



Learning Through Play **Child Development Center** **FAMILY HANDBOOK**

2022-2023 School Year

Learning Through Play Child Development Center

WELCOME

Dear Family,

Welcome to Learning Through Play Child Development Center. We are DCF licensed large Family Home Daycare providing a safe, clean, caring, and nurturing atmosphere for your child. While also providing quality early childhood education. We enjoy the benefits of having a small group size classroom, which allows us to have more one-on-one time with each child. Learning Through Play child Development Center will be your child's home away from home.

Thank you for choosing **Learning Through Play Child Development Center**. I look forward to providing your child with a caring and enriching environment.

Please read our program's policies carefully.

Sincerely,

Mariesmer Sanchez

(407) 233-5629

Learning Through Play Child Development Center

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ABOUT ME

Philosophy

We believe every child is a unique individual who needs a secure, nurturing and stimulating atmosphere in which he or she can grow and mature physically, emotionally, intellectually and socially. Research have shown that children learn best when they feel safe and valued. This is what motivated me to open a Family Home Daycare center, in which children can learn comfortably while helping families in my community.

Mission

Our mission is to provide a safe, clean, and nurturing atmosphere for children to learn, play and feel at home. We also strive to provide an encouraging educational environment to help children reach their full potential by promoting social, physical, emotional, and cognitive development through learning through play. We also committed to the families we serve by providing quality child care, giving them peace of mind.

Certification

DCF License Number- L09OR0019

We are proud to be part of the USDA food program.

We also contract with ELC and accept School Readiness 4C.

Quality performance system- Rating Score 5.18

Definition of Family

In this handbook when I use the term family, I am referring to a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of your child in my care.

Hours of Operation

Child care services are provided from 7:30AM to 5:30PM. Monday through Friday

Emergency Substitute Provider

In the rare case of an emergency situation, I will call my emergency substitute provider. Ramon Perez, Maribel Abreu. S/he will come to the facility to stay with the children during my absence. In the event that I cannot secure a qualified substitute during an emergency, you or your emergency contact will be asked to make arrangements to pick up your child (ren) and the program will close for the remainder of the day. Should this need arise, you or your emergency contact shall pick up their children within 1 of receiving the call.

I will provide my emergency substitute provider with a brief orientation that will include the names and ages of children present, arrival and departure information for each child including the names of people authorized to pick up your child, the location of the children's files including emergency contact information, consent for emergency medical treatment and any special health care needs. The emergency substitute provider will have appropriate credentials and

clearances. Names of approved substitutes will be provided to you and a list will be posted on the bulletin board.

Holidays

I am closed for certain holidays: Most Federal Holidays, there will be early closings days as well. Yearly calendar will be given at the beginning of each year.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of \$100 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, my program admits children from Birth to 5 years of age.

My process for introducing children to my program is Non-Discrimination

Children are admitted without regard to race culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Waiting List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled my program will be given priority.

Adjustment/Trial Period

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new child care setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing and reassuring them of their family's return.

A 4 weeks week adjustment period begins at your child's first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

Inclusion

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. I will make every reasonable accommodation to encourage full and active participation of all children in my program based on their individual capabilities and needs.

If your child has an identified special need,

Please provide diagnose or supportive documents.

Non-Discrimination

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made

unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children at my program are confidential.

My Qualifications

I have over 10 years of experience in the child care industry. I possess an A.A. degree with concentration in early childhood education. I have My Directors Credential along with my Staff Credential. I am a member of the National Association of Family Home child care. I also obtain 45 hours DCF training, Background check, and First Aid and CPR.

I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Staff / Assistant / Substitute Qualifications.

Any Staff, Assistants, or Substitutes that are employed by me will have appropriate qualifications in the child care industry and will obtain the state requirements. A list of qualified staff, assistants, and substitutes will be provided to you and available on the bulletin board.

Communication & Family Partnership

Daily Communications.

Daily notes from me will be given via text, ProCare app or in person, to keep you informed about your child's activities and experiences in my program. The purpose of this is to ensure regular two-way communication between your family and me. I encourage you to share events and information from home that will better enable me to understand your child and to help strengthen our partnership in the care of your child.

Bulletin Boards. I have a bulletin board with program news, upcoming events, holiday closing dates, announcements, etc.

Email. I encourage you to provide an email address that you use regularly so that I may send you announcements, event invitations, newsletters and general updates.

Family Activities. Each family is a child's first teacher. I value families as partners in the growth and development of children in my care. I encourage parents and other family members to be involved in the program, visit your child(ren) in my classroom, participate in events, and provide feedback on the program. I encourage families to participate and support your child's learning goals.

CURRICULA & LEARNING

Learning Environment

I provide a rich learning environment with curricula that are developmentally appropriate to the specific ages of the children in my care. I have a flexible day routine that allows children to advance at their own pace. I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Television Time

My normal daily routine may include television watching, I may turn on a show without advertisements as a teaching aid. Television consumption will not be longer than 1 hour a day and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. My focus is to provide your child a positive experience with increased understanding of the world. Alternative activities are available for children during television time.

Electronic Media

At the moment we do not have electronic usage. We may have some for future educational programs usage.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teach children respect for our world and the diversity of life upon it.

Celebrations

My celebrations and holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Birthdays, Good Friday, Easter, Christmas, ext.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than 4 years of age participate in quiet rest time. Children are not required to sleep and may be given quiet activities.

Infants will sleep in his or her own crib on their back, facing up. sheets snugged in tightly, no toys or blankets inside or crib in order to reduce SID.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Once you are comfortable and would like to start Toilet Training, I recommend parents to First start at home. I will continue her during daycare hours.

GUIDANCE

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. I encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children.

My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when I need to ensure a child's safety or that of others and I may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

I will praise good behavior.

Redirection: Toddlers will simply be told "that's not a good choice" and redirected to a better choice or activity/ area.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on my resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be through the ProCare app. If you have a question or concern regarding a payment or fee, please contact Mariesmer Sanchez.

Tuition Rates

Full-Time Rate (4-5 days): Per week.

Part-Time Rate (2-3 days): Per week

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick, holidays, staff training closure or closure due to inclement weather.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due every Friday, no later than Monday of current week by 7am through ProCare app., as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$100 is due annually on August, this fee **will not** be pro-rated.

Methods of Payment

Payment method is through our ProCare app. This helps both parties keep bookkeeping on order with no confusion. You will also have access to year-to-year transitions.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of \$45 will be added to your next tuition payment for each day that it is late. **Repeated late payments will result in your family being required to set up automatic payments.**

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 3 weeks late, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Rejected Transaction Charges

All returned or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$45. This charge may be collected electronically. Two or more rejected transactions will result in your account being placed on automatic payments

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 5:31 PM and will be due on your next billing invoice. **Repeated late pick up may result in child care services being terminated.**

Other Fees

- *From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.*
- A non-refundable enrollment/ registration fee of \$100 is due annually every August and upon enrollment time.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below) or public health emergency such as a pandemic, or weather-related or environmental emergencies.
- **In the event of any of the above circumstances** if we are prevented from operating, families shall pay 50% of tuition fee for 2 weeks. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit of 50% may be issued. A written doctor's note is required to receive a credit. ***Should your family go on vacation, please notify me 2 weeks in advance in order to receive 50% of tuition week.***

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9:30 AM, please call/text me at (407)233-5629 or Message us through our ProCare app. I will be concerned about your child if I do not hear from you.

My Vacation

My personal vacations consist of two full weeks a year. You will be notified well in advance of these dates. 50% of tuition is still due during these weeks.

Families are responsible for finding back-up care for their children during holidays, provider vacations and planned or unplanned closings.

Withdrawals

A written notice, 2 weeks in advance, is required by me when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

Closing Due to Extreme Weather

Should severely weather or other conditions (i.e., storms, floods, tornadoes, hurricanes, earthquakes, loss of power, loss of water) prevent me from opening on time or at all, notification to the families will be announced on e-mail, phone call, text and ProCare Message.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

I open at 7:30AM, and please do not drop-off your child prior any earlier than this time. Families are expected to accompany their children and sign them in.

I close at 5:30PM, and please do not pick-up your child later than this time. Families are expected to enter my home and sign-out their child out, and leave by closing time.

Use of Cell Phones

Drop-off and pick-up are my primary windows of time to communicate with you about your child, In addition, children need your full attention at this time. Therefore, I respectfully request that you not use cell phones while dropping off or picking up your child.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of my policy.

If your child has not been picked up after closing and I have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. I will stay with your child as long as possible, but if after 1 hour I have not been able to reach you or any person listed as an Emergency and Release Contact, I will call the local child protective services agency.

Right to Refuse Child Release

I may refuse to release children if I have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, I may request that another adult listed as an Emergency and Release Contact pick-up your child or I may call the police to

prevent potential harm to your child. Reoccurring situations may result in the release of your child from my program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program.
- **Preschoolers:** at least one change of clothes, socks and shoes.
- **All children must be in Full Uniform upon arrival.**

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the program.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located. Please note that I am not responsible for lost personal property.

Toys from Home

I request that you do not allow your child to bring toys from home.

If child brings in toy, I will ask parents to take it back with them.

NUTRITION

Foods Brought from Home

Our program is proud to be a part of the USDA food program and all our Menus are state-approved. I request that you do not bring food from home into our program.

ONLY SNACK.

Snack brought from home is permitted under the following conditions:

- Foods should be labeled with your child's name.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Allergies

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to me prior to enrollment.

Meal Time

At meal time the table is set with real plates and flatware. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families.

I am trained in first-aid for choking and am always present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with your child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula brought from home must be labeled with your child’s name.
- Solid foods will only be introduced after a consultation with the child’s family.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 2 weeks after your child begins my program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to me.

Illness

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than I can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

Allergy Prevention

Families are expected to notify me regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide me a letter detailing your child's symptoms, reactions, treatments and care.

Medications

All medications should be handed to me with specific instructions for administration. Medications should never be left in your child's cubby or with your child to administer on their own. I will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from your child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. I will have a form for parents to fill out and sign for instructions on medication.
- **Non-prescription medications** require a note signed by the parents. Non-prescription medication will not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the Parent, specifying frequency and dosage to be administered.

Parents must provide sunscreen for child and give us authorization to apply it during daycare hours. Same instructions apply for insect repellent.

Communicable Diseases

When a child in my program has a suspected reportable disease, it is my legal responsibility to notify the local Board of Health or Department of Public Health. I will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Home Safety

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

- Working smoke detectors are on each floor and near cooking and sleeping areas.
- Working carbon monoxide detectors are near the sleeping area.
- Adequate Ventilation throughout my home.
- No guns or firearms on premises.
- Fire extinguishers are maintained properly.
- Toys are age appropriate, in good repair and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches and fire starters are out of reach.
- The hot water heater is regulated at 120°F.
- Medications are out of reach.
- A well-stocked first aid kit is kept near and expiration dates are observed.
- I am certified in Infant & Child CPR and Pediatric First Aid.
- Safe grassy areas to play.
- Yard is free of splinters and harmful objects.
- Safety approved play equipment and toys.
- Yard routinely treated to deter insects.
- Outside areas where children play is fenced and gate locked.
- Children do not play outside unsupervised.
- Pool, tool sheds and other hazards are fenced or closed off.

Clothing

Uniform is mandatory for all Toddlers. Red Polo shirt, Blue or khaki pants/Shorts. Infants are not required to wear uniform.

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. My yard is used as an extension of my program, and daily activities are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for program play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside heat index temperature is greater than 100°F or less than 50°F degrees. Additionally, outdoor play will be cancelled.

Injuries

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while I will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

Pets/Animals

I do not have any pets on the premises.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, I expect the same from all families. I will not tolerate hostile or aggressive behavior. If this occurs, I reserve the right to ask you to control your behavior or to remove your child from my care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor program environment and vehicles used by my program are non-smoking areas at all times. The use of tobacco in any form is prohibited on my program's premises.

Prohibited Substances

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on my premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group during an outing or fieldtrip and is not located within 10 minutes, the family and the police will be notified.

Fire Safety

My home is fully equipped with fire safety, alarms, rolling cribs.

My fire evacuation plan is reviewed with the children on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

FAMILY ACTIVITIES

From time to time, I offer an opportunity for families to participate in the activities that help with growth and improvement of their child's education. I encourage families to take an active role.

Examples of Family Events: Please be sure to look at the Bulletin Board for announcements of these activities and events.

- Holiday Gathering
- Program Activities: Enjoy and help your child's class with these special activities.
- Donate requested items
 - Contribute to Pot Luck Meal/ or holiday events.
 - Family Teacher conferences.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to me prior to enrollment.

I may update this handbook from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures I have set up are for the safety and welfare of all children in my care. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself the Family Handbook and to ask questions if I do not understand any policies, procedures or information contained in the **Family Handbook**.

Recipient Signature

Date

Provider's Signature

Date