

GOD'S BRIGHT TREASURES
MINISTRY INC.
PARENT HANDBOOK
2026-2027



God's Bright Treasures Ministries, Inc. Parent and Student Handbook

Mission Statement

At God's Bright Treasures Ministry, Inc., our mission is to provide a Christ-centered, nurturing environment where every child is valued, supported, and encouraged to grow spiritually, emotionally, socially, physically, and cognitively. We are committed to fostering a safe, inclusive, and developmentally appropriate learning environment that supports each child's individual strengths and readiness for lifelong learning.

"Train up a child in the way he should go, and when he is old, he will not depart from it."

— *Proverbs 22:6*

Philosophy Statement

God's Bright Treasures Ministry, Inc. believes that every child is a unique and precious gift from God. Children learn best through hands-on, play-based, and developmentally appropriate experiences. We believe that positive relationships between children, families, and caregivers are essential to healthy development. These relationships are intentionally nurtured within a safe, structured environment that promotes confidence, independence, and school readiness.

Equal Opportunity Enrollment

God's Bright Treasures Ministry, Inc. admits children without discrimination based on race, color, religion, national origin, sex, disability, or family status. Enrollment decisions are based on space availability and the program's ability to meet the child's needs, in accordance with Indiana law and Paths to QUALITY standards.

Standards of Operation

God's Bright Treasures Ministry, Inc. is a registered childcare ministry under the Indiana Family and Social Services Administration (FSSA) and operates in compliance with all applicable state and local regulations.

The Dearborn Hills Church Committee provides oversight and guidance for the ministry, while the Director and administrative team manage daily operations.

In our commitment to excellence, we participate in the Child Care and Development Fund (CCDF), Voluntary Certification Program (VCP), and Paths to QUALITY. We also plan to offer On My Way Pre-K services beginning August 2026, pending approval and funding.

Safe Conditions

The following procedures are implemented to ensure the safety and well-being of all children enrolled at God's Bright Treasures Ministry, Inc.:

- Children are supervised at all times by qualified staff who meet all Indiana background checks, training, and health requirements.
- All staff complete required criminal history checks, consent forms, and drug screenings in accordance with Indiana regulations.
- Children will not be present in areas undergoing construction, remodeling, repair, or painting.
- The administrative team maintains all interior and exterior areas—including walls, floors, ceilings, playgrounds, equipment, toys, furnishings, and cribs—in safe condition and free from hazards such as sharp edges, protruding nails, splinters, loose parts, rust, toxic substances, or other unsafe materials.

To maintain a healthy environment, God's Bright Treasures Ministry, Inc. will:

- Clean bathrooms, classrooms, and playground areas daily.
- Always maintain required staff-to-child ratios and group sizes, including during outdoor play.
- Sanitize toys, furniture, cots, and learning materials regularly.
- Wash and disinfect soiled items before reusing.
- Follow all applicable Indiana Executive Orders, local health department guidance, and public health requirements.
- Ensure proper handling, storage, and disposal of hazardous and biohazardous materials.
- Protect children from known hazards including blood and bodily fluids, poisonous plants, asbestos, carbon monoxide, electrical hazards, bodies of water, and vehicular traffic.

Supervision of Children

God's Bright Treasures Ministry, Inc. provides **continuous and direct supervision** of all children at all times, in accordance with Indiana Registered Ministry and FSSA requirements.

Children are supervised during all activities, including:

- Classroom activities
- Outdoor play
- Rest periods
- Meals and snacks
- Bathroom and diapering routines
- Transitions between activities or locations

Children are **never left alone or unsupervised**. At no time will a child be left without qualified staff present.

Handwashing, Cleaning & Infection Control

To prevent the spread of illness, God's Bright Treasures Ministry, Inc. follows **Indiana Department of Health and CDC infection-control standards**.

Children and staff must wash hands:

- Upon arrival
- Before and after eating
- After using the restroom or being diapered
- After wiping noses or contact with bodily fluids
- After outdoor play
- After handling trash or contaminated items

Hands are washed using soap and running water.

Classrooms, bathrooms, toys, and frequently touched surfaces are cleaned and disinfected daily. Toys mouthed by children are cleaned and sanitized before reused. Soiled items are cleaned and sanitized before being returned to use.

Confidentiality of Child Records

All child records are confidential and protected in accordance with Indiana law.

This includes:

- Enrollment forms
- Medical records
- Immunization records
- Incident reports
- Behavior plans
- Attendance records

Only authorized employees, parents or legal guardians, and regulatory agencies may access a child's records. Information may not be disclosed to other families or individuals without written permission or legal requirement.

Child Injuries and Incident Reporting

Any injury, accident, or unusual incident involving a child will be documented in an **Incident Report** and recorded in the ProCare App. Parents or guardians will be notified of injuries or incidents **the same day** they occur. Incident reports become part of the child's permanent record.

Serious injuries or medical emergencies will be reported immediately.

Parent Complaint Process

Parents have the right to file complaints without retaliation. If a concern cannot be resolved with GBT administration, parents may contact: Indiana Office of Early Childhood and Out-of-School Learning (OECOSL) 1-800-299-1627 <https://www.in.gov/fssa/carefinder>

This information is provided as required by Indiana law.

Staff Records and Training Retention

God's Bright Treasures Ministry, Inc. maintains required records for all employees, including:

- Criminal history and fingerprint background checks
- Employment applications
- Training certificates
- Safe sleep, abuse prevention, and health training records
- Drug screening and health documentation

These records are retained in accordance with Indiana FSSA and Registered Ministry requirements and are available for inspection by authorized agencies.

Curriculum

Rooted in our mission and philosophy, the curriculum at God’s Bright Treasures Ministry, Inc. supports the holistic development of young children. Our teachers implement a structured weekly scope and sequence aligned with the **Indiana Early Learning Foundations**, promoting growth in cognitive, physical, social-emotional, and language development.

Children participate in age-appropriate activities including literacy, math, science, creative arts, physical development, and STEAM-based learning. Faith-based and character-building experiences are integrated into daily routines to support spiritual and moral growth.

Ongoing observations and assessments are conducted by qualified staff. Individual progress reports are available to families upon request.

Outdoor Time

Children participate in outdoor activities daily, weather permitting. Outdoor play will be modified or limited when weather conditions pose a health or safety risk, including extreme temperatures, wind chill, heat index, storms, or poor air quality. As a general guideline, outdoor play may be limited when temperatures fall below **32°F** or rise above **90°F**, including wind chill and heat index.

During extreme heat or cold, outdoor time may be shortened or held in shaded or sheltered areas to ensure children’s safety. Parents are encouraged to send weather-appropriate clothing so children can participate comfortably.

God’s Bright Treasures Ministry, Inc. follows guidance from the **Indiana Family and Social Services Administration (FSSA)**, **Indiana Department of Health (IDOH)**, and the **National**

Weather Service. When outdoor play is not safe, indoor gross-motor activities will be provided as a substitute.

Ages of Children We Serve

- **Infants:** 6 weeks to 18 months
- **Toddlers:** 18 months to 36 months
- **Preschool 3:** Age 3 by August 1 and independently toilet-trained
- **Pre-K 4:** Age 4 by August 1 and independently toilet-trained
- **School-Age:** Kindergarten through 5th grade

School-Age Care (Kindergarten through 5th Grade)

God's Bright Treasures Ministry, Inc. provides out-of-school care for school-age children when Sunman-Dearborn Community Schools are not in session, including before and after school, Fall Break, Christmas Break, Spring Break, Summer Break, early dismissals, snow days, school delays, and school cancellations.

During the school year, bus transportation is provided by the Sunman-Dearborn Community School District to and from **North Dearborn Elementary School** and **Bright Elementary School**.

A minimum enrollment of **three (3) days per week** is required.

Children enrolled in before-school and/or after-school programs may attend full days when school is not in session. Additional fees may apply. Summer care is guaranteed only for children enrolled during the prior school year. Special arrangements may be considered based on space availability and staff-to-child ratios.

Parents must notify the administrative team or record absences in the **ProCare App by 9:00 a.m.** when a child is absent.

Infants – 6 weeks to 18 months

Toddlers - 18 months through 36 months

Preschool 3 - Age 3 by August 1 and **independently toilet-trained**

Pre-K 4 - Age 4 by August 1 and **independently toilet-trained**

School Age - Elementary school children kindergarten through 5th grade

School-Age Care Kindergarten through 5th Grade

God's Bright Treasures Ministry, Inc. provides out of school care for school-age children during times Sunman-Dearborn Community Schools are not in session. This includes before and/or after school, Fall Break, Christmas Break, Spring Break, Summer Break, early dismissal, and snow days, school delays, and school cancellations.

During the school year, bus transportation is provided by the Sunman-Dearborn Community School District to and from North Dearborn Elementary School and Bright Elementary School.

A minimum enrollment of THREE (3) days per week is required.

Children enrolled in before-school and/or after-school programs may attend full days when school is not in session. **Additional fees may apply.** Summer care is guaranteed only for children enrolled during the prior school year. Special arrangements may be considered based on space availability and staff-to-child ratios. Parents are asked to notify the administrative team or mark absences in the **ProCare App** by **9:00 A.M.**, when a child is absent.

School-Age Enrollment Options

Before School Only - Children enrolled in Before School only are guaranteed care on their scheduled days for school delays, dismissals, and cancellations. Care is not guaranteed for early dismissals.

After School Only - Children enrolled in After School only are guaranteed care on their scheduled days for early dismissals and cancellations. Care is not guaranteed for school delays.

Before and After School - Children enrolled in Before and After School are guaranteed care on their scheduled days for school delays, early dismissals, and cancellations.

Summer Care - Summer care is guaranteed only for children who were enrolled throughout the prior school year.

Schedule Changes

God's Bright Treasures Ministry, Inc. understands that family scheduling needs may occasionally change. Requests for additional attendance days beyond a child's regular schedule are subject to staff-to-child ratios, licensing requirements, and availability. The administrative team will determine whether a request can be approved. Additional fees may apply.

Swapping scheduled days without an additional charge is not permitted.

Requests to permanently reduce the number of enrolled days must be submitted in writing. Email to, hiskids@godsbrighttreasures.org at least **two (2) weeks** in advance of the requested change.

Closures and Tuition

Regular tuition rates apply during all scheduled closures, including holidays, professional development days, and weather-related closures. Families receiving **CCDF, Educare, or Latchkey** assistance may use available tuition credits to offset costs, when applicable. Please refer to the **Tuition Credits** section for additional details.

Financial Assistance (CCDF)

God's Bright Treasures Ministry, Inc. accepts **Child Care and Development Fund (CCDF)** childcare vouchers. Families who believe they may qualify based on income should apply through the Indiana FSSA Child Care Finder: <https://www.in.gov/fssa/carefinder/>. Families approved for CCDF assistance are responsible for paying their assigned **parent co-payment** in accordance with their voucher authorization. Co-payments must be paid weekly, when applicable. Failure to pay required co-payments may result in late fees, suspension, or termination of childcare services in accordance with the Tuition and Payment Policy.

On My Way Pre-K (OMWPK)

God's Bright Treasures Ministry, Inc. is **On My Way Pre-K certified** by the Indiana Department of Education.

Families who believe they may qualify based on income should apply through the Indiana FSSA Care finder website: <https://www.in.gov/fssa/carefinder/>.

Eligibility, attendance, and payment for OMWPK are governed by state program rules and funding availability. Families are responsible for maintaining current eligibility and for reporting any changes in income, household size, or employment that may affect their voucher. If OMWPK assistance is reduced or terminated, the parent or guardian becomes responsible for the full tuition amount.

Extended Closures and Tuition Adjustments

Tuition is not refunded or reduced for closures lasting fewer than **five (5) consecutive scheduled program days**.

If a closure extends beyond **five (5) consecutive scheduled program days**, tuition will be billed at **25% of the normal rate** for the duration of the extended closure. This reduced rate helps offset ongoing operational expenses such as facility costs, utilities, insurance, and essential staffing.

Inclement Weather and Emergency Closures

When Sunman-Dearborn Community Schools are closed due to inclement weather, God's Bright Treasures Ministry, Inc. will operate on a **two-hour delay**. During this delay, limited childcare services will be available at our normal opening time for families who are unable to delay their work schedules. Families who are able to delay their workday are encouraged to do so, as this helps ensure employees can travel safely.

A full closure may be declared by the administration team when necessary and will be communicated as early as possible through ProCare App.

A Level Red Snow Emergency will result in an automatic closure.

While God's Bright Treasures Ministry, Inc. strives to remain open during illness outbreaks, closures may occur when necessary to protect the health and safety of children and staff. Families will be notified as quickly as possible through the ProCare App.

Scheduled Closures

God's Bright Treasures Ministry, Inc. is closed in observance of the following holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving (Friday)
- Christmas Eve
- Christmas Day
- Election Day (when voting is held in the gym or the facility is otherwise impacted)

When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

Emergency Evacuation Plan

God's Bright Treasures Ministry, Inc. maintains written emergency and evacuation plans in accordance with Indiana FSSA childcare licensing requirements. These plans address fire, severe weather, medical emergencies, lockdowns, and other emergencies.

All employees are trained on emergency procedures. Evacuation routes, shelter locations, and emergency contact information are posted throughout the facility. Emergency drills are conducted regularly in accordance with state guidelines. Parents may review the emergency plans upon request.

Enrollment and Registration

God's Bright Treasures Ministry, Inc. welcomes children from **6 weeks through 5th grade**, subject to space availability and staff-to-child ratio requirements. Enrollment is conducted annually.

Priority enrollment is offered to:

- Currently enrolled families
- Families affiliated with **Dearborn Hills Church**

Enrollment Process

To complete enrollment, families must:

1. Submit a completed **Enrollment Application**
2. Pay all **non-refundable enrollment fees**
3. Provide required **immunization records, wellness documentation, and a birth certificate**

Enrollment is not final until all requirements are completed and approved.

Terms of Enrollment

Submission of an enrollment application does not guarantee placement or continued enrollment. God's Bright Treasures Ministry, Inc. reserves the right to deny or terminate enrollment in accordance with Indiana childcare licensing regulations and GBT policies.

Continued enrollment is contingent upon:

- Compliance with all policies
- Payment of tuition and fees
- Appropriate behavior and safety of the child
- Compliance with health and attendance requirements

Tuition and Payment Policy

Tuition is due **in advance** of services rendered. Failure to pay tuition or fees when due may result in late fees, suspension, or termination of childcare services.

Payment Methods

- Initial Fees: Check or money order
- Ongoing Tuition: Tuition Express
- Cash payments are not accepted

Tuition Express Details

Families enrolled in Tuition Express may link:

- A checking account, or
- A savings account

Payments are submitted on **Fridays** and withdrawn on **Mondays**. Families are responsible for ensuring sufficient funds are available. Returned or declined payments may result in additional fees or service interruption in accordance with the Tuition and Payment Policy.

Fees

- ACH payments: No processing fee
- Credit/Debit cards: 3% processing fee
- Returned payments: \$35 per returned transaction

Returned payments must be replaced promptly. **Multiple returned payments may result in termination of enrollment.**

Tuition Rates and Increases

Current tuition rates are listed in the **Rate Chart** or **Fee Agreement**. Rates may be adjusted with a minimum of **two (2) weeks' written notice**. Tuition increases typically occur in **August** and generally range between **4% and 10% annually**.

Late Payment Policy

Tuition is due at the beginning of each week. A late fee of **\$10 per child per day** will apply beginning **Monday evening** if payment has not been received.

Children may be excluded from care if payment becomes more than **five (5) days past due**.

Additional Fees and Refunds

An annual enrollment fee is due upon enrollment. Enrollment fees are **non-refundable**.

Tuition Responsibility and Attendance

Tuition is charged for each enrolled day regardless of attendance. No credits are issued for absences due to illness, vacation, or inclement weather, except as outlined in the **Tuition Credits** section.

Non-Payment and Suspension of Services

Tuition accounts must remain current. Childcare services may be suspended if payment is not received as required. Continued non-payment may result in termination of enrollment.

Tuition Credits

After **ninety (90) consecutive days of enrollment**, children may earn tuition credits equal to **one (1) week of care**:

- **3-day enrollment:** 3 credit days
- **4-day enrollment:** 4 credit days
- **5-day enrollment:** 5 credit days

Tuition credits may be used at the family's discretion and are **non-transferable**. Credits have no cash value and may not be refunded.

Medical Emergencies

In the event of a medical emergency, God's Bright Treasures Ministry, Inc. will take immediate action to protect the child's health and safety. Every effort will be made to contact the child's parent(s) or guardian(s) and the child's listed physician. If a parent or guardian cannot be reached, GBT will contact the emergency contact listed on the enrollment form.

If the child requires urgent medical care, emergency medical services (911) will be contacted.

All required emergency contact information and medical authorization forms must be completed and on file prior to a child's first day of attendance.

Medication Administration

God's Bright Treasures Ministry, Inc. administers medication in accordance with Indiana childcare licensing regulations.

Prescription Medications

Prescription medication will be administered only when:

- The medication is in the original container with the original pharmacy label
- The label includes the child's name, dosage, and prescribing physician
- Written authorization is provided by the parent or guardian

All medications are administered only by the administration team and are documented in the ProCare App.

Immunizations

Each child must have current immunization records on file with God's Bright Treasures Ministry, Inc. within **thirty (30) days of enrollment**, in accordance with Indiana State Department of Health requirements.

Children who are not compliant with immunization requirements, or who do not have an approved medical or religious exemption on file, may be excluded from care until proper documentation is provided. Tuition remains due during periods of exclusion in order to hold the child's enrolled space.

Communicable Disease and Illness

For the health and safety of all children and staff, parents must keep ill children at home. If a child has been exposed to a contagious illness, the administrative team must be notified. Parents must report absences through the **ProCare App by 9:00 a.m.** so staffing and meals can be adjusted. If a child becomes ill while in care, a parent or guardian must arrange pick-up within **one (1) hour** of notification. If the parent cannot be reached, an authorized emergency contact will be required to pick up the child. Failure to comply with illness pick-up requirements may result in review of continued enrollment. Late pick-up fees apply after the one-hour window.

Late Pick-Up Fee for **Illness**:

Less than 15 minutes — **\$15**

15–30 minutes — **\$25**

30–45 minutes — **\$30**

45–60 minutes — **\$35**

Health and Exclusion Standards

God’s Bright Treasures Ministry, Inc. follows **Indiana Family and Social Services Administration (FSSA)**, **Indiana Department of Health (IDOH)**, and **Sunman-Dearborn Community School Corporation** guidelines when determining whether a child may attend.

A child may be excluded if they show symptoms of a communicable illness, including but not limited to:

- Fever
- Vomiting
- Diarrhea
- Persistent cough
- Difficulty breathing
- Unexplained rash
- Lethargy
- Signs of contagious disease

Children must meet all return-to-care criteria before returning.

Illness-Specific Return-to-Care Guidelines

Fever - Temperature of **100.4°F or higher** requires exclusion. Child must be fever-free for **24 hours** without medication and have normal activity and appetite.

Diarrhea – Children who have **two or more** watery stools will be excluded from care and may return only after symptoms have resolved.

Vomiting - Must be vomiting-free for **24 hours**.

Impetigo - Must be on antibiotics for **24 hours** and lesions must be dry.

Pink Eye (Conjunctivitis) - Must be treated for **24 hours** and have no discharge.

Strep Throat - Must be on antibiotics for **24 hours**.

Scarlet Fever - Must be on antibiotics for **24 hours** with physician clearance.

Chickenpox - May return when all lesions are scabbed. Exempt (non-vaccinated) children may be excluded during outbreaks.

Ear Infections (Otitis Media) - Must be on antibiotics for **24 hours**.

Respiratory Infections - Must be fever-free for **24 hours** and symptoms must be improved.

Head Lice - May return after treatment and all live lice and nits are removed.

Scabies - May return after treatment is completed.

Hand, Foot, and Mouth Disease - May return when fever-free for **24 hours** without medication and sores are dry.

Covid-19 - Children and staff must follow **current CDC and IDOH isolation and return-to-care guidelines**. GBT will communicate return dates.

Molluscum Contagiosum - Children may attend **only if**:

- Lesions are fully covered
- Child is not scratching
- No infection is present
- Child can participate normally

Exclusion is required if lesions are open, draining, infected, uncovered, or spreading.

Bronchitis - Return allowed when:

- Fever-free for **24 hours**
- Cough is improving
- No wheezing or labored breathing
- Able to participate in activities

Doctor's note required if breathing treatments, hospitalization, or severe symptoms occurred.

Whooping Cough (Pertussis) - Return allowed when:

- **5 full days** of antibiotics completed **OR**
- **21 days** since cough began if untreated

Doctor's clearance required. Exposed individuals may require preventive antibiotics or exclusion per health department.

RSV (Respiratory Syncytial Virus) - Return allowed when all are met:

1. Fever-free for **24 hours**

2. Breathing normal (no wheezing or labored breathing)
3. Symptoms improving
4. Able to participate
5. Doctor's clearance if severe or hospitalized

Tuition applies to all absences, including illness-related exclusions.

God's Bright Treasures Ministry, Inc. reserves the right to refuse care or send a child home if symptoms develop during the day.

Birthdays and Special Occasions

If a child wishes to share a birthday or special occasion with classmates, parents or guardians must first discuss the plan with the classroom teacher. To protect children with allergies and dietary restrictions, all food must be **pre-packaged and commercially prepared**.

Homemade food is not permitted. Bakery items (such as donuts or cupcakes) are considered "pre-packaged" only when they are placed directly into a sealed box by a bakery employee and remain unopened until the time of the celebration. Teachers will inform families of any classroom food allergies so that safe choices can be made.

Communication

God's Bright Treasures Ministry, Inc. communicates primarily through the **ProCare App**. Communication between families and GBT is essential to a child's success. Families are encouraged to notify staff of any changes that may affect their child.

Parent-teacher conferences may be scheduled upon request. For confidentiality and to ensure meaningful communication, children may not attend conferences.

Photo Use

God's Bright Treasures Ministry, Inc. may take photographs of children for classroom documentation, ProCare updates, and internal program use. A signed parent or guardian consent form must be on file before any photos are taken or shared.

Confidentiality

Families may sometimes observe the behavior of other children and have questions or concerns. For privacy and confidentiality reasons, employees may only discuss information about **their own child**. This policy protects the dignity, safety, and privacy of all children and families.

Parent Participation and Volunteers

Parents and guardians are encouraged to participate in activities and special events. Parents who volunteer regularly or in classrooms may be required to complete background checks as required by **Indiana Registered Ministry regulations**.

Individuals with felony convictions, sex-offender status, or open criminal investigations may not volunteer in classrooms.

Parents with court-ordered custody restrictions may volunteer only in accordance with the terms of their court order. Parents with visitation-only rights must provide written permission from the custodial parent before volunteering.

Health and Safety - Documentation Required

Each child must have a complete registration packet on file prior to enrollment, including:

- Birth certificate
- Immunization records or an approved exemption form

Immunization exemptions must comply with **Indiana law** and be renewed as required.

Allergies

Parents of children with severe allergies must complete an **Authorization for Emergency Care for Children with Severe Allergies** form and provide:

- A physician-signed treatment plan
- Emergency medications, as prescribed

All allergy documentation must be updated at least **every six (6) months** or sooner if conditions change. Parents of children with food allergies that prevent participation in center-provided meals are responsible for supplying safe meals and snacks.

Biting Policy

God's Bright Treasures Ministry, Inc. recognizes that biting can be a developmentally appropriate behavior for children under the age of three (3). Families of children in this age group should understand that biting may occur as part of normal development.

An incident report will be completed and documented in the **ProCare App for both the child who engaged in the biting behavior and the child who was bitten.**

GBT employees focus on prevention, redirection, and positive guidance when addressing biting behavior in younger children. Staff work to identify possible triggers, including teething, frustration, limited communication skills, overstimulation, or difficulty with self-regulation. Children in younger classrooms will not be punished for biting. Instead, staff will redirect behavior and use developmentally appropriate strategies to reduce future incidents.

Families are expected to work cooperatively with staff to support consistent behavior strategies at GBT and at home. Failure to participate in required behavior support planning may result in suspension or dismissal if the behavior continues to pose a safety concern.

Children over the age of three (3) who engage in biting behavior will be addressed using the discipline procedures outlined in this handbook. For children four (4) years and older, repeated biting incidents that pose a safety risk may result in suspension or dismissal after documented intervention efforts.

For confidentiality and privacy reasons, staff will not disclose the identity or medical information of any child involved in a biting incident. Families with concerns regarding possible communicable disease exposure are encouraged to consult their child's healthcare provider.

Rest Periods

Children receive a daily rest period in accordance with Indiana Registered Ministry guidelines. Rest time typically occurs from **12:00 p.m. to 2:00 p.m.** but it may vary by classroom.

Each child is assigned their own cot, which remains with them until they transition to the next age group. Cots are arranged at least **two (2) feet apart.**

At the beginning of rest time, all children are asked to lie quietly on their cots for at least **thirty (30) minutes.** Children who fall asleep may continue resting. Children who do not fall asleep may engage in quiet, calm activities.

If a child becomes disruptive, they will be asked to rest quietly so that a calm environment is maintained for others.

Families must provide:

- One (1) small blanket
- One (1) travel-size pillow
- One (1) crib sheet

All bedding items must be labeled and taken home weekly for laundering.

Fire/Emergency Drills

God's Bright Treasures Ministry, Inc. conducts regular fire and emergency evacuation drills in compliance with **Indiana Department of Homeland Security** and **Registered Ministry** requirements. Drill dates and times are not announced in advance. In the event of a real emergency, families will be notified by phone and/or through the **ProCare App**. Children must be picked up within **one (1) hour** of notification unless otherwise directed by emergency authorities.

Families may be asked to wait briefly while staff account for all children and receive clearance from the Director or emergency personnel. Cooperation during emergencies is essential to ensure everyone's safety.

Incident Reports

If a child is involved in an incident while at God's Bright Treasures Ministry, Inc., staff will complete an **Incident Report** through the ProCare App. Reports are reviewed by the administrative team and shared with families.

Discipline and Guidance Policy

At God's Bright Treasures Ministry, Inc., we believe children are capable of learning self-control and responsibility. Children are taught that their choices lead to positive or negative outcomes. Employees **encourage positive behavior** through affirming verbal feedback, modeling appropriate behavior, and guiding children toward self-regulation.

When inappropriate behavior occurs, employees help children reflect on their actions and the resulting consequences in a developmentally appropriate manner. Redirection and guidance are used first. If a child does not respond to redirection, a **brief calming break in a supervised area within the classroom** may be used to allow the child to regain control. Children are never isolated or removed from employee supervision.

If challenging behavior continues, families will be notified and may be asked to participate in a conference to develop a behavior support plan. In situations where a child's behavior poses an immediate safety concern, a parent may be required to pick up their child.

God's Bright Treasures Ministry, Inc. **does not permit corporal punishment or physical discipline.** Children will never be hit, slapped, shaken, or spanked. Discipline practices are developmentally appropriate, respectful, and focused on teaching and learning.

Mandated Reporting

All employees of God's Bright Treasures Ministry, Inc. are **mandated reporters** under Indiana law. Any employee who suspects child abuse or neglect is required to report their concerns to the appropriate authorities.

Employees are **not permitted to investigate** allegations or discuss concerns with parents prior to making a report. Reports must be made in good faith to protect the welfare of children. Employees who make good-faith reports are protected from liability, even if the report is later determined to be unfounded.

Examples of reportable concerns include, but are not limited to:

- Unexplained injuries or marks
- Severe or degrading verbal discipline
- Inadequate supervision
- Unsafe transportation practices
- Impairment due to drugs or alcohol while caring for a child
- Chronic lack of basic needs (food, hygiene, or clothing)
- Sending a sick child to care while masking symptoms with medication
- Behaviors consistent with abuse or neglect

Parent Code of Conduct

Parents and visitors are expected to always behave respectfully. Maintaining a safe, calm, and appropriate environment is the responsibility of everyone who enters God's Bright Treasures Ministry, Inc.

Parents or visitors who violate the Parent Code of Conduct may be restricted from the premises. Continued or serious violations may result in termination of enrollment.

Prohibited Conduct

Parents, guardians, and visitors are expected to always maintain respectful and appropriate behavior while on God's Bright Treasures Ministry, Inc. property.

The following conduct is strictly prohibited:

Inappropriate Language - Profanity, vulgar language, or offensive speech is not permitted on GBT property, including buildings, parking areas, and during drop-off and pick-up.

Threatening or Aggressive Behavior - Threats, intimidation, harassment, or aggressive conduct toward staff, children, or other families will not be tolerated and may be reported to law enforcement. Such behavior may result in immediate dismissal from the program.

Discipline by Parents on Site - Parents and guardians may not physically or verbally discipline any child on GBT property, including their own child. Parents may not discipline children other than their own.

Behavior concerns must be addressed through the classroom teacher or administrative team. **Confrontational or hostile interactions with employees or other families are prohibited.** Concerns must be communicated respectfully through appropriate channels.

Smoking and Tobacco Policy

Smoking, vaping, or the use of tobacco products is prohibited anywhere on GBT property, including buildings, grounds, and parking areas.

Safety Procedures and Compliance

Parents and guardians must follow all safety procedures, including but not limited to:

- Parking only in designated spaces (**NO PARKING IN FIRE LANES**)
- Accompanying children into and out of the building
- Never leaving children unattended in vehicles
- Stopping vehicles when school buses are loading or unloading

Failure to follow safety procedures may result in disciplinary action, up to and including dismissal from the program.

Confidentiality Policy Violations

Confidentiality applies to all children, families, and staff. Parents may not seek, request, or share confidential information regarding other children or families.

Violations of confidentiality may result in disciplinary action, including dismissal from the program.

Parent's Right to Immediate Access

Parents and legal guardians have the right to immediate access to their own child while in care, as required by law. If a child is subject to a court order (custody order, restraining order, or protective order), GBT must have a certified copy of the most current order on file and will strictly comply with its terms. Without a valid court order, GBT cannot restrict a parent's access to their child. If a conflict arises, staff may contact local law enforcement.

All visitors must schedule appointments with the administrative team and will be accompanied while on GBT property. If a parent or guardian is prohibited from entering God's Bright Treasures Ministry, Inc. property due to safety or conduct concerns, GBT may be unable to continue providing care for the child, as required by law.

Dismissal from Program Services

God's Bright Treasures Ministry, Inc. reserves the right to dismiss a child from the program for cause, including but not limited to:

- Non-payment of tuition
- Repeated policy violations
- Behavior that poses a safety risk
- Parental conduct violations

Refunds of prepaid tuition (excluding non-refundable fees) will be issued within **three (3) weeks**, if applicable. Outstanding balances remain due.

Dismissed families may return to GBT property only by appointment and at the discretion of the administrative team. Harassment, threats, or inappropriate conduct following dismissal will be reported to law enforcement.

Withdrawal by Parent

Parents may withdraw their child from the program at any time with **two (2) weeks' written notice**. If notice is not provided, tuition for two additional weeks will be charged.

Firearms and Weapons

Firearms, ammunition, and weapons of any kind are strictly prohibited on God's Bright Treasures Ministry Inc. property, including in vehicles parked on the premises, except as permitted by law. Violations of this policy may result in immediate dismissal from the program and notification of law enforcement.

Food and Meals

God's Bright Treasures Ministry, Inc. **does not provide breakfast or afternoon snacks**. Parents should ensure children arrive having eaten a nutritious breakfast. GBT provides one morning snack and lunch daily. Monthly menus are posted for parent review. Families may choose to send a nutritious packed lunch instead. **Fast food is not permitted.**

Children may bring breakfast from home to eat upon arrival until **7:45 a.m.** Breakfast items will be cleaned up by **8:00 a.m.** Children must be present by **8:15 a.m.** to participate in morning snack.

Parents must notify GBT in writing of any food allergies or dietary restrictions and provide appropriate substitutes when required. GBT does **not** have the resources to provide special dietary substitutions. Food is never withheld as punishment. With written parent permission, teachers may occasionally use food for classroom activities or celebrations.

Food Safety Requirements:

- Candy bars, soda, gum, and similar items are not permitted
- Glass containers are prohibited
- GBT does not refrigerate or heat packed lunches
- Parents must pack food in containers that maintain safe temperatures
- Water bottles must have a covered spout or straw lid (licensing requirement)
- Supplemental snacks from home must be non-sugary and clearly labeled

All drinking cups and water bottles brought from home must have a covered mouthpiece, lid, or straw cover, in accordance with Indiana childcare health and sanitation regulations

All food and drink containers must be clearly labeled with the child's name and date.

Court Order

God's Bright Treasures Ministry, Inc. will comply with all valid custody, restraining, and protection orders on file. Employees may not violate or deviate from a court order at the request of any individual, except by written order of the issuing court or judge.

Any attempt to violate a court order will be documented and may be reported to law enforcement. If no valid court order is on file, GBT cannot restrict a parent or legal guardian's access to their child. If a dispute arises regarding custody or access, staff may contact law enforcement to ensure the safety of the child, staff, and families.

Arrival Procedures

Children must be accompanied by a parent or authorized adult and **physically handed off** to a GBT employee. Children must be dropped off directly with their classroom teacher no later than **10:00 a.m.**, unless prior approval has been granted by the administrative team.

Parents must check their child in on the **ProCare App** upon arrival and ensure personal belongings are placed in the child's assigned cubby. Dropping a child at the entrance and allowing them to walk to their classroom alone is strictly prohibited.

Failure to follow drop-off procedures, including failure to meet the **10:00 a.m. drop-off deadline**, may result in the child being unable to attend for the day and may lead to disciplinary action, up to and including dismissal from the program.

Separation Anxiety and Smooth Transitions

Some children experience separation anxiety at drop-off. To support smooth transitions, parents are encouraged to communicate consistent drop-off routines to their child. Goodbyes should be brief, as prolonged departures can increase anxiety.

Employees are available to comfort and support children. If concerns continue, parents are encouraged to speak with the administrative team to develop supportive strategies.

Building Access and Security

Only adults may use door access codes. Children may not enter door codes, press emergency exit buttons, or force doors open. **Access codes may not be shared with family members or with**

any authorized pick-up person. All visitors must use the intercom and be granted entry by staff. Violations of security procedures may result in restricted access or dismissal from the program.

Special Instructions and Communication

Parents must submit all special instructions through the **ProCare App** and verbally communicate them to the classroom teacher or administrative team to ensure accuracy and timely implementation.

Right to Refuse Admission

God's Bright Treasures Ministry, Inc. reserves the right to temporarily refuse admission for the day when necessary to maintain compliance with staffing ratios, licensing regulations, or safety requirements.

Admission may be refused for reasons including, but not limited to:

1. Insufficient staff to meet required ratios
2. Licensing or Registered Ministry compliance needs
3. The child appearing too ill to attend
4. Safety concerns involving the child, staff, or others
5. Incomplete, missing, or outdated required documentation
6. Outstanding tuition or fees

Tuition is not credited for days when admission is refused for the reasons listed above.

Pick-Up Procedures

Authorized adults must check children out through the **ProCare App**. If an authorized adult does not have ProCare access, a GBT employee will manually sign the child out.

Once a child is checked out, the parent or guardian assumes full responsibility for the child while on GBT property. Children may not wander through hallways, classrooms, restrooms, playgrounds, or parking areas.

Authorized Pick-Up and Identification

Only individuals listed on the child's enrollment or emergency/alternate pick-up form may pick up a child. Written authorization is required for anyone not listed. Authorization may be submitted through ProCare.

A government-issued photo ID is required until staff become familiar with the individual.

Appearing Impaired at Pick-Up

If a person appears to be impaired by drugs or alcohol at pick-up, God's Bright Treasures Ministry, Inc. must prioritize the child's safety while respecting parental rights.

If the individual is a **parent or legal guardian**, employees may not deny access solely based on impairment unless a court order prohibits release. However, employees may take the following safety measures:

- Delay release of the child when reasonably possible
- Contact the other custodial parent or legal guardian
- Contact law enforcement and/or Child Protective Services when safety concerns exist

If the individual is an **authorized non-parent pick-up person** and appears impaired, release of the child will be denied, and appropriate authorities will be contacted.

Emergency and Alternate Pick-Up Forms

Parents must complete an **Emergency/Alternate Pick-Up Form** at enrollment and keep it current.

In an emergency:

- Parents will be contacted first
- If unreachable, emergency contacts will be called in the order listed
- If a parent cannot pick up, the parent must arrange for an emergency contact to do so

Failure to arrange pick-up when required may result in dismissal from the program.

Emergency contacts must present **government-issued photo identification** and may only pick up the child unless specifically authorized to receive additional information. Only custodial parents or legal guardians may make changes to pick-up authorizations. All changes must be **in writing, dated, and signed**.

God's Bright Treasures Ministry, Inc. reserves the right to deny release to any listed individual if safety concerns exist or policies are violated.

Toys From Home

To prevent loss, damage, sharing conflicts, and safety concerns, children **may not bring toys or personal items** from home unless specifically requested by the classroom teacher for curriculum-related activities or special events.

All approved items may be inspected for safety and appropriateness and may be restricted at the discretion of the administrative team. **GBT is not responsible for lost or damaged personal items.**

Children who have a daily rest period may bring **one small plush, non-musical comfort item** for rest time only. This item must remain in the child's cubby and may not be used during instructional or play time.

Dress Code

Children participate in a variety of indoor and outdoor activities each day. Parents are encouraged to dress children in clothing that is **comfortable, seasonally appropriate, and suitable for active play**. Clothing with difficult fasteners should be avoided, as it may interfere with toileting independence.

Children must be dressed appropriately for the weather. During colder months, **coats, hats, gloves, scarves, and winter shoes** are required.

For safety, children should wear **rubber-soled, closed-toe athletic shoes**. Open-toe or open-back shoes (**including sandals, flip-flops, or Crocs without a back strap**) are discouraged due to safety risks during active play.

Extra Clothing

- Children **five (5) years and under** must have **one complete change of clothing** on site
- Children **under three (3)** must have **two complete changes of clothing**
- All clothing must be clearly labeled with the child's **first and last name**

God's Bright Treasures Ministry, Inc. is not responsible for lost or damaged clothing.

Jewelry and accessories should be minimal and safe for active play. GBT is not responsible for the loss or damage of jewelry, accessories, or other personal items.

Mid-Day Closures and Emergency Pick-Up Procedures

If God's Bright Treasures Ministry, Inc. must close during the school day, families will be notified through the **ProCare App**. Parents will be contacted first to arrange pick-up. If parents cannot be reached, individuals listed on the **Emergency/Alternate Pick-Up Form** will be contacted until arrangements are made.

If evacuation from the facility is required, staff will notify families of the **alternate relocation site**, and parents or emergency contacts must report directly to that location as directed.

Bullying and Harassment

God's Bright Treasures Ministry, Inc. is committed to providing a safe, respectful, and supportive environment for all children, families, and staff. Bullying, harassment, intimidation, or retaliation of any kind is strictly prohibited.

This includes, but is not limited to:

- Verbal abuse, threats, or derogatory comments
- Physical intimidation or aggressive behavior
- Emotional or psychological harm
- Electronic or online harassment (including text messages, social media, or messaging platforms)
- Knowingly false or malicious reports

Violations of this policy may result in disciplinary action, up to and including dismissal from the program.

Discipline

The word *discipline* comes from *disciple*, meaning “to teach.” At God’s Bright Treasures Ministry, Inc., we believe learning self-regulation is just as important as any other part of a child’s education. Children are guided using **positive reinforcement, redirection, and developmentally appropriate expectations.**

Discipline is never physical or punitive. Corporal punishment, yelling, shaming, or humiliation are strictly prohibited. Our goal is to support children in developing self-control, problem-solving skills, and respectful behavior in a safe and nurturing environment.

Infants 6 Weeks-12 Months

Parents and guardians of infants must provide the following items, which will remain in the child’s classroom and be replenished as needed:

- **A swaddle or sleep sack that allows free arm movement**
(Arms may not be swaddled)
- Two mini-crib sheets (to be sent home and laundered weekly)
- **No blankets or pillows are permitted in cribs**
- Pacifier (if used)
- **Four (4) to six (6) complete changes of clothing**
- Bottles labeled with the **child’s name and date** (Indiana licensing requirement)
- Diapers and wipes
- Diaper cream (if used)
- A **current feeding plan** (what, when, and how much the child eats)
- A **current sleep plan** that follows safe-sleep guidelines

Feeding plans must be updated as the child transitions from breast milk or formula to purees and solid foods.

Infant Feeding and Sleep Plans

Upon enrollment, parents or guardians must complete:

- A **Basic Information Form**, and

- **An Infant Feeding Plan**

The Infant Feeding Plan must include:

- Type of feeding (breast milk, formula, purees, solids, etc.)
- Feeding schedule
- Portion amounts
- All new foods must be introduced at home before being sent to GBT

This plan must be updated as the child's needs and development change. Feeding plans are kept in the infant classroom so that all staff are informed and can provide consistent care. All infants must be placed **on their backs in a crib for sleep**, in accordance with Indiana safe-sleep laws.

If an infant has reflux or a medical condition that requires a sleep position other than flat on the back in a crib, an **Alternative Sleep Authorization Form** must be completed and signed by the child's licensed healthcare provider. This form must be kept on file and always followed.

