

Precious Angels 1 LLC Early Learning Center

Parent Handbook

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As a Precious Angels 1 parent/guardian, I will adhere to the policies and procedures that are outlined in this handbook.

\_\_\_\_\_ (Parent/Guardian Signature)      \_\_\_\_\_ (Date)

**Emergency Closing Information**

**Emergency Closing:**

Please be aware that we will be closed or have a delay opening due to inclement weather based on the safety of the roads. We will put the safety of the children first. Most importantly please note that we will definitely be closed if a state of emergency is declared. Please call the center for emergency closing or delays as early as 5: 30 am.

**PLEASE NOTE:**

If snow begins falling during the school day with accumulation on sidewalks and streets, parents are requested to pick up their child(ren) as soon as possible so staff may also leave before roads become too hazardous and children will be cared for until parents or emergency contacts arrive.

**Our Philosophy**

Precious Angels 1 believes that a child's early years of development are important. Children develop and learn through play in a safe, secure, and nurturing environment. We know that each child has an individual style of learning and we will foster their individuality by building their knowledge of learning through implementing age appropriate activities that are fun filled and educational. Self-esteem and self-reliance skills are an important aspect in early childhood and we will emphasize it throughout our program.

Since children learn through play and discovery, Precious Angels 1 will provide materials that will promote creativity and stimulate the child's imagination and learning. We know that language development is also an important aspect for the growth and development of early learners. Precious Angels 1 teachers will ask students open ended questions and promote conversations to foster our early learners' growth and language development.

At Precious Angels 1 we will implement age appropriate that will fosters students' cognitive development and independence in the following areas: Language and Literacy, Social Relations, Initiative, Music and movement, Mathematics, Science, Social Studies and Creativity.

Finally, we do believe that it does take a village to raise a child; therefore parents' participation is very important. "Education is a social process; Education is growth; Education is not a preparation for life but is life itself." John Dewey

## **Operating Policies**

1. A registration fee of \$75.00 is required to accompany completed enrollment forms. This fee is nonrefundable.
2. Tuition may be paid by check or cash by the 1st day of the week. Please place your tuition in the Tuition Box. There will be a \$40.00 charge for returned checks. A late fee of \$75.00 per child will be charged if the tuition balance is more than 2 weeks.
3. NO tuition refunds, allowances, or makeup days will be granted for any absence, including vacation. You may not substitute any days for days that your child is absent or when the center is closed for holidays, vacation or inclement weather. Tuition will be half price if center is closed more than the full week (3 days or more), your child is sick for the whole week (doctors note needed). If you're planning on going on vacation for more than a week your tuition is free for that week only, more than a week vacation the following weeks are half the tuition rate.
4. A medical examination is required for enrollment.
5. All medications, antihistamines or allergy medications and cough suppressants will be administered by the staff only when instructed by the parents and only when the medication form is filled out completely. No fever medication will be administered; children may not attend school with a fever. Please refer to our illness policy.
6. Parents are to provide lunch and anything that the child needs to eat lunch.
7. Parents must provide their cot sheet and cot blanket for naptime. All items must be labeled.
8. Please provide a change of weather appropriate clothes in a labeled plastic bag for emergency use. If your child does not have changing clothes, your child must be picked up.
9. Precious Angels 1 reserves the right to terminate any enrollment if the child or parent becomes a discipline problem. The staff will try to work out any problems with a child or parent, if the problem persists 30 days, the child will be asked to leave. No tuition monies will be refunded.
10. If you are participating in any child care subsidized programs, you are ultimately responsible for any and all fees incurred. (e.g Urban League, Program for Parents).
11. If your child creates damage to either our building or its content, exceeding \$25.00, you will be subsequently billed for the repairs.
13. Precious Angels 1 reserves the right to not accept any child for any reason.

## **Medication Dispensing Policy**

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to Precious Angels 1, and again when returning home and/or at bedtime. The parent/guardian is encouraged to

discuss this possibility with the child's health care provider.

2. The first dose of any medication should always be given at home and with sufficient time before the child returns to Precious Angels 1 to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to Precious Angels 1. This is for the protection of the child who is ill as well as the other children in Precious Angels 1.

3. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. "Permission to Give Medication in Child Care" form must be completed before any medication will be given at Precious Angels 1.

4. "As needed" medications may be given only when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.

5. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in childcare.
- Over the counter medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
- Any Over the Counter medication without instructions for administration specific to the age of the child receiving the medication must have a completed Permission form from the health care provider prior to being given in the childcare center.

7. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

8. For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

9. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

10. Records of all medication given to a child are completed in ink and are signed by the staff

designated to give the medication. These records are maintained in the Center.

11. Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

12. Confidentiality related to medications and the Center Director and staff will safeguard their administration. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

13. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

14. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

15. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy and will follow them to safeguard the health and safety of their child.

## **Our Curriculum**

At Precious Angels 1 we offered an Age Appropriate Curriculum for our students, ages 6wks to 6 years old. We will follow a curriculum that will support our active learners. We believe that each child's learning should be a "hands and minds on" approach. Our Curriculum is based on the views of John Dewey, Jean Piaget and Eric Erikson. Our curriculum also fosters a partnership with our parents. Through our curriculum we will implement home and school connection, which involves the parents. Each parent will see a bulletin board by the front with themes, lesson plans or interests we are studying. Finally, your child's progress will be shared daily, as each child will be receiving a daily report from their teacher.

## **Daily Checklist**

### Lunch

We can reheat items that you send for lunch. However, we CANNOT prepare lunches at our facility, PLEASE ensure that the meal is prepared and ready for reheating.

### Baby Bottles

All Baby bottles need to be labels with child's name, today's date and indicate if it is Breast Milk or Formula.

**THIS NEED TO BE DONE ON A DAILY BASIS.**

### Extra Clothing

Your child should have changing clothes in their cubby. Please send them with weather appropriate change of clothing that can stay at school in their cubby in case we need to change their clothes. However, if changing clothes are not provided and your child needs to change their clothes, especially in a case of emergency, you are required to pick them up.

### Sippy Cup

Please provide your child with a few sippy cups. We will send their sippy cup home daily to be washed.

### Diapers/Pullups/Ointment

We can store diapers if you want to bring a "sleeve" from bulk buys of diapers. Please bring a container for wipes with initial supply. Ointment (if needed) with child's name.

### Bedding

Per Department of Youth and Family Services each child needs something to sleep on and to cover them with. Each child will be taking their nap on a cot/mat. Every sheet and blanket must be taken home on Fridays to be washed and must be returned on Mondays.

**~PLEASE MAKE SURE THAT ALL YOUR CHILD'S ITEMS ARE LABELED WITH THEIR NAME~**

### **Our Discipline Procedure**

At Precious Angels 1, we believe in teaching our students to use words instead of hands by allowing students to solve their problems. Therefore we shall maintain the following philosophy of discipline. Our methods of guidance and discipline used shall be positive, consistent with the developmental needs of the children and applied with the full knowledge and understanding of the parents.

When a situation occurs, the staff will follow this procedure:

- 1). Staff will calmly approach the situation
- 2). Staff will allow students to discuss what happened
- 3). Staff will reinstate the problem

- 4). Staff will allow student(s) to express their emotions
- 5). Staff will come up with a solution with the help of the student(s)
- 6). Staff will recheck with student(s) to make sure solution is resolved  
Student is okay.

There shall be no use of hitting, corporal punishment, aggressive language, ridicule, or harsh, humiliating or frightening treatment or another kind of child abuse/neglect/or exploitation. Discipline shall not be associated to children in regard to rest, toilet training, and food. Children shall not be isolated without supervision. Discipline shall not be associated with the withholding of emotional response or stimulation and shall not require the child to remain silent for long periods of time. In case of extreme or recurrent discipline problems, the application of a child shall be reevaluated.

### **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, he/she should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and you will be called to take him/her home.

#### Symptoms Include:

Severe pain or discomfort, acute diarrhea, episode of acute vomiting ,elevated temperature of 101.5 degree Fahrenheit, sore throat or severe coughing, yellow eyes or jaundice skin, red eyes with discharge ,infected & untreated skin patches, difficult or rapid breathing, skin lesions that are weeping or bleeding ,swollen joints, visibly enlarged lymph nodes ,stiff neck, blood in urine. Once the child is symptom free for 24 hours, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or other, he/she may return to the center.

### **Table of Excludable Communicable Diseases**

A child who contracts any of the following disease MAY NOT return to the center without a physician's note stating that the child's present no risk to himself/herself or others:

Respiratory Illness	Gastrointestinal Illness	Contact Illness
Chicken Pox**	Giardia	Lambliia*
German Measles	Hepatitis A*	Lice
Hemophilus	Influenza*	Salmonella*
Measles*	Shigella*	Scabies
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

\*Reportable diseases that will be reported to the health department by the center.

\*\*NOTE: If your child has chicken pox, a doctor's note is required for readmitting the child to the center.

\*\*\*If your child is exposed to any excludable disease at the center, you will be notified in writing.



## **ILLNESSES POLICY:**

The problem of communicable disease is prevalent in every group and Precious Angels 1 is no exception. Parents **must** make other arrangements for the care of their children when they show symptoms of any deviation from normal health. If a child becomes ill at Precious Angels 1, the director or teacher will immediately notify the parents/guardians or emergency contacts. The child will be kept separated from the group until taken home.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 101.5 degrees or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting on three or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.

Parents shall be advised to **make alternate plans** for care in the event that the child becomes ill and is not able to attend the center. We are looking out for all the children's well-being at the center.

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

In case of injury or accident, in which 911 is not needed, but immediate professional care is required; the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Precious Angels 1 staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance. Children in the center are required to have a yearly physical examination. This must be included in our health records. Please inform our center when this examination takes place.

## **Late Pick Up Procedure**

This procedure is to be followed by staff members if the parent or person authorized by the parent fails to pick up a child at the time of the center's closing.

- 1). Parents will be charged \$1.00 for every minute they are late.
- 2). Money owed must be paid at the time of lateness or 1 day after.
- 3). An hour after closing time, if the parent(s)/guardians or pick up person have not arrived and cannot be located, no other arrangements for the child can be made; and emergency contacts cannot be located DYFS will be called.

\*\*\*If parent is consistently late picking up their child, the director will take corrective measures.

## **Policy on the Release of Children**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a noncustodial parent has been denied access, or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1). The child is supervised at all times;
- 2). Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3). An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

## **Schedule of Expulsion**

After certain measure and actions were taken to solve the problem(s), the child's parent/guardian will be advised verbally and in writing about the child's or parent(s) behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

\*The parent/guardian will be informed regarding the length of the expulsion period.

\*The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

\*The parent/guardian will be given a specific expulsion date that follows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

\*Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A Child will not be expelled If a child's parent(s)

\*Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (18776679845)

\*Reported abuse or neglect occurring at the center (18002156853) or (18007928610) after 5 pm.

\*Questioned the center regarding policies and procedures.

## **Pictures**

At Precious Angels 1 your child's picture will be taken and posted in your child's classroom and in the center to promote positive self-esteem and self-worth. In addition, teachers will also take your child's picture to display the different activities they are engaged in and for classroom displays. If you have any concerns regarding your child's picture be taken or posted throughout the center, please notify us in writing and we will ensure that your child's picture is not taken.

## **Classroom Birthday Parties**

If you wish to celebrate your child's birthday party, we ask that the celebration begins after naptime (3:00PM). If your child is in the Infant Classroom then the party can begin at any time. Your child may bring in any items, food or party goods.

### **Holiday Parties**

Our center will be celebrating the following parties and we will be asking for classroom donations: Halloween, Thanksgiving Gathering, Winter Holiday Party, Valentine's Day, St Patrick's Day and Easter Party. We also will be celebrating Mother's Day and Father's Day.

### **Daily Reports**

Every day your child's teacher will be sending home a daily report of what your child did. The daily report may also include any items your child may need. It is your responsibility to take your child's daily reports and read them. If your child needs an item please bring in that item the next day.

### **WITHDRAWAL FROM OUR PROGRAM**

Fourteen (14) days written notice must be given for withdrawing a child from Precious Angels 1. When a child is withdrawn with less than 14 days written notice, an additional charge of two weeks of full time or part time care, beyond the notified withdrawal date, will be added to your account.