuition. We finish serving breakfast at 8:30am (8:15am for children attending AM Preschool). If you are arriving after this time, please make other breakfast arrangements for your child before arriving.

**Lunch:** You provide your child's lunch every day. We are unable to heat or refrigerate lunches. No candy or soda is allowed.

**Afternoon Snack:** A snack is included in your tuition.

## **Personal Items**

Your child will need some personal items at daycare. This includes diapers (for those not potty-trained yet), extra clothes, and nap time essentials. You will be required to send your child 2 sets of extra clothing (labeled with child's name). Please remember to change them out as the seasons change. Children will experience water activities, outside play, occasional bathroom accidents, etc. Please remember that children will be taken outside (weather permitting) for play and each child should be dressed appropriately. Closed toed shoes are best for outside play. Avoid sending your child to daycare in sandals, crocs, or dressy shoes.

Each child will need to bring one small blanket and a travel-size pillow. Due to state regulations, no blanket should hang over the sides of the cot to create a tripping hazard. No SLEEPING BAGS, COMFORTERS, OR NAP MATS (combination pillow/blanket sets). Please label all items. One stuffed animal is permitted (if necessary) but it is not encouraged. Antioch Daycare staff will launder these items at a minimum of once per month. If your child is sensitive to certain detergents, you will be required to take home and wash their nap time items once a month.

Please do not send your child in "Pull Ups". If you are currently sending your child in diapers, we will not be potty-training them during the day. Potty training underwear and extra clothes are best. Exception: diapers (not pull ups) may be used during nap time in the toddler age classrooms for our potty-training children but are not allowed at all in the preschool age classrooms.

We will notify you via Brightwheel to let you know if your child needs any additional personal items. If these supplies are not replenished by the parent on a regular or as-needed basis, a charge will be assessed to cover the cost.

Please keep all personal toys, jewelry (including teething necklaces), hats (unless for sun protection), money, phones, tablets, etc. at home.

### **Nap Time**

Nap time (or rest time) is from 1-3pm each day for the preschool age children and 12:30-2:30 for the toddlers. We do not require that every child sleep, but we do require every child to lie on a cot quietly for the entire time. After an hour, if a child is quiet, we will offer the child quiet toys or books until the other children wake up.

### **Weather Policy**

In the event of inclement weather, Antioch Daycare will do its best to remain open. If a road emergency is declared, we will be closed. Should we find it necessary to close due to inclement weather, we will notify you via Brightwheel for closings or delays. If the parking lots are snow covered and icy, you may be asked to drop off and pick up at the West End door of the large building under the canopy.

For outside playtime, all classes will go outside if the temperature is 40 degrees or above and not raining. We will not go outside if there is an excessive heat warning. Please dress your child in the appropriate outerwear and shoes. Fresh air is so good for our children, we try our best to get them out when we are able.

### **Field Trips**

We take our preschool age children on routine field trips using church vans. Parents will be asked to install a car seat/booster seat in the vans for their child to use. If the child doesn't have a car seat/booster seat available for use on the day of the field trip or does not arrive by 9am or the noted time, the child will not be able to participate in the outing. If you would like to attend the field trip with your child, we ask that you meet us at the location with your child.

### **Emergency Procedures**

All staff/caregivers of Antioch Preschool and Daycare are trained in Pediatric First Aid, and many have other training such as Pediatric CPR/AED certification. Antioch Preschool and Daycare will have monthly fire drills and periodic drills for other emergencies such as tornado, and earthquakes. The evacuation and/or procedures for these emergencies are posted in each classroom. The children practice safe and fast evacuation from the building. All teachers have been trained where to take their children in the case of an emergency. Local weather stations will be used to obtain the latest weather updates. In the event of an emergency, we will contact you via Brightwheel or by phone for pick up instructions or early closings. Should our facility be uninhabitable, we will evacuate to the shelter house across the bridge on the south side of the property. If families cannot enter our driveway for any reason, Providence Mennonite Church is our designated meeting location for families. We will make every effort to call all parents with emergency information.

### **Forms Required**

Parents will be given these forms at enrollment by the Director.

1. Parent's Notice
2. Immunization Records
3. Enrollment Form
4. Policy Agreement
5. Consent to Release
6. Consent of Emergency Care
7. Field Trip Permission Trip
8. Discipline Statement
9. Medication Release
10. Hands Pest Control Agreement

The above information obtained from parents for enrollment will need to be updated periodically as the information changes. This is the responsibility of the parents to inform the Director of changes in address, contact info, immunization records, etc.

### **Non-Discriminatory Policy**

Antioch Preschool and Daycare accept children of any race, color, nationality, gender, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Antioch Preschool and Daycare

### **About Antioch Bible Church**

Christian care and education is more than a weekday program. It occurs daily in your child's life through your own example. To strengthen your growth and witness and to further develop your child's growth opportunities, we encourage you and your family to worship together each and every Sunday. If you have no current church home, we invite you to join us for worship. Bible study begins at 9:00am each Sunday morning. Full ministry programs are available during the 9:00am Bible Hour for children from birth to 8<sup>th</sup> grade. Family worship begins at 10:00am with childcare available for children from birth through 3 years old. It is our purpose and goal to unconditionally accept all people and guide each person into an active relationship with Jesus Christ.

***If you have questions about Christian doctrine and church life, our church staff and Elders would be happy to talk with you. Please call the church office at 812-254-2651 with any questions.***