

2026

Jolly Giraffe Handbook

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Jolly Giraffe

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Communication Policy

Open and respectful communication is key to a successful childcare relationship. Parents and providers must work together as a team, sharing important information to support each child's emotional, physical, and developmental well-being.

Methods of Communication

Primary communication will take place via cell phone and face to face communication.

- A Daycare Parent Group Message is used occasionally for reminders, schedule changes, or time-sensitive information that applies to all families. But because no one likes a group message, most communication will be a private message to parents from myself.

Please note that I **do not use a daily logging or tracking app**. With one caregiver and up to 10 children, maintaining minute-by-minute updates is not realistic and often becomes overwhelming/frustrating for both parents and provider. Instead, communication occurs **daily and naturally**.

Daily Updates

Parents are encouraged to communicate any changes in their child's life that may affect behavior or emotions, including (but not limited to): changes in routine, special events, visitors, moving, separation, divorce, illness, or death in the family. This information helps me better understand and support your child throughout the day. Face-to-face conversations at drop-off and pick-up are the primary way I share how your child's day went. I will let you know how they did overall and discuss any concerns that arose.

Written notes (such as behavior or incident notes) are used **only when necessary**, including situations where behavior needs to be documented or referenced later. **Pick-up time** is ideal for communication, as children are often settled and happily playing, allowing time to talk—and sometimes brag—about your child.

Concerns and Conflict Resolution

If at any time you have concerns about your child's care or feel there is an area where I can improve, I invite you to reach out in writing, by phone, or by scheduling a time to talk. I am always open to feedback and will do my best to address concerns thoughtfully and respectfully.

If you are feeling frustrated, upset, or concerned about something related to your child's care, I strongly encourage you to come to me directly. My intentions are always rooted in caring for your child, and I truly understand how precious they are to you. Open conversation allows us to work together and resolve concerns in a respectful and productive way.

About Texting

I will be the first to admit that texting is not my strongest skill, and I apologize in advance if responses are delayed. Please don't hesitate to **text again if needed**—I promise I am not ignoring you. Often, a **phone call** works best, and I may respond by calling instead. During **morning childcare hours**, texts will typically be **reviewed and responded to during nap time (1:00–3:00 p.m.)**, when I am able to step away briefly and give messages my full attention.

Texts sent **after hours** will be addressed **in person at drop-off the following morning**, unless the message is urgent or time-sensitive. These boundaries allow me to stay focused on the children during active care hours while still maintaining open and effective communication with families.

Building Trust

Your child spends many hours each day in my care, and trust is essential. Trust grows through consistent, honest communication, and I value building strong relationships with both children and families. By communicating openly and respectfully, we can work together to support every aspect of your child's well-being.

Daily Activities

Typical Activities

Group Play: Singing, dancing, acting, games, reading, circle time

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, duplos/legos, play sets, Household toys, pull/push toys and art materials

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards

Dramatic play: Dress up, role playing, puppetry, etc.

Outdoor play: (weather permitting) Swinging, climbing, riding toys, running, ball playing, gardening, toys, trucks, strolling dolls

Special Days: Include Birthdays/holiday parties, getting ready for holidays, and holidays.

Typical Daily Routine

Arrival and Greeting

- Breakfast and clean up
- Bathroom and/or diaper change and hand washing
- Infants (under age 2) nap in the morning (9am – 1030am) as well as the afternoon (1pm – 3pm)
- Circle time (including songs, finger plays, story time etc.)
- Pre-Kindergarten Lessons (arts, crafts, centers, pre-reading exercises)
- Bathroom and/or diaper change and hand washing
- Outdoor play (weather permitting) or other large muscle activity
- Lunch and clean up
- Nap time
- Bathroom and/or diaper change and hand washing
- Snack and clean up
- Calm down time, rug games or group video – (approximately a half an hour before pick up time)
- Parents arrive to pick up children

(Your child is released into my care after you leave the premises in the morning, and he/she is released into your care **as soon as you walk in the door at pick up time**)

Additional Helpers Policy

If illness or another emergency arises during childcare hours, every effort will be made to secure a **substitute provider** so the childcare home may remain open.

If substitute care is **not available**, parents will be notified by phone and asked to **pick up their child as soon as possible**. Most common substitute provider is my husband, Matthew Davidson. My daughter, Zoe Davidson, is employed as evening help

Whenever possible, **medical or personal appointments** will be scheduled outside of childcare hours. If a substitute provider is not available, the childcare home will be **closed for the day**.

Drop Off and Pick up Policy

Please understand, contracted drop-off and pick-up times are very important, as our schedule is planned around them.

New Morning Drop-Off Policy

Our morning routine begins promptly at **8:30 a.m.** The new drop off time is between 7:30 and 8:30 a.m. Children must arrive within this time frame so our day can begin smoothly and on schedule.

- No drop-offs will be accepted after 8:45 a.m.
- Breakfast is served at 8:30 a.m. and will not be available after 8:45 a.m.
- Please do not bring your child to daycare with food.
- Morning nap runs from 9:00 a.m. to 10:30a.m.
- Children under the age of 2 must arrive before the morning nap begins

Children that are not yet 2, will nap from 9 – 10:30.

This policy is new and is intended to maintain consistency with meals, naps, and daily activities for all children. The occasional alteration can be arranged by text message.

Afternoon Pick-Up Policy

The afternoon routine includes post-nap cleanup, dinner service, and organizing materials to be sent home. Completing these tasks before parents arrive helps ensure smooth and calm pick-up transitions.

- Pick-up begins at 4:30 p.m.
- If you need to pick up before 4:30 p.m., please text me in advance so your child can be ready with minimal disruption to the group.
- All children must be picked up by 5:00 p.m.

If an unavoidable delay occurs due to major traffic, long meetings or severe weather, please call or text me as soon as possible. At pick-up, discipline is no longer handled by the provider; parents are responsible for managing any behavior or transitions during pick-up time. Pick up after 5:15 will incur a \$25 late fee.

Consistent tardiness may result in termination of care.

Food Allergy Policy

If your child has a documented food allergy (such as milk, peanuts, tree nuts, etc.) or any other medically diagnosed allergy that requires meal modifications:

- **A doctor's note is required** detailing:
 - The diagnosed allergy
 - Necessary dietary substitutions
 - Signs and symptoms of an allergic reaction
 - Required treatment in case of accidental ingestion
 - Instructions regarding the use of an EpiPen, if applicable

Meal modifications will only be made with proper medical documentation.

Waiting for Baby & Waitlist Policies

Jolly Giraffe has **10 available spots** that are filled during the summer months leading up to the beginning of the school year in August. JG typically operates from the **first full week in August through the last full week in May**.

Holding Your Spot (Currently Enrolled Families)

If your child is already enrolled:

- You do **not** have to pay to hold your spot over the summer.
- Payment for the new school year is due **the Friday before school begins** for the upcoming week.
- Jolly Giraffe operates as a **prepaid service**, meaning payment is always made in advance.

Waiting for Baby Policy

Babies may enroll as early as **6 weeks old**. However, we understand that some families prefer to keep their baby home longer.

If you are expecting a baby and plan to begin care **mid-school year**, the following applies:

- You are responsible for payment for that spot **beginning at the start of the school year in August**, even if your baby will begin attending later.
- Payment reserves and guarantees your child's placement.
- If you are paying to hold a spot and later decide not to use it, **no refunds will be issued**.
- If you choose to release your spot, I will fill it immediately and stop charging you. However, the spot will no longer be guaranteed if you later decide to enroll.

Childcare is in high demand, and I cannot guarantee availability at random times during the school year. If you need care later in the year, the best way to secure placement is to pay to reserve the spot beginning in August.

Temporary Fill Exception

On rare occasions, I may temporarily fill your reserved spot with a short-term or part-time family while waiting for your baby to begin. If this occurs:

- You will not be charged during the temporary placement.
- Once the temporary child leaves, payment for your reserved spot will resume.

This situation is uncommon but necessary to clarify.

Waitlist Policy

A waitlist forms in the spring as inquiries for fall care increase.

- The 10 available fall spots are filled first.
- After that, families are placed on a **first-come, first-served waitlist**.
- There is **no charge** to be placed on the waitlist.
- Charges begin only after enrollment and after the first week of August when daycare opens.

If you are offered a spot and decide not to accept it, please notify me promptly so I may contact the next family on the list.

Discipline Policy

A consistent, respectful, and developmentally appropriate approach to discipline is essential in early childhood. Because children need guidance, it is important that parents and providers share a similar behavior guidance philosophy, so children clearly understand expectations and boundaries.

This childcare home uses positive behavior guidance. Children are taught which behaviors are inappropriate and why and are given acceptable alternatives. The goal is to guide behavior without making a child feel “bad” or unloved. This approach supports healthy self-esteem and helps children learn to manage emotions, make choices, and handle challenging situations as they grow.

When discipline is needed, I will:

Express disapproval of the behavior, not the child

Clearly state expectations in age-appropriate language

Help the child make amends when appropriate

Offer choices to encourage problem-solving and self-regulation

In few situations, a child may be given a short, age-appropriate time-out. Time-out is used solely as a calm-down period to allow the child time to regain control and reflect on choices—not as punishment. **No physical discipline is ever used in this childcare home.**

Parent Consistency Statement

To support children’s understanding of expectations and boundaries, **parents are expected to support and reinforce positive behavior guidance practices at home** whenever possible. While specific strategies may differ between home and childcare, maintaining similar expectations helps reduce confusion and supports emotional security.

If significant differences in discipline philosophy arise, open communication is encouraged so we can work together in the best interests of the child. **Consistency between home and childcare** promotes trust, confidence, and long-term positive behavior development.

Safety & Serious Behavior Concerns

The safety of all children in care is my highest priority. Behaviors that involve repeated, **intentional harm to others** or ongoing destructive actions will be addressed immediately with parent communication and intervention planning.

I am always willing to work closely with families to support positive change and help children develop safer behavior patterns. However, if unsafe behaviors continue despite intervention efforts, or if a child’s actions place others at risk, continued care may not be possible. This includes, but is not limited to, persistent aggressive behaviors such as biting.

Non-Compliance Clause

If a child’s behavior consistently interferes with the safety, well-being, or learning environment of the group, or if families are unwilling to support the positive behavior guidance approach outlined in this policy, a conference will be scheduled to discuss concerns and develop a plan for improvement.

If, after reasonable efforts and communication, concerns continue or the behavior guidance plan is not supported, care may be terminated to ensure a safe, supportive, and respectful environment for all children.

This discipline policy is designed to create a safe, loving, and respectful environment that emphasizes teaching, guidance, and emotional growth for every child in care.

Nutrition Policy

Children are provided with nutritious meals daily, including **breakfast (AM Snack), lunch, and dinner (PM snack)**, as determined by enrollment with the **CASY (Child and Adult Care Food Program)**. Occasionally, **cakes, cookies, or other less nutritious foods** may be served during special events such as **birthdays or holidays**.

- **Formula is provided by the parent/guardian.**
- Menus are not sent home but are available to read on the bulletin board in the daycare.
- **All other food and beverages are provided by the daycare.**
- **Juice is not served**, except for special celebrations.

CASY Food Program

I participate in the **CASY Food Program**, which provides federal funding to help offset the cost of food served in the daycare. This program requires **no financial contribution from families**. You are only required to **sign a yearly acknowledgment form** confirming your understanding of my participation in the program. CASY is an equal opportunity program.

Meal Schedule:

Meals are served on the following schedule:

- **Breakfast (AM Snack): 8:30 a.m. – 8:45 a.m.**
Whole grain cereal, milk, and an optional item such as sausage, yogurt, fruit, or bacon.
- **Lunch: 12:00 p.m. – 12:30 p.m.**
A balanced meal including a whole grain, protein, vegetable, fruit, and milk—similar to a school lunch.
- **Dinner (PM Snack): 4:00 p.m. – 4:30 p.m.**
A protein (such as yogurt, cheese, or peanut butter), fresh fruit, fresh vegetable, and a whole grain item such as crackers, tortillas, or biscuits—think a “lunchable-style” meal.

Children **must be present at the daycare when the meal begins** in order to participate in the scheduled meal. There will be no additional snacks between meals in order to protect all children from allergies and to comply with CASY standards and practices.

Family-Style Meals

All meals at the daycare are served **family-style**. While I am **not required to make children eat**, all planned meals will be **offered** to each child. Children are encouraged to try new foods, and praise is often given for “being brave” when tasting something new.

Menus

Menus are **posted on the bulletin board** in the pick-up area, with **new menus each week** rotating on a four-week schedule. State guidelines require each meal to be **balanced**, including a whole grain, healthy protein, fruit, vegetables, and milk.

No juice is served, and water is available throughout the day. Parents are welcome to send a **water bottle** that the child has practiced using; otherwise, small, lidded water cups are provided by the daycare.

No Outside Food Policy

To maintain compliance with the **CASY Food Program**, ensure consistency in nutrition, and protect children with food allergies, **outside food and beverages are not permitted** to be brought into the daycare.

This includes (but is not limited to): Meals, snacks, and drinks from home. Fast food or restaurant items. Treats brought for individual children.

Exceptions will be made only for:

- **Infant formula and breast milk**, which must be provided by the parent/guardian
- **Medical or documented dietary needs**, with prior written approval

Special occasion treats, such as those for birthdays or holidays, will be provided and served by the daycare, or planned in advance with specific requests.

Potty Training Policy

Potty training is a gradual process and should only begin when your child is **physically and psychologically ready**. During this transition, parents/guardians must provide **Huggies Pull-Ups (or similar brand)**. **Regular training pants or underwear will not be used** until your child has maintained **two continuous weeks of bladder and bowel control** in a pull-up.

It is normal for children to **make progress and then regress**, or to stay dry during the day but need a pull-up for nap time. Every child eventually becomes potty trained, and setbacks are part of the process. Consistency between home and daycare is **vital for success**, so communication and collaboration between parents and the provider are essential. Potty training is a **team effort**, and open, honest dialogue will help ensure your child reaches this milestone confidently and successfully.

Transportation

It would be very rare, but there may be instances when your child may need to ride in an automobile or van. **I will ask for written permission** unless it is an emergency.

Supplies Policy

Parents/guardians are responsible for providing **diapers, diaper wipes, powder (if used), diaper ointment (such as Desitin), and baby bottles**. To reduce the number of items transported daily, families are encouraged to bring a full package of each item to be kept at the daycare. I will notify you when supplies are running low. Please note that I occasionally purchase diapers for the daycare, and at times your child may be sent home wearing a diaper that does not match your preferred brand. If this is a concern, please let me know, and I will be sure to notify you sooner before supplies run completely out.

Parents/guardians must also provide at least one complete change of clothing to be kept at the daycare and replaced as needed. Infants may require more than one clothing change per day; please provide multiple outfits based on your child's individual needs. In cold weather, appropriate seasonal clothing is required, **including coats, hats that tie on, and mittens for outdoor play**. In warm weather, children may participate in water play and will need extra clothing for changing. **Children who are walking must have shoes provided**. Out door recess may be missed if appropriate clothing isn't provided.

Child's Medication Policy

Over-the-counter medications will **not** be given at daycare. If your child requires medication for symptoms such as fever, pain, cough, or runny nose, they should remain at home.

According to our Illness and Exclusion Policy, these symptoms may exclude a child from care. If medication is needed to manage or mask symptoms, your child is not well enough to attend daycare. Please keep your child home until symptoms improve and they are able to participate comfortably in daily activities without medication.

Prescription medicine must also be accompanied by the original packaging with instructions from the prescribing physician.

Nap Time Policy

Regular rest helps reduce irritability, supports memory and learning, strengthens the immune system, and allows children to recharge after active play. Nap time also provides important downtime, helping children develop self-soothing skills and maintain a consistent daily routine.

At this daycare, children nap **both in the morning and the afternoon**.

Morning Nap (Ages Under 2):

Morning nap runs from **9:00–10:30 a.m.** and is reserved for children under the age of two. This timing works well as it follows drop-off, breakfast, and some active play, allowing babies to rest before becoming overtired. While many parents feel their child is ready to drop this nap, my experience of over 25 years in childcare has shown that most children under two are not able to happily make it to lunchtime without this rest period.

Afternoon Nap (All Children):

The afternoon nap runs from **1:00–3:00 p.m.** and includes all children in care. Sleeping mats, portable cribs/playpens, pillows (when age-appropriate), blankets, and sheets are provided. Children may bring a favorite sleep item, such as a small blanket or stuffed animal, for comfort. There will be no pick up or drop off during nap without prior arrangements. This is to ensure all children nap soundly and are undisturbed.

Nap Time Challenges:

Nap time is required for licensed daycare homes, so all children will be expected to lie down and rest. Children are **not required to sleep**, but they are expected to rest quietly with their blanket in a calm, dim environment. Most children do nap consistently throughout their time in care. **If nap time becomes challenging**, We should communicate so we can outline strategies together. If a child is truly unable to rest during this time, they may have outgrown this program, and I am happy to offer suggestions for a more suitable preschool setting.

Nap time Pick ups:

Nap time ends at **3:00 p.m.** From **3:00–3:30 p.m.**, I am actively changing diapers, organizing belongings, preparing the afternoon meal, and transitioning children out of rest time. Zoe, my evening helper, will be present to assist. If you need to arrange pick-up between **3:00–4:00 p.m.**, please call or text in advance so I can prioritize having your child ready. Otherwise, **pick-up begins promptly at 4:30 p.m.**

Safe sleep practices

In accordance with state guidelines, Jolly Giraffe adheres to Safe Sleep Practices for children.

- ☐ **A – Alone:** Place baby to sleep alone, with no soft objects or loose bedding.
- ☐ **B – Back:** Place baby on their back.
- ☐ **C – Crib:** Use a safety-approved crib or bassinet with a firm mattress and fitted sheet.

If your child requires alternate sleep arrangements due to a medical condition a **doctor's note is required** explaining the medical reason for exemption, specific accommodations required, and any positioning or monitoring instructions.

No exceptions to safe sleep policies will be made without written medical documentation.

Illness & Exclusion Policy

To protect the health and safety of all children in care, this childcare home follows strict illness and exclusion guidelines.

Illness During the Day

If a child shows signs or symptoms requiring exclusion, the child will be separated from the group immediately (such as resting in a separate area or bed). The parent/guardian—or another authorized pick-up person listed on file—will be contacted right away for prompt pick-up. If the primary contact cannot be reached, all authorized contacts will be called until a response is received. Calls related to illness must be responded to promptly and cannot be ignored. No exceptions will be made.

Parents are expected to make immediate alternate care arrangements once notified. While I understand the difficulty of leaving work, timely pick-up is critical in a group care setting. Please respect my professional judgment if I determine your child is too ill to remain in care. There is no substitute provider available if I become ill; if I am unable to work, the childcare home must close, impacting all families.

When a Child Will Be Sent Home

A child will be excluded if they are unable to comfortably participate in daily activities or if their care needs exceed what can be reasonably provided without compromising the health and safety of others. This includes, but is not limited to, persistent coughing, continuous crying, or a constantly running nose. Symptoms commonly attributed to “teething” may still require exclusion if the child requires ongoing one-on-one care.

Although minor colds may resolve quickly in older children, illnesses spread easily in group settings and can affect infants and toddlers more severely. Ongoing nasal drainage increases the risk of secondary infections. For this reason, children with significant cold symptoms may be required to remain home until symptoms improve. Children who are ill are best cared for at home, where they can rest comfortably and receive individual attention.

Return to Care

Please inform your child’s healthcare provider that your child attends daycare during any sick visit. Written medical clearance may be required for your child to return to care. If your child receives updated immunizations, a copy of the record must be provided so it can be attached to their health appraisal.

Sibling Illness Policy

When one child in a family is sent home due to illness, siblings are also required to remain home. Illnesses are often contagious before symptoms appear, and siblings living in the same household are likely to have been exposed. Allowing siblings to attend while another child is actively ill increases the risk of spreading illness and may result in additional exclusions or daycare closure. Siblings may return once the ill child is cleared to return under this policy.

Vaccine and Medical Records Policy

The State of Indiana requires that an age-appropriate health appraisal be on file for each child.

A child may not be admitted to daycare without written documentation from the child's physician confirming that the child has received at least one (1) dose of the following vaccines, as age-appropriate: **DPT or DT, TOPV or IPV, MMR, HbCV. As required based on the child's age**

Physicals must be certified by a physician or nurse practitioner and updated annually until the child reaches age 5. For children below school age, health appraisals must include documentation consistent with Indiana Division of Public Health recommendations, outlined below:

Required Immunizations by Age:

- **2 months: DTP, TOPV, HbCV (1)**
- **4 months: DTP, TOPV, HbCV (1)**
- **6 months: DTP, TOPV, HbCV (1)**
- **12 months: MMR**
- **15 months: DTP, HbCV (1)**
- **4–6 years: DTP, TOPV, MMR**

*** MMR Requirement:**

When a child turns 1 year old, proof of the MMR vaccine is required for continued participation in daycare activities. Due to the rise in measles outbreaks and the fact that children under 1 year of age cannot yet be vaccinated, this vaccine is being closely monitored and strictly enforced.

Annual Medical Record Review

Beginning August 1, 2026, and at the start of each school year thereafter, all medical records will be reviewed. Families will receive a notice listing any missing or incomplete documentation.

- All required medical records must be submitted before a child may attend daycare during the first week of the school year.

In addition, the parent/guardian must complete a Medical Emergency Card, titled "Child Information Card," upon enrollment and update it as needed to ensure accurate emergency contact and medical information.

For a detailed list of exclusion symptoms as required by state licensing regulations, please review the information provided below.

- Temperature: **Axillary (armpit) temperature 99 degrees or greater**; until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken on children younger than 4 years Rectal temperature shall be taken only by persons with specific health training.
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
- **Uncontrolled diarrhea**, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
- Vomiting illness (**vomiting in the previous 24 hours**) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
- **Mouth sores** with drooling, unless a health care provider or health official determines the condition is noninfectious;
- **Rash with fever** or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
- **Purulent conjunctivitis** (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated; viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
- **Tuberculosis**, until a health care provider or health official states that the child can attend child care;
- **Impetigo**, until 24 hours after treatment has been initiated;
- **Strep throat** or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- **Chicken pox**, until at least 6 days after onset of rash or until all sores have dried
- **Pertussis**, until 5 days of appropriate antibiotic treatment (to prevent an infection have been completed and a licensed physician states in writing the child may return;
- **Mumps**, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
- **Hepatitis A virus**, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- **Rubella**, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- **Measles**, until 6 days after onset of rash and a licensed physician states in writing the child may return;

Measles Policy

To protect all children in care, this daycare follows recommendations from public health authorities regarding **measles exposure, quarantine, and return to care**. Measles is a highly contagious viral illness that can spread before symptoms start and remains contagious for several days after the rash appears.

Vaccination Requirements:

All children must receive the **first dose of the MMR (measles-mumps-rubella) vaccine between 12 and 15 months of age** in order to continue care in this facility.

Exposure and Quarantine (Vaccinated vs. Unvaccinated)

- **Vaccinated children (at least one MMR dose ≥ 12 months old)** who are exposed to measles may **remain in care without exclusion** if they remain **asymptomatic**, but should be monitored for symptoms for up to **21 days after the last known exposure**.
- **Unvaccinated children** exposed to measles are typically **excluded from childcare for up to 21 days after the last exposure to a confirmed case** unless they receive the first dose of MMR vaccine **within 72 hours of exposure**; if vaccinated within this window, they *may* be allowed to return to care while monitoring for symptoms.

Return to Care After Illness

Children diagnosed with measles may return to childcare **only after they are no longer contagious**, which is generally considered **at least 6 days after the rash onset** and when medically cleared.

Symptom Monitoring & Exclusion

Children exposed to measles must be monitored for typical symptoms including fever, cough, runny nose, red/watery eyes, and rash. If your child develops symptoms consistent with measles, they should **remain home**, and you should consult your healthcare provider. Local health department guidance may be followed regarding timing and conditions for return.

Non-Medical Exceptions

Children without vaccination due to valid medical exemptions may be subject to stricter exclusion rules during an outbreak at the discretion of public health authorities and the provider.

By requiring appropriate MMR vaccination and adhering to public health guidance on exposure and quarantine, this policy helps minimize risk to all children, including those too young to be vaccinated.

Any of the following communicable diseases must be also be reported to the division of public health		
RESPIRATORY		GASTRO-INTESTINAL
Diphtheria	German Measles	Giardiasis
Hemophilus Influenza Disease	Measles (rubeola)	Hepatitis A
Bacterial (spinal) Meningitis	Mumps	Salmonellosis
Pertussis (whooping cough)	Rubella	Shigellosis
Tuberculosis	COVID - 19	

Injury Policy

I closely supervise all children in my care to help prevent injuries; however, accidents may occur during normal daily activities. I am **trained and currently certified in CPR and First Aid**, and all injuries will be handled promptly and appropriately according to my training and best practices. Injuries will be handled as follows:

Injuries Occurring at the Daycare

Minor injuries (such as small cuts, scrapes, or bumps requiring basic first aid like a bandage or ice) will be treated immediately. Parents/guardians will be informed of these injuries at pick-up.

More Serious Injuries

If an injury requires more than basic first aid, parents/guardians will be contacted immediately. I may recommend that your child be evaluated by a physician.

Severe Injuries or Medical Emergencies

In the event of a serious or life-threatening injury, **911 will be called first**, followed by notification of the parent/guardian.

All injuries will be documented as required. It is essential that parents keep all emergency contact information on the **Child Information Card** current and accurate at all times to ensure timely communication in the event of an emergency.

Injuries Occurring at Home

If your child sustains a minor injury at home (bumps, bruises, cuts, etc.): Please inform me at drop-off **or** send a photo and brief explanation prior to arrival. This allows me to properly document the injury and monitor your child's well-being while in care.

Doctor Visits, ER Trips & Medical Events

If your child visits a doctor, urgent care, or emergency room for any significant medical reason (including but not limited to seizures, concussions, injuries, or illness), you must provide:

- Documentation or discharge paperwork explaining:
 - Diagnosis or reason for visit
 - Any restrictions or symptoms to monitor
 - When the child may safely return to care
 - Confirmation that the child may safely participate in normal daycare activities, including eating and napping

If an injury occurs at home that requires emergency medical attention, a doctor's note clearing the child to return to daycare is required.

Daycare Schedule:

Hours, Calendar, and Backup Care

My childcare home follows the **Vigo County School Calendar**. When the school is closed—including for bad weather—I am closed as well. Because of this, my program operates differently than a traditional 52-week childcare center that may be open 12–14 hours per day.

- **Days of the week:** M - F
- **Hours of operation:** 7:30 a.m. – 5:00 p.m.
- Designed specifically to **support schoolteachers**
- **Closed** during the **summer**, with limited optional weeks available for teachers who need time to prepare classrooms

Because I am the only caregiver, it is **strongly recommended** that families using Jolly Giraffe have a **backup caregiver** (such as a grandparent or babysitter or the ability to work from home for full weeks). I do not have substitute staff available if I become ill or need to close unexpectedly.

Thanksgiving, Christmas and Easter Breaks or other unexpected trips - You do not owe for these full weeks off.

Christmas and Spring Vacation for the daycare will follow the same dates as the Vigo County School Calendar.

Vacation Dates:

The daycare will close for one or two weeks throughout the year for our family vacation and church camp weeks. I purposefully attempt to make closings align with the days that we are already closed on the schedule. However, sometimes during the school year unplanned trips come up, especially in the case of Marching band, Cheer, and Dance as it pertains to my own children's schedules. The online calendar should reflect vacation weeks well in advance so that clients may find alternate care for the weeks. Clients are not required to pay for childcare during these weeks. However, payment for all other weeks is expected the **Friday** before the week begins.

Summer Schedule

The childcare home is **closed during the summer** due to the number of weeks impacted by my own children's summer activities. A limited number of weeks may be offered for teachers who wish to work on classroom preparation.

- Typical operating schedule: **Beginning of August – beginning of June**
- The **summer closure calendar** will be finalized and distributed in **April**, once dates are confirmed. Approximately 4-6 weeks of the summer I will be closed.

Safety-Related Closures

I reserve the right to close the childcare home **at any time** if I am unable to operate in a safe manner. This includes, but is not limited to:

- Loss of electricity, water, heat, or air conditioning
- Medical epidemics or public health concerns
- Unsafe weather conditions

I follow the **local school district's closure policy**:

- **If the school building is closed for any reason, the childcare home will also be closed.**

Payment Policy

Unlike childcare centers, I do **not charge for all 52 weeks of the year**.

- Families **only pay for the weeks the daycare is open and operating**.
- **3 days or more = a full week**
- I **do not charge** for my vacation days
- I **do not charge** for weeks I am closed

My philosophy is simple:

There are many excellent childcare centers and licensed daycare programs available. I have intentionally chosen to be a **family childcare home**—one that **caters to teachers** and charges only what is fair. I want teachers to have opportunities to get a little ahead financially by having childcare that is **open when they need it and closed when they don't**—and not paying for care they aren't using.

See: <http://jollygiraffes.com/calendar.html> for the full calendar.

Fee Payment Guidelines:

Child care fees are paid in advance on a weekly basis – Friday **before** the next week begins, depending on payment type used. (Shortened school weeks may require earlier payments) Payment obligation is based on the child care agreed to, not on actual attendance. There is no change in fee due to your child's absences. If your child is absent or I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate a check for the upcoming date due and make payment before you leave.

Late payments – A \$5 late payment fee (per child) applies for any payment not received on the Friday before the week ends. If payment is not received on the Monday of the week an additional \$5.00 fee per day will be charged. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.

A personal check, cash, or digital payment will be accepted. However if a check is returned for any reason and I incur any bank charges from the return of your check, those charges will be added to the following weeks daycare fee. Additionally, because I am unable to use these funds, my late fee for payment also applies. After 2 check returns, all further payments must be made in cash. Non-payment for two weeks, or consistent late payments for 4 weeks, is cause for termination immediately without 2 weeks notice. Additionally, if paying by digital means, (Paypal, CashApp, Venmo, ect.) please make payments by Thursday to ensure availability of funds before the next week. The new digital payment apps take several days to deliver funds.

Currently, tuition is \$200.00 per week per child. Two children will be \$400 per week amount. A two week notice of any increase will be posted. Find the pay schedule in the enrollment packet for more information.

Release of Child Policy:

Authorized Pick-Up

Your child will only be released to individuals listed on the “Child Information Card.” Please notify me in advance if someone authorized will be picking up your child, even in an emergency. I require the person’s name, a description, and they must show a valid photo ID before your child is released.

Custody Considerations

Unless a court order states otherwise, both parents are assumed to have pick-up rights. If a court order exists, the non-custodial parent will not be allowed to take the child; I will immediately contact the custodial parent and, if necessary, law enforcement. Safety of all children in my care is my priority.

Safety Concerns

If a person picking up your child appears intoxicated or incapable of transporting your child safely, I will contact the parent or an emergency contact listed on the “Child Information Card.” Repeated incidents may result in termination of care.

Car Seat and Restraint Requirements

All children under 8 years old or under 80 pounds must use a car seat or child restraint during transport, in accordance with Indiana law. I will not release your child if these requirements are not met.

Termination Policy

A two-week written notice and full payment for those weeks is required to terminate care, regardless of attendance (except during the trial period). Failure to provide notice does not remove the financial obligation for two weeks of fees.

Trial Period

There is a two-week trial period from the start date. Either party may terminate care with one-day notice if arrangements are unsatisfactory. Payments already made are non-refundable.



Vigo County School Corporation Academic Calendar 2026-2027

August

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Academic Calendar Dates 2026 - 2027

August 10: Teacher Work Day
August 11: First Student Day
August 25: 2-Hour Delay
September 7: Labor Day
October 1: 2-Hour Delay for Staff Professional Development

October 8 End of Grading Period 1

October 9-12: Fall Break
October 20: Early Dismissal
November 3: Election Day
November 11: Veterans Day
November 25-27: Thanksgiving Break

December 18 End of Grading Period 2/Semester Early Dismissal

December 21 - Jan. 1: Winter Break
January 4: Teacher Work Day
January 5: Begin Semester 2
January 18: Martin Luther King Jr. Day
January 28: 2-Hour Delay for Staff Professional Development
February 15: Presidents Day

March 12 End of Grading Period 3

March 26: Good Friday
March 29 - April 2: Spring Break
April 30: Built-In Snow Day
May 4: Election Day

May 28 End of Semester 2 Last Day of School & Early Dismissal

Graduation Dates 2027

Booker T. Washington High School
June 4 at 5pm

Vigo Virtual Success Academy
June 4 at 6pm

West Vigo High School
June 6 at 1pm

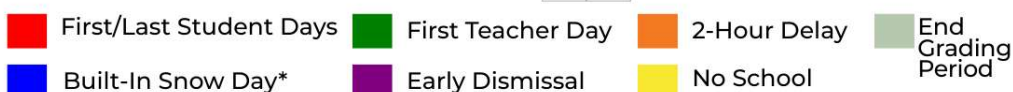
Terre Haute South Vigo High School
June 6 at 3pm

Terre Haute North Vigo High School
June 6 at 6pm

*Built-In Snow Days will be utilized as a make-up day in the event of a weather related cancellation. If a make-up day is not necessary, school will not be in session.

Last Revisions and Board Approval:
May 19, 2025

The Board of School Trustees reserves the right to update and re-approve this draft version in the event of the IDOE mandates or other circumstances.



<https://registry.theknot.com/registry/2026-indiana/73764321>

Pay Calendar 2026 - 2027

2026

Payment Date	For the Week of	Weekly Amount	Monthly Amount
August 7	10 - 14	200	August 800
14	17 - 21	200	
21	24 - 28	200	
28	31 - 4	200	
Sep. 4	<u>Closed Monday Labor Day</u> Sep. 8 - 11	200	Sept. 800
11	14 - 18	200	
18	21 - 25	200	
25	28 - 2	200	
October 2	<u>Closed Friday Fall Break</u> 5 - 8	200	Oct. 1000
8	<u>Closed Monday Fall Break</u> 13 - 16	200	
16	19 - 23	200	
23	25 - 30	200	
30	<u>Closed Monday & Tuesday Election Day</u> 2 & 4 - 6	200	
Nov. 6	<u>Closed Wednesday Veterans Day</u> 9&10, 12&13	200	Nov 600
13	16 - 20	200	
20	23 - 27 <u>Closed M - F Thanksgiving Break</u>	0	
27	30 - 4	200	
Dec. 4	7 - 11	200	Dec 400
11	14 - 19	200	
19	<u>Closed Dec. 20 - Jan 4</u>	0	

2027

Payment Date	For the Week of	Weekly Amount	Monthly Amount
January 1	<u>No Daycare on Monday</u> 5 - 8	200	Jan. 1000
8	11 - 15	200	
15	<u>Closed Monday - MLK Day</u> 19 - 22	200	
22	25 - 29	200	
29	Feb. 1 - 5	200	
February 5	8 - 12	200	Feb. 800
12	<u>Closed Monday Presidents Day</u> 16 - 19	200	
19	22 - 26	200	
26	Mar. 1 - 5	200	
March 6	8 - 12	200	March 600
12	15 - 19	200	
19	<u>Closed Friday Good Friday</u> 22 - 25	200	
25	<u>Closed Spring Break</u> 29 - 2	0	
April 2	April 5 - 9	200	April 800
9	12 - 16	200	
16	19 - 23	200	
23	26 - 30	200	
April (May) 30	<u>Closed Monday & Tuesday Election Day</u> 5 - 7	200	May 800
7	10 - 14	200	
14	17 - 21	200	
21	24 - 29	200	

Summer Schedule Policy

Jolly Giraffe offers limited summer care on selected weeks between the end of the school year and the beginning of the new school year in August. The attached summer calendar outlines the specific weeks the daycare will be open and closed. Summer care is designed for families who may need time to prepare classrooms, work on lesson plans, or simply enjoy a little personal time. Participation in summer care is completely optional.

Enrollment & Planning

Families must notify Jolly Giraffe of their intention to use summer care **by the end of the school year** so that proper planning and staffing arrangements can be made. Please text your intention to attend summer weeks.

Tuition & Payment

- Summer tuition is the **same weekly rate** as the regular school year.
- Payment is due **the Friday before the week of care**, as Jolly Giraffe operates as a prepaid service.
- All regular Jolly Giraffe policies remain in effect during summer operation.

Holding Your Spot

Families are under **no obligation** to participate in summer care.

If you choose not to attend during the summer, your child's spot for the upcoming August school year will remain secure. There is **no charge** to hold your spot for the next school year.

Additional Summer Availability

During the summer months, up to **three additional school-age spots (through age 6)** may be available at the same weekly rate.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Closed	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 1 st Day Back!	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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Jolly Giraffe Daycare
Parent/Guardian Policy Acknowledgment Page

By signing below, I acknowledge that I have read, understand, and agree to comply with all policies outlined in the Jolly Giraffe Daycare Handbook. I understand that these policies are in place to ensure the safety, well-being, and development of all children in care. I am responsible for following them and for communicating with the provider as needed.

Communication

- ☐ _____ I understand that open, respectful communication is essential, and that I must share important information about my child's life and concerns directly with the provider.
- ☐ _____ I understand that primary communication occurs face-to-face at drop-off and pick-up and via phone or text, and that response times may vary during childcare hours.
- ☐ _____ I understand and agree to respect the provider's communication boundaries while maintaining open collaboration.

Drop-Off & Pick-Up

- ☐ _____ I understand that drop-off and pick-up times are important for daily routines and safety.
- ☐ _____ I understand morning drop-off is 7:30–8:30 a.m., with no arrivals after 8:45 a.m., and that breakfast and morning nap schedules must be followed.
- ☐ _____ I understand pick-up begins at 4:30 p.m., ends by 5:00 p.m., and late pick-up may incur fees or termination of care.
- ☐ _____ I understand that I am responsible for managing my child's behavior during pick-up and that children must use appropriate car seats as required by law.

Discipline

- ☐ _____ I understand that positive, respectful, and developmentally appropriate behavior guidance is used, with no physical discipline.
- ☐ _____ I understand that parents are expected to support consistent behavior guidance at home, and unsafe behaviors may result in intervention planning or termination of care.

Nutrition

- ☐ _____ I understand that the daycare provides all meals and beverages, serves meals family-style, and that outside food is generally not allowed except for formula, breast milk, or pre-approved medical needs.
- ☐ _____ I understand that meals must be eaten at scheduled times, and juice is served only for special occasions.

Potty Training

- ☐ _____ I understand that potty training begins when my child is ready, Pull-Ups are required, and consistency between home and daycare is essential.

Transportation

- ☐ _____ I understand that transportation will be rare, requires written or emergency authorization, and is intended only for my child's safety.

Supplies

- ☐ _____ I understand that I must provide diapers, wipes, ointments, bottles, clothing, and seasonal items, and replace them as needed.
- ☐ _____ I understand that outdoor play may be missed if appropriate clothing is not provided.

Nap Time

- ☐ _____ I understand that all children are expected to rest quietly during scheduled nap times, with infants and children under two following morning nap schedules and all children participating in afternoon naps.
- ☐ _____ I understand that early pick-ups during nap time must be arranged in advance.

Illness & Vaccines

- ☐ _____ I understand that children who are ill or exposed to communicable diseases may be excluded, siblings may also need to stay home, and written medical clearance or updated immunizations may be required for return.
- ☐ _____ I understand that state-required health appraisals and age-appropriate immunizations, including MMR at 12 months, must be on file, and that medical exemptions may affect exclusions during outbreaks.

Injury & Medication

- ☐ _____ I understand that children are supervised but accidents may occur, that emergency procedures will be followed, and that I must maintain current emergency contacts.
- ☐ _____ I understand that all prescription medications require a completed Medication Log and parent authorization before administration and that over the counter medications are not administered at daycare.

Hours, Calendar, & Backup Care

- ☐ _____ I understand the daycare operates Monday–Friday, 7:30 a.m.–5:00 p.m., follows the school calendar, and is closed during vacations, summer, and emergencies.
- ☐ _____ I understand that I am responsible for maintaining backup care if the provider is unavailable.

Payment

- ☐ _____ I understand that weekly tuition is \$200 per child, paid in advance, that payment is required regardless of absences, and that late or non-payment may result in fees or termination of care. I understand that there is no longer a 2nd child reduction in price and tuition for 2 children is \$400 per week.

Proper Release of Child

- ☐ _____ I understand that my child will only be released to authorized individuals listed on the Child Information Card, that photo ID is required, and that intoxicated or unsafe persons will not be allowed to take my child.
- ☐ _____ I understand that custody restrictions must be provided in writing, and that non-compliance may result in provider intervention or contacting authorities.
- ☐ _____ I understand and agree to follow all proper release procedures to ensure my child's safety.

Parent/Guardian Name (Printed): _____

Signature: _____ **Date:** _____

Child's Name: _____