**POLICIES AND PROCEDURES PARENT HANDBOOK**

**Love and Learning Daycare LLC**

**770-797-5495/ 770-899-9044**

**Mrs. Latrenia Ramnath- Owner/Director**

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# Purpose and Philosophy

Love and Learning Daycare LLC provides an environment in which the care and education of young children is an ongoing process that considers the unique individual and cultural needs of children in a developmentally appropriate program. The child’s developmental level as well as his/her individual interests will be the basis for the activities and experiences in the curriculum. The program will acknowledge and enhance the learning styles exhibited by the children enrolled. Inherent in this philosophy are the goals of promoting positive self-esteem, creativity, respect for self and others, critical thinking, safety and

self-discipline. Because the first eight years of life are critical in the child’s optimal development, the teachers will provide each child opportunities for both formal and informal learning and will incorporate both child-initiated and teacher-directed activities.

Parents’ involvement is not mandatory. If a parent would like to participate, please see the director and we will certainly include you in our activities. From time to time, we will send activities home for the parents to do with their child, we also will have parent participation days.

As always parents are welcome to visit Love and Learning Daycare LLC. We do ask that when you come to the childcare home you respect the director/teacher and not try to take over the classroom or guide other children. If your child is asleep when you come, you will not be able to awake the child to play and then leave the child at the childcare home. (Example: it’s 2 p.m. and you awake your child and then leave to go back to work at 2:30) If you awake a child, you will be expected to sign the child out of the childcare home when you leave

Documentation of the progress of each child is an important aspect in the design of this early childhood program. Through ongoing assessment, parents will be apprised of their child’s developmental level and progress as well as come to understand the importance of high-quality adult interactions with young children.

All staff is aware of the philosophy of the program and as a part of that philosophy will participate in both formal and informal training activities on a regular basis to assure their own professional growth. Weekly staff meetings will allow for networking among staff as well as for an orderly means of communication among those involved in the program.

It is the uniqueness of the child and his/her participation in the group which will be the guiding factors at Love and Learning Daycare LLC.

# Handbook Welcome Note

This handbook will help to answer many of the questions parents might have about enrolling theirchild/ren into Love and Learning Daycare LLC and the policies after such enrollment. Love and Learning Daycare LLC does not discriminate based on race, nationality or ethnic origin. The provider reserves the right to add to or delete from this handbook at any time.

# Enrollment and Student Records

Love and Learning Daycare LLC enrolls children ages 1 years to 4 years. The family childcare home has a capacity of twelve children. If space is available during the summer program school age children may be admitted.

Bright from the Start requires the program to keep information about every child enrolled. All such records are considered confidential and are accessible only to individuals working with your child.

Listed below are forms that must be completely filled out by the parents prior to enrollment. Please ensure that all information is correct and accurate and advise us immediately of any changes. Every August and January you must review emergency contact and update. It is the parent’s responsibilities to ensure all forms are keep up to date.

Bright from the Start forms

Love and Learning Daycare LLC Contract Forms

Child and Adult Food Program forms

A non-refundable registration fee (annually)

Every child will need an Immunization record completed by a physician no older than six months prior to attending the center. Thereafter each time the child receives a shot a new immunization report must be presented. It is your responsibility as parents to get a new report when the child gets the shot.

All children three and older must have the following items in their file within ninety days of enrollment: Form 3300 (vision exam, dental exam, and hearing exam) and evidence for any follow-up appointments. Please present the provider with a copy of these items within thirty days of turning three. This is mandatory to keep your child slot. This is necessary to keep children healthy and a Bright from the Start required form.

Once all forms are completely filled out, first week tuition paid and the registration fee is paid, the Provider and parents will agree on a start date.

# Securing a Child Slot

In order to secure a slot for your child within a start date of a week/month, you will be required to pay a non-refundable registration fee of $90 as well as HALF of first week non-refundable tuition. The provider cannot place a hold on the slot until payment is secured. If your child will be starting immediately in the middle of the week you will be required to pay the registration fee and tuition for that whole week.

# Withdrawal from Love and Learning In-Home Daycare

If a parent decides to withdraw the child from Love and Learning Daycare LLC, a written two weeks’ noticemust be given to the provider. If a parent does not provide a **written two weeks’** notice you will be charged for a full month of tuition at regular (non-discounted) rates. If a parent refuses to pay the full month tuition plus the late fees acquired per week of unpaid tuition, the provider will start collection procedures. All expenses for collection of tuition become the responsibility of the parents. (Includes all court fillings costs)

# Hours of Operation and Emergency School Closures

Love and Learning Daycare LLC operates from 7:30 a.m. **—** 5:00p.m.Monday through Friday. Lesson starts at 9:00 a.m. If your child will not be in attendance by 9:00 a.m. but will be in attendance for lunch the provider must receive a call (770-797-5495) no later than 8:30 a.m. and be notify of the child’s late arrival. This head count is for the meal that will be served at lunch time. If you do not notify the provider and you bring your child in for lunch, you will be asked to take child back home to feed lunch. No drop offs after 11am are accepted.

Parents and children will enter and exitthrough the front door.

Children are to be signed in and out upon arrival and departure. Parents (or the assigned adult named on the child’s pickup form) are responsible for signing the attendance form. Only those individuals named by the parent as approved may pick up the child.

ID will be required from individuals the provider and staff don’t know. No one under the age of eighteen will be allowed to sign any child in/out of the childcare home. If a parent needs to send someone other than the individuals listed on the emergency pickup list, the parent must contact me from a phone number that is listed for their immediate contact (cell, work) and alert me of the other individual. When that person arrives, I will need ID from that person and may ask a personal question from that individual. If I have doubt that the child should leave with that individual, I will call one of the parents for clarification. Masks must be worn for drop off and pick up.

Once a child is signed out, they become the responsibility of the person picking them up. Please

supervise the child inside and outside of Love and Learning Daycare LLC and guide your child going up/down the stairs, driveway, and street. No child should walk on the terrace, pick the flowers, or pick up/throw rocks. Every parent will sign a contract stating their child hours of attendance. You will be required to adhere to your time slot. Please make sure the individuals on your pickup list will be able to support you in case you can’t pick your child up on time. Parents must phone Love and Learning Daycare LLC(770-797-5495) when they realize that their child will not be picked up by their contracted time. **You will still be responsible for late pick up fees.** This fee is payable in cashat the time of pickup regardless of who pick the child up. No checks will be accepted for late pickup fees. The late fee charge starts one minute pass your pickup time and will be assessed $1 per child for each minute you are late. If late fee is not paid at the time the child is picked up you will be charged another $5 the next morning. If payment still isn’t made the provider will refuse to admit your children until payment has been received. (Regardless of if you are late one or 20 minutes).

Half hour after the center closes (5:30) and the provider cannot contact anyone to retrieve the children the

Department of Family and Children Services (DFCS) will be contacted along with local authority. Your child can only be at the center for your contracted time.

Whenever Gwinnett County Schools’ closes for **inclement weather** Love and Learning Daycare LLC will close aswell.

The parents will still be responsible for payment during the school closure.

When a call is made concerningschool closure you will be given one hour to pick your child up.

Upon enrollment the child must be in attendance on a regular basis. If a child is not present at least 80% of the scheduled time, a conference will be held with the parents in an effort to improve attendance. No credit is given for any days missed. The parent must notify Love and Learning Daycare LLC on any day

that the child will be absent. All Children must be present before 11am to receive care.

# Substitute

On unscheduled days the Ms. LaTrenia or Ms. Charlotte is away from Love and Learning Daycare LLC and a substitute is available the center will remain open. You will be notified as to whom will be the substitute. As always if you have questions or concerns, please contact me at 770-797-5495.

# Tuition

An annual registration fee is payable upon enrollment and annually when the child is re-enrolled for the new school year. If your child will be here for the next school year you must pay the registration fee no later than August 15st. The registration fee is $80.00.

We are open 12 months a year (January to December) from 7:30 a.m. to 5:00 p.m., Monday through Friday. Children are enrolled on a Monday through Friday schedule and payment is expected for all five days. If you decide to keep your child home for any reason you will be required to pay your tuition in full for that week/day of absence as part of your contractual agreement. After a year of enrollment, parents can request whole weeks out and pay only half tuition rate. (which will be due before the child is absent for the week)

Also, when a child is first enrolled into Love and Learning Daycare LLC a non-refundable tuition is due for the week the child will start and afterward every Monday. An exception to this rule is if Love and Learning Daycare LLC will be closed on a Monday.

When a parent qualifies for Child Care Subsidy (CAPS) it is the parent’s responsibility

to complete all forms needed for approval. The parent will be responsible for all tuition until your Child Care Subsidy pay is approved. The parent’s entire portion of the payment is still due on the first of each week.

# Method of Tuition

Tuition can be made in the following methods: cash, or Zelle. Tuition payment paid in cash must be handed to the provider or assistant only.

Tuition must be paid no later than the end of business hours (Monday @ 7:00pm). If payment is not received a late fee of $20 will be charged. The $20 plus the tuition payment will have to be paid by the end of Tuesday.

# Scheduled School Closings

Love and Learning Daycare LLC will observe and be closed for the following **PAID** days/holidays (9 Paid Holidays) and parents are expected to adhere to them as these are our only off days. With great thanks and appreciation from your providers. There is no credit given for **Holidays**, a child’s illness, school closures due to inclement weather. Payment is still expected for the full week. The weeks tuition for holidays/holiday week will still be due if there is no **2-week** notice given to provider. If notice is given, 50% of your child’s tuition is due BEFORE the child is to be absent. \* **Martin Luther King Jr. Day**

# \* Memorial Day \* Summer break – 1 week during May and July \* Fourth of July \* Labor Day \* Thanksgiving Day and the Day after \* Christmas Eve and Christmas Day \* New Year’s Eve close early @ 1pm \* New Year’s Day

\* A**nnually for the following: conferences, emergencies, doctors, funerals and so on**.

(Parents will be notified at least a month in advance for conferences and doctor appointment but for emergencies and funerals days the director will notify parents as soon as possible even if it is the day of)

# Parent Vacations/ Absences

The requirement for weekly absences (Vacations/ random weekly absences) from facility will be accepted if a 2(two) week written notice is given to director. A reservation fee of 50% of tuition is due per week to guarantee the child’s spot when child is not in attendance. The regular contracted tuition is due for all weeks when a child is in attendance for any part of the week Love and Learning Daycare LLC must be informed immediately if your child is absent on any day. No credits, refunds, or make-up days shall be made for occasional absences.

# Educational Program

Love and Learning Daycare LLC daily educational program consists of developmentally appropriate practices that promote social, emotional, physical, cognitive, language and literacy development for every child. Each child will be taught according to their age level by using different teaching methods to stimulate their growth. Periodically each child will be tested for developmental skills and parent’s teacher conferences are held twice a year.

Infant Program

The infant program will focus on socialization and the development of locomotors skills. Educational materials and activities will include manipulative appropriate for the age, books, action rhymes and imitative activities. Most program activities will be done on an individual basis with the infants.

Toddler Program

The toddler program will continue to focus on socialization and the development of locomotors skills. Educational materials and activities will be selected to reflect the child’s development. Some of the activities include puzzles, modeling material, variety of material in the sensory table and Increase emphasis on crawling/walking.

Two-Year-Old’s Program

The two-year-old program will continue to focus on motor and social development, with increased emphasis on thinking and other problem-solving activities. Children will work alone, in pairs or small groups while in the learning centers. Feeding, self-dressing and bathroom skills will be stressed.

Preschool Program

The preschool children program will stress whole child development activities, with emphasis on self-sufficiency and participation as part of a larger group. Learning centers will reflect sound early childhood educational philosophies. These children need to be in attendance no later than 9:00 to participate In lesson.

# Children Screening

If there is a special concern with an individual child and the child’s file doesn’t indicate any reasons for such a concern, the provider and parent will meet to determine the next steps. If necessary, the parent and the child will be referred to an outside agency for additional screening or help.

Our program uses The Learn the Signs Act Early monitoring tool to document children’s developmental progress at different age intervals. The tool is used at least annually or as needed for each child. The Monitoring tool shows developmental milestones that a child should be able to master at certain ages. It also gives tips on how to encourage a child’s development. Teachers/parents are also able to see if there is a concern or a delay in the child’s development. Parent permission is received before using the form. If a child shows signs of a developmental delay, the Director/teacher will meet with the parents or guardians. Parents will be asked to have the child checked by his/her pediatrician. We will also make referrals as needed to the appropriate agencies such as Babies Can’t Wait or other resources in the community.

# Nutrition, Food Service and Physical Activities

Food served at Love and Learning Daycare LLC we follow the guidelines of the (CACFP) Child and Adult Care Food Program. Love and Learning Daycare LLC is monitored by Gwinnett Children Food Umbrella and receives some compensation for the children we serve. Parents will need to complete the meal forms which are a portion of the school application. If your child receives help from one of the following sources, please provide their ID#: food stamps, SSI, Medicaid or FDPIR.

Menus/Snacks will be planned and posted on Friday for upcoming week. Please check the menu board. Any child that is on table food (age one and older) will be fed at the following times. If your child will not be in attendance to eat at the following times but come later, please feed your child at home. The provider cannot stop lesson time to feed children coming in after these times.

Breakfast (8:00 – 9:00) Lunch (11:45-12:45) P.M. Snack (3:00-3:30)

Unless your child has a doctor excuse in their file, they will only be allowed to eat what is served.

Parents of infants must bring prepared bottles of breast milk or formula that is clearly labeled with the child’s first and last name and daily date. You must complete the feeding schedule from Bright from the Start and update when the infant feeding schedule changes. Examples of schedule changes include from 4 ounces of formula to 6 ounces and cereal and then to one of the stage foods. All unused formula is discarded so only send the amount the infant will drink from that bottle.

Love and Learning Daycare LLC will provide all meals for children that are on table food. The parent must provide me with information about any dietary needs of the child. Love and Learning Daycare LLC will notbuy dietary food for any special diets. This will be the responsibility of the parent to provide and

must be discussed with the provider. Any outside food brought to the center because of dietary reasons will only be microwaved. (A doctor note is required) No foods that need cooking by means of stove or oven will be accepted.

Love and Learning Daycare LLC will help with feeding process when the parents state they are actively pursuing it at home. All children will be encouraged to eat a balance meal however we will never force a child to eat.

Love and Learning Daycare LLC has a breast-feeding area for parents that want to stop in, and breast feed their child. You can relax and read material on breastfeeding and listen to music

To help fight obesity the children will have two hours’ worth of physical activities daily in addition to nutritional meals.

# Treats, Parties and other Special Events

We do not do birthday/holiday celebrations due to the neutrality of everyone’s religion, traditions, and personal preferences.

We do allow random parties year-round. Due to Department of Health Regulations parents cannot bring home made treats. All treats should come from a commercial vendor and be in unopened packages. The parent should always check with the provider prior to bringing food for special occasions.

# Clothing and Supplies – Infants under the age of one

Your child will need the necessary items listed below and cannot start without them. These items must be labeled with child’s first and last name and left at Love and Learning Daycare LLC and the parents must replenish them after being notified by the director. The items needed on the first day includes two complete changes of clothing for the appropriate season, (complete means top, bottom, socks, onies and etc.) one weeks’ worth of diapers and a container of diaper wipes, three bibs/ burp cloths. When the infant starts to feed the parents must provide spoon, bowl, and bottles. Bottles must be filled at home and brought to the center daily with the child’s first and last name along with the daily date on it. If you must bring your child food because of dietary reasons No Glass Jars will be accepted. (A doctor note is required) Food will only be microwave and must be in microwavable dishes.

There is a breastfeeding area for the mothers to feed their little one. We do ask however if you are feeding during naptime that you restrain from loud talking.

Topical medications include over-the-counter diaper ointments, lotions, lip balm, sunscreen, band- aids, Neosporin, first aid spray, insect repellent and so forth must be supplied by the parent.

These must be labeled with the child first and last name. Bright from the Start medication form must be completed for these medications.

Love and Learning Daycare LLC cannot store items for infants, toddlers or preschoolers so please bring only what is listed above. If your child has a dietary need you will need to bring food in daily for that child and remember we will microwave it. (A doctor note is required)

# Clothing and Supplies – Toddlers and Preschoolers one year old up to five

Your child will need the necessary items listed below and cannot start without them. These items

must be labeled with child’s first and last name and left at Love and Learning Daycare LLC and the parents must replenish them after being notified by the director. The items needed on the first day includes one complete change of clothing for the appropriate season, (complete means top, bottom, socks, t-shirt and etc). Rubber soled, closed-toe shoes are most appropriate for climbing, running, and playing in and outdoors. (Please be aware that Love and Learning Daycare LLC will not take responsibility if your child has on saddles, toeless or backless shoes and an injury occurs) one weeks’ worth of diapers

or one weeks’ worth of pull up’s if being potty trained, extra pair of underpants if in regular clothing and one container of diaper wipes, one favorite blanket for nap time, three bibs if your child still

uses for feeding, Formula must still be supplied by parent if your child still drinks it. Whole milk is served daily with all meals and snacks up to the age of two. Children two and over will be served 1% milk at mealtimes. Water will be offered to all children throughout the day. If you must bring your child food because of dietary reasons No Glass Jars will be accepted. Food will only be microwave and must be in microwaveable dishes.

Topical medications include over-the-counter diaper ointments, lotions, lip balm or sunscreen, Neosporin, first aid spray, insect repellent and so forth must be supplied by the parent.

These must be labeled with the child first and last name. Bright from the Start medication form must be completed for these medications. **Toiletry**

Toilet training is one of the many developmental skills a child acquires between the ages of two and five years of age. This development must not be forced or rushed. A child must reach this

stage in their own time. Love and Learning In-Home Daycare will help provide guidance for an additional $10 per week when the child and parents are ready to start potty training. This will be a joint adventure between

Love and Learning Daycare LLC and the parents. If the parents feel the child needs to be potty trained but the provider feels it is too much stress on the child a conference will be called to discuss other options while the child is at school. Pull-ups will only be allowed when the child is being potty trained.

Love and Learning Daycare LLC considers the child to be fully potty trained when a child can complete all necessary steps for toiletry. The following steps are all necessary for a child to do alone: undress and dress self before and after using the toilet; wipe self after having a stool and urinating; washing and drying hands alone.

I also ask that during toilet training the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Try to avoid really tight clothing, pants with snaps and zippers, onies that snap underneath and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

# Nap-time

Children in the toddlers and preschool classes are required to lie quietly on their cots for a

minimum of two hours. Quiet music is provided and the lights are turned off. The child that does not nap will be allowed to look at books quietly.

All infants rest on their own schedule. We cannot keep a child awake that wants to sleep. Please do not ask us to perform this service. Infants who cannot turn over on their own will be placed on their backs to rest. The center cannot prop your child up unless we have a doctor note

saying this is vital for the child life. If a doctor states a propping tool is needed the parent must provide it. We do not allow a child to sleep with bibs on or with bumper pads. This is a hazard for the babies.

While the babies are napping the director/teacher is close by to hear or see things that could be a problem for the child.

# Illness, Medications, Accidents or other Emergencies

Love and Learning Daycare LLC helps promote a healthy place for the families of Love and Learning Daycare LLC by practicing good hygiene. As you enter Love and Learning In-Home Daycare everyone is asked to sanitize their hands with the sanitizing solution. We ask that parent’s use baby wipes to wipe their children hands as the sanitizer solution have too much alcohol in it. Teachers as well as children wash hands before and after meals, after art projects, toileting and diapering, coming in from outside and blowing or wiping noses. Toys that are used by infants and toddlers are washed nightly and the preschool and/or school age toys are washed and disinfected weekly.

Parents must provide the center with names, addresses and phone numbers of people authorized to pick up their child in the event it is not possible to reach you or in the event you have to work overtime or will be too late picking up your child and so forth. Please do not use anyone that does not have a working phone, a car, or work and cannot get your child if need be.

A child who is brought to the center is expected to be well enough to participate in daily activities, including outdoor play. If your child is unable to participate due to illness they should be kept at

home. Love and Learning Daycare LLC fully understands that it may be difficult to make alternative arrangements when a child becomes sick but for the health of the other children and staff children must remain home. If a child comes to school showing signs of illness you will be asked to take the child back home. The exception to this would be a signed letter from the child doctor stating the child has no health risk and can perform what every child will be doing that day including outside play.

If a child has any of the following symptoms prior to attending the center or after being sent home, they MUST stay home for 24 hours after the symptoms pass**.** For example: your child gets sick at school and has to go home. They cannot return to school the next day. They must stay home for the whole 24 hours. Examples of symptoms that require you to keep your child home include but not limited to: Oral temperature of 100.6 degrees. No COIVID symptoms are allowed. If you are waiting on test results, you are required to quarantine for 10 days.

Runny Nose

Coughing

Sneezing

Rash—unidentifiable

Diarrhea

Vomiting

Sore throat/severe coughing

Severe pain or discomfort especially in the joints, abdomen, or ears

Jaundice (yellow) skin or eyes

Red eyes with discharge

Infected, untreated skin patches/lesions or sever itching of body/scalp

Difficult or rapid breathing

Swollen joints, visibly enlarged Lymph nodes or stiff neck

Blood/pus from ears, skin, urine, stool

Unusual behavior characterized by listlessness, loss of normal appetite or

Confusion. Symptoms of chicken pox, impetigo, lice, scabies or strep throat when a child gets sick at school the parents will be notified. You will need to come or send someone to get the child immediately. If the child is not picked up within one hour from the time of notification, one of the emergency contact individuals will be called.

All parents will be informed in writing if a communicable disease is reported. All parents will also be notified of any child or adult at facility of testing positive for COVID-19. Love and Learning Daycare LLC use the guidelines established by the State of Georgia in reporting these diseases. Reportable diseases include but are not limited to:

Lyme Disease Giardiasis German Measles

Tuberculosis Measles Whopping Cough

Rubella Mumps Spinal Meningitis

Shigellosis Salmonellosis Hepatitis A or B

Topical medications include over-the-counter diaper ointments, lotions, lip balm or sunscreen. These must be supplied by the parent and labeled with the child first and last name. **Other prescriptions must have child’s name on it.** If your child needs medication please giveto the child at home before arrival to the center. However, make sure the childwill still be able to participate at school. If the child can’t participate you willhave to come and get the child. When a child is involved in an accident or other emergency at the center, every effort will be made to contact the parent or authorized adult after receiving help for the child. If EMS has to be call thechild will be taken to the hospital listed on your Bright from the Start emergency form. Parents willreceive a copy of the report and a copy will be placed in the child’s file.

**Toys**

No toys from home should be brought to the facility except to sleep with if needed.

# Field Trips

Occasionally with adequate staff we will take a walk around the neighborhood. Other field trips will be scheduled and require parent permission

# Parent Participation

Parent participation in the program is not mandatory but you have an open invitation to participate

in your child schooling if you want. For those of you that would like to participate in activities or to help Love and Learning Daycare LLC the following are suggested ways: activities to do with your child at home, copying, cutting or tracing materials, helping your child at home with the concepts we are studying, providing treats or other items for our parties/picnics and bringing requested recycled items for art and craft projects.

Love and Learning Daycare LLC is “Going Green”. We are moving from printed communication to delivering your daily reports for infants/toddlers, scheduled parents conferences and newsletters to email. As always daily feedback will be in person as you drop off and pick up your child. Please make sure the provider has a current email for both parents.

If you feel a need to talk extensively with the Directorplease schedule an appointment. The Director doesn’t have the time to talk extensively when the children are coming and going.

# Confidentiality

As a professional organization you can be assured that all information regarding your family’s needs, file contents and handling, medical information and conversations will be handled with the appropriate confidentiality. Information will be shared only with those persons requiring the knowledge to better serve your family.

# Safety

Each month Love and Learning Daycare LLC performs a monthly fire drill where the children are rushed outside even without shoes on sometimes. Fire drills have taken place sometimes while they are asleep and

awaken. We practice this drill just in case of a real fire they won’t be afraid. Semi-annual tornado drills are also practiced. In case of a fire our emergency procedures are on the wall.

Should the center ever have to evacuate we will take the children to a neighbor next door.

4264 Woodsley Place

Loganville, GA 30052

You will be contact after all children have been accounted for.

# Smoking

Love and Learning Daycare LLC is a non-smoking facility for the health of the children, parents, and staff. No smoking is allowed on the grounds at all.

# Reporting Suspected Child Abuse and Neglect

The provider and staff of Love and Learning In-Home Daycare are mandated reporters by the State of Georgia and by law we must and will report any suspicions of child abuse or neglect. When the director or staff has information or evidence of suspected child abuse, the director will contact the Division of Family and Children Services (DFCS) and gives the information they have.

# Parking

**Parking in driveway on the right side is okay.** During garbage pick up days ( Monday) please park away from trash containers. (Please try not to drive on grass, thank you)

**Cell Phone Usage**

In order for the provider to communicate to you daily there is **NO Cell Phone** usage doing drop off or pick up time.

# Threats/Intimidation made to staff

If at any time a staff or owner feels threaten/intimate by a parent or someone that is on the drop off /pick up list, that person will not be allowed back on the grounds. This includes a custodian parent. If that person continues to threaten/intimate the worker a court order will be sought against him/her.

# HOUSE RULES

Please respect my profession, my home, and me. The respect that you show me, including my home, furnishings, equipment, yard, and other children will communicate itself to your child and will make for a better working relationship. There are certain house rules that all children will be taught and expected to follow. In addition, although I realize that I must expect a certain amount of wear and tear where children are concerned, I do not want to have my home "demolished".

The following rules are enforced for the safety and wellbeing of everyone: No leaving the yard; kids must share all toys; only staff and parents that have a Criminal Record Background Check on file will be allowed to pick up babies or small children; all TV and video viewing will be monitored; no running, jumping, or screaming permitted inside the house; no hitting, pushing, biting, grabbing, kicking, spitting, or pinching others, including your parents; no standing or climbing on toys, chairs, tables, or furniture; no mistreatment of toys – IE: standing on, throwing, bashing, hitting with; no mistreatment of my belongings and home; no name calling, teasing, swearing, bad language such as 'shut up', or potty talk; no violent play allowed, no roughhousing, climbing or sitting on, pulling, or lifting/carrying other children; no walking around the house with food, cups, or bottles; eating and drinking only at the table; no going out the door or gate at pick up time without an adult; knock prior to entering; NO GUM EVER; no food brought from home unless prearranged and then it must be commercially prepared; no toys brought from home; call as soon as possible if your child is not attending or will be late; no jewelry, small barrettes, or other accessories that pose a choking hazard to any child in the daycare. Cell phones turned off before entering center. No smoking on the grounds.

\*\*\* Parents will be asked to pay for or replace toys or replace items if these rules listed above are misused or not followed.\*\*\*

**INCLUSION POLICY**

**Policy Statement**:

Love and Learning Daycare LLC welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

**Procedures:**

Admissions/waiting list

Children of all abilities are accepted into Love and Learning Daycare LLC and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis.

**Inclusive Environment**

Early childhood educators Love and Learning Daycare LLC use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

# Guidance and Discipline

It is the philosophy of Love and Learning In-Home Daycare to care for and educate each child in an atmosphere of love and acceptance. Staff will help each child work toward the goal of positive self-esteem and self-control.

Below is the guidance and discipline policy that Love and Learning Daycare LLC will use in helping the child to achieve such goals. The director is trained in and uses “positive management” when working with the children. An example of this is: Instead of saying “stop running” you say, “I want you to walk”.

In no instance will physical or corporal punishment be used.

Types of guidance techniques to be used include:

Staff will attempt to redirect the child offering guidance about more appropriate behavior or activity.

If redirection is not effective the child will be given choices while interrupting the undesirable behavior, giving the child choice of approved activities.

Acts of aggression and/or open defiance will result in “thinking time” giving the child space to think about the behavior and to re-enter play.

If we are unable to help the child conform to the expectation, a parent conference will be scheduled so that parents and staff might work together on undesirable behaviors. Should these efforts not be successful, the parent will be asked to find alternate childcare for the child.

The provider reserves the right to dismiss any child from the home at any time. The provider reserves the right to add to and/or take away from this book at any time without further notice.