



Parent Handbook

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PARENT HANDBOOK ACKNOWLEDGEMENT

A Child's Place parent handbook is used to outline the expectations, policies and procedure of the school that all families must understand and comply with. You have received this handbook as a partner in your child's development at A Child's Place. After reviewing this document, the consent form on the last page must be completed and handed back to administration. This consent form states that you understand and adhere to all expectations, policies and procedures of this learning environment. This handbook will be updated from time to time, and the most up to date copy will be made available to you. Thank you for being a part of A Child's Place Family.

WHO ARE WE?!

WELCOME TO A CHILD'S PLACE: WHERE LOVE AND LEARNING COME TOGETHER

MISSION STATEMENT

At A Child's Place we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we as a school are able to create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences and hands-on learning activities, our student's development and growth occurs every second of every day. It is our belief that your most important asset is your child. A Child's Place desires that all children feel safe, secure, loved, and consider us their home away from home!

OUR VALUES

A Child's Place envisions children developing a positive attitude towards learning, responsibility, and self-esteem. To do this we want to cooperate with and reinforce the educational efforts of the home.

Our values consist of the following but are not limited to:

Learning – We encourage and promote diversity and inclusion. We serve with compassionate hearts to support growth and development at all stages. With the intention of your child feeling we are their home away from home.

Integrity – We strive to speak with truthfulness and sincerity, acting with honesty, fairness, and behave professionally with all of our families.

Commitment – We are committed to the educational development of our children and ourselves. While striving to make a difference every day. We want continuous learning and process improvement is always a priority. As we strive to make an impact through our passion and hard work.

Fun – We believe fun should be part of everything that we do

OUR GOALS

A Child's Place goals provide us a path to our desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

1. To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from, but also enjoy.
2. To provide a flexible, calm and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged and expectations are clear for all students.
4. To meet the physical, emotional and social need of our students.
5. To provide an atmosphere of respect for self and one another.
6. To provide opportunities of cooperative play.
7. To create a happy, warm and exciting environment that is inviting, comfortable, and manageable for the children.

8. To support a caring staff who show genuine respect, love and encouragement for the children.
9. To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
10. To ensure the safety and welfare of all children.

DESCRIPTION OF AGE GROUPS

INFANTS

This age group begins at 6 weeks to 12 months old.

In the infant classroom, we follow a wonderful daily flow. No matter what your baby's individual sleeping and eating schedule is, we always come together to make wonderful memories. Their activities will guide them with singing, reading, moving, and creating using educational toys and concepts. In our program babies feel safe, secure, and happy. Our warm and caring teachers build a bond and develop trust with your baby.

WODDLERS

This age group begins at 12 months to 24 months old.

In the woddler classroom, we explore anything and everything we possibly can. Our little one's love wondering around the classroom learning through their senses. Our woddlers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime and the most important and fun time of the day, PLAYTIME! In this environment our interactive curriculum goes beyond child care to inspire growth and development. We channel their energy into positive learning experiences using activities in language/literacy, math, science, and creative arts.

TODDLERS

This age group begins at 24 months old to 36 months old.

Our toddlers love to dance, sing and play. We inspire them to explore the world around them and learn something from everything. Socialization is very important to our toddlers as they begin to share, use their manners and learn to take turns. In this age group we begin to count numbers and have letter recognition. We enjoy singing our daily songs to teach us about the day of the week, the month and the year. We love diving into our art projects and seeing what we can create with an abundance of materials. Getting outside and playing on the playground is a part of our everyday schedule. In this setting we offer opportunities that foster learning, exploration and movement that respond to your child's needs and feelings.

PRESCHOOL

This age group starts at 3 years old to 4 years old

In this age group we focus on our social emotional growth and explore who we are as beautiful, unique individuals. We learn how to work together and how to conquer objectives by ourselves. We engage and nurture your child by providing a balance of freedom and instruction. Their activities are designed to create enthusiasm for learning, teaching them the fundamentals in education including letters, numbers, colors, and shapes.

PRE-KINDERGARTEN

This age group starts at 4 years old to 5 years old

Our Pre-K program creates an interactive learning community where your child will build skills imperative to their success in kindergarten. With our curriculum, following Kentucky Early Childhood Educational Standards, your child will develop into independent thinkers and problem solvers.

KINDERGARTEN & SCHOOL AGE

This age group starts at 5 years old to 9 years old

Fun, exciting, and educational moments await your child with opportunities for team building, physical activity, and academic success. Our skilled teachers provide educational activities and assistance with homework daily.

OUR CURRICULUM

A Child's Place curriculum aligns with the Kentucky Early Childhood Standards in helping to prepare children for kindergarten. Our curriculum is structured around key elements of development to ensure the growth of the whole child. We focus not only on cognitive development, but social, emotional, and physical development as well. Areas of academic importance include: early learning skills in literacy, math, art, and science. Which promote age appropriate educational activities throughout our program. Our curriculum emphasizes safety, provides consistency and a predictable routine, includes open-ended activities, promotes multisensory experiences, and invites exploration and discovery.

In addition to our curriculum, A Child's Place works with families on meeting children's individual goals and to follow and implement IFSP and IEP goals. Children enrolled in programs such as First Steps, or children with an IEP are encouraged to have third party participation within the center.

STARS

A Child's Place participates in the Kentucky ALL STARS program. Which is a quality-based graduated early childhood rating system for licensed child-care centers and certified family child-care homes. A Child's Place is currently rated a level 3 ALL STARS!

TUITION AND FEES

ENROLLMENT FEES

- A one time enrollment fee of \$50.00 per child due at time of enrollment. This will hold your child's spot for up to two weeks.
- Non refundable deposit equal to 1 week tuition is due upon enrollment. Which may be used for your last weeks tuition upon withdraw from the program considering there is no remaining balance at that time.
- A one time fee of \$10.00 per child due upon enrollment for a nap sack fee. This will include a sheet and bag for your child's nap time materials.

TUITION DUE DATES / LATE FEES

Tuition is due on Mondays of each week.

Late fee of \$25.00 for any late tuition and then \$5.00 per day till paid

If tuition goes past two weeks of non payment, further action may be taken by the Director, which may include unenrollment from the center.

All tuition is still required for any missed days due to illness, vacation, snow days, in-service days, holiday's, etc. Unless a child has vacation time they have earned (please see vacation policy).

FEES PER AGE GROUP

Infants (6 weeks – 12 months)	\$205.00 per week
Woddlers (12 months – 24 months)	\$205.00 per week
Toddlers (24 months – 36 months)	\$205.00 per week
Preschool (3 years – 4 years)	\$190.00 per week
Pre-K (4 years – 5 years)	\$190.00 per week

Children 3 years and Older whom are not fully potty trained \$205.00 per week

Kindergarten / School Age (5 years – 9 years) \$125.00 per week before/after school

PLEASE NOTE: Any day that students are out of school, and they are in attendance full day, there will be an additional cost of \$6.00 per day

Kindergarten / School Age (5 Years – 9 years) \$155.00 per week for full day

SUMMER FEES

Our summer program is a more relaxed, upbeat, fun experience for all children. A Child's Place plans many fun activities for the children during the summer to keep them engaged. These activities vary from inflatable water slides, to kona ice and pizza parties! There will be a monthly summer activity fee for all age groups Toddlers to School Age. Parents will be notified before the beginning of summer of the cost. Summer fees are in addition to your weekly tuition and are divided into three payments for June, July, and August.

EVALUATION OF TUITION RATES

Changes in tuition prices are subject to change as needed to keep up with cost of running day to day operations at A Child's Place.

METHODS OF PAYMENT

- Cash

- Money Order
- Checks
- Debit / Credit (Visa / Mater card) Note: There is a 3% fee per transaction
- Automatic payment (checking account / debit card) Note: There is a 3% fee per transaction

RETURN CHECK / CARD DECLINE POLICY

All returned checks and credit card declines will be charged a \$30.00 return fee and will not be ran back through for a second time. Upon receipt of a returned check, A Child's Place will notify you immediately and request that the payment be made in full plus the \$30.00 fee, with cash or money order within 2 days of notification.

NOTE: If more than one check is returned or card declined then you will be asked to make all future payments by cash or money order

CHILD CARE ASSISTANCE

The Child Care Assistance Program (CCAP) provides support to help low income families pay for child care so they can work. A few things you should know if you receive CCAP:

- Before enrollment A Child's Place must have a copy of either your CCAP approval letter or your CCAP contract
- Without either of these, families will be responsible for the full tuition rate until received
- Parents are responsible for any parent copays or overages associated with their contract
- CCAP only allows children to miss up to 5 days per month. Any days over the allowed 5, parents will be responsible for those full day payments
- It is the responsibility of the parents to check your CCAP contracts often for expiration dates. If contracts lapse, parents will be responsible for full tuition payments
- All parents must sign the daily attendance record sheet located on the front counter. Please write times of drop off and pick up and initial under each. By Friday, please sign full legible signature.

VACATION POLICY

Once children are enrolled for six months, they will earn one week vacation time, per year. Vacation days can be used for any of our set holidays, in-service days, snow days, or any time your child is sick or on vacation. When using vacation time, children may not be in attendance.

Children will earn 5 vacation days per year, on the anniversary date of your child's enrollment at A Child's Place.

These days are to be used at your convenience, however, we do ask that you check with the director first to make sure you have days to use and give us one week's notice when using them. Vacation days do not carry over from year to year, if not used by your child's enrollment date, then you will loose what you have and then earn 5 more days.

HOURS OF OPERATION

Monday thru Friday 6:30 a.m. – 6:00 p.m.

Drop Off Times:

A Child's Place teaches a preschool program that has a structured schedule in each classroom. Therefore, we must require all children to be dropped off by 10:00 a.m. each day. Those who arrive after 10:00 a.m. will be asked to make other arrangements for the day. Please note that if your child has a Doctor appointment and will be arriving after the cut off time, you must call and inform the office staff in advance and bring a doctor note upon arrival.

Pick Up Times:

A Child's Place ask all parents/families to be prompt when picking up children. Pick up may occur any time throughout the day but is required by 6:00 p.m. Staff is only hired up to closing hours.

A late pick-up fee of \$10.00 for every 5 minutes late, per child, after 6:00 p.m. This fee must be paid no later than the following day at drop off.

Consistent lateness may result in termination of enrollment

2025 CALENDAR

A Child's Place will be closed on the following dates:

January 1, 2025 (Wednesday) New Years Day
May 26, 2025 (Monday) Memorial Day
July 4, 2025 (Friday) Independence Day
September 1, 2025 (Monday) Labor Day
November 27, 2025 (Thursday) Thanksgiving Day
November 28, 2025 (Friday) Day after Thanksgiving
December 24, 2025 (Wednesday) Christmas Eve
December 25, 2025 (Thursday) Christmas Day

Staff In-Service Day:

A Child's Place reserve the right to close other days as training is needed for staff. Parents will be notified of these dates as they arise, two weeks to one month in advance.

Snow Days or Other Emergency Closings:

A Child's Place does NOT follow Jessamine County public school schedule for weather closings. All efforts will be made to stay open. A Child's Place takes into consideration the safety of children and families, as well as our staff and their travels. In the event the center is

unable to open or will be delayed in opening, we will announce this on LEX 18, post it on our center facebook page, and will send out a message through our procare parent portal.

Special Note:

All tuition is due as usual for all the above scheduled closing dates, as well as in-service days, snow days, or other emergency closings. Tuition ensures your child's spot within our school.

ADMISSIONS

ENROLLMENT REQUIRMENTS

To enroll your child at A Child's Place your child must be between ages of 6 weeks old to 9 years old.

REGISTRATION DOCUMENTS

The following forms must be completed to reserve your child's spot at A Child's Place

- ☐ Enrollment Forms / Folder filled out in its entirety
- ☐ Household Income Application for CACFP
- ☐ Enrollment Fee
- ☐ First week tuition
- ☐ Nap sack fee
- ☐ CCAP contract (if applicable)
- ☐ Food modification form (if applicable)
- ☐ Immunization Record (printed on KY certificate)
- ☐ Any documents pertinent to your child's welfare (custody papers, court orders, doctor orders, etc)

UPDATING FORMS FOR YOUR CHILD'S FILE

A Child's Place requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility to ensure all school forms are current and updated. Administration has the right to not allow the student into the school if any forms are missing from their file.

IMMUIZATION RECORD

All children are required to have on file an official KENTUCKY IMMUNIZATION CERTIFICATE. This certificate is required by the Department of Health, and the

Licensing Department and is due within 30 days upon enrollment. All certificates are to be kept up to date and as they expire, parents are responsible for bringing in an updated copy. Children without an updated immunization record will not be allowed to attend until received.

WITHDRAWING FROM A CHILD'S PLACE

Families who choose to withdraw from A Child's Place, for any reason, are required to give a two week written notice. During these two weeks, tuition fees are still due as normal, rather services are used or not. If your child just stops attending A Child's Place, your account will still be billed for the weekly tuition until notice is given. All families will be responsible for their account balance to be paid in full upon leaving.

Withdraw forms are located at the front counter. Please complete all information, as this gives us ideas on how we can improve our program.

DISCHARGE POLICY

A Child's Place has the right to terminate a child's enrollment under specific circumstances. These include any child who after many attempts does not progress in their behavior and whose behavior is affecting the large group as a whole. This also includes any child whose needs cannot be met by the school's philosophies. Many attempts will be made prior to help the child thrive in our environment. These include observation notes, therapy referrals and tactics to be used at home and onsite at the school.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes, with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed on by all parties including staff, parents and administration. Behavior therapist and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

ARRIVAL AND DEPARTURE

ARRIVAL PROCEDURE

As parents arrive to the center with their children, please clock them in on the Kiosk located on the front red counter. CCAP parents will need to also sign them in on the DCC-94E attendance record also located on the red counter, and initial next to each time and sign full signature on Friday's.

After signing children in, parents may then proceed to take their child to their classrooms. Please discuss with your child's teacher any important information that the staff need to know about the child.

All children are to arrive daily before 10:00 A.M.

DEPARTURE PROCEDURE

Parents are to clock children out on the Kiosk and CCAP attendance record (if applicable). Parents may go to their child's classroom to pick up children. Please remember to take all items that need to go home from your child's cubby.

PARKING

Please park in the designated parking spots in the front or to the side of the building. Parking is prohibited along the yellow curb, and vehicles may be towed at the owners expense. This blocks traffic from being able to get through.

PICK UP AUTHORIZATION

For safety of the child, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick up must be received prior to pick-up time.

Pick Up Authorization Process:

- Parents/guardians must inform A Child's Place (call, leave a note at drop off) of the name of the person who is picking up their child on any day when they themselves are not.
- The "Authorized Pick-Up Person" **must be at least 18 years old** and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

FOOD / MEALS

A Child's Place participates in the child and adult care food program, which offers children healthy and nutritious breakfast, lunch, and afternoon snack daily. Since all meals are provided, A Child's Place ask that children NOT bring outside food. If your child is unable to eat certain foods due to allergies, you must have a written order from your child's physician which includes alternative items. These alternative items will then be given to the child instead. Weekly menus are posted in the front foyer

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Each enrollment packet has a form for Household Income Application, this must be filled out by each family regardless of household income. If more than one child, families may put all children on one form. This is required by CACFP for each child.

USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American sign language, etc.) should contact the responsible agency or USDA's TARGET center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA

Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: (1) mail; U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202)690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

MEALTIMES

Breakfast 6:30 – 8:30 (depending on school age buses) Please have children here before 8:30 a.m. if you would like them to have breakfast

Lunch 10:40 – 11:20

Snack 2:00 – 3:30 (depending on school age buses)

WATER AND MEALTIME FLUIDS

Drinking water is freely available to all children at A Child's Place, at all times. The water is supplied from water fountains

A Child's Place will provide milk to the students for breakfast and lunch. Water/Milk/100% Juice will be served with snack.

CHILDREN WITH SPECIAL DIETS

If a student has allergy or dietary restrictions, please inform the school immediately.

Parents/guardians must notify administration in writing and this is kept in the child's file. This information is also posted in the child's classroom for all to be aware.

Depending on the seriousness of the allergy and form of ramification used, parents may be asked to complete a Food Allergy Information form.

GENERAL SCHOOL POLICIES

ITEMS TO BRING TO SCHOOL

Your child must have the following on their first day of school

- ☐ Pair of closed toed shoes
- ☐ Extra set of clothes brought in a Ziplock bag labeled with child's name
- ☐ A blanket for nap time
- ☐ A soft toy if desired for nap time
- ☐ Proper outdoor wear (jackets if needed)
 - o Please Note: Classes go outside EVERY day, even during the winter (unless there is a weather advisory)
- ☐ Diaper and wipes if required
- ☐ Pacifier if needed

OPEN DOOR POLICY

A Child's Place encourages parents to become involved in their children's education at our preschool. Various activities are organized throughout the year to encourage parental involvement, which provide enjoyable social opportunities for parents, children, staff, and community. Parental participation and support of the program are vital to cultivating our success as a quality preschool.

Parents are welcome in their children's classrooms to visit, read stories, help with activities and be involved with their teachers. We hope that your involvement with A Child's Place proves to be an enjoyable, beneficial experience.

SOCIAL MEDIA

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other Communication Apps.

Upon enrolling a child into the center, all parents or guardians must complete the social media consent form. This form is used as an approval on allowing a parent or guardians child to be seen on our social media platforms.

CONFIDENTIALITY

Childcare programs maintain **confidentiality** on a “need to know” basis. This information is shared only when it is necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian or individual.

DISCIPLINARY POLICY

A Child’s Place uses praise and positive reinforcement as effective methods of behavior management. When children receive positive feedback, they develop problem solving abilities, self-discipline strategies, and a stronger sense of self love. Based on this belief, the school uses a positive approach to discipline.

WHAT WE DO!

- ☐ Communicate to children using positive statements.
- ☐ Communicate with children on their level.
- ☐ Talk with children in a calm quiet manner.
- ☐ Explain unacceptable behavior to children. “ Give attention to children for positive behavior.
- ☐ Praise and encourage the children. “ Reason with and set limits for the children.
- ☐ Apply rules consistently.
- ☐ Model appropriate behavior.
- ☐ Set up the classroom environment to prevent problems.
- ☐ Provide alternatives and redirect children to acceptable activity.
- ☐ Give children opportunities to make choices and solve problems.
- ☐ Help children talk out problems and think of solutions.
- ☐ Listen to children and respect the children’s needs, desires and feelings.
- ☐ Provide appropriate words to help solve conflicts.
- ☐ Use storybooks and discussion to work through common conflicts.

WHAT WE DO NOT DO!

- ☐ Inflict corporal punishment in any manner upon a child which includes any physical force to the body.
- ☐ Use any strategy that hurts, shames, or belittles a child.
- ☐ Use any strategy that threatens, intimidates, or forces a child.
- ☐ Use food as a form of reward or punishment.
- ☐ Use or withhold physical activity as a punishment.
- ☐ Shame or punish a child if a bathroom accident occurs.
- ☐ Embarrass any child in front of others.
- ☐ Compare children.
- ☐ Place children in a locked and/or dark room.
- ☐ Leave any child alone, unattended or without supervision.
- ☐ Allow discipline of a child by other children.
- ☐ Criticize, make fun of, or otherwise belittle a child’s parents, families, or ethnic groups.

WHAT WE DO WHEN PROBLEMS OCCUR

When a more serious or consistent disciplinary policy occurs, a conference will be scheduled with the teachers of the classroom and the students' parents. Observations, accident reports and other important documentation relating to the events will be presented and used as evidence.

A Child's Place reserves the right to dismiss a child from the center for any of the following reasons:

- If the child's behavior disrupts the normal function of the classroom
- If the child poses a threat to self, staff, or another child
- If the child (or parent) continues to act against center policies
- If the child (or parent) uses abusive language or threatens other children or staff
- If the parent is not willing to work with staff concerning the child's behavior
- If the center can no longer meet the needs of the child or parent

BITING

Biting is a behavior that is often unexpected and one that can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times it is a temporary behavior and one that is seen between the ages of 11 and 24 months old. Toddler's bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive and lack strong self-control and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly and can be shocking to observe. Our primary concern at A Child's Place is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as educators to handle these tough situations in positive, constructive and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve this issue immediately. The school will encourage the children to "use their words" if they become angry or frustrated. **The staff members will maintain a close and constant supervision of the children at all times.**

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. **For every bite incident, two actions will occur**

- 1. Parents will be contacted with a phone call.**
- 2. An accident report will be completed and signed by the parent/guardian at pick up for the child who bit, and the child who was bitten.**

If the biting becomes excessive and the school's techniques have been exhausted, A Child's Place has the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this point. These measures are outlined as follows:

Procedure Employees will follow if Biting Occurs:

We do not use techniques to alarm, hurt, or frighten children. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
3. An accident report form is filled out documenting the incident for both children involved.
4. Parents/guardians will sign the form at pickup
5. This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.

For the child that bit:

1. The teacher will firmly tell the child “NO! DO NOT BITE!”
2. The child will be brought to an area of the classroom where they can talk with the teacher.
3. Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
4. An accident report form is filled out documenting the incident for both children involved.
5. Parents/guardians will sign the form at pickup
6. This form is stored in the child’s file. Parents/Guardians can receive a copy of the form if asked.

Procedure if Biting Continues:

1. The child will be shadowed to help prevent any biting incidents. This includes the teacher staying close by the child at all times and holding the child’s hand in moments where there is free play, outside time, high energy activities, or times where the child bite in the past.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.)
3. The director and administrative staff will also observe the child if the classroom staff is unable to determine the cause.
4. The child will be given positive attention and approval for positive behavior.
5. The teachers will also support the learning of appropriate behaviors with books, puppet shows, and modeling interactive games and activities.

Procedure if biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period, a conference will be held with the parents to discuss the child’s behavior and how the behavior may be modified.
2. An action plan will be created by administration, the teachers and the parents in which will be followed immediately in the classroom. This action plan can consist of shadowing

and mirror techniques, half day exposure to school, or an agreed upon disciplinary approach.

3. At the end of the one-week action plan, if the child has 2 incidents of biting, suspension or discharge from the program will be decided by the administrator if they feel the behavior is disrupting the classroom, cannot be controlled and harming others.
4. Recommendations for therapy, alternative schooling and other ideas will be provided to the parents.

Please note, A Child's Place will do its best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the teachers may have exhausted all resources.

POTTY TRAINING

Stages of Potty Training

A Child's Place believes there are three steps to potty training or toilet learning. These stages are:

First Stage: Interested in the Potty!

This stage occurs when the child starts to communicate that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!

Second Stage: Toilet Trained with Adult Support

This occurs when the child is able to use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do occur frequently in this stage. This stage's focus is to get the child used to

going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it properly!

Third Stage: Potty Training

The student is capable of using the toilet, mostly on their own and expresses the need to go potty on the toilet. They are communicating interest and taking action. The child is showing signs of readiness and is feeling independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness

Verbal Signs:

- ☐ The child is able to speak in three-to-four-word sentences.
- ☐ The child is able to speak when his or her diaper is wet.
- ☐ The child is able to say they feel that they need to go potty or is wetting their diaper.
- ☐ The child tells you that he or she needs to go to the bathroom.

Physical/Psychological Signs:

- ☐ The child stays dry for longer periods of time
- ☐ The child is able to hold urine or bowel movements.
- ☐ The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.
- ☐ The child can pull down and pull up pants and underwear
- ☐ The child asks and wants to wear underwear.

- ☐ The child initiates using the toilet by walking to it.
- ☐ The child can learn and initiate the following actions of going to the bathroom, pee, wipe, flush and wash hands.

General Notes on Potty Training

The following notes are important to remember while potty training your child:

1. Make potty training a POSTIVE EXPERIENCE for everyone!
2. Never make the child feel bad for having an accident. Remember, it is a process!
3. Positive reinforcements are beyond helpful in training
4. Make sure to pay attention to the child's signs of readiness and be ready yourself!
5. Remember that all children potty train at their own speed.

The Potty-Training Process at Home and School

A Child's Place requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated and there is not a lot of changes in the child's life.

The Process at Home:

1. Notify the teacher of a schedule weekend you plan to start the process. Ensure that the teacher is aware and can start working with your child at school around the same time.
2. We recommend your child to stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child to wear comfortable, easy to remove clothing during this process.

5. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.
6. Read books throughout the process and watch clips to support this new and exciting milestone.
7. Staying consistent with the procedure at home is the most important step in this process.

The Process at School:

A successful weekend at home is defined by the child having 3 or less accidents and remain excited about the process. If your child goes more times during the weekend on the toilet, than in their underwear, this is a sign of success!

1. Notify the teacher that it was a successful weekend through a note in the app or face to face conversation.
2. Bring extra clothes and underwear in case of accidents.
3. Walk the child to the bathroom and show them how it looks just like the one at school. Stay a minute at the school to have the child sit down and become comfortable with a toilet outside of their home.
4. Talk with the child about how excited you are for them to use the potty at school.
5. The teachers will bring the student to the bathroom every 1.5 to 2 hours.
6. Notes on the potty-training process at school will be provided to the parent.

PLEASE NOTE:

A Child's Place may not potty train children under the age of 2 years old. Our potty training class is in the Toddler room. Our one year old staff members, can not take children to the bathroom.

A Child's Place requires most children to be fully potty trained before transitioning to our three year old preschool classroom.

The following Guidelines must be followed when children are potty training at school/wearing underwear:

- ☐ No Overalls, pants that have a belt, pants that snap or any clothing that is hard to get out of quickly.
- ☐ Bring an extra pair of shoes as they can get wet too.

- ☐ ALWAYS have extra clothes and underwear onsite at the school.
- ☐ Inform the teacher if your child prefers to sit or stand when using the toilet.
- ☐ Keep a small supply of pull-ups for nap time at the school.
- ☐ It is your responsibility to take home any soiled clothes to be cleaned and sanitized. Not the school!

ILLNESS POLICY

A Child's Place ask parents to please be considerate of other families and children by not exposing others to infectious diseases or illnesses. We understand the importance of the work field, but giving children Tylenol and sending them to daycare while sick, causes illness to spread through out the center to others.

When to keep children at home:

- Fever 100 degrees or above within previous 24 hours or being sent home from the center the previous day with a fever (children must be 24 hour fever free without the use of any fever reducers)
- Heavy nasal discharge
- Constant cough
- Symptoms of a communicable disease
- Child is fussy, cranky, or just not themselves
- Diarrhea within the last 24 hours
- Vomiting within the last 24 hours

When children may be sent home:

- Temperature 100 degrees or above
- Child has 3 episodes of diarrhea
- Child has 2 episodes of vomiting
- Child develops a skin rash
- Child has nits / live lice in their hair
- Child shows signs of pinkeye

If a child is sent home with any illness they may not return to childcare unless they have been 24 hour symptom free or have a physician note stating they are no longer contagious. This also goes for children that attend public school system, if they are sent home from school.

If a child is teething, a physician's note is required to show it is nothing contagious.

ADMINISTRATION OF MEDICATION

In the event a child requires medication (prescription and non-prescription), A Child's Place, in compliance with state licensing, requires you to fill out a medication sheet. This sheet must be filled out entirely, signed, and dated by the parent. Please do not leave in your child's backpack, bag, or cubby. Please give all medications and medication sheets to director, asst director, or your child's teacher.

- All medications must be in their original box / container / prescription bottle labeled with child's name, date, and instructions for use
- Medication sheet is required even for diaper creams, teething medication, and sunscreen
- "Blanket" medication sheets may be filled out for these as a one time signature

A Child's Place May NOT administer medication for any of the following:

- Wrong child's name is on medication (siblings may not share medication)
- Medication has expired
- Medication indicates use for certain age and does not pertain to the age of the child or for the age of your child says "consult a physician then unless physician note is provided for that particular medication with child's name, date, and dosage amount"

TRANSITIONING A STUDENT TO THE NEXT AGE GROUP

Students will transition to the next age group when they are age appropriate, there is space available and all parties including parents, teachers and administration agree it is the right time

for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

A Child's Place transitioning schedule is based off of how the students react to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends and meet their new teachers. The second day, the student will be walked to the next classroom by the same teacher but will have more time to explore on their own. If the child does well, the teacher will observe and allow for more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

We believe that slow and steady wins this race, and positive energy by both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

NAP / REST TIME

Each day, A Child's Place will have nap time which is a requirement by state. All children will be provided with a 2-inch thick mat, sheet, and blanket. Soft music and books will be provided for children who are waking up or having difficulty falling asleep.

Infants are on their own sleeping schedules, required to sleep in a crib, and may not have blankets or pillows in the cribs with them. Only a pacifier. Nap Sacks will be provided.

School age children when attending full day, will have "quiet time" during this period. This may include a quiet activity or movie. This helps to keep down distractions and noise for the other classrooms.

PARENT COMMUNICATION

A Child's Place uses Procure parent portal app. This program allows direct contact with your child's teacher. Staff send updates throughout each day concerning meals, potty/diapering, naps, moods, and general topics. Along with activities, educational materials, and may contain photos or videos of those activities.

OUTSIDE TIME

A Child's Place has a large playground which is completely enclosed and divided into play areas for toddlers, preschool, and school age children. Several opportunities are provided throughout

the day for children to participate in outdoor recreation. Children need fresh air for their health and well being, even during the winter months. Please note that A Child's Place and state regulations require daily active time. Children will participate in outdoor activities UNLESS a weather advisory is called for our area. Please dress children accordingly.

All children are expected to participate in outdoor activities, as other classrooms do not have extra staff to supervise children separately, nor will children be placed in other classrooms due to state ratio regulations. Please keep in mind that children who are too ill to go outside are considered too ill to be in attendance.

FAMILY ENGAGEMENT

A Child's Place offers an open door policy for all families enrolled within our center. We invite you to come and be apart of your child's classroom. From story time, to helping staff with party days, to being involved with your child's educational development.

Throughout the year, A Child's Place plans different events or activities for parents to get involved with their children's classrooms. Information will be sent out to parents as they become available.

SCREENS AND MEDIA

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event, or to achieve a specific goal, but not be used as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve all videos, and all screen time must be related to educational programming developed by the center

ATTIRE FOR CHILDREN

It is very important that your child wear clothing that is easy to manage and safe for the activities they will be participating in while at school. Dressing your child in simple, comfortable clothing that is washable. Please remember in choosing their clothing that children paint, glue and participate in large movement on a daily basis. Children must also be dressed appropriately for

the weather. Children must wear comfortable shoes that are closed toed. No flip flops allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's backpack, in case of emergency. All clothing items must be labeled with the child's name. The school is not responsible for any lost or damaged clothing items.

TOYS / PERSONAL ITEMS BROUGHT FROM HOME

A Child's Place is equipped with numerous toys and activities to keep the children involved through out the day. We ask children not to bring in items from home, for this causes distractions, children fighting over them, and things may become broken, lost, or stolen. A Child's Place is not responsible for children's personal belongings.

SPECIAL EVENTS / FAMILY INVOLVEMENT

A Child's Place hosts special events throughout the school year as an opportunity for our families to get involved in their child's classroom. These events range from party days, story times, and holiday fun activities. Parents will be notified of these events in advance so they may have plenty of time to plan to attend.

Your participation in these events bring a feeling of connectiveness and collaboration at our school!

EMERGENCY PREPARDNESS

EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. Please fill out entirely including physician name and number and preferred hospital and number.

EMERGENCY HANDBOOK ONSITE

A Child's Place has an emergency procedure handbook created to define policies and protocols in emergency situations. This handbook is reviewed often, and all staff upon hire will be trained

EMERGENCY PROCEDURES

IMMEDIATE MEDICAL ATTENTION

If a child receives an injury while at school, an accident report is completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and a signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the child's personal file.

In the case of an emergency, parents will be notified immediately. If parents do not arrive before children are transported to preferred hospital, the director or assistant director will accompany your child until you arrive.

FIRE / TORNADO / EARTHQUAKE / LOCK DOWN

Drills will be practiced at random times of the day. The drills will occur once a month. Evacuation maps are posted throughout the school and easy to access and see at all times. All employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm, rules and procedures to take while evacuating the building.

- The director or owner will sound the alarm, and the school will take action and do the evacuation procedure.
- Children will proceed immediately to their designated meeting spot.
- Teachers should grab the attendance sheets to take with them.
- The staff will take attendance of the students and check off their attendance sheets.
- If safe, the director or owner will quickly check hiding spaces in the school to ensure everyone's safety.
- The director or owner will then meet the rest of the students and employees at the designated area.
- The director or owner will review attendance by checking the sign in and out sheets, or other documentation for student's attendance.
- The director or owner will time the drill to see how long it took.
- The director or owner will confirm with local law officials when it is safe to return to the building. The director or owner will assist with children who need support to return to the classroom like children of the younger ages.
- The director or owner will complete the drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.

REUNIFICATION

In the event of a true emergency, reunification with parents will be done through procare parent portal.

ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

Today's Date: _____

- ☐ We _____ the parents of _____ have received a copy of A Child's Place Parent Handbook.
- ☐ I agree and understand the policies and procedures listed in this handbook and will comply with the school's rule and regulations.
- ☐ I understand that this policies and procedures listed in this handbook are subject to change to reflect the needs of the program.
- ☐ I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date