



PROGRAM DESCRIPTION

Bloomington Daycare Corporation does business as **Penny Lane Daycare**. Penny Lane is a state licensed daycare center with hands on learning experiences. There are two locations in Monroe County. **Penny Lane East (6:30a.m.-6:30p.m.) and Penny Lane West (6:00am-6:00pm.)**. We offer care from ages of 6 weeks-10 years of age. Programs consist of Infant care (fulltime only), Toddler/Two year old's, Preschool (3-5), Pre-K/Kindergarten Drop off/Pick up, Before & After School, Summer School Age Program. There is part time or full time care available for toddlers and up. Part time can be 3 full days a week or 5-1/2 days a week. These days can be flexible for every parent's convenience; days can be different each week, and ½ days are no more than 6 hours per day.

Child Recruitment Procedures Referrals & Resources

Bloomington Daycare Corporation (Penny Lane) uses a variety of resources to keep our enrollment at a maximum rate. Our best practice for recruiting children comes from word of mouth. When parents and families are satisfied with the quality of care that we provide to their children, they often refer others.

Penny Lane also works with Childhood Connections as a resource of referrals to advertise for enrollment; local resources will refer us as well. There are flyers, brochures, and community resources available with information located on near the parent bulletin board.

Penny Lane works for the best interest of the children our center. Through observations and other records, we may detect special needs or behavioral problems among some children. If this happens then parents and families will be referred to local community resources that will help the children in need. Some of the local programs include: **First Steps, Indiana University, Stone Belt, MCCSC Administration and the Indiana Family Help Line.**

Penny Lane works to make sure every child and family is offered referrals and resources from the community as needed. Any of this information is critically confidential. As a provider, we do not notify any of these services unless discussed with parents first.

Parent/Volunteer Policies

Parents are welcome at Penny Lane anytime! Parents or volunteers are able to come and spend time with children of any age group. Volunteers/therapist should call to plan a day and time to come and notify us of cancellations. Any volunteers have to follow these rules while at the center:

- Not be counted in child/staff ratios
- Do not solve conflict situations
- Will not converse about children and parents

Please feel free to ask questions and make suggestions. We hope you enjoy your experiences here at Penny Lane Daycare Center.

Teacher/Parent Relationships

Each teacher will attempt to gain knowledge about each family's values and beliefs; race, religion, language, culture, as well as structure. Penny Lane will make every attempt to preserve related levels of principles, in which parents observe at home. We want to learn more about each family's heritage; however, we may not be able to follow all the same rules due to the diversity in our community and Indiana state regulations. Penny Lane always tries to create a smooth transition for children and families. Parents are always welcome in our classrooms to help promote positive relationships.

CHILDCARE CENTER PROGRAM DESCRIPTION

Penny Lane Day Care Center is a state licensed center with hands on learning experiences. Our classroom environments let children learn as they play with appropriate materials available for each individual child. We hope our program meets every child's developmental needs. Penny Lane has been around since the 1970's and there are two locations in Monroe county; **Penny Lane East (6:30am-6:30pm) & Penny Lane West (6:00am-6:00pm)**. We offer care from ages 6 weeks to 10 years old. The programs we offer include; Infant care (fulltime only), Toddler/Two year old's, Preschool (ages 3-5), Pre-K, and Kindergarten Drop off/Pick up, before & after School care, and a Summer School-age Program. Part time consists of a minimum of 3 full days per week or 5-1/2 days per week. These days can be flexible for every parent's convenience; days may be different each week, and ½ days no more than 6 hours per day. The Fee Schedule and Financial/Intake Agreement are included in the enrollment packet. Please read everything carefully and if you have any questions, please let us know. Thanks.

PROGRAM SPONSORSHIP STATEMENT

Bloomington Daycare Corporation is privately owned and a not-for-profit organization. The corporation does business as Penny Lane and we are not sponsored by any other programs or agencies. Both centers work together with other agencies within our community for referral and recruiting purposes, however, these agencies do not provide monetary contributions to either center. Penny Lane has a financial goal to operate in a responsible manner and to provide our community with a quality childcare center. The daycare center charges will always be competitive with the current market rates to help families afford quality childcare.