
Little Angels Daycare

Learning Environment

Parent Handbook





WELCOME

Dear Family,

Welcome to Little Angels Daycare, we are delighted that you've chosen to become a part of our family!

Our goal is to provide a high quality, nurturing and safe learning environment for your child that will help him/her grow into a wonderful, curious and happy person. We maintain a fairly structured daily program with regards to scheduled meals, rest periods and activities because we believe children thrive best when their lives are predictable.

Your child will be exposed to a variety of music & movement, science, reading, arts and crafts, indoor/outdoor and free play activities, all designed to stimulate his/her physical, intellectual, social and emotional growth in a loving and comfortable environment.

As a partner in your child's care, we will do everything in our power to keep the lines of communication open. Our interaction with you is as important as our interaction with your child. You are welcome to visit and/or participate in our daycare at anytime during business hours. Feel free to call and set an appointment with the Director, to discuss any concerns or suggestions you have with regards to your child's care.

Please take the time to go over your Parent's Handbook, also posted online at www.littleangelsdaycarega.com to ensure that you understand the rules and regulations that are in place to help keep Little Angels Daycare a happy environment for everyone involved. If you have any questions at all, I will be happy to discuss them with you.

Thank you for choosing Little Angels Daycare. And once again.....W.E.L.C.O.M.E.!!

Sincerely,

- Patonia Lumpkin
- Owner/Director
- Email: Precious24angels@aol.com

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ABOUT US

Little Angels Daycare's philosophy and mission is to provide a high quality, nurturing and safe learning environment for young children. We realize that PLAY is a child's natural means of discovery, communication and expression. Through this concept, we will empower the youth of today to become the exceptional leaders of tomorrow.

Hours of Operation

Child care services are provided Jan – Dec. **Monday** through **Friday**, from **6 AM** to **6 PM**.

Our cutoff Drop-off time is 10:30 a.m. Children will not be accepted after this time. Some exceptions will be made for late specialist appointments (i.e., ENT, Allergist, Dentist, etc.); for such appointments cannot be scheduled until later in the day. Please notify the center, when your child is scheduled for these type appointments so that we can make the necessary arrangements.

Holidays

We are closed for certain holidays. Visit us on the web at: www.littleangelsdaycarega.com, to view our program's calendar.

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

A registration fee of \$100 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 6 wks. - 4 years of age.

Our process for introducing children to our program is:

- ✓ Warm welcome.
- ✓ New student's special tour around the classroom and introduction to his/her new peers.
- ✓ Depending on child's age, they'll be paired with a buddy to help comfort and acclimate.
- ✓ Help child become familiar with his/her new routine while positively starting a few very simple rules and guidelines.
- ✓ Parents are always welcome to call!

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, Little Angels Daycare will make all reasonable modifications to our policies and practices to accommodate children with special needs.

Revised on 4/20/2016

Inclusion

Little Angels Daycare believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At **Little Angels Daycare**, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our Teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Lead Teacher	Associate Degree in Early Childhood Education	2 years
Teacher Assistant/Aide	Child Development Associate Certification	1 year

Teachers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We allow families to enter into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Little Angels Daycare**.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
0-11 months	1	6
12-34 months	1	8
35-59 months	1	10

Communication & Family Partnership

Daily Communications - Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Boards - Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters – Frequent newsletters provide center news, events, announcements, etc. These newsletters are issued to each family via email.

Email - We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Center - Our parent resource center (Located in the Main Lobby) provides parents with helpful reading material that will increase their understanding of learning and development.

Family Visits - Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. **Signing in** (*sign-in sheet and badges are located in our Main Lobby*) is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and **sign-out** upon leaving.

Family Appreciation Day - Family Appreciation Days are scheduled 2 times a year. These events include food, drinks and fun filled age-appropriate activities for families. Family Appreciation Day allows families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences - Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Publicity

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others. When determining our curriculum choices, the following are considered: Individual needs of children, Developmentally appropriate practices, Reliable and valid assessments of children, Special needs of children, Cultural sensitivity, Social development of children, Emotional development of children, Cognitive development of children, Language development of children and Physical development of children.

Copies of daily schedules are posted in each classroom.

Field Trips

All field trips at Little Angels Daycare are in-house. We encourage our families to participate in these special events. There are no off campus field trips; routine transportation will **not** be provided at this program.

Transition

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center - Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs - Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school - Transition activities such as creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Television Time

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than 30 minutes per/week and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Electronic Media

Electronic Media are limited to 20 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, children age 1 thru 4 years old participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

- ✓ Infants (6 wks – 11 months): Are provided with State Approved crib, fitted sheet.
- ✓ Toddlers & Preschoolers: Are provided with State Approved cot, fitted sheet.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

Physical Restraint

Physical restraint is not used or permitted for discipline.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Registration packet*.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. **\$25** for the first minute-(6:01) and **\$1** for each additional minute up until 6:15, 6:16 and beyond is **\$5** per/min. Parents If you are anticipating on being late, a courtesy call is necessary.

Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Late Payment Charges

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$10 will be added for each business day that it is late. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Check Charges

There's a \$30 fee for returned checks. Two or more returned checks will result in your account being placed on "cash only" status.

Additional Fees Credits

- **Vacation** - to retain your child's spot during vacation, 100% of your regular tuition is due. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.
- **Withdrawals** - if a child is suddenly withdrawn from the program without a 2 week written notice of withdrawal, a 2 week tuition fee may be applied. Families who withdraw and later re-enroll will be charged a re-enrollment fee of \$100.
- **Credit will not be given for Sick Days** – there are no credits for sick days. Sick days are considered in determining tuition and are not refundable.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will not be credited for that day.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 10 AM, please call us at: west side: (706) 543-2001, east side: (706) 521-5517 or e-mail us at: precious24angels@aol.com. We will be concerned about your child if we do not hear from you.

Withdrawals

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in additional fees.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Families are responsible for paying tuition for all posted holidays and closings: (*New Years Day, MLK Day, Memorial Day, Independence Day, Labor Day, Day Before Thanksgiving/Thanksgiving Day/ Day After Thanksgiving, Christmas Eve, Christmas Day*). Tuition is expected to be paid when the daycare is closed due to weather. ***Note:** Little Angels Daycare will be closed if Athens/Clarke Co. public schools are closed due to weather. Call our office number for automated updates regarding emergency closings.

Emergency plans have been developed and are posted throughout the center for parent viewing. If it becomes necessary to close early due to fire, gas leak, bomb and/or physical plant problems, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 6 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6 PM. Please allow enough time to arrive, sign your child out, escort your child out safely and leave by closing time.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing (e-mail or faxed permission is accepted). Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. Parent/guardian is responsible to supply and update needed information to the center.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

PERSONAL BELONGINGS - *What to Bring*

Preschoolers (3 & 4 yr. old)

- ✓ Change of clothes – Parents, please initial these items (including outer garments, i.e., jackets, coats and hats).
- ✓ Blanket
- ✓ Pull-ups if still potty training or just used during naptime.
- ✓ Backpack

Older Toddlers (18-35 months)

- ✓ Change of clothes – Parents, please initial these items (including outer garments, i.e., jackets, coats and hats).
- ✓ Blanket
- ✓ Diapers/wipes, (pull-ups are optional if potty training).
- ✓ Backpack

Young Toddlers (12-17 months)

- ✓ Change of clothes – Parents, please initial these items (including outer garments, i.e., jackets, coats and hats).
- ✓ Blanket
- ✓ Sippy cup, (to be used exclusively by your child).
- ✓ Diapers/wipes.

Infants (6 weeks-11 months)

- ✓ Change of clothes – Parents, please initial these items (including outer garments, i.e., jackets, coats and hats).
- ✓ Bottles – bottles must be ready made, labeled with child's name and date.
- ✓ Diapers/wipes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, pacifiers, outer garments, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the Main Lobby. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
½ turkey sandwich Banana Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water
Boiled Eggs Apple slices Carrot sticks Milk/water	Yogurt Crackers Snap peas 100% juice

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with disposable cups, napkins, plates and utensils. Everyone sits at the table or highchair depending on age group. Good table manners are modeled and encouraged. Little Angels Daycare provides breakfast, lunch and afternoon snack each day. Monthly menus are posted for viewing in our classrooms, main lobby and also on our website at: www.littleangelsdaycarega.com.

A caregiver who is trained in CPR for choking is present at all meals.

Infant Feedings/Sleep Practices/Diapering and toileting procedures

Infant feedings follow these procedures:

- Parents will submit a completed *Infant Feeding Plan*. This form is located in your Registration packet and should be turned-in on your Infant's first day. *Infant Feeding Plans* are reviewed and updated by parents as Infant's eating habits change.
- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Expressed breast milk may be brought from home if kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- All bottles must come ready made to feed. Leftover milk will be discarded.
- Solid foods are offered at Little Angels Daycare (optional), and are all inclusive. All new baby foods will first be introduced at home.
- **Safe Sleep Practices Are as follows:** **(1)** Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed. **(2)** Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards. **(3)** No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. **(4)** No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. **(5)** Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. **(6)** Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice. **(7)** Infants who arrive at the center asleep or fall asleep in other equipment, or the floor or elsewhere, will be moved to a safety-approved crib for sleep. **(8)** Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant. **(9)** Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.
- **Diapering and toileting procedures** – Diaper changes are every 2 hours and as needed. Child's hands will be washed with soap and warm running water after each diaper change. Staff will wash their hands before and after each diaper change. Diapering surfaces will be washed and disinfected after each diaper change. When children begin to show interest and are developmentally ready; with the assistance of the parents/guardians, we will be happy to assist in the toilet training of your child. It will be the parent's/guardian's responsibility to provide a daily supply of pull-ups, underwear, and changes of clothes for this endeavor. If you have concerns, we encourage you to discuss these with your child's teacher.

Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include (*but are not limited to*): hot dogs (not properly cut), whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Annually, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. Child's updated Immunizations must be submitted within 30 days of enrollment.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. Families are responsible for assuring that their child's physicals are kept up-to-date.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded (*kept in office*) from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever of 101°F or above.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever w/o the aid of medicine, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.

- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.
- Parents please notify the center of your child's diagnosed communicable infectious disease. Once informed, Little Angels Daycare will notify **(via email, and/or handouts)** all families exposed to the illness.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed directly to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Give Medications to staff directly and it will be locked away safely. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed. **NOTE:** Over-the-counter and prescription medications must be prescribed or directed to be given three (3) or more times per day before our program will administer any medications.

- A medication dispense authorization form must be completed by parent If you want us to administer any medications (i.e. over the counter medicines or prescription medications). The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

NOTE: Parents will be contacted immediately if any noticeable adverse reaction(s) occur due to medication given. Noticeable adverse reaction(s) to medications (whether given onsite or not) will be recorded on your child's medication dispense authorization form.

- **Non-prescription medications** - Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) will require a medication dispense authorization form to be completed by parent/guardian. Sunscreen and insect repellent brought from home, will be used as directed.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will notify families via email and/or by posting sign on classroom door about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism

- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 37 °F degrees and/or thundering/lightning. Additionally, outdoor play will be cancelled if the air quality rating is 50 or below. Request to keep children indoors due to illness or for preventative purposes, will not be granted. Children that have doctors' excuse to stay indoors, must be kept home.

Communal Water-Play

All water play activities are under two (2) feet deep. Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter to learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with all fire safety items including alarms, lights and evacuation cribs etc.

To ensure the safety of our children and staff, emergency procedures are reviewed with the children and staff on a monthly basis. Fire Drill Procedures and Emergency Procedures are posted in our Main Lobby and in each classroom.

Emergency Transportation

Little Angels Daycare does not provide transportation. In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation and your child will be transported to Athens Regional Medical Center. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

- **CENTER POLICIES**

Our center's policies are reviewed quarterly, updated annually or more frequently and are available for review upon request. To view the center policies, please contact the center director.

Parent Handbook Acknowledgement

Please sign this acknowledgement, and return it to the center prior to your child starting this program.

The handbook may be updated from time-to-time, and notice will be provided as updates are completed.

Thank you for your cooperation, and we look forward to getting to know you and your family.

I have read the **Little Angels Daycare Parent Handbook**. It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask center management any questions I may have regarding any policy, procedure or information contained in the **Little Angels Daycare Parent Handbook**.

Recipient Signature

Date

Center Staff Signature

Date