

Admissions and Discharge Policy

Purpose: To insure that proper preparations are made prior to admittance into the program, thus insuring the welfare and safety of the child while in care.

Procedures:

Admissions:

No child shall be discriminated against because of his/her race, color, sex, age, handicap, or national origin.

Prior to admittance the following items must be completed:

- Completed application.
- Proof of current immunization and completed health records.
- Parent's must read the parent handbook and sign the parent agreement.
- Parents must have met with the director for an interview and a tour of the facility.
- Payment of first week tuition and enrollment fee.

Immunizations recommended by the State Health Department are required before enrollment may take place. For continuing enrollment, **ANY** changes in the following areas are required to be updated in the child's file: work or home phone numbers, address, emergency information, custody information and immunizations. It is the parent/guardian(s) responsibility to maintain all records and keep them current as immunizations occur.

If no openings exist, the child will be placed on the waiting list if requested and contacted when an opening arises.

Discharge Qualifications:

We reserve the right to discharge any child:

1. Who continually refuses to follow pre-established safety rules.
2. Whose parents disregard the pre-established payment schedules.
3. When the child or the person responsible for the child continually displays abusive behavior or bad language in the presence of other children.
4. Who continually destructs the property of another child or the property of the center. (Parents will be financially responsible for their child's willful destruction of property owned by Tender Loving Care Early Learning Center.)
5. Who fails to adjust to the routines set by the center.
6. Who continually inflicts physical injury to another child.
7. Whose parents continually fail to pick their child up on time.

Parents wishing to withdraw their child from the center are required to give a **minimum** of two (2) weeks written notice to the director. Parents who fail to provide a two (2) week written notice will be liable for two weeks of tuition. Children who are missing from the center for two (2) weeks without

notice, will be considered withdrawn without notice and the parents will be billed for two weeks of tuition. Children withdrawn from the center must pay the registration fee upon re-enrollment.

Arrival and Departure Policy

Purpose: To ensure the safety of the children upon daily arrivals and departures from the center.

Procedures:

Arrivals:

The center opens at 6:00 a.m. and closes at 6:00 p.m. Upon arrival, parents are expected to:

1. Sign their child in at his/her child's room.
2. Escort their child to his/her classroom and wash the child's hands.
3. Insure that the child is under the supervision of his/her teacher prior to departing from the center.

Children may not enter or exit the building without an adult in attendance*

Departures:

Parents are expected to clock their child out in the afternoon each day prior to removing them from the classroom. Parents are expected to pick their children up by the designated time. Failure of the parents to pick up their children on time may result in their making alternative arrangements for the care of their child. Should a child not be picked up by the designated time, overtime charges will be added to the child's account. (See Payment Policy.)

Releases:

For the protection of the children, each child will be released only to his/her parents or other person's authorized on the enrollment form. If your child is to be picked up by anyone other than yourself, the following is required:

1. A signed and dated statement that includes the person's name and parental permission for the child to be released to that person prior to the intended pick up date.
2. A picture identification and signature will be required prior to the child's departure from the center.
3. No child will be released to anyone who is under 18 years of age.
4. No child will be released to anyone who is suspected to be intoxicated or under the influence of alcohol or drugs.

If custody arrangements change, the center director must be notified immediately in writing and provided with copies of the court order. The center has no legal authority to refuse either parent the right to pick up a child unless the director has been provided a copy of the court order.

Any visitor to the child care center must be approved and cleared through the center director and is required to sign in and sign out on the guest register.

Field Trip Policy

Purpose: To protect the children while participating in outings away from the center.

Procedures:

In addition to regularly scheduled activities, special events and field trips will be planned periodically. The center will inform parents of these events ahead of time.

Permission Forms:

Permission forms will be sent home prior to any field trip that involves transportation away from the center. The following information will be included on the field trip permission form:

1. The destination of the field trip.
2. The date and time of departure and return.
3. The child's name.
4. The parent's signature.

Permission forms must be signed and returned before the child will be allowed to attend any activity away from the center.

A notice will be posted the day of the field trip on the parent bulletin board in the child's class to remind parents of the event's scheduled time of departure and return.

Safety Precautions:

Emergency contact information and medical releases will accompany each child participating in the field trip.

Name tags will be worn by the children. Information of the name tags will include:

1. Name of the daycare.
2. Phone number of the daycare.

(The child's name will not be placed on the name tags to prevent strangers from calling children by name to lure them away from the group.)

Safety procedures and field trip guidelines will be reviewed with staff and children prior to participation in each field trip.

Parents/Guardians: are welcome to accompany the children as chaperones. If your child is required by law to ride in a car seat, please bring one to the Center the day of the field trip so they can be transported in our vans. (For each child who is required by law to ride in a booster seat the Center will provide the booster seat.)

Health Policy

Purpose: To promote early recognition and isolation of children exhibiting signs or symptoms of impending illness in an attempt to minimize the spread of communicable diseases.

Procedures:

Daily Inspections:

Every child shall be inspected upon arrival to the center prior to the parent's departure. The child's instructor will check the child for any excludable symptoms or bruises. Arkansas regulations require children with the following symptoms to be removed from child care services:

- **Fever:** A child or staff member with a body temperature of 100 degrees axillary.
- **Diarrhea:** Three or more watery stools within a twenty-four hour period.
- **Vomiting:** Two or more episodes of vomiting within a twenty-four hour period.
- **Rash:** Body rashes not obviously associated with diapering, heat, or allergic reaction to medication.
- **Sore Throat:** If associated with fever or swollen glands in the neck.
- **Severe Coughing:** Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing.
- **Pink Eye:** Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours.
- **Impetigo:** May return 24 hours after treatment is initiated.
- **Ringworm:** A fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider.
- **Untreated Scabies, Head Lice or the Presence of nits:** May return after treatment and removal of nits.

Communicable Illnesses:

If a communicable illness occurs within the center, a health letter will be sent home with each child. The letter will inform the parents of the following:

1. Signs and symptoms of the illness.
2. Exclusion period from the center.
3. Treatment necessary.
4. When the child will be permitted to re-enter the center.

Isolation:

Any child who becomes ill or unable to participate in daily activities shall be isolated in a separate room and supervised. The parent or person authorized to pick up the child will be notified and must pick up the child within one hour of notification.

In an attempt to provide a safe environment for all of the children, children must be free of fever, diarrhea, and vomiting for 24 hours before returning to the center. If a child has been put on antibiotics to treat an illness, they must have taken the antibiotics for 24 hours prior to returning to the center. If there is a question regarding the potential risk to other children from an infectious disease, a physician's statement will be necessary for the child to return to the center.

If your child is well enough to come to the center and weather permits, the children will go outside. Fresh air is important in a group situation. Therefore, if your child must stay inside, please send a physician's note.

Medication Administration:

Prior to administering any medications, the following criteria must be met:

- There must be a signed and dated parental consent.
- Medication must be in the original container with the child's name and a current date on the bottle.
- The amount, dose, time, and route for the medication to be given must also be clearly legible on the medication container.
- If a caregiver is uncertain of any of the above information, it will be clarified by the parent or pharmacist prior to acceptance of the medication.
- The director will be responsible for giving all medications.
- Parents are responsible for picking up any medication that is brought to the center.
- All medications shall be kept locked up and out of reach of the children at all times. Medications requiring refrigeration shall be kept in a locked box in the refrigerator.
- Dosages greater than specified on the label can NOT be given.
- An individual medication record will be kept within each child's individual file for three years and the following information will be included on it:
 1. Child's name
 2. Known allergies
 3. Name of medication
 4. Date of prescription
 5. Time medication is to be given

6. Signature of Parent
7. Signature of staff accepting medication.
8. Signature of staff administering medication.

Oral instructions on medication for a child will NOT be accepted.

The center is not responsible for any reaction your child might experience from a medication the center is instructed to give.

Tylenol:

Children with a slight fever may be given liquid Tylenol if parental permission is on file in the child's records. I may request that if my child runs a fever, he/she be given the appropriate dosage of Tylenol, per his/her weight, as prescribed by the instructions on the bottle until I can pick my child up.

Cleansing of Bedding and Toys:

- Infant and toddler toys that a child puts in his/her mouth shall be disinfected daily or prior to another child's use with a disinfectant solution. Preschool and school-age toys shall be cleaned weekly.
- Cots shall be cleansed daily.
- Infant crib sheets shall be washed daily.
- Cot sheets and blankets shall be washed weekly.

Nutrition Policy

Purpose: To ensure that the children will be served healthy and nutritious food while at the center.

Procedures:

Meals:

Breakfast will be served to all children who arrive at the center before 8:30 AM. Lunch will be served at 11:00 AM. All meals shall offer a variety of foods and shall contain at least 1/3 of the recommended daily allowances.

Caregivers will sit at the table with the children and assist the children while eating. Children will be encouraged, but not forced to eat. Children will not be rushed, but will be allowed to set their own pace for eating. The mealtime atmosphere shall be relaxed and enjoyable.

Milk shall be offered to the children each day. Due to the Special Nutrition Program's Regulations, if children have an allergy to milk, they will be required to provide a physician's statement to the facility.

Snacks:

Mid-afternoon snacks of nutritional value shall be provided to all children at the center between 2:30 PM and 4:00 PM. Snacks will be listed on the main menus.

Menus:

Menus shall be posted, in advance, on the parent bulletin board. Substitutions will be noted on the menu.

Allergies:

If a child has any food allergies, a letter from his/her physician must be kept in the child's file stating what the allergy is to and what type of reactions occur from the food or drink.

Special Nutrition Food Program:

Tender Loving Care Early Learning Center is on the Special Nutrition Food Program. The Food Program enables us to better serve the nutritional needs of the children in our care. There are two forms that are included in your enrollment packet that are required to be filled out and returned with your initial enrollment paperwork. Please see the director for additional explanations or assistance in completing the forms.

Food and drinks which are not available to children will not be consumed by the staff in the children's presence. Please do not permit your child to bring food, candy or gum to the center.

Parent Involvement Policy

Purpose: To insure that communication between parents and caregivers is maintained and to encourage parental involvement with center activities.

Procedures:

Tender Loving Care Early Learning Center has an “open door” policy and parent/guardians are welcome and encouraged to visit the center at any time. In the best interest of your child, we do ask if your child is distressed and crying upon your departure from mid-day visitations that you take him/her with you.

Parent Conferences will be scheduled in the fall and in the spring for three and four year olds to keep parents informed of their child’s developmental progress. Conferences may also be held when the parents or the child’s instructor deems it necessary to address special circumstances such as hearing or vision disturbances, behavioral problems or sudden changes in behavior patterns.

Parent Bulletin Boards: will be displayed at the entrance of each classroom. These will be used to update parents on center and classroom activities, health issues, menus, want ads, and current news or child development issues.

Newsletters will be distributed once a month to provide parents with a variety of up to date information on such topics as child development, nutrition, discipline, safety, and health. Space will also be provided for parents to share recipes, ads, or notices.

Letters will periodically be used to convey special information to parents such as field trip descriptions or information on a communicable illness.

Parent Talents or Hobbies are welcome to be shared with their child’s class. Parents are also encouraged to share stories, songs, special talents, hobbies, cooking experiences, or field trips as an enrichment of the child’s learning experience. Parents should confirm the time and the activity with the instructor in advance to ensure that adequate preparations or changes in the schedule can be made to accommodate the activity.

Parent Occupations are encouraged to be shared with his or her child’s class by coming to the center and sharing special aspects of the occupation or by bringing the children to the parent’s place of employment for special tours.

Weekly Units will be posted to inform parents on what information is being covered in class; thus enabling parents to reinforce learning at home. There will be a question of the day posted near the classroom door to emphasize key elements of the daily lesson.

Literacy Backpacks: are available for parents to use with their child. There are different activities within each backpack, cards that give specific instructions on how to perform the activities with the children, and the skills and the activities encouraged. All supplies are included in the back packs.

Mascot Backpacks: Children will have the opportunity to take home the “mascot backpack” for their classroom for the week. There are activities within the backpack for parents to do with their child. All

supplies are included in the backpacks.

Parent and Child Activities: PAC activities are activities provided by the teacher for the child to do with his/her parents. The parents and children will decide together how to decorate the picture and will create a masterpiece together. The pictures will be displayed in the classroom.

Open House will be held in the fall to allow parents the opportunity to visit with instructors or other parents and to allow parents the opportunity to visualize or participate in a sample of the child's daily activities. There will be a children's program at the end of the year that will include a slide presentation of the children's activities throughout the year.

Holiday Events: Parents are welcome to assist in holiday activities and special occasions such as the Valentine's Day party, the Harvest Festival, the Christmas party or birthday parties.

Birthdays: A child's birthday is very important. The parent/guardian(s) may want to provide a special snack (cake, cupcakes, cookies, etc.) for the class, as well as napkins, cups and plates. However, party favors and gifts are prohibited. State regulations prohibit the use of latex balloons. Mylar balloons may be used but shall be kept out of the reach of the children. Please notify your child's teacher and the director ahead of time so appropriate plans can be made to alter the class schedule.

Superstars will be selected each week from the three and four year old classes. Parents and children are encouraged to work together to create a poster of the child's favorite activities or to bring pictures of the child's family or areas of interest to share with his/her classmates. Refreshments may be brought by the superstar and a special field trip may be planned by the parents of the superstar. Please coordinate efforts with the teacher to insure that schedules can be properly adjusted.

Parent Handbooks will be provided to parents prior to the interview with the director to educate parents on basic program philosophies and policies of the center.

Trashable Treasures will be requested from the parents periodically. A sign will be posted to notify parents of supplies needed and a box will be provided for collection near the receptionist's desk or in the child's class. These items will assist in providing enriching experiences for the children.

Dining With Children: Parents are welcome to dine with their child at any time. Please let the center director know in advance so that adequate preparations can be made.

If at any time parents have questions concerning his or her child or the center's activities, they are encouraged to communicate these concerns to the child's teacher or the center director.

Payment Policy

Purpose: Prompt payments of all tuitions are necessary to assure the continuation of the child care center.

Payments:

- Prompt payments of all tuitions are necessary to assure the continuation of care for your child at Tender Loving Care Early Learning Center.
- Payments shall be rendered to the director on Friday in advance of services rendered for the following week.
- Arkansas Licensing Regulations state our staff must be on hand to care for your child, therefore, parents are required to pay the full weekly tuition, even if the child misses days during the week.
- If you have any questions or concerns, please contact Mrs. Lynn at Tender Loving Care Early Learning Center.

Fee Schedule:

Age Group	Price - \$/wk	Before & After School Care	Price - \$/wk
Infants:	\$125.00	School Age Before or After (ABC):	\$40.00
Toddlers:	\$115.00	School Age Before and After (ABC):	\$45.00
3 Year Olds:	\$100.00	School Age Summer Care:	\$80.00
4 Year Olds:	\$90.00		
21C – 4 Year Olds:	\$75.00		

Registration Fee:

To reserve a place for a child at Tender Loving Care Early Learning Center, a registration fee of \$25.00 must be paid at the time of enrollment.

Overtime Fee:

The center opens at 6:00 AM and closes at 6:00 PM. Children cannot be accepted earlier or kept later than the above stated hours. The abuse of arrival or departure times will result in overtime payments of:

\$1.00 per minute until 7:00 PM. If a child is left past 7:00 PM and the parents are unable to be located, a person on the child's pick-up list will be contacted to pick-up the child. If no one on the pick-up list is able to be contacted, DHS and the police will be notified.

Return Check Fee:

There will be a \$20.00 service charge on any returned checks. After two checks have been returned, you will be asked to make cash payments.

Credit is NOT available.

Your child is subject to dismissal for nonpayment of fees. Tender Loving Care Early Learning Center has a strict **No pay, No stay policy**. Please note: If fees are not paid in a timely manner all collection, legal and court costs will be assessed to this account.

Transportation Policy

Purpose: To ensure the safety of the children while being transported by the center.

Procedures:

Anyone transporting children shall:

1. Have a current, valid driver's license as required by state law.
2. Must be at least 21 years of age.
3. Must be certified in CPR.

Any vehicle transporting children shall:

1. Be licensed.
2. Be insured.
3. Maintained in proper working condition.
4. Have heating and cooling available.
5. Have a first aid kit available.
6. Have a fire extinguisher available.

Staff Ratios:

The driver of a vehicle transporting children may be counted in staff-child ratio, but shall not be the only adult present.

If infants or toddlers are being transported, a ratio of one adult for every three children shall be maintained.

Seating:

All children shall be restrained in age appropriate, approved child safety seats while being transported.

Children under the age of six or under sixty pounds will be secured in an age appropriate safety seat.

Seating space shall be available for each child being transported.

Medical Releases:

A signed medical release form and emergency contact information shall accompany each child being transported.

Behavioral Expectations:

Tender Loving Care Early Learning Center transports preschool and school age children on field trips and school age children to school in the morning and back to the center in the afternoon. The safety of the children riding the van is our number one concern, therefore, the children who ride the Center's

van will be expected to:

1. To enter the van quickly, in an orderly manner, under the instruction of the driver.
2. To find a seat quickly, buckle his/her seatbelt, and remain buckled until instructed otherwise.
3. To conduct themselves in a manner that will not distract the attention of the driver or disturb other riders on the van.
4. To talk in a normal tone of voice. Yelling, screaming and foul language will not be acceptable.
5. Only bring items that are necessary. School backpacks are to be closed and to remain closed while on the van.
6. To refrain from eating or drinking while on the van.
7. To keep their hands to themselves. Children are not to tamper with any devices such as door latches, windows, etc., and must keep their hands, fingers, and feet inside the van at all times.
8. To follow the instructions of the driver at all times.

Because of safety concerns, improper conduct while riding the van will not be tolerated. A child whose conduct is unacceptable will be instructed by the driver as to appropriate behavior. If the problem persists, the parents will be notified and requested to take disciplinary action. Continued improper conduct on the van may result in the child being unable to continue riding the van.

Volunteer Policy

Purpose: To ensure that volunteers understand their responsibilities and boundaries and the center's policies and procedures thus optimizing their services to benefit the center and the children.

Procedures:

1. Volunteer shall be under direct supervision of the director or a designated staff member at all times. All duties and responsibilities shall be stated in writing.
2. Volunteers who are considered in the child-staff ratio, or who are given control over the children shall meet personnel and employee requirements. These requirements include.
 - A criminal records check.
 - A central registry check.
 - Employment information for the past five years.
 - The person must be eighteen years of age.
 - The person must have a current health card.

(Exceptions shall be given to parents who volunteer to assist with field trips.)

3. Volunteers who are not considered in the child-staff ratio shall not be left alone with the children and will not have disciplinary control over the children.
4. Volunteers are welcome to attend special events and to provide additional support for field trips. Volunteers are also encouraged to participate in the following activities:
 - Playing games with the children.
 - Reading books with small groups of children.
 - Singing with the children.
 - Teaching the children a special dance or art technique.
 - Assisting with a cooking activity.
 - Sharing a special trade or hobby.
 - Sharing a special part of their culture.
 - Assisting the teacher in cutting out special projects.
 - Assisting the director with filing, typing, or other business activities.
5. Volunteers may not be considered substitutes, teacher's aides, or kitchen aides or may they relieve staff of their routine duties.