

1216 Sandtown Rd SW
Marietta GA 30008
(404)749-0290

Parent Handbook

Revised 2013

Letter to Our Parents

Toddler University is a state-licensed child care facility here in Marietta GA. Our facility provides a safe, happy, high quality environment for Infants, Toddlers, Preschool, Pre-Kindergarten, and School-age children. Please be sure to carefully read over the Parent Handbook, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. Toddler University Policies are in accordance with the state of Georgia Childcare Rules & Regulations.

Welcome!!

Dear Parents, It is our mission to provide quality care for children and families here in Atlanta and surrounding areas. Our learning program exists to provide infants to toddlers & preschoolers to school-age children with a warm, loving environment where he or she can feel safe, secure and happy. Our staff members are carefully screened and certified in early childhood education. Toddler University is licensed and adheres to the highest standards of security, safety, cleanliness and teaching. Our classrooms reflect the spirit of children and support their developmental needs. We prepare the environment so that it offers stimulating, challenging materials and activities. Every day we work to make education fun!! We provide excellent childcare and affordable rates to our families. We work in partnership with parents and families to build mutual understanding and always welcome your participation. Our staff is dedicated to providing the most comfortable and happy environment for your children. Our program not only stimulates educational growth but, most important, ensures love, acceptance and safety to all the children.

Sincerely,

Shana Isaac

Owner

Program Director -

History

Toddler University first opened in January of 2002 as my home daycare. Who would have thought that wanting to be home and raise two of my own kids would have took on a lifelong love of caring for other children as well. Over the course of the following years, **Toddler University** formerly name *Isaac Family Home Childcare* saw a substantial amount of growth and expansion.

Mission Statement

Toddler University's mission is to bring out the best in every child through quality child care by providing lots of love, activities, and learning experiences that helps the children grow socially, emotionally, and cognitively; while offering child care services that will accommodate almost any parent's work schedule.

Philosophy

At Toddler University, our philosophy is that children learn best through play and through doing things themselves; therefore, we provide them with an endless amount of enthusiasm as well as tools to explore their environment while acquiring new learning experiences. We perform regular observations and assessments to ensure that every child is progressing and reaching his/her full potential.

Program Goals

- To** prepare toddlers cognitively, emotionally, and physically for Pre-Kindergarten
- To** provide loving quality child care to EVERY child in our care
- To** promote the development of positive social skills
- To** build the foundation for the importance of the teacher/caregiver and parent relationship for the families that will last a lifetime
- To** promote the development of independence, self-reliance, and self-discipline
- To** respect and appreciate diversity.
- To** actively listen and seek to understand.
- To** abide by the NAEYC Code of Ethics and Statement of Commitment.

Toddler University's Vision is to provide authentic quality childcare that specializes in the needs of educational services around our community that families can afford.

At Toddler University, we are building for their future!

General Center Information

ADMINISTRATION

Director: Shana Isaac
Assistant Director: Priscilla Latson

website: www.iftoddleruniversity.com

Office: (404)749-0290
Cell: (404)749-0290

HERES WHAT WE BELIEVE

Teachable moments happen many times throughout the day. We strive to help our teacher recognize those moments and utilizes them. Learning should be about the process and not the product. Activities should focus on whole child and help the child develop socially, emotionally, physically and as well intellectually.

Children are all unique and learn at varying times and rates.... Most importantly their earlier years of learning are carefree and should begin with play!!!

CURRICULUM

We incorporate different preschool curricula into our daily activities for fun and to prepare the older children for school. We use a broad range of learning materials and toys for age appropriate development of the child. We are always looking to Continue Educational course to staying abreast of latest developments.

AGES SERVED

Toddler University provides childcare for children ages 6 weeks - 12 years.

HOURS OF OPERATION

Toddler University is open Monday from 4 am through Saturday at 12 am.

WEATHER-RELATED CLOSINGS

*Toddler University will follow the Cobb County School System for all weather closings. Listen to WSB for Cobb County schools or call the center, a message will be on the voice mail with further instructions. We may close the center early or cancel care in the event of: tornado, severe thunder storm, flood, snow storms or other threatening weather. **Toddler University** may also close early or cancel care for the following day; parents will be contacted first, staff will continually monitor the safety of children and all other practices. Children should be picked up immediately to ensure all parents, children, and staff can travel safely home. In the event of an emergency "Emergency plans" have been developed and is posted in each class room for parent viewing.*

Holidays

Holidays are still paid as part of regular tuition fees when fall on a week day, these include the following: Parents are encouraged to have backup care in the event they need child care on days center observes/closed. Please review these dates and plan accordingly.

MONTH	DATE	DAY OF WEEK	HOLIDAY
January	1	Wednesday	New year's day
May	26	Monday	Memorial day
July	4	Thursday	Independence day
September	1	Sunday	Labor day
November	11	Monday	Veteran's day
	27	Wednesday	Thanksgiving day
	28	Thursday	Thanksgiving 2
December	24	Tuesday	Christmas eve
	25	Wednesday	Christmas day
	26	Thursday	Day after Christmas
	31	Close early	New year'

PROGRAMS

There are 3 child care programs offered at **Toddler University**. They are:

- **Associate's** 6 weeks to 18 months (Non-Walkers)
- **Bachelor's** 18 months to 36 months 8 children (toddlers)
- **Master's** 3 years to 4 years (preschool)
- **Doctorate's** 5 years and up (school age)

In addition, **Toddler University** provides drop in Saturday care for parents who work or have other obligations on Saturday.

Admissions

Admission Requirements:

Toddler University does not discriminate and is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be at least 6 weeks of age and must not be over 12 years old. A

Parent/Director Interview, Tour of the facility, evidence of age-appropriate immunizations or a signed affidavit against such immunizations, and all required forms are REQUIRED BEFORE your child can be enrolled. It is the parents' /guardian's responsibility to update forms as necessary, i.e. new round of vaccinations, change of phone number or employer, etc.

The following forms must also be completed with accurate information and can be printed from our website:

1. **Child Enrollment Form**
2. **Policy Agreement Form**
2. **Permission to Photograph**
3. **Authorization to Dispense External Preparations**
4. **A copy of parent's/guardian's ID**
5. **Copy of Child's Shot Record**
6. **Registration Fee: \$50**

Registration Fees:

A non-refundable Registration Fee of \$50 is charged upon registration of each child. This fee is due annually in January. If you change your mind about your child attending Toddler University, the registration fee will not be refunded. In addition, the registration fee will only hold your child's spot for two weeks. If you have not enrolled and started your child by then, then you will be required to pay another registration fee when re-enrolling your child.

Tuition

Fees are based on the tuition schedule listed below. These rates are for contracted days/times and will not be prorated. Each child must have Full-time Child Care Agreement on file with weekly schedule indicated, if there is not a set schedule, hours must be scheduled weekly on Friday prior to the week of care. Additional hours or days must be approved by the Director and will be subject to additional fees. All fees are due and payable weekly on Friday in advance to the new child care week starting Monday thru Friday. Fees are not pro-rated for time not used and there are no refunds or credits for unused hours. Tuition is based on enrollment.

not attendance, therefore, no credit is provided for absences due to illness or other times the child is not in attendance. TUITION IS GUARANTEED TO THE CENTER REGARDLESS OF YOUR CHILD'S ATTENDANCE. The Director reserves the right to revise the rates. A 30-day written notice of any rate change will be given to parents prior to its implementation.

- Infants Classroom: (5 full days per week Monday-Friday @ 10 hours maximum per day): \$165/Week.
- Full-time (5 full days per week Monday-Friday @ 10 hours maximum per day): \$150/Week.
- Part-time: \$40/ Day (10 hours maximum per day)
- Before & After School (Only): \$65/ Weekly
- Hourly Rate: \$8.00/Hour
- Saturday Care: \$40 (10 hours maximum per day)

WE HAVE A STRICT NO PAY-NO STAY POLICY:

If you did not pay, your child CANNOT stay. NO EXCEPTIONS!

Payment Acceptance

You may pay by cash, credit, or debit. We will accept payments in person in the form of cash only. You are encouraged to pay online at www.iftoddleruniversity.com via PayPal. Please use the envelopes located by the front entrance and fill them out completely with your child's complete name, date of payment, dates of care that you are paying for, and the amount that you have placed in the envelope so that we can credit your account correctly. You will receive a receipt each week and a W-10 at the end of the year. Rates include breakfast, lunch, dinner, and three snacks (provided the child is in attendance during the times food is served).

Absences:

If your child will be absent for the week, payment must be received the Friday prior to the scheduled absence in order to secure your child's space. Payments not received by Friday at 8pm will be assessed a \$25 per day late fee and you may also risk losing your child's space.

Makeup Days for Absences

We are licensed to handle a certain number of children per day, distributed among the various child care groups in specific numbers. Therefore, we do not grant opportunities to make up days lost as a result of absences.

Vacation Credit

In the event your child needs to be absent for a vacation, a fee of 1/2 your normal weekly rate will be charged, due on the last day of the week your child is contracted to be in care for the current week. This is to hold your child's spot in the child care program for until s/he returns. Only two weeks of vacation allowed per year at the reduced rate. If the reduced vacation payment amount is not paid on the last day of the week that your child is in care, then the reduced rate is null and void and you are then responsible for paying the full weekly tuition amount.

Extended Absence

In the event your child needs to be absent for an extended period of time, (i.e. maternity leave, teacher summer break), a fee of 1/2 your normal weekly rate will be charged, due on the last day of the week your child is contracted to be in care for the current week. This is to hold your child's spot in the childcare program until s/he returns. The Director must approve a leave of absence and you must give at least two week's written notice.

Payment in Case of Withdrawal from Program

Parents must give a two-week written notice (14 calendar days) when terminating Child Care services. If a two-week written notice is not given, the parent will pay for two weeks of care per child in lieu of notice whether your child will be in attendance for those two weeks or not. If this is not done, then your child will not be able to return to Toddler University until the two week fee is paid. In the event that small claims court is needed to be involved, the parent will be responsible for all court costs.

Late Pickup/Early Drop Off Charges

Your child's schedule is important to us in helping to manage proper care. We ask that you do not exceed your contracted time slot. There will be a late pickup charge for children not picked up at their scheduled dismissal time. After the agreed departure time, parents will be assessed a \$1.00/minute per child rate for each minute past your scheduled pick up time. The same applies if a child is dropped off before the scheduled arrival time. We understand that circumstances occasionally prevent a parent from arriving on time to pick up his/her child. In such instances, please notify us as early as possible so both your child and myself can be advised. (The late fee is still assessed even if you notify us that you will be late.)

Meals and Snacks:

Toddler University serves Breakfast, Lunch, AM Snack, PM Snack, Evening Snack, and Dinner.

Times served:

Breakfast:	8:00 - 8:30 am
AM Snack:	10:00 - 10:30 am
Lunch:	12:00 - 12:30 pm
PM Snack:	3:00 - 3:30 pm
Dinner:	6:00-6:30pm
Evening Snack:	8:00-8:30pm

Please do not send Sugary snacks, candy, or fast food for your child to daycare. You may send healthy snacks and juices suggested on our snack list given for class project or celebration. **NO PEANUTS OR PEANUT BUTTER PRODUCTS ARE ALLOWED IN THE CENTER AT ANYTIME.**

Meals and snacks are provided only during the meal times stated above. We serve fresh fruit and vegetables, 100% fruit juice, and 1% milk. All meal plan menus are thought out completely for a well-balanced nutritionist meal feeding their whole mind and body.

Please list all allergies to foods etc. on the allergy forms provided; parents should also keep up to date information on upon any changes.

You may provide snacks for child's birthday, please speak with your child's teacher for approved items snack list.

Communication Policy

Communication between parents and the Director is essential if your child is to receive consistent, nurturing care. We welcome questions, feedback, or discussions of any kind that affect a positive outcome for the child. Your child will be happy to have the experience of the special people in his life working together and getting along with each other. This will allow your child to develop a sense of security and will allow us to develop a closer relationship. I am willing to work with you regarding any special needs or situations with your child. Please feel free to call me evenings until 7pm to discuss problems or concerns. Any information you share with me will remain strictly confidential. Children's work, monthly newsletters and daily

reports are sent home in the Parent Folder. Please be sure to check this daily so you do not miss important information. Menus are posted on the clipboard.

Parent Participation

Parents are welcome anytime during their child's day, except nap time please. You are encouraged to share any time that you may have. Some ways in which you might want to participate include:

- Reading a book to the class
- Sharing an experience or cultural tradition
- Demonstrating a hobby or special interest
- Providing snacks or supplies for parties or projects

Termination of Care

The Director is committed to working with children and their families so that each child's experience is positive and rewarding. When circumstances prevent a child's needs from being met at the center or when a child's behavior is having a consistently negative effect on the well-being and development of other children, it may be decided to terminate that child's enrollment. Examples of reasons for terminating care with or without notice include but are not limited to:

- Failure to provide the required forms for enrollment
- Non-payment of childcare fees or late fees
- Non-compliance with policies and procedures
- Consistently bringing sick children to care or failing to notify the Director when a child is staying home sick
- Unwillingness to work with the Director on issues pertaining to the childcare
- Failure of child to adjust to the center after a reasonable amount of time.
- Center inability to meet the child's needs without additional staff
- Lack of respect for the staff or other children, by the parent or child
- Violence upon any person or child

Monthly Supplies Check List:

- ☒ DIAPERS/PULLUPS
- ☒ DIAPER WIPES
- ☒ FOOD (IF APPLICABLE)
- ☒ PAPER TOWELS (SELECT-A-SIZE)
- ☒ KEENEX 175
- ☒ SLIPPERS
- ☒ SIPPY CUP/WATER BOTTLE

- ☒ TOOTHBRUSH (IF APPLICABLE)
- ☒ EXTRA CLOTHES: TOP, BOTTOM, SOCKS, UNDERWARE
- ☒ UNIFORMS: LIME GREEN SHIRT AND KHAKI BOTTOM
- ☒ POTTY TRAINING: 4-5 PAIR OF EARLY TRAINERS, PULL-UPS
- ☒ OTHER: BIBS, OINTMENT, POWDERS, SUNSCREEN, MEDICATIONS, ANY REQUIREMENTS
- ☒ REGISTRATION FEE & BI-WEEKLY TUITION

Children with Special Needs

Careful consideration is given to planning programs that are inclusive of all children. We select materials and equipment that most children with special needs can use.

Subsidized Childcare

If you belong to the CAPS program and other subsidized programs, you are aware that you choose your provider. You also are responsible to file all paperwork needed for approval and for continuing care.

Center Rules Regarding Subsidized Childcare

- DFCS pays for registration fee, which is non-refundable.
- You pay your co-pay plus any difference between what DFCS pays and your actual tuition fee.
- Payments from you are due on Fridays for the following week, according to the schedule outlined in the handbook.
- You are responsible for any late fees or late pickup charges as outlined in the handbook. DFCS only pays for actual tuition.
- DFCS will only pay for one shift per day, five days per wk.
- You are responsible to pay your charges and co pay whether or not your child is present as outlined in the handbook.
- **DFCS payments will only be applied to Monday-Friday care only. Parents are responsible for the payment of Saturday care.**

Until approval certificates are received from DFCS, you will be responsible to pay full tuition as outlined in your parent contract. If your approval ends and you have failed to reapply in time for continuous payment coverage, you will be responsible for full payment until you receive approval again. DFCS gives you time to submit your paperwork to them, so please be sure to meet all deadlines so that you will remain

eligible. Failure to do so may result in DFCS immediately terminating your child care assistance. If this happens and you wish to register again at a later date, you may need to pay 1 weeks average tuition as a deposit plus ANOTHER NON-REFUNDABLE \$50 REGISTRATION FEE.

Sign In/ Sign Out

It is mandatory each day that parents remember to sign in and out when child is in attendance; the parent is required to sign his child(ren) in, noting the time arrived. This is to be followed by signing the child(ren) out when they leave. A sign-in/out pad, pens, and a clock are all located at the front entrance. Please do not enter your child's class until you have signed in or out.

Check In/Out

Children must be escorted into and out of their class and signed in/out. Please keep your child with you as you exit the building. Do not allow them to run ahead of you and go to the car or into other classrooms. Once you have left the building, if your child needs to return to the building for any reason, you must escort them back in. They cannot re-enter and leave again without a parental escort. Children will not be allowed to leave the center with anyone that is not listed on the registration form. Positive ID will be required if the staff does not recognize the person picking up. Authorized persons to pick up must be on the registration form in writing, no verbal agreements accepted. Designated pick up person must be 18 years old or older. Any person picking up a child in an impaired condition (under the influence of drugs or alcohol) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a parent or legal guardian; however, I will not hesitate to call the police if I feel the child is in jeopardy.

NOTE: Please remember that anyone who enters the facility on your behalf is responsible for abiding by Toddler University's Policies and Procedures also. If they break the rules whether it is picking up late, throwing trash in the parking lot, paying late fees, bringing in food or any other rule; you, the parent signing the forms are responsible for any consequences incurred. For example: late fees, child not being able to be dropped off, or in some extreme cases disenrollment.

Smooth Drop off/Pick up

It is the parents' responsibility to deposit and retrieve their child's belongings to and from the cubby each day. This helps to settle your child in for their stay at Toddler University/and shows him you care about his space. Coats go on the coat

rack and shoes go in the cubby by the door. It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief during drop-off times. The longer you prolong the departure, the harder it is for the child. A smile, a cheerful goodbye kiss, and a reassuring statement that you will be back are all that is needed. Children are usually quick to get involved in play or activities as soon as parents are gone. Please be very brief at departure times also. When two authority figures are in the same room together, children will naturally test the boundaries. Please help show your child that you respect my rules and me by reminding him that the rules still apply whether his parents are here or not.

Custody Arrangements

Toddler University must be informed of all custody arrangements in the form of legal documents.

Staff Babysitting

Toddler University's staff is not allowed to babysit or have outside contact with the customers. Employees of Toddler University are responsible for the daily care of the children. Please do not disrupt the class schedule to have personal conversations with the staff.

Religious Practices

Toddler University feels that religious teachings should be left up to the parents. We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let a member of staff know.

Nondiscrimination

It is the policy and commitment of **Toddler University Learning Center** that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion. We are an equal opportunity employer.

Medication

When medication is to be given by the Director, the medication must be in its original container, clearly labeled, sealed in a Ziploc baggie with the child's name on it, and given directly to the Director. Please do not leave medication of any kind in a diaper bag or the child's cubby. Medication must be delivered daily and picked up daily by parent. An Authorization for Medication Form is required by the state for all medications, including prescription, non-prescription, diaper rash cream, bug

spray and sunscreen.

Please provide the following information on the Authorization for Medication Form:

- Date
- Full name of the child
- Name of medication
- Prescription number, if any
- Dosage
- The dates to be given (No more than two weeks unless written authorization from the physician.)
- The time of day medication is to be dispensed

In the event of an adverse reaction, parents will be contacted immediately and or 911. Staff members on duty will document the incident. Under no circumstance will Toddler University's staff members be allowed to administer medicines or held liable for side effect as a result.

Outdoor Play

We take reasonable precautions to keep the children as clean as possible and to keep their clothing from becoming damaged. Daily outdoor activity is very important for young children and is a regularly planned activity. A child who is well enough to be in care is well enough to play outdoors. This provides fresh air and movement-needed daily for your child's general well being and healthy development. You can help your child enjoy outdoor activities by making sure that he or she is properly dressed for the weather. Children play outside everyday unless the weather is inclement (below freezing, raining, etc.).

Injuries

Every attempt will be made to ensure that your child will be in a safe environment, but no matter how much we monitor conditions, accidents do occur. Minor cuts and abrasions suffered while at the center will receive proper care -- specifically, washed with Luke warm water and properly bandaged. We may apply tropical antibacterial ointment. All incidents and accidents will be documented on an accident report with your signature explaining how, when, where, and location that the injury occurred.

If a medical emergency arises, the director or staff member will contact the parent first, but the child's health & safety takes precedence, so the director or staff on

duty will take necessary steps while putting the child first (calling hospital, doctor, poison control, police etc.). If the injury is life threatening, your child may be transported to the nearest hospital via ambulance. The director will contact parents and or any other emergency contacts listed on enrollment forms. In the event of a fire, severe weather, gas leaks, bomb etc. Staff will evacuate all children from the building immediately (4 exits are available) and gather outside at check point, account for children, check that everyone is out and accounted for. Director will contact parents after contacting the proper authorities. Routine Fire & Safety Drills are practiced monthly so the children are familiar with safety and protection practices. The center has written emergency plans posted on the parenting board and in each classroom.

Lice

Toddler University/ have a no-nit policy. When an outbreak occurs, all toys made of cloth that can be washed will be washed in hot water and dried in a hot dryer. Cloth toys that cannot be washed will be bagged and put in the attic for 14 days. The carpet will be vacuumed thoroughly. Each child will be checked regularly for nits. Any child with nits will be sent home immediately. Children may return to care when they have been treated and are nit free. If a louse recurs, then a doctor's or nurse's note will be required before admittance into childcare.

Toilet Training

The most ideal setting for toilet training is probably at home for a week or two of 1:1 with Mom and/or Dad. But for most of us, that ideal isn't feasible. Therefore, for practical reasons, but especially for sanitation reasons, We have adopted the following policy/criteria:

FREQUENCY - We will help to encourage and take your child to the potty at reasonable intervals (mid-morning, after lunch, after nap . . .) but I do not believe in the philosophy of taking a child to the bathroom every hour. It doesn't help a child learn bladder or bowel control.

SHOWS SIGNS OF READINESS

- 🕒 Is able to follow simple directions
- 🕒 Recognizes when wet or soiled, is uncomfortable with being wet or soiled
- 🕒 Remains dry for long periods of time during the day
- 🕒 Has regular and predictable bowel movements (showing more muscle control)
- 🕒 Can pull pants and Pull ups up and down
- 🕒 Willingness to use the potty

If your child is not exhibiting most of these readiness signs, be patient a while longer. Rushing a child through the toilet training process will result in tears and frustration. Starting too soon may actually delay the process. Toilet training will be easier when the child is ready.

Clothing:

- ⌚ While in training, your child must wear pull ups training pants with easy open sides until s/he can announce that s/he needs to use the bathroom and she is accident free for TWO FULL WEEKS.
- ⌚ Your child needs to dress in clothing that is easy to pull on and off (sweatpants are BEST or other loose fitting elastic waist pants or shorts~the thicker the better for absorbency purposes).
- ⌚ No buttons, snaps, zippers, complicated long dresses/jumpers, belts, overalls, or long shirts. (It is a lot for them to do in the beginning without adding unbuttoning, unzipping, and unsnapping to the list.)
- ⌚ Please provide TWO complete changes of clothing during training
- ⌚ If your child has an accident, he/she will need to return to pull ups until s/he is dry for TWO WEEKS at the daycare.
- ⌚ Your child has to be dry for TWO WEEKS before wearing underwear without protection.

Accidents:

- ⌚ If your child has an accident, we will bag the soiled clothes and send them home for you to launder. He/She will need to return to diapers or pull ups for TWO WEEKS at daycare.
- ⌚ In a daycare setting, your child may be more distracted and it could make it more difficult for him/her to make it to the potty.

Overview

We will not attempt to work with your child on toilet training until a good routine has been established at home FIRST! Children are very active and distracted in a daycare setting and accidents may occur more frequently. We will be more than happy to work WITH parents on toilet training ~ this is a partnership! We have also learned that if a child is not ready for this major milestone, it can be a very unpleasant experience for all involved, most importantly, the child. It may be necessary and even helpful to quit toilet training for a period of a week or two and then go back to it if the child becomes discouraged or unenthusiastic. This is an exciting time ~ let's work together to make it successful!

Emergency Plan

Emergency plans have been developed and are posted near the front entrance and are posted in each classroom for parents viewing.

Naps

All children under the age of five are required by state law to have a rest time. Please do not ask us to keep a child awake during nap time. If the child falls asleep, then s/he must need the rest. Toddler University will provide a safe, warm, quiet place for resting. Blankets and toddler size sheets are to be provided by parents; children 1 1/2 and older will sleep on a mat or cots in their classroom. Children under the age of 14 months (not yet climbing or standing) will be in an approved crib or playpen.

Behavior And Discipline

Toddler University believes that maintaining discipline within the classroom greatly contributes to the learning of the children. Discipline, however, comes in many forms. Our preferred method of discipline is "redirection" which is to redirect a child to an appropriate behaviour or activity. We prefer that our teachers begin with explaining to a child what they have done wrong. What their "bad choice" was, how it affects others, and ways to improve should be discussed with the child no matter what their age is. This step should not be overlooked. Redirect a child rather than overuse time-out whenever possible. If the behavior is repeated, and the child has been given reasonable amount of corrective direction he/she may be asked to sit in "the thinking tank" a chair used for re-directing/reflection. The "thinking tank" will be used only when necessary. *This time is limited by state law to one minute per age of the child, example: three year old = three minutes of time out. Watch the time, this is very important. Children may not face the wall during time outs. Continuous behavior should be both recorded in your classroom journal and made known to the Director. Under 3 years you must use redirection and interactions to curve behavior. It is important that discipline be handled in such a way that a child's self-esteem is not damaged. All teachers will remain calm and use a soft yet firm voice.*

Toddler University's personnel do not under any circumstances yell at a child or in the classroom setting. Our personnel do not inflict corporal or physical punishment; physically or sexually abuse of child. Teachers or caregivers are not allowed to shake, jerk, pinch, handle roughly a child, or verbally abuse or humiliate a child. That includes, but is not limited to the use of threats, profanity, or belittling remarks about a child or his family. Children are not to be isolated in a dark room or closet or in any unsupervised area. No mechanical or physical restraints or devices are used to

discipline children. If, for any reason, an employee of this company is caught doing any of these items listed, they will be dismissed and reported to the proper authorities.

Labeling Children

We do not place labels on our children. **Toddler University** does not allow a child to be labeled as "bad", "mean", etc. either in front of the child or to other teachers. Labeling a child hurts them emotionally; it damages them in a way inconceivable. Labeling a child also predetermines them to conform to that label, and we want to avoid that.

Change In Schedule

Your childcare is based on contractual times needed for care weekly; as a result any changes in your child's schedule should be made in writing, is based on availability and must be approved by director.

Illness

Toddler University will not care for children who are feverish. If he/she vomits or had diarrhea within the last 24 hours please keep child home. If he/she has a green discharge from nose child must be on an antibiotic for 24 hours before he/she can attend. If your child is not feeling well, do not give Tylenol to mask symptoms, there may be serious side effects, our staff needs to be on notice and aware of any medication given prior to arrival. If your child throws up the night before and seems fine the next day, chances are he or she is more than likely still contagious to others. **You must wait 24 hours and or bring in sign doctor excuse.** All the children use the same toilet and washroom and they often "mouth" or touch the same toys, it is very difficult to keep a sick child from infecting everyone else therefore if child presents any of the following illness/disease or symptoms director will contact parents/emergency contact by phone for pick-up immediately.

Illnesses are defined as:

- **Fever of 101 or higher
- **Conjunctivitis (pink eye) or "cold in the eye"
- **Flu
- **Unusual rash
- **Severe cough
- **Rapid breathing or labored breathing
- **Severe cold (green /yellow discharge)

- **Vomiting
- **Yellowish skin or eyes
- **Diarrhea
- **Head lice

Notifying Parents of Contagious Communicable Disease or illness.

If child is exposed to a communicable disease Toddler University Learning will notify parents by letters as well as posting can be viewed on parent information board.

Toddler University will not accept your child if any of the above symptoms are present or have been present within the last **24 hours**. If the child shows any of the symptoms or communicable diseases while in care, staff will remove from the group to safe area and notify the parent or emergency contact to pick up the child.

Parents have **one hour** from time of notification to pick up the child, before staff members contact other emergency contacts listed on enrollment. The child may return **24 hours after** a temperature has returned to normal, 24 hours after the child is no longer vomiting, or **24-48 hours** (depending on the illness see communicable diseases chart posted) **after** the first dose of an antibiotic. If a child receives an antibiotic for an ear infection he may return to day care immediately if he has been free of other symptoms mentioned for at least 24 hours. In event of a known communicable disease outbreak- occurrences will be posted for parents viewing and/or letter sent home. Child care will not be prohibited if he has only a mild cold (e.g. sneezing light clear runny nose or mild cough), and is able to participate in the day's activities.

Transportation/Emergency Transport

Routine transportation will not be provided at this programs as well as we do not plan outside field trips. All transportation to and from the center is parent's responsibility. Toddler University will call 911 for all Emergency transportation.

CHILD NEGLECT AND ABUSE

(1) The director and staff at Toddler University are mandated reporters of abuse, neglect and or communicable diseases:

(a) Child Abuse, Neglect or Deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.

(b) Communicable Diseases. Any cases or suspected cases of notifiable communicable diseases shall be reported to the local County Health Department as required by the rules of Bright from the Start regarding Notification of Disease

Referrals

Referrals from a current client are one of the biggest compliments we can receive. As a special thank you, Toddler University offers families a free week of care for each referral that enrolls. Your free week will be deducted from your weekly fee after the referred child has attended for 3 weeks.

Acknowledgment of Policy and Procedures Handbook

Please be advised that by signing you acknowledge our policy and procedures and furthermore agree to abide by rules and guidelines stated herein.

Signature _____ date _____