

TEACHING WORLD



EDUCATION OUT OF THIS WORLD!

Parent Handbook

Security

Signing In/Out

We require all parents to sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and clock are located by the door. This gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

Our normal procedure is to release the child only to his/her parents, or someone the parents designate on the *Authorized Pick up and Emergency Contact Form*. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is acceptable on the day of, if this person is on the authorized to pick up list. If they're not on the authorize pick up list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, to be bring picture identification each time.

Visitors

To ensure the security of our children, all staff will require picture identification from all unfamiliar visitors. If a visitor is listed as an authorized person to pick up a child, the visitor must still show picture identification if he/she is not known by staff.

Emergencies

If an emergency occurs, it is crucial that children respond in a safe and orderly fashion. Therefore, your child will participate in regular drills and practices so he/she will know what to do in the case of an emergency. Should an emergency affect the center, we will notify you as soon as possible. As a safety measure, we keep an updated record of names and phone numbers of the people you authorized to pick up your child in the case of an evacuation. It is important to notify us **IN WRITING** as soon as possible of any changes or additions to your contact information.

Fire Drills

We are required, by law, to perform two fire drills per school year. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

Open Door Policy

Parents are welcome to visit the center at anytime. We request that parents be mindful of activities in progress, as interruptions can be very disruptive, especially during rest time.

Hours of Operation

Daily

Teaching World Childcare Center is open Monday through Friday, from 7:00am until 6:00pm.

If you are unable to arrive by closing, please make arrangements for someone to pick up your child. (See Release Policy)

Note: It is very important that you pick your child up by closing time; otherwise, a late fee of \$1.00/minute will be charged and **due on your child's next day in attendance.**

****This will be strictly enforced, and habitual tardiness may result in termination of services.****

Holidays

We observe the following holidays and will be closed for care:

- New Year's Day
- MLK Jr. Day
- President's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving (2 Days)
- Christmas (3 Days)

Enrollment

Enrollment into Teaching World is a simple process when following these procedures:

- An *Enrollment Form* must be completed for each child, and in our possession at least two days prior to the child's first day of attendance.
- A copy of current immunization records is required for all children.
- A signed copy of the Parent Agreement Contract (last page of this packet) must be on file.
- A completed copy of Infant Feeding Instructions is required for all children less than one year old.

Each family is asked to meet with our director before the first day of attendance to complete additional paperwork. Feel free to ask any questions or discuss any concerns you may have at this time. We welcome your questions and input!

Disenrollment

Should you choose to terminate services for your child, a two week notice is required. These last two weeks will need to be paid-in-full whether your child is in attendance or absent.

Termination Policy

We reserve the right to terminate a child's enrollment with a written notice for the following reasons:

- Failure to pay
- Routinely late picking up
- Failure to complete required forms
- Lack of parental cooperation
- Inability of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- If the best interests of other children or the staff members are not being served
- Lack of compliance with handbook regulations
- Serious illness of child

Typically, a 1-week written notice will be provided of enrollment termination; however, we reserve the right to immediately terminate enrollment if circumstances warrant such termination.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 5 days. All accounts not settled within 5 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to amount due.

Grievances

Any grievances involving staff should first be addressed with the individual staff member. If a resolution cannot be reached, grievances should be taken to the director. However, if the grievance concerns a Teaching World policy, please address those directly with the daycare director.

Tuition & Scheduling

Enrollment Fee: A \$75 non-refundable enrollment fee per child is charged during initial enrollment. If you terminate services and wish to return within the same year, you must pay this fee again.

Supply Fee: A \$25 supply fee will be charged to your account every August following your initial enrollment. (If you enroll in August, your account won't be charged until the following year)

Tuition/Payment Procedures

- Childcare tuition is due in full on the 1st of each month, regardless of holidays or weekends.
- There will be a late fee of \$20 assessed if your payment is late, no exceptions.
- Payments by check, money order or cash are accepted by daycare staff. All credit/debit card payments are accepted in the main office, or can be done online through our website. (www.idteachingworld.com)
- Parents who are more than 2 days late on payment will be denied childcare until account is made current.
- As children become older, rates will decrease. All rate changes will take place the month **following** their birthday, not on the day of their actual birthday.

If a check is returned for non-sufficient funds, there will be a \$30 fee incurred as a result of the returned check. Childcare services may be halted until full payment of tuition and NSF charges has been made, in CASH. In addition, upon the second returned check within 6 months, only cash will be accepted.

Scheduling

We are pleased to offer flexible scheduling!! We don't require weekly or monthly usage minimums, so scheduling daycare for your child for daycare services is a very simple process, and it must be done for each month they're in attendance. **We allow you to pick and choose which days you need care, however, the days you select are days that you pay for, regardless of your child's attendance.**

Monthly Reservation Calendars must be filled out and turned in by the 25th of each month, for the following month, to guarantee care. If changes need to be made to your child's calendar once submitted, they must be made by the last day of the month prior and you won't be charged. Once the new month starts, payment is due for all reserved care.

Cancellations- If your child will not be attending on days that you have already reserved, please call and let us know by 7am. If appropriate notice is given, we will give you credit for that day which must be used within the same month. **Credits will not be carried over month to month.**

Exchanging Days- If, for some reason, you need to "trade" one day for another after a new month has begun, we will try to accommodate your requests based availability, but this is not guaranteed.

Adding Days- If you need to additional days, please give us 24 hour notice, if at all possible. We will try to accommodate your request based on availability, but this is not guaranteed.

Attendance

Arrival and Departure

- All children must arrive by 10:00am, unless prior arrangements have been made and approved by the director.
- As a courtesy, please call Teaching World by 8:30am to let us know your child will not be attending daycare that day.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and reassuring words are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so the director, teachers and your child will have your undivided attention at pick up and drop off time.

Upon leaving, your child must be signed out. Parents are responsible for their children once they have been signed out.

Release Policy

Your child will not be released to anyone that is not authorized on the child's enrollment form. Anyone not recognized will be asked to show proper ID, such as a driver's license. (ID may be required several times)

Teaching World will need to be notified, in advance, if anyone other than yourself is picking up your child, even if he or she is already listed on the child's enrollment form under *Release Information*. If, for some reason the parent is unable to pick up the child or wishes to send someone not listed on the enrollment form, written notice must be on file in the office before the child will be released. Notices can be emailed or dropped off at Teaching World.

Backpacks

Students should arrive to daycare each day with a backpack or handbag. These should be large enough to contain personal items, such as blankets and extra clothing. Blankets, or naptime items, need to be personal size, and small enough to fit your child's backpack.

Clothing/Attire

Please keep an extra set of clothing in your child's backpack, for accidents. Extra clothing needs to include tops, bottoms, undergarments and socks. Please place in a ziplock bag and label with your child's name.

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, please make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. (No flip flops please!)

Personal Belongings

Toys brought from home often cause tension and jealousy, so we prefer that children do not bring toys from home, unless specifically requested by a staff member for a special activity. A favorite sleepy toy for naptime is the only exception, and it is expected to be kept in the child's cubby for nap time. All personal items must be clearly marked with the child's name and always make sure that our staff is aware you have brought it. Teaching World is NOT responsible for any loss or breakage of personal items.

***Absolutely no electronic devices are permitted.**

Jewelry

Because jewelry may be easily damaged and sometimes may be hazardous during active play, we ask that children leave all jewelry at home. Teaching World is not responsible for jewelry that your child is wearing or brings from home.

Health and Safety

Illness

Teaching World is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness, or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with.

If your child is unable to participate in normal daily activities, including outside play, then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up **within one hour (60 minutes)**. If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness), or after they have received the second dose of an antibiotic, if applicable. Please be advised, a doctor's release stating the type of illness and that your child is no longer contagious may be required upon returning to daycare. If you are unsure whether or not to bring your child to care, please contact our director, as the decision will be left to her discretion. *Please note: allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.*

Children may not remain at daycare if any of the following symptoms are present:

- Temporal temperature of 100 degrees or higher. A child needs to be fever free for a minimum of 24 hours before returning to daycare, without the aid of Tylenol®, or any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Conjunctivitis or Pink Eyes: Children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return to daycare after 24 hours of successful antibiotic therapy, a doctor's release, or with a written notice from the doctor saying the child is not contagious.
- Diarrhea: runny, watery, bloody stools. (3 or more loose stools within last two hours).
- Vomiting: 2 or more times in a 24 hour period. *Note: please do not bring your child if they have vomited in the night.*
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears, associated with a fever, or cough.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Lice/Hair Infestation: Children may return to daycare after receiving specified shampoo treatment and all signs of eggs are gone.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of other children in our care.

We ask you to help us track and control the spread of infections by notifying us if your child becomes infected with a contagious disease or infection of any type. In certain cases, a notice stating symptoms, treatment, and requirements for returning to daycare will be given to parents when a child in the group has become ill. The name of the sick child will NOT be given.

Medications:

We know that many children need to continue medication even after they are well enough to return to daycare; however, in order for us to give the children medicine at daycare, the following guidelines **must be followed:**

- Prescribed medicine must be in the original container labeled by a pharmacist with the child's name, name of medication, expiration date, dosage, instructions for administration, and date of prescription.
- Parents must give consent by completing the "Medication Information" section of enrollment form.
- Teaching World will not administer medication that is expired.
- All unclaimed medication will be disposed of after 5 consecutive days of non-use.

Immunizations

Teaching World requires all children enrolled be fully immunized. We do not offer waivers. Immunizations must be on file 48 hours before the child attends.

Toilet Training

When you feel your child is ready for toilet training, we ask that you begin this teaching at home, during a weekend or vacation. We will work in conjunction with you, but not for you. When a child is ready, the process should go pretty quickly. Should you decide to discontinue potty training at home, please let us know.

During toilet training, we ask that children be dressed in "user friendly" clothing, as much as possible, such as shorts and pants with elastic waists. Try to avoid tight clothing, pants with snaps and zippers, and overalls.

Teaching World General Rules

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the center with food, cups or bottles. Respectful treatment of people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all.

Children are not permitted to unlock any doors or gates, unless directly advised by a staff member.

We maintain an open-door policy for parents during daycare hours. Parents are always welcome to call or drop in to see their children. We would appreciate consideration of our schedule when dropping in or calling. If you call during the day, please be aware that we may not be able to answer the phone. Please feel free to leave a message, so we can return your call as soon as possible. Voicemail is checked often, throughout the day.

No smoking is permitted on the premises; this included parents and staff.

Activities/Curriculum

Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, and puzzles are just some of the activities we will be doing.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during arts and crafts or meal times, or other hands on activities.

Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and firmness. We stress two main patterns of behavior: respect for other people and respect for property. Children are explained the rules of the center frequently, so they are familiar with the guidelines. Please keep in mind, there WILL be disagreements between children. Young children have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. We will try to prevent problems, redirect when appropriate, discuss inappropriate behavior, encourage making amends when offense involves another person, and sometimes withdraw privileges based on the principle of "natural consequences". The use of time outs will be rare except when a brief cooling off period is needed.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with you. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for other children. If the problem continues, other arrangements for care of the child will have to be made, for the safety and well being of all.

Nap/Quiet Time

We have a designated nap/quiet time daily from 12:30-2:30pm. ALL children must nap or rest during this time. This time gives children a much needed break during the day. For children who no longer nap, a G-rated movie is shown and they are required to remain on their cot. Should your child prefer to have a "comfort" item, please send it with them daily.

Meals

We do not participate in any USDA Food Programs; therefore parents are responsible for providing all snacks and meals while in our care. All children staying the entire day will need two snacks and a lunch. **All snacks and lunches are to be ready to eat and contained in a lunch box with an ice pack. Please do not send candy of any type in your child's lunch box. We do not reheat or refrigerate student food.**

Parents wanting to send "hot food" can do so by preheating the entrée and utilizing insulated food container.

All children are to be sent with a leak proof, reusable sport bottle, filled with water, and labeled with the child's name daily. **Please do not send red juice or soda as they will not be served.**

Revisions to Handbook

We reserve the right to make changes in policies and rates as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

Acknowledgement and Receipt of Parent Handbook

I acknowledge that I received a copy of Teaching World's Parent Handbook, which contains important information about the daycare center and its policies. I understand that this parent handbook is not intended to cover every situation that may arise, but is a general guide to the center's policies.

I understand that it is my responsibility to familiarize myself with the materials, and that I agree with the provisions and any other policies or rules of the center.

I understand and acknowledge that the center may change, add to or delete any policies or provisions in the Parent Handbook from time to time, in its sole discretion, with or without prior notice. I also understand that Teaching World may make exceptions to interpret, depart from and apply the provisions in this handbook as it sees fit, in its sole judgment and discretion.

I further understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Child's/Children's Name

Parent's/Guardian's Signature

Date