



Office: 1423 Chase Court. Carmel, IN 46032
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www.offthewallsports.net



Admission Rules and Policies:

Owners: Dale Moulton and Dan Peeples

Director: Rebecca Silveus

Program Description:

Our program focuses on all areas of child development; mental, social, emotional and physical developments are all very important to us. The curriculum is designed to have themed weeks and days which change every month. There will be at least one activity each day that will enhance every aspect of each child's development.

Typical Schedule:

6:30 - 7:30 am Early Drop-off
7:30 - 8:30 am Breakfast, Regular Drop-Off/Center Play
8:30 - 9:00 am Circle Time/Group Learning
9:00 - 9:30 am Morning outside Play
9:30 - 10:00 am Morning Snack
10:00 - 11:30 am Activity
11:30 - 12:30 pm Lunch/Story Time
12:30 - 3:00 pm Rest Time
3:00 - 3:30 pm Afternoon Snack
3:30 - 4:00 pm Afternoon outside play
4:00 - 4:30 pm Activity
4:30 - 5:00 pm Regular Pick-Up/Center Play
5:00 - 6:00 pm Late Pick-up

Drop-off and Pick-up:

Normal drop-off time is between 7:30 am and 8:00 am. Early drop-off is from 6:30 am and 7:30 am. Notification for early drop-off is required by 5 pm the day prior to the needed date.

Normal pick-up time is between 4:30 pm and 5:00 pm. Late pick-up is between 5 pm and 6:00 pm. Notification for late pick-up is required by 5 pm the day prior to the needed date. If a child is picked up after 6:00pm there will be a \$10 charge per 15 minutes starting at 6:01pm.

Parents will be required to check children in and out (by name and time) every day in the main office. It is the responsibility of the parent/guardian to make sure this is done daily. It is also the responsibility of the parent/guardian to make sure the teacher is aware that you are dropping off or picking up your child from their classroom/area. The teachers must also check children in and out by name and time, for their classroom records. Only pre-arranged parents or guardians will be allowed to pick campers up. NO EXCEPTIONS. Photo ID will be required at time of pick-up.

Off the Wall Sports will not release a child to a person believed to be intoxicated or impaired in our opinion. If there is no way to avoid such an occurrence the proper authorities will be notified immediately.

Early Drop-off and Late Pick-up Activities:

Children being dropped-off early and being picked-up late will usually be in our main classroom area. They will be allowed to play in centers or just relax. If they wish, they may be allowed to help teachers set up or put away materials used for the day.

Alcohol/Tobacco/Firearms/Illegal Substances:

Off the Wall Sports prohibits the use of alcohol, tobacco, firearms, and illegal substances on its premises during the operation hours of the child care. The only exception would be a law enforcement officer (or like profession) carrying a licensed firearm.

General Health:

Health and hygiene is very important. We always do whatever we can to make sure the children know proper hygiene and that their health comes first. This includes but not limited to, washing hands before meals and snacks, after toileting and messy activities, cleaning/disinfecting eating areas, cleaning/disinfecting toys and playing services regularly and cleaning/disinfecting cots after use. Our employees are held to this same standard about hand washing; their health and hygiene affect the children greatly. It is their responsibility to make sure all health and hygiene policies and standards are followed.

Illness:

Children or employees with a fever or illness should not attend that day. If your child has a fever or is believed to have a communicable illness or disease the parent/guardian will be contacted immediately to pick up their child. In the event that your child becomes ill while in our care, that child will be separated from other children, and directly supervised. Ill children will not be allowed to return until they are free of symptoms. In some cases they must be free of symptoms for 24 hours before they may return. Off the Wall Sports will not issue refunds for days missed, but will at its discretion; allow make-ups for missed days if applicable (on a space available basis).

Medications:

Children requiring medications need to have a parent check medications in and out each day with the director. Parents need to make sure the director is clear on dosages and times of use. All medications, prescription and non-prescription, must be marked with child's name, medication name, dosage and use, and expiration date. Off the Wall Sports has the ability to provide children with sunscreen, insect repellent, medicated ointment and child's pain reliever when needed and/or by parents request and authorization.

Emergency Medical Care:

In the unlikely event that a medical emergency arises with your child, all possible measures will be taken. These measures include, but are not limited to: First Aid, CPR, Ambulance, ER visit, etc. The care of your child comes first; parents/guardians will be contacted as soon as possible.

Acceptable and Unacceptable Behavior:

Off the Wall Sports should be a fun and rewarding experience for all children. Our mission is to create a learning environment through age appropriate lesson plans. We will focus on the development of children mentally, physically, socially and emotionally.

Unacceptable Behavior includes, but may not be limited to the following:

- Inappropriate vocabulary such as cursing or being sexually explicit.
- Demeaning language.
- Harassing or hazing other children.
- Physical or verbal fighting.
- Taking or use of someone else's personal property without permission.
- Leaving the group without permission or proper escort.
- Disobeying safety rules

Discipline:

Off the Wall Sports has no expectation of having discipline problems with children. Our first step in discipline is positive reinforcement, rewards for good behavior. Our second step is to redirect children from a possible problem situation. When positive reinforcement fails, our procedure is as follows:

1. A look or gentle touch by the teacher to show awareness/displeasure in activity of the child.
2. Teacher asking child to stop activity.
3. Short time-out, only to allow the child to regain control.
4. Longer time-out, only to allow the child to regain control.
5. Director conference with child.
6. Phone call to parent.
7. Director/parent/child conference.
8. Short suspension.
9. Longer suspension.
10. Expulsion

Physical restraint will not be used EXCEPT: 1) When it is necessary to ensure the child's own safety or that of others; and 2) only as long as is necessary for control of the situation.

Abuse:

It is the policy of Off the Wall Sports to prohibit any abuse or neglect of children in any form. It is our responsibility to report any signs of abuse or neglect that may have occurred while in our care or while the child was not in our care. All incidents or suspected incidents must be reported to the proper authorities.

Child Protective Services statewide phone number: 1-800-800-5556

Statewide institutional abuse phone number: 1-800-562-2407

Personal Items and Money:

It is strongly recommended that children not bring personal items that are not necessary. Necessary items would be a blanket for nap time, a change or two of clothes and maybe a personal item to be used at nap time. We ask that you not allow your children to bring toys, games or money unless pre-arranged. Children will have personal cubbies for the storage of necessary items.

Parent Visitation:

Parents are always welcome to visit without prior notice, but we do ask that you not disturb the child or activities of the classroom wherever possible. This would include but not limited to waking of other children during nap time or creating the inability of a child accomplishing an activity.

Sometimes, on occasion we will be taking field trips or excursions that would be off site. Parents will be invited and notified in any such occurrence and all proper forms and processes will be completed. All on site rules and regulations will apply in the event of a field trip or excursion off site.

Parent Communication:

It is the goal of Off the Wall Sports to have a strong relationship with parents and their children. The only way to achieve this, to the best of everyone's ability, is through communication. Please let us know if your child has any special needs for a given day or is in a particular chipper or sour mood, etc. Also, it is our responsibility to inform you of any changes or uncommon events (good or bad) of the day that may have affected your child. If your child had a particular great or not so great day, we feel you should know about it.

Any updates to the center, changes in policies or programs, upcoming events, etc. parents will be informed of by a posting in the center, an email and/or a memo sent home with your child.

Birthdays:

Birthdays are special. Off the Wall Sports will try to remember who is having a birthday. Please try to help us with a gentle reminder! Birthday snacks are allowed during afternoon snack time, but only if there is enough for everyone. Please check with staff.