

# ABC's

## Daycare & Preschool

learn  love  play 

ABC'S Daycare & Preschool LLC  
Kelly Scherr, Administrator & Director  
1820 Talen Street, Menomonie WI 54751  
(715) 235-4650  
[learnloveplay@sbcglobal.net](mailto:learnloveplay@sbcglobal.net)  
[www.abcsdaycare.com](http://www.abcsdaycare.com)

### OUR GOALS

Our goals as your day care provider are to provide a high quality program for infants through preschool age children that focus on social development as well as academic development. We will provide activities to enhance the social, emotional, and physical intellectual development of each child. Children will be encouraged to develop self-help skills. We will strive to create a clean, safe, warm, nurturing, stress free and healthy environment where your child can learn and grow through play.

### GENERAL INFORMATION + DAYS OF OPERATION

ABC's Daycare & Preschool LLC is licensed by the State of Wisconsin, Department of Health and Family Services for 38 children from 6 weeks – 12 years of age. We are open Monday – Friday 5:30am – 6:30pm. We will be closed for the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day. There will be no charge for these days so you can prorate your childcare when you pay that week. When a holiday is approaching the Head Teachers will be asking about your holiday plans and if your child(ren) will be attending days before or after the giving holiday. This way we can plan staffing accordingly.

### WEATHER CLOSINGS

ABC's Daycare & Preschool LLC's school closing and delay closing is to comply with Department of Child and Welfare Services regulations for operating a licensed program. These state regulations pertain to the safety of the young children within our care. There are three key issues: 1) meeting our adult: child staffing ratios during operating hours; 2) having fully operational heat, running water and electricity; and 3) having fully accessible, cleared emergency exits and access to emergency personnel. These standards are in place year round; inability to meet these standards may result in a temporary center or school closing regardless of the source of the problem (e.g. winter weather conditions; broken pipes; comprehensive staff illness).

In winter weather, we make every effort to be open and stay open for as many hours as possible. Driving conditions are a primary factor in determining whether a closing or delay is appropriate. We need enough staff present to provide for the children in our care per our regulations, and once we are here, we need to ensure that the children and our staff can return home safely at the end of our operating hours. For these reasons, ABC's Daycare & Preschool may be opened on a delayed schedule, closed early, or closed for the whole day weather permitting.

During bad weather, decisions for school closings and delays are made by 5:00am on the day in question. This is to allow the administrator time to collect the most recent information possible while still allowing enough time for parent and staff notification of the decision. In the event of extreme weather such as a blizzard, closing decisions can be made the previous evening. If the daycare will be closed you will get a call from your Head Teacher or Administrator. The head teacher and/or Administrator will contact you by calling your home & cell phone if the center were to be closed.

The daycare openers make every effort to have the center open at 5:30am by giving themselves plenty of extra time in the morning to arrive. The Administrator will plan to be at the center at 6:00am any day there is bad weather to serve as the back up opener. Other staff will be called in early as needed to be sure we are staff accordingly. If you have any questions about closings or delays please keep the Administrator's phone numbers accessible. Kelly's home phone 235-4980 and cell phone is 579-5883.

The daycare license, violations and/or compliance, notices of communicable illnesses, monthly menus, and parent information are posted on the parent bulletin board as you enter. It is important that you check this board daily as this is our main means of posting notices/events for families. The Group licensing rules and center policies is in a binder in the shelf by the parent bulletin board. All information received from parents and in children's files is confidential and will be treated as this.

To best meet the needs of each child we have three classrooms at the center: Infant Room which would be for children birth to 2 years of age. Toddler Room which would be for two –three year olds and Preschool Room for children who are normally 3 to 6 years of age and developmentally ready to be in a preschool environment. They need to also be potty trained to be in the Preschool Room. School age children will have their own area within the preschool classroom for the summer program. In the early morning and late afternoon when children are just starting to get here or leaving we combine the classrooms; so all the children would free play together for the first few hours the center is open and closing. We have our classrooms set up in this manner to be able to have the best developmentally appropriate program individualized for the children at their ability.

## ARRIVAL

If a child has not shown up within one hour of their regular scheduled time and we have not received a phone call that the child is sick or running late, we will call the numbers on their enrollment form. We will call the families home, work numbers, and emergency contacts. If we are unable to talk with anyone we will leave messages on answering machine or voice mail. We will document the attempts we make to try and reach the family in the medical/injury log book.

Each morning when a child enters the center the teacher greeting the child will check the child for obvious bumps, bruises, scrapes, etc. If something is noticed, the teacher will inquire of the parents what happened and when. Observations will be documented in the medical log book.

When you bring your children in the morning and pick them up in the afternoon there is a written system for tracking attendance. It is your responsibility to sign your child(ren) in and out each day. The closing staff member will look at the attendance report before they leave to ensure all children signed in/out for the day. If your child is going to be gone any day please write on that sheet that they will be gone.

The staff is always responsible for knowing the whereabouts of each and every child from the time the parent/guardian drops the child off until that child is picked up by the parent/guardian. The parent/guardian is responsible for the child until the child is safely in the center and received by the teacher. Responsibility passes to the parent when they greet their child for pick up. Each teacher will have a white binder that contains daily attendance and emergency contact information. It is the head teacher's responsibility to record when each child checks in and out. Throughout the day the teachers will count and identify the children in their group. This will be done at the beginning of each transition (snack, lunch time, rest time, outdoor time, story time, and project time). The exact number of children should always be known to the teacher in charge of the classroom.

To help you understand your child's day at the center we have daily sheets that will go home with your child everyday.

To make sure we are working with each child and family individually we create portfolios with developmental milestones, observations, and samples of art work for children whom are in the program at least three full days a week. This helps us to work with each child at their individual level and skill they are at. We set up conferences twice a year for families to go over the portfolios, developmental milestones, and goals for each child. The administrator/director and teacher will meet with you.

## DROP OFF OF CHILDREN

- Always sign your children in at the time of arrival and departure in the white binder.
- Please do not bring in any food into the center as we provide all nourishment for the children. If you have a special treat you'd like to bring in for the whole class please talk with the lead teacher. Any personal items, such as: blankets, nukes, dolls that the children use for rest time please keep in their personal boxes as these should not be brought into the classrooms.
- Children are to arrive clean and ready for the day. We will try our best to send your child home with a clean diaper and/or clothing and would appreciate the same consideration when you drop your child off.
- Do not drop your child off at the door and leave without announcing your arrival to the teacher in charge and checking your child in/out of the program.
- Children should arrive dressed for play. Please don't dress children in nice clothing and expect him/her to be spotless when you arrive to pick him/her up, your children will get messy and be involved with play all day. Clothing should be comfortable and seasonably appropriate for outdoor play. Make sure to include hats, mittens, boots, and coats for cold or rainy weather.

### **WHEN YOUR CHILD COMES HOME MESSY**

Red paint in the hair? Blue paint on the jeans?  
Sand in the shoes? Peanut butter on a favorite shirt?  
White socks that look brown? Sleeves a bit damp?

#### YOUR CHILD PROBABLY....

worked with a friend  
solved a problem  
created a masterpiece  
negotiated a difference  
learned a new skill  
had a great time  
developed new language skills

#### YOUR CHILD PROBABLY DIDN'T....

feel lonely  
become bored  
do a repetitive task that is babyish  
do worksheets that are too easy  
do sit down work that is discouraging

#### YOU PROBABLY....

paid good money for those clothes  
will have trouble getting the red paint out  
are concerned the caregiver isn't paying enough attention to your child

#### YOUR CAREGIVER PROBABLY....

was aware of your child's special needs and interests  
spent time planning a challenging activity for the children  
encouraged the children to try new things  
was worried you might be concerned

Young children really learn when they are actively involved in play...not when someone is talking to them. There is a difference between "messy" and "lack of care." Your caregiver made sure your child was fed, warm, offered new skills and planned messy fun things to do because that's how your children learn!

Send your child in clothes that can get dirty! Keep extra clothes at the site for the times when the child gets really messy. But remember, your children need time to be kids.

~~~Author Unknown~~~

### **PICK UP OF CHILDREN**

- It is expected that parents will pick up their children at the appropriate times stated on the written agreement/contract.
- Please be considerate of staff members who are waiting for you to pick up your child(ren). These staff members need to leave promptly at closing to meet their commitments. According to licensing rules, children left at the center more than thirty minutes after their program time period ends should be, and we have the authority to put the child, under the protection of Dunn County Human Services 232-1116.
- Persons appearing under the influence of drugs or alcohol will not be permitted to pick up children from the center. An authorized person from the child's Child Care Enrollment and Health History document will be called to pick up your child and/or the matter will be turned over to the police department.

### **PETS**

We have a black lab named Charlie that is at the daycare and roams throughout the day. She is excellent with children and has all shots up to date.

### **EDUCATION**

All staff members have at least a minimal early childhood education & experience as outlined by the HFS46 Licensing Rules for Group Child Care Centers. Most staff's education/experience is very extensive. On top of each teacher's early childhood education they are trained in the reduction of SIDS. Before starting to work with children the director will go through an orientation and the procedures to reduce the risk of SIDS. Within 6 months of employment the teacher will have formal SIDS training. All staff has infant, child, and adult CPR training within 6 months of employment, and has been trained in Shaken Baby before they start employment. All staff

working directly with children will have a health report on file within 30 days after beginning work. This will state the individual is free from communicable disease and they must have a negative TB test on file.

If there is any information that all staff need to know regarding a child the administrator will put it on the staff bulletin board in the staff room. This will also be a point that will be brought up at our monthly team meeting to be discussed.

### **CHILD ABUSE**

If any staff member has reasonable cause to suspect that a child has been abused or neglected they are mandatory reporters and will immediately contact county department of social services or local law enforcement agency. Each teacher reviews the DHFS brochure "It shouldn't hurt to be a child" within first week of employment, to meet the requirement for training in child abuse, neglect information, and reporting procedures. The teachers will receive updated training with this every 2 years. Any injury observed on a child upon their arrival will be documented in the medical log book. The following procedure will be used when reporting suspected cases. Upon arrival each child at the center shall be observed by the staff for symptoms of illness or injury. Any injury to a child or evidence of unusual bruises, contusions, lacerations, or burns received by a child shall be recorded in detail in a medical and injury log book and reported immediately to the administrator or director and then the staff person will call the necessary agencies.

### **(SIDS) Sudden Infant Death Syndrome**

Children under one year of age:

- Child will be placed to sleep on his or her back in a crib, unless the child's physician authorizes another position in writing.
- Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.

Children under two years of age:

- Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
- Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child's mouth and nose.

### **PICTURES/WEB CAMERA**

During the day we take pictures of children having fun & doing different activities. Most of the pictures are put in the picture file/bulletin board. The daycare also has a website which is [www.abcsdaycare.com](http://www.abcsdaycare.com) and fun pictures of the children will be posted here from time to time.

The daycare is equipped with a secure parent access web camera connection into the daycare. The company that hosts our camera has many levels of protection. Access is also blocked to the public as parents have their own username and password. By having your children here you give your permission and acknowledge that your children will be watched and possibly recorded on the web camera and viewed by other parents and staff. All parents will have a username and password to access the cameras to check in on their kids throughout the day. It is very important to keep your username and password confidential. This is a system where you can check in on what your child is doing, not one to be on all day, as the system allows you to log in for 10 minutes every hour. Since there are a limited number that can be on at once this hopefully allows everyone to access when they are able to. As families leave their username and password will be automatically deleted.

### **ACTIVITIES**

The teachers plan out their activities so that each child can be successful and feel good about them self, use and develop language, and use large and small muscles. Children will take part in activities, which encourage creativity. Children will learn new ideas and skills, be exposed to a variety of cultures, and participate in imaginative play. PLAY is the major component of our program. Daily activities include indoor and outdoor play.

Indoor play consists of reading picture books, coloring, drawing, painting, preschool curriculum projects, handwriting exercises, language skills, dramatic play, music class, reading program, sensory table activities, fine motor skills activity, & educational games.

Outdoor play time consists of playing in the sandbox with different toys, outdoor play equipment, running around, outdoor planting/gardening, pulling children in sleds, going for a walk, & swinging on swings. All children are required to spend time in active play outdoors everyday. If children are well enough to be at the center then they are well enough to participate in all of the activities. We would keep the children in if the weather were too cold for them to go outside. The children may be kept indoors during inclement weather such as any of the following:

- Rain
- Temperatures above 90 degrees F
- Temperatures or wind chills of 0 degrees F or below (age 2 and up)
- Temperatures or wind chills of 25 degrees F or below (under age 2)

The director will develop the bi-weekly themes and curriculum for the classrooms. The themes will change every two weeks. It is the responsibility of the lead teachers to create fun, interactive, age appropriate activities for their classrooms. The lead teachers will submit lesson plans to the director regarding the program that they will be implementing in their classroom around the monthly

themes. Each classroom will have a daily schedule that is posted in the classroom and by the cubbies. We will work as closely as we can with you and your child to keep them in their daily routine and schedule.

Babies/Infants (newborn-2 years) are given flexible schedules to reflect the individual needs of the child. They will be given safe wide open spaces to crawl or walk around, lots of love, one to one attention, and many different opportunities to discover and play. At 18 months of age they will start to sit at a table and do simple projects and activities based on the themes in the preschool room. At 18 months they can start using large crayons, water colored markers, and large paper. They can manipulate and explore art but do not expect a finished project, the process of the activity is important. They can play with play dough and paint pictures under supervision. Children need to have daily opportunities for exploratory activities, such as water and sand play. Teachers should engage in reciprocal play with toddlers, modeling for children how to play imaginatively, such as playing "tea party." The teachers will support toddlers' play so that children stay interested in an object or activity for longer periods of time and their play becomes more complex, moving from simple awareness and exploration of objects to more complicated play-like pretending. Reading to this age group is just as important as it is for the older children. At this age you cannot have a "group time", they still need individual attention. One teacher could sit and hold two or three toddlers at a time and sing a song, do a finger play, read a story, or tell a story with a felt board. All children love books, music, and one-on-one attention no matter how old they are.

We work with preschoolers (2-6 years) individually creating and developing portfolios to build on the skills they already have and challenge them with developmentally appropriate curriculum and projects so that each child can attain developmental and social skills to successfully enter school and have a lifetime love of learning. At this age the children are developing so many skills that you need to keep a good balance of activities so they are continuously developing these skills. They are developing their gross-motor skills, fine-motor skills, language and communication skills, and social and emotional skills. Gross-motor skills include running, jumping, climbing, coordinating, and balancing. These are all great activities to work on outside by having obstacle courses, races, and playing "Simon Says." Gross-motor skills are strengthening the child's large muscles in their legs, arms, and having those muscles work together. It is good to challenge the children but at the same time remind them that no one is the same and everyone is trying their best and that is all that matters. Fine Motor skills are developing the hand muscles in the hands. Some activities that help strengthen the hand muscles are building with blocks, string beads, pouring liquids, doing puzzles, drawing shapes, buttoning and unbuttoning, and using scissors. This is a critical time for language and communication; the children are developing vocabulary, sentence length, conversations, oral presentations, nonverbal, behavior, organizing their thoughts. Children at age 3 start off knowing 2,000 words and by the time they are turning 5 they know about 6,000! It is very important to use new and different language so the children absorb as much knowledge as they can. The last major area that we will be working on is social and emotional skills this is all about sharing and learning to control themselves. At this age children love to play with other children and group time is essential. Emotions and feeling are intense and they are trying to learn about them. Teachers will be there to talk about emotions and step in when needed when emotions get out of control. It is a learning process so it will come with time the older they get the better they are at controlling their emotions and cooperates with other children. Group time is very important so during our group time we will read books, have calendar time, sing songs and dance.

School-age children will have the opportunity to do homework or choose activities that is developmentally appropriate for their age to play and interact with others. We will challenge them with educational activities, building games, board games, quiet reading time, or playing outside. They have been at school all day so this is a time to relax, make a fun project, read a book, play outside, or does some school work if they choose.

Self help skills are those skills that are used daily and require routines that lead toward independence from adults. They include putting on coats and gloves, toileting, hand washing and eating. Typically, developing children appear to develop the skill as a result of a combination of maturation, imitation, and adult interaction. Because of this we want the children to learn at his his/her own pace rather than requiring that children know certain skills before entering programs.

To encourage self-esteem and positive self-image we display children's art work at eye level, display photographs at their eye level, teachers give thoughtful verbal recognition of the child's ideas, expressions, and contributions, and always giving the children encouragement and positive reinforcement.

To encourage social interaction we provide different dramatic play opportunities, conversations at meal time, and small group activities for preschoolers.

To encourage self-expression and communication skills we involve kids in non-directed creative-art expression, encourage children to participate in discussions and share ideas with others, language development activities, auditory discrimination games and activities, and puppet play.

To encourage creative expressions we use different dance and movement activities, sand, water, and block play.

To encourage intellectual growth we use activities that help develop a child's literacy skills. These activities include reading to children, flannel board stories and puppets, science activities, sensory experiences, reading and math readiness skills, language development activities, and problem solving and memory skills.

Children who are here in the early morning or late afternoon will be given special projects, puzzles, music, story time or free choice prepared by the teacher in that classroom.

Parents are responsible for damages their children cause to property, such as broken windows. This does not including breaking of small toys the children play with.

### **CULTURAL DIVERSITY**

Every classroom will have bi-weekly themed activities. As a group of teachers, we will provide an anti-bias curriculum. We will do this by adding as much cultural diversity to the program as possible. We'll do this with our book selection, dolls, and costumes in dramatic play, musical instruments, posters, music, and our discussions. We also work with the children to learn sign language. Teachers will know the themes for the whole year so they can have time to go to the library and hand pick books that show and talk about different cultures. Posters, games, puzzles, and other aspects around the center will reflect diversity this will help children change discomfort to respect and comfortable interaction. It is extremely important to expose children and make them aware of cultural diversity at a young age.

### **HOLIDAY/TRADITIONAL CELEBRATIONS**

Our center chooses not to involve holiday or traditional celebrations (birthdays, Christmas, Thanksgiving, Easter, etc.) into our program. We strive to have an anti-bias, educational, stress free environment for every child that is focused on the individual. Since there are so many different beliefs, family values, religions, customs, and traditions we choose to take a neutral stands. So we do not make any children or families feel uncomfortable.

### **MEALS**

The cook will be educated in food service training and have annual continuing education in this field. Children and staff will wash hands before meals are prepared and served. Children will be seated family style in their classrooms for meals. Hands again will be washed after the meal.

Breakfast will be served at 8:30am. This will consist of at least two of the following: milk, or milk products, fruit, fruit juice, vegetable, peanut butter, or other protein, whole grain or enriched bread or cereal.

Lunch will be served at 11:30am. This meal will consist of: Protein enriched food, fruit and vegetable, cereal or whole wheat or enriched bread products, and 2% vitamin D pasteurized milk.

Afternoon snack will be served at 2:30 & 5:30. This will consist of at least two of the following: milk, or milk products, fruit, fruit juice, vegetable, peanut butter, or other protein, whole grain or enriched bread or cereal.

School age children will be given breakfast if they come before school and a snack upon arriving after school.

All liquids will be given in cups. We only use bottles for formula for infants. Toddlers who are just beginning to eat will have their food cut up. Enough food shall be prepared on site for each meal so that second portions of vegetable or fruit, bread and milk are available to children.

Menus will be planned weekly by the administrator. All menus will follow the DHFS Regulations and posted above cubbies. If there is a change to the menu the change will be noted on the menu/daily sheet.

Your child will be encouraged to eat, but never will be forced to eat. We never withhold food as a punishment.

All meals are served family style and have time to socialize.

If there is a specialty menu or any food allergy this will be posted on the refrigerator in the kitchen. It will be the parent's responsibility to bring in special foods or milk if the child has an allergy. Parents may pack portions of lunches for children who are allergic to certain food on the menu. Any meal provided by parents must be labeled with the child's name and date to be served and will be given to the lead teacher whom will put it in the refrigerator.

Infants are always fed on demand. Available space in the classroom may be used for breast-feeding by nursing mothers. Parents need to provide their own formula and baby food. The center will offer one iron-fortified formula. Infants will be fed on demand. All infants will be held while being fed formula/breast milk from a bottle. Children will not be allowed to walk around with a bottle. I will work closely with you to meet the needs of your child. As they transition to table food they will receive the same foods that the toddlers/preschoolers do.

### **REST PERIODS**

Rest or naptime will be provided for all children less than 5 years of age who are in my care for more than 4 hours. Rest time is from 12:30pm – 2:30pm. During nap time we require all children to rest on a cot/sleeping mat that are in the two year old & preschool classroom. A crib or playpen is provided for each child less than one year of age and infants will rest as they need. Each child may bring a small blanket and/or stuffed toy for rest time. These items will be stored with their sleeping bags and will be sent home every Friday for laundering. Parents need to bring a sleeping bag for children over one to sleep in as it has to be a blanket that zips. During rest or naptime in the two year old class we will play soft quiet music, darken the room, rub the children's backs, and let them know this is a time to rest their bodies. Preschool children really need this rest time to help them relax and unwind from their busy morning schedule. This quiet time enables them to have a more positive afternoon and be a happier child with you at the end

of the day. The two year old rest time is two hours & preschool is 45 minutes, but if a child awakes early and is ready to get up, he is permitted to do so. If a child has an accident while sleeping we will put soiled clothes in a plastic bag in their cubby to go home and their sleeping bag so it can get washed. We will put on your child's extra change of clothes (that you provided center with in case of an accident). Parents will need to take home children's sleeping bag every Friday or last day of attendance for the week to be laundered and to be brought back on Monday or your first scheduled attendance day.

## **GUIDANCE**

Children's behavior will be guided by setting clear limits for children. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others. We do use "take a break" to deal with unacceptable behavior. A take a break will be used to remove a child from a situation that has gotten out of control before a child could hurt him or others. The "take a break" will never exceed five minutes and will not be used with children under three years of age. When used, the take a break will immediately follow the behavior and will be for as many minutes as the child is old, not to exceed five minutes. The child will come back from take a break and join the group. The teacher will take a few brief moments to explain the behavior that was unacceptable and a choice that would have been better. Children under three will be redirected to different activities or to give them a quiet activity to help them manage their feelings. The teacher will help them to express their frustrations by empathizing and helping them make good choices.

Times when we would use "take a break" "

- Hitting/hurting another child or teacher
- Hurting themselves
- Biting
- Throwing toys
- Using inappropriate language
- Throwing a fit and can't calm down

We don't use take a breaks as a form of punishment or humiliation, nor to make children feel threatened or afraid. It is a time so they can clam down and regain control of themselves. When they are feeling calm and ready to come back and join the group they are more then welcomed too.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior that continually continues and disrupts the flow of the daycare, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources, and/or discharge of the child from care.

Classroom Limits:

- Children and adults will speak in conversationally quiet voices. No one shouts or yells in the classroom.
- Children are asked to walk rather than run when inside the building.
- Children are responsible for their own work. Each person takes out, works with, and puts away their own materials.
- Children may work independently or in small groups.
- Children are allowed to work without disturbance from others.
- Materials are kept in the assigned areas.
- No one is allowed to harm or hurt another person or their materials.
- Each child is assigned a cubby. The cubbies are for storage of all personal belongings while in attendance.
- Children must respect others and their property.
- Children sit only on chairs, laps, or floor.
- Paint smocks are worn during messy activities.
- All spills should be cleaned up immediately.
- Toilets are flushed and the children wash their hands after toileting.
- All children must assist at clean up time.
- For safety reasons, children are never allowed in the kitchen or use that door access.

Outdoor Limits

- Trikes and scooters do not collide with one another
- Trikes and scooters stay on the cement
- Sand stays in sandbox
- Children stay on playground unless they need to go inside with an adult to use the bathroom
- Rocks stay under climbing equipment

Transition time can upset children so we use music and props to make this a fun time. We have songs for: clean up, lunch, rest time, line up, sit down, and attention grabbers. This alerts children when a transition time is approaching and makes the transition time fun.

Some of the guidance techniques that we use in the center are:

#### SOLVE PROBLEM

Feelings - "You're feeling angry" "You're feeling sad"

Identify problem - "because...."

"I see your not using your walking feet. Sit here so you can be safe"

Brainstorming – "How we can solve this....what are your ideas?"

(want them to solve problem)

#### USING "I" STATEMENTS

The best "I" statement is free of expectations. It is delivering a clean, clear statement of how it is from your side and how you would like it to be.

"I feel sad when you..."

"I am upset..."

#### EMPATHY

"Oh, I am so sorry that you made a bad decision. I know that can be frustrating when..."

#### REDIRECTION

Often, the problem is not what the child is doing, but the way he or she is doing it. When this happens, redirecting or teaching the child a different way to do the same thing can be effective.

- If the child is using books to build, remove the books and say, "Books are not for building with." Offer a substitute at the same time and say, "If you want to build, use these blocks."
- If the child is climbing on a chair to make his structure taller, help him down, saying, "That's too dangerous to climb on the chair. Let's lay your tower down on the floor and see how long you can make it instead."

#### LOGICAL CONSEQUENCES

Logical consequences require adult intervention to help children understand the connection between their actions and the results of their misbehavior

- Four-year old Rita loves to play with puzzles but refuses to help clean up. Her caregiver decides to give the puzzles a "vacation" and puts them in the storage closet for a day. She comments, "Rita, cleaning up the puzzles is part of playing with them. Tomorrow you will have another chance to show that you can play with puzzles and clean up when you are through."
- Five-year-old Dani and four-year-old Peter are fighting. Their caregiver says, "Looks like you two are having trouble getting along. Let's find something that you can play with together or you'll have to play alone."

#### IGNORING THE BEHAVIOR

Behavior that is not harmful to the child or others can be ignored. Undesirable behavior can sometimes be stopped by not paying attention to it. In some situations this can work very effectively. Withhold all attention, praise, and support. Eventually, the child quits the unacceptable behavior because it does not bring the desired attention. This works particularly well when a child uses

forbidden or swear words to get attention.

#### NEUTRALIZE ARGUING

"It's not fair because..."

"Ah, I'm sorry you feel that way I know"

#### DELAYED CONSEQUENCES

"Ah, that's so sad that you decided to throw a snowball. What is the classroom rule?"

"no throwing snowballs"

"we're going to have to do something about that, try not to worry about it"

#### SPECIFIC POSITIVES

"You shared that truck so nicely with Tom when he came over to play with you. How did you get so good at sharing?"

"Will that was so nice that you sat with Sarah until she felt better when she fell down. How did you learn to take care of her so well?"

#### SET A GOOD EXAMPLE

Preschoolers love to imitate adults. If you want children to treat each other kindly or have good eating habits, be sure to demonstrate how to do it. Preschoolers are very interested in "why" we do things; so explain the things you do in simple terms. Children also learn a great deal from each other. Encourage and demonstrate appropriate ways to share and play, and be consistent.

#### CHOICES

Can you stay with us and stop that or do you need to leave for awhile and come back when you're calm?

In accordance with HFS 45 Licensing Rules for Family Child Care Centers, actions that are aversive, cruel or humiliating and actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting or inflicting any other form of corporal punishment



on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

## **TOILET TRAINING**

The center will not initiate toilet training. When to begin working with your child on this big step is decided by the child's readiness and parental efforts made at home. The center will continue routines that have been established at home. Parents must provide disposable diapers and wipes during toilet training. Teachers will assist children in using the toilets, wiping from front to back, flushing, and washing hands.

Please dress your child in user friendly clothing. The best items are shorts, pants with elastic bands, and dresses. Clothing to avoid might include bib overalls, tight clothing, and items with ties, snaps, or laces.

Stickers can be used as a reward for using the toilet. We never use food as a reward for children.

## **SANITATION**

- Hands of staff members and children will be washed before meal preparation of meal times, before and after diapering, after touching the dog, before & after playing with sensory, after playing outside, and after going to the bathroom.
- Diapering surface will be sprayed with soap and water and then disinfectant after diapering a child. All diapers will be disposed of in a foot-operated, plastic bag lined, covered garbage can.
- Hands will be washed when used to cover mouth from a sneeze or cough, and after blowing nose.
- All food prepared will be covered with the appropriate wrap: plastic wrap for cold foods, aluminum foil for warm or hot foods.
- Toys placed in children's mouthed will be put in a container to be washed with bleach water and rinsed off.
- Children's sleeping bags will be sent home every Friday to be laundered. They need to return to the center on Monday.
- Each classroom has a daily cleaning list to ensure that all cleaning/sanitizing is done.

## **UNIVERSAL PRECAUTIONS**

All persons exposed to blood or blood-containing body fluids and tissue discharge shall wash their hands immediately with soap and warm running water. Single use disposable gloves, shall be worn if there is contact with blood-containing body fluids or tissue discharge. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bag. For spills of vomit, urine, feces, blood, or other body fluids, staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen, countertops, and diaper changing tables. All children need to be treated as though they might have a blood borne disease.

## **BITING**

Biting is an impulsive act, and not a deliberate, malicious one. Young children do not have the cognitive capacity to put themselves in another child's shoes and realize exactly how the things they do affect others. Biting is normal part of children's development and most children move on from this phase without much effort. If a biting incident occurs, our policy is to work with the children and families through this whether they are the biter or the victim. 50% of all kids are biters and 100% of all kids have been bitten. We take each incident very seriously and address each incident. A child that attempts to bite 3 times in a day will be sent home as they are unable to be a part of the group, for whatever reason.

### Victim's parent

- Fill out our biting log so we can learn what is triggering the episodes
- Inform parent that their child was bitten
- Inform parents that the center is taking action to prevent further biting incidents. A plan of action will be created to help prevent biting from happening again.

### Biter's parents

- Inform the parents that their child has bitten someone
- Stress the severity or mildness of the bite
- Inform the parents that the center is taking action to prevent further biting incidents.
- Inform parent of the plan of action that will be created to help prevent their child from biting again

If the problem reoccurs, the parents will be called by the lead teacher. A conference will be scheduled by the lead teacher and/or director to discuss possible alternative actions. If a third biting incident occurs this will be reviewed by the director. At this time a decision will be made regarding continuing the child's attendance in the program.

Health and safety are the main concern for all the children in the program.

## **INJURY**

If your child is injured while in our care, the wound will be washed with soap and water and covered with a bandage. A note will be put in your child's cubby regarding the injury. If your child requires immediate treatment 911 will be called and your child will be transported to Myrtle Werth Hospital by ambulance. After 911 is called and an ambulance has been dispatched we will then call you

to notify you of the situation. If an ambulance is called for an emergency or accident the parent is always responsible for the charges. Any injury whether minor or severe will be documented in the medical log book. Every six months the administrator will go through the medical log book and review all past injuries. She will be checking for patterns and ways to fix any problems. If there is a minor injury such as a bump, scrape, or an incident we will put on the daily sheet regarding the event that took place.

If your child has special needs that the teachers need to be aware of this is something we will discuss in our monthly team meetings and will be posted on the teacher bulletin board so they are immediately aware of the issue upon arrival.

All persons exposed to blood or blood-containing body fluids and tissue discharge shall wash their hands immediately with soap and warm running water. Single use disposable gloves, which are above each changing table and in the utility room, shall be worn if there is contact with blood-containing body fluids or tissue discharge. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bag and thrown in the trash outside. For spills of vomit, urine, feces, blood, or other body fluids, staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen, countertops, and diaper changing tables. All bodily fluids need to be treated as though they might have a blood borne disease.

Both the administrator and the director can help out with minor injuries until medical attention can be sought. There is a first aid kit in the utility room. There is also a medical log book in each classroom. The administrator, director, or lead teacher is responsible for making sure that all medications and injuries are documented.

## **EMERGENCY PROCEDURES**

### In case of fire,

- Each lead teacher is responsible for getting their group of children out of the building with the help of the assistant teacher(s) in the room.
- They will assemble at the end of the fenced-in playground for the drills.
- Maps and procedures are located in each classroom.
- The lead teacher from each classroom will take the attendance sheet and will perform a roll call to confirm the presence of all the children.
- In there is a real fire the lead teacher will take the assembled group to the parking lot of Quality Auto Body. The lead teachers will bring the attendance sheets with them. If there are any missing children the administrator and/or director does one more search, as long as it's safe, through the center. Children will be assembled in the parking lot of Quality Auto Body; the administrator and/or director will then call the fire department. The administrator and/or director will report any missing children to the fire personnel.

In the event of tornado warning, the infant & two year old teachers will assemble their group of kids and their classroom binder to the two year old classroom. The preschooler class will stay in their classroom. Children should sit on the floor along the edge of the wall. Heads bowed and covered with their hands, to the best of their ability. Blankets, a portable radio and flashlight, with extra batteries for both, are kept in the utility room and the administrator or the director will get them.

If only one teacher is at the center and there are 8 or less children at the center and an emergency happens, There will be a list of emergency contacts that can be called to the center within 5 minutes or less to help with the emergency. These numbers are posted in the staff room.

If building emergency arises such as lack of heat, water, electricity, phone, air conditioning, or plumbing, we will try to fix the problem immediately. If within one hour it's unable to be fixed and interferes with our ability to run our program or the safety of the children we will call families to pick up their child.

If there is an injury report a report will be written and signed. The lead teacher/administrator will check the form to make sure it is complete and will then make a copy. The original will go in the child's permanent file in the office. The parents will also receive a copy. The parent will also be verbally informed about the injury. The lead teacher will also enter the incident into the injury log, which is kept in each classroom. A copy will be sent to Dept of Child & Family Services.

With the use of heat and central air conditioning we will keep a comfort temperature indoors for families. By checking the thermostat we will keep the indoor temperature between 67 and 80 degrees.

## **HEALTH**

We do not allow sick children to attend daycare. Please be respectful for the others and keep your child home if they have experienced any of the symptoms in the last 24 hours:

Heavy, flemy cough  
Inconsolable crying  
A fever of 101 degrees or higher  
Diarrhea (except if due to being on an antibiotic)  
Vomiting  
A green, yellow, or continual discharge from nose  
Discharge from eyes (clear or yellow)

Contagious disease  
Child does not seem like themselves

Please keep your child at home if they are experiencing any symptoms that would be contagious to other children or staff. If your child is experiencing a lot of coughing or sneezing please keep them home so that they can rest and get better so they don't expose the airborne germs to the daycare. Babies/infants who don't seem like themselves or are extremely fussy will be sent home. You will be notified immediately if your child experiences any of these symptoms while attending day care. Your child will be isolated in the infant sleeping room with a sleeping bag or in the bathroom if vomiting or have diarrhea; which is within sight and sound of teacher until they can be removed from the center by the parent or authorized person. You will be expected to pick up your child within 1 hour's time to prevent the rest of the children & staff from becoming ill. I am not licensed or equipped to handle sick children and it is just out of respect for the staff and other children that you pick up your sick child ASAP. Even if they seem healthy, your child must remain at home until they are symptom free for 24 hours to ensure they are going to get other children/staff sick.

Any child with a communicable illness such as chicken pox will not be allowed to return until all their pox have scabbed and they are no longer contagious. Procedures on personal cleanliness and communicable disease will follow licensing rules. We will report any serious communicable disease to the parents of all enrolled children by placing a notice on the Parent Communication Board and the county health department will be called by the administrator. Confidentiality guidelines will apply for the ill child. When a teacher feels a physician's opinion is needed, the teacher will discuss the symptoms with the director or administrator and the parent.

### **MEDICATION**

The center may administer no medication unless the parents give written permission. The lead teacher and administrator are able to administer medication. You will need to sign an Authorization to Administer Medication form. There will be extra forms by the Medical Log Book in each classroom. All medication must be in the original container with the child's name on it, dosage and directions for administering medication must be on the label. All medication will be documented in the medical log book. Medication will be administered by the child's lead teacher, director, or administrator. All medications will be kept in a medicine box in the utility closet and medication that needs to be refrigerated will be placed in a medicine box in the refrigerator. Once the authorization has ended the medication will be sent home. Medication can not be left at the center to be used on an as needed basis.

Since we do not have trained medical personnel on staff, there may be situations where we do not feel comfortable administering certain drugs (example: anything invasive or requiring penetration of the skin). We always reserve the right to decline administration of medicine for any child at any time. Parents may be requested to return to the center to administer medication to their child.

### **INSURANCE**

We do carry liability insurance on the building, children in our care, dog, and all staff members.

### **TRANSPORTATION/FIELD TRIPS**

We do use contracted busing (DET) to transport children on field trips. You would get a field trip permission form notifying you of the field trip, location, times we'll be gone, cost, and a reminder to leave their carseat. You'll have to sign and return the form for your child to participate. To ensure the safety of the children we split the children into groups based on the number of teachers attending the field trip to ensure smaller group sizes. We also have a field trip checklist that we use upon every field trip for extra safety measures. On this form we put all of the teachers & children attending. We do double checks with roll counts of the children before we leave the classroom, once we are on the bus, after we get off the bus, and once we arrive at the field trip. The DET bus driver also keeps record of how many children/staff are on the bus upon arrival & departure. This is all extra steps to ensure the safety of all the children at all times.

During the field trip the teacher has a daily attendance sheet with the names of the children in their group. She has the children stay together by holding hands or sitting next to each other. The teacher does head counts at every opportunity but always after getting on the bus, getting off the bus, arrival at field trip, before departure, on the bus, at the school. These steps are on top of the checklist that the Lead Teachers does.

At least 2 teachers will accompany a group of children on a field trip especially if there are 9 or more children. One of these teachers is a Child Care Teacher. We always bring a backpack with us anytime that we leave the center. In the backpack we have a first aid kit, ready to use icepacks, kleenex, cell phone, and our classroom binder. In the classroom binder we have every child's enrollment form with emergency contacts, pictures of individuals whom can pick up the child, and field trip permission forms.

At the center we only transport children whom are at least 3 years of age and older. The carseat/booster set/ seatbelt requirements do apply when using DET busing. Each child who is at least 1 year of age but less than 4 years of age or who weighs at least 20 lbs but less than 40 lbs shall be properly restrained in a forward facing 6 point harness child car safety seat. Each child who is 4 years of age but less than 8 years, weighing not more than 80 lbs or taller than 4 feet 9 inches shall be properly restrained in a should positioning child booster seat while transported. Each child whom is 8 years of age or older and is taller than 4 feet 9 inches can be restrained with the shoulder positioning seatbelt. Every adult riding the bus must also be seat belted.

### **DON'T FORGET THE NECESSITIES**

All children need to have enough extra clothing to allow for emergencies during the day. The clothing should be loose and

comfortable for play and must be labeled with the child's name inside to ensure against possible loss and/or exchange. Also, a variety of clothing should be provided in case of a weather change. Parents of children who are not toilet trained need to supply a package of diapers, wipes, lotions, & diaper cream with written instructions on use. If you would like bug repellent and/or sunscreen put on your child while we are outside you'll need to provide these items with an authorization to apply. Infant supplies will be kept on a shelf near the changing table. In the two year old room these supplies will be kept in containers on a shelf. We will let you know when these are getting low so you can get them replaced before we run out. To be able to do our jobs well & follow USDA food guidelines if after giving reminders that we need items & we run out the center will purchase them and charge you the following: can of formula \$30.00, infant cereal \$10.00, diapers \$30.00, wipes \$5.00. Every child over the age of one needs to have a sleeping bag provided for resting. Please make sure to bring items that are on the daily sheet the next day so the teachers have what they need to care for your child.

Please don't allow your child to bring toys, food, or other personal belongings. We do not want their special items to get broken or lost. Exceptions will be made for special items that your child may need for naptime or is bringing for show n tell.

## **ENROLLMENT**

Once you have toured the childcare program and know that you want to enroll your child/children we will need the following forms filled out:

### **Infant List – 6 weeks to 2 years**

Child Enrollment and Health History  
Day Care Immunization Record  
Child Health Report  
Intake Information for child under 2 Years

### **Parents Provide:**

Diapers  
Wipes in plastic container  
Bottles (enough for the whole day)  
Pacifier (if needed)  
Formula or breast milk  
Full change of clothes  
Sleeping bag if one year of age

### **Toddler List – 2 years to 3 years**

Child Enrollment and Health History  
Day Care Immunization Record  
Child Health Report

### **Parents Provide**

Diapers  
Wipes in plastic container  
Full change of clothes  
Sleeping bag with pillow  
Toothbrush  
Swimming suit/trunks

### **Preschool & After School List 3 years – 12 years**

Child Enrollment and Health History  
Day Care Immunization Record  
Child Health Report  
School Age Agreement

### **Parents Provide**

Sleeping bag  
Full change of clothes  
Toothbrush  
Swimming suit/trunks

The Child Enrollment and Health History, School age agreement, & intake information for children under 2 needs to come with them on their first day. The immunization record, and health report needs to be returned within their first 30 days of attendance.

## **LABEL ALL ITEMS WITH YOUR CHILD'S NAME**

Parents will receive a pamphlet about family childcare licensing and regulations, "Your Guide to Licensed Child Care," as part of an enrollment packet. All information in children's folders is kept confidential.

## **ANNUAL FEEDBACK SURVEYS**

We feel that most positive emotional environment exists when parents and the program work together as partners. Over the years parents have provided us with valuable input, which has assisted us when the information that we need to improve our program. Yearly, a parent questionnaire will be sent home. We encourage you to answer the questions honestly and let us know what you think, are feeling, and what we can improve. We encourage and respect parent feedback so that we can provide the best early childhood experience for all children. At any other time, throughout the year, please communicate any suggestions, comments, or concerns.

## **REFERRALS**

One of the best gifts to the center is for parents to refer their friends and families to attend. If your kind word of mouth referral helps another family join the center we would like to show our appreciation to you by giving you a \$25.00 referral credit. If the family attends 2-4/days a week and after 3 months of attending the center will credit you the referral fee.

## **DIVORCE/SEPERATION**

Parents are welcome to visit and observe my program at anytime during operating business hours unless access denied by a court

order. If a court order is in effect, we will keep a copy in the child's folder and all staff will be notified of this. If the parent who has the court order comes to see their child we will call law enforcement so that they can handle the situation. If there is no court order any parent is allowed to pick up their children, we do not get involved in the middle of divorce/separation issues. Daycare fees are due on Monday by the enrolling parent. If there are financial agreements between the two parents that is something that they will need to work out amongst themselves. Good communication between the two parents is essential for everyone. All children at the center need an extra pair of clothes, sunscreen, bug spray, and swimming clothes to be able to participate in all activities. It would be between the two parents to separate the specifics of things as we do not get involved in the middle of these issues since this is something that is between the two parents.

We encourage parents to become actively involved in their child's care as why we incorporate Muffins with Mom & Donuts with Dads every 3 months. We develop portfolios for children one years of age and up to create an individual program for each child. So we can see where each child is developmentally, socially, academically, and cognitively. We offer parent/teacher conferences every 6 months to go through these and goals.

We also appreciate any skills or talents you may be willing to share with the children.

We will accept children without discrimination on the basis of race, religion, sex, creed, or disability. I am licensed for children 6 weeks – 12 years.

**PERSONAL FREE DAYS**

You get 6 free days a year for children that attend 5 days a week. Three free days a year for children that attend 2-4 days a week. There are no free days if you attend the center 1 day a week. Your child's first day in attendance would be the beginning of the year. To use your personal free days you need to notice the Administrator in writing or email 7 days before you want to use them so that staff can be adjusted accordingly. You can use one day at a time or all if them together. Once you put in your two week notice you give up any remaining free days that you would have left. Any child that is gone for more than 5 business days without payment of regular weekly fee, the child is dropped from the enrollment list and the vacancy can be filled. In order to re-enroll an opening will have to be available, and new registration fee paid.

**PAYMENT SCHEDULE**

Fees for childcare are due in advance. Fees for full time children are due on Monday for the current week's childcare services. Children that attend part time the fees are due on the first day in attendance. You do not receive invoices but need to drop your fee off in the payment box every Monday. If fees are not paid you'll be charged a late fee of \$5.00 per day. If your child attends daycare and you are one week behind in payment then your child will not be able to attend until this fee is paid. If for some reason you will not be attending daycare on Monday as you don't work that day, vacation, etc. we need to receive your payment by your child's next scheduled attendance day. We accept cash, checks, or money order for the exact amount that is due. You child will be terminated from the program if the appropriate fees within the time frames are not being made. Any check returned due to non-sufficient funds will be charged \$20.00. If there is an extended time period that your child will not be in my care and you want me to hold a spot you can use your free days or pay your regular weekly fee.

We do accept payments from the county. You must have an authorization in effect for 6 months with a consistent amount that the county is paying. On Monday morning we will only charge you for your co-pay. If there is not a consistent amount that the county is paying every week and the authorization is in effect for less than 6 months then you need to pay your total amount due on Monday and we will reimburse you when the county pays us.

We understand that there are times when some families experience temporary financial difficulties. If this is the case, please see the administrator. She will do her best to work with you to come up with realistic payment schedule on a temporary basis.

**FEES**

Deposit (one time fee)

|                        |         |
|------------------------|---------|
| First child            | \$50.00 |
| Every additional child | \$25.00 |

Daily Rate

|                     |             |                                                       |
|---------------------|-------------|-------------------------------------------------------|
|                     |             | <u>Part time (7:00-11:30 am program or 1:00-5:30)</u> |
| 8 weeks – 24 months | \$32.00/day | \$26.00/day                                           |
| 2 year olds         | \$30.00/day | \$24.00/day                                           |
| 3 year olds         | \$29.00/day | \$23.00/day                                           |
| 4 – 5 year olds     | \$28.00/day | \$22.00/day                                           |

School age

|                         |             |             |
|-------------------------|-------------|-------------|
| Before or after school  | \$10.00/day |             |
| Before & after school   | \$15.00/day |             |
| Daily summer school age | \$26.00/day | \$20.00/day |

If you have two children enrolled in the program at least 3 days a week you do get a \$5.00/week discount.

Based on the above fees and your needs you will be given a weekly fee. It will be given a set consistent fee that will be due every Monday.

### **DEPOSIT/ENROLLMENT FEE**

A one time registration fee of \$50.00 for first child is required to accompany enrollment forms to secure a place for your child and every additional child will be \$25.00. If you enroll the day that you tour the center the enrollment fee is ½ price. If you are pregnant and want to secure a spot for your new child by paying the deposit plus your first weekly fee will hold the spot until your infant is ready to start attending daycare. If you are going to be gone for the summer by paying the deposit & first weekly fee this will hold your spot for the summer, as long as this is available. The weekly fee will go towards your first week in attendance. These fees are all non-refundable if you end up not attending. This deposit will also get you secure passwords for the web camera access.

### **ENROLLMENT**

Parents and children are strongly encouraged to visit the program before enrollment. The parent will have the opportunity to see our environment, meet the staff, and receive necessary registration information. The parent must return the completed registration forms before or upon their child's first day in attendance. A registration fee is due at the time of enrollment. A preadmission conference will be scheduled with the parent to discuss our program in detail & special needs of the child.

### **LATE PICK UP**

Any parent/guardian picking up their child after 6:30pm or later than scheduled on their contract will be charged \$1.00 for every minute their child is there. This fee is based off of the clock that is above the cubbies. This fee will automatically be put on the next week's fees and the administrator will let you know the additional amount due within 2 days.

Parents/guardians must furnish in writing the names of anyone other than the parent or guardian who is authorized to pick up their child. In case of emergency, parents/guardians must telephone the center and give the name and description of the person authorized to pick up the child. A valid photo ID will be required before your child will be released in to the custody of a new person.

Legal responsibility of a child passes to the parent/guardian when the parent/guardian arrives.

### **PROBATION PERIOD**

Making sure your child adjust to the center & it is a good fit for the child & center I provide a probationary period for your child, which last for their first two weeks in attendance at the center. If for one reason or another it is decided that the center is not a good fit for your child you can leave without being charged a two week notice.

### **TERMINATION**

We reserve the right to terminate a child's enrollment immediately for the following reasons, which is not limited to:

- Failure of payment in a timely matter or to bring the required/requested items
- Failure to complete the required forms
- Failure to pick up the child at the agreed upon time
- Lack of parental cooperation
- Failure of the child to adjust to the program
- In ability to meet child's needs
- Center or parent initiated discharge of a child
- Parent fails to keep a child up to date on immunizations according to doctor's recommendations
- Child disrupts the balance and safety of the center and means to correct the situation have been exhausted.

If you wish to withdrawal from our care you need to put it in writing of your two week notice. Payment is expected for two weeks whether your child attends or not. Once you give your two week notice you also give up any unused free days. If a child fails to attend for two week contracted weeks they are withdrawn from the program by the Administrator and the family will be billed and is responsible for paying two weeks of childcare fees.

The administrator has the option to cancel a child's enrollment when circumstances warrant (i.e., behavioral problems, parental neglect, inadequate medical checkups, incomplete documentation as required by licensing, and tuition timely payments). At the administrator's discretion, it may determine that the needs of the child can not be reasonably or adequately served by the center.

### **ADMINISTRATIVE STRUCTURE**

Administrator & Director: Kelly Scherr  
Lead Preschool/4K Teacher: Miss Maria  
Lead Two Year Old Teacher: Mrs. Jennifer  
Lead Infant/Toddler Teacher: Miss Ashley  
Child Care Teachers: Miss Nichol  
Assistant Teachers: Miss Kally

\*\*updated July 11, 2009\*\*

I/We \_\_\_\_\_ have received a copy of ABC's Daycare & Preschool LLC Handbook updated July 11, 2009. I/We understand that this is the most recent handbook. I/We have read it and understand what our child/children will be involved in. I/We give permission for our children to participate in all activities, web camera, and have pictures of them taken and shared with others & in the classroom. I/We give permission to apply diaper ointment, sunscreen, and bug spray if we bring it to the center. I/We know that if we have any questions or concerns we can bring these up with the Administrator at anytime.

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider

\_\_\_\_\_  
Date

