
A Child's Garden Learning Center



Welcome to our 5 Star Center!



Our Parent Handbook, April 2025

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Hours of Operation

We do not take the responsibility of caring for your loved one lightly. The atmosphere we provide molds a great deal of your child's personality and development. We look forward to a strong relationship with each of our children and their families.

Hours Open - 7:00 a.m. to 5:30 p.m. Monday - Friday.

Ages Accepted - 8 Weeks to 12 years.

Center phone number - 405-354-4847 (HUGS)

Centers Fax Line – 405-354-4850

Centers e-mail – raven@achildsgarden.info **or** katie@achildsgarden.info

A Warm Welcome

Welcome to A Child's Garden Learning Center. It is our pleasure to provide your child with a safe and nurturing environment with dedicated, compassionate, and well-educated teachers that hold them self to a higher level of understanding for child development than is required by DHS.

Our Mission Statement

At A Child's Garden Learning Center, our mission is to inspire and nurture a love of learning, curiosity, and creativity in every child. We are dedicated to providing a safe and inclusive environment where children can grow intellectually, emotionally, socially, and physically, while fostering a strong sense of community and respect for one another.

Our Principles

We believe every day is an opportunity for growth and new beginnings. Recognizing that children are not miniature adults; we provide them with the time and space they need to process and understand their feelings. By helping children identify and manage their emotions, we empower them to make thoughtful, confident decisions.

Every child is unique, and we are committed to fostering their success through personalized attention and support. Our approach blends play-based learning with carefully designed developmental activities, engaging young minds while challenging and empowering them to achieve their full potential.

We understand that education begins at birth and continues throughout life. As professionals in the childcare and education industry, we fully recognize the profound role we play in shaping young minds and preparing them for a bright future.

Our Philosophy

We believe that every child is unique and deserves the opportunity to thrive through individualized attention and support. Our approach combines play-based learning with structured developmental activities, ensuring that children are engaged, challenged, and empowered to reach their full potential.

Absences and late Arrivals

If your child is not attending for the day, please call the center no later than 9 a.m. Additionally, if your child is arriving late, please call before our cut-off time of 9:00. Late arrivals are not permitted after 11:30. Please ensure prompt communication with the person in charge at the front desk.

ADA Regulations

At our center, we are fully committed to complying with ADA regulations, ensuring we do not discriminate against children with disabilities. Our policies are designed to prioritize the well-being and development of every child while fostering a safe and supportive environment.

When concerns about a child's behavior arise—such as frequent classroom disruptions, consistent notes sent home, or instances where a child must be sent home due to behavioral issues, we encourage parents to utilize the resources we provide. These resources include comprehensive recommendations and referrals to professionals such as speech pathologists, doctors, counselors, therapists, and relevant DHS services. It is essential that steps are taken promptly when teachers or directors share observations and advise on next steps, as early action is instrumental in effectively addressing these challenges.

If parents are unable to seek the necessary support to address behavioral concerns, the center reserves the right to dismiss a child whose behavior presents a direct threat to the safety of others or significantly impacts the program. Our unwavering priority remains ensuring the safety and well-being of all children in our care.

To maintain a positive environment, we uphold a strict zero-tolerance policy for harmful behaviors, including:

- Abusive language
- Physical aggression toward self or others
- Throwing objects
- Elopement (leaving a group without permission)
- Destruction of property (ours or others')
- Stealing
- Disrespect toward staff members
- Bullying (from children or parents)
- Sexual harassment

If a child's behavior poses a danger to others or fundamentally disrupts our program, we will take immediate action, which may include sending the child home or terminating their enrollment.

Unlike public schools, our center does not have the resources or funding to provide additional aides or personnel. While we aim to offer full transparency about our

resources and limitations, it is crucial for parents to understand this prior to enrollment. For this reason, we require parents to be honest and thorough when completing enrollment forms, allowing us to determine if we can effectively meet their child's specific needs.

Upon enrollment, we individually assess every child during a one-week "soft landing" period. This allows our staff to evaluate whether the child is in the appropriate classroom, under the right teacher, and whether their needs can be met within our program. If absences or inconclusive observations occur during the initial week, the assessment may be extended by an additional week. After this period, children will either transition to full enrollment or unfortunately, be unenrolled if it is determined that our center cannot adequately accommodate their developmental needs.

While we are dedicated to supporting each family that joins our community, we understand that our center may not always be the best fit for every child. We strive to provide transparency and collaboration, working with families to create the best possible outcomes for their children.

After-Hour Personal Babysitting

Some parents may wish to hire one of our employees for the purpose of babysitting outside of the center. Employees may decide to do so at their own discretion, but we assume no responsibility for any individual who cares for a child outside of the center. The center is not responsible for the care of your child while he/she is not in attendance at our center, nor are we responsible for the actions of any staff member during the employees non-working hours.

Arrival

Children feel more confident and secure when their daily activities are predictable and familiar. A consistent daily schedule also teach them to regulate their own emotions and behavior because they know what to expect from the world around them. With that in mind, Children must be at the center by 9:00 a.m. Preschool starts at 9:00, lunch count is taken, and ratios are adjusted to be met by 9:00. Children will not be allowed to stay for the day if you have not called by nine to let us know they will be late. A Parent or guardian must take them to their classroom.

To avoid a possible tragedy, we will call any parent that has not notified the center of a child's absence if a child does not arrive by 9:00 a.m. Please answer all phone calls promptly from the center.

Bad Weather Days -

In the event we must close or open later, please check Facebook!

1. I will post it on our Facebook page, LIKE US ON FACEBOOK!
2. I **will try** to send you a message through the message center on the Procure Connect app. (If we lose electricity, I cannot log on to this, so see option #1.)

We reserve the right to close 4 full days a year should we have bad weather, or the weather become worst throughout the day. We can also choose to open at 9 a.m. in the mornings in the event the roads are bad. This is to help parents, children and staff travel with better, or more improved and safer road conditions then we see early in the mornings. I will not decide any earlier than 10:00 p.m. the night before or later than 6:00 a.m. the day off. Having a backup plan if you can't miss work might be your only option if you can't wait for the decision. Your weekly rate will remain the same.

Basic Rules 101

1. To prevent the possibility of losing or damaging toys and to avoid conflicts between children, we kindly request that you refrain from allowing your child to bring toys, cards, electronic devices, etc., from home, unless it is a designated "Show and Tell" day as specified by the teacher.
2. Because we do not allow things from home, we do not handle the replacement, retrieval, or trading back of lost or traded toys. It is important to note that we do not take responsibility for your child's personal toys brought from home.
3. For safety reasons, children under five are not allowed to bring coins to the center. This rule is in place because coins can be a choking hazard. Instead, please give any snack shack money directly to the teacher.
4. For the safety of the children, we cannot allow them to be released to an older sibling while you remain in the car. The responsible adult needs to sign them out. It is necessary for an adult to accompany your child to and from their class.
5. Make sure your child is prepared for playtime by dressing them appropriately. They'll be feeding themselves, playing outside, painting, and running around throughout the day, so their clothes are bound to get dirty.
6. All children aged one year and older are required to wear footwear with sturdy soles to ensure their safety at the daycare. This is especially important as we engage in outdoor activities and explore different areas on a daily basis. Our outdoor environment is filled with rocks, sticks, and occasional stickers, making it crucial for children to have proper footwear. It is a standard practice for all classrooms to go outside every day, weather permitting, under the supervision of their teachers. Additionally, not having proper footwear will not deter the class from going outside, so please make sure your child is comfortable and able to enjoy playing outside.
7. Please remember to park in designated parking spaces when dropping off or picking up. Our property does not have a driveway, or drive through, or drive up. Park in a parking space while waiting on someone.
8. Please respect the purpose of handicap parking by using it only if you have a handicap sticker for your car. It is important not to misuse someone else's designated space for your own convenience.

9. No Cell Phones Allowed: Our daycare policy does not permit children to bring cell phones. In case of a first offence, the child will be sent home for the day. A second offence will result in a one-week suspension, while a third offence will unfortunately lead to termination of the child from our program.
 10. Children not yet school age cannot wear jewelry to school besides studded earrings.
 11. We do not allow teething necklaces or bracelets.
 12. If your child wears beads in their hair, please be sure they are secure as they can become a choking hazard if they are loose and fall out.
 13. Please refrain from leaving your children unattended in the lobby during pick up or arrival time. We kindly ask that you also prevent them from running around while you pick up your other children. This is to avoid any confusion or misconception that there are unsupervised children in our facility.
-

Bathrooms:

All children's restrooms are located within the classrooms. School age bathrooms are featured with a private stall equipped with both a toilet and sink. Students do not need to leave the classroom to use the restroom. They go independently, and their time is carefully monitored for accountability.

Biting –

Biting is a common behavior in children until three years of age, though it can be a source of frustration for caregivers and parents alike. While discouraging biting is crucial, expelling a child from daycare due to this behavior is neither fair to the parents nor beneficial for the child. Such actions disrupt the child's routine and friendships without adequately addressing the root cause of the behavior. Instead, our approach is to understand the underlying reasons for biting and respond thoughtfully.

Children may bite for a variety of reasons, including:

- Teething discomfort
- Exploration
- Stress or frustration
- Imitation of observed behavior
- Overcrowded or violated personal space
- Limited vocabulary for expression
- Displaying affection or seeking attention

It's important to note that children often do not fully grasp the consequences of their actions. Biting is most common among toddlers who are still developing their verbal communication skills. They may bite as a way to express themselves, resolve a conflict, or reclaim a toy. Occasionally, biting can also be linked to teething or even misunderstood attempts at affection, such as trying to give kisses.

When biting becomes a recurring issue, we take appropriate and constructive measures to address it. By understanding the child's behavior and providing support, we aim to guide them toward more positive interactions and effective ways of communication.

If biting becomes a frequent issue, we respond appropriately.

It's important to note that children often do not fully grasp the consequences of their actions. Biting is most common among toddlers who are still developing their verbal communication skills. They may bite as a way to express themselves, resolve a conflict, or reclaim a toy. Occasionally, biting can also be linked to teething or even misunderstood attempts at affection, such as trying to give kisses.

When biting becomes a recurring issue, we take appropriate and constructive measures to address it. By understanding the child's behavior and providing support, we aim to guide them toward more positive interactions and effective ways of communication.

- Positive teething activities will be provided to infants and toddlers to comfort and soothe their gums.
- When children bite out of frustration or during confrontations, we redirect their behavior to another activity or teach them alternative ways to express their needs. We actively encourage the use of language to communicate wants and emotions.
- For children who bite frequently, our team implements a more focused approach. This includes closely observing the child to identify triggers, maintaining a detailed behavior log, and holding conferences with parents to discuss relevant insights and home strategies.
- If needed, we may assign the child as the teacher's "hip buddy," allowing continuous observation to better understand the behavior. This strategy ensures close monitoring and guidance throughout the day.
- When appropriate, we may consider transferring the child to an older peer group. This transition can help the child quickly learn that biting is unacceptable through peer interaction.
- Parents will be notified through our app if their child has been bitten during the day. To respect privacy, we do not disclose the identity of the child who bit.
- For toddlers and two-year-olds, occasional biting is considered developmentally appropriate. However, for children aged three and older, this behavior is not deemed age-appropriate, and the child may be sent home for the rest of the day as part of our disciplinary process.

- Any incident where a child bites and causes bleeding will result in the child being sent home for the remainder of the day.

If your child is bitten, rest assured they will receive immediate care, comfort, and attention. Our approach to addressing biting behaviors centers around positive reinforcement, understanding, and consistent guidance to help children grasp why biting is unacceptable.

Breakfast –

Please remember, only packed lunches are allowed from home – our way of ensuring the classroom remains allergen-safe. We serve breakfast, lunch, and snack. Children arriving at the center will not be allowed to bring a breakfast in their classroom.

Bringing toys from home –

Taking away a child's toy or belongings just as they enter the center can set the tone for a difficult day, sparking distress over the lost item. We recommend leaving such items at home, allowing your child ample time to mentally prepare for the day ahead without their treasured possession.

Building Access Instructions -

You can only gain entry into the building by being buzzed in. Your unique pin will grant you access to all hallways within the building and into the school building. It is crucial that you do not share your pin with anyone who may be picking up your children or allow unfamiliar individuals into the building.

Drills

Our center conducts three monthly drills. If you need to pick up your child during a drill, you can either join in or wait in your car. This will prevent any confusion for the teacher and the children and maintain the repetitive nature of the drills to ensure the kids remember what to do during an actual emergency.

- Tornado
- Fire
- Intruder

Safety

We offer a high-quality facility with secure entry, security cameras both inside and outside and a large storm room.

AFCO comes once a year to check and charge the fire extinguishers, check the pull downs, and set us up for the next year.

To avoid a possible tragedy, we will call any parent that has not notified the center of a child's absence if a child does not arrive by 9:00 a.m. Please answer all phone calls promptly from the center.

We will only release students to the parents that are listed on the enrollment papers. If someone other than you will be picking up your child/children, we require a phone call unless they are on the pickup list. Please advise them that they will be required to show a picture ID. Without a call from you AND the picture ID, they will not be permitted to leave with the child/children and late fees will be applied if pick up is after 6:00pm. The parent is responsible for payment.

Bullying –

Bullying is defined as any unwanted, aggressive behavior directed toward an individual in person. Such behavior is taken seriously by school directors and teachers.

Key Characteristics of Bullying:

1. **Use of Power to Harm or Control:** Individuals who engage in bullying exploit their power to harm or dominate others, often targeting individuals who find it difficult to defend themselves.
2. **Intent to Cause Harm:** Unlike accidental actions, bullying is intentional behavior designed to inflict harm.
3. **Repetition:** Bullying incidents involve repeated actions targeting the same individual by the same person or group.
4. **Physical Aggression:** Examples include hitting, kicking, spitting, pushing, stealing, or damaging belongings, engaging in sexual misconduct, or invading personal space in an aggressive manner.
5. **Verbal Abuse:** This includes taunting, malicious teasing, name-calling, making threats, or making inappropriate sexual remarks.
6. **Social Manipulation:** Acts such as spreading rumors, manipulating relationships or environments, engaging in exclusion, extortion, ridiculing, or intimidating others fall under this category.

Consequences for Bullying:

Students who are found to have engaged in bullying will face serious repercussions. A first offense will result in the student being sent home for the remainder of the week, and they may only return after a conference with relevant parties has been held. If the behavior is repeated, the student will no longer be permitted to attend the institution.

By maintaining these policies, we aim to foster a safe, respectful, and supportive environment for all.

CACPF –

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. This institution is an equal opportunity provider.

Cameras

At our center, we prioritize the safety and security of everyone, offering peace of mind with our state-of-the-art surveillance system that includes forty-two strategically placed

cameras. While camera access is restricted to protect privacy, please rest assured that we diligently review footage in crucial situations, such as medical emergencies, or when specific incident details are provided. We are committed to maintaining a safe environment and are here to support you with any clarifications you require. For more information or assistance with incident reports, our staff and your child's teacher are always available to help. Your child's safety is our priority.

Center Forms –

We do ask you to fill out forms for various things. We need you to do so promptly as possible and provide us with whatever documentation needed to support that form.

Center Ownership –

The center is family owned and family operated by Dennis and Raven Carter. Raven is the Director and has been in early childcare since 1991. Dennis retired in 2022 after working for the same company for 32 years. He is the centers maintenance person. (for owners bios go to www.achildsgarden.info)

Children's Privacy –

Children's Appointments –

Please be advised that if your child is scheduled for an appointment, it is imperative to inform the center by calling before 9 A.M. This notification allows us to adequately prepare for the day's meals and maintain appropriate child-to-staff ratios.

For children attending morning appointments, we kindly request their return to the center no later than 11:30 A.M. Unfortunately, we are unable to accommodate the return of children who have appointments during or after nap time for the remainder of the day. This does include foster children visitation schedule.

Transitioning Policy –

Transitioning a child to a new classroom, program, or elementary school is a significant step that requires a smooth and supportive process for the child's success. It is crucial first to conduct a thorough review and final preparation of the child's needs, assessing what specific support the child requires, whether academic, social, or emotional. This includes ensuring that necessary services, such as speech therapy, continue seamlessly in the new setting.

Carrying out a comprehensive child and family needs assessment is essential to understand the unique dynamics and requirements of both the family and the child. For instance, if a family lacks transportation, it is vital information that can aid in making adjustments to scheduling or logistics.

There must be an effective mechanism to share summary information about the child's needs, learning styles, supports, progress, and recommendations with the new educators. This sharing could take the form of a transition report or a meeting where all parties, including the current teacher and the future educator, discuss relevant details.

Obtaining signed, informed parental or guardian consent to share this information is necessary. This consent ensures legal and ethical alignment among all parties in the communication process.

By taking these steps, the transition can become a more positive and successful experience for the child, setting the stage for continued growth and learning. For example, a child transitioning to elementary school with an established understanding of their needs and strengths can integrate and thrive better in their new environment.

Daily Activities

Although your child's schedule varies depending on age and classroom, All the schedules have the same components in different orders. Here is a general description of activities on a typical day.

Infants -

Infant activities are based on the individual needs of the child. Activities are planned for all age infants, and they are moved from activity to activity every 15/20 minutes. They have mirror time, mat time, tummy time, muscle coordination time, bouncy chair time, swing time and lap time. The teacher sits on the floor with them most of the day and interacts with them. They also have a soft landing curriculum that will be posted in each infant classroom.

Pre-school -

The daily schedule at the center is designed to offer a comprehensive and enriching experience for all participants. Our program includes a diverse range of activities that aim to foster intellectual, emotional, and physical development. Throughout the day, individuals will engage in math and science activities that challenge their critical thinking and problem-solving skills. Literacy sessions are integrated to enhance reading, writing, and communication abilities. Social studies and understanding the world around us are emphasized to cultivate a sense of global awareness and cultural appreciation. Expression through art and singing provides opportunities for creativity and self-expression, while health and nutrition activities promote lifelong wellness habits. This well-rounded schedule ensures that each participant receives a balanced education that supports their holistic growth.

Table Play -

At our facility, we incorporate a diverse range of activities tailored to our weekly themes, alongside fundamental tasks like puzzles, table manipulatives, and games. We emphasize the importance of practicing writing and honing fine motor skills using beads and string. Our table play sessions are designed to instill a sense of personal space and responsibility, encouraging children to maintain and clean their designated areas. Through these engaging and educational activities, we aim to foster a nurturing and structured environment for learning and development.

Center Time -

Center time is an integral part of our curriculum, designed to enhance children's developmental skills, promote social interaction, and instill a sense of responsibility.

During center time, children are divided into small groups and rotate through various interest areas within the classroom. Each center is carefully curated to focus on specific developmental domains, allowing children to explore and learn through play. Our designated centers include tabletop games and manipulatives, which encourage problem-solving and fine motor skills; dramatic play, to enhance imagination and social interaction; large muscle activities, for physical development; and science/nature, to spark curiosity and exploration. Additionally, we offer centers focused on math and numbers, fine motor skills, art and writing, blocks, literacy, nutrition, music and movement, and woodworking. These diverse centers provide a holistic approach to learning, fostering growth in each child's cognitive, social, and emotional development. Clean-up time is incorporated into the routine, teaching children responsibility and the importance of teamwork. Our dedicated staff ensures a safe, engaging, and supportive environment where children can thrive and develop essential life skills.

Outdoor Time –

Our Physical Activity Policy prioritizes student well-being by promoting regular physical exercise, encouraging time spent outdoors, reducing stress, and improving motor skill development. This policy supports overall wellness by advocating consistent physical activity, fostering better mental health, and facilitating relaxation through outdoor experiences that are both rejuvenating and enjoyable.

The policy emphasizes the development of large motor skills with fun and engaging activities, ensuring students achieve growth in this area. It also provides comprehensive solutions for all weather conditions, offering indoor exercise games during extreme weather to maintain uninterrupted physical engagement.

By focusing on a holistic approach to health and wellness, the Physical Activity Policy reflects our commitment to enriching students' physical and mental well-being through clear, impactful, and meaningful initiatives. It ensures students can enjoy both growth and a touch of Vitamin D, fostering overall well-being in every aspect.

The playground is an extension of the classroom and activity time. Children can participate in an activity of their own choosing. Although each of our play yards is unique in a variety of experiences, many things are available such as...

| | | | | | |
|----------------|------|---------------|---|-------------|--------------|
| Climbing | bars | Sandbox | Swings | Tether ball | Volleyball |
| Merry Go Round | | Teeter totter | Slides | Pogo Sticks | Balance Beam |
| Tunnels | | Frisbee Golf | Stationary and rideable bicycles & more | | |

We also have Activity Led teacher games with all of our P.E. Equipment such as, Frisbee Golf, Volleyball, Yard darts, Ropes, hoops, hurdles, etc. We also have an enhanced area outside -

- An art center with a 4-person art easel.
- A Music Center with a drum set & xylophone.
- Several painted obstacle courses.

Inclement weather, special events or celebrations will occasionally affect the scheduling of outdoor time. We take them outside between 35° - 100° depending on wind, snow, or water play. Our outside time is 20 -30 minutes each.

Nap Time –

We have established a policy that requires all enrolled children to participate in a daily Quiet time/nap. This is essential for children to rest and rejuvenate, especially if they have experienced a late or restless night prior. Our designated nap time occurs within a two-hour window after lunch, during which most children usually nap for one to one and a half hours after settling down. Each child is provided with their own individual cot, complete with a cot sheet, which we wash weekly or more often if necessary. Each cot is clearly labeled with the child's name, and it is positioned in the same space daily to offer comfort and familiarity, allowing them the space they need to relax their growing bodies after an active morning. This nap time is an integral part of our schedule as it also affords teachers the necessary time to reset, clean, and plan effectively for the latter part of the day.

Snacks and mealtimes –

Our facility provides three nutritious meals a day for children, which includes breakfast, lunch, and an afternoon snack. These meals are carefully planned under the guidelines of the federal food program to ensure they meet all the necessary components for a healthy diet. Our teachers play an integral role during meal times, as they sit with the children to foster an engaging and quiet conversational environment. This practice encourages children to communicate effectively and enhances their social skills while enjoying their meals.

Dramatic Play -

Dramatic play is essential for child development as it allows kids to take on various roles and act them out, providing a unique opportunity to explore their identities and environments. By engaging in this type of play, children can pretend to be someone or something else, which helps them discover new ways of expressing themselves, sharing thoughts and ideas, and connecting with their emotions. This form of play is instrumental in fostering creativity, empathy, and communication skills, which are critical components of a child's growth and understanding of the world around them. It is our commitment to support and promote dramatic play as a valuable learning and developmental tool in our educational settings.

Block Play -

Block play offers an open-ended, creative, and valuable play and learning experience available to every setting. This policy ensures that children have access to block play opportunities, promoting their natural curiosity and creativity. Through block play, children are granted the freedom to explore, deconstruct, and reconstruct any block-based creation they can imagine. Our commitment is to provide this essential play experience in all environments, facilitating children's development and imagination.

Manipulative Play –

In the realm of childhood development, manipulative play takes a central role as a vital component of a child's growth. This form of play encompasses activities that fundamentally involve movement, bending, and ordering, requiring children to turn or screw items to achieve a perfect fit. Through manipulative play, children are encouraged to engage both their minds and bodies, fostering essential skills that serve as the foundation for their future learning and coordination abilities. By participating in these activities, children not only indulge their innate curiosity and desire to explore but also enhance their problem-solving capabilities and fine motor skills. Our policy prioritizes providing opportunities for manipulative play within our educational and recreational offerings, ensuring that children are given the resources and guidance to develop these crucial abilities in an engaging and supportive environment.

Circle Time -

Circle time is a cherished, child-centered participative session that begins promptly at 9:00 every morning. During this time, children gather with their friends and teachers in a designated spot to share their experiences, reflecting on the previous day and discussing the upcoming day's activities. This session is also an opportunity for children to learn about upcoming holidays, the current season, today's date, and the prevailing weather conditions. The activities planned for each session are diverse and engaging, encompassing a wide range of content designed to stimulate and educate. Children will participate in activities such as yoga, reading, music, movement, fingerplays, discussions, dramatizations, games, and experience stories. These sessions are not only educational but also foster a sense of community and participation among the children.

Special Days

Library -

Our library embraces the enrichment of literacy through stepping into a book, understanding its importance in cultivating young minds. We offer a diverse collection that caters to various interests and needs, including books for holidays, behavioral topics, preschool children, storybooks, and an expanding selection of cultural literature. Our collection is continuously augmented with new chapter books, ensuring a broad and engaging reading experience for every child.

Every classroom is scheduled a specific timeframe to visit the library, providing an opportunity for children to immerse themselves in reading or experience the joy of listening to stories. Although children are not permitted to check out books for home use, they are encouraged to delve into these resources during their time at the library.

Each book within our extensive collection is meticulously cataloged into our computerized system. Our library boasts an impressive investment of approximately \$18,000.00, comprising an assortment of books, CDs, children's movies, and educational activities. We are committed to fostering a love for reading and learning in a well-equipped and inviting environment.

Snack Shack -

The after-school program operates a small store managed by the children, which serves as a practical learning platform. Through this initiative, the children gain valuable skills in mathematics and financial literacy, as well as experience in customer service, cleaning, and organizational tasks. Each Friday, participants have the opportunity to purchase a snack from the snack shack. The revenue generated from these sales is directly reinvested into purchasing library books and other educational essentials, thereby enriching the learning environment for all participants.

Movie Day -

With the exception of the Mighty Miller room, our classrooms typically do not offer televisions, and the center does not subscribe to a cable services. However, on special occasions, such as holiday celebrations, we make an exception by hosting a movie day. During these events, students enjoy snacks while watching a movie that aligns with the holiday theme. To facilitate this, most teachers opt to bring their personal televisions from home, allowing them to conduct the movie screening within the comfort of their own classrooms. Alternatively, we provide access to a movie projector in the library, which comes equipped with speakers, offering an engaging and refreshing experience away from the usual classroom routine.

Nap Time –

Adequate rest or quiet time is an important part of a young growing child's day. For children ages 1-5, Sleep is the time for restoration and for children's bodies to recharge and retain the information they have learned throughout the day. During deep non-REM sleep, the body's energy is restored, growth and repair occurs, and important brain development hormones are released. Naptime is after lunch and lasts for up to two hours, depending on the individual child. The cots and sheets are provided by the center, but you are to provide the small blanket and small sleep buddy according to their needs and the individual plan prepared by the parents and teacher.

Code Of Ethics

We uphold a set of principles for responsible behavior. Our Code of Ethical Conduct outlines the standards by which our childcare center operates and the responsibilities of our facility and early childhood education specialists to children, families, OKDHS, and our communities.

- Providing a safe and nurturing environment where children can learn and grow.
- Appreciating the stage of early childhood as unique and valuable.
- Basing work on knowledge of how children develop and learn.
- Support the bonds between children and their families.
- Respecting the dignity and worth of families.
- Respecting the unique qualities of each individual.
- Respecting the diversity of children, families, and colleagues.

- Recognizing that children and adults reach their full potential in the context of relationships based on trust and respect.
-

The Code of Ethical Conduct outlines the responsibilities of childcare facilities towards their early childhood educators. It also includes the duties of these employees towards their respective childcare facilities. Furthermore, the facility and its employees are also expected to fulfill their responsibilities towards sponsoring agencies, government, and the community as a whole.

Community Outreach –

The community outreach policy at our childcare center is designed to engage our children with diverse members of our community, enhancing their understanding of various professions and roles within our town. Our center regularly invites different individuals to speak about their vocations, providing an enriching educational experience for the children. These interactions not only broaden the children's horizons but also instill an appreciation for the contributions of community members. We carefully select speakers to ensure a wide representation of careers, fostering an inclusive environment that celebrates diversity. Our policy aims to facilitate meaningful connections between the children and the local workforce, encouraging curiosity and learning. All visits are planned with the utmost consideration for the children's safety and respect, adhering to guidelines that ensure positive and informative interaction for all parties involved.

Infant Sleep Sacks -

Our center uses sleep sacks for all babies until they are out of a crib. Please furnish one upon enrollment and then as they grow. We cannot swaddle a baby after 3 months old.

Nursing Room –

We have a private nursing room you may use if you want to come to the center and nurse your baby. You will need to provide what you need to nurse your baby, or pump.

Infants food –

Given the variability of parental preferences in relation to the food intake of their infants, you are asked to provide all food for your baby until they begin eating regular table food or at that point, they can eat what is on our menu as served. Please label all food you bring for your child with their name. You are responsible for all your baby's needs i.e., the bottles, formula, breast milk, baby food/snack, a pacifier if they take one and leave at the center. If you are a nursing mom, you must bring one extra bag of milk each day in case of cluster feeding or a spill. Parents are to furnish all diapers, wipes, and extra clothes to leave at the center.

Blankets–

To ensure cleanliness and comfort, each child at our center is required to have a personal nap blanket. This blanket will stay at the center throughout the week and should be taken home on weekends for cleaning.

Extra Clothes –

To ensure the well-being of young children, it is important to have at least one set of appropriate seasonal clothes on hand in case of accidents. If a child is in the process of potty training, multiple sets of clothes are necessary, and it is recommended to replace them as they are taken home. In addition, infants and toddlers require extra clothes in case of spit ups and blow outs. Older children might accidentally spill something, cause damage to an item, or, in some situations, a young girl may need to change clothes if she begins her menstrual cycle. It is crucial to be prepared for these situations to promote the comfort and cleanliness of young children.

Please note - If your child needs a change of clothes and you have not supplied them for us, you will be required to come pick them up for the day, then bring clothes with them when they return the next day.

Shoes & Jacket –

Depending on the season, the kids always need their shoes and a jacket or a coat. We do go outside to play daily, even on cooler days. Our recesses are only 20 – 30 minutes and outside time is important for energy and attitudes. We cannot leave your child alone in a classroom, so please make sure they are comfortable and able to play when they go outside.

Diapers & Wipes –

Parents are responsible for providing diapers and wipes for their child throughout the week. Your teacher will inform you when you need to restock them.

Diaper Cream –

To treat your child's diaper rash, please provide the necessary cream along with a signed medical permission form. Be sure to write your child's full name on the tube.

Sippy Cups –

Some teachers ask for you to bring and take home a sippy cup or water bottle daily for your child's classroom. We request that you bring it clean and empty or with water only, and we will refill it as needed throughout the day. Please do not send milk, juice or any other beverage. No meds may be in bottles or we send kids home for the day.

Diaper Bags –

For the health and safety of our classrooms, we do not allow diaper bags into the center. Our classrooms feature specific storage spaces for your child's necessities. Please leave diaper bags at home to prevent the risk of introducing items that may compromise our safe and healthy environment, such as unwanted pests, medications, decayed food, or other inappropriate items.

Compliance Folder –

This is located at the front desk in the lobby under the parent resource Center. It is the most current DHS visit findings.

Confidentiality –

We prioritize the confidentiality and privacy of both the children under our care and their families. It is our policy to handle all personal information with the utmost discretion and ensure it is protected against unauthorized access. We collect only the information necessary to provide the highest quality care and communicate effectively with families. This information is kept secure and used solely for the purposes of daycare operations and communication with parents or guardians. We do not share personal information with third parties unless required by law or with express consent from the parents or guardians. Our staff members are trained in confidentiality practices and are required to adhere to this policy at all times. Any breach of confidentiality is taken seriously and will result in disciplinary action. We are committed to maintaining the trust and confidence of our families by consistently safeguarding their personal information.

Continuity of Care -

Consistency is important for children for a variety of reasons. First, it helps them feel secure. When they have the same teacher and are in the same class with the same classmates, they know what to expect and can feel comfortable in their surroundings. Second, consistency helps children learn better. When they see the same faces and hear the same voices day after day, they can focus on learning new material instead of trying to figure out who everyone is and what their roles are. Finally, consistency helps build relationships. When children see the same people day after day, they have a chance to develop friendships and bonds that can last a lifetime. For all these reasons, it is important that we strive to maintain consistent staffing ratios in our classrooms and that our employees are dedicated to coming to work every day.

Core Principles of Our Program

Respect - We nurture an environment built on kindness and understanding, ensuring every child feels valued and appreciated.

Curiosity - We inspire inquisitive thinking and a lifelong love of learning by encouraging children to explore their interests and express their creativity.

Inclusivity - We celebrate diversity by creating a space where all children feel accepted and supported, regardless of their background or abilities.

Collaboration - We foster strong connections between children, families, and educators, building a unified and supportive community.

Growth - We encourage holistic development, emphasizing intellectual, emotional, social, and physical well-being to help every child thrive.

Day's we are Closed –

There is no reduction of rates for days we are closed. You are paying for a spot for your child to be enrolled at this center. You are not paying for attendance. Our operational

expenses are arranged based on fixed enrollment levels and must be met on a continuing basis. Few of the operating costs of the facility are reduced when a child is absent or when we are closed.

We will be closed on these holidays in 2024 with no reduction of rates:

Note: IF we are not closed for 4th of July or New Years Day... we take a longer Christmas break.

| | |
|--------------------|--------------------------------|
| New Years Day | 4 th of July |
| 2 Professional day | Labor Day |
| Good Friday | Two days for Thanksgiving |
| Memorial Day | Up to Three days for Christmas |

We Reserve the right to close for emergency repairs at any time.

Declining Business -

We are committed to providing the highest quality of service in a positive and supportive environment. Our policies are designed to ensure a harmonious experience for both our clients and staff. While we strive to accommodate everyone's needs, we reserve the right to refuse service if our guidelines are not respected or if the environment becomes counterproductive. We believe in mutual respect and understanding, and if we determine that our offerings do not align with your expectations, we will respectfully end our business relationship. Our goal is to foster a collaborative and satisfying experience for all involved.

Developmental Goals for Children

Our goal is to stay committed to fostering through the integration of several core principles. We prioritize cognitive development by encouraging critical thinking, effective problem-solving, and strong communication skills to support intellectual growth. In the realm of social development, we guide children in building meaningful relationships,

fostering empathy, and understanding the value of teamwork. Our approach to physical development involves promoting healthy lifestyles through active play and exercises that build motor skills and contribute to overall physical well-being. We are committed to building self-confidence in children by nurturing their independence, responsibility, and self-reliance in everyday activities. Furthermore, we provide diverse opportunities for children to explore their creativity through arts, music, and imaginative play, thereby helping them express themselves freely. These elements collectively form the foundation of our commitment to nurturing well-rounded and capable individuals.

Cognitive Development - Encourage critical thinking, effective problem-solving, and strong communication skills to support intellectual growth.

Social Development - Guide children in building meaningful relationships, fostering empathy, and understanding the value of teamwork.

Physical Development - Promote healthy lifestyles with active play and exercises that build motor skills and overall physical well-being.

Building Self-Confidence - Nurture children's confidence by encouraging independence, responsibility, and self-reliance in their daily activities.

Creativity and Self-Expression - Provide diverse opportunities for children to explore their creativity through arts, music, and imaginative play, helping them express themselves freely.

DHS client –

If you do not make your Copayment on time, childcare will not continue, nor is your spot secure until payment is made. We do have a waiting list and get calls daily. Should someone else require a spot yours is not secure without prompt payment.

DHS Coverage –

DHS clients are to cover all cost DHS does not. Missed swipes, Late pick up fees, Curriculum fees, Adventure fees, etc.

Diapering and Toilet Training:

Gender-specific potty-training statistics indicate that girls tend to be ready at 2 years old, while boys typically become ready around two½. If your child lacks interest in potty training after a month, we will temporarily halt the process and resume in a few weeks. For hygienic purposes, we do not allow the use of cloth diapers or cloth underwear during potty training. You are responsible for providing diapers, pull-ups, wipes, and clean clothes. We do not supply diapers. It is essential that you dress your child in comfortable and appropriate attire for the training. Our staff will not work with children who are not dressed appropriately for the training such as overalls, leotards, onesies under pants etc. Until your child demonstrates signs of success, we require you to provide us with multiple changes of underwear and clothing for accidents. Please ensure these clothes are suitable for the current season. Once your child consistently has no more than two accidents per week for a month, we will ask you to bring underwear for them. If your child needs a change of clothes and we do not have one, you will be required to come pick them up for the day. To avoid this, please be sure your child has an extra change of clothes at all times.

-
- After the child turns two (2) years old.
 - Shows signs of being ready.
 - Is moved into a classroom with a bathroom.
 - When parents agree to collaborate with them at home regularly.
-

We accommodate cloth diapers used on occasion for families with multiples (e.g., twins, triplets) when the child is not potty training. If cloth diapers are used for your children, we kindly ask you to provide the following each day:

- At least 10 clean cloth diapers daily to start.
- Necessary fasteners and plastic covers/outwear
- A tightly sealed container for soiled diapers, which we will return to you at the end of each day for you to wash.

Please note that while we remove solid waste, we are unable to rinse or wash the diapers. Potty training is more easily accomplished when teachers, parents and children work together. Children learn toileting skills through consistent, positive encouragement from adults at home and at the center.

Discounts Available

Our discounts are Active military, Classroom Public School teacher, and Yukon city workers. We do not offer sibling discounts. You may only apply ONE discount to your account. Discounts are discussed more expansively upon enrollment. Discounts are subject to change at any time. If you do receive a discount, and you have a rate change, be sure you discuss your new rate with the center before you assume your rate will change.

Teacher's discount –

You must be the lead teacher in a classroom. We follow both Yukon's & Mustang's School calendar year which means, you can bring your children for one week after the last day in May, and your children can return one week before the new school year starts again. This is because we have a Summer Program, and those children are still here. If you are taking advantage of the teacher discounts you do not receive sick days, vacation days or medical days. If you want to use us during breaks, it must be cleared through the director, and you will need to pay for the entire break. i.e., summer, spring, etc.

Elementary Transitions -

Our policy for managing the transition of elementary students to daycare after school is thoughtfully designed to ensure a seamless and comfortable experience. Upon arrival, students are warmly greeted by our caring staff who are attentive to their needs following a busy school day. We recognize the importance of balancing structure with relaxation, so students are provided with a brief period to unwind and settle in. As part of our transition process, we offer engaging activities that are both educational and enjoyable, allowing children to explore their interests in a supportive environment. Our staff is always vigilant in offering guidance and supervision, ensuring safety and promoting a positive atmosphere. In conjunction with parents and caregivers, we maintain open lines of communication to tailor our approach to each child's unique needs, fostering a nurturing daycare experience that complements their school routine.

Enrollment –

All forms provided to you upon enrollment in the enrollment folder must be completed before your child can attend our center and turned in 24 hours before your child can begin. All requested personal information is kept confidential.

- Enrollment papers
- Food Program Papers
- Policy Understanding
- Hours Indicated
- Shot Records

Shot Records

Parent/guardian must provide a copy of the current immunization record or exemption must be obtained prior to the first day of attendance and is to be updated when the child receives additional vaccines. We must have them before your child's first day. ***Refer to Appendix II, Page 115, Immunizations, in Requirements for Child Care Programs for immunization and exemption procedures.***

You will need to clarify the hours you will be needing and not vary from those hours unless you have spoken to someone in charge so we can determine if your new hours is something we can accommodate. Please be sure to update all emergency data as needed, including address, home, and work numbers and individuals authorized to pick up your child. You can do that any time at the front desk.

If your child requires any special requirement that we are able to help with, it will need to be in writing and agreed upon before enrollment can continue after it is brought to our attention.

The First Day –

The first day in a new environment can be a challenging experience for any child. At our center, we strive to understand and address the circumstances that may cause anxiety during these initial days. We work closely with both your child and their teacher to ensure a smooth and seamless transition.

While you may wish to spend extra time in the classroom during the first few days, we recommend keeping goodbyes short and simple. A quick departure often helps your child acclimate to their new surroundings more quickly. If you need reassurance, you are welcome to call us at any time and speak directly with your child's teacher. Please note that some separation anxiety is normal and to be expected. Should you require additional guidance, your child's teacher or the director will be happy to provide strategies to make the transition easier.

To ensure your child's first day is as enjoyable and comfortable as possible, it is essential to prepare all necessary items that will support a smooth adjustment. Once your child has been enrolled in our center, their teacher will begin preparing for their arrival. For this reason, we ask that all paperwork be submitted at least 24 hours before their first day. This allows the teacher to designate and organize your child's personal space within the classroom. Your child will have a cubby to store their belongings from home and a space for projects they create throughout the day. Additionally, they will have a cot labeled with their name to ensure a comfortable and personalized experience.

Please label all items brought from home with your child's first and last name. Also label your child's Coats and jackets.

10 Hour Day Limit

We understand the dynamic needs of working parents and strive to offer flexible and reliable childcare solutions. Our standard care packages are designed with your busy

schedule in mind, providing 10 hours of quality childcare coverage that aligns with a typical workday. Travel time, a lunch break and the 8 hour work day.

False Reporting –

False complaints about our center will result in the immediate termination of your child. We have a dedicated team ready to assist you in resolving any concerns you may have. If, after giving us the opportunity to address the issue, you believe we have not performed up to standard, you may contact DHS to lodge a complaint. Your child's well-being is our top priority.

Family Leave –

To ensure your child's spot is reserved, weekly payments are required, regardless of circumstances such as maternity leave, extended vacations, visiting family, or non-custodial visitation. Maintaining consistent payments is essential to support the center's operations and financial stability.

Fire Arms

There will be NO firearms brought into the center by anyone whether you have a license to carry or not.

Health & Meds

It is our desire and responsibility to provide your children with a safe and healthy environment. It is at the discretion of this center to determine what is and what is not serious enough to request a parent to pick up the child. If your child shows symptoms of being sick before you go to work, please use one of your sick days. Sending them to the center knowing they are sick is unfair to the staff and to the other children in our care.

***No matter how long your child was here, if we call you to pick them up, you will be charged for the day.**

Children need to be in good health in order to get the most out of their school day. Please do not bring your child if the child cannot participate fully in the indoor and outdoor program. In order to reduce the spread of many illnesses, please keep your child home with any of the following. Childcare is provided for the well child **only**.

| | | |
|--|---|--|
| a fever of 100* or higher, stomach bug (vomiting), diarrhea, a consistent cough, extreme tiredness, Bumps Chick Pox or any other childhood diseases | head lice, pink eye, ring worm a mysterious rash, Constant crying and complaining, Hand Foot and Mouth | 5th Disease Covid Flu Ear infections |
|--|---|--|

Children who are sent home cannot return for 24 hours, and only then if they have been symptom free for 12 of those.

If your child becomes ill during your working hours, we will request that you pick up your child within 45 minutes of the call. If you cannot be reached, we will contact the person that you have indicated on your enrollment form. Please keep your enrollments updated and make sure that the person knows that they will be responsible for picking up your sick child within 45 minutes of notification. Your child will be separated from the class while waiting for you whether in the lobby or in the quiet area of their classroom.

There may be times when we will require a note from your child's doctor before re-admitting childcare services, such as ring worm, head lice, pink eye, a mysterious rash, etc.

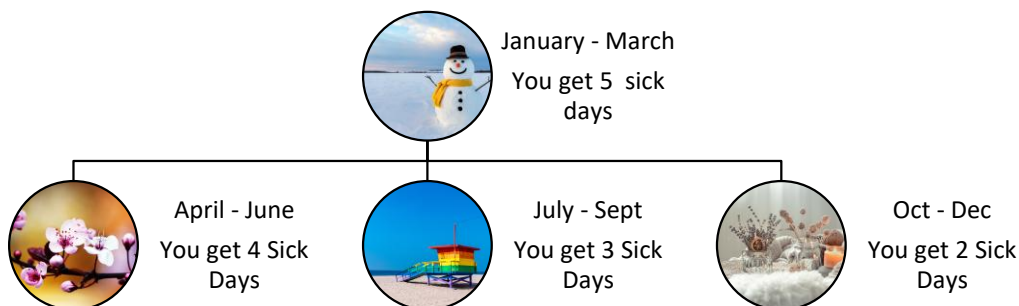
Do not give your child fever or pain reducers before daycare. You are exposing other children to their illness. Please, use your sick day and save some money.

Sick Days –

Teachers that use our teacher discount DO NOT qualify for Sick days.

Each child receives five sick days for the year. (see chart below). To use a sick day, call the center by 7:30 a.m. **the day they are sick** and let us know they will not be there. You cannot accumulate these days and they cannot be carried over from one year to the next. If you do not use them, you lose them. If you fail to call us on the day they are sick and request a sick day, you cannot be credited one because we have lost the opportunity to accept a drop in.

If your child is enrolled by:



Hospital Stays

You will not be charged for overnight hospital stays for the child in the hospital. You will not be charged for up to 5 days for that surgery to allow time to recover at home.

Temperature Check –

At times, we may need to conduct temperature checks for your child or all attending children before they enter the classroom. This precautionary measure is put in place during times of prevalent illness, when a child is returning post-illness, or as part of our daily wellness assessment routine to ensure the safety and health of everyone.

We monitor children closely for any significant changes in demeanor throughout the day and check for fevers when necessary. To ensure accuracy, we use multiple thermometers and compare the readings rather than relying on a single device.

Family Illness –

In order to prioritize the health and safety of all individuals, if any member of your household has tested positive for Covid-19, the entire household must refrain from visiting the center until everyone is well. If the enrolled child has recovered from Covid-19 and has been symptom-free for 24 hours, they may return to the center. This can be applied to any illness that has an outbreak in our center.

Handwashing –

Handwashing is a fundamental component of maintaining a healthy and safe child care environment, crucial for both staff and students. This policy outlines the essential practice of proper hand hygiene to prevent the spread of germs and reduce the incidence of illness. All staff members must engage in thorough handwashing before and after direct contact with children, handling food, and using the restroom. Additionally, staff are responsible for guiding and assisting students in regular handwashing, especially after outdoor play, before meals, and following any activity that may lead to contact with contaminants. By instilling consistent handwashing routines, we foster a culture of cleanliness and health awareness. Adhering to this policy ensures the well-being of everyone in the child care setting, promoting an environment where learning and growth are uninterrupted by preventable health issues.

A Medical Pandemic –

Weekly rates remain the same if your child is out for illnesses unless you have sick days available and ask to use them.

We reserve the right to:

Have parents wear a mask to enter the building and the entire time they are in the building.

Check Children's temperatures upon arrival and refuse care if they have a fever.

Have them sanitize their hands when they enter the classroom.

Only allow one parent to enter our building at drop off and pick up.

Require you to keep your child at home if you or anyone living in your household has been tested or diagnosed with any illness we are safeguarding from, i.e., Covid, Flu, Chicken pox, etc., or if you were around someone diagnosed with said illness.

Medications –

Only the directors, the cook, or the person in charge will administer medicine. You must sign and complete a medication permission card. Without one, we cannot administer to your child any type of medicine, including diaper ointment or sunscreen (per DHS). We can only administer prescription medication that has been specifically prescribed for your child and is clearly labeled with their first and last name on the original prescription bottle. The medication must match the description on the label exactly. Additionally, the label must include the prescribing doctor's name, dosage instructions, and timing for administration. This includes breathing treatments. Please ensure the medication is not expired, as we are unable to administer expired medications.

The only over-the-counter medications we administer are fever reducers, allergy medications, cough medications, and EpiPens. These must be provided in their original packaging with accompanying instructions, including information on side effects. If it says, “under 2 consult doctors”, we will not administer that medicine without a note from the child’s doctor. All medications will be administered after lunch only.

For conditions such as ADHD or other non-infectious conditions, only one dose of medication may be sent with your child per day. These guidelines are outlined on the permission card, and exceptions can only be made with a signed note from a licensed healthcare provider.

Under no circumstances are you allowed to medicate a child through their bottle or sippy cups. All bottles and sippy cups must arrive clean and empty or with water only. Any child suspected of receiving medicine in a bottle will be sent home for the day.

Storage of Medicine

We will store all medicines at the front desk and in the kitchen’s refrigerator for those medicines that need to be kept refrigerated.

You are to provide all the medications for your child including Motrin/Tylenol. It is the parent’s responsibility to collect all medicines at the end of the day or at the end of the prescription. We will not store medicine for longer than one week unless it is a life-or-death medication. All unclaimed medicine will be thrown directly into the dumpster after one week.

Critical Care Situations in Children

Designed for teachers, these guidelines provide step-by-step instructions to effectively handle emergencies involving children while ensuring their safety.

General Guidelines

1. **Stay Calm:** Remain composed to think clearly and reassure the child and others.
 2. **Assess the Situation:** Quickly evaluate the scene to determine if it’s safe for others and yourself to intervene.
 3. **Call for Help Immediately:** Dial emergency services (911) if the situation is severe or life-threatening. Clearly state your name, location, and the nature of the emergency.
 4. **Follow First Aid Basics:** Administer first aid until medical help arrives, if trained to do so.
 5. **Inform Authorities/Guardians:** Notify the school administration and the child’s parents or guardians right away.
-

Addressing the health and safety of our children, staff, and families is our top priority. This protocol outlines clear measures for managing communicable diseases, with a focus on seasonal and pandemic flu, while also ensuring compliance with CDC reporting guidelines.

We are committed to promptly reporting any designated infectious diseases to the CDC as required. Cases of seasonal or pandemic influenza will follow proper local, state, and federal guidelines to ensure timely and accurate reporting.

Parental Notifications

Parents and guardians will be notified immediately if there are confirmed or suspected cases of flu or other communicable diseases within our facility. This notification will include information on symptoms to monitor and recommended steps to protect their families.

To ensure the health and well-being of others, children exhibiting flu or other communicable disease symptoms will be sent home immediately. They will be separated from the other students until the child can be picked up promptly by a parent or guardian.

- Children may only return to the facility after being symptom-free for at least 24 hours without the use of fever-reducing medication.
- Alternatively, a doctor's note confirming the child's recovery and clearance to return will also be accepted.
- As a preventative, Children and staff are required to wash hands regularly with soap and water for at least 20 seconds, especially before meals and after coughing, sneezing, or using the restroom
- Alcohol-based hand sanitizers (with at least 60% alcohol) will be available in all common areas for use when soap and water are unavailable.
- All frequently touched surfaces such as door handles, tables, and toys will be disinfected multiple times a day using CDC-approved cleaning solutions.
- Shared items will be minimized to reduce the risk of cross-contamination.
- We strongly encourage all children, parents, and staff to receive annual flu vaccinations to reduce the likelihood of transmission.

Your child must have an updated shot record on file at our center. Please have your doctor's office send that to us every time your child gets vaccinated. If you do not vaccinate your child with every shot, we will need a waiver.

Infant Sleeping and safe Sleep –

During a baby's first year, they are at their most vulnerable. Our baby rooms practice the safe sleep guidelines to significantly lower the risks associated with infant sleep. All of our teachers that care for the babies must have the training in Safe Sleep.

1. We Always Place Baby on Their Back to Sleep

Every time you lay your baby down for a nap or bedtime, make sure they are positioned on their back. Sleeping on the back reduces the risk of SIDS compared to sleeping on the stomach or side.

2. We use a Flat, Firm Mattress

- Place your baby on a firm mattress in a safety-approved crib, bassinet, or play yard.
- Cover the mattress with a fitted sheet designed specifically for the sleep surface so that it is a tight fit.

- Avoid adding soft materials like pillows, blankets, or crib bumpers, as they can pose a suffocation hazard.

3. The Cribs are Free of Loose Items

- The crib is entirely free of toys, stuffed animals, pillows, blankets, bumper pads and any other items to include a bottle. We do not allow bottles in the cribs.
- We remove any constricting article of clothing to include bibs.
- We only use sleep sack to keep your baby warm instead of loose blankets.

Consider a Pacifier for Sleep - Offering a pacifier during naps and bedtime may reduce the risk of SIDS. We can not keep the Paci attached (corded) to the baby, but we can use one that is not attached.

Health & Safety –

Raven Carter & the Assistant Director as well as all the teachers are deeply committed to maintaining the highest standards of health and safety within the program. Every precaution is taken to ensure that the environment is secure, and all protocols are designed with the well-being of children, staff, and families in mind. Raven personally oversees compliance with all regulations and guidelines, emphasizing proactive measures to prevent potential risks. This dedication reflects her unwavering responsibility as the program's owner to create a safe and nurturing space for everyone involved.

- **Day-to-Day Oversight**

Employees must oversee all daily health and safety issues within the program. This includes conducting routine checks of facilities, playground equipment, and classroom spaces to ensure they are hazard-free and meet childcare safety requirements.

- **Health Concerns Support**

Employees serve as a resource for families, offering guidance and addressing any health concerns or needs brought up by parents or guardians. Provide families with accurate information, support, and referrals where necessary.

- **Incident Resolution**

Timely resolution of health or safety concerns is a top priority. All incidents or potential risks must be reported immediately and corrective actions must follow.

Health Concerns -

The center will notify you through your pro care connect if there is any medical outbreak or communicable disease exposure at the center.

Hours and Days of Operation –

We are open from 7:00 a.m. to 6:00 p.m. daily, 52 weeks a year excluding the days our center recognizes holidays or must close for weather or repair. We offer a 10-hour day childcare spot for your child.

Health Screening –

We will be partnered with the Canadian county health department for annual screenings of the kids. Some of these screenings will be Vision, Speech/Language, Hearing and Special health care needs. This will be a mobile service and they will come to the center and a pre-determined date. Children can opt out of these services.

Hygiene of children

If you notice any cleanliness issues when picking them up, please inform us, and we will promptly address it before your departure. We also require children to arrive at the center wearing fresh and clean clothes, appropriate for the weather, with a new morning diaper.

Bathed and Clean Hair

We need all children to come in clean with fresh clothing, different from the day before and for their hair to be clean and combed. If you would like your teacher to brush their hair before you pick them up, you must supply a baggy with a brush and ponies for your child. We can not use a communicable brush or comb.

School age Children

There is no specific age for a child to start wearing deodorant or antiperspirant. Many starts in their teens. Some start as soon as puberty starts and hormones change to cause body odor, which can be as early as 8 or 9 years old for some children. It might become time for you to visit with your child about deodorant. Kids play hard at school when they are on the playground with friends. They enjoy kicking the ball in PE class. Their bodies are starting to mature, and the glands are producing odors that could embarrass them. Please be sure your child remains confident all day and still enjoys the freedom of being a kid.

School aged Girls

Should the need arise; we do have some extra feminine products at the center. Please have your child just ask a teacher privately if it is something they need. We can be discreet.

Fingernails

Please keep your children's nails clipped, especially if you child is an infant to three-year-olds. They scratch themselves and others.

Illness Outbreak Hours

Because of staffing issues, we have set up alternate hours. This is put into place should we have an outbreak and are low on staff due to an illness. These hours help us meet our ratios without working overtime. They are 7:30 to 5:30 Mon – Fri. When we switch

to our alternate hours, we do it for 1 week at a time while we assess our situation, and our staff can be back at work.

Inappropriate play

It's natural for children to be curious about sexual behavior, their own bodies, and the bodies of others. They may also show interest in engaging in sexual activities. Typically, sex play occurs between children who are similar in age, size, development, and abilities. With that said, If we notice this type of play, it's important not to react with loud attention or yelling. Instead, we calmly intervene by saying something like, "We aren't going to do that," and then separate the children while redirecting them to another activity. We will communicate with you privately through a note on our app. If you wish for further discussion, it will be necessary that it takes place at an appropriate time and location. Every parent has their own ways of handling sensitive topics with their children, and we respect your approach.

Infant Car Seats

We only have the capacity to offer car seat accommodation exclusively for infants under 12 months of age. Given that our facility is consistently at full capacity with 8 enrolled infants occupying our available car seat slots, we respectfully ask those parents of children older than 12 months to refrain from leaving car seats at our location.

Infant Swaddling

We do not allow swaddling for infants older than 3 months. If your baby is near or over 3 months old at the time of enrollment, it's best to avoid introducing the practice, as DHS regulations prevent us from continuing swaddling beyond this age.

Issues with Families

We reserve the right to terminate childcare effective immediately when we have issues with the child, parent, or any member of the family. There will be no reimbursement for services lost.

Language Development

we are committed to fostering an environment that encourages language development for all children. We recognize the importance of early language skills as a foundation for future learning and communication. Our approach to language development is integrated into daily activities across our programs. We emphasize the use of rich, descriptive language in interactions, storytelling, singing, and reading. Caregivers are trained to engage with children in both structured and spontaneous conversations, facilitating language-rich experiences. We prioritize creating a diverse and inclusive setting by introducing multiple languages where possible, thereby supporting bilingual or multilingual development. Our staff is equipped to assist children with varying language abilities, ensuring that each child receives personalized attention to nurture their linguistic growth. By collaborating with parents and caregivers, we aim to create a consistent and supportive language development experience both at our daycare and at home.

Language Policy

At our daycare, we uphold a commitment to fostering an inclusive environment that celebrates language diversity, recognizing it as a vital component in child development and community enrichment. We understand that language differences may present challenges; however, we view these as opportunities for growth and inclusive learning. Our goal is to facilitate communication and understanding, even when interpreters are not available. We employ staff who speak Spanish to provide necessary language assistance. Our core mission is to ensure each child feels a sense of belonging and is encouraged to thrive within a multilingual setting. We appreciate your cooperation and understanding in helping us build a diverse language community.

We recognize the crucial role that language plays in a child's identity and development. Therefore, we incorporate each child's family language into their learning experiences whenever feasible, emphasizing its importance in their cultural and educational journey. By connecting the home and daycare environments, we aim to transform language diversity into an asset. We strive to create a welcoming atmosphere where family languages are acknowledged and respected. This includes employing staff fluent in common family languages, offering resources in these languages, and ensuring communication with families occurs in their preferred language. We involve children's home languages in educational activities, using bilingual books, songs, and games.

In partnership with families, we encourage the use of home languages in daily life, affirming that multilingual abilities promote personal and academic growth. Collaboration with families allows us to tailor our efforts to meet the specific language needs and preferences of each child, ensuring a culturally respectful and supportive learning environment. Through these initiatives, we are committed to advancing language skills, celebrating linguistic diversity, and fostering inclusive communication. For children who enroll without English proficiency or a language for which we do not have an interpreter, we use Google Translate to convert enrollment and other paperwork into their language.

Late Pick up Fees

It's important to note that our after-hours childcare service is charged at \$3.00 per minute, per child, payable in cash to the staff member who is closing. Please ensure that payment is made before childcare can continue. This payment is not considered center income and will not be reflected on your ledger, as it is payment for after-hours care directly to the staff member. Please be aware that late fees will be applied if your child is still in our building after 6:00, regardless of parental presence. It's crucial to respect the scheduled closing time, as our staff members have other commitments and need to leave as scheduled. Their ability to complete closing tasks is impeded when children are still present. If you need to discuss something, it will need to be done during our regular business hours if you arrive too close to closing time.

Additionally, it is important to understand that after the third instance of picking up your child late, we are left with no choice but to withdraw your child from enrollment

Lost & Found

This is located in the front lobby. If you cannot locate it, please ask someone at the front desk.

Legal -

We adhere strictly to Oklahoma law when it comes to confidentiality. We will not share any information about your child with individuals who visit or call without prior authorization. If you would like us to provide information about your child's behavior to someone, you must submit a written request, including your signature and the date. This document will be kept in your child's file for reference.

However, please note that this policy does not restrict us from reporting suspected abuse or neglect. As mandated reporters under state law, we are obligated to act in such situations to ensure the safety and well-being of all children.

Mandated Reporting Information –

Oklahoma State Law and licensing requirements state that any person who suspects child abuse and neglect, or exploitation, are required by law to report such actions immediately. The state & DHS mandates us to report any abuse or neglect should we believe this is the case without giving you any warning.

Money Matters

We operate on a full-time basis. We are open 52 weeks a year. All holidays we are closed are paid for at the weekly rates.

Our Rates

| | |
|---|--------------------------|
| Retainment Fee ... | \$50.00 Non-refundable |
| Infants ... | \$215.00 Weekly |
| Toddlers ... | \$195.00 Weekly |
| Two-year-olds ... | \$190.00 Weekly |
| Three-year-olds not potty trained ... | \$180.00 Weekly |
| Three-year-olds that are Potty trained... | \$170.00 Weekly |
| Four- & Five-year-olds ... | \$160.00 Weekly |
| 6 years to 12-year-olds ... | \$100.00 Weekly |
| Summer Program... | \$160.00 Weekly |
| Adventure One-time fees ... | \$100.00 Weekly |
| School Break Extra By Day | \$12.00 Per day attended |
| Monthly Curriculum | \$25.00 Monthly |



*Please note - the rates provided above are applicable for a 10-hour workday only. If your child receives care for more than 10 hours a day, we will adjust your weekly rate permanently by an additional \$25.00 a week to account for the additional expense. We will automatically update your weekly rate if your child's timecard indicates that they are with us for more than 10 hours per day. Our center is set up with sixteen classrooms and you will pay the price of their age, not classroom assignment.

Importance of Paying your Tuition

We operate on a strict payment policy and do not provide services on credit or reserve spots without payment. Timely payment of your childcare bill ensures our ability to provide consistent, high-quality care, enabling you to work with peace of mind. Weekly tuition supports critical expenses such as payroll, food, utilities, and mortgage—costs that remain unchanged even on holidays or unforeseen closures. Prompt payment is essential to maintaining our operations and serving your family effectively.

You pay for a spot, not attendance

Retainment Fee –

The retainment fee can only hold a spot for one week, and once enrolled, it will be deducted from your first week's tuition. It is nonrefundable if childcare never starts.

Cash Client Tuition -

Our tuition is established to provide your child with the best possible care at the most reasonable cost. We require every account to be prepaid on Monday morning at drop off before care can be given.

Tuition Late Fee –

There is a \$25.00 late fee for all payments not made on Monday and childcare cannot continue nor is your spot secure until payment is received.

Curriculum Fee –

This is an additional cost of \$25.00 per month, due on the 1st of every month. DHS or Caddo Nations do not cover this expense. It is the responsibility of the parents.

Returned check fee –

Our fee for a returned check or payment is \$50.00. Please ensure payment, including the late fee, is made within 1 day to avoid escalation to the District attorney's office. Kindly note that childcare services will not resume until the payment is received. Additionally, please be aware that after one returned check, we will no longer accept checks for your tuition.

Payment Methods –

Choose convenience and avoid fees by setting up an auto draft for your account. Alternatively, you can pay in person at the check-in stations, but please note that a processing fee will apply. We accept Visa, Discover, and MasterCard. Regrettably, we do not accept American Express. **Please be aware that we cannot accommodate requests to hold auto drafts, and if you reject the charges you will have to pay the \$50 fee.** When paying cash, bring the exact amount. We do not have a cash till and will have to credit all access to your account.

Other payment issues -

- There is no reimbursement of tuition or copayments once paid. It will be used as a credit on your account. We do not reimburse for childcare not used.

Other payment issues -

Because you have the ability to monitor your account, we expect all billing issues to be brought to our attention within 7 days to receive reimbursement on an inactive or active account. We will not reimburse you more than 1 weeks of tuition. The rest will be given as credit for upcoming tuition or forfeited. We suggest you check your account through your procare app every week, or your bank account, especially if you unenroll from the center or your child will not be attending for any school breaks.

- If you use a Flexible Spending Account (FSA) or Health Savings Account (HSA) and create a balance, you will not be reimbursed for this credit. We do not provide accounts for accumulating credits and then withdrawing them if you do not stay enrolled. Please use your flexible spending account as intended.
- We do not reimburse for rate change due to birthdays that we don't have a form for. Form 172747, Tuition Rate change form must be filled out and left at the front desk with the person in charge.
- I will not assume responsibility for any bank fees incurred due to overdrawn payments. Please refrain from adding a card on file that may lead to these issues.
- We understand that technical difficulties can occur, such as internet or website outages, or computer malfunctions. Therefore, we provide multiple payment options to ensure you can still pay even in such situations. We kindly request that you make use of an alternative payment method during any week(s) when these issues arise.

Hours Intended –

It is imperative to adhere to your scheduled hours, as early drop-offs are not accommodated due to ratio requirements that may not be arranged for a student arriving ahead of the anticipated schedule. Exceeding the 10-hour timeframe is not permissible, and it is equally crucial to ensure timely pick-up of your child as stipulated. Anything over a 10 hour day will cost an additional \$25 for the week causing your tuition to be permanently adjusted to the higher amount.

DHS Clients –

DHS clients must be approved for full-time care and require full-time care to stay enrolled. Full time is over 4.5 hours a day, and. We do not offer part-time care with the exception of after school care.

1. Check your children in daily on the Kiosk for attendance.
2. Do a daily card swipe in AND out on the EBT machine or on your online app. This is mandatory for attendance.
3. Please do not swipe if your child is not attending.
4. You will be held responsible for any missed swipes and additional fees (Curriculum.) on your account.
5. Remember all co-pay is due on the 1st of each month and no childcare after the 5th if it is not paid in full.
6. Childcare services will not continue, and your spot will not be guaranteed until payment is received.
7. If your card is not functioning, you have one week to get it fixed or make a cash payment.

Tuition Rate Change - Aging Up -

It is the responsibility of the parent to request the tuition to be changed based on the child's birthdate by filling out a Rate change form # 172747. The software program we use does not flag birthdays automatically and we must make changes manually. Your rate will be adjusted at your request only or in Sept when the new preschool year begins. The new rate will go into effect at the time of the request and will not be backdated to reflect payment. No credits will be made.

Important Matters

1. Families will be charged until an official withdrawal date is established. While we do not require a notice of departure, tuition payments will continue to be due until enrollment is formally withdrawn.
2. If your child will not be attending on a specific day or multiple days for any reason, please notify the center in advance. Failure to inform us may result in the forfeiture of childcare. Any child who is absent for more than two consecutive days without notice will lose their spot in the program.
3. Per this Parent Handbook, any rate increases will apply to all currently enrolled students. Rates are only adjusted when necessary to sustain quality care, accommodate changes in the cost of living, or address minimum wage increases

Moving children to another class

At the center, we prioritize fostering friendships among children. It is crucial for kids to develop positive social interactions and conflict resolution skills. Although we step in to address any problems by briefly separating them, it is not a long-term solution. Transferring children to different classrooms because you don't want your child around certain kids is rarely feasible due to limited space and may not always fix the issue.

Moving to a new classroom –

Every August we make a major move to rotate all the kids into new classrooms. We move children based on four things:

1. age,
2. developmental abilities
3. maturity levels
4. space availability.

Our procedures provide a constant environment for the children allowing the teachers to effectively plan age-appropriate learning experiences and encouraging the children to establish long term social relationships, while allowing the center to regulate the flow of children through the program.

Necessities For proper care -

We do not supply diapers or wipes for children in our care. It is the responsibility of the parents to provide these essential items. If you fail to bring necessary supplies for your

child, we will ask you to pick them up until you can provide us with the necessary items for proper care. If we happen to have extra diapers available, we do charge \$5.00 per diaper. However, we would like to emphasize that childcare services cannot be continued if the required fees are not paid.

Nondiscrimination Statement -

A Child's Garden, LLC, does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Nutrition Water -

Children are given water all day. We ask that you bring them a cup we can keep filled and within reach throughout the day. If not, we will provide them with a throw away cup. We also have two water fountains located by the doors they can freely drink from while going inside or outside.

Meals -

Our food and nutrition policy is designed to ensure that children receive age-appropriate nutrition and meet their daily health needs while promoting safe food handling practices. It aims to encourage healthy eating, foster strong collaboration between teachers and families, and provide clear guidelines for food brought from home.

Healthy Eating

- Meals and snacks will be served at consistent times each day to create a structured routine for children.
- Foods provided will emphasize fruits, vegetables, whole grains, lean proteins, and dairy or alternatives.
- Sugary snacks, beverages, and highly processed foods will be discouraged or limited.
- Drinking water will always be readily available.

Food Handling Protocol

- All kitchen staff members will complete food handling safety training.

- Food will be prepared, stored, and served to prevent cross-contamination. Staff must regularly sanitize surfaces and equipment used for food preparation.
- Clear protocols will be in place for washing hands and wearing gloves when handling food.

Teacher-Family Collaboration

- Teachers will work directly with families to address individual children's dietary needs, including introducing new foods or managing allergies and intolerances.
- Families will be encouraged to share cultural preferences and provide feedback to ensure that food offerings are inclusive and respectful.
- A collaborative plan will be made for infants or toddlers transitioning to solid foods, incorporating family guidance.

Food Brought from Home

- Any food brought from home must align with nutritional guidelines provided by the program. (Exception is party or special movie days)
- All meals and snacks from home must be clearly labeled with the child's name to avoid mix-ups.
- Common allergens (e.g., peanuts, tree nuts) are restricted to ensure the safety of children with allergies. Families will be informed of specific guidelines related to allergens.
- Foods requiring refrigeration must be brought in a lunch box with an icepack that will last up to 5 hours, and given to your child's teacher.

We participate in the CACFP food program, and all children enrolled must fill out an application to enroll in our center. Your child must be here at their scheduled time to eat the meal and they cannot take it with them.

Children's nutritional needs are met so they can maintain a high level of interest and energy throughout the day. Any meals or snacks provided by our center will be of the quality and in the quantity necessary to meet the needs of the children. Menus are prepared and displayed each month, so parents know what their child is being served.

Breakfast Example (Served between 7:30 – 9:00)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|--|---------------------------|---------------------------------------|--------------------------|
| Milk Cereal Fruit | Milk French Toast sticks Fruit | Milk Pancakes Fruit | Milk Breakfast Burrito Fruit | Milk Cereal Banana |

Lunch Example (Served between 11:30 – 12:30)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|---|---|--|
| Milk Chicken Nuggets Tator Tots Baked Beans Pears | Milk *Spaghetti Corn Salad Butter Texas Toast | Milk Mac N Cheese & Hot Dogs Tator Tots Peaches *Bread | Milk Chicken Fried Steak Mashed potatoes/ Gravy Peas*Rolls | Milk Cheese/Pep peroni/ Sausage Pizza Corn Pineapple |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Milk Biscuits & Sausage w/Gravy Green Beans Oranges | Milk *Soft Tacos Lettuce & Tomatoes Pineapple Beans | Milk Tator Tot / Hamburger Casserole Green Beans Peaches | Milk Cheeseburger s Lettuce, Pickles & Tomatoes French fries Tropical Fruit | Milk Lemon Tilapia French Fries Broccoli Apple Slices |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Milk Chicken Nuggets Tator Tots Cottage Cheese Peaches | Milk *Spaghetti Green Beans Butter Texas Toast Pineapple | Milk Mac N Cheese & Hot Dogs Peas Pears *Bread | Milk Chicken Fried Steak Mashed potatoes/ Gravy Corn*Rolls | Milk Cheese/Pep peroni/ Sausage Pizza Corn Pineapple |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Milk Biscuits & Sausage w/Gravy Tator Tots Apples | Milk *Soft Tacos Lettuce & Tomatoes Pineapple Corn | Milk Enchalis Casserole Green Salld Corn Chips Tropical Fruit | Milk *heeseburge rs Lettuce, Pickles & Tomatoes French fries Peaches | Milk Lemon Tilapia French Fries Broccoli Apple Slices |

Breakfast Example (Served between 2:30 – 3:30)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|------------------------------------|--|---|--|
| Water *Graham Crackers Yogurt | Apple Juice *Cheese it is | Apple Juice *Wheat Thins/Gol dfish | Apple Juice *Whole Grain Animal Crackers | Water *Ritz Crackers & Cheese Sticks |

Food Allergies –

Please indicate any allergies or special dietary restrictions your child may have on the appropriate registration form and be sure you tell your child's teacher.

If they have a dairy allergy, you are required to provide a milk alternative, or they will get water.

We do not serve Peanut butter or peanut products for any meal, but we do have some peanut products from time to time in the snack shack.

Bringing a Sack Lunch –

If your child does not want to eat what we have on the menu or is allergic to anything we are serving, they can bring a homemade lunch. We do not offer substitutions as we must plan, purchase, prepare, and base our meals to meet the nutritional requirements for our CACFP program.

Please do not bring or send your child food from a fast-food place or a convenience store. You may send a homemade lunch for your child, but it cannot be something we

must prepare either by microwave or stove or stored in the refrigerator because classrooms are not equipped with those things. It must be in a self-cooled/heated, self-contained lunch box and will be kept in your child's classroom until mealtime. Except for special occasions, little Debbie's cupcakes, cakes, cookies, candy, etc., should not be sent to school, whether in a lunch or otherwise for nutritional reasons and to prevent other children from asking for, or expecting to have such foods at the center. No Lunchables allowed.

Because we have several at the center with a severe peanut allergy & epi pen, we ask that you do not bring peanut treats at any time to include holiday parties or packed in a lunch for your child. We will not allow them to eat that at the center.

Breast Feeding –

We are committed to supporting our breastfeeding moms and employees. That's why we've created a private, comfortable space for working mom to come and feed their baby. This dedicated room is designed to ensure privacy and functionality—it's separate from restrooms, shielded from view, and free from intrusion.

To properly handle

- Wash your hands thoroughly before pumping.
- Use clean, sterile containers such as storage bags or bottles.
- Clearly label each container with the date and time of collection.

Storage recommendations:

- **Room temperature:** Up to 4 hours.
- **Refrigerator:** Up to 4 days.
- **Freezer:** Up to 6 months.
- We also have a mini fridges in each baby room to keep your bottles cold.

When we warm breast milk:

- Hold the bag or container under warm running water.
- Place it in a bowl of warm water.
- Use a bottle warmer for safe and even heating.

Oklahoma ratios –

We have signs on every classroom door that states the ratio for that classroom. We used the mix ratio schedule.

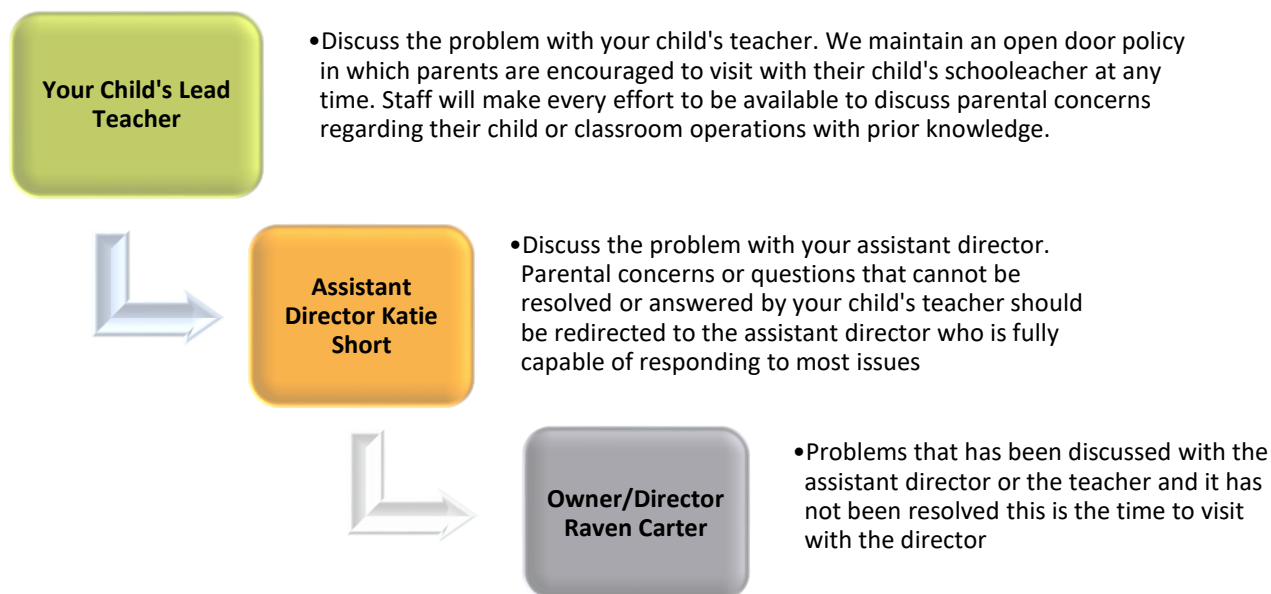
| *Mixed-Age Group Chart Use when the group of children are different ages, unless the Mixed-Age Group Exception* applies. | Mixed ages | Ratios |
|--|-----------------------------------|--------|
| Infants | Infants only 1:4 | 1-4 |
| 1-year-olds | 6 toddlers no more than 2 infants | 1-6 |
| 2-year-olds | No more than 2 toddlers | 1-8 |

| | | |
|-------------|------------------------------------|------|
| 3-year-olds | No more than 4 under two-year-olds | 1-12 |
| 4-year-olds | No more the six 3-year-olds | 1-15 |
| 5 and older | No more than eight 4-year-olds | 1-20 |

Open Door Policy:

At the center, we embrace an open-door policy that warmly welcomes parents to visit us at their convenience. We understand the significance of being involved in your child's experiences, and we have thoughtfully designed our hall windows to offer you the chance to watch your child play. This allows you the unique opportunity to observe your child in their environment, without disrupting their activities, as they remain blissfully unaware of your presence. We believe this policy fosters a trusting and inclusive community, enhancing the connection between home and our nurturing center.

Order of Addressing your concerns -



Sometimes an issue may arise that cannot be resolved to the mutual satisfaction of the center and the parents. Under such circumstances it may be necessary to disenroll the child. A child's Garden Learning Center reserves the right to do so at its sole discretion.

Organizational structure

Raven Carter – Director/ Owner
 Katie Short – Assistant Director
 Jessica Manning - Master teacher
 Jennifer Bruer – Master Teacher/Curriculum Cordinator
 Admin Assistant
 Cook
 Master Teachers
 Lead Teachers
 Relief Teachers

Orientation for Parents

The orientation process for our center is structured to ensure both parents and children have a smooth transition into our environment. It begins with an initial call and a tour of our facility, allowing parents to familiarize themselves with our offerings and operations. To complete the orientation, parents must fulfill all paperwork requirements by completing an enrollment packet before their child's first day at the center. This step is critical as it allows us ample time to input the child's details into our system and provide parents with access to our app for monitoring daily progress. By adhering to this policy, we ensure that all necessary information is in place to support the child's initial experience and ongoing development at our center.

Our Classrooms

Rolli Polies & Polly Wogs - 0-12 months

Welcome to our nursery! We prioritize the well-being of our precious little ones. Our exceptional ratio of 4 babies to 1 teacher ensures every child receives the attention they deserve. The room space is carefully calculated, allowing for a generous forty square feet per child. We understand the importance of fresh air and stimulation, so we regularly take the babies on walks throughout our center. This change of scenery not only adds variety but also provides opportunities for interaction with other classes.

Doodle Bugs - Transitions 1's

We are a busy group of little kids. Exploring and finding our way! Our energetic group of kids, with a 6 to 1 ratio, is eager to learn. They enjoy meals at the table, rest on comfy cots, and have plenty of outdoor and hallway playtime. Safety is a priority, so they ride in cribs during drills. Please dress your child appropriately for the weather. Plus, our curriculum starts five days a week. Join us for an enriching experience!

Wiggle Worms - 1-year old's

Welcome to our room for daring toddlers! With a fantastic staff-to-child ratio of 6 to 1, we ensure individualized attention and supervision for each child. Our little adventurers enjoy their meals together at a table right in the classroom, followed by a cozy nap on comfortable cots. When the weather permits, they eagerly head outside to play games and explore. Safety is our utmost priority, as we ensure they quickly exit during fire and tornado drills by transporting them in cribs. We kindly request that children wear shoes daily and come prepared with a suitable coat for the season and weather conditions. Additionally, our little learners engage in a stimulating curriculum every day of the week. Join us for an exciting journey of growth and discovery!

Giggle Worms - 1-year old's

Attention! Our little ones have outgrowing the baby room and becoming more active by the day. While they might not all be full-fledged toddlers yet, they need a space that suits their energy levels. In this room, we maintain a ratio of 6 children to 1 caregiver, ensuring

individual attention. Each child is allocated 35 square feet of space. Rest assured, our kids have plenty of opportunities to play outside and explore the hallway for exercise. We kindly request that they wear shoes daily and have a suitable coat for the season and weather conditions. Moreover, they embark on an engaging curriculum, attended 5 days a week.

Caterpillars - 2-year old's

Our group of two-year-olds is thriving! We are engaged in exciting activities like learning about colors and singing songs. With the addition of a bathroom in our room, we will start potty training now! We have become a larger class. The student to teacher ratio is now 8 to 1, allowing for more friendships and more activities. We are actively involved in various learning centers and enjoy coloring, crafting, and having conversations with our friends. We are learning the Pledge of Allegiance and moving our bodies with dancing and engaging in physical exercises. To ensure the safety and comfort of our little ones, please remind them to wear shoes daily and bring a suitable coat for the current season and weather conditions.

Dragonflies & June Bugs - 2-year old's

Welcome to our wonderful classroom full of energetic and curious 2-year-olds! With two dedicated teachers and a vibrant group of 16 children, our double classroom is a hub of exploration and learning. From mastering essential skills like using the potty to discovering the exciting world of colors, shapes, animal noises, and body parts, our little ones are always on the move. As they grow more independent, their unique personalities begin to shine and evolve. To ensure their comfort and safety, we kindly request that they come to class wearing shoes every day and bring a seasonally appropriate coat.

Butterflies - 3-year old's

Welcome to our mixed class of older 2- & 3-year-olds! We strive to provide a challenging and enriching environment for our students. With a ratio of 12 children to 1 teacher, we ensure individualized attention and support. Our curriculum includes sign language and Spanish lessons, as well as teaching children to recognize their names and clean up after themselves. Our preschool activities run for 9 months of the year, and we prioritize outdoor play and learning to share. Please remember to have your child wear shoes daily and bring a coat suitable for the current season and weather.

Fireflies - 3-year old's

Welcome to our mixed class of 2- and 3-year-olds! Throughout the preschool year, we focus on name and word recognition. Our little ones are impressively able to recite the Pledge of Allegiance and name the months of the year. We prioritize outdoor playtime, enjoying it twice a day, along with special movie days. To ensure safety and comfort, please make sure your child wears shoes and brings a suitable coat for the current season and weather.

Bumble Bees - 3-year old's

Welcome to our mixed class of 2- and 3-year-olds! Our preschool program runs for 9 months each year and focuses on name and word recognition. Our students are impressive - they can confidently recite the pledge of Allegiance and identify the months of the year. We prioritize outdoor play, enjoying the fresh air twice a day, and even have special movie days! To ensure their safety and comfort, please remember to have your child wear shoes daily and provide them with a coat suitable for the season and weather conditions.

Jitter Bugs - 4-year old's

Welcome to our preschool program, where we cater to the curious minds of 4-year-olds! Throughout the year, we prioritize both learning and playful activities. Our curriculum covers various subjects, including word recognition and reciting the Pledge of Allegiance. We take pride in our intelligent and vibrant group of students. In addition to our educational endeavors, we also prioritize outdoor play, offering children the opportunity to engage in physical activities twice a day. On special occasions, we even have movie days! To ensure the safety and comfort of our students, we kindly request that they wear shoes every day and bring an appropriate coat for the current season and weather conditions.

Lightening Bugs - 4-year old's

Welcome to our preschool, where children ages 4 are eagerly exploring new concepts through a combination of classroom instruction and play. Our curriculum is designed to promote word recognition and literacy, with an emphasis on important milestones such as reciting the Pledge of Allegiance and identifying the months of the year. Our students are bright and engaged, fostering a dynamic learning environment. In addition to our academic pursuits, we ensure that our little ones get plenty of exercise and fresh air with daily outdoor playtime. On occasion, we even have special movie days! To ensure their safety and comfort, please remember to have your child wear appropriate shoes and bring a coat suitable for the season and weather.

Snap Dragons 5 - 7

Introducing the After School Youth Program! Our energetic and dynamic group of students spend their days at school, but when they join us at our center, they are greeted by a spacious and engaging classroom. When the weather permits, we love to enjoy outdoor activities. In addition to completing their homework, our students get the chance to embark on exciting adventures during the summer months. We prioritize teaching time management and promoting good manners. To ensure their safety and comfort, we kindly request that all students wear proper footwear and come prepared with a suitable coat for the current season and weather conditions.

Fire Ants 8 - 10

Our after-school program caters to a diverse group of students, ranging from young to older kids. While our main focus is on education, we also prioritize providing opportunities for fun and outdoor activities, weather permitting. During the summer, we offer exciting adventures that take us away from the center, exclusive to the older kids.

Our program also emphasizes the development of time management skills and good manners. We kindly request that all students come wearing shoes and bring an appropriate coat for the current season and weather conditions.

Mighty Millers 10 - 12

Welcome to the Snack Shack, where we, the older kids, take charge! This unique opportunity teaches us important responsibilities that will benefit us overall. During the day, we are busy with school, but when we come to the center, we have our own special classroom. If the weather is nice, we get to play outside a lot. Plus, during summertime, we have exciting adventures that take us away from the center - something that younger kids miss out on. Through all of this, we are honing valuable time management skills and practicing good manners. We kindly request that all kids wear shoes daily and come prepared with a season-appropriate coat to ensure their comfort and safety.

Our Curriculum

Children learn by doing. They learn by playing, experimenting, exploring, and testing. Learning is meant to be a natural, joyful experience. Children flourish when the process of discovery is lovingly encouraged and gently reinforced. This is the philosophy behind our curriculum. Our curriculum fosters individual growth by providing numerous opportunities for exploration, manipulation and conservation, classification, cause and effect, sequencing, and logical thinking.

- Children learn through active exploration.
- Children initiate their own learning.
- Learning comes from open-ended experiences.
- Adults are facilitators of children's learning.

We implement the FunShine Express Curriculum, a program carefully chosen to align with Oklahoma's educational standards while offering flexibility for individual classrooms. This curriculum prioritizes developmentally appropriate practices to promote the comprehensive growth of children from infancy to age five. Through reliable assessments and a well-rounded approach, it supports cognitive, emotional, physical, social, and language development in alignment with evidence-based frameworks.

The FunShine Express Curriculum was selected for its ability to prepare children for success in both academics and life. It emphasizes not only academic readiness but also social and emotional development. By integrating teacher expertise, fostering family partnerships, and maintaining cultural sensitivity, the curriculum empowers educators and creates a community-focused learning environment.

This curriculum's proven adaptability and focus on individualized care allow teachers to apply professional judgment in crafting teaching strategies that best suit their classroom and community. By adopting FunShine Express, we aim to ensure every child in our care receives a solid foundation for lifelong learning and development.

We have preschool program that caters to the unique needs of each child. Our curriculum is designed to provide individualized education that assesses each child's strengths, needs, and interests to create tailored learning experiences. With a focus on developmentally appropriate practices, we incorporate activities that align with the milestones of young children, using hands-on, exploratory learning to foster meaningful discovery.

Our holistic approach ensures that your child's growth in social, emotional, cognitive, language, and physical development is nurtured through structured play and educational activities. Educators are equipped with the tools to develop engaging lesson plans and observe children's progress, ensuring that the learning environment remains dynamic and responsive to each child's journey.

Our program prioritizes cultural sensitivity and inclusivity, reflecting diverse cultures and backgrounds to create a welcoming environment for everyone. We believe in the power of family involvement and provide regular updates on your child's progress, encouraging an active partnership in their education.

Our preschool not only educates but inspires lifelong learning in an inclusive and nurturing environment.

Learning Objectives

Individualized Education:

- Assess each child's unique strengths, needs, and interests.
- Provide tailored learning experiences based on varying levels of readiness and ability.
- Create an inclusive and nurturing space where children feel encouraged to revisit and engage with educational materials, promoting a lifelong love of learning.

Developmentally Appropriate Practices:

- Incorporate activities that align with developmental milestones for infants, toddlers, and preschool-aged children.
- Engage children in hands-on, exploratory learning to promote meaningful discovery through play.

Holistic Development:

- Social Development: Encourage cooperative play, peer relationships, respect for differences, and empathy.
- Emotional Development: Assist children in identifying and managing emotions, teaching self-regulation and problem-solving skills.
- Cognitive Development: Introduce foundational math, science, and reasoning concepts. Promote critical thinking and cause-and-effect exploration.

- Language Development: Enhance vocabulary through reading, singing, and storytelling. Support bilingual or multilingual needs.
- Physical Development: Offer opportunities for developing fine and gross motor skills and encourage outdoor physical activities.

Teacher's Role and Input:

- Equip educators with tools for creating engaging environments and lesson plans.
- Use teacher observations to adapt instruction and support group learning progress.

Reliable Assessments:

- Utilize reliable tools to assess progress, using observations, portfolios, and standardized assessments for comprehensive insights.

Cultural Sensitivity and Inclusivity:

- Integrate diverse cultural materials and create environments where all children feel included and valued.

Communication and Progress Reporting:

- Provide regular progress updates for families through narratives, portfolios, and meetings.
- Encourage family involvement in setting learning and development goals for their children.

Our objective is to create a nurturing and stimulating environment where every child can thrive, explore, and achieve their potential. For guidance or additional details on implementing the curriculum, please reach out to our administrative team.

Lesson plans that provide further information regarding our curriculum will be posted in all classrooms.

Our Emergency Plans

In the event of any of the following emergencies, we have all client information in paper form located at the front desk for easy access. If we lose power, all notifications will be through our Facebook & personal charged phones.

Incase of a lost or abducted child

In the event of a lost or abducted child, our immediate policy is to first notify the police to ensure prompt law enforcement response. Following this, we will communicate with the parent or legal guardian to inform them of the situation and any actions being taken. Lastly, the Department of Human Services (DHS) will be contacted to provide additional support and resources as needed.

Suspected Maltreatment

In alignment with Oklahoma State Law and licensing mandates, our policy requires immediate reporting of any suspicions or evidence concerning child abuse, neglect, or exploitation. This requirement applies to all staff, volunteers, and affiliates without the necessity of prior discussion with the director or other staff members. This protocol underscores our unwavering commitment to protecting and advocating for those who are unable to defend themselves.

Our dedication to the children in our care is paramount, and we continuously strive to create a safe and nurturing environment. This policy reflects our core values and our resolute commitment to safeguarding the welfare of every child and vulnerable individual we serve.

In case of a medical or dental Emergency

In circumstances involving a medical, dental, or mental emergency, we contact the parents. Should parents be unreachable, the designated emergency contacts will be promptly notified. A Childcare worker is committed to ensuring the child's safety and will accompany them to the hospital if necessary, regardless of the transportation method. In severe situations, we reserve the right to contact emergency services by dialing 911.

Death

In the unfortunate event of a child or staff death, whether due to an accident or prolonged illness, both on-site and off-site, our program is committed to supporting our community with care and sensitivity. Our comprehensive response plan includes immediate notification and cooperation with emergency services, a clear communication strategy for informing staff, families, and relevant authorities, and providing access to grief counseling services for all affected individuals. We also facilitate remembrance activities and offer ongoing support to help our community navigate this challenging time. Your trust and well-being are our highest priorities in these moments of profound loss.

Under the influence

In compliance with legal regulations, we are unable to release children to individuals who show signs of impairment or smell of alcohol or marijuana. We kindly ask that you make arrangements for someone else to pick them up on your behalf. Should any disagreements arise, we reserve the right to involve law enforcement authorities.

Unauthorized Pickup

The safety and security of your child is our top priority. Our lockdown center policy ensures that only authorized individuals can pick up your child from the classroom. By requiring a valid ID and prior parental approval, we create a secure environment that gives you peace of mind. Trust us to protect what matters most while providing a seamless pickup process for you and your family.

In case of an Intruder

In the event of an intrusion, our protocol involves a thorough assessment of the situation to determine whether time permits a transition to the storm room. Should circumstances allow, relocation to the storm room is prioritized. However, if time is insufficient, the protocol mandates remaining within the classrooms, securing hall

doors, and maintaining a position away from windows. This defensive posture is maintained until the arrival of law enforcement officials, who will facilitate a safe evacuation of the premises.

Incidents

We do not call you or send a child home for minor incidents, such as biting, scrapes or bruises, unless it is warranted or in need of medical attention that we cannot provide. We will call the parents for any head injury even if minor to let the parents be aware of the incident. We do send children home that physically hurts another child or teacher. All incidents that occur at the center that is witnessed by a teacher will be on the app.

Critical Care Situations in Children

Designed for teachers, these guidelines provide step-by-step instructions to effectively handle emergencies involving children while ensuring their safety.

General Guidelines

1. **Stay Calm:** Remain composed to think clearly and reassure the child and others.
2. **Assess the Situation:** Quickly evaluate the scene to determine if it's safe for others and yourself to intervene.
3. **Call for Help Immediately:** Dial emergency services (911) if the situation is severe or life-threatening. Clearly state your name, location, and the nature of the emergency.
4. **Follow First Aid Basics:** Administer first aid until medical help arrives, if trained to do so.
5. **Inform Authorities/Guardians:** Notify the school administration and the child's parents or guardians right away.

Our Newsletter –

Stay in the loop about the happenings at our center! While it can be challenging to personally connect with everyone who walks through our doors, we have got you covered with our monthly newsletter. This informative publication keeps you up to date on everything that has transpired in the past month and what you can look forward to in the future. In addition to our parent app, the newsletter is the primary channel for communicating vital details such as rates, upcoming events, closures, and activities. It also serves as a crucial resource for any health-related alerts. Do not miss out on staying informed by making sure to read our monthly newsletter!

Our Program's Policy:

We believe every day is an opportunity for growth and new beginnings. Recognizing that children are not miniature adults, we provide them with the time and space they need to process and understand their feelings. By helping children identify and manage their emotions, we empower them to make thoughtful, confident decisions.

Every child is unique, and we are committed to fostering their success through personalized attention and support. Our approach blends play-based learning with

carefully designed developmental activities, engaging young minds while challenging and empowering them to achieve their full potential.

We understand that education begins at birth and continues throughout life. As professionals in the childcare and education industry, we fully recognize the profound role we play in shaping young minds and preparing them for a bright future.

Our Teachers

We currently have 11 Master teachers on staff, with one currently obtaining their degree. Master teachers are individuals with a degree in Child development. Our educators are certified in CPR/first aid and safe sleep practices. Additionally, our center director undergoes 40 hours of training each year, while master teachers receive 30 hours and supporting staff receive 20 hours.

Outside Services –

You can arrange for a speech therapist or counselor to visit your child during these days and hours: Monday through Friday. We have a quiet private room available from 7 a.m. to 11:30 a.m. for their session. We can not accommodate after 11:30.

Parent Coffee Bar –

We have set up a place for the parents to make a cup of coffee or hot chocolate, and grab a quick breakfast on their commute to work. It is free and stocked about once a week for the parents. We ask that you discourage your children from helping themselves because this bar is not set up for them. We are teaching boundaries.

Parent Conflict Resolutions

To address any concerns or issues, we encourage scheduling a private meeting. Your time is important to us, and we are happy to arrange a meeting away from the front desk to provide you with the privacy needed. For confidentiality reasons, we kindly ask that sensitive matters involving staff or students not be discussed in public areas. We expect all parents to conduct themselves in a dignified manner when at the center. If you are no longer a couple but both wish to attend a class party, we expect cordial attitudes.

It is our policy that if you encounter a problem involving another child in your child's classroom, it is imperative to address this matter by informing us in a professional manner. We emphasize that it is inappropriate for parents to take disciplinary actions against any child other than their own. Additionally, engaging directly with the parent of the said child to discuss or confront them regarding this issue is not permitted. We are here to assist you in resolving any concerns effectively and appropriately.

Parent Engagements –

Our annual celebrations include Valentine's, Halloween, and Christmas parties, as well as a delightful Easter Egg Hunt where you're always welcome to participate or volunteer. Additionally, we incorporate a variety of exciting events into our comprehensive curriculum, such as art shows and silent auctions to raise money for fun new equipment. We have many field trips for our school-aged children, where parents are

warmly invited to join in the experience. We value your involvement and look forward to creating memorable moments together!

Parent Information Board & Resources–

The parent board and resource area are both conveniently located in the lobby. One section features a variety of brochures and pamphlets covering essential topics such as healthcare services, food assistance programs, childcare expense support, and other helpful resources for parents. Meanwhile, the parent board near the coffee bar provides important center-specific information, including the current menu.

Parent Surveys –

Our center values your input and constantly strives to improve. That is why we conduct surveys twice a year to gather feedback from our families. We highly appreciate your thoughts and desires, and they play a crucial role in shaping our center's improvements. As a token of our gratitude, participating in the surveys also gives you a chance to win an exciting prize or a reduction in childcare services. Your opinion matters to us, so please share your valuable insights.

Parent Teacher Conferences:

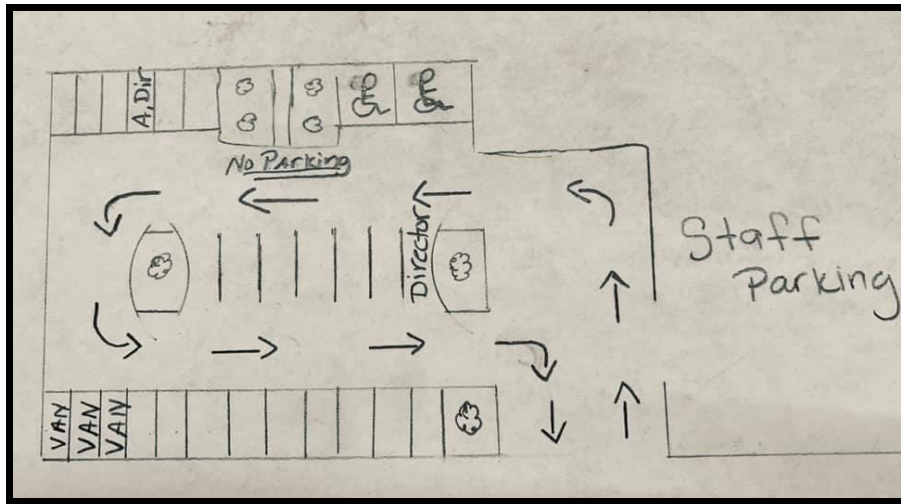
As an accredited center, we have established a policy to conduct two parent-teacher conferences each year. These conferences are scheduled to take place once in late November or early December and again in late April. They may be conducted either in person or via phone, depending on the arrangements made by the teacher. This policy ensures that parents have regular opportunities to engage with teachers and discuss their child's progress and development..

Parking Lot Etiquette

In order to prevent accidents and maintain order in our parking lot, it is important for everyone to adhere to the designated one-way direction indicated by the arrows. While it may appear insignificant, previous incidents have highlighted the need for clear instructions. By following the arrows, we can create a safer environment for all. Please refer to the provided drawing for a visual reference.

Please be advised that the parking spots marked "Director," or "Assistant Director" are strictly reserved for their use only. These spots may appear vacant at times, but it is likely because the Directors are momentarily away on business errands and will be returning shortly. Your cooperation in avoiding parking in these designated spots is appreciated.

Reserved parking spaces are designated for individuals with a valid handicap sticker displayed in their vehicle. As there are multiple clients who require these spaces at the same time, we kindly request that only authorized individuals park in these spots.



Pet Allergies –

Due to the severe dander allergies of some of our children and staff, we respectfully ask that you refrain from bringing your animals, including service animals, into the center.

Picking up –

A Parent or guardian must go to their classroom to pick them up. We will only release students to the parents or the people that have been listed on the enrollment forms. To ensure the safety of your child, kindly contact the center if someone not listed will be picking them up. It is important that the person picking up your child has a valid photo identification with them. Without a call from you AND the picture ID, they will not be allowed to leave with the child and late fees will be applied if pick up is after 6:00pm. The parent is responsible for payment.

Pictures –

Our center has permission to post pictures of children enrolled in our center throughout the year, but parents and staff do not. Should you take a picture while at the center please be advised... posting pictures of your child's activities at our center is allowed; however, it is essential to obtain written consent before including any other children or staff in these pictures before you share or post them on your social media or elsewhere. Our center caters to foster children, and their privacy is of utmost importance. This policy applies to your friend's children who are also enrolled.

Positive Guidance & Discipline

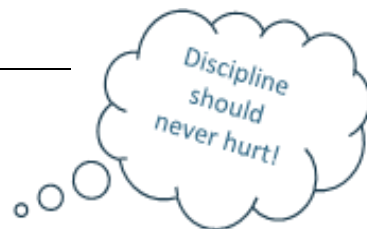
Discipline is not meant to hurt. It is meant to guide them to make better choices.

Discipline -

We believe in positive discipline that respects both the child and their parents. We strive to provide guidance without touring the disciplinary process. We are committed to helping maintain a safe and secure learning environment by encouraging self-control and facilitating better decision making. We ensure consequences are illustrative, age and developmentally appropriate, and non-abusive and are appropriate disciplinary methods gaining respect, while promoting correct behavior. We want children to understand why they face consequences and know what they did wrong from their actions. With that in mind, our goal is to educate in a manner that will turn undesirable actions into teachable moments and learn what is right and wrong. We never carry discipline over to another day.

Techniques the staff will use for discipline

| | |
|-----------------|------------------------|
| Redirecting | Positive reinforcement |
| Problem solving | Thinking |
| Discussing | Time-outs. |



In our commitment to maintaining a safe and conducive learning environment, we have established a policy to address behavioral challenges effectively. Should conventional discipline techniques prove ineffective, our staff will engage parents in a conference to collaboratively discuss the situation and establish goals aimed at improvement. In instances where a child causes harm to other students, parents, or staff members, we will contact parents to arrange for the child to be picked up.

It is important to note that we may terminate a child's enrollment if their behavior significantly disrupts the classroom environment or influences others negatively. Children requiring constant one-on-one attention or who exhibit behaviors such as hurting others in the classroom, causing damage, or stealing, will not be permitted to continue at our center. We do not issue prior notices before terminating a child's enrollment; all terminations are effective immediately to ensure the safety and well-being of all students and staff.

Behavioral Management Philosophy

Our Behavior Management Policy is foundational to nurturing a safe and respectful environment for your child. We require your partnership and understanding through your signature upon enrollment and annually thereafter, solidifying our collaboration in guiding positive behavior and self-discipline. Our policy embraces proactive, compassionate techniques such as positive redirection and behavior modification, ensuring your child's growth while maintaining safety and respect, excluding corporal punishment. Our limits promote a learning-friendly atmosphere, stressing respect and safety, with provisions for immediate dismissal if necessary for harmful behavior. We encourage collaborative support plans for needs beyond our program's scope, with possible discontinuation if goals remain unmet. Our commitment extends to adults within our environment, where respect and professionalism are vital to maintaining enrollment. By joining our program, you affirm your commitment to these policies,

ensuring a harmonious space for all children. We will not spend all of our time managing behavior issues instead of teaching.

Principles Guiding the Policy

- **Professionalism:** Teachers will uphold the highest standards of professionalism in all interactions, ensuring fairness, respect, and consistency in managing behavior.
- **Positive Reinforcement:** Encouragement and praise will be used to promote desirable behaviors and build children's confidence.
- **Respect and Empathy:** All actions and decisions will prioritize the dignity and emotional well-being of each child.
- **Clear Expectations:** Rules and consequences will be communicated transparently, ensuring children understand the boundaries within their environment.
- **Consistency:** Behavioral management strategies will be applied consistently to create a predictable and stable atmosphere.

Roles and Responsibilities

Teachers

- Set clear behavioral expectations and communicate them effectively.
- Model appropriate behaviors and maintain a calm and professional demeanor.
- Use positive reinforcement techniques to encourage constructive actions and attitudes.
- Manage challenging behavior using approved strategies that align with the principles of respect and empathy.
- Foster open communication with parents/guardians about their child's behavior and progress.
- Will not give up on a child, or push them onto another teacher.

Children

- Respect teachers, peers, and the environment around them.
- Follow established rules and expectations.
- Learn to take responsibility for their actions and understand the consequences of inappropriate behavior.

Parents/Guardians

- Support teachers by reinforcing rules and expectations at home.
- Actively communicate with teachers to stay informed about their child's behavior. Partner with educators to address specific behavioral challenges when necessary.

Behavior Management Strategies

1. Setting Clear Expectations - Teachers will provide clear guidance on behaviors that are acceptable and unacceptable, ensuring children understand what is expected of them in different contexts.

2. Positive Reinforcement - Teachers will regularly acknowledge and reward positive behaviors with verbal praise, recognition, or rewards to encourage repeated positive actions.

3. Redirecting Behavior - If a child displays undesirable behavior, teachers will use redirection techniques to guide the child toward positive alternatives.

4. Using Logical Consequences - Behavioral consequences will be logical, age-appropriate, and communicated clearly. For example, if a child disrupts an activity, they may be asked to step away until they are ready to participate respectfully.

5. Encouraging Reflection - Children will be encouraged to reflect on their behavior and discuss how they could approach similar situations differently in the future.

Addressing Challenging Behavior

When a child exhibits challenging behavior that cannot be managed through standard strategies:

- Teachers will intervene calmly and professionally to de-escalate the situation.
- If necessary, the child may be temporarily removed from the group setting for their safety and the safety of others.
- The teacher will document the incident and notify parents/guardians promptly.
- Collaborative strategies involving both parents and teachers will be developed to address recurring behaviors.
- Teacher will not be expected to manage behaviors instead of teaching their class.

Steps We Will Take

1. A Warning.
2. Call the parent/guardian
3. Excuse the child until an in person meeting can take place with the parent/guardian.
4. Put a Plan in place
5. Parent will need to shadow child during their turbulent time.
6. Dismissal of student

When a child To ensure effective behavior management:

Behavior Management Policy is a commitment to fostering a respectful, inclusive, and supportive environment for every child. By working together—teachers, children, and parents—we can promote a positive culture and ensure every child has the opportunity to thrive. Our policy is structured to ensure a nurturing environment for all children. We strive to implement various strategies to address and improve challenging behaviors.

However, In cases where these methods do not lead to the desired improvements, we may be required to send children home. In certain situations, if the challenging behavior remains unmanageable, it could necessitate the termination of enrollment. This measure

is crucial as we are committed to the well-being of all children under our care and cannot allow disruptive behaviors to negatively influence others.

Potty Trained Definition-

A child is potty trained when they stop playing and without being reminded, go to the restroom when they feel the urge. This independence is evident when there are no soil accidents in their underwear, with only a few wet accidents occurring a couple of times each month. (Nap time will still require pull ups).

Potty Trained Method –

Our potty-training method emphasizes encouragement and positive reinforcement as the foundation of the process. We purposefully refrain from using candy as a reward, as it may have unintended negative effects, particularly when a child experiences an accident. Our approach aims to avoid situations that could make the child feel self-conscious or believe they have made a mistake.

If a child does not adapt to potty training within a month, we prefer to pause and initiate a conversation with you to reassess the situation. This allows us to evaluate and optimize the process, ensuring that we restart the training when conditions at home are more stable.

Our primary goal is to create a supportive and stress-free environment that nurtures the child's independence and minimizes any anxiety they may feel during the transition from diapers to underwear. By following these guidelines, caregivers can foster a more seamless and respectful potty training experience, aligned with the child's developmental readiness.

★ All children must be completely potty trained and accident free, to include naptime, before they can move into the 4-year-old classrooms.

Power Outage

DHS states we must be able to maintain the required temperature for the season and be able to feed the children. If the center does not have power by opening time we will be closed for the day. Should we lose power during our working hours, we will give it ONE hour to come back on before we close for the day. Your weekly rate will remain the same.

Pro care Connect –

If your child is enrolled in our center, you are required to download and use our app. This is how we communicate with you while your child is in our care and failure to have the app forces us to discontinue offering you, our services.

This convenient app allows us to communicate important updates about sleep, meals, playtime, potty breaks, emotions, medication times, and upcoming events or needs. Plus, it is our go-to for creating our newsletter, so you will always be informed about DHS visits, menu changes, parties, and reminders of upcoming closures.

Our teachers perform wellness checks upon your child's arrival, noting any signs of sickness or minor injuries like scratches or bumps. This helps us catch any potential

issues early on, such as fevers or rashes. And in the unfortunate event that your child gets hurt during the day, whether it is a bump, bruise, cut, or scratch (even if it does not leave a mark), our detailed incident report will outline what happened and how we handled it. For head injuries, we will make sure to notify you immediately.

It is important to note that we no longer keep physical copies of your child's records, aside from required federal paperwork. We destroy their folders once they leave our center. It is a good idea to keep your own files for future reference, whether it is for court, DHS, your doctor, or an absent parent.

Using the Procare connect app is a fantastic way to engage with your child about their day. You will have all the information at your fingertips, allowing you to ask the right questions and remind them about appropriate behavior.

Procedures –

You will not be charged for the day your child has to have procedures done, i.e., ear tubes, dental, etc., where they are put to sleep and must have a recovery time.

Quality Assurance –

We are committed to ensure your full satisfaction with our center. Experience has demonstrated that open communication between parents and staff is the key to maintaining a positive relationship. We continually look for parents input on how we can improve our programs.

School Age Kids-

If your child is of school age and is too sick to go to, or stay in school, then your child is too sick to come to our center. Do not send them, we will send them home.

Security -

Our building is monitored by several alarm companies such as Fire alarm and security. All of our outside doors must have a code or fob to enter. Our center prioritizes safety and security. All doors are securely locked and equipped with magnetic locks. Parents must be buzzed in to gain access, while a personalized pin code is provided for the rest of the center. To further ensure safety, our premises are monitored by surveillance cameras. These cameras are operational 24/7, diligently observing classrooms and other areas. With a 30-recording cycle (excluding extreme weather and power surges). Access to the camera system is only available through our office computers and Raven's personal iPhone, allowing for real-time monitoring.

Serious Injuries or Conditions of Children –

If your child is injured, you will promptly receive a notification via our app along with a detailed Owie Report. In the case of an emergency requiring your child to visit a healthcare facility or situations where they cannot be left unattended, a teacher will accompany your child and remain with them at all times until you arrive. The teacher will contact you directly and provide their contact details should you need to reach them.

Signing your children in and out –

Our policy for ensuring the safety and security of your children begins with the mandatory requirement for parents or guardians to sign their child in and out each day.

This procedure can be conveniently completed through procare app once you are parked in our parking lot, thereby eliminating the need for waiting at a kiosk. Alternatively, you can use one of the two available kiosks located at the front door as you enter the main lobby. This signing process is essential as it guarantees that we maintain accurate attendance records with your initials, which is of utmost importance for the safety of all children. Having precise attendance information is crucial, particularly in the event of emergencies, to ensure that every child's presence is accounted for promptly and accurately.

Social Media –

We have a policy that allows us, as a privately owned business, to refuse service to anyone. If we perceive any disrespect through your actions or social media posts, or if you participate in negative discussions, we will immediately cancel our childcare arrangement. We have a zero-tolerance policy for slander on social media while your child is enrolled with us. Any posts that we deem negative written by you, your family, or friends, will result in your child being dismissed immediately. Additionally, we will seek guidance from our attorney. If you have any concerns, please discuss them with the director who will promptly address the issue.

Special Attention –

At our public center, we strive to create a nurturing environment for children of all ages in every classroom. However, it's important to understand that we may not be able to meet every family's special instructions. Our focus is on serving the broader community by following guidelines, policies, and schedules. This ensures transparency about what to expect from our center and what we expect from your child. If your preferences fall outside our standard care routine, we may not be the best fit for your child care needs. We understand that children's needs change as they age, and our classroom schedules take this into consideration. Our policies and schedules are designed to benefit the collective.

It's important to note that if your child requires special attention or privileges that may disrupt daily activities or field trips, we might not be able to accommodate them. Our teachers have a responsibility for the entire class and may not be able to solely focus on one student, especially if their behavior poses challenges or liability to their own safety or the well-being of other children. Lastly, if you require a different schedule or special permissions for your child that differ from others in their classroom, you will need to make alternative care arrangements when our schedule conflicts with your preferences.

Special Needs –

Our school complies with the Americans with Disabilities act (ADA) and other apical relations pertaining to providing services to individuals with disabilities. We carefully consider each child's individual needs in order to determine if our program can accommodate a child's special needs. If your child is disabled or has any other special needs, please discuss your child's needs with the director and your child's teacher.

Inclusivity goes beyond action, it's a mindset. Educators and families play a crucial role in fostering acceptance, empathy, and understanding in children. This not only helps children with special needs thrive but also builds a kinder, more compassionate society.

By working together, parents and teachers can create supportive spaces where every child feels empowered to reach their full potential. Inclusivity ensures that all children, regardless of ability, can learn, participate, and engage equally. It's not just about physical accessibility; it's about creating environments where children feel respected, supported, and motivated to succeed.

Steps to Foster Inclusion:

- **Adapt the Environment:** Ensure classrooms are easily accessible with suitable seating and lighting. Use diverse teaching materials to cater to varying learning styles, such as visual aids and hands-on activities.
- **Encourage Peer Support:** Pair students with special needs with patient peers during group activities to promote teamwork and build friendships.
- **Teach Empathy:** Use age-appropriate conversations to foster understanding and highlight the value of diversity.
- **Collaborate with Specialists:** Work with therapists, specialists, and parents to implement and update individual education plans (IEPs) to match the child's progress.
- **Celebrate Successes:** Focus on strengths and provide positive encouragement for overcoming challenges. This builds confidence and a sense of value.
- **Pursue Professional Development:** Invest in training on inclusive education strategies and learning barriers to better support all students.

Creating an inclusive environment benefits everyone. It equips children with special needs to form meaningful connections while encouraging other children to develop empathy, cooperation, and tolerance. Together, parents and teachers can help every child reach their full potential—because every child deserves the chance to shine.

Staffing –

The staff at our center consists of around twenty-eight employees. There is an owner/director on site daily, an assistant director, 11 Master Teachers, 5 Lead Teachers, a Cook, several relief teachers, and a maintenance person on call. All staff are to receive 20 – 40 hours of training each year depending on their title. All are CPR and 1st aid certified and have safe sleep if they care for infants. Each staff must pass a nationwide background check and be a non-registrant on Joshua's list.

State Licensing –

We are a state licensed center and have a contract with The Department of Human Services so we can accept subsidy clientele. Our center complies with the state licensing regulations and the policies. These requirements cover aspects relating to staff qualifications, facility, playground, health and safety guidelines/procedures and staff/child ratios.

We are licensed for 177 children. We are a 5-star center and strive to offer quality childcare for your children. The Stars Program is a quality rating improvement system (QRIS) that provides a framework for building strong early care and education programs

using seven quality indicators. Five Stars is the highest rating that states our center has gone beyond meeting state regulations.

Summer Program –

Our summer program will be 11 weeks of fun-filled activities and adventures. Please note that while children continuing in our after-school program will be staying after the 10 weeks, those who were only here for the summer camp will not be able to stay beyond the 11-week duration. Additionally, all parents with children enrolled in our after-school program are required to pay for the full 11-week summer program, regardless of attendance.

Arrival time –

Children cannot participate in any field trips unless they go with the group. We do not allow you to meet at the designated area with your child. All the children are to be at the center by 9:00 a.m. If they miss the vans or you don't want them to go on the field trip you will have to keep them home for the day because their class and teacher will not be at the center.

Rates –

The Summer Program is based on the weeks school is out in May, June, July, and August. Your weekly rates will not decrease due to their absences.

Meals –

Most of the trips take place before or after lunch in the center. However, there could be times we request a lunch brought in a self-contained cool lunch box and your child cannot attend the field trip without one. They cannot go on a field trip without proper equipment for the trip and that includes lunch.

Field Trips –

For any field trips, notice will be posted in the calendar 24 hours to a month ahead of time for your consent. If for some reason you do not want your child to go, you will need to make other childcare arrangements for your child the day of the field trip. No reduction in tuition will occur.

Supervision:

At our facility, we are committed to ensuring the safety and well-being of every child under our care by maintaining strict supervision policies. We adhere to the Department of Human Services (DHS) guidelines pertaining to staffing and child-to-teacher ratios. This ensures that at no point will children be left unsupervised while they are in our care.

In situations where a child requires extra supervision beyond the standard ratio limits as mandated by DHS guidelines due to a history of elopement or parental concerns, the continuation of care will depend on the provision of an additional aide. Parents or guardians have the option to provide such an aide at their own expense to support the teacher in maintaining an appropriate level of supervision for their child. This policy is developed to ensure the highest safety standards, providing a secure and nurturing environment for all children.

Teacher Burn Out –

Teacher burnout is a real issue that we recognize and address at our facility. As part of our solution, we have implemented a 10-hour day of care for children, so we don't work them overtime. To ensure that teachers can take time off whenever necessary, we have intentionally hired additional staff. Currently, we have a team of 28 members, while only 18 are needed for operations. To support the well-being of our teachers, we offer generous benefits including 8 personal days, 5 paid sick days, and 3 mental health days and all holidays we are closed are paid time off. Furthermore, during work meetings, we often gift extra days as rewards for various achievements.

Termination of Daycare –

If there is policy noncompliance, an unpaid balance, or any conditions mentioned in this parent handbook are not respected, we reserve the right to immediately terminate services.

Our Social Media Pages –

We have a Facebook - <https://www.facebook.com/achildsgardenpreschool>.

an Instagram - [achildsgardenlc](https://www.instagram.com/achildsgardenlc)

and a website - www.achildsgarden.info

Come check us out on any of the pages. Please be sure you like our Facebook page for center closings.

Tobacco, Vaping, Smoking –

Tobacco or vaping is strictly prohibited on the premises. We kindly request that you refrain from disposing of cigarette butts in our yard or property. Additionally, spitting dip on our property, especially in areas where children play or walk, is strictly prohibited. Non-compliance with this policy will result in denial of access to our property.

Transportation

Our vans will not run during inclement weather. Parents will be responsible for transportation that day if we are open. Riding our vans is a convenience we offer the parents, therefore we expect children to follow the rules of their van every time they ride in it. Parents are to call the center by 1:45 to let us know if we do not need to go pick up your child. There may be times that your child is the only one we pick up from that school and calling saves us that time. Failure to call can result in us not picking up your child for the rest of the school year if this is a recurring problem.

The primary objectives of this transportation policy are to ensure the safety, supervision, and well-being of children utilizing transportation services, as well as to maintain the reliability and accountability of vehicle operations. These objectives include:

1. Regular Vehicle Maintenance

- Schedule and conduct regular maintenance for all vans.
- Maintain a detailed maintenance log for each vehicle to ensure safety and reliability.

2. Child Safety and Supervision

- Implement a routine to protect children from being forgotten in or left unattended either inside or outside the vans during drop-off and pick-up times.
- Require drivers to conduct a **final walkthrough of the van** prior to exiting to ensure no child is left behind.

3. **Insurance and Liability**

- Maintain current liability and insurance coverage for each van to meet all regulatory and legal requirements.

4. **Attendance and Transportation Logs**

- Require daily transportation attendance logs documenting each child's entry into the van and a name-to-face attendance check upon exiting the van.

5. **Supervision During Transportation**

- Ensure proper adult supervision is provided at all times while children are on the van.

6. **Emergency Preparedness**

- Keep emergency information for each child on board every van.
- Equip all vans with a properly stocked first aid kit.

Roles and Responsibilities

Drivers

- Conduct pre-trip and post-trip vehicle inspections to ensure child safety and the operational condition of the vans.
- Perform a final walkthrough at the end of every trip to confirm no child is left behind.
- Maintain a transportation log, including daily attendance and entry/exit recordings.
- Ensure emergency contact information and first aid kits are accessible at all times during transit.

Parents

- Provide accurate and up-to-date emergency contact information for their children.
- Ensure timely arrival at pick-up and drop-off locations.
- Notify the service provider of any transportation-related concerns or changes.

Children

- Follow safety protocols, including wearing seatbelts, remaining seated during transit, and respecting the driver and other passengers.

- Participate in evacuation or emergency drills as instructed by staff.

Administration

- Oversee the enforcement of the transportation policy.
- Schedule regular van maintenance and maintain logs accordingly.
- Ensure drivers are adequately trained in safety protocols, including child supervision, emergency procedures, and van inspections.
- Verify that all vans have up-to-date liability and insurance coverage.

Procedure for Child Safety During Transportation

1. Boarding and Attendance

- Take attendance each day as children enter the van, recording their names in a transportation log.
- Perform a name-to-face check when children exit the van to ensure all are accounted for.

2. Supervision and Behavior Management

- Provide adequate supervision to manage children's behavior and ensure their safety while on the van.
- The ratios will always remain the same as if they were in a classroom.

3. Van Walkthrough

- The driver must conduct a thorough walkthrough inspection after every trip to ensure no children are left inside the van.

4. Emergency Preparedness

- Drivers must familiarize themselves with all children's emergency contact information.
- All vans must carry an updated and stocked first aid kit.
- Conduct routine emergency drills to train staff, drivers, and children in evacuation procedures.

Unacceptable Behavior –

At our program, we prioritize the safety and well-being of all children. While we understand that children may have moments of misbehavior, we have strict boundaries to ensure a positive environment for everyone. In cases where a child engages in disruptive behaviors such as throwing toys, furniture, or books, destroying property, spitting, stealing, using inappropriate language towards others, physically attacking anyone, or causing fear among other children through their behavior, immediate dismissal from the program will be enforced. This approach is necessary to maintain a safe and respectful atmosphere for all participants.

Under the influence –

In compliance with legal regulations, we are unable to release children to individuals who show signs of impairment or smell of alcohol or marijuana. We kindly ask that you make arrangements for someone else to pick them up on your behalf. Should any disagreements arise, we reserve the right to involve law enforcement authorities.

Unenrollment –

It's important to ensure a smooth transition when a child leaves the program. We kindly ask that you inform one of our directors at the front desk and complete the necessary unenrollment form to halt billing. This process ensures that you are not billed beyond the date of unenrollment and helps us manage our records effectively.

Vacation Days –

Every fiscal year of non-interrupted full-time care, you will receive ONE week (5 days) of vacation per family to be used before Dec 31. Vacation days cannot be carried over from year to year and your account must have a zero balance to apply them. You must request this in writing 2 weeks before you can use it. You can ask for a Vacation Request Form # 172750, at the front desk. *Public school Teachers that use our teacher discount do not qualify for Vacation Days.

Van Car Seats –

We have boosters in our van and if your child still requires one, they have one assigned to them. Seatbelts are used at all times while children are in our vans.

Waiting List –

Having a child currently enrolled can move you up on the waiting list because we cater to our current families, but you might still have to wait. Once we have an opening you will need to decide if you want to:

- A.** Enroll your child and begin attendance.
- B.** Wait, but pay the weekly rate until the child can attend.
- C.** Pass and wait until another spot becomes available. ***This could be weeks or months.**

Important Notice: Relinquishing the enrollment of your currently enrolled child prior to enrolling your baby or other children will result in the forfeiture of your spot. You will be moved to the requested spot date after all our enrolled parents. If you unenroll a child who is not yet of school age after accepting a spot for your baby, you will also need to unenroll your baby. Please be informed that we do not allow children to be utilized as space holders for our infant rooms.

Weapons Policy –

For the safety of all individuals, please be aware that guns and other weapons are prohibited on our premises. Only police officers in or out of full uniform are authorized to carry firearms within our buildings or yards. Individuals found in possession of guns will be denied entry to our facilities.

Agreement

I have received and thoroughly reviewed the Handbook of policies for A Child's Garden Learning Center. I fully commit to adhering to its guidelines and acknowledge that this document provided me with the knowledge to do so.

_____ I am aware that the weekly rate for my child (ren) is \$ _____ per week (Fill in your rate) I understand that all tuition is due before services are rendered on Monday morning at drop off, or there will be a \$25.00 late fee attached to the weekly tuition as of 6:00 p.m. on Monday evening and childcare will not continue or be guaranteed until it is paid in full as stated on page 3 of this document. I understand tuition pays for my spot and not attendance.

_____ I understand as a DHS client my copayment is due on the 1st of the month, and that my child will be in attendance according to A Child's Garden Learning Center's Policies.

Parent Signature

Parent Print Name

Print Child's Name

Date of Agreement: _____

Director

Date



April 2025 *Please sign and return THIS PAGE ONLY for your child's file.
