

1. Philosophy

Our Goal at Always123 Early Learning Center is to provide the opportunity for our children to stimulate their imagination, social, emotional and physical development as well as providing the opportunity for each child to interact with a group of children in his/her own age group. Problem solving and independence is also encouraged. Each child is encouraged to express his/her own creativity and by learn to play with others. We believe that children learn through play. We also believe that every child is special and should be treated with respect. A hands-on approach to encourage developmentally appropriate practice is our goal.

2. Conditions for Admission

Upon admission, parents are required to do the following:

Registration fee (non-refundable \$100.00, 1st weeks tuition & last weeks tuition.)

A completed signed and dated parent handbook.

Medical form filled out with up to date immunizations.

Completed Registration Packet.

Completed Cumulative Form

*(Note: Last weeks tuition will be applied to the last week the child attends, if two weeks written notice is given. If two weeks written notice is not given, the deposit is forfeited.)

3. Annual Calendar

Always123 Early Learning is open all year round with the exception of the following holidays or closure due to inclement weather or act's of God.

- ❖ New Years Eve/Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Good Friday, Memorial Day.
- ❖ Independence Day, Labor Day, Columbus Day, Election Day,
- ❖ Veterans Day, Thanksgiving Day, Christmas Eve/Day.
- ❖ **See Holiday Calendar For Paid Holidays**

4. Pick up policy and procedure/Child Custody

It is essential that every parent or specifically authorized adult sign the child/ children in and out on a daily basis. Failure to do so may result in a penalty. No child/children will be released to anyone without parents' written authorization. In case of custody issues, our staff must have a notarized court order on file, which outlines custody arrangements the child will be released to the custodial parent unless the parent has written notarized instructions to do otherwise. A copy of the court documents indicating the custodial parent will be stored in the child's file. Please understand that identification will be required from anyone dropping off/picking up your child. They must also be on the child's escort sheet. If a person comes to pick up your child and they are not on the escort sheet our staff will not release the child and you as well as the authorities will be notified. We cannot authorize the release of a child over the telephone or to a minor.

5. Vacation policy/ Absent Policy

If you take vacation, you are still entitled to pay for the slot that we are holding for your child. If you fail to notify us you will be terminated. You are still responsible to make you tuition payments whether you child attends or not. You will be charged for all the days you agree to have your child attend. "Example: Monday to Friday". If your child does not attend you will still be charged a weekly rate since a place is kept open for him/her during that time. If you decide to keep the child home for a week you will be charged. Please notify the day care if your child will not be attending school. There will be no makeup days or reimbursement due to vacation, absents or illness.

6. Medication Policy

Always123 Early Learning realizes that there are times when children may need medication during the day, however, with children's health and safety in mind, our staff will allow someone designated by the child's parent to administer medications with a note from the doctor as to why this medication is needed and that the child will be able to participate in the day to day activities. All medications are subjected to state regulations.

7. Consent for Emergency Medical Treatment

I do hereby give authority to the daycare program staff to obtain necessary emergency medical treatment for my child, with the understanding that the family will be notified as soon as possible.

8. School Clothing/Diaper Policy

Parents are required to provide a set of clean clothing including socks and change of underwear for their child to be stored in the cubby. The change of clothes is required in case your child has an accident. If your child is in the process of potty training please send at least two sets of clothing. Please send in a blanket/sheet for naptime. Parents are to supply all diapers and wipes for your child. It is the parent's responsibility to check the cubby daily to see what supplies are needed. If provider has to supply the following items you will be a fee of 50 cents per change.

9. Nap Time Policy

Children are scheduled to nap from 1:30 to 3:00 PM, although some children may not sleep. Note it is required by DOH that all children in daycare receive at least one hour of rest time. A child does not have to sleep but does have to lie quietly on the cot. If you must come to the center during naptime please do not ring the doorbell just simply knock on the door. You must supply a blanket for your child to nap on.

10. Meal Schedule

10:00 AM Breakfast, 12:00 PM lunch is served. 3:30 PM afternoon snack is served. Parents must provide lunch and a juice. Lunch should be in a container ready to serve. No frozen foods or cans will be accepted. Children must have a cup.

11. Toilet Training Policy/Potty-run Schedule

After your child begins showing potty readiness signs, my staff will be more than happy to assist your child in toilet training. These signs are the following: Long dry periods, verbal communications, ability to undress themselves, and willingness to be trained. You should also be continuing these trainings at home. A diaper may be used at naptime but all other time underwear will be worn. During this potty training process, I ask that you not send your child in pants with belts, onesies or overall jumpers. Lots of praise will be given to the child for his or her success. Communication between parent and caregiver is highly recommended, of course but only positive statements should be made in front of the child. Potty run is done on two hours increment or as often as necessary between. First run is normally at 8:30 AM; 10:30 am; 12:30 PM; 3:00 PM and 5:00 PM.

12. Photographs/Videography

Photos may be taken from time to time of your child/children participating in activities. These pictures may appear in brochures or other publicity materials used to advertise my daycare. Your permission is required for photographs and videos of your child to be used without compensation. Please sign the agreement below giving Alwayz123 Early Learning permission to use these photos at our discretion

13. Illness Policy

Alwayz123 Early Learning is not equipped to administer medicine to sick children in our day care. The following is used to determine whether a child is infectious or too ill to participate in regular activity. A child that is removed from regular activity or was kept home due to illness will be readmitted to daycare no sooner than the next 24 hours with the doctors' written permission that the symptoms are not infectious.

Please understand that a child is most highly infectious early in the course of infection. This understanding would take place before you bring the child to school because if the symptoms are detected at school, he/she will expose symptoms to classmates and teachers.

Any clinical symptom, which indicates that a child is either, too sick to participate in normal activity and/or may be a source of communicability to the health of the other children and teachers are included in the following symptoms:

- A. Fever- any temperature over 100 degrees.
- B. Rash- Until cause has been determined.
- C. Red or watery eyes or Pink eye.
- D. Any draining sores, ringworm.
- E. Scabies and lice.
- F. Sore throat or trouble swallowing.
- G. Vomiting 2 or more times in one hour.
- H. Diarrhea 2 or more times in one hour.
- I. Difficult or rapid breathing.
- J. Mouth sores with drooling.
- K. Excessive runny nose, bad cough or continuous sneezing.
- L. Any and all communicable diseases.

Parents should exercise caution and keep their child home should any of the following symptoms listed above occurs. If the teacher/assistant determines that the child may be suspected of having a communicable disease, the child will be placed in an isolated area and parents will be called to pick up the child within the hour. You are expected to take the child to the doctor immediately. Temperature 100 degrees or higher your child will be sent home and will not be allowed to return until they are both free of temperature for 24 hours and have a doctor's note stating when they can return and what they were treated for. The child may not return to school if sores are still raw and the skin is still broken or if it is oozing no matter what the doctor states. The site must appear to be forming a scab or drying up. This is at the sole discretion of the center.

14. About the First Day of School

Prior to your child's first day, we request that you read Alwayz123 Early Learning Parent Handbook Guide to review our policies, procedures and complete all enrollment forms. Please bring all forms completed on the first day of attendance. Please keep the handbook for easy reference.

Parent must be prepared to submit a complete and updated health record, the \$100.00 non-refundable registration fee, one week in advance tuition and first weeks' tuition. For example if your child's tuition is \$160.00 you must pay \$100.00 + \$160.00 + \$160.00 = \$420.00. Payments can be made in Cash, money order or check payable to Alwayz123 Early Learning

15. Communication

Alwayz123 Early Learning has devised many ways to keep lines of communication between teachers and parents open. We will make every effort to inform you about your child's experiences daily. We also hope that you would share with us any insights into your child's life that could aid in his/her development. Upon enrollment we ask our parents to complete a personal history form so we can be aware of the child's individual needs. Parents also receive daily reports, which will show the child's activities and routines for the day. This report also includes information on diapering, foods eaten; and what the child may need for the next day. We also give a weekly report, which gives our parents a summary of the things their child learned for the week.

16. Visitation

We have an open door policy for parents only. Parents must make special arrangements for visitation by other family members and friends.

17. Fees and Payment Schedule

The weekly tuition for childcare services are due on Friday or the last day of the school week. If the full payment is not received by closing, a late fee of \$25.00 will be charged for each day in which the payment is late. If the bank returns two checks your tuition will be accepted in money order, or bank certified checks only. There is a \$30.00 returned check charge. The program ends at 6:00 PM; if your child is not picked up by closing time you will be charged a fee of \$1.00 every minute that you are late picking up. There is no grace period for after 6pm, if you arrive after this time you are late. This fee must be paid at the time of pick up or the next morning at drop off. You will be terminated from the program if you are excessively late picking your child up.

18. Discipline Policy

Discipline is defined as guidance given by caregivers through the use of positive problem solving methods which (1) encourages development of self control, (2) allows for self direction (3) Promotes Cooperation and positive self esteem. Caregivers will give the child positive problem solving techniques that are nurturing and non-punitive, rather than methods that involve humiliation, fear, intimidation, deprivation, confinement or a form of punishment. Each child is their own individual and should be treated with respect, he/she will be accepted at their own level of development and shall be free to progress at his or her own rate and in a manner which best enhances his or her own personal growth. Three specific rules each caregiver is aware of are: (1)

A child will not be allowed to hurt himself/herself; (2) a child may not hurt other children; (3) A child will not be allowed to misuse or damage equipment or materials.

Only positive methods of discipline, which encourage self-control and cooperation, are used. Occasionally a time out chair is used to prevent a child from harming himself, others, or property. Your child will be terminated if uncontrollable behavior persists.

Preventative measures you can do to minimize injuries includes:

- o Avoid playing biting games with your baby
- o Do not allow your Baby to pull hair
- o Do not laugh when your baby acts aggressive
- o Keep your child's nails short and filed

Here is a short summary of methods used to discipline the children.

Distracting the child with positive reinforcement

Ignoring misbehavior when appropriate

Structuring the environment

Controlling the situation, not the child

Involving the child through choices & *consequences*

Planning time for love

Letting go

Increasing consistency

Noticing positive behavior

Excluding the child with a time-out

19. Accident/Emergency Policy & Procedure

Always123 Early Learning Center, INC has developed the following procedures to secure the quick and efficient care of the children during emergency situation.

Medical treatment- for a child that is ill or injured and needs medical treatment, the following procedure will be followed in accordance with the American Red Cross and Poison Control Center:

1. Call the child's parent(s)/ Guardian(s) or the person listed as the emergency contact person to inform them of the incident.
2. If it is impossible to reach one of the above parties, the child's physician will be contacted.
3. If the first two-attempted contacts fail, it may be necessary to contact the paramedics or another physician. If needed, a staff member will take the child to the nearest emergency care facility accompanied.

Severe emergencies will be prioritized in the following manner:

- Breathing – Leading priority is to ensure that the child's airway is open.
- If necessary provide mouth-to-mouth resuscitation, (CPR).
- Bleeding – Standard first aid actions will be issued remedy the situation.
- Shock – Standard first aid action will be issued to remedy the situation.

In the case of minor emergency, the situation will be assessed and tended to promptly. Some actions may be to apply ice pack or cold compress. If any emergency (severe or minor) is persistent, medical assistance will be contacted.

All emergencies will be documented on an incident report. This report will state, in detail, how the incident occurred and what the staff did in response. A copy of the report will be given to the parent(s)/guardian(s) and a copy will be kept on file.

20. Non-Discrimination Policy

Up And Growing Academy is an equal opportunity learning center. We accept applications for enrollment without regards to race, religion, sex, nationality, political beliefs, or marital status.

“ Good communication is essential to good day care and happy children ”

By initialing next to each policy and signing this handbook, I am agreeing to the terms and conditions of Always123 Early Learning Center, INC. If you have any questions or comments, please feel free to speak with us anytime. We have a mutual goal and must work together to obtain it.

We reserve the right to change and update this handbook and any of our policy at any time. We will however give you a written notice of any changes.

Welcome to Always123 Early Learning Center, INC, you are now a big part of our team. Thank you for making us your choice for day care.

I have read and understood the policies and procedures of Always123 Early Learning Center, INC. and I hereby agree to comply with the policies stated within.

Parent's Signature

Date