

VidaLife

School

OPEN HOURS

Monday-Friday

7:30am-6:00pm

ADDRESS

11605 Pendleton Pike

Indianapolis, IN 46236

CONTACT DETAILS

Phone Number: 317-855-3032

Email: vidalifeschool@gmail.com

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

HOUSE RULES

- At Vida Life School, we believe in fostering a safe, kind, and respectful environment for all. Our expectations for student behavior include:
- Respect Others: Share with others, use kind words, practice good manners, and keep hands and bodies to yourself. These social skills will be modeled and practiced daily.
- Care for Our School: Treat our classrooms, materials, and outdoor spaces with respect. Students are encouraged to take responsibility for helping keep our environment clean and cared for.
- Smoke-Free Campus: Smoking or vaping is strictly prohibited both inside and outside anywhere on school grounds.

DRESS AND SUPPLIES

- It's important that your child comes to school ready to play, explore, and have fun! We spend a lot of time outside, so please dress your child in comfortable, weather-appropriate, and washable clothing.
- Please keep an extra set of season-appropriate clothes in your child's backpack. These should be placed in a labeled Ziplock bag with your child's name clearly marked.
- Dress your child for the weather and for outdoor play.
- Closed-toe shoes such as tennis shoes or boots are required for safety.
- Please avoid tie shoes unless your child can independently tie them.

For rest time, each child may bring:

- One crib sheet (with name labeled on the tag or anywhere on the sheet) to cover the cot
- One small blanket, labeled with their name
- These items must be taken home each week for cleaning.
- Please do not send stuffed animals, toys, or pillows for nap time.

Make sure your child's backpack includes:

- Diapers and wipes (if applicable)
- Extra clothes
- Labeled blanket and crib sheet for nap time
- Burp cloths or other personal care items as needed

MEALS AND SNACKS

- You may pack lunch daily or purchase a school-provided lunch (if offered that semester)
- Please complete the Lunch Form
- We provide two healthy snacks each day
- School lunches include protein, fruits, and vegetables
- Notify us of any food allergies before the first day
- We are a tree nut-free facility (Peanut butter is allowed)
- No outside sippy cups or open food containers allowed in the school

BIRTHDAYS OR SPECIAL TREATS

- All treats must be store-bought and sealed
- No tree nuts – they pose serious allergy risks
- No homemade items
- Suggested Items: Meijer brand treenut-free bakery, Enjoy Life or MadeGood products, Fruit cups
- Non-food options: Stickers, crayons, small toys (e.g. Slinkys)

ALLERGIES

It is the parent/guardian's responsibility to inform staff of any allergies. Please provide a doctor's note or complete the allergy section of the enrollment form. Children with special dietary needs must bring their own lunch and snacks

SAFETY

Your child's safety is our top priority. We teach and model safe behavior just as we do with our own children. Children will practice safety procedures for fire, severe weather, and street crossing. All cleaning products are stored out of reach of children. All staff are certified in CPR, First Aid, and Safe Sleep.

WEATHER SCHEDULES:

- VidaLife follows Lawrence Township Schools for weather-related delays and closures.
- Families will be notified by 6:00 AM via text, email, and MomentPath app.
- If there's a 2-hour delay, VidaLife will open at 9:30 AM.
- In the event of early closure due to incoming weather, we will notify families through all channels listed above.
- Please use caution if you're traveling from outside counties.
- Weather-related closures are not eligible for make-up days.

TRANSPORATATION POLICY

As of now, there are no special trips planned outside of the daycare. Your child will not be transported unless there is an emergency, and you will be notified immediately if that occurs. We are required by licensing to have written permission on file to walk to the creek on our property. Please make sure the creek walk permission form is completed and submitted.

AUTHORIZED PERSONS

If someone other than a parent will be picking up your child, that person must be listed as an emergency contact in the Brightwheel app and present a valid photo ID. It is essential that you notify us ahead of time if someone new will be picking up your child. For your child's safety, we will not release them to anyone who is not a parent or authorized contact without prior communication and proper identification. Additionally, please ensure your child's assigned number is clearly displayed in the front windshield of your vehicle during drop-off and pick-up.

HOURS OF OPERATION

- Hours: 7:30 AM – 6:00 PM
- Please arrive and pick up your child at the agreed-upon scheduled times to maintain a consistent routine.
- If you need earlier care than scheduled, notify us ASAP and send a reminder the day before.
- All children must be picked up by 6:00 PM.
- Late pickups incur a \$1 per minute fee, payable directly to the staff member waiting with your child.
- Children arriving after 9:30 AM without prior notice will be marked absent for the day, and attendance will not be allowed.
- Consistent attendance is important for your child's learning and development.
- Communication is essential—please keep us informed of any changes or issues.
- In case of bad weather, notifications will be sent via Brightwheel app.
- We follow the Indiana County Travel Status map and local school closures to ensure safety.
- If closed due to weather, payment is still required to hold your child's spot.

VACATION/HOLIDAYS

Throughout the year, VidaLife School observes the following paid holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the Day After
- Christmas Eve, Christmas Day & the Day After Christmas
- In addition we will have one full day and 2 ½ days off for Personal Development Days for our staff

If a holiday falls on a day we do not operate, we will observe it on the closest business day (e.g., if it falls on a Sunday, the following Monday will be observed). Please look at the school calendar.

- All families earn one week of vacation time per year. To be eligible, families must be enrolled for at least six months.
- During vacation, if your child is regularly scheduled to attend 2, 3, or 4 days per week, you will not be charged for the week you are away.
- To use your vacation week, please email us at vidalifeschool@gmail.com at least one week in advance. This allows us to adjust your account accordingly.
- Vacation weeks reset annually from August to August.

FEES

- Weekly invoices are sent via the Brightwheel app.
- Payment is due each Monday, before care begins for the week (unless otherwise arranged at enrollment).
- A late fee of \$10 per day will apply to any unpaid balances after your scheduled due date.
- Tuition must be paid in full each week. There are no refunds for absences due to illness or missed days, as your payment holds your child's spot.
- If your child will not be attending, please provide 24-hour notice (especially if due to illness).

Registration & Semester Fees

- A one-time registration fee of \$100 is due at enrollment.
- A \$100 supply, snack, and technology fee is due each semester (spring, summer, and fall) per child. This covers curriculum materials, snacks, and tech access

Late Pick-Up

- Children must be picked up by 6:00 PM.
- A late fee of \$1 per minute will be charged directly to the staff member waiting with your child.

TOILET TRAINING POLICY

We ask that all clothing be toilet-friendly to support your child's independence. Please avoid items like hard buttons, belts, overalls, and onesies, as they can make bathroom time frustrating for young children.

Our goal is to make toileting a positive experience.

We will never force a child to use the toilet.

NON-DISCRIMINATION/ EQUAL OPPORTUNITY PROVIDER

VidaLife does not discriminate on the basis of race, color, family structure, disability, national or ethnic origin, or religious beliefs in its admission policies or in the administration of its educational program. VidaLife admits children who are at a developmental stage appropriate for the program and for whom we are properly staffed and equipped to provide care. We are committed to maintaining a safe and nurturing environment for all. Therefore, VidaLife may not admit or continue care for a child whose needs we are not equipped to meet, or whose behavior poses a safety risk to other children or staff. In any case where admission or continued care is denied, written documentation with specific reasons will be provided to the parent or guardian.

SOCIAL MEDIA CONSENT

At VidaLife, we occasionally take photos of students during their daily activities and special moments. These photos may be used for classroom bulletin boards, marketing materials, social media updates (such as Facebook), our school website, or displays within the school premises. We respect and protect your child's privacy—names will never be published alongside any photos. If at any time you wish to withdraw your consent, you may do so in writing. Please complete and sign the Social Media Consent Form to indicate your preference.

EDUCATION

- Curriculum-based learning with free play and dual-language instruction centered around common themes
- Learning songs: Nursery rhymes, action songs, songs about seasons, weather, days of the week, and months of the year
- Motor skills (infants/toddlers): Daily movement and sensory play (e.g., dancing, playground time)
- Bible stories and Christian songs: Shared through music and teacher-led lessons
- Kindergarten readiness (toddlers): Focus on colors, shapes, alphabet, numbers, and name recognition
- Social/emotional development: Emphasis on manners, etiquette, and respectful behavior
- Biannual assessments to document and support your child's growth

EXAMPLE SCHEDULE

7:30–8:00AM	BREAKFAST
8:00–9:00AM	MORNING STATION PLAY
9:00 AM	AM SNACK
9:30–11:00AM	STATION MODEL (CIRCLE TIME, ART, SENSORY, STEM, FOCUS LEARNING)
11:00–11:30AM	LUNCH TIME
11:30–12:30PM	OUTDOOR LEARNING (STEM, NATURE EXPLORING)
12:30–1:00PM	READING AND LANGUAGE
1:00–2:30PM	NAP/QUIET TIME
2:30–3:00PM	PM SNACK
3:00–4:00PM	MOVEMENT
4:00–6:00PM	BIBLE STORY THEN FREE PLAY

CONSECUTIVE DAYS/ROUTINE

Children, especially in the early years, thrive on consistency and routine. When children feel safe and know what to expect each day, they are more confident, calm, and ready to learn. A predictable environment supports healthy brain development and fosters emotional security. Regular attendance also helps children progress more smoothly through lessons, as consistent engagement minimizes gaps in learning and strengthens their connection to the classroom environment.

DISCIPLINE

At VidaLife, we strive to encourage and praise godly attitudes and positive behavior. When negative behavior occurs, we address it through the following progressive steps:

1. Redirection
2. The child is guided to stop the inappropriate behavior and given a simple explanation about why it is unacceptable. We encourage the child to make better choices, helping them understand the rules and expectations.
3. Talking
4. If the behavior continues, we have a conversation with the child about how to make better choices. This helps the child articulate why their actions were wrong, ask for forgiveness if necessary, and learn how to improve. We also affirm their efforts to accept discipline and do better.
5. Time-Out/Timer
6. If negative behavior persists, the child will have a time-out based on the "one minute per year of age" rule (e.g., 3 minutes for a 3-year-old). After the time-out, we follow up with a conversation to reinforce self-control and making positive choices.
7. Removal from Activity
8. If the behavior still continues, the child will be removed from the activity and encouraged to try something else. Any behavior that hurts others will result in an immediate time-out.

If a behavior issue continues, it will be documented on the daily activity report via Brightwheel to keep parents informed. This way, we can collaborate to support your child's growth in attitude and behavior. We believe that with teamwork, a positive and workable solution can almost always be found.

WELLNESS POLICY

According to the American Academy of Pediatrics Committee on Infectious Diseases, children should not attend school if they have any of the following symptoms or conditions:

- Fever of 100.4°F or higher
- Vomiting or diarrhea (two episodes in one hour or three in a day), even if related to teething or medication
- Symptoms of contagious childhood illnesses, such as scarlet fever, German measles, mumps, chickenpox, strep throat, flu, or jaundice (yellowing of skin or eyes)
- Conjunctivitis (pink eye) – child must have received 24 hours of treatment and show no discharge
- Untreated infected skin rash or severe itching of the head or body
- Difficult or rapid breathing
- Swollen joints or lymph nodes
- Blood or pus from ears, skin, urine, or stool
- Any communicable disease including impetigo, lice, scabies, croup, fifth disease, or unexplained rashes
- Common cold symptoms from onset through one week, especially if accompanied by cloudy or green nasal discharge or persistent cough
- Sore throat or any other infectious disease

If a Child Becomes Ill at School

- Parents will be contacted immediately.
- The child will rest in an isolated area until pickup.
- If the child is not picked up within one hour, we will contact the parent again and, if necessary, the emergency contact.

Return to School Guidelines

- Children must be fever-free for 24 hours without medication before returning.
- If your child leaves school sick, they may not return for a full 24 hours.
- Please do not send sick children to school to protect all children's health.

Emergency Medical Attention

If immediate medical care is needed, we will call an ambulance to transport your child to the nearest hospital:

Community North Hospital

7150 Clearvista Dr, Indianapolis, IN 46256

A signed permission to transport and medical consent form is required upon enrollment to authorize emergency care.

MEDICATIONS

- Prior to administering any prescription medication, we will obtain your consent. You can provide all necessary details through the Brightwheel app.
- All medication must be brought in its original container with current pharmacist directions and date. Medicines are stored securely—either in a locked cabinet or refrigerator in a separate room.
- A medication authorization form must be completed by a parent each time medicine is to be given. Staff will document all administration.
- Non-prescription medications will only be given with permission and must follow manufacturer instructions unless different written directions are provided by a physician or parent. All medications must be properly labeled.
- We are required to keep immunization records on file for every child. If your child is not vaccinated, please complete an exemption form to keep on file. Vaccination is not mandatory for enrollment at VidaLife School.

WITHDRAWAL POLICY

Registration at VidaLife obligates you to the program until proper withdrawal notice is given. Withdrawal notice must be submitted in writing or by email at least 4 weeks before the withdrawal date. Without proper notice, parents/guardians are responsible for paying tuition for the full 4-week period.

If you need to temporarily withdraw your child (e.g., maternity leave or summer break) but wish to hold their spot, tuition will be reduced to 50% per week during this time, or weekly attendance can be adjusted.

HANDBOOK ACKNOWLEDGEMENT

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

Child's Name: _____

Parents Name: _____

Signature: _____

Date: _____