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**3 and Pre FAMILY HANDBOOK**

**2024-2025**

**PO Box 16639**

**Tallahassee, FL 32317**

**(850) 414-9800**

[**www.kidsincorporated.org**](http://www.kidsincorporated.org)

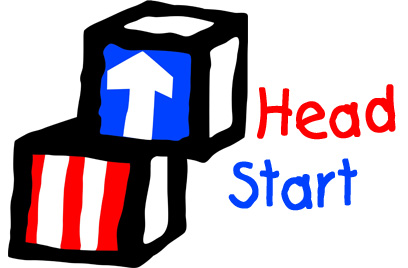


**2326 Centerville Rd.**

**Tallahassee, FL 32308**

**(850) 414-9800**

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Children



Children



Family



Family



Community



Community

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**3 and Pre Leadership Team**

**Executive Staff**

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**3 and Pre**

*306 Laura Lee Avenue Tallahassee, FL 32301 (7:30am- 5:30pm)*  850-219-0037***Budd Bell Phone***

Roselia Cornejo Site Director Floor 1 rcornejo@kidsincorporated.org

Tanika Brooks Head Teacher Floor 1 [tbrooks@kidsincorporated.org](mailto:tbrooks@kidsincorporated.org)

**Education Staff**

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General Information

Vision

All children and families reach their full potential.

Mission

Supporting and educating families and young children through quality early learning, health and family services.

Slogan

Strong Families = Strong communities.

Program

The 3 and Pre Program provides early education and care and nutrition services for children age 3 years old in Leon County. The program offers full day/full year services, Monday – Friday, 12 months a year 7:30am to 5:30pm.

*3 and Pre does not provide transportation to and from school.*

Days of Operation

Except for the following holidays and training days, 3 and Pre center is open Monday through Friday. The center may designate other days as in-service at the discretion of the Chief Executive Officer. Or, the center may be closed for unforeseen circumstances (i.e., plumbing, electricity, heat/air conditioning and other appliance failures, weather condition warnings, contagious illnesses, etc.).

Closures for 2024-2025

Kidsfest Saturday, April 26, 2025

Memorial Day Monday, May 26, 2025

Teacher Planning/In-service Tuesday, May 27, 2025

Juneteeth Wednesday, June 19th

Last Program Day Friday, June 27, 2025

Teacher Planning Day Monday, June 30, 2025

Emergency Closing Policy

The child care centers will follow the **state** weather, contagious illnesses, etc.-related closure policy for your area/county, in which your child care center is located. Please tune in to your local television, radio stations and our social media page for closures. When local schools are closed for emergency purposes (weather, contagious illnesses, etc.) your center will be closed. Parents will be notified of emergency closings by staff, when possible. Children and staff practice fire, tornado and lockdown drills regularly. Parents will be notified in the event that the center must be evacuated in an emergency. The off-site shelter in place location is posted in the center and provided below.

**Budd Bell Floor 1**

Faith Christian Family Center Inc.

310 Laura Lee Ave

Tallahassee, FL 32301

(850) 671-5755

Drug Free Environment

Our center maintains a healthy environment that is free from smoke, alcohol, and illicit drugs. All federal, state, local policies and laws governing the unlawful possession, use or distribution of illicit drugs and alcohol on these premises are enforced.

* If the smell of illicit drugs is apparent at drop off the child(ren) will not be accepted and persons dropping off must leave the premises.
* This causes a risk to other children in the classrooms with respiratory issues, as well as, health concerns for their own child(ren).
* We are mandated reporters if we suspect children are being exposed to substances and are concerned over their safety and welfare.
* If the parent appears impaired upon arrival, we will accept the child and follow procedure SE-03 Child Risk Management.
* If the parent appears impaired when coming to pick-up the child, the child(ren) will not be released and we will follow procedure SE-03 Child Risk Management. If an odor is detected, but the parent does not appear impaired, then the child is released.

Non-Discriminatory Statement

Kids Incorporated does not discriminate against children and/or families based on race, color, national origin, religion, gender, age, disability, political belief, sexual orientation, and marital or family status.

**24 Hour Response**

Please allow staff members one business day to respond to non-emergency inquiries or concerns.

**Enrollment**

**Enrollment**

Enrollment at 3 and Pre is open to children who are 3 years old or turns 3 before August 1st. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Initial enrollment is contingent upon receipt of:

* the completed enrollment application;
* signed fee agreement;
* enrollment fee of $125.00;
* supply fee of $75.00;
* first month’s tuition of $900.00 **without an ELC School Readiness Certificate**;
* first month’s tuition of $307.75 **with an ELC School Readiness Certificate**;
* immunization and physical records (or no later than 30 days) and;
* signed Family Handbook receipt.

Re-enrollment occurring in May for each up-coming year is contingent upon receipt of:

* a re-enrollment form;
* signed fee agreement;
* enrollment fee of $75.00;
* supply fee of $75.00;
* first month’s tuition of $900.00 **without an ELC School Readiness Certificate**;
* first month’s tuition of $307.75 **with an ELC School Readiness Certificate**;
* updated immunization and physical records (or no later than 30 days) and;
* signed Family Handbook receipt.

Enrollment application and fee agreement are not contracts guaranteeing service for any duration. We reserve the right to dismiss any parent or child at any time with or without cause. Enrolled spots will not be held for children who withdraw for the summer months and tuition is unpaid for the summer. Your child will be placed back on the waitlist. There are no discounts for extended vacation during summer months. Parents are asked to give a 2 week notice when planning to withdraw their child(ren) from the program.

Child Care Tuition and Fees

* Regular tuition of $900 **without an ELC School Readiness Certificate** a month due on the 1st business of the month.
* Regular tuition of $307.75 **with an ELC School Readiness Certificate** a month due on the 1st business of the month.
* A late fee of $25 will be charged on the 3rd and again on the 4th if not paid and termination from the program will result if tuition fee and late payments are not paid by the 5th working day of the month. If you anticipate difficulty with paying on time, please discuss the matter with the Site Director immediately. If alternative arrangements for payment are approved, you will be notified by the Site Director.
* Kids Incorporated will not prorate any monthly payment regardless of center closures or attendance.
* Initial enrollment fee due at the time the child is enrolled: $125.00
* Returning student fee (charged annually for students who are re-enrolling): $75.00
* Supply Fee at time of enrollment and every July: $75.00
* Tuition and fees are paid through Procare where all billing information and correspondence are to be shared. Online payment receipts will be sent to your email upon payment.
* Tuition and fees can be paid with a Money Order designating 3 and Pre and what the fee is for. **The parent will be responsible for holding onto the money order stub as a receipt.**
* There is no tuition credit or refund given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, pandemics, inclement weather or any other unforeseen issues.

**Early Coalition School Readiness Subsidized Care**

In order to maximize other revenue sources available for families working or in school or a combination of both totaling 20 or more hours a week are encouraged to apply for and maintain their eligibility status for tuition assistance with the Early Learning Coalition (ELC) if they meet federal poverty guidelines. Site Directors are available to assist families applying online.

Working families will be responsible for keeping their eligibility status current in accordance with ELC eligibility requirements. It is the parents’ responsibility to maintain an active status on the ELC wait list. Enrollment in the school readiness/tuition assistance program of the Early Learning Coalition is the responsibility of the ELC.

**Families who are active and continue to keep an active ELC status will have a lower parent fee. When a family is not eligible for ELC or does not maintain their active status with ELC, the parent will be responsible for payment of full tuition fees.**

**Phase- In Parent Child Orientation**

Site Director, and/or Teacher will complete enrollment paperwork, Family Handbook, Screenings - Ages & Stages Questionnaire, including the Social Emotional section, and Health Services forms. A 1 ½-hour visit is conducted before the child’s 1st day in the program. Parent & child visit the classroom together for 1 hour. The Teachers discuss Learning through Play, Routines, Activities & Understanding Classroom Expectations with the parents. Parents then meet with other center staff for ½ hour while the child remains in the classroom with the teacher. During this portion of the Phase-in, the Teachers discuss a Typical Day, Curriculum, Assessment, School Readiness Goals, Positive Guidance, Clothing, and highlighted health policies. Site Directors discuss Shine on Families Curriculum Parent Conferences, Family Engagement, Family Life Practices, Open Door Policy, Attendance, Late pick up & Arrival Time. Families will complete a questionnaire to help us get to know your child and share any concerns you may have regarding your child’s development.

Family Culture

During enrollment families have the opportunity to share their cultural, religious, and lifestyle preferences through discussion and completing the parent interest form, which asks if families have an interest in sharing their culture with the children in an age-appropriate manner: language; music; art; games / activities. Also, families complete a nutrition intake form that asks families to list any cultural, religious, or ethnic food preferences. Parents, staff, and other representatives from the community are valuable resources for presenting cultural activities, practices, and support in language differences. The cultures of all children served in the program are supported and represented. Various classroom materials are used to represent the cultures of all families served and includes materials that reflect various races, cultures, ages, abilities, gender and family dynamics, i.e., books, posters, pictures, puzzles, music, instruments, dramatic play items, puppets, dolls, art, recipes, etc. Our curriculum includes planning routines and activities that support development of character qualities that promote tolerance, such as, gentleness, empathy, belonging, kindness, compassion, self-control, respect, listening, friendship, conflict resolution, individuality, self-care, honesty, responsibility, self-confidence, cooperation, communication, conversation, helpfulness and appreciation of differences. Home activities are shared with families through home learning logs and parent curriculum.

Education Services

Daily Schedule

Each classroom has a daily schedule posted that includes daily routines and meal times. Indoor and outdoor activity times are inclusive in the schedule to promote skill development in all school readiness domains of approaches to learning, physical health & development, cognitive and general knowledge, language and literacy development and social emotional skills to lay the foundations for children’s future growth and development. The daily schedule is structured by broad time ranges and through events, transitions, teachable moments and consistent routines provided and supported by staff and other nurturing adults. Meaningful relationships and interactions are the focal point to children’s learning. In addition, teachers and families share information daily regarding their child’s health, nutrition, daily routines, therapies and development.

Curriculum

*The Creative Curriculum* is research-based and developmentally appropriate, allowing for a balance of child-initiated and teacher-directed activities. Children are provided materials, activities and opportunities to promote problem-solving, self-help, cognitive, language, physical and social-emotional skills. Planned activities are based on each child's individual development and intended to target skills and set goals for the children to achieve as they grow and develop in all school readiness domains. Parents are encouraged to provide input into their child’s individualized development plan and curriculum. *I Love You Rituals* are routines and activities that support development of character qualities that promote tolerance, such as, gentleness, empathy, belonging, kindness, compassion, self-control, respect, listening, friendship, conflict resolution, individuality, self-care, honesty, responsibility, self-confidence, cooperation, communication, conversation, helpfulness and appreciation of differences.

Screening and Child Assessment

Early intervention makes it possible for children with special needs to be identified. Children receive a developmental and a behavioral screening using the Ages & Stages (ASQ-3) and Social Emotional Questionnaires (ASQ-SE). Teachers conduct on-going assessment, observation and documentation using Smart Teach in conjunction with an observation checklist for learning. Teachers share this information with parents and along with parent input they monitor child’s skill development and progress. Together teachers and parents use results to guide individualized planning activities to help their child(ren) at home achieve specific school readiness learning and developmental goals**.**

**How Children Learn Through Play**

**Building with** blocks provides opportunities to develop control of the small muscles of fingers and hands as blocks are added to a structure. Ideas of size, weight, shape, and math concepts are developing, as well as, language skills as children discuss what they are building. Cooperation and planning among children develops as they work together toward a common goal.

**Dramatic Play** provides opportunities for children to use their imaginations and "try on" various roles from the adult world. Through play, children try to make sense of the events happening around them and deal with the emotions surrounding them. Social skills grow as children choose definite roles in the "play" of the day whether it is playing house, school, doctor, or restaurant, etc.

**Science** opportunities include interacting and caring for nature and natural living things, such as, plants, animals, natural objects, weather, and natural events (sun, sky, rain, clouds, wind). Books, pictures, and activities with play materials and natural things promote science concepts of cause and effect, observing, describing, problem solving, making predictions, exploring with their senses, learning through trial and error, and asking “what if”, “why”, and “how” questions.

**Art** materials that are freely available to children allow them to make choices, interact with a variety of materials, and learn to think and be creative. The process of working with the materials is more important than what is actually made. Choices are made as children select paper, colors, textures and they experiment with the way they are applied. This also promotes pre-literacy-writing.

**Mathematical** patterns, concepts and ideas are introduced through real objects and experiences that are meaningful to the child, for example; counting the number of places when setting the table. Stories and songs also provide repetition. Hands–on experiences that are meaningful and fun are planned to promote grouping, patterning, matching, measuring, counting, shape recognition, and one–to–one correspondence.

**Small toys** provide controlled movements of the fingers and hands enabling children to master the muscles necessary for writing. As children work with colors and patterns, they develop memory and the ability to tell things apart. This also promotes pre-literacy-writing.

**As children explore books** on their own or with an interested adult, they begin to notice that print goes from left to right and top to bottom, that pictures often tell a story, and that the story stays the same as it is read over and over. Listening, paying attention, sequencing, and thinking skills are all being used as children enjoy a story. Children become used to new vocabulary words and the style of formal written English as they listen to stories. This also promotes pre-literacy-reading.

**Outdoor learning** opportunities include an extension of all indoor activities: gross and fine motor; art and sensory; blocks; dramatic play and music. Children are given plenty of space and time to move around freely and learn to control and coordinate large muscles. Children have opportunities to explore with their senses, develop mentally and physically, practice fine and gross motor skills, develop language and social skills, and begin to appreciate and respect living things. The outdoor learning environment is considered just as important to the curriculum as the indoor learning environment (e.g., classroom).

Use of Media in the Classrooms

Children learn primarily through interactions, exploration and hands-on experiences with the real world; therefore, we do not utilize TV, videos or computers in the classrooms of three-year-olds

Adult/Child Ratios & Group Sizes

We maintain a group size of one adult to 15 children in each classroom. We maintain ratios and group sizes set by the Department of Children & Families Licensing Regulations. During a time of staff shortage crisis, classrooms may be combined but will not exceed 15 children in a room.

Parent Conferences

Parent conferences are completed twice a year or on an as needed basis by the child’s teacher and or Site Director.  These meetings provide a critical opportunity for staff and parents to share information regarding their child’s progress, concerns, and to review child’s individual goals, as well as, determine new goals and activities. We plan a time that is most convenient for, the parents. We ask that you call at least 24-hours in advance to cancel and reschedule.

Parent Curriculum

We provide *Shine On, Families*, a research-based Parenting Curriculum (online app) used to help our parents practice being their child’s primary teacher and nurturer. *Shine On, Families* helps us extend learning in the classroom and goes beyond into the home so parents have the support needed to implement parenting skills that promote school readiness, learning and development. Teachers and families work together to identify the needs of the child. The parenting curriculum provides parents the tools/resources to help meet the needs in the home. There are several opportunities provided to help parents intentionally engage in their child’s learning and development to support parent-child relationships. Parents are able to:

* **Use** the *Shine on, Families* PEER mantra - **P**ause, **E**ngage, **E**ncourage and **R**eflect, to promote family interactions that build executive function, a foundational skill for school readiness. Parents will model and practice parenting skills found in the PEER Card site, Parent Child Learning Activities.
* **Complete** digital Peer Card activities at home with children.
* **Use** Family Life Practices – Family Routines, Literacy: Read with Children, Positive Discipline, Experience Rich Environments.

Families access the *Shine on, Families* online app. Teachers are able to suggest PEER card ideas to parents as needed to help individualize child’s need and education. Ultimately, *Shine On, Families* empowers Teachers, Parents and Families with the tools needed to extend school readiness goals in the classroom, beyond the classroom and into the homes of each child so he/she may gain more from the early learning experience.

**Male Involvement –** We work with Carter’s Corner to provide family support services to father’s and males in Leon counties; virtually, face-to-face, telephone, to provide a comprehensive fatherhood program designed to help men build their parenting skills and fathering knowledge through the utilization of 24:7 Dad curriculum; and a wide array of other support services for Father’s and male role models.

**Volunteers –** Parents participate as volunteers throughout the program in centers, classrooms, at home, and community events.

Health Services

3 and Pre advocates the importance of health care, emphasizing good health care practices, including disease prevention, health maintenance and early intervention. We believe that it is important for each family to have ongoing access to a medical care. Parents are involved in their child's health by preparing their children for screenings and exams, and scheduling and accompanying their children to appointments. Our Teachers and/or Site Directors will gladly assist you with ways to obtain all required Health Services. Healthy habits are established and practiced in the classroom on a daily basis. Classroom routines that promote healthy habits include family-style eating, daily tooth brushing and an emphasis on hand washing and health education activities. Being healthy enables children to reach their potential.

Health Records

Parents and staff partner together to ensure that each child receives a well-child health examination at the appropriate age and frequency. Every child in the program is required to have up-to-date State of Florida School Entry Health Exam forms (DH 3040) on file that have been signed by a health care provider.  An up-to-date immunization record (DH Form 680) or the Religious Exemption from Immunization record (DH Form 681) is also required.  Parents or guardians must ensure that both health forms are provided upon enrollment or within 30 days of this entry into the center-based program, or your child will be temporarily excluded from services at the center. Some children enrolled at the center may not have current immunizations during this initial 30-day transition into the program.  Children must return to their health care provider’s clinic or Florida Department of Health BEFORE the expiration date to receive the immunizations needed (IMMUNIZATIONS GUIDELINES, Rule 64D-3.046, Florida Administrative Code).

A notice of your child’s Health Update is issued, as needed, by the Site Director or Teacher. The notice states what is needed (physical exam, lab tests and/or a specific immunization), as well as the deadline for compliance. Once notified that health records need to be brought up-to-date, parents should immediately schedule an appointment with their child's doctor in an effort to meet the indicated deadline. Please bring the appropriate well child check-up form and immunizations record to your child’s teacher after each well child check-up appointment. Failure to maintain current health records on all the children in the provider's care may jeopardize your child’s enrollment and our license to operate. Therefore, it is very important that parents help keep these records up to date.

Emergency Health Policy

In the event of an injury, the center staff must determine the extent of the injury and notify you. If the injury is minor, first aid will be provided and an Incident Report completed. If the injury is serious, an ambulance will be called first, and then you or the emergency contact person will be notified. If the injury warrants hospital emergency treatment, the nearest hospital will be used. Parents are notified of all unusual incidents.

Tallahassee Memorial HealthCare

1300 Miccosukee Rd.

Tallahassee, FL 32308

Services Include

* Nutritious breakfast, snack and lunch each class day
* Daily oral care

When Your Child Is Ill (Exclusion Policy)

The well-being and good health of all of our children and teachers is highly valued. It is important that parents know that everything possible is being done to ensure sick and contagious children will not be in contact with healthy children. If your child becomes ill while at the center, we will call you or the designated alternate contact you have provided to come pick him/her up.  Please make sure that the emergency contact information is current and let your Site Director or a teacher know of any changes. If your child is brought to the classroom when sick, we will require that he/she be taken home immediately. Your child is not well enough to be in class if any of the following symptoms are noted:

* Temperature of 101 degrees
* Vomiting (**more than** one time)
* Diarrhea (two or more watery movements not explained by diet or medicines).
* Uncontrolled coughing
* Difficulty breathing or untreated wheezing
* Unexplained rash
* Complaints of a stiff neck and/or headache
* Possible eye infection (yellow discharge with redness and burning or itching eyes)
* Unusual yellow coloring of the skin or eyes
* Cuts or openings on the skin that are pus filled or oozing
* Lice or nits – (The program has a ***No Nit*** policy. Therefore, your child may not return until all nits are removed).
* Possible fungus infection (ringworm) on the skin or scalp
* Unusual dark urine and/or gray or white stool
* Any other unusual sign or symptom of illness as determined by the staff

**NOTE: Please contact your child’s Teacher or Site Director as soon as you know your child will not be coming to class.  If he/she is sick with a specific contagious illness, we want to know so that we can let other families know to look for signs/symptoms in their child. (The child’s identity is never shared with other families.)**

Medication Administration

Prescription medication brought to the center by the parent or guardian must be in its original container with the name of the physician, child, name of the medication, and medication administering directions written on the label. **Non-prescription medication must also be in its original container and must be accompanied by a written statement from the child's physician (on letterhead) stating the name of the medication, the child's name, and administering directions.** A ***Medication Authorization Form*** must be filled out and signed by the parent or guardian before the Site Director, Head Teacher or Classroom Teacher will administer the medication.

**Nap/Rest**

Children will be supervised at all times within sight and hearing. Appropriate ratios will be maintained.

Cots are provided to the children for napping and resting. Children do not share cots unless bedding has been changed. Each cot is individually labeled with the child’s first and last name. Cots will be cleaned and sanitized weekly, before use of a different child, after it has been soiled, or as needed. Program provides a sheet and blanket that will be washed weekly, or more frequently, as needed.

**Nutrition Services**

Each child will be provided a nutritious breakfast, lunch and afternoon snack; thus receiving two-thirds (2/3) of their daily nutritional requirements. Meals and snacks are planned in accordance with USDA Child Care Food Program (CCFP) Recommendations and Guidelines. Parents/guardians are welcome to join their child(ren) for meals periodically. We ask, however, that you give our staff at least 24 hours’ notice of your intent to do so. As outlined in the Performance Regulations, all menus and individualized menu items are reviewed and approved by a Registered Dietician. A variety of foods will be introduced and maintained on the regular menus.

Per USDA CCFP funding requirements, all food consumed by children under the supervision of the child care center shall be provided by the center. Information on special diets must be obtained in writing from the parents and/or medical providers and maintained on file at the child care center.

Children with allergies or special feeding schedules will be accommodated as needed. Allergies are posted in the kitchen and on classroom bulletin boards to ensure that no child is given any food for which she or he has known allergies. In the event that staff discovers new food intolerance, parents will be notified immediately. Due to choking hazards certain foods are not served, such as: whole grapes, hotdogs, peanut butter, nuts, popcorn, etc.

Because our menus meet and/or exceed the minimum nutritional standards established by the Department of Health's Child Care Food Program, no outside food items are allowed to be sent for children. Weekly menus are posted for your review in each classroom as well as on the Parent Information bulletin boards within your center.

If your child has not received breakfast and arrives after the scheduled breakfast meal, a nourishing breakfast will be offered.

Alternate Nutrition Plan

A USDA Child Care Food Program Medical Statement attesting to the need for alternative food items to be substituted, signed by the physician, must be on file.

No Outside Food

Only food prepared by the center cook will be served to the children, staff, and volunteers in the classroom.

Disability Services

Our program is able to serve children with special health and developmental needs in our classrooms.  When accommodations can be made, we make adjustments to the environment and materials and teachers are provided training to meet children’s individual needs. However, families are responsible for scheduling therapy services for their child and arranging for transportation to and from therapy sessions. Or, families can arrange with therapists to conduct therapy on site, if possible. We can work with families in order to complete the referral process, as needed.

Important Policies

Attendance

In order for your child to get the most benefit out of their participation in the program, it is imperative that they regularly attend the center. It is important to recognize that young children depend on regular and consistent routines. Your child will have an easier time adjusting to being in a group setting when they come on a regular basis. It is therefore important that your child have a consistent environment in which to learn and grow and develop trusting relationships with teachers who provide care and nurturing during your absence. Please notify your child’s teacher or site director if your child is going to be late or absent. If you do not contact us prior to absence, they will contact you within an hour of normal drop off time.

**Absenteeism regarding children with an ELC Certificate**

ELC states that your child should not be absent for more than three days per month.

All Absences must be documented from an approved source that includes one or more of the following:

* A doctor’s excuse;
* A copy of the signed 24-Hour Illness Exclusion Notice for the specified time required;
* Appointment card for Well Child Check, Immunizations, dental, WIC
* Parent written notice of reason for absence provided to the Site Director or Teacher in advance of the absence
* Court ordered visitation plan or notarized shared parent agreement.

In the event it is necessary for your child to have a prolonged absence due to a medical condition documented by the child’s physician, or extenuating circumstances the Site Director has the authority to grant an approved extended absence. Each of these cases will be evaluated on an individual basis consistent with the needs of your child and the numbers of children on the wait list who need the service.

**Every absence needs written documentation. Failure to provide such written documentation will result in an unexcused absence. A child with any unexcused absence or more than three excused absences per month will be in jeopardy of losing their ELC certification. If your ELC certification is terminated, you will be charged the full amount for tuition. We will work with the family to improve attendance however, if a family is unable to establish attendance after appropriate efforts to reengage they could be in jeopardy of losing their slot.**

**Building Security and Access**

Keeping our children, families, and staff safe is our primary goal at all of our sites. Classroom doors are locked at all times. Parents and guardians access classrooms via knocking on the door to alert classroom staff or asking office staff to assist with classroom access. Access to the sites via main entrances varies from center to center. During enrollment, parents and guardians are informed of each site’s procedure to access the building during operating hours.

**Morning Arrival**

Each child is expected to arrive at the center no later than 9:30 in order to benefit from the full instructional portion of the day as well as obtain meal services. Your child will not be permitted to come to school after 9:30 unless there is an emergency situation that precludes arriving within the expected time period for that site. It is the parent’s responsibility to notify the center by telephone of the pending late arrival time. Late arrival should be for doctors appts (must provide dr’s note) or emergency purposes only and must not be on a regular basis. When late arrival becomes a continuous pattern, the site director and family will have a conference to determine the cause and to discuss next steps.

**Departure, Pick-Up Authorization & Changes**

Children MUST be accompanied by a parent or guardian (16 years of age) when entering or leaving the center. If the parent is providing transportation and is in the vehicle during arrival and departure, it is expected that the parent enters and leaves the building with the child(ren). If there are mobility challenges or other barriers to the parent entering the building, this must be brought to the attention of the site director to discuss accommodations, if possible.

* Sign your child in and out DAILY at the classroom. (This is vital for security and emergencies).
* Make sure a teacher knows your child has arrived or is ready to leave.

Your child is expected to be picked up from the center no later than 5:30. All parents enrolled in the program will have a Pick-Up Authorization form on file for each child providing the contact information - name, number and address of parent/guardian and anyone 16 years old or older that’s authorized to pick-up the child. It is the parent’s responsibility to ensure that emergency information is kept current at all times and most notify the staff in writing of any changes that may need to be made. It is the parent’s responsibility to notify the people who are added to or deleted from the list. **Child(ren) will not be released to any unauthorized persons or to an intoxicated/impaired individual.**

* Only those adults (age 16 years or older) listed on the Pick-Up Authorization Form are allowed to pick up the child/children from the center.
* If a parent knows in advance or in the event of an unforeseen circumstance where a person not listed on the child’s Pick-Up Authorization form will be picking up their child/children, they are to submit in writing by in person note, fax, text or email giving authorization along with the name and address of the individual. Parents will use the Site Director’s cell number to text, if needed, and the Site Director will respond with a phone call to that number to verify the sender and print a copy of the text. The Site Director, or Teacher will enter the information onto the Change in Authorized Pick-Up Log, as well as attach the note to the log for documentation purposes. The same staff person will inform the child’s classroom teachers of the change. This person must show photo ID and be cleared by the Site Director, Head Teacher or Teacher and then escorted to the classroom for sign-out and Pick-Up
* All individuals authorized by the parent to pick up children are to show their photo ID at time of pick up until the parent-teacher relationship is established and sign the child/children out according to licensing regulations.
* All individuals on the Pick-Up list must abide by the standards of conduct or their privileges to Pick-Up will be revoked. We have the right to refuse any individual from entering our facilities who are in violation of the standards of conduct.
* If assistance with arrival and departure of children due to physical or mobility impairment is needed the parent must provide handicapped parking permit documentation or a doctor’s statement that assistance is needed that includes the duration the assistance will be needed. The parent or person picking up or dropping off the child must call the center upon arrival at the center for assistance and must be in the designated drop off or pick up area determined by the site director of the site your child/children attend.

**Late Pick-Up**

It is essential that parents pick their children up on time from the centers. Parents or the authorized pick-up person is responsible for calling the center for any unforeseen emergency (e.g., car problems, illness, work related, etc.) that would result in a late pick-up situation. Failure to pick-up a child within the designated time period will result in the following:

* You will be charged a $5.00 fee per minute your child is not picked up after 5:30. Payment is expected at time of pick up, or before they can return to school the next day. Payment can be made online in Procare or with a Money Order.
* Staff will call parents and telephone numbers on the emergency list beginning at expected pick up time. Staff will then call 5 minutes after the expected pick-up time. Staff will continue to call two more times in 10-minute intervals.
* Should a child not be picked up within 30 minutes of the closing time, local law enforcement and/or the Department of Children and Families will be notified. Center staff is required to call the appropriate authorities for child safety and liability protection.
* Once the family has been contacted they must pick the child up as soon as possible. If the child is not picked up in a timely fashion once contact has been made it could result in local law enforcement and/or the Department of Children and Families will be notified.

Three late pick-up situations could lead to your child being terminated from the program. The first late notice will be provided as a verbal warning and documented on the late pick up form. The second late notice will be a written warning and documented on the late pick up form and the Teacher and/or Site Director will meet with the family to discuss barriers, solutions, resources, and or other option concerning their late pick-ups in order to improve the situation. The third notice will consist of notification of termination from the program. Each situation is determined on a case-by-case basis after fully reviewing the frequency, time it takes for the child to be picked up after being contacted and causes of the late pick-up history.

Procare Parent App

3 and Pre is excited to offer you access to the Procare parent app. You will receive an email from Procare with a unique 10-digit code and instructions on how to download and log into the app. Once you sign up, you will receive another email from Procare thanking you for setting up your parent account. You can also use Procare via a web browser. Once you download the Procare mobile app, you can pay your child’s monthly tuition electronically using a credit card, debit card and/or ACH payment. You will receive monthly emails from 3 and Pre with your tuition invoice. Tuition is due on the **1st business day of every month**. Procare app will also be utilized to sign in/out using the app or the tablet(s) at each site.

Emergency Evacuation Pick-Up

In the event the center is evacuated and children are moved to a different location, families will be called to pick up children at the designated location. Parents or the authorized pick-up person are notified of this designated location during enrollment and will also be informed when notified of the emergency evacuation. Centers post the designated location for evacuation. Therefore, it’s important to keep all contact information current and accurate.

Celebrations

Birthdays are important and considered a special day for parent, child and staff. On the third Friday of each month, the center staff will acknowledge the children who have a birthday during that month. The cook at each center will bake nutritious birthday muffins so that all the children will enjoy this special birthday muffin with their lunch on that day.

Child Abuse Reporting

**Staff is required by Florida State law to report any suspected or identified child abuse and / or neglect** to the Department of Children and Families (DCF). Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect. “Child Abuse or Neglect” is defined in s. 39.201, F.S., as “harm or threatened harm” to a child’s health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child’s welfare, or for purposes of reporting requirements by any person. **Categories include**:

* Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
* Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
* Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

Staff will support families who have an involvement with DCF and will preserve **absolute confidentiality** of all records pertaining to a DCF report in accordance with the state law.

Child Guidance

Discipline problems are to be handled by staff in a way that encourages children to develop self-control. Constructive discipline and positive techniques will be implemented by center staff to guide children's behavior. These include:

* Redirection and positive reinforcement of child's effort;
* Anticipation of and elimination of potential problems;
* Encouragement rather than competition, comparison or criticism;
* Identifying and verbalizing the child's feelings.

Children will not be subjected to discipline which is severe, humiliating or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all staff and parents. **Use of any inappropriate child discipline methods is grounds for immediate termination.**

**Approaches Used to Manage Child Behavior**

* Anticipate and plan ahead to avoid potential problems
* Identify possible reasons why a child’s behavior has changed: an unmet need; environmental; developmental; relationships; underlying feelings
* Discuss the situation (Teacher, Parent, Site Director, Family Advocate, Health & Education staff)
* Focus on the child’s behavior and feelings behind the behavior, not on the child’s value as a person
* Help the child understand the consequences of their actions
* Explain the choices available
* Help the child use problem-solving skills to develop solutions
* Help the child refrain from dwelling on mistakes so they can learn to move on
* Watch for restlessness
* Explanation of what **to do** rather than what **not to do**. (Example: "Let's get some paper to write on.” Rather than, "Don't write in the book.")
* Reinforcement of the child's positive behavior. (Example: "You remembered to give the truck to Daniel when you were finished with it. Good remembering!”)
* Explanation of reasons for the rules. Rules are focused around safety, respect for property and for others. (Example: "I'm concerned you will slip and hurt yourself when you run in our room. We walk inside.")
* Modeling valued behaviors for the child to use. (Example: adults are courteous to children and are good listeners.)
* Redirecting the child to more acceptable activity
* FLIP-IT: Helping children identify their **F**eelings behind the behavior; helping children identify and understand the **L**imits for acceptable behavior (class rules); helping children **I**nquiry ways to problem solve and what to do differently; teacher gives **P**rompts to help children with their inquiries.

**Unacceptable Discipline Methods**

Staff and all program participants (families, volunteers, etc.) are prohibited at all times to use any of the following methods:

* Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;
* Threatened or actual withdrawal of food, rest or use of the bathroom;
* Abusive or profane language;
* Any form of public or private humiliation, including threats of physical punishment; and
* Any form of emotional abuse, shaming, rejecting, terrorizing, or isolating a child.

**Termination Policy Due to Unresolved Behavioral Issues**

When a child exhibits persistent and serious challenging behaviors, we will explore all possible steps and document all steps taken to address the issue and facilitate the individual child’s and other’s safe participation in the program. Such steps include, discussion with parents, the child’s Teacher, and Site Director to determine a plan of action and consideration to providing referrals to appropriate services and supports and discussing the situation with the agency responsible for implementing IDEA (if applicable).

If, after all steps have been explored and documented and it’s determined that the child’s continued enrollment presents a continued serious threat to the child or other children or staff, and the program is not the most appropriate placement for the child, the program will provide resources to families to assist in pursuing alternative child care arrangements. The Chief Executive Officer provides final approval for termination.

Standards of Conduct

All staff, volunteers and parents are required to sign the Standards of Conduct. Signature to the Standard of Conduct attests to the following principles:

* Children enrolled in our programs are our greatest asset. **Our priority is that children are protected and not harmed in any way.**
* Differences such as disabilities, gender, age, education level, life style, personal values, and ways of thinking also need to be considered, understood and appreciated. Adult family members that have been traditionally under-involved in programs, including fathers, father figures, and grandparents are invited and welcomed into our classrooms and program activities.
* Families have the right to expect that personal information about a child or the family held by the program remains secure. We are responsible for maintaining confidentiality, and respect each person’s right to privacy. We refrain from disclosure of confidential information and intrusion into family life.
* Policies ensure the use of positive, non-punitive methods of guidance and discipline.

Further, the Standards of Conduct states that **employees**, **volunteers, and parents** will abide by the following:

* Commit to the safety and well-being of all children in my care;
* Respect the unique identity of each child and family;
* Use of Positive Guidance;
* Refrain from gossip, the use of profanity and inappropriate, unsuitable behavior not conducive to as positive and productive work and child environment;
* Comply with program confidentiality policies;
* Comply with all applicable laws, standards, policies and procedures.

**Consequences of Violating the Standards of Conduct –**

* **Employees** will be subject to disciplinary procedures as outlined in HR-409 and HR-902.
* **Volunteers** will be asked to not return to the classroom and/or participate in the program.
* **Parents** will jeopardize their continued participation in the EHS program which may include terminating their child from the EHS program.

**NOTE:** According to Florida State law, a person may also be liable for slander for unlawful disclosure of confidential information.

Social Media

As Social media has become a daily part of most people’s lives which includes but is not limited to social networking sites such as Facebook, snapchat, Instagram, blogs or microblogging such as Twitter, discussion forums, Media sharing such as You Tube, and TikTok it becomes essential for us to maintain the privacy and security of all our children, families, volunteers and staff. Therefore, we require that:

* No photographs taken in or at any Kids Incorporated site, event or outing with the children are to be posted for public viewing, except those of your own child.
* Parents, family members/friends, Volunteers do not have the right to photograph, record, or upload photos or videos of anyone else’s children.
* Kids Incorporated’s staff only have the right to photograph, record, or upload photos or videos for child assessment data or with written permission may post pictures/videos in the classroom and on social media of children enrolled in the program. Staff may only upload to the Kids Incorporated’s social media and not their personal social media.
* No public discussions are to be held or comments made on social media sites regarding to Kids Incorporated children, families, volunteers or staff that could be construed to have a negative impact on the Kids Incorporated Program’s reputation or that would offend any member of staff, family, or volunteer attending our program.
* If families name or tag Kids Incorporated on any social media platform, it must not be in a detrimental or derogatory way.
* Families nor staff are permitted to set-up private or public social media accounts or groups related to the Kids Incorporated program without written consent from the Chief Executive Officer.

**Consequences of Violating the Social Media Policy –**

* **Employees** will be subject to disciplinary procedures as outlined in HR-409 and HR-902.
* **Volunteers** will be asked to not return to the classroom and/or participate in the program.
* **Parents** will jeopardize their continued participation in the EHS program which may include terminating their child from the EHS program.

Confidentiality

Information is gathered so that Early Head Start can completely understand the needs for your child/family and work together to meet those needs.  All information obtained from you is completely confidential. At the end of your child’s participation in the program, records are locked in the Central Office or storage facility for seven years, and then destroyed.

Precautions are taken to ensure that staff members understand their responsibility in ensuring that information on children and families is kept confidential. They include:

* **Annual Confidentiality Training:** All staff that work with children and families are required to attend annual training on confidentiality.
* **Written Statement:** Staff is required to sign a confidentiality statement.
* **File and Record Storage:** All records containing information on children and families are kept in locked file cabinets and storage facilities at all times.
* **Release of Information:** All parents are asked to sign a release form before staff can share any confidential information with other agencies, doctors, etc. Staff will not release information about children or families without written consent from the parent/guardian. A “Consent to Release Information” form must be completed by staff and signed by the parent/guardian prior to releasing any information. Parents have the right to refuse the sharing of information if so desired. However, information can be shared if there is a court order with DCF and/or other legal agencies that request specific child information.

All staff at Kids Incorporated is required to respect the confidentiality of children and family’s records at all times. Failure to adhere to the guidelines listed above is terms for disciplinary action.

Complaint Process

“Community” in the context of this process is defined as families of enrolled children and other local residents. Complaints about the Kids Incorporated EHS program will be approached in an orderly, objective manner as follow:

1. A person, either parent or community member, with a complaint should first talk with the staff person most directly involved with the problem, in an attempt to satisfy the complaint and avoid future problems. Persons lodging complaints about the program will be asked to complete the Parent/Community Issues or Concerns Form. The complaint or concern may be made by phone, in which case the staff person will complete the form and read it back to the person complaining to ensure its accuracy. The first staff member to hear a complaint will respond to the complaint within three working days.
2. If the person complaining is not satisfied with the response of the staff person, he/she may talk with the appropriate supervisor overseeing the particular issue/concern. The written issues/concerns form should be given to that person, along with a brief description of the previous meeting. This next level staff person will respond to the complaint within three working days.
3. If satisfaction is still not obtained, the person may take the complaint to the Chief Executive Officer. Again, the issues/concerns form and descriptions of what has happened so far should accompany the transfer of the issues/concerns to central office. The Chief Executive Officer will respond to the complaint within three working days.

At each level, alternatives for resolving the problem and who would be the most appropriate person(s) for implementing the suggestions will be determined and agreed upon. Actions decided on to resolve the complaint may go to all parties involved, if the issue is a program-wide concern.

All staff involved in the process of receiving or resolving a complaint will complete appropriate documentation and report to their supervisors upon receipt of complaint and updates throughout the process. Documentation of all complaints and resolutions will be kept on file at both the center and central office.

Contact Information

All information must stay current. Inform staff of any changes to your address, telephone number, email address, persons authorized to pick up your child and their current information and any other changes you need to make. Maintaining current contact information is an essential element to ensure easy access to you in the event of an emergency and is in the best interest of your child(ren).

Child Custody

It is the program’s intent to meet the needs of children, especially when the parents may be experiencing life changing situations such as a divorce, separation, or remarriage.  Sharing information about such situations may be helpful to the staff in working with your family and will remain strictly confidential.  According to Florida Law, the mother and father of a child born out of wedlock are both the natural guardians of the child and are entitled and subject to the rights and responsibilities of parent as long as there is a signed, notarized, legal document such as Birth Certificate or Voluntary Acknowledgement of Paternity.  This will allow the father to review the child’s records, pick up the child, and volunteer on site unless legal documentation is presented that states otherwise. Copies of all court documents must be submitted to the center.  If enrolling parent chooses not to add the other parent to the pick-up list and the parent not on the list arrives with appropriate documents, we will contact the enrolling parent however we must abide by the law and can’t prevent that parent from interacting or picking up the child. We highly encourage families to have a time share plan established before child/ren enter our program. We will work with the family in order to establish a pick up schedule on a case by case basis, if needed.  Parents are responsible for keeping current/updated information available to staff.  If conflicting court orders are presented, our staff will follow the most recently dated order.  We will follow any court order based on clear content, and duration.  Our employees cannot allow a court order to be violated.  Nor, will our employees make decisions for the parents when parents are responsible for handling the situations between each other or in court. In case of extreme conflicts, the proper authorities will be contacted.

Child Fingernail(s)

It is important to ensure the safety of the children from scratches and the possible spread of disease. This health and safety issue is a shared responsibility between parent and staff as follows:

**PARENTAL RESPONSIBILITY:**

* + Parents will ensure that their child’s fingernails are kept clipped and short at all times.
  + Parents will communicate with staff concerning clipping fingernails.

**STAFF RESPONISBILIBTY:**

* + Staff will use their discretion to determine when a child’s fingernails should be clipped.
  + Staff will verbally tell the parent, as well as, write on the child’s daily report that the parent needs to clip their child’s fingernails.
  + If fingernails are not cut in a timely manner, the Family Advocate will send a letter home to the parent about clipping their child’s fingernails.
  + If parent still does not clip fingernails in a timely manner, the Family Advocate will schedule a parent conference to discuss safety reasons to clip their child’s fingernails.
  + Staff will give information to the parent as needed to help them clip their child’s fingernails safely.

Hair Beads, Barrettes and Jewelry

Remove any hair beads, barrettes, bracelets, necklaces and loose earrings before your child comes into the center. These are choking hazards to your child and the other children.

Small beads and barrettes in a child’s hair are a safety concern. Hair beads and barrettes sometimes fall out of a child’s hair and create a choking hazard. We have choking tubes at each site to measure any hair accessories to see if they are a choking hazard. Jewelry is also a safety concern. Children could choke on small jewelry items, such as necklaces, bracelets, and loose earrings. In addition, your child’s necklace or bracelet could get caught on an object and break. We will not be responsible for missing or broken items.

If your child has his/her ears pierced, they should have locking backs for safety purposes. This prevents backs and earrings from not only falling out and children putting them in his/her mouth. Our first concern is for **child safety**.

Illegal Substance and/or Contraband

Kids Incorporated has a **zero-tolerance position** towards illegal substance(s) and/or contraband when found on the premises of all Kids Incorporated properties. In the event an illegal substance and/or contraband is found within the content of a child’s belongings, the local law enforcement shall be contacted immediately by the on-site supervisor.

Inclement Weather & Extreme Temperatures

Kids Incorporated adheres to the recommendations of the U.S. Department of Health and Human Services, Maternal and Child Health Bureau’s Child Care Weather Watch Guidelines, for determining extreme weather and climate conditions for outdoor play. As recommended by the Maternal and Child Health and required by Florida Department of Children and Families, children will play outdoors every day unless current weather (i.e., raining, hurricane/tornado watch) dictates otherwise. Temperatures below 40 degrees and in excess of 94 degrees are considered uncomfortable and inappropriate for outdoor play. Children always have access to water indoors and outdoors.

Open Door Policy

While doors are locked for security purposes and the safety of the children, all parents and guardians are welcome at any time during our operating hours to visit our center. When visiting, we ask that you make every effort to blend into the natural processes and routines of the classroom. Please sign your child in, in their classroom. If you will be spending time volunteering, you will receive a nametag to identify yourself as a visitor. We ask that when you come into the classroom to volunteer that you sign in.

Personal Belongings

**Clothing**

* Every child needs to have at the center a complete change of clothes.
* If your child is toilet training, you must provide Pull ups or extra underwear and wipes.
* All personal belongings and clothing such as caps, sweaters, coats, pants, shirts, etc. need to be marked with the child's name.
* Keep an extra LABELED set of seasonal clothing in your child's cubby at all times. This should include underwear, socks, pants/dress, and shirt. These clothes will be used in case of bathroom or playtime accidents or emergencies. If your child uses the clothes, remember to re-stock their cubby with another extra set the next day.
* Change the extra clothing as the seasons change and as your child grows.
* If your child is sent home in borrowed clothes from the program, please wash and return them promptly.
* Dress your child in comfortable "playable" clothes – we use paint, play dough, sand and water daily, and accidents/mishaps will occur.
* Dress your child in easy to fasten and unfasten clothing. This is especially important with those beginning toilet training.
* Dress your child in a pair of sturdy shoes, like tennis shoes. Sturdy shoes allow children to play safely both indoors and outdoors. Do not send your child in flip-flops or any opened-toed sandals. They can be dangerous to your child.

**Other Personal Belongings**

There are more than sufficient toys and educational materials provided to the children to meet their developmental learning needs. We discourage children bringing personal belongings to the centers and ask the parents’ support of this, except in two instances:

* Sending an extra set of labeled clothing for your child.
* Your child may bring one special item during the transition time of entering the program **if** he or she is having a difficult time adjusting to school and being away from you.

Pedestrian Safety Education

Children are quick and often unaware of danger. Each year, many children are injured or killed when they suddenly dart into the path of a car.

* Most children are injured near their homes or on their own street.
* Most crashes involving children happen between 3 p.m. and 6 p.m.
* Most crashes involving children occur in fair and warm weather.
* Twice as many young boys are injured than young girls.

Incidents as described above can be prevented as follows:

**Supervise children at all times.** Never allow children to cross the street alone.

**Show and** **explain** to your child the safe way you cross a street. “When I cross a street, I stop at the curb. I look both ways for cars. When there are no cars, I cross the street, and keep looking both ways.”

**Teach by example.** When you cross a street with your child, always:

* Stop at the curb and say “**Stop**”.
* Look for cars and name the directions **Left-Right-Left** to your child.
* When it is clear say “**ok**” and start crossing the street.
* Keep looking for cars as you cross.

**Encourage your child.** As you both safely cross the street together, praise the child for copying your safe actions or words. Practice what you teach at all times.

**When crossing a street with your child you should always:**

* Hold your child’s hand; Stop at the edge of parked cars, the curb, or other vehicles;
* Look LEFT- RIGHT- LEFT for moving cars; Cross when clear, and keep looking left and right;
* Walk, not run or dart, into the street; Look for signs that a car is about to move (rear lights, sound of motor, wheels turning);
* Walk alertly.

Pets

**Pets in the classroom help young children develop basic social skills, increase social engagement (talking to peers about the pet), and help to develop self-confidence (feeding and caring for pets). For our classrooms who choose to have a class pet, we only allow fish, and direct supervision by teachers occurs anytime children feed or interact with the classroom pet. No other animals are permitted as pets in the classroom and visits from any other type of animal are not permitted. Note: Service animals will be considered on a case to case basis. All service animals must provide documentation of immunizations**

**Air Pollution and Smoke**

* Once air pollution or smoke is imminent, make sure all windows and doors are closed.
* Ensure everyone is accounted for and indoors.
* Turn radio to a local station and listen for updates.
* Check thermostat and vents to ensure quality indoor air.
* Keep all children and staff indoors until air quality is at a safe level.
* Site Director reports the incident to the Chief Executive Officer and Finance/Operations Director.
* If anyone was injured by the air pollution or smoke, Site Director will notify DCF licensing and Chief Executive Officer will notify OHS Region IV of the situation within 24 hours.

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# Chemical or Hazardous Exposure

* **Site specific or small hazard**
* If chemical or hazard is small or site specific (such as a spilled bottle of bleach), evacuate area as needed to keep children and staffs safe.
* Site Director contact facilities / maintenance, if needed.
* Seek medical evaluation by calling 911 as needed for respiratory distress or exposure related symptoms or injury.
* **Highly dangerous or widespread emergency in neighborhood or community**
* Monitor radio for information and emergency instructions.
* Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per police or authority’s instructions.
* To shelter-in-place, use the plastic sheeting and duct tape from your classroom disaster kit and seal all windows, doorways, vents and air ducts.
* Implement the use of the disaster kit supplies if staying at the center for an extended time.
* **If exposed to chemical or radiation outside**
  + Remove outer clothing, place in a plastic bag, and seal. (Be sure to tell emergency responders about bag so it can be removed.)
  + Take shelter indoors and call 911
  + If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.
* Follow authority’s decontamination guidance once instructed.
* Site Director reports the incident to the Chief Executive Officer and Chief Finance & HR/Operations Officers to make the decision when necessary to follow emergency pick-up procedures.
* Complete a detailed unusual incident report.
* If anyone was injured by the chemical or hazardous exposure, Site Director will notify DCF licensing and Chief Executive Officer will notify OHS Region IV of the situation within 24 hours.

**Note:** Test are conducted for lead, radon and asbestos when there’s a concern.

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**Parent Handbook Acknowledgement Form**

**A copy of this form is kept in the child’s central file and the parent keeps this copy.**

**Parent Handbook Acknowledgement Form**

This handbook has been reviewed and explained to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. By initialing each policy and signing below, I acknowledge that the following policies have been explained to me and I accept the policies as they were explained.

\_\_\_\_Attendance & Days of Operation / Closures \_\_\_\_Social Media

\_\_\_\_Absenteeism \_\_\_\_Transportation

\_\_\_\_Phase-in Orientation

\_\_\_\_Celebrations (Birthdays)

\_\_\_\_Child Abuse & Neglect Reporting

\_\_\_\_Child Guidance

\_\_\_\_Standards of Conduct

\_\_\_\_Complaint Process

\_\_\_\_Confidentiality

\_\_\_\_Child Custody

\_\_\_\_Contact Information

\_\_\_\_Screening & Assessment

\_\_\_\_ Exclusion due to Illness and / or Health Record Requirements

\_\_\_\_Hair Beads, Barrettes and Jewelry

\_\_\_\_Child Fingernail(s)

\_\_\_\_Illegal Substance and/or Contraband

\_\_\_\_ Emergency Closing & Emergency Evacuation Pick-Up (Inclement Weather, Contagious Illnesses, etc.)

\_\_\_\_Nap / Rest

\_\_\_\_No outside food policy

\_\_\_\_Open Door Policy

\_\_\_\_Tuition and Fees

\_\_\_\_Personal Belongings

\_\_\_\_Arrival Time

\_\_\_\_Departure, Pick-Up Authorization & Changes, Late Pick-up (reminder must be 16 or older to pick up or drop off a child)

\_\_\_\_Termination Policy Due to Unresolved Behavioral Issues

\_\_\_\_ Parent Conferences

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_