



Edited
April
2024

Open Hours *Monday-Friday*
7:30am-5:30pm

Address *11605 Pendleton Pike*
Indianapolis, IN 46236

Contact Details

Phone Number: 317-855-3032

Email: vidalifeschool@gmail.com

Who We Are

We are two moms with a background in Education and a passion for children and families. Claire graduated from Indiana Wesleyan University in 2016 with a bachelor's degree in Christian Education. Michelle graduated in 2013 with a Liberal Arts Bachelor's degree from IUPUI with an emphasis on health and dental care and a minor in spanish. Michelle has been operating her own in-home daycare since her son was born in 2018.

In July 2021 Claire joined Michelle to create a new LLC doing business as Vidalife School in Indianapolis, Indiana.

Vidalife School operates Monday through Friday 7:30am-5:30pm, currently we have 20 children enrolled with a daily average of 15. In addition to Michelle and Claire who work full-time, Vidalife has 3 part-time bi-lingual Spanish speaking employees that work alongside us. Friends for 9 years Claire and Michelle have a shared passion to serve families in the greater Indianapolis area, something they have been doing for the past ten years.

VidaLife is a preschool in Lawrence offering full time or part time options for your child. We believe children learn best through play. Through intentional play, your child will have the opportunity to develop in the areas of social/emotional, language, literacy, math, science, creative arts, fine and gross motor skills.



Your child is a blessing and we are blessed that you would consider us as your child care provider. Since this is your child's home away from home, we will strive to provide a nurturing, home-like atmosphere for your child.

We will do this by caring for their physical, intellectual, emotional, and social development.

"BUT THE HOLY SPIRIT PRODUCES THIS KIND OF FRUIT IN OUR LIVES: LOVE, JOY, PEACE, PATIENCE, KINDNESS, GOODNESS, FAITHFULNESS, GENTLENESS, AND SELF-CONTROL. THERE IS NO LAW AGAINST THESE THINGS!" GALATIANS 5:22-23

House Rules

- Respect Others - share, be kind, use good manners, no hitting etc (we will work on these things daily)
- Take care of our school and everything in it
- No smoking inside or outside on school grounds

Dress and Supplies

- It is important that your child come to school ready to have fun and play. Clothes that are comfortable and washable are preferred as we play outside as much as we can.
- Please provide your child with an extra set of season appropriate clothing that can be kept in their backpack in a ziplock bag with their names on it.
- For nap time, you can provide a small blanket and crib sheet. These items must go home every week to be cleaned. Please do not let your child bring in toys for nap time. One crib sheet with name on tag or anywhere on the sheer to cover cot. One personalized blanket or name on tag. PLEASE NO STUFFED ANIMALS.
- Make sure your child has all supplies in their backpack. (diapers, wipes, changes of clothes, blankets, and cot sheets for quiet time, burp cloth, etc.)
- Please provide your child appropriately for the weather and wear tennis shoes or boots.
- Outdoor attire required and outdoor boots to stay at school. A Link will be provided for the school supply list upon enrollment.

Safety

Your child's safety is important. We will help and encourage your child to be safe just as we teach our own children. Your child will be taught safety procedures for fire, storms/tornados, crossing the street etc. Additionally, all cleaning products are up and out of reach.

All of our staff are background checked with teh state and CPR and safe sleep certified.

WEATHER SCHEDULES: Our number one priority is to keep all our staff and families safe. Vidalife is located in Lawerence township. We put our trust in Lawerence school system and will follow their decisions on delays and closures. Vidalife will notify families by 6am the morning of or if we need to close early because of weather coming in we will send out a text, email and notification through our MomentPath app. In the case of a 2hr delay Vidalifeschool will open at 9:30am. Also,we know many of our families travel from other counties. We advise you take precaution in your following counties as well. Weather days will not be able to be make up days.

Meals and Snacks

- You may choose to bring your child's lunch every day or pay for lunch that we will provide (\$4.00/day.)
- Please fill out Lunch acknowledgment form.
- If your child has any food allergies please notify us prior to the 1st day of care. We will provide two snacks for your child. Our lunches will include healthy foods options, protein, fruits, and vegetables. We are a tree nut free facility. Yes, you are allowed to bring Peanut butter.
- **No outside sippy cups or open food may be brought into the school.**

Birthdays or Special Treats

- The food must be store bought and in unopened containers.
- Here are a few suggestions for birthday or special day treats, please bring treenut free items for they pose life-threatening injuries. for those allergic:
 - Meijer brand has treenut free bakery items
 - Enjoy Life Brand and MadeGood
 - Fruit cups
 - non-food related items: stickers, crayons, slinky's, etc.

Allergies

It is up to the parent or guardian to make the staff at VidaLife aware of an allergy your child may have. Please make sure you have a doctor's note on file or fill out the medication /allergy portion of the enrollment application. Children with special diets must provide their own lunch and snacks.

Safety/ Emergency Plans

In the case of a fire, the evacuation plans are posted in each room. Each room has 2 emergency exits and one of those exits leads straight to the outside. We will be doing fire drills once a month to help our staff and students know what to do if a fire ever happens in our space. Each group will exit the building and meet in the back yard opposite side of the parking lot. In the event that there is a tornado, we have also posted tornado evacuation plans in each room. The infant room will exit the door by the hallway and proceed to the nearest bathroom. The preschool room will exit out the door to the hallway and line up on the hallway against the inside wall. In the event of any emergency we will use Brightwheel to notify all parents of what the next steps are for you. Your child's safety is our top priority.

Hours of Operation

- Our hours of operation are 7:30am-5:30pm
- Please arrive at the scheduled time agreed upon for your child's care. Creating a normal routine is good for us all. If you need care earlier than the prior agreed upon schedule, please try to give notice as soon as you know and a reminder the day before.
- We require all children to be pick up by 5:30pm If you are late you must pay \$1 per minute to the person who is waiting with your child.
- We believe a schedule is an important part of everyone's day and that consistency is key. If your child is not here by 9:30am and we have not heard from you, The child will be considered absent for the day and attendance will not be permitted. In order to provide the best care that I can for your child, stability is of the utmost importance. We teach children and cannot do so effectively if a child is not here for curriculum and learning times. Communication is KEY, so if something arises PLEASE KEEP US UPDATED! Thank you for your understanding.
- In the case of bad weather we will notify you through LineLeader Our main goal is to make sure all our students and staff make it home safely so we will follow the Indiana County Travel Status map and also follow the schools around us. In the event we will have to close because of weather payment will still be required to save your child's spot.

Vacation/Holidays

Throughout the course of the year, we will take PAID holiday days off. The days are as follows:

- New Year's Eve & New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & Day After
- Christmas Break (5-7 days off depending where it lands on the calendar)

If a holiday falls on a day when our company doesn't operate, we will observe the holiday on the closest business day. For example, if a holiday falls on a Sunday, the following Monday will be observed as a holiday. We will notify you for any additional days.

All families earn one week vacation each year. VidaLife requires each family to be enrolled for at least 6 months before a family is eligible for vacation time. Meaning; If you come 2 days, 3 days, or 4 days and you are on vacation you do not need to pay for the week you are gone. In order to use your vacation days you need to email us at vidalifeschool@gmail.com a minimum of one week prior to your child being gone. This will allow us to make any changes to your account so you will not be charged. Also, This one week tuition free will be reactivated each year. (August to August)

Fees

- Each week you will receive an invoice request from us to your LineLeader app. Payment is due on Monday (unless another day has been arranged at time of enrollment) before care for the following week.
- A Late payment fee of \$10 per day will be assessed for any payments not received by Monday, or your specific payment date. Payment for the week is required in full. If your child misses a day or is sick, no refund will be given as this allows us to hold the spot for your child. If your child will NOT need care please give advance notice (24hrs if keeping home because sick)
- There will be a one time registration fee of \$100 and there will also be a \$100 supply, snack and tech fee each semester per kid (January, May and August) to cover the cost of new curriculum and supplies for a new semester of learning.
- If your account on Brightwheel has a charge back because of insufficient fund or an account can not be located due to expiration on card we will be charging you the 25.00 fee that the company charges us.
- We require all children to be pick up by 5:30pm if you are late you must pay \$1 per minute to the person who is waiting with your child.

Non-discrimination/ Equal Opportunity Provider

Vidalife does not discriminate on the basis of race, color, family structure, disability, national or ethnic background or religious beliefs in the admission policies nor in the administration of its educational program.

Vidalife shall accept only children who are at a stage of growth and development which enables them to benefit from its program and for the age level the Vidalife is staffed and equipped to provide care. Vidalife shall not admit or maintain a child whose needs it obviously cannot meet or whose behavior would be dangerous for other children and staff at Vidalife. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to the parent.

Toilet Training Policy

We ask that all clothing must be child friendly when learning how to use the toilet. Please refrain from hard buttons and belts, or over-alls and onesies. These kinds of dressings make the bathroom a frustrating place to go sometimes. We want to make it as enjoyable as we can. WE WILL NEVER FORCE A CHILD TO USE THE TOILET.

Transportation Policy

As of right now, there are no special trips planned outside of the daycare. Your child will NOT be transported unless of emergency and at that point you will be notified by us immediately.

Authorized Persons

If your child ever needs to be picked up by someone other than his/her parents they will need to be listed on your emergency contact form in the Brightwheel app, and must show valid ID. It is also important that you contact us and let us know if someone else is picking up your child. Please make sure they know your child's car number and have it displayed where all the staff can see it. We will not allow anyone other than parents and authorized person(s) to pick-up your child if we have not had prior communication with parents about the new pick-up person, they do not have a valid ID.

Social Media Consent

We, at VidaLife Preschool, will be taking photos of students during their activities within the premises. In this regard, we seek your consent for the publishing or use of photos which your child may be included. The photos will be used for bulletin boards, marketing or advertising, and/or marketing updates posted via the facebook page, website, and/or within the walls of the daycare premises.

Should you decided to take back your authorization later on, you may do so by writing to us.

For protection of privacy of the child, we guarantee that names will not be included.

Please sign social media consent form.

Education

- Curriculum based learning with free play and dual language centered around a common theme.
- Learning Songs – nursery rhymes, action songs, seasons, weather, days of week, months of the years, etc.
- Motor Skills(infant/toddlers) - daily movement and sensory activity (dancing, playground)
- Bible stories and Christian Songs will be played through music or lessons on TV.
- Kindergarten Readiness (toddlers)- colors, shapes, ABC's, Numbers, Name Identification
- Social/Emotional - manner, etiquette etc.

Example Schedule

7:30-8:00am	Breakfast
8:00-9:00am	Independent Play
9:30-10:00am	Snack
10:00-11:00am	Themed curriculum (craft, music, sensory)
11:00-11:30am	Lunch Time
11:30-12:30pm	Outdoor Learning (STEM, nature exploring)
12:30-1:00pm	Reading and Language
1:00-2:30pm	Nap/Quiet Time
2:30-3:00pm	Snack
3:00-4:00pm	Movement
4:00-5:30pm	Free Play

Consecutive Days/Routine

children, especially the very young, thrive when they have a set consistent routine. When children feel safe, they know to expect each day. Safety is very important in the developing brain. When children feel safe, they are ready to learn and grow.

Additionally, the child will find it easier to progress through the lessons if they do not have lapses of time between their experiences in our environment.

Discipline

We will strive to offer praise for godly attitude and positive behavior. If negative behavior happens, we will deal with it in one of four ways:

1. Redirection: Child will be instructed not to continue poor choice. Next, the child will be simply explained why this attitude or behavior is not acceptable. and we will encourage your child to make a better choice next time. This way the child begins to know and understand the rules and what is expected of him/her.

2. Talking: If the issue or poor choice continues the child will receive redirection in addition to a conversation about how he/she can make better choices. This will help the child to understand and begin to articulate why what they did is unacceptable, ask for forgiveness (if needed), and what they can do next time to make a better choice. And then tell them we are proud of him/her for accepting discipline and doing better next time.

3. Time-out/ Timer: Should the behavior or attitude continue, the child will be instructed to stand in time out. We use the one minute per age of the child rule (3 years old = 3 minutes). After timeout time is over, we will follow it discussing what happened. We believe it is important for the child to learn how to accept discipline and learn to make better choices. This is the practice of self-control.

4. Removal- Should the behavior or attitude continue, the child will be removed from the activity and encouraged to try something else. (Hurting others is automatic timeout)

**If an issue or poor choice continues, the issue will be noted on the daily activity report through Momentpaths to notify the parent(s). This way we can work together to encourage your child to have a godly attitude and positive behavior. A workable solution can almost always be found.

Wellness Policy

Upon the recommendation of the Committee of Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following conditions exist:

- Fever 100.4
- Vomiting or diarrhea (even associated with teething and medication- 2 bouts in 1 hour or 3 in a day)
- Any symptoms of childhood diseases, such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, Jaundice skin or eyes
- Conjunctivitis (pink eye) must have 24 hours of drops and no seepage
- Infected, untreated skin rash or severe itching of head or body.
- Difficult or rapid breathing
- Swollen joints or lymph nodes
- Blood/pus from ears, skin urine or stool.
- Symptoms of chicken pox, impetigo, live, scabies, conjunctivitis, or strep throat etc. or any other infectious or contagious disease
- Common cold from onset through one week
- Sore throat
- Croup
- Fifth disease
- Any unexplained rash
- Pink eye or other eye infections (All eye infections are contagious. The child must be on medication for **24 hours** and not exhibiting any symptoms before coming to school)
- Cloudy or green runny noses or persistent cough
- Any communicable disease

If a child becomes ill during the day, the parent will be contacted immediately. The child will be given the opportunity to rest in an isolated room on a cot until the parents arrive. If the child is not picked up within one hour from time of notification, the parent will be contacted again. If we are unable to reach the parent, we will call the emergency contact person.

- If your child leaves school sick they may not return for a full 24 hours. It is important we work together to make sure your child(ren) and our friends at school are healthy.
- We require that a child be free of fever for 24 hours before coming to school. When in doubt, please apply the “Golden Rule”. Adherence to this policy is important to protect the health of all the children. **DO NOT SEND SICK CHILDREN TO SCHOOL!**
- If immediate medical attention is needed then we will instruct an ambulance to take your child to the closest hospital... IU Health Saxony Hospital, 13000 E 136th St, Fishers, IN 46037.
- **A permission to transport and consent to get medical attention for your child will need to be signed

Medications

- Prior to administering prescription medication, we will have your consent. You also can enter that information on the LineLeader app so we have access to it,
- All Medicine is kept in the refrigerator or in the locked cabinet in separate room. All medicine must be brought in its original bottle, which contains the directions from the pharmacist and a current date. Anytime medicine is to be given to the child, a parent must fill out a medication authorization form. Teachers will document when administered.
- Non-prescription medications will only be administered with permission following manufacturer directions unless different signed written instructions are provided by physician and/or parent.
- All medication will need to be properly labeled.
- We are required to have all immunizations on file for your child. If your child isn't vaccinated please fill out an exemption form so we can have it on file. You are not required to be fully vaccinated to attend our school.

Withdrawal policy

Registration obligates you to VidaLife until proper withdrawal notification has been made. Withdrawal notice must be in writing or email and must be received 4 weeks prior to withdrawal date or parent/guardian will be required to continue to pay tuition for the entire four weeks. If you are pulling your child for a length of time (maternity leave, summer...) but would like to hold your spot for the future, tuition is dropped to 50% per week during this time or weekly attendance can be reduced.

Handbook Acknowledgement

- I have read and understood the policies as outlined to me in this handbook. I understand that these policies may change at Vidalife's discretion and that I will be given a notice if a change is made.
- I understand that if my child is sick and needs to be picked up, I need to make arrangements to come within an hour. If there is an issue, I will contact Vidalife as soon as possible.
- I understand that my payment is due on Monday or upon an agreed day of the week of care and I will pay in full every week. If not a \$10/day late fee will be charged.
- I understand that if I have not contacted Vidalife by 9:00: a.m. that my child will not be permitted attendance for the day, so as not to disturb the schedule for others.
- I understand that this child care ministry is not licensed under the laws of Indiana. However, I understand that this child care ministry must comply with the state rules concerning sanitation, fire and life safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the child care ministry.

Child's Name: _____

Parents Name: _____

Signature: _____

Date: _____