



PARENT HANDBOOK

POLICIES & PROCEDURES



1018 S. Yates Rd. Memphis, TN 38119

Phone: 901.753.9017

Fax: 901.322.3772

Web: www.miescuelitamemphis.com



From the Director

Welcome to Mi Escuelita's family. We are honored you have chosen us to care for your child(ren). The staff at MEBCA is committed to showing God's love to each and every one of your child(ren) and families. We are very excited to be a part of this important chapter in your child(ren)'s life and assure you that we will go above and beyond to meet your expectations and make your little ones' lives as happy and meaningful as possible. We look forward to partnering with you in raising God loving children. Bienvenidos!

Our Philosophy of Learning

At MEBCA, we thrive on providing a caring, positive and safe Christian atmosphere in a Spanish immersion environment where children experience the blessing of multiculturalism and bilingualism. Children are immersed in the language from an early age. This allows them to master multiple languages at the same time, as it is easier for them to learn from a young age. We offer a happy place for children to thrive in. We work with parents to ensure that children are appropriately developing socially, emotionally, physically and educationally. We guide children to a continued good self-image. We work with children from birth, as to develop sensory, motor, perceptual, and language skills introduced through materials and activities, which are both child-centered and teacher-directed and appropriate for the child's age. Schedules are designed to balance structure and free choice, as well as active and quiet times. We treat each child as an individual, working from the level each child has attained and moving forward a step at a time. Each staff member will focus on showing Christ's love everyday by teaching children with example, love, patience and respect. We allow children to learn at their own pace and helping them feel successful without pressure.

Statement of Faith

We believe that "2 Timothy 3:16 ¹⁶ All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.", This is the standard by which we live, work and teach. We believe in our Lord and Savior Jesus Christ, Son of God by whom we receive eternal life. We believe in the Holy Spirit, who empowers us and reveals Jesus in us. We believe that man was created in the image of God, fell through disobedience, and is saved through faith in Jesus Christ.

Our Mission

Our mission is to offer outstanding care for children in a safe and fun environment, while developing spiritually, physically, socially and academically. We promote diversity and a passion for different cultures, languages and traditions through Jesus Christ.

Our Vision

MEBCA's vision is to provide Memphis' families what no other daycare is offering at affordable prices, to allow parents to go to work with peace of mind, knowing that their children are well cared for and loved on like family.



School Policies

Hours of Operation: We are open 6:30 a.m. to 6:00 p.m., Monday-Friday. Students MUST arrive to school no later than 8:50 am (infants) and 10:00 am (toddlers and preschoolers). each day in order to be allowed to attend school for the day. A doctor's note is required for arrival after 10:00 a.m. Students are required to be picked up from the program no later than 6:00 p.m.

It is understood that a child who is admitted to the center is to be enrolled for the entire year.

HOLIDAYS AND SPECIAL DATES

Holidays observed

- January 1st New Year Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve

If any of these days fall on the weekend, we will be closed on either the Friday before or the Monday after. There is no reduction in tuition due to holidays. If it's two consecutive days, e.g., December 24, & 25, and they fall on Saturday and Sunday we will close Friday the 23 and Monday the 26). We will notify the families in the monthly calendar if a holiday is moved.

School Events

- Valentine's Day Party
- St. Patrick's Day Celebration
- Easter Monday Egg Hunt*
- National Day of Prayer
- Mother's Day Celebration (Muffins with mom the Friday before mother's day*
- Father's Day Celebration (Donuts with dad the Friday before Father's Day) *
- Grandparent's Day (Graham crackers and grandparents book with Abuelos TBA) *
- Thanksgiving Feast Half Day Wednesday before Thanksgiving *
- Fall Festival & Pumpkin Patch*
- Fun-filled Open Houses
- Christmas Program *
- Christmas Family Fun Day
- School Pictures
- Others to be announced throughout the year

***Events that require family participation**

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Health & Safety Policy

Your child's health is very important to us; therefore, each day upon arrival your child will receive an informal health check. Please do not send your child to school sick. In fairness to others, we ask that you watch your child for symptoms of illness and keep your child at home if there is risk of exposing other children to illness.

The Tennessee Health Department requires that a child that is experiencing any of the following symptoms be kept isolated from the rest of the children and picked up from school. All children must stay home for 24 hours symptom-free without medication.

If any of the following exists, your child will not be admitted and/or parents will be notified for pickup. You **MUST** pick up within 60 minutes of being notified. If child is not picked up within 60 minutes of the first call/message a \$20 fee will be assessed for the first 15 minutes and \$1 for every minute thereafter. And your child must be absent the following day and for 24 hours after being symptom free. Or you may provide a note from your child's physician confirming that they are symptom-free. For example; Louie has a fever at 9 am on Monday. His parents are notified at 9:05 am. He must be picked up at 10:05 a.m., and he must stay home on Tuesday. If Louie's temperature is 99.5 at 6 pm on Tuesday with no medication, he can return to school by Wednesday at 6 p.m. (24 hours free of symptoms). He will be admitted Thursday morning.

- Child has fever of 99.6 or greater (taken under the arm or forehead).
- Child has fever of 100.3 (ear or rectal).
- Child has had 3 episodes of diarrhea within a 24-hour period.
- Child has vomited twice within a 24-hour period.
- If a child has been diagnosed with a communicable disease, a doctor's note is required for return to school. It must state the illness and include the date the child may return.
- Hand, Foot & Mouth Disease: the child must be free of blisters in the mouth and on the body before returning to school.
- Pink Eye (conjunctivitis): If your child's eye is red and has a mucus discharge, they will be sent home from school. If sent home from school the eye must be treated with medicine for 24 hours before returning to school. A doctor's note is required to return to school earlier. If the eye is still red or has discharge they must be absent.
- Lice or Scabies: Proof of treatment and a head check must be administered before the child may return.
- Chicken pox, measles or any other infectious disease requires children to stay out until doctor writes a note to return to school no open sores are to be visible.
- Drainage from eyes, ears, or nose need to be checked by a physician.
- All of the above will require the parents to pick up their child. Please come within the hour so that the spreading of illness can be kept to a minimum.
- Ringworm: The area must be completely covered in order to be allowed in school. If your child has ringworm in their hair you will need to contact your doctor.



- Children too sick to participate fully in the day's program, including outside play, need to be kept at home.

Please be mindful that germs spread quickly in a school environment. Help us keep our children and teachers healthy!

NOTICE OF EXPOSURE & REPORTING DISEASE

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families who have provided an email address will receive an email notification of the illness. In the event a child is reported to have a communicable disease, the Director will notify the Health Department. Additional information regarding illness or disease may be obtained from The Tennessee Health Department.

Medication: Our program will administer medication, providing that all medication rules listed in the handbook are followed. Before we provide any medicine, we MUST receive a doctor's note stating what the medicine is for, the dosage, and duration of treatment. If over the counter medicine is needed we will need a note from parents. All medications must be "checked in" in the log and locked in the lockbox. Ask your child's teacher for the form. If any medication causes drowsiness and conflicts with the child's participation in the program, the child will need to be sent home.

Vision screenings, dental visits and hearing tests will be offer during the year. It's optional but we highly encourage you to have your child participate.

ALLERGIES Information about substances to which your child is allergic needs to be in writing on the information sheet. Please report any changes or new information in writing. We will also need a doctor's action plan for each allergy.

Video Monitoring:

Each of our preschool classrooms is equipped with stationary video recording cameras. You will have a username and password to view your child's classroom.

Coded Key Entry System:

You need to enter through the door that has a coded key entry system. These codes change frequently throughout the year. You will be notified of any changes. For security purposes, please give the code only to those people that will be picking your child up on a regular basis. You are only allowed to use the codes during business hours and only if your child is in care that day.

Parking:

Our parking is not comfortable or spacious. We ask that you enter and exit as quickly as possible, as to allow other parents to pick up and drop off conveniently. Please fill the spaces



on the left of the building first and continue next with those on the side of the building between the two salons. Street parking is available if you come for a conference or for anything longer than 10 minutes. If you are coming for a school-wide event, we ask that you park at the office building on the right side of Yates before you get to Poplar.

Getting Ready

Starting a new school, meeting new friends and teachers can be very stressful for both parents and kids. New faces, routines, expectations, activities and schedules are just a few of the adjustments that present themselves. We want to help you make a smooth and happy transition.

- New Family Orientation: Each new family must schedule a time to meet with the Director, as to go through a parent orientation prior to your first day of school.
- We feel it is very important for each child to have the opportunity to explore their new environment before their first day of school.
- This visit allows your child to meet the teacher, become familiar with the room and meet new friends while having the comfort of their parents being nearby. Please coordinate this day in conjunction with the new family orientation.
- Before your child's first day you will need to bring the following;
 - Enrollment paperwork, immunization records and any unpaid fees. The State requires that the student's file is complete before their first day of enrollment.

The First Day

Make sure you bring a bag with your child's supplies; everything must be labeled with first and last name. You can help your child during drop-off time by showing them you are confident they are going to have a great day. Children can sense if you are comfortable or not and being enthusiastic will help your child feel the same way. Even with the best preparations, young children may cry when separated from their parents. It is important to make the separation as pleasant as possible with a hug, I love you and I'll be back soon. Our staff always comforts a child until they are ready to join in.

Bottles, Blankets and Pacifiers

You may send extra bottles, a small security blanket and/or a pacifier for your child. Everything must be labeled and pacifiers must be attached to a holder. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and school may be established.

Food

We do not have a license or kitchen to prepare foods for your child. Each child must bring lunch, and two snacks. If your child is arriving before 7:30 a.m., and you would like them to eat breakfast here please send it in and ready to be fed. Breakfast will not be served if arriving after 7:30 a.m. Breakfast should consist of healthy foods such as oatmeal, fruits, non-sugared cereals, pancakes, etc. DONUTS ARE ONLY PERMITTED ON FRIDAYS. When sending your child's meals, please keep in mind that they must be able to self-feed, put their food out of their bags and back in there after meals. Please send the necessary ice-packs and heat-packs



to keep the intended temperature of the meal. We cannot cook microwaveable food either. Please don't send those or you'll be asked to bring food before lunchtime. Please send fork and spoon as needed we do not provide those here. If your child is left without food, drinks or necessary utensils you will be required to bring them within 30 minutes of arrival to daycare (considering it is not meal time) If you do not provide what your child needs for a meal you will be required to pick up your child and he/she won't be able to return to school until next day.

Lunches should be as simple and healthy as possible. Some ideas include the following: a sandwich of meat and cheese, pinwheels of peanut butter and fruits, chicken nuggets with mixed veggies, leftovers, crackers with ham and cheese, wraps, chips or vegetable strips, and a fruit. Please do not send dessert. Your child will need a drink for lunch daily. Either a thermos (no carbonated drinks) or a drink box, as well as a water bottle or thermos with water. Also, please be mindful of the type of Lunchables that you are sending. Pizza Lunchables, while very fun, are difficult for preschool children to manage on their own at lunchtime. Please mark all lunch boxes on the outside with the child's name. Thermos, cup, and any plastic containers sent with food should also be marked with your child's name.

Please send all utensils your child will need.

Meal schedules

Please check with each teacher to get a copy of your child's daily schedule. Schedules are subject to change according to what teachers find best suitable for your children or per requirements of TN CCRR.

The teachers will feed only children under 18 months. Please only send foods that your child is comfortable eating alone. We cannot feed the babies opened food jars; so make sure they are sealed.

Parents of infants will receive a daily report informing you of their feedings, diapers and overall mood.

Curriculum

We use a combination of curriculums in our classrooms. Infants through Pk4 use Wee Learn Bible Curriculum for their Bible lessons, Infants through PreK3 use Creative Curriculum Spanish Version, Five in a Row, Hands on Homeschooling & Abeka for phonics, math, science, social studies, writing, etc. Pk3 & Pk4 students use the ABeka Christian Curriculum. These curriculums include individual and group learning experiences that focus on age specific academic instruction. Bible teachings include bible stories, verses, prayer and songs. Our curriculum is accompanied by teacher observation and evaluation of each child. Concepts and skills are introduced which follow the TN Early Learning Standards and are appropriate to each child's stage of development and which reinforce social, emotional, physical and intellectual growth. If the staff feels like a child is not meeting age appropriate milestones we will consider a referral to TEIS and/or LeBonheur inclusion program for assistance. Concrete, hands on activities and experiences are planned according to units of study, which are relevant to the children, providing meaningful learning. As required by the TN Department of Human Services, we integrate a Personal Safety Program in our curriculum.



Even though it seems like all that kids do is play and get messy, they are doing so much more. So many things are going on during this “play” time. Don’t underestimate the value of play. Children learn and develop the following skills: cognitive skills—like math and problem solving in a pretend grocery store; physical abilities—like balancing blocks and running on the playground; new vocabulary—like the words they need to use when playing with toys; social skills—like playing together in a pretend car wash; and literacy skills—like creating a menu for a pretend restaurant.

Birthdays & Holiday Celebrations

If you wish to bring in a special snack for your child’s birthday, please speak with your child’s teacher to arrange a day and time. We also plan activities that focus on seasonal celebrations. For holiday parties, you will find a sign-up sheet for items needed to help make the celebration special.

Supplies

You will find a supply list with your enrollment package. Please be aware that the supplies for each classroom are different.

- Infants: Parents must provide pre-filled bottles, and unopened jar food daily. Diapers need to be sent biweekly (an average of 60 diapers per week, you will be notified if we are running low). Wipes and Kleenex are due the first day of the month. Each class will have the size and number of wipes needed.
- Ones through Pk4: Each classroom will have a supply list of items that will be needed for that specific room. All classes except infants will need to buy a Happy Nappi nap bag. You can buy it at www.happinappi.com for \$46.04 taxes and shipping included. The pattern we use at school is circles. Or you can buy directly from us to save money and time for \$35 (This is the style you MUST buy to ensure it fits in the cubby and its what DHS requires. It must cover between the child and cot and cover the child’s body). No pillows or stuffed animals allowed.
- Diapers will need to be re-supplied as needed. Usually biweekly with an average of 55-60 diapers per week. Wipes & Kleenex need to be turned in the first day of the month; you will find a sample of the size and quantity of wipes your child’s class requires. If your child runs out of diapers/pull-ups or wipes your account will be charged for these supplies.

Other information:

MEBCA reserves the right to dismiss any parent or child at any time with or without cause. We offer a variety of extracurricular activities for students. All these classes cost extra and must be paid before the child can start classes. Please see below the classes offered and prices:

- Music with Mr. Dan classes are weekly. The session lasts 45 minutes and the price is \$5 a week.
- Little Soccer Stars will come once a week for 45 minutes. The kids will learn techniques, coordination and will have a game. The cost for it is \$7.50 a week.

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Our school calendar will be posted on the board and website. We follow the Shelby County School Calendar of inclement weather. If the schools are closing early, we will close 45 minutes before them to avoid the traffic in hazardous weather.

Parents should listen to the radio and TV stations regarding the closing of Shelby County Schools due to inclement weather (that cause poor road conditions). We will be closed if the County Schools are closed. If we have snow or sleet during a school day and you see the road conditions are becoming hazardous, please pick up your child immediately.

Nap/Quiet Time

All children will be required to lie down for nap/quiet time each day. Children will not be forced to take a nap however; they must stay in their cot/crib quietly.

Damages

It is expected that your child be respectful of the school's property and furnishings. A certain amount of "wear and tear" is normal, and accidents happen but if your child intentionally damages any of the property through destructive behavior or roughness, you will be liable for 100% of the replacement costs. This reimbursement is due with your next payment.

Behavioral Goals

Positive reinforcement and encouragement is enforced. Children will **NOT** be subject to any type of verbal, emotional, or physical punishment. We believe the most effective ways of enforcing positive behaviors are through praise, respect, redirection, and positive reinforcement. We use strategies to engage children in their own problem solving. During conflict it is important for children to feel respected, secure, loved, important and special. They need to know we are always available to listen and help, not to judge. Our goal is to coach the children so they can negotiate, compromise, brainstorm and work it out together. Children will be asked to go to the "Make a better choice chair" if they are harming themselves or their friends, if they have been asked to stop a certain behavior multiple times or if they refuse to listen to the teacher. If something of a more serious nature or a persistent behavior should occur that is of concern to the teacher or a threat to the safety of others, we will need to discuss it with you so that we can jointly decide on a course of action that is followed at home and at school. If the problem cannot be resolved arrangements must be made for the child to receive care elsewhere.

□ Biting/Hitting: please find the document on biting/hitting.

Visitation & Conferences You are always welcome to observe the classrooms from your own home or office through the cameras. Please do not upload any videos to your personal computers, social media, etc. Remember that all parents expect privacy for their children. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. Parents or teachers may request conferences at any time. Parents of 4 year olds will have a scheduled conference with their teachers in the spring and fall to help with decisions for kindergarten programs.



Potty Training

It must be initiated at home and decided by the parents. We are happy to help and assist you in the process. If we feel like it is not working and your child is having continuous accidents, we will ask you to rethink this. Pushing children to potty train when they aren't ready can cause frustration and pain. We ask that you refrain from sending your child in a pull-up until your child is actively potty trained at home and at school. We will ask you to sign a potty training agreement before we start this process at school. Children that are not in diapers are expected to wipe independently. Teachers are not allowed to assist children in the bathroom. Please send them with clothes that they can take off/put on by themselves.

Notes to Teachers

Messages that you wish to send to the teacher or directors should be placed in your child's folder in the morning. We need to be notified by a note in the morning if someone unknown to us is picking up your child.

What Do We Expect From Parents:

Communicate with at least one of your child's teachers every day. Ask questions and give input about the experiences your child is having. Get to know the teachers and allow them to get to know you. Read materials that we send home and pay attention to notices that are posted around the center. Successful students have parents that are involved. Show your child by your actions that his/her education is important to you.

Child Abuse & Neglect

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of MEBCA are considered mandated reporters, under this law. The employees of MEBCA are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. Child Protective Services Act is designed to protect, MEBCA cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child



- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside. Children who exhibit behavior consistent with an abusive situation

Statement of Racial Nondiscrimination

We want to have a diverse school that allows children to learn to love and respect others for who they are and not for their skin color, race, origin and looks. We want to welcome families from all over the world to our wonderful family; we love learning about other cultures, traditions and origins. We do not discriminate based on race, or origin. While we are a Christian school and our curriculums are Christian, that doesn't mean we do not accept children that are of different religions. We welcome everyone with love and hope to be able to show the love of our Lord to everyone that walks in our center.

Dress Code:

Please dress your child(ren) in comfortable clothes with appropriate VELCRO shoes unless they can tie their shoes by themselves. Do not send your child(ren) to school in flip-flops, open-toe sandals, or in hard boots. Remember, we do a lot of art activities in our classes, and sometimes we do get a bit messy. We also ask that you send a change of clothing in case of an accident so that your child(ren) will be spared embarrassment and being uncomfortable, this applies for all classes, even the 4 year olds. We will return the clothes at the end of the school year. Please label all of your child(ren)'s belongings with a fabric pen, or iron on labels. Jackets, sweaters, hats, gloves, etc. should have your child(ren)'s name on them.

Please make sure you "replace" your child's clothes if they are sent home dirty. Try to check your child's cubby to make sure he/she has extra clothing and that the extra clothing is the appropriate size and season. Please make sure all clothing and personal items are labeled with your child's full name.

We **ARE NOT** responsible for lost, misplaced, damaged, or stolen items. Children over 12 months and/or walking **MUST** wear shoes at all time per DHS regulations.

Admission Requirements:

We admit children 6 weeks - 5 years old. Children will be placed in classes based on their birthday. Children must be potty trained for the PreK class.

The director at MEBCA reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- | | |
|---|---|
| <input type="checkbox"/> Non-payment or excessive late payments of tuition and fees. Not | <input type="checkbox"/> Physical and/or verbal abuse of staff or children by parent or child. |
| <input type="checkbox"/> observing the rules of the center as outlined in the parent agreement. | <input type="checkbox"/> Expired immunizations and/or physical. |
| <input type="checkbox"/> Child has special needs that we cannot adequately meet with our current staffing patterns. | <input type="checkbox"/> Continued disagreements with parents or issues that cannot be worked on. |



Tuition and fees

There is a one-time non-refundable registration fee of \$125 per year/per child, \$60 for reenrolling. Acceptance of this registration fee assures your child(ren) a place in our program. All fees and tuition are used to provide the best teachers, equipment, and curriculum aids available. Tuition is paid monthly on the last Friday of the month in advance. You can pay with cash, check or credit card (a 7.4% credit card fee will be added to your tuition).

Tuition is due regardless of days missed due to illness, vacation, or snow. We cannot offer make-up days. MEBCA does not pro-rate any tuition fees. All fees are non-refundable and due regardless of days missed due to illness, closings, vacations, etc. Your tuition reserves your child's spot in our program. In case of an extended absence due to illness, the director must be notified. It is the director's discretion to decide if a reduction of fees or a refund is in order. If a child is withdrawn from our program, the director must be notified four weeks in advance. Parents are required to pay for those four weeks, regardless of when the child leaves the program.

Families paying biweekly *must pay a deposit*, which is equivalent to two weeks tuition. This deposit will be used towards the last 2 weeks of tuition considering proper notification is given.

Drop off & Pick up:

Parents/guardians will need to walk each child to his/her classroom after washing their hands. Every person must wash their hands before entering a classroom. Each child must be checked in and out each day at the check-in station. Please send a note if your child will be picked up early or if your child will leave with another child.

We must have the following on file: name, addresses, and telephone numbers of individuals who are permitted to drop-off and pick-up your child from school. If someone arrives to pick-up your child and he/she does not have proper identification, we cannot allow your child to leave with him or her. For security purposes, the doors will remain locked at all times. You will need to have a code to enter the building.

Toys & Special items

PLEASE DO NOT ALLOW YOUR CHILD TO BRING ANY ITEMS FROM HOME! DOLLS, ACCESSORIES, TOYS, BOOKS, ETC. Whatever is brought in the daycare will be assumed to be donations for the classroom. Guns, ropes, knives and other toys, which encourage rough and violent play, are to be left at home. Toys can only be brought during show and tell days, check with your child's teacher for these dates. Comfort toys, like small lovies, may be brought if needed. Please make sure that they have your child's name attached, and make sure the teacher knows if these items need to go home daily. They need to be kept in a bag or cubby.

Hygiene

Good hygiene practices start at home. While we are here to partner with you in your child's education and development, we are not here to take your place or carry your responsibilities as a parent. Your child should arrive cleaned and bathed (whether that is the night before or



in the morning). Teachers will not bathe your child to be able to start class with them in the room. Please make sure their hair and ears are cleaned and that fingernails and toenails are trimmed or clipped. We have children and teachers that are highly allergic to animals, so please be careful and clean your child's clothes so they don't look like they are wearing a fur coat. **OTHERWISE YOUR CHILD WILL BE SENT HOME IMMEDIATELY**

Staff

Parents should not solicit babysitting or any other type of jobs from our staff. If you would like references for nannies, please ask the director. The staff should be contacted only during business hours and personally at the center. Parents should refrain from getting the teachers personal information including adding them in social media.

Referral Program

Refer 1 friend and after they enroll and complete their 1st month you will receive \$15 credit on your account. Refer a 2nd friend, and after their 1st month, you will receive \$25 credit on your account. Refer a 3rd friend, and after their 1st month, you will receive \$35 credit on your account. Refer a 4th friend, and after their 1st month, you will receive \$50 credit on your account. Once have referred 5 friends, you will receive 50% off your weekly tuition, up to \$100 a year credit on your account

Emergency and Disaster Plan

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. This written plan is at the center and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room and main areas of the center. The center holds monthly fire drills and semiannual disaster drills which are documented. The center is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site: If there is an emergency or disaster, which requires us to leave our center, we will evacuate to the closest and safest area. We will walk the children to the evacuation site. The center emergency and disaster plan is as follows: Staff members closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place: sidewalk in front of Stella Reed Salon. In case the emergency requires us to leave farther away we will cross children to the other side of the street and to the Dive Shop parking area. (To be reviewed with Fire Department)

Medical Emergency or Injury Involving a Child

Injuries: Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report will be completed by the closest adult, and signed by the Center Director or Assistant Director. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury suspected of needing immediate care by a physician.

If there is a life threatening injury to a child, the director will contact emergency personnel before contacting the parents or legal guardian. If the parents or legal guardians cannot be



reached, the director will then attempt to contact the child's emergency contact person. Minor bumps and scrapes are inevitable, but we make every effort to keep your children safe through supervision and childproofing. Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If we are unable to contact either parent, the director or teacher will call the emergency contact numbers supplied to me to make the medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if required.

All parents **MUST** sign the waiver of liability

Tobacco, Alcohol, Illegal Substances, Sexually Explicit Material

We will ensure the following are prohibited anywhere on the premises during the hours of operation: use of tobacco, use of alcohol, use or possession of illegal substances, use or possession of sexually explicit materials.

Firearms

Firearms and other weapons are not permitted in the building or any place on the premises. **Unless you are on duty and your profession requires you to.**

Biting Policy

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. They are in the process of learning what is socially acceptable and what is not. For some children biting is a stage. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved.

Procedures

For the biter:

1. The biter is immediately removed with no emotion, using words such as "we don't bite - it hurts." The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people." Or "That hurts Johnny when you bite him, he is sad."
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.



2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).
5. If biting continues:
 - a. A report will be written including the attempted bites. After the 3rd incident the teacher will meet with the director and the parents, the charts will be discussed and together we will come with a written plan of action.
 - b. Schedule follow-up meetings or telephone conversations as needed.
 - c. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
 - d. Prepare the parents of the biting child for the possibility that the child may have to be removed from the center and help them to make contingency plans.
 - e. If it is deemed in the best interest of the child, center, and other children, termination of the child enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

Supply lists

INFANTS

- No diaper bags. Just lunchbox with bottles.
 - 2 Fitted pack and play sheets
 - 1 Light blanket (Muslim preferred)
 - 1 Heavy blanket (baby/toddler sized)
 - 2 Change of clothes (appropriate for the weather)
 - 2 Over the neck bibs
 - 2 Burp clothes
 - 1 Box of gallon size ziplock bags (30+ count)
- 1 Box of Kleenex (85+ count to be supplied every other month)
 - 2 Paper towel rolls (88+ count)
 - 1 Container of Clorox/Lysol disinfectant wipes (150+ count)
 - 1 large antibacterial hand sanitizer 30 oz.
 - 1 Large bag of wipes (140 + count to be supplied monthly)
 - 1 Sleeve of diapers (average of 60 diapers every 2 weeks)

TODDLER ONE

- No diaper bags. Small Tote bag that can be hanged for folder. Lunchbox with food.
- HappiNappi sleep bag circles pattern. (Available for purchase at the office \$35 or online \$46.04 online)
- 2 Change of clothes (appropriate for the weather)
- 2 Over the neck bibs
- 1 Box of gallon size ziplock bags (30+ count)
- 1 Box of Kleenex (85+ count to be supplied every other month)

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- 2 Paper towel rolls (88+ count)
- 1 Container of Clorox/Lysol disinfectant wipes (150+ count)
- 1 Large bag of wipes (140+ count to be supplied monthly)
- 1 Sleeve of diapers (average of 60 diapers every 2 weeks)
- 1 box of washable Crayola markers (8 count)
- 1 box of Crayola crayons (16 count)
- 2 play-dough containers of any color
- 1 large antibacterial hand sanitizer 30 oz.
- 2 Change of clothes (appropriate for the weather)
- 1 Box of gallon size ziplock bags (30+ count)
- 1 Box of Kleenex (85+ count to be supplied every other month)
- 2 Paper towel rolls (88+ count)
- 1 Container of Clorox/Lysol disinfectant wipes (150+ count)
- 1 Large bag of wipes (140+ count to be supplied monthly)
- 1 Sleeve of diapers (average of 50 diapers every 2 weeks)
- 1 box of washable Crayola markers (8 count)
- 1 box of Crayola crayons (16 count)
- 2 play-dough containers of any color
- Round tip scissors
- Elmer's purple glue stick
- 1 large antibacterial hand sanitizer 30 oz.

TODDLER TWO

- No diaper bags. Small Tote bag that can be hanged for folder. Lunchbox with food.
- HappiNappi sleep bag circles pattern. (Available for purchase at the office \$35 or online \$46.04 online)

PreK3 & PreK4

- No diaper bags. Small Tote bag that can be hanged for folder. Lunchbox with food.

- HappiNappi sleep bag circles pattern. (Available for purchase at the office \$35 or online \$46.04 online)



- 2 Change of clothes (appropriate for the weather)
- 1 Box of gallon size ziplock bags (30+ count)
- 1 Box of Kleenex (to be supplied every month)
- 2 Paper towel rolls (88+ count)
- 1 Container of Clorox/Lysol disinfectant wipes (150+ count)
- 1 Medium bag of wipes (72+ count to be supplied monthly)
- 1 Bag of flushable wipes (150+ count)
- 1 Sleeve of diapers (average of 50 diapers every 2 weeks)
- 1 box of washable Crayola markers (8 count)
- 1 box of Crayola crayons (16 count)
- 2 play-dough containers of any color
- Round tip scissors
- Elmer's purple glue stick
- 1 large antibacterial hand sanitizer 30 o



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