



SOUIGGLE ROOM

EARLY LEARNING CENTER

Family Handbook

A paper copy of this handbook is available upon request.

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Table of Contents

We're Glad You're Here! 3

Welcome	3
We're in this... Together!	3
Open Door Policy	3

What We're All About 4

Mission Statement	4
Program Philosophy	4-5
Licensing	5

Hours of Operation 6

Center Closure Dates	6
----------------------------	---

Keeping Children Developmentally on Track 7

Assessments	7
Family Conferences	7
Slow-Transitions	7
Sample Schedule	8

Enrichment Programs 9

Music	9
Yoga	9
Spanish	9

Food Service Policy 10

Organic / Clean Food	10-11
Sample Menu	11
Family-Style Dining	11
Infant Food Policy	11
Allergies and Dietary Restrictions	12
Birthdays and Celebrations	12
Breastfeeding	12

Personal Belongings 13

Comfort Items and Home Toys	13
Prohibited Items	13
Clothing	13

Gross Motor Play 14

Our Natural Playground	14
Our Movement Room	14
Inclement Weather	14

Guidance and Care 15

Consistent Care	15
Infant Safe Sleep Policy	16
Biting	16
Discipline Policy	16-17

The Health of All 18

Medical Records	18
Injury and Illness Policy	18-20
Exclusion Policy for Staff, Volunteers and Children	20
Medication Policy	20-21
Handwashing	21
Covid-19	21-22

Safety 23

Procedures for Screen Staff	23
Emergency Procedures	23-27
Infant and Toddler Accommodations	27-28
Special Needs and Chronic Medical Condition Accommodations	28
Abuse and Neglect Policy	28
Security	29
Custody and Visitation	29
Substance-Free Environment	29

Admission, Tuition, and Withdrawal 30

Admission	30
Registration Fees	30
Tuition	30
Late Payments	31
Vacation/Missed Days	31
Late Pick-Ups	31
Withdrawal	32
Dismissal	32

Other 33

Nondiscrimination	33
Americans with Disabilities Act	33
Babysitting	33
Pest Management Plan	33

Acknowledgement of Receipt ... 34

We're Glad You're Here!

Welcome!

Welcome to Squiggle Room Early Learning Center! We are so excited that you and your family have chosen us to keep your most precious possession safe and secure throughout your busy day. We cannot wait to get to know you, your child, or children, and everyone else who means the most to your little one.

We just know that your child will love to learn here! Our Reggio Emilia approach to education and our Highscope curriculum are proven to help your child succeed, not just here, but throughout their entire lives! We are looking forward to getting to know them, learn what methods they learn best in, and watch as they actively explore the world around them.

We're in this... together!

If at any point in time you have a question or concern, please do not hesitate to reach out to your center management team. Together, we will work diligently in answering any questions you may have and work together to determine the best course of action for you, your child, and our center.

Open Door Policy

We know that changes can be scary... not just for your little one, but you too! Please know that you're welcome to call the center if you have any questions about your child's day at any time. We also want our families to know that they can utilize the messaging feature in Brightwheel to chat directly with your child's teachers. While we are currently limiting how long families stay in the building during drop-off and pick-up, please speak with your center's management team if you feel the need to stay in the building longer than our 15-minute window.

What're We're All About

Mission Statement

We believe in providing a safe and nurturing environment filled with empathetic and creative caregivers. We expect these caregivers to provide children the opportunity to participate in developmentally appropriate experiences to foster the social-emotional, cognitive, language, and motor learning they need for development.

Program Philosophy

According to the Reggio Emilia Approach, children have infinite ways of expressing themselves in order to learn about the world. We believe in providing a creativity filled, peaceful environment to enrich the minds and bodies of children. With teachers as co-learners, we can best evaluate how to encourage children to grow in their engagement in activities and interaction with their peers.

Our first and primary approach will be to respond individually to the behavior of each student with sympathy, empathy, and sensitivity to meet their unique needs. Children require love and compassion to develop and thrive. It is vital to understand what each child is trying to communicate through their unique behaviors. Through the modeling of thoughtful interactions and outward demonstrations of appropriately regulated emotions and problem solving by our co-learners, our students will be able to utilize the ample means and opportunities our curriculum provides to learn the regulation of their own individual emotional states and problem solve through a range of experiences.

We believe that enrichment of children in their development in all domains is predicated on the inclusion of arts in all teaching. To this end, art, music, and drama time will be deliberately scheduled so our students can creatively explore a variety of artistic media.

With the Reggio Emilia Approach and The HighScope Curriculum, we feel that in order to learn, it is vital to give children hands-on experiences. Children must play, explore, and get their hands dirty both literally and figuratively. We believe that children form healthy attachments with their peers and care-givers when provided with a multitude of experiences in a peaceful and natural environment.

We expect this approach to allow our students the social-emotional, cognitive, language, and motor skills they'll require to succeed in their lives following their experiences at Squiggle Room Early Learning Center.

Licensing

Our center is licensed by the State of Michigan Licensing and Regulatory Affairs Department. All parents have access to the state's licensing handbook. It is available in the front lobby of the school behind the welcome desk or at <http://www.michigan.gov/michildcare>. The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. The licensing notebook is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare.

Hours of Operation

Monday – Friday
6:00 a.m. – 6:30 p.m.

Center Closure Dates

Our center will be closed in observance of a few calendar holidays. Our center management team may decide to close the center due to inclement weather. If this should happen, communication will be sent out via the Brightwheel app. Tuition is due in full during weeks with center closures as well as in the event of inclement weather. If the center is required to close for three consecutive days due to inclement weather, a 15% credit will be applied to families who are scheduled to attend. A partial credit is applied due to operating costs of the center still being due.

Event	Date	2021	2022	2023	2024
Labor Day	First Monday in September	09/06	09/05	09/04	09/02
Indigenous People’s Day	Second Monday in October (Closed for PDD)	10/11	10/10	10/09	10/14
Thanksgiving	Fourth Thursday and Friday in November	11/25 & 11/26	11/24 & 11/25	11/23 & 11/24	11/28 & 11/29
Christmas Eve and Day	December 24th and 25th	12/24	12/23	12/25	12/24 & 12/25
New Year’s Day	January 1st	---	12/31 (O)	01/02 (O)	01/01
President’s Day	Third Monday in February (Closed for PDD)	---	02/21	02/20	02/19
Easter Day	Changes Yearly	---	04/18 (O)	04/10 (O)	04/01 (O)
Memorial Day	Last Monday of May	---	05/30	05/29	05/27
Juneteenth	June 19th	---	6/20 (O)	06/19	06/19
Independence Day	July 4th	---	07/04	07/04	07/04

(O) indicates the holiday may fall on a weekend. We will observe the holiday on the Friday before or Monday after.

Keeping Children Developmentally on Track

While we utilize the Reggio Emilia Approach and HighScope curriculum in our programs, we understand the importance of tracking children's development each and every day. Our teachers will plan lessons that are developmentally appropriate that focus on each child's current interests, learning styles, and goals. We will offer on-going assessments, family conferences, slow transitions to new classrooms, and a structured schedule to help children feel prepared and ready to take on the world.

Assessments

Every lesson planned by our teachers is done intentionally. Children are capable of so much and we know that they are quick to learn new skills. Our activities help children feel confident in their abilities and encourage them to take the next step. By using assessment tools with children continuously, we can track what skills they've mastered and what they are close to learning.

Family Conferences

With the Reggio Emilia approach, we believe that a child's parents or guardians are their first teacher. It is important for us to keep parents in the loop about their child's progress in our programs. We schedule conferences twice each year, once in the fall and once in the spring.

Slow-Transitions

As children become ready to move up to the next classroom, we look at two things; their developmental readiness and maturity. We will gradually increase the amount of time your child spends in the next classroom so they can adjust accordingly. When children are ready to move-up, it will be an ongoing conversation with their family so everyone is aware and involved in the process.

Sample Schedule

Children thrive when they know what to expect. Each of our classrooms follow a typical daily routine to ensure consistency and strengthen social-emotional development as bonds with staff members are formed and children can foster independence by being active members of the learning environment. Routines help children know what is coming next and can ease the transition period as they clean up from one activity and move onto the next. A sample schedule for our classrooms is listed below:

6:00 - 8:30	Arrival As children and teachers arrive for the day, teachers will set-up the classroom's daily activities and children will engage in independent and small-group learning activities.
8:30 - 9:00	Breakfast Children will be served a family-style breakfast.
9:00 - 9:30	AM Group Time Children will come together to discuss the day's activities, have a whole-group read aloud, and engage in literacy and language based activities.
9:30 - 10:30	Learning Centers and Small Group Time Children will be able to pick and choose what learning centers they want to play in as well as engage in teacher-led small group experiences that correlate with the classroom's current theme.
10:30 - 11:00	AM Outside Time Children will have child-directed time outdoors as well as pre-planned large group activities.
11:00 - 11:30	Movement Room Play Children will engage in gross motor activities independently, in small groups, or as a whole class.
11:30 - 12:00	Lunch Children will be served a family-style lunch.
12:00 - 12:30	Transition and Clean Up Children will transition from lunch to nap time - teachers will assist children in setting up their nap/rest area and read a book to the class.
12:30 - 2:30	Nap/Rest/Quiet Activity Time Children will nap or rest quietly independently. Children who do not nap will have a choice on what quiet activity they would like to do.
2:30 - 3:00	Transition and Clean Up Children will assist in putting their nap belongings away.
3:00 - 3:30	Snack Children will be served a family-style snack.
3:30 - 4:00	PM Outside Time Children will have child-directed time outdoors as well as pre-planned large group activities.
4:00 - 5:00	Learning Centers and Small Group Time Children will be able to pick and choose what learning centers they want to play in as well as engage in teacher-led small group experiences that correlate with the classroom's current theme.
5:00 - 5:30	Snack and Learning Centers Children will be served a family-style snack.
5:30 - 6:00	Community Time Teachers and children revisit what they did throughout the school day.

Enrichment Programs

Our enrichment programs provide children with experiences they may not get elsewhere. We strive to include art experiences every day in our classrooms. Each day, children will have opportunities to be exposed to music through singing and dancing. We incorporate music, yoga, and performing art shows so children can freely express themselves and explore their interests.

Music

Music is all around us – children can be heard singing quietly to themselves, teachers use it as a form of transition from one activity to the

next, and even as a way to ensure we wash our hands for an appropriate amount of time. By including a weekly music class we can help children develop their literacy and language development as they learn new words and rhymes, strengthen their gross motor development as they dance around the classroom, and use it as a way for creative expression to communicate their emotions.

Yoga

The practices within yoga and mediation allow children to rest their minds and bodies and provide a chance to recuperate from sensory activities throughout the day. This opportunity allows children to destress, raise body awareness, and be prepared to continue making choices in the classroom.

Spanish

Children in early childhood are most susceptible to learning a new language. As Spanish is the second language in the world that is spoken the most, children at our center will be able to appreciate a different culture, expand their vocabulary, and broaden their horizons of where they can travel.

Food Service Policy

At Squiggle Room Early Learning Center, every child's diet is important to us. We believe that meals should be portioned to ensure that each child is receiving the proper nutrients for their body. If children are introduced to healthy foods early in life, then they will continue to make the best choices for their body later in life, while letting children explore different tastes and textures.

We are proud of our clean and organic meal offerings. This means no preservatives, pesticides, fillers or genetically modified organisms (GMO). Our food is grown and produced in an all-natural free range environment. Organic food is fresh, full of flavor and is packed with higher levels of healthy vitamins and nutrients. Children will be offered Vitamin D Whole Milk in our infant and toddler classrooms at mealtimes, and 2% Milk for preschool and up at mealtimes, as well as water throughout the day.

Our menus are created a month in advance which leaves us with plenty of time to determine which produce is in-season, meet or exceed the minimum meal requirements of the child and adult care food program (CACFP), and provides our families with new meal recipes that you can implement in your own homes! Our meals are catered in so our staff can spend more time each day focusing on what truly matters, your child!

Organic / Clean Food:

- Is often fresher. Fresh food tastes better.
- Does not contain preservatives, fillers, additives or genetically modified organisms (GMO).
- Is better for the environment. Organic farming practices reduce pollution (air, water, soil), conserve water, reduce soil erosion, increase soil fertility, and use less energy.
- Reduces your exposure to contaminants commonly found in foods that have been grown using conventional agricultural practices.

- Organically raised animals are NOT given antibiotics, growth hormones, or fed animal byproducts.

Sample Menu

BREAKFAST 8:30-9:00	WG Biscuit with <i>(thin layer)</i> of SunButter
	Pears
	Milk
LUNCH 11:30-12:00	Chicken Teriyaki Bowl
Vegetarian Option (if applicable)	Tropical Rice Bowl
	Diced Chicken
	WG Brown Rice
	Peas & Carrots
	Pineapple
	Milk
AFTERNOON SNACK 3:00-3:30	Turkey Slices
	Fresh Cucumber Slices <i>(FD cucumbers)</i>
EVENING SNACK 5:00-5:30	WG Granola
	Plain Yogurt

WG = Whole Grain, FD = Finely Diced, Parentheses = alternative for infants & toddlers

Family-Style Dining

We know that socialization during meal-times can lead to better eaters. Children who follow a schedule for their meals are more likely to participate and eat with their peers. By offering children the same choices, they are likely to follow along with their peers and eat what they eat. Children will learn valuable table-manners, foster their independence as they serve themselves, and even strengthen their hand-eye-coordination!

Infant Food Policy

Infants who aren't yet developmentally ready for our table food menu, must provide their own formula or breast milk as well as infant food. We follow all LARA guidelines for handling of infant food and formula/breast milk. Bottles and food must be labeled with the child's name, date and date intended for use. Breast Milk must also be labeled with the time/date it was expressed. Children that are just starting on our offerings will need to have a copy of the menu highlighted for what they are allowed to eat.

Allergies, Dietary Restrictions, and Home Food

Every child in our center is unique and an individual. We know that some children may have different dietary needs. As tree nut and peanut allergies are on the rise, we want our families to know that these items are prohibited from our center. We will accommodate any allergies or restrictions, whether it be by removing an ingredient a child is allergic to or providing a similar substitution. For a variety of reasons, a family may choose to bring in food from home, because of this all families are required to fill-out a food and milk agreement at the time of enrollment, regardless of their child's age.

At the time of enrollment, all allergies must be disclosed on the enrollment paperwork regardless of the type (i.e. food, animal, pollen, etc.).

Birthdays and Celebrations

We know that holidays and birthdays are important! Families are allowed to bring in a healthy treat for their child's birthday. Some holidays may have a class party - if we do, we will communicate the dates and times of these and allow parents to sign-up to bring in a treat! Our performing arts performances will also be another opportunity to bring a dish to share. Any food items brought in the center MUST be store-bought, unopened, and with the ingredients clearly labeled.

Breastfeeding

Every family knows their baby best and we want to support you every step of the way! We invite our breastfeeding parents into the building to nurse their little ones. Should you need to nurse while baby is in our care, please feel free to do so in our infant classrooms (if you're comfortable) or in the privacy of the director's office or staff lounge. Weaning is not a requirement for moving into the following program.

Personal Belongings

Comfort Items and Home Toys

As your children are enrolled in our program, they will be provided with a multitude of learning activities and have the choice to pick what materials they want to play with each day. We understand the importance of a comfort item and how it socially-emotionally benefits a child. Should you choose to allow your child to bring in a comfort item, it will need to be clearly labelled. Other toys are prohibited from the center as this can cause stress and tension between children and staff if it were to become misplaced. Please speak directly with your child's teacher if they plan on having a "show-and-share" day in their classroom.

Prohibited Items

We want Squiggle Room Early Learning Center to be a place of comfort for all. Any items that promote violence are strictly prohibited, such as:

- Toy guns (battery operated, water, etc.)
- Swords and Shields

Additionally, we believe that children learn best by experiencing activities hands-on. For this reason, tablets and electronic devices are also prohibited except for approved movie days by the center director.

Clothing

All children must have weather appropriate clothing. Additional changes of clothes are strongly encouraged for all children regardless of age. Shoes must be closed-toed and comfortable for a variety of activities.

Gross Motor Play

Our Natural Playground

When Squiggle Room Early Learning Center was founded, we wanted to provide children with experiences they wouldn't have elsewhere. One such way we decided to do this was by installing a natural playground. Children are able to explore equipment that they may not experience elsewhere. Our natural playground will help build children's gross motor skills as they run and climb like they never have before, build a sense of confidence as they experience a new skill for the first time, and work together or alone as they let their imaginations soar. All children are permitted on the playground once in the morning and once in the afternoon when weather permits.

Our Movement Room

Our movement room is a unique play area that is indoors and designated for gross motor development. Children will have the opportunity for child-directed free play or teacher-led activities depending on their classroom's lesson plan.

Inclement Weather

In the event of inclement weather, outside time may be limited. Classrooms that were not able to use their designated playground will be able to use the Movement Room twice for the day, once in the morning and once in the afternoon.

Guidance and Care

Consistent Care

When children come into our center each and every day, they are going to receive the same positive care along the way. In each classroom, there will be a schedule to be followed and plenty of communication between teachers and children on what is going to happen next. If there is ever a change in your child's day, such as a teacher on vacation or out sick, we will communicate with families and children as frequently as possible.

- Diaper Changes
 - Children who are still in diapers or pull-ups will be changed every two hours unless soiled. During the diaper change, children will be spoken to positively and told what step is going to happen next (i.e. "Your diaper is squishy! It's time for a change!" or "Next, you're going to feel a cool wipe as I help clean you!")
 - Diapers are included in tuition for children 2.5 years of age and younger.
- Toilet Learning
 - Children who are beginning to show an interest in using the toilet will be encouraged every step of the way. We will not use forms of bribery to convince children to use the toilet, but instead focus on positive reinforcement.
- Rest Time
 - Children under 18 months are able to sleep on demand according to our licensing rules and regulations.
 - Children older than 18 months will be provided with a group nap time each day from 12:30 p.m. to about 2:30 p.m. If a child no longer needs a nap, they will be provided with quiet learning activities on their cot or at a table.

Infant Safe Sleep Policy

At our center babies will be put to sleep on their backs, with nothing in their crib. Babies who are able to roll over on their stomachs by themselves will be watched very carefully and caregivers will make sure they are in a safe position with an open airway. Staff will have extensive training on the importance of safe sleep.

Biting

Biting happens frequently in early childhood. Children may use this as a way to convey they are upset when words are not yet developmentally appropriate. We take every biting case seriously and decide what actions are best on an individual, case-by-case basis.

Discipline Policy

The Reggio Emilia approach and HighScope Curriculum both advocate for the creativity and self expression of children. By approaching children's behavior with sensitivity and empathy, we can discover the root cause for many problems in the classroom. We will strive to recognize the developmentally appropriate behaviors your child is displaying and react in kind. For example, if an infant or toddler is biting, we might try to give them a toy to chew on or something to eat, thus treating the root cause of the behavior rather than punishment. Teachers will use redirection for children expressing themselves through aggressive or unwanted behavior. Teachers should also be modeling appropriate behavior to children through every day activities and responses to problems.

Children need to learn the tools to problem solve. In setting up a developmentally appropriate environment, with help from teachers using the problem solving steps from the PQA, children will learn how to regulate themselves and problem solve with their peers. Teachers are also responsible for helping students recognize their emotions, and teach them how to act

appropriately. Children who are 3 and older will be given the choice to calm their bodies in the comfy reading area or use sensory toys. Children who are too young or unable to calm themselves will be given comfort and reassurance from teachers and caregivers.

We will do our best to work with children and families to get children able to regulate, problem solve, and thrive in the world within and after our program. Parents are their child's first teachers and we will respect and involve guardians in our behavior plans on an individual basis. If parents are unwilling to work with staff to modify and correct unwanted behaviors in order to make our school a safer learning environment for all involved, we will suggest finding another center. If a child's behavior is unsafe to other students in the classroom and behavior modification techniques are not working, we will suggest that the child must find another school which can meet their individual needs.

Following our licensing rules and regulations, teachers never use corporal punishments (such as spanking, hitting, pinching, etc.). We ask that all families follow our policy on positive guidance while on school grounds.

The Health of All

We take the health and safety of all children and families seriously. As part of our professional development, staff:

- Are CPR and first aid certified
 - Either at the time of hire or shortly after.
 - Staff are retrained every two years.
- Receive the following trainings at the time of hire:
 - Bloodborne Pathogens
 - Child Abuse and Neglect
 - Mandated Reporting
 - Shaken Baby Syndrome and Sudden Infant Death Syndrome
 - Licensing Rules and Regulations
 - Other state-required trainings

Medical Records

At the time of enrollment, all children must have a health appraisal on file within 30 days of their start date. Immunization records must be attached and completed by a physician. Children who are exempt from immunizations due to religious or personal reasons, must have a nonmedical waiver on file which is obtained by reaching out to the health department in your county.

Injury and Illness Policy

Parents will be notified immediately if a child is required to be removed from the program due to illness or injury. Children with a temperature of 100 degrees or more will be required to be picked up by a parent, guardian, or by someone approved on the child's emergency card. Administrators or care-givers will also fill out an illness or incident report with a detailed description of the occurrence. If a child is sent home due to illness, they will be allowed to return once they are fever/symptom free for 24 hours. When a child that is ill has siblings attending Squiggle Room, it is our policy that all siblings be required to be picked up also, to limit exposure. Illnesses for which

children will be sent home include vomiting, diarrhea, fever, suspected pink eye, respiratory distress, or an injury requiring medical intervention.

If a child is injured or ill, but not required to leave, we will notify parents/guardians and the child will be able to rest in the classroom with a care-giver or brought to the office to rest until they feel well enough to join the group again. Injuries will be treated with necessary first aid and an incident form will be filled out accordingly.

Parents must have a back-up plan for care when their child is ill. This may be a grandparent, friend or neighbor that can care for the child if the parent needs to work but cannot bring the child to the center or home. Possible reasons to call a parent to pick up a child or to exclude a child from care:

- Fever – A child has a temperature of 101 degrees F or greater AND behavioral changes or other signs or symptoms. The child should not return until 24 hours of no fever, without using fever reducing medications.
- Diarrhea – If a child has two loose or watery stools, even if there are no signs of illness. The child should have no loose or watery stools for 24 hours prior to returning to care. Exception: This may occasionally be caused by antibiotics or new foods a child has eaten, but call the parent to find out if this is the likely cause.
- Vomiting – If the child has vomited two or more times.
 - Exception: Some babies may burp/spit up following a feeding – this is not vomiting. A healthcare provider may also rule out an infectious cause.
- Rash – If the child develops a rash and has a fever or a change in behavior. Exclude until a physician has determined it is not a communicable disease.
 - Note: Rapidly spreading bruising or small blood spots under the skin needs immediate medical attention.

- Crying and Complaining – Any time a child is not his/herself, is lethargic, is complaining about discomfort or is cranky and crying more than usual for that child. The child should not return until he/she is acting normally.

Exclusion Policy for Staff, Volunteers, and Children:

- Diagnosed with a “Big Five” illness:
 - Typhoid fever (Salmonella Typhi).
 - Shigellosis (Shigella spp.).
 - Escherichia coli O157:H7 infection (E. coli O157:H7).
 - Hepatitis A (hepatitis A virus).
 - Norovirus infection.
- Jaundice has occurred within the last seven days.
- Experiencing noro-like symptoms (vomiting and/or diarrhea).
 - Note: It is also recommended the employees and volunteers stay home if ill with symptoms such as fever, cough and sore throat.
- The employee or volunteer can return to work:
 - When diagnosed with a “Big Five” illness: After health department approval and medical documentation states the excluded person is free of symptoms and free of the infectious agent.
 - When excluded for jaundice: The excluded person has provided medical documentation stating that they are free of the Hepatitis A virus.
 - When excluded for noro-like symptoms: 24-48 hours after the last symptom of illness. No handling of food or food ware for 72 hours after symptoms have resolved.

Medication Policy

Medication shall be administered only by the director or assistant director, after parents or guardians have filled out a medication form. Medication must be brought in its original container and will be administered in accordance with the written instructions on the container, or in accordance

with a doctor's note or prescription. Topical ointments and creams, such as sunscreen, chapstick, or lotion are included in this policy, except that teachers may administer ointments. A detailed individual log will be kept of all medications administered. Medications will be kept in a locked cabinet in the director's office. If refrigeration is required, the medication will be kept in a container in the kitchen refrigerator. Medications requiring refrigeration need to be taken home and returned daily.

Handwashing

Handwashing is a vital way to keep yourself, your child, and others safe. By introducing children to handwashing at an early age, you can help establish healthy habits for life. Children and staff will have multiple times throughout the day where they will be required to wash their hands, such as:

- When arriving for the day
- After diapering or toileting
- Before and after meals and snacks
- After coming back inside
- After wiping their nose or touching their faces
- Before and after sensory experiences

Covid-19

As we continue navigating life during the Covid-19 pandemic, the health and safety of our children, staff, and families is crucial to us. Below are a few steps that we are taking to ensure the health and safety of all:

- Vaccinated Staff - Before staff begin working in our center they are required to be fully vaccinated against Covid-19.
- Masked Staff - Even though our staff are fully vaccinated, they are still required to wear a medical-grade face mask or cloth face covering until the CDC indicates otherwise.

- Wellness Screenings - During drop-off, both children and staff are required to complete a wellness check. Staff check-in with center management and parents/guardians do so at our check-in kiosk.
- Increased handwashing - Throughout the day, children and staff are required to wash their hands according to licensing guidelines. Staff will assist children to ensure hands are cleaned thoroughly.
- Touchless Hand Washing - Our center is equipped with motion activated sinks, soap dispensers, air dryers, and water fountains.
- UV Sanitizers - Each of our classrooms are equipped with a UV sanitizing light. These lights will go off each hour to ensure all surfaces are clean.
- HVAC Air Purifier - Our HVAC system is equipped with an air purification system. This system filters the air throughout the center to ensure children and staff are provided with a higher air quality.
- Shoe Covers - While in the building, staff are required to wear shoe covers to limit the amount of bacteria and germs that may be living on their shoes.
- Cleaning Checklists - Our staff are provided with cleaning checklists to use throughout the day and end of the day. We utilize these tools to ensure classrooms are being cleaned and closed properly.
- Illness Tracking - Throughout the day, staff will complete wellness checks for the children in their care. Symptoms that may require a child to be sent home are:
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - Fever (Temperature at or above 100.4 Degrees)
 - Sore throat
 - Nausea, vomiting or diarrhea
 - Headaches, body aches or muscle pain
 - Chills, shivering
 - Loss of sense of taste or smell
 - Runny nose

In the event of a Covid-related closure, affected families are required to only pay half of their regularly scheduled tuition should the entire center be required to shutdown.

Safety

Procedures for Screening Staff

At Squiggle Room Early Learning Center we pride ourselves in having staff who are dedicated to the children and families that we serve. We do not discriminate based on gender, race, religion, or country of origin. Teachers must have a heart for teaching, a love of care-giving, and passion for our work. Our staff values art and creativity, providing our unique approach to learning. Each of our staff members is required to have a DHS background check before spending time in the classroom, as well as a negative TB test. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

Emergency Procedures

CHILDREN WILL NOT BE LEFT UNATTENDED FOR ANY REASON.

- Relocation/Evacuation Plans
 - In case of evacuation, lead teachers will gather their cell phone, attendance log, as well as their classroom's "emergency backpack", which contains a copy of every child's emergency card, first aid kit, bottles of water, flashlight, small radio, and snacks.
 - Assistant teachers will count children to ensure everyone is being evacuated. All staff and children will congregate in the parking lot across the street on Oakbrook. Once all staff and students are accounted for the director will send a group text notifying families of the emergency and plans for pick-up or relocation.
- Shelter in Place Plan/Lockdown

- In the instance that we will need to shelter in place classroom doors will be locked, window coverings will be drawn and children and staff will go about the day as planned while remaining in their rooms. In the event of a lockdown, children and staff must hide in their classroom where they are invisible from the outside. Lead teachers will have the “emergency backpack” with them to meet children’s needs during the emergency. The director will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary.
- Fire
 - Immediately upon discovery of any kind of fire, or hearing the fire alarm, lead teachers will gather their classroom’s “emergency backpack”. The assistant teacher will be responsible for counting children and getting them out the door in line to the assigned exit. Each classroom has a map near their main entry door detailing where to exit the building.
 - The Director will assist the Young Infant teachers, and the Assistant Director will assist the Older Infant teachers. In both of these classrooms infants will be evacuated in cribs, four babies to a crib, and wheeled out of their assigned exit.
 - Staff and children will meet near the front of the parking lot by the school sign.
- Tornado
 - Upon learning of a tornado watch in the area, the Director will immediately turn on the radio to a local weather station and will monitor weather conditions until the weather watch is canceled or until the facility is closed and all children have been picked up.
 - If a tornado warning is issued, Lead and Assistant teachers will immediately take children, attendance records, a cell phone, the emergency backpack to the kitchen and surrounding inside walls.

- Lead teachers will instruct the children where to sit and take roll using the attendance records. Assistant teachers will keep children comforted and will provide activities to children to help them remain quiet and occupied until the warning is lifted.
- The director will send a group text to families notifying them of the emergency and plans for pick-up or relocation if necessary.
- Serious accident, illness or injury
 - In case of a SERIOUS accident, illness or injury the emergency will be reported as necessary. If emergency medical personnel are not necessary, administrators and teachers/caregivers will administer appropriate first aid.
 - If emergency medical personnel are necessary, care-givers or administrators will stay with the injured/ill child to make them feel safe and secure, while administering any life saving first aid that may be necessary until medical professionals take over. (Cpr, tourniquet, etc.) A report will be completed and filed with licensing.
- Crisis Management
 - In the event of an intruder or active shooter, the Director will call 911 and report the emergency. Teachers will be notified by the Assistant Director traveling to each classroom door and saying the code word. Once teachers and care-givers are aware of the emergency they will be responsible for locking their classroom door and closing all window coverings. Staff and children must hide in their classrooms where they aren't visible from windows or doors. Lead teachers will locate attendance records, a cell phone, and the emergency backpack. Assistant teachers will keep children calm and quiet until the emergency has passed. The director will make sure everyone is safe and unhurt and notify local authorities if there is a physical threat inside the center or if someone is injured and will send a group text to families notifying

them of the emergency and plans for pick-up or relocation if necessary.

- In the event of a bomb threat, the director will notify the authorities and staff and students will follow the relocation plan protocol.
- Immediately upon discovery of a power outage, the director will determine why the power is out, check the circuit breaker, and contact the local power company, if necessary.
- If compliance with the licensing rules cannot be maintained, such as running water, flushable toilets, temperature, visibility of children, the assistant director will contact parents letting them know that they must pick children up within the hour either via phone or through the Brightwheel app.
- In the event of a suspicious package the director will notify authorities and call 911 to report the box/package to the police. The assistant director will keep everyone away from the suspicious box/package. Each class will follow Relocation Plans for safely evacuating and relocating children.
- In case of a missing child at the center, immediately upon discovery of a missing child, the care-giver who first notices shall alert the PROGRAM DIRECTOR, assistant director or staff member in charge of the missing child. All available staff will assist in searching the facility for the missing child (cook, assistant director, floaters available). Staff will quickly search in lavatories, closets, room corners, under desks, behind curtains, anywhere a child might have hidden or gone. Care-givers must be diligent about keeping other children at the center calm while the child is being found. If the child is not found within 10 minutes, the director will report the missing child to authorities and notify the parents. If the child is found, parents will be notified of the incident and it would be reported to licensing.

- If there is a gas leak detected in or very near the center, staff will immediately evacuate the children according to the EVACUATION/RELOCATION PLAN.
 - If the gas leak is in the vicinity of the center, the director will contact the gas company to determine if there is a need to go to the relocation site following the SHELTER-IN-PLACE PLAN.
- In case of a water main break or total loss of water for any reason, the center must close because compliance with the licensing rules cannot be maintained, such as running water, flushable toilets, the director will contact parents letting them know that they must pick children up within the hour either by phone or through Brightwheel.
 - If the center still has water available, the director will contact the water company or local authorities to see if the facility needs to be evacuated or if the children can remain in the program until parents can arrive to pick up their children.
- Should a winter storm occur or be predicted while children are present, the director will determine if the facility can stay open or if it must close. If the facility must close, parents will be called to inform them that children need to be picked up and/or call parents of children scheduled to arrive to inform them not to come. If the winter storm is predicted or occurs before hours of operation that day, the director will decide and notify families if the center shall close.

Infant and Toddler Accommodations

Infant and toddler teachers will have on demand snacks available in their emergency bags, as well as diapers and wipes in order to maintain basic care. Infants will always be transported in evacuation cribs, 4 babies to

a crib. There will be bottles as well as water in each backpack to ensure infant hydration.

Special Needs and Chronic Medical Condition Accommodations

At admission, each child with special needs or chronic medical conditions will have a write up of necessary Accommodations in an event of an emergency. These needs will be met and understood by each caregiver in their classroom. If the child needs special medical equipment, it will be in the emergency backpack. If the child needs special transport help, it will be written in their individual emergency plan.

Abuse and Neglect Policy

At Squiggle Room Early Learning Center we strongly oppose any forms of abuse. We realize that each word and action in the presence of a child affects who they grow to become. We expect employees to act in compliance with the rules governing child care centers and their providers. All staff in our program are mandated reporters.

From the licensing handbook:

The Child Protection Law requires mandated reporters to make an immediate verbal report to DHS upon suspecting child abuse and neglect, followed by a written report within 72 hours. Within 72 hours of making the verbal report, mandated reporters must file a written report as required in the Child Protection Law. DHS encourages the use of Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form, which includes all the information required under the law. Mandated reporters must also provide a copy of the written report to the head of their organization. Mandated reporters must also notify the head of their organization of the report. Reporting the suspected allegations of child abuse and/or neglect to the head of the organization does not fulfill the requirement to report directly to DHS.

Security

A safe and secure environment is our top priority. Our exterior doors will remain closed and locked at all times. Staff will be provided with a key to come back into the building while out on the playground. Visitors are required to sign in with center management. At the time of enrollment, parents and guardians are required to list primary and secondary contacts in the event of a center emergency. If a designated pick-up person is not recognized, they will be required to show a government issued form of identification before they can remove a child from the center. When utilizing a designated pick-up-person it is the responsibility of the parents or guardians to inform center management.

Custody and Visitation

Some families may have legal custody arrangements regarding their child. Our center is required to follow visitation guidelines set forth by a judge. Our staff are not responsible for supervising visitations. Custody orders must be presented to center management at the time of enrollment. Our center will only release children per the custody arrangement.

Substance-Free Environment

We have a no tolerance policy for smoking, vaping, or drinking of any kind on center grounds. At no point in time is anyone, staff or parent/guardian permitted to be under the influence. If the rule is broken, an employee will face termination or a parent/guardian may be subject to losing their child's enrollment seat.

Admission, Tuition, and Withdrawal

Admission

Families who register (for the first time and then annually) are required to submit an application through Brightwheel. Submitting this application does not guarantee enrollment. Please speak with our center director to determine what additional information and forms are required.

Enrollment at Squiggle Room Early Learning Center is open to all children regardless of race, color, national origin, sex, age or disability. Parents seeking enrollment for their children will be invited to tour our school and meet the staff. During this tour, parents will be given information about our program and asked to complete a new "Student Packet" prior enrollment.

Registration Fee

At the time of enrollment, a \$100.00 (single child) or \$150.00 (family) non refundable registration fee is due. This fee holds your child's spot for up to seven days. If seeking a later start date, please speak with the center management team as spots are only held once tuition charges are paid in full at the time of enrollment. The registration fee is then billed out annually in the fall. If for any reason, a family decides to disenroll, another registration fee will be due if readmittance to the program is needed.

Tuition

Our tuition fees provide us with the means to purchase supplies, building costs, and to pay our center staff. Tuition is quoted and billed on a weekly basis. Tuition for the next week must be paid in full before attending. Tuition is billed through our Brightwheel app and must be paid via auto-pay.

Tuition fees are subject to change as we determine the need to improve our facility or resources. Management will provide a 30-day written notice to families if tuition changes are needed.

Late Payments

Tuition that hasn't been paid by 5:00 p.m. on Tuesday is subject to a \$30.00 late fee. Failure to pay may result in disenrollment from the center. A payment plan may be discussed with your center director to avoid being sent to collections.

Vacations/Missed Days

We understand the importance of taking a break. Families are eligible for two vacation weeks per year, after being in attendance for three months. If absent for an entire week, families are responsible to pay half of their regularly due tuition to act as placeholder for their child's enrollment seat. If attendance is partial, tuition is still due in full.

Tuition is still due in full in the event of a sick day as we use these fees as a way to budget our everyday expenses, such as teacher payroll.

Late Pick-Ups

Every attempt must be made for a child to be picked up before our 6:30 p.m. closing time. If running behind, parents and guardians must connect with center management. Our team cannot transport a child in our center for any reason. If contact is not made and no one can be reached regarding your child's pick up, we may have to:

- Reach out to emergency contacts provided at the time of enrollment within 30 minutes of closing.
- Reach out to Child Protective Services or appropriate authorities to determine the best course of action for your child.

If a late pick-up does occur, an additional fee of \$1.00/minute may be added to your billing account.

Withdrawal

If for any reason you decide to unenroll your child, please speak with center management. We ask that you submit this Withdrawal Notice at least (2) weeks prior to your child's last day in our program in writing. This period

provides administration the time needed to notify families on the waitlist that a spot has become available and to organize transitions within our school. Please note that you are still responsible to pay for (2) week's tuition from the time you submit your written notice regardless of whether you utilize your space in the program during that time.

Dismissal

Squiggle Room Early Learning Center reserves the right to dismiss any child from the center. Dismissal may occur in the following instances; parent/guardian and/or child do not comply with the child care center policies, the Director of Squiggle Room Early Learning Center or the Center Board determines that a child has a behavioral, physical, and/or learning problem that the center is not equipped to handle, frequent late payments or delinquent account, and if a child is unable to act appropriately during group experiences and daily activities. Inappropriate behaviors that result in dismissal includes the use of foul or slang language, touching other students in an inappropriate manner, acting aggressively or violent towards teachers or other children, destroying the property of the daycare center, teacher(s), or other children, as well as any other behavior(s) deemed inappropriate by the Center Board or Center Management Team.

Other

Nondiscrimination

It is the policy of Squiggle Room Early Learning Center not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, children and families we serve, and volunteers.

Americans with Disabilities Act

We accept children in compliance with the Americans with Disabilities Act (ADA), its regulations, and any other applicable local, state, or federal laws pertaining to the provision of services to individuals with disabilities.

Babysitting

We discourage our staff from babysitting. Should a babysitting agreement be decided upon by a family and our staff, you are doing so on your own accord.

Pest Management Plan

The EPA suggests using integrated pest management for childcare settings. This is an environmentally and human sensitive approach to pest management. This involves understanding what brings pests into the building and doing our part to keep them out. We do this by maintaining a clean environment that is unfriendly to pests and treating the root cause.

As hard as we may try to avoid pests by keeping a clean environment, we will occasionally need to treat our environment by hiring a pest control company. We will notify families at least two days prior to treatment so that other care can be planned if needed.

There is more information available at

https://www.epa.gov/sites/production/files/documents/IPM_CCC.pdf.

Acknowledgement of Receipt

I have read and understand the Policies and Procedures as laid out in the Squiggle Room Early Learning Center Family Handbook in accordance with LARA's licensing requirements for childcare centers.

I am aware that the family handbook is available at all times on Brightwheel's document hub. A printed copy is available upon request.

Child(ren)'s Names

Parent/Guardian Name

Parent/Guardian Signature

Date