



Operating Policies and Procedures Parent Handbook

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Marissa Fleming,
Owner & Director

Welcome to Treasured Kids Childcare!

Operating Hours: Monday-Friday, 6:30 AM to 5:30 PM

Special Occasion Saturday Care between 6:30 AM to 5:30 PM

Treasured Kids Childcare Operating Policies and Procedures is used to outline the expectations, policies and procedures of the center for all parents and employees to understand and comply with. After reviewing this document, the agreement form must be signed and returned 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 released to you with a new agreement form to be signed.

Thank you for being a part of the Treasured Kids family!

Who Are We?!

Mission Statement and Philosophy of Education

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 child care center are able to create a strong foundation for a wonderful early childhood experience for our students.

Our mission is to provide a safe, nurturing, exciting quality learning environment for all of our students.

Our love for children is the reason the center first opened, and the reason we remain open to this day.

Committed to the families we serve, we strive to give parents the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers, each and every day.

Children deserve to feel special, loved, adored, and cherished. They deserve to participate in experiences that will change their lives forever and Treasured Kids Childcare strives to provide the environment to make this come true.

Our Values

Our vision is to provide high quality care in a community where ALL students feel respected, loved, treasured, and encouraged to become the best person they can be. Our vision is the backbone of this center, supporting children to develop into their fullest and greatest potential.

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

- **Quality-** We believe every child deserves excellence. Our early learning program must make a difference in their lives and our community.
- **Respect-** Respect is essential in building the relationships with our students and families that lasts a lifetime. Respect is a key component to our work as it helps to optimize the talents and diversity we bring into the school as partners in the child's growth and development.
- **Professionalism-** Professionalism in early childhood education means we possess high moral and value standards, we are confident in our ability to care for children, we pride ourselves in the quality of care we provide, and we make it evident that we belong in our role as a childcare provider. We are constantly trying to further our understanding in child development and strive to provide the absolute best care possible.
- **JOY!** Our center is a place of joy and happiness. We focus on learning through play and we love what we do! We're all entitled to a bad day every now and then, but inside the walls of Treasured Kids Childcare, every employee should be joyful regardless of what they are facing in their personal lives.

Our Goals

These goals provide directions 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 create a happy, warm and exciting environment that is inviting, comfortable, and manageable for the children.
3. To provide a calm and nurturing environment where affection is given freely from the heart.
4. To ensure the safety and welfare of all children.
5. Independence is encouraged and age-appropriate expectations are clear for all students.
6. To meet the physical, emotional and social needs of our students.
7. To support a caring staff who show genuine respect, love and encouragement for the children.
8. To offer individual guidance to children based upon careful observation of each child's needs.

What We Do and What We Believe

At Treasured Kids Childcare 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 child

care center are able to create a strong foundation for a wonderful early childhood experience for our students.

At our center, we place a very strong emphasis on play-based learning. Our facility provides an array of activities and toys in each class to foster imagination and learning through play. Our staff must have a strong understanding of how important play is to the development of young children. 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. We strive to have the utmost respect and love for all children who walk through our center's doors.

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. We enjoy story time together, learning circles, sensory exploration and creative art. We also enjoy our days learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, sizes of items, and shapes. Our little ones are always nurtured, cuddled, loved and adored and whenever they need something, we are there!

Waddlers

This age group begins at 12 months to 18 months old.

In the waddler classroom, we are beginning the transition into a toddler. We enjoy story time, going outside, learning circles, sensory exploration and creative art. We also enjoy our days learning lots of songs, reading wonderful stories and interacting with our friends and teachers. We love discovering different textures, sizes of items, and shapes. Our little ones are always nurtured, cuddled, loved and adored and whenever they need something, we are there!

Toddlers

This age group begins at 18 months to 24 months old.

In the toddler classroom, we explore anything and everything we possibly can. Our little ones love wandering around the classroom learning through their senses. Our toddlers have a wonderful daily schedule of group time, outdoor play, meals and snacks, naptime and the most important and fun time of the day, PLAY TIME! During our group time we read books about age-appropriate subjects. We talk about our day, how we feel and what it means to be together in our bright and warm classroom. We enjoy our outdoor playtime and seeing the beautiful nature outside. Singing and playing our days away is what makes our room so special!

Older Toddler

This age group begins at 2 years old to 3 years old.

Our older 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 older 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. We enjoy watching our teachers do exciting science projects and love to watch the students guess what will happen and see their eyes full of surprise! Getting outside and playing on the playground is an important part of our every day schedule. We love to get up and move and be active! The best way to learn is through play, so we play our day away and enjoy every moment of it.

Preschool and Pre-K

This age group starts at 3 years and prepares the students for Kindergarten.

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 enjoy writing our names, learning to read and exploring phonics. We enjoy extreme science projects that make us say "WOW!" and we dive into our sensory bins which helps enhance the learning theme we are studying that week. We get outside often to move our bodies and strengthen our fine and gross motor muscles. This age group helps to prepare our students for the next grade which is Kindergarten. Our little ones are well on their way to a successful journey into the older ages!

Enrollment Policies

Prior to enrolling, we require an in-person meeting with the parent(s)/guardian(s) and the child. This initial meeting should be used by both parties to observe and determine whether or not this facility is a good match for this family and child.

If anything occurs during this initial meeting leading the director to believe this child may not be a good fit at our facility, the parent/guardian will be notified immediately so that all expectations are laid out up-front and a plan of action can be prepared ahead of enrollment. Likewise, if anything occurs that raises concern for the parent/guardian, we ask that you communicate that with us before enrollment.

Before we can accept responsibility for the care of a child, all policies and procedures must be thoroughly read and understood. Contract forms must be filled out and signed by all parents/guardians of the child for retainment at the facility.

Parents/guardians will be provided with a Treasured Kids Childcare packet with all policies, procedures, and contract forms.

Once completed and all parties are in agreement and understanding, we look forward to welcoming you and your child to Treasured Kids Childcare!

Registration

Nonrefundable Registration fee: \$100

*We will not reserve your child's spot without the registration fee **paid in full** and all required paperwork filled out entirely.

The registration fee is due annually in August to purchase individual supplies for the upcoming school year.

Rates

Full Time: \$185/week

We charge \$185/week regardless of age or attendance.

Full time care gives you access to our full hours of operation, and there is no limit to the number of hours your child can attend in a day.

Part Time: \$125/week

Part time positions are VERY LIMITED. If a part-time position is not available, you may be required to pay the full-time rate regardless of the amount of hours the child attends until a part time position becomes available.

Part-time spots are for 3-days/week care only.

The specific days must be agreed upon in advance between the parent/guardian and the director.

Drop-In Care:

Drop-in care is offered daily based on attendance.

Parents arriving in the morning with no notice wanting to leave their children will not be permitted. The center must be given a notice at least 24 hours in advance in order to verify that space will be available for that child for the day.

Drop-in care can be scheduled up to a week in advance, and payment is due immediately to hold the spot for the drop-in.

All paperwork must be filled out for drop-ins as is required for full and part time enrollments, including an up-to-date vaccination record.

Drop-In care for ALL AGES:

\$30/Day for siblings of currently enrolled students

\$45/day for children without siblings currently enrolled

Parents Night Out:

On occasion, we offer extended hours for "Parents night out" care. The details of each specific night out are announced as they occur.

- \$40/child for families NOT enrolled in our program
- \$25/child for families enrolled in our program
- \$5 off per child for any family with 3 or more children.
- All parents nights out will be scheduled for 6:00-10:00 pm
- Children are provided an evening snack

Discounts:

- **Potty Trained Discount:** A \$10/week discount is applied once the child is FULLY potty trained and has demonstrated to us while in our care that they are fully potty trained. Potty trained discounts only apply to full time, half day, and part time enrollments. They are NOT applied for drop-in care.

For their first week with us, parents/guardians will be charged the full enrollment amount. If the

child does well and demonstrates that they are indeed fully potty trained, the discount will be applied to all future charges. However, if the child has multiple accidents and makes it evident that they are not fully potty trained, the discount will not be applied until they are capable of going at least a week with at most 1 accident.

- **Sibling Discount:** 10% off is offered to all families with 2 or more siblings enrolled.

Admission Procedures

All parent tours must be scheduled in advance. We do not allow strangers who show up without notice entrance into our facility as a precaution for the students.

Every parent is provided an enrollment packet during the scheduled tour. Prior to enrollment, all forms must be filled out and returned.

The required paperwork includes, but may not be limited to:

- The pre-admission form
- Meal benefit eligibility form for participation in the Child and Adult Care Food Program
- A child care questionnaire so that we can learn more about your child prior to them attending
- A form stating that you have read and agree to abide by these operating policies while your child is in our care
- Picture release form
- A Therapy Evaluation Permission Slip (explained in a future section of these policies)
- You must also provide an up-to-date immunization certificate at the time of enrollment.

Once the paperwork is complete, you will be required to pay the registration fee to secure your child's spot in our program.

Waitlists

In the event that our classroom(s) are at max capacity, parents/guardians can be added to a waitlist to be notified when an opening is available.

To be added to the waitlist, the parent/guardian must come into the facility and fill out a waitlist form OR provide contact information to be invited to Brightwheel and sign up for the waitlist virtually.

We do not add children to the official waitlist over the phone.

Trial Period

The first two weeks of enrollment are probationary for all parties.

During the 2-week trial period:

Parents/guardians or Treasured Kids Childcare may terminate the child care agreement at any time, for any reason.

Fees will still be due for the full two weeks that the child's place in Treasured Kids Childcare was held.

Withdrawal Policies

Parents/guardians can withdraw their children at any time for any reason. Withdrawing from the program must be submitted in writing, either via a letter delivered to the Director or through Brightwheel messaging.

We require a 2-week notice for withdrawals from the program.

Failure to provide a 2-week notice will result in being charged the full amount for the full two weeks regardless of attendance.

Arrival and Departure Procedures

Arrival

Upon arrival, the drop off person must walk the child into the facility and all the way to the child's classroom.

The drop-off person is required to sign the child in when they drop them off.

There are two options for signing the child in:

- 1) Using your own device, scan the QR code on the sign-in tablet
- 2) Using the sign-in tablet, put in your four digit code to sign in your child(ren)

Children must be dropped off in their classroom BEFORE 9:00 AM or they will not be permitted to attend that day.

Exceptions to this rule: If you know your child will be late one day, such as due to a dentist/doctor appointment, the center must be notified at least 24 hours in advance. If the center is not given proper notice that they will be late, they will not be permitted to attend. A doctor's excuse is also required for late drop-off's.

In cases of excused late arrivals, the child must still arrive before 10:30 AM.

Departure

We will not release a child to anyone besides a parent/guardian without written permission, and without being notified from the parent/guardian beforehand.

At the time of enrollment, parents/guardians will be given the opportunity to create a list of emergency contacts and people who are authorized to depart with their child. At least one emergency contact is required. If the person is on the written list of authorization, we still also require written notification via Brightwheel from the parent/guardian prior to the child being picked up that day.

If the person is not on the list of authorization, we will not release the child to his or her care. It is the responsibility of the parent/guardian to add a person to the authorization list, as well as to notify staff on the day of prior to a change in pick-up.

The first few times we meet an emergency contact and/or an authorized person, we will also ask for photo identification. Please inform any emergency contact(s)/authorized person(s) of these procedures so they will not be offended or surprised at the requests. This procedure is strictly for the safety of the child while in our care.

Late Pick Up Fee

The facility closes at 5:30 PM. There is a late pick up fee for any children picked up after 5:30 PM.

At 5:31, a \$5 charge is applied. It is then \$1/minute.

The late pick up fee must be paid in full before the child can return to the facility the next day.

If you are aware that you will be late one day, contact the facility to let the staff know as soon as possible.

If any student is still on site at 5:31 PM without facility staff being notified of a late pick up, a report will be made with the local police department per legal requirements on our behalf.

Front Door Access

Only legal parents/guardians have the automatic right to have a code to open the front door to the facility.

Additional persons may be granted a door code at the discretion of the Director.

Door codes are NOT allowed to be shared with anyone for any reason. If it is found that an approved door code holder shared their code, their access will be immediately revoked and the code deactivated.

Door codes are not activated until AFTER the student(s) first day of attendance, and are deleted immediately after the student is withdrawn from the facility.

The director reserves the right to revoke door code privileges from any person, parents/guardians included, if she feels as if it is in the best interest of the facility and the students safety.

Brightwheel

Upon enrollment into our program, parents/guardians receive an invite to Brightwheel via text message or email.

Brightwheel is utilized to sign students in and out each day. Parents/guardians and approved pick ups must have their own account to sign the child in and out.

Accounts can NOT be shared between people.

We use this as a record of who has picked up the child and as an extra security measure to ensure unapproved pick-ups do not attempt to come get the child.

Please do not share your brightwheel code with others.

We check ID's for any unfamiliar faces picking up the child, to make sure they are on the approved pick up list.

Brightwheel is also used to:

- Update parents of emergency closures such as with imminent weather
- Communicate with parents/guardians about the wellbeing of their child
- Document meals, naps, diaper changes, upload photos (as time allows), and document any incident reports.
- Make initial contact if child is sick and needing to go home

- Send reminders when supplies are needing to be replenished
- Document billing and receive payments
- Update required forms as needed

What to Bring for Your Child

Each student has their own labeled cubby to store personal belongings. Their cubby is either located within their assigned classroom or in the hallway directly outside their assigned classroom. Parents are encouraged to enter the classroom daily to check their child's cubby for belongings or items needing to be taken home.

On Your First Day

On the first day of attendance, please make sure you bring these LABELED items for your child.

Ages 6 Weeks-12 Months:

- If choosing NOT to use the formula we provide, you must bring fully prepared bottles, with written instructions on how you want them stored and prepared. We cannot accept powder formulas. They must be mixed prior to bringing them. All bottles must be labeled with the child's full name. If the bottle contains expressed breastmilk, it must also be dated.
- Unopened pack of diapers
- Change of clothes in case of accidents (in a ziploc bag labeled with the child's name is required).

12 Months and older:

- Unopened pack of diapers or pull ups (if not potty trained). If you choose to send pull-ups, **they must be the kind that velcros on the sides.**
- Change of clothes in case of accidents (in a bag labeled with the child's name is required).
- Napmat

We provide all baby wipes. However, if your child is sensitive or you prefer for your child to use your own wipes you can provide your own. Just let us know at the time of enrollment whether you would like to use our furnished wipes or provide your own.

Diaper Bags and Back Packs

We highly discourage parents/guardians to bring diaper bags or backpacks to the facility.

ALL BAGS are inspected by staff each day.

If any **unallowable items** such as medication, hand sanitizer, diaper rash cream, or any potentially hazardous items are found in the bag, the **item will be removed from the bag and stored in the office under lock and key until pick up**. If an unallowed item is found, you will be informed that these items are not allowed and given a warning not to allow such items to be left inside the diaper bag or backpack and transported into the facility.

If unallowable items happen re-occurringly, we reserve the right to disallow parents/guardians from continuing to bring diaper bags and/or backpacks.

We do NOT recommend carrying backpacks back and forth unless an alternate pick up (such as a grandparent) will be picking up the child for the day and supplies are needing to be sent with that pick up person. We have everything we need for each student already on hand in their cubbies, deeming backpacks unnecessary at our facility.

Student Dress Code

All students must be dressed appropriately based on the current weather.

If your child wears pull ups, they must wear the type that **velcros on the sides**. We understand that this style of pull-up can be more expensive than other styles. If needed, you can continue sending your child with diapers. Potty training can be accomplished wearing diapers as well as pull-ups.

Keep clothing modest and well-fitting. If the child is wearing a dress, pair it with shorts underneath so that they can play freely throughout the day without becoming exposed, especially if they are potty trained.

Avoid tops that fall down and expose the child.

Shoes must be full coverage.

Tennis Shoes are recommended, but sandals are acceptable in the summer as long as they fully enclose the foot and are secure to where they will not fall off the child's foot.

Flip Flops are strictly prohibited.

Payments

Childcare payments are charged every Friday for the upcoming week.

Payments are due every Monday prior to drop off.

An automatic \$25 late fee is charged for every invoice once it reaches 2 days past due.

If the balance is not paid in full by the end of the week, you forfeit your child's spot in our program.

The weekly fee is to reserve your spot in our childcare center. **You are not paying for attendance, you are paying to reserve your child's spot in our program.** This payment is due whether your child attends or not, or your spot will go to the next child on our waitlist.

Special accommodations:

If you need assistance on what day your payment is due because of your payday's date, please discuss these needs with the Director at enrollment. If possible, we will accommodate these pay dates and arrange the due date of each week's payment to benefit all parties involved.

Adjustments to the payment due date must be agreed on between the parent/guardian and the center, and verified in writing with valid signatures prior to its implementation.

ALL special accommodations must be on a pay-ahead schedule rather than a pay-behind schedule.

Vacation Week

Each family is given one week of "vacation from daycare" each year where tuition is not charged. This week can be utilized at any time throughout the year, but we must be given a 2-week notice of the week-long absence prior to the vacation time being taken.

Accepted Payment Methods:

- Cash

- Check (\$35 fee if the check is returned)
- Debit/Credit Cards through the Brightwheel app
- Cashapp: \$treasuredkids

Scheduled and Unexpected Closures

Scheduled Holiday Closures

We close for all federal holidays.

The specific dates of our holiday closures are released every August at the beginning of our new school term. If a change in holiday closures needs to be made, parents will be notified as early as possible.

The full week's tuition is due regardless of closures.

Inclement Weather Closures

We make every effort to stay open during inclement weather, recognizing that parents/guardians may still be required to work. However, please realize that our number one priority is safety for all parties involved.

With this in mind, we follow Attalla City Schools for closures due to inclement weather. This includes late arrivals and early dismissals. Regardless of closures due to weather, the flat rate fee per child will still apply for the week.

We reserve the right to make our own judgment call in regards to weather closures if schools are not in session on the day of a weather threat.

Parents/guardians will accept full responsibility for any liabilities that may happen on the property of Treasured Kids Childcare if the child is at daycare during inclement weather. This includes but is not limited to bodily injury or vehicle damage.

Late pickup fees also apply to early closures due to weather.

Closures Due to Other Reasons

Occasionally situations beyond our control, such as a power or water outage, may occur resulting in the need to close immediately and without warning. In the event that this occurs, all parents will be notified via Brightwheel Alert Messaging and follow up phone calls made to any who do not respond.

Full Week Closures

We close for two weeks each year. Plus a partial week for Spring Break, which is specified on the yearly closures list provided at the start of the school term.

Summer Break: scheduled for the week in which Independence Day falls.

Winter Break: scheduled for the week in which Christmas falls.

50% Tuition is charged for these scheduled full week closures.

Daily Program

The daily program/schedule is posted in each classroom.

Parents/guardians will be notified any time changes are made to the daily program.

A copy of the daily schedule is also available to parents/guardians at the time of enrollment and available upon request at any time.

The daily program includes an array of outside time, active time, rest time, fine motor time, circle time, and more. We aim to give our students a variety of activities and experiences each day.

Our Curriculum

Developmentally Appropriate Curriculum

At Treasured Kids Childcare we provide our students with a developmentally appropriate curriculum, ELM (Early Learning Matters). ELM promotes each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning. We believe this to be the heart of our curriculum. We strive to meet every child's individual cognitive and developmental level and encourage and inspire them to continue to progress this growth.

Language Development

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling represent meaningful learning opportunities which incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings and ideas. Our language activities foster each child's handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

Cognitive Development: Science, Math and Social Studies

Cognitive development means how children explore, think, create answers and figure things out. It is the development of knowledge, skills, and problem solving, which help children to think about and understand the world around them.

Math:

Early math skills involve children learning the basic concepts of numbers, counting, simple addition and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

Science:

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses in order to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural

scientists. Students are eager and curious to explore the world around them. At Treasured Kids Childcare our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies:

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the school into the neighborhood and around the world. Here at Treasured Kids Childcare we explore different cultures, places, foods, music and backgrounds of beautiful people around the world. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

Social Emotional

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in school and home experiences, and for their overall positive self-growth.

Physical Development: Fine and Gross Motor

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children have to learn how to control their muscle movement in their hands in order to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having the child use scissors, color, play with Legos, play with play-doh, draw pictures and more. These skills can turn into more advanced ones later on like when the child decides they want to knit, play the guitar or type on the computer!

Gross Motor:

Gross Motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, at home and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

Sensory Exploration

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world, and it's beneficial to provide them with opportunities for sensory play. Here at Treasured Kids Childcare the student participates in activities that allow them to explore different types of materials and enhance their senses through music and dance games, sensory bin exploration, and playing with a variety of materials that smell, feel and taste very different!

Art, Music, Dance and Creative Expression

At Treasured Kids Childcare we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. The creative arts engage children's minds, bodies, and senses and allows them to explore their imagination, sense of movement and rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to different kinds of art media, music, culture and dance to encourage the student's development of creativity and imagination. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

Screening and Assessments

Assessments

Assessments are performed to track the physical, social, cognitive, and emotional development of each student and is utilized to give us and the parent/guardian an understanding of where the student is developmentally. We utilize the assessments so that we can tailor our program to the students specific needs.

For infants, we perform assessments at each "Milestone Age" which is 2 months, 4 months, 6 months, 9 months, 12 months, and 15 months.

For students 18 months and older, we perform assessments 3 times per year for all students. At the beginning of the school term, the beginning of the New Year, and the end of the school term.

Screenings

We utilize the ASQ-3 for screenings of our students annually. This screening questionnaire must be filled out by the parent/guardian, and the results will be discussed in the first parent-teacher conference of the school term.

This screening is utilized to give us a more in-depth understanding of where the student is developmentally so that we can ensure they are receiving the highest quality of care possible for their level of need.

Based on the screening results, families will be referred to community resources as needed.

Parent Teacher Conferences

Parent teacher conferences are scheduled twice a year and other times as needed throughout the year, under the supervision of the Director. These meetings provide parents with insight into their child's growth and development while enrolled at the school, and insight into what parents can do at home to support what is occurring at school. PTCs also provide a chance for the teacher and the parents to form a more personal relationship to ensure the school is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the school's doors.

Parent Teacher Conferences will be scheduled one month in advance and regular reminders sent leading up to the meeting date and time.

Field Trips

The Department of Human Resources does not inspect away-from-center activities.

Field trips are only offered to children 12 months and older.

In order for the child to qualify to attend scheduled field trips, the parent/guardian must:

- Have "yes" marked on the child's preadmission form for "activities away from the facility"
- Sign an authorization form for the specific field trip

- Provide a NAMED chaperone prior to the field trip for the child attending the field trip. We will verify chaperones at the field trip sight to be sure every child has an approved chaperone in charge of them.

No child will be permitted to attend field trips without a chaperone, assigned by the parent/guardian, to oversee their child on the field trip.

We do not offer transportation to or from field trips. The child's pre-determined chaperone will be responsible for transporting the child to and from the field trip location.

Field trips will always be planned in advance. Some may require an extra fee for the chaperone to attend; the required amount will be disclosed up front if payment is necessary.

If the child does not attend the field trip, they will not be able to attend that day due to staffing as teachers are required to attend the field trip with their students

Student Transitional Procedures

At Treasured Kids Childcare, we strive to make transitions as your child grows as easy and painless as possible. There are two types of transitions we help your child (and you) go through. Transitioning from one classroom to the next within our program, and transitioning from our program to Kindergarten.

Transitioning 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.

Most transitions occur at the start of the new school year, but some may be able to occur during the school year if a space becomes open.

Treasured Kids Childcare's transitioning schedule is based on how the students react to the new environment. On the first day, one of the student's current teachers will walk with 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 and 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. Within one or two weeks, the transition should be complete, depending on how well the student responds and adjusts.

Parents will be notified with detailed messages through the school's app on the student's progress. 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!

Transitioning to Kindergarten

When it comes time for our students to transition from our program to kindergarten, we do as much as we can to help them become excited and eager for this change.

We read books, talk about what Kindergarten will be like, and reassure them that they are going to be great!

During this transition, parents are given our full support.

We provide a "Kindergarten Readiness Checklist," a list of school systems they could attend, and other pertinent information that could help the family through this transition.

Therapy Services

We have partnered with "Helping Hands Therapy Services" to offer on-site therapy to the students enrolled in our facility.

At the time of enrollment, each parent/guardian is provided a permission slip to either accept or deny for their child to be evaluated for a need for therapy.

If the parent/guardian opts in to have their child evaluated and it is determined that the child would benefit from either occupational, physical and/or speech therapy, they will be contacted with next steps to get the therapy started.

All therapists are under direct supervision of center staff when in the facility.

Potty Training

Potty training must first begin at home. The parent/guardian should be the first one to introduce the potty to the child.

If you feel that your child is ready to potty train, and you are prepared to start and continue the potty training process at home, we fully support that choice and are more than willing to do our part!

Potty training can take place any time between 18 months- 3 years old, depending on when the individual child is ready. We support potty training at any age, as long as the child is capable of following instructions and can communicate their needs effectively.

After a complete weekend of successful potty training at home, please let us know so we can continue your child's progress while they are in our care. We do not begin potty training in the middle of the week. The child must first have had a successful potty training weekend at home.

Positive Discipline Policy

In our center, we do not use corporal or physical punishment; such as spanking, shaking, slapping, kicking, pushing, biting, pinching, etc.

We do not use verbal abuse; such as yelling, name calling, shaming, using language that is inappropriate, offensive, humiliating, frightening to a child, etc.

We do not use discipline associated with foods, naps, or bathroom procedures.

The use of physical restraint as punishment is prohibited.

We do not use rough or harsh handling of children.

We do not take away physical activity/outdoor time as punishment.

First and foremost, we utilize positive discipline.

The children are under constant supervision and if a problematic behavior is observed, we redirect to avoid escalation of the behavior and speak to the child about why their behavior is not acceptable.

Teachers are trained and instructed to communicate with the child about their behavior and assist them in self-regulation techniques.

Challenging Behaviors Policy

If our positive discipline policy does not work and we continue having challenging behaviors out of the child, parents/guardians will be notified immediately of their child's behavior.

First, parents are notified of the behavior and given a warning that the child may have to be sent home if the behaviors continue.

Parents are given the opportunity to talk to their child over the phone. If a phone call does not help, parents will be asked to come in person to speak with their child. If the behaviors continue after being spoken with in person, the parent/guardian will be asked to take the child home for the day and we will try again the next day.

We track behaviors to attempt to find a “trigger” of the behavior and prevent re-occurrences. However, sometimes this does not work.

If challenging behaviors happen regularly, we reserve the right to alter the students attendance in our program. This may mean changing to part time care, a half-day program, or in the most severe cases termination of care.

Biting

Biting is developmentally appropriate depending on age. However, we can not allow students to be harmed while in our care. We terminate all students after three unprovoked biting incidents. Students may return to our facility after they are old enough to enter the next classroom, pending that there are openings available at that time.

Termination Policy

Either party may terminate the child care agreement with a written two-week notice. Reasons we will generally terminate childcare with a two-week notice can be found below.

- If a child continuously hurts other **children or staff** by means of aggressive behavior such as biting, kicking, hitting, throwing things, etc.
- If a child continuously acts out by swearing, throwing daily tantrums, failing to obey daycare rules, etc.
- If a child is genuinely unhappy and unable to adjust.
- If a parent/guardian consistently does not comply with requests for the child’s well-being, such as providing diapers or a jacket/coat on a cold day, and/or not bathing the child.
- If a parent/guardian continuously fails to update the childcare agreement as needed with medical information, emergency contacts, etc.
- If a parent/guardian is found to be medicating their child prior to drop-off to mask any illness symptoms in order to leave their child at daycare against our illness policy.
- If a parent/guardian fails to pick up the child in a timely manner when the child is sick. Children should be picked up within one hour of the parent/guardian being contacted to come get their child.

We reserve the right to terminate child care immediately and without notice, for the following cases (not solely limited to):

- The parent/guardian fails to pay childcare fees.
- The parent/guardian fails to comply with policies/procedures set forth in this handbook.
- The parent/guardian is disrespectful in any way to staff, or other children and their parents/guardians
- The parent/guardian threatens the center and/or any staff in any manner whatsoever.

- The child's behavior is severe and dangerous to themselves, their peers and/or staff members.

Mandated Reporters

As a licensed childcare facility with the Alabama Department of Human Resources, all staff members are mandated reporters. We are required, by law, to report any and all incidences of suspected child neglect and/or abuse.

Reports are always made with the child's best interest in mind.

Assistance as Needed

If you are in need of assistance buying diapers/pull-ups, shoes, clothing, or even food for your child, please speak with the Director or your child's teacher about your needs.

We are a judgment-free facility and these discussions and requests for help are kept fully confidential. All we want is the best for every child in our care, and if you are struggling and need help please do not hesitate to ask for that help.

The Treasured Families Clothes Closet is located upstairs and is open to enrolled families at all times. Just turn left after entering the facility and take the staircase to the upstairs area.

Likewise, we are always accepting donations to give to others in need.

We also offer additional services such as printer services and computer access upon request.

Feeding Program

Each student is fed according to USDA guidelines. Meals include a variety of foods including vegetables, fruits, grains, dairy, and protein.

The menu for the month is posted on the Parent Information Bulletin Board as well as outside each classroom at the beginning of each month. We aim to introduce students to a variety of foods while still offering foods we know that they will eat each day.

Child and Adult Care Food Program

We participate in the Child and Adult Care Food Program. This means we get reimbursed for the cost of feeding each student in our program. In order for us to maintain participation in this program, a "CACFP Eligibility Form" must be filled out at the time of enrollment and updated annually by the parent/guardian. This form is required regardless of the age of the child.

Dietary Restrictions

Parents/guardians must submit written instructions if their child has specific dietary needs so that the center can provide meals and snacks that are in accordance with their needs.

Food Allergies

If your child has any food-related allergies, we must have a **care plan** written by the child's physician on file prior to their first day of attendance. This care plan must detail the exact steps we must take in the event that the child was exposed to their allergen and has a reaction while in our care.

Food Plans by Age

Ages 6 weeks-12 months:

The center provides formula to infants 0-12 Months old. The center uses Similac Advance ready-to-feed formula with iron. Using the formula offered is completely optional.

If preferred, parents/guardians can send fully prepared bottles with their own formula or breast milk.

Rules to follow if you opt to bring your own bottles:

- They must be labeled with the child's first and last name
- If the bottle contains breast milk, it must also be dated.
- Parents/guardians must submit written instructions on how they want the bottle heated and served.

WE CAN NOT MIX FORMULA. ALL BOTTLES MUST COME READY-TO-SERVE.

Ages 6 months- 12 months:

Once the child reaches 6 months old, we begin feeding them age-appropriate solid foods.

We ask that parents begin feeding their infants first at home, so that we are not the first ones to introduce new foods to the infant.

We offer more foods as the child demonstrates that they are developmentally ready for more food options with varying textures and consistencies. All infant workers are trained in appropriate feeding practices for infants to ensure there are no risks of the child choking.

Ages 12 Months-School Age:

Breakfast is served from 8-8:15 AM.

If a child is late due to a doctor's appointment or other excused late arrival, please feed them before bringing them.

We do not serve breakfast after 8:15 AM.

If you want your child to be fed our breakfast, they **MUST** be dropped off **BEFORE** 8:15 AM.

Each breakfast contains at least a grain, fruit, and milk.

Lunch is served at 11:00 AM.

Each lunch contains a protein, grain, vegetable, fruit, and milk.

Afternoon snacks are served between 2:00-3:00 PM

The time varies depending on what time the student(s) awaken from their naps.

Snacks typically contain a grain and a fruit (juice), but may also contain a protein, vegetable, or dairy product on occasion.

No child who is in attendance at the time that meals and snacks are served (as detailed above) will be deprived of food.

We do not allow outside foods or meals to be brought by the parent/guardian.

Health and Medical Information

The illness policy is for the health and well-being of all the children enrolled in Treasured Kids Childcare, and enables us to provide the safest possible environment for everyone.

Parents/guardians must keep a child at home if he or she displays any symptoms of illness aside from a clear runny nose. Please provide as much notice as possible for the child's absence(s). Payment will still be required to hold the child's spot, even if the child is absent due to an illness.

If a child has a fever 100.5 F or above, even without accompanying symptoms, OR if the child displays **any** signs of illness, with or without accompanied fever, he or she will not be allowed entry to Treasured Kids Childcare. The child will be allowed to attend daycare once he or she has been *symptom free for at least 24 hours* or has *sought medical treatment* **and** been cleared to return by a physician.

"Signs of illness" includes, but is not limited to;

- Fever (100.5 or higher)
- Diarrhea
- Vomiting
- unexplained rash
- Scabies
- head lice
- Conjunctivitis (pink eye)
- chest congestion
- yellow/green runny nose
- complaints of a sore throat
- acting obviously unwell with excessive whining or crying, and unable to participate in daycare activities.

Policies for Specific Illnesses

Fever of 100.5 or higher

We check students' temperature using 2 different thermometers to verify accuracy prior to sending them home. This eliminates the risk of us accidentally sending a student home that doesn't have a true fever.

When a student is sent home due to fever, that student must be fever free without the aid of fever reducing medication for at least 24 hours.

NO STUDENT will be allowed to remain in our care with fever, regardless of the cause, due to liabilities.

Diarrhea

Students are sent home with 3 or more diarrhea-like stools. Criteria for stool to be classified as diarrhea in a childcare facility, per legislation, is "anything out of the ordinary for the child." This means that the stool does not have to be pure liquid to be classified as diarrhea. It can have solid components and still be classified as diarrhea.

If a child is sent home with diarrhea, they must remain out until 24 hours after the last incident of diarrhea-like stools has occurred.

Vomiting

Students are sent home after 2 or more incidents of vomiting.

If a child is sent home with vomiting, they must remain out until 24-hours after the last incident of vomiting has occurred.

Unexplained Rash

Children can get a rash for many reasons, many of which are highly contagious in confined spaces. With this in mind, we send home any students who we observe to have a rash.

For unexplained rash, the child MUST be seen by a physician and given clearance to return. If the rash is deemed contagious by the physician, they must remain out until 24 hours symptom-free. If the rash is not deemed contagious, it must state on the excuse that it is not contagious and that they are clear to return.

If your child has eczema, it is your responsibility to provide documentation at the time of enrollment stating so to avoid your child being sent home unnecessarily.

Head lice

If live lice OR eggs are observed in the child's hair, they will be sent home immediately. They will not be permitted to return for at least 24 hours after treatment. Upon return, they must be inspected by two separate staff members to verify that no live lice or nits are present in the hair.

Pink eye

As a precaution to avoid the spread of pink eye, all children who have eye-drainage will be sent home. The child **MUST** see a physician to rule whether or not the drainage is pink eye. If the doctor deems it not contagious, you must bring the note stating so. If the physician says it is pink eye, the child must be on antibiotic eye drops for 24 hours before they can return.

Chest congestion

Children sent home due to chest congestion must be cleared by a physician prior to returning. There are many contagious illnesses that cause chest congestion that we can not risk spreading to our students, especially the infants, such as RSV.

All other illnesses/symptoms

If the child acts generally unwell and is unable to partake in the daily schedule, they will be sent home. If a child is sent home due to this reason, they will be required to see a physician and be cleared before returning to verify that they are well enough to be in attendance at daycare. Also, if the child is sent home with multiple symptoms, they will need to see a physician to clear them before they can return.

On Our Part

We do absolutely everything in our power to keep our students as healthy as possible. We would rather send home students with symptoms as a precaution rather than assume they are okay and involuntarily spread illnesses among the children and staff.

We clean, disinfect, and sanitize common areas, classrooms, and toys daily to reduce the spread of germs. However, children are prone to putting anything and everything in their mouths, can't cover their sneezes and coughing, and don't understand personal space. The spreading of germs is inevitable at times.

Thank you for understanding this and assisting us in excluding students who pose a risk to others due to contagious illness.

On Your Part

Please call the center as soon as possible to inform a staff member that your child will not be attending due to an illness, as well as any symptoms your child is exhibiting, so that we can monitor the other children in attendance who were exposed to your child.

If the parent/guardian is unable to be reached, we will contact the Emergency Contacts listed on the child's preadmission form until someone is available to come pick up the child. In case of severe injury or illness and inability to reach parents/guardians, the center will obtain emergency medical treatment.

If a child is being sent home due to fever and/or other symptoms, the parent/guardian has ONE HOUR to pick up. Failure to do so could result in termination of care.

Do not administer over the counter medication prior to dropping off your child. Over the counter medication may mask symptoms of a contagious illness.

Medication Policy

No oral medication or medical procedures will be administered.

The ONLY medication allowed inside the facility is diaper rash cream.

Diaper rash cream is only allowed for children under 2 years old, and must be LABELED with the child's name and kept in a locked medicine box at all times.

In order for us to administer diaper rash cream, we must have a note from the child's pediatrician giving us permission to apply it.

The parent/guardian must also fill out and sign the required Authorization Form in addition to the doctor's note. The authorization form must be updated every 7 days.

If the child requires medication during their time at our facility, the parent/guardian must come and administer the medication themselves. Oral medication is NOT ALLOWED inside the facility. If you need to medicate your child, we will accompany you outside with your child to administer it and then return your child to class.

Emergencies and Safety

Through childproofing and close supervision, we make every effort to provide the children in our care with a safe environment. However sometimes minor cuts, scrapes, bumps, and bruises are unavoidable. When these circumstances arise, first aid will be administered to the child, and the parents/guardians will be notified.

In the event of a medical emergency, the parents/guardians will be notified immediately. If necessary 911 will be called and emergency procedures will be performed.

All staff members are First Aid and CPR certified as soon as possible after being employed at our facility. At least 2 staff members on the premises during operating hours have current First Aid and CPR training to be able to assist a child in distress. Also, if necessary, the child will be transported to the hospital by ambulance at the parent/guardian expense.

Emergency Preparedness Plans

The center has a plan in place for all potential emergencies and disasters.

The emergency preparedness and response plan is posted on the bulletin board at the entrance to the center. A printed copy is also provided to each parent/guardian at the time of enrollment

The plan details procedures for the following types of emergency or disaster situations:

- Weather emergencies and natural disasters such as; thunderstorms, tornadoes, flash flooding, snowfall, ice storms, and earthquakes
- Emergency outdoor and indoor lockdown or evacuation due to threats of violence.
- Emergency or disaster evacuations due to hazardous materials and spills, gas leaks, or bomb threats
- Outbreaks, epidemics, or other infectious disease emergencies
- Loss of power, water or heat
- Other threatening situations that may pose a health or safety hazard to the children in the center

Details included are:

- Shelter in place or evacuation, how the center will care for and account for the children until they can be reunited with parents/guardians
- Assisting infants and children with special needs and/or health conditions
- Reunification with parents; emergency contact information for the parents and the center, procedures for notifying and communicating with parents regarding the location of the children if evacuated, procedures of communicating with parents during loss of communications
- The location of supplies and procedures for gathering necessary supplies for staff and children if required to shelter in place
- Contact with local emergency management officials