



Our goal is to provide a safe and secure environment for your child that fosters physical, social, emotional, and cognitive development. Parent's as a child's first and most important teachers, are an important part of our program. While you are participating in the program, we hope to develop a partnership, between home and school, which benefits the development and growth of your child. We ask that you read this Handbook and feel free to ask questions.

Registration Checklist

Excepting ages 6 wks – 12 yrs old, regardless of race, creed, or religious beliefs.

Parent Handbook (read)

Parent-Provider Contract/Enrollment Application (complete/sign/date)

Emergency Information/Consent for Medical Treatment (complete/sign/date)

Parents Rights (sign/date)

What Are Parents' Responsibilities? (Read)

Guidelines for Illnesses Requiring Exclusion (read)

Building and Maintaining a Positive Relationship with Your Child's Provider (read)

Immunizations Card must be up to Date at Time of Enrollment (No exceptions)

Tuition, DHS, and Private Pay Fees

Definitions

Full time childcare: Monday through Friday 6:30am to 7pm

Part time childcare: Limited days of the week 6:30am to 7pm

Half day childcare: (6:30am - 12:30pm) or (12:30pm - 7pm)

State Licensing Requirements

The Future Legends Early Learning Academy is licensed and complies with all applicable licensing regulations and standards. These standards relate to our facility, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our facility is subject to inspection by Oklahoma State and city health, fire, and licensing officials.

Termination Policy

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, one month written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action will be taken, and the parents will be responsible for all legal fees as well.

Attendance:

Full-time care is for up to 50 hours per week. If a child's attendance exceeds the contracted amount, you will be charged \$15.00 per hour for every hour over the contracted amount. This charge will be assessed at the end of each month.

Hours:

The center is open (**Monday - Friday 6:30am to 7pm**) with the following holiday exceptions:

New Year's Day

Martin Luther King Day

Memorial Day

4th of July

Labor Day

Thanksgiving Day & Day after

Christmas Eve & Christmas Day

Note: *If the holiday falls on a Saturday facility will be closed the Friday before. If the holiday falls on a Sunday facility will be closed the Monday after.*

Communication:

Communication is essential as we work together to meet the needs of your child. Please call if you have any questions. We need and welcome your input. Should you observe any area or piece of equipment that needs maintenance or repair please alert the manager. If you have any questions concerning the policy or practice please ask the Owner/Director.

Parent Involvement:

The Center is focused on the child, while providing a supportive environment for both parents and staff. Your involvement is both welcome and encouraged. We will keep you

informed of classroom and Center activities through daily report forms, weekly newsletters. There are also bulletin boards throughout the Center that may have special notices for parents. If you wish to join us for lunch, please give us 24 hours' notice. You may also be asked to assist with field trips, cooking projects, or other special classroom activities. Parent-teacher conferences are held at least once a year. This allows both of us the opportunity to share important information concerning your child and the program offered at the Center. In addition, conferences may be held at any time throughout the year, at either the request of the parent or the teacher. Parent meetings will be held at various times throughout the year. These include both social and educational events. Topics for discussion and speakers will be based on parent and teacher request. Please remember that drop-off and pick-up times are very busy periods in terms of transitions and adjustments. These periods are not the best times to discuss your child's progress or growth especially if he or she is standing with you. The best way to address questions or concerns is by calling the office and leaving a message. When the classroom is quiet and the children situated, the teacher can return your call. Do not call the teacher directly, since he/she is focusing on all children in their care.

Confidentiality Policy:

The only information teachers should share with parents, is information concerning his/her child. Conversations about other children, other parents, co-workers, supervisors, etc., are unprofessional and in some instances illegal. All information stays within the facility. For information that is repeat outside of the facility or give out will lead up to a write up or termination. (No Exceptions)

Transitions:

As your child grows and matures he/she will transition from one classroom to another. Here at the Center we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. Both classrooms work together to devise a visitation schedule for your child so that they will not be a stranger when they officially move.

Outdoor Play:

All children go outside every day. Please send labeled clothing appropriate for the weather. During a light rain, we may take a walk, so a raincoat is advisable. On snowy days send boots, hats, gloves and layers of warm clothing. During the summer we will have lots and lots of water play. We ask that children wear rubber-soled shoes for outdoor play. Sandals, "jellies", "crocs" and flip-flops hinder a child's ability to participate and often create safety hazards. You may provide a pair of water shoes that follow these shoe guidelines for water play. We feel that outdoor play is important for each child, each day. Please do not ask that your child stay inside, as we are not staffed for one-on-one care.

Sick/Personal Days:

As strong as our immune system has become over the years, we unfortunately still get sick. Because of this we allot ourselves five sick/personal days per year. We also use

these days for our continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep our childcare license in good standing. **(You will be notified in advance).**

Vacations:

We allot ourselves two weeks of vacation a year. **(The dates of our vacation will be posted at least one month in advance).** Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the facility closing.

Deposit:

A nonrefundable deposit equal to one week of childcare costs is due at time of enrollment. However, do not give us the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent hand book. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application. The deposit will be credited towards the last weeks of your child's enrollment. **(Please make checks payable to The Future Legends Early Learning Acadamey)**

Tuition:

Tuition is payable in advance and due in full at the first of each month For DHS and on Mondays for private pay. You may choose to pay your fees in full on the 1st of the month or the 15th. (Payroll deduction is also an option.) **(Past due accounts will not be tolerated)** Parents will be notified when payments are past due. If an account is one month past due parents may be asked to remove their child and legal action will be taking and parents will pay all legal fees.

Illness:

According to State Licensing Standards, a child must be fever free for 24 hours before returning to the center. Please do NOT administer a fever-suppressant and bring your child to the center. This is unfair not only to your child but also to the other children and teachers.

Child's Absences and/or Vacations:

If your child will not be attending daycare due to illness or other, please let us know as soon as possible. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending the facility for whatever reason, you are still required to pay.

Late Pick-Up:

The Center closes at 7 p.m. daily. If you are running late, please call the Center. There is a \$5.00 per 5 minute late pick-up fee which is payable within 24 hours of billing.

Medication:

Occasionally, children will need to receive medication while at the Center. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for the Center to assume that responsibility, the following guidelines must be followed: (with no exceptions)

1) Prescription medication must be ordered by a physician for the child to receive the medication. Do not ask that we administer medication that was prescribed for another child or member of your family. Prescriptions must be in the original container with your child's name on the prescription

2) No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization. Permission to administer medication forms are available in the office. The medication form must include the following:

A. Name of medication

B. Amount of dose

C. Time to be given

D. Date(s) to be given

E. Parent signature

Medication should be handed to your child's teacher rather than leaving it on the counter or in a cubby. All medication must be in the original container with the child's name printed clearly on the label.

Reporting Child Abuse:

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Snow Days

The Center will be open unless the weather permits me and my staff from coming in.

Drop-Off and Pick-Up:

In order to assure the safety of your child, we ask that you sign your child in and out every day. After signing-in, take your child to the designated classroom or area. Make verbal contact with a teacher in order for us to know that your child has arrived. **(that is a must, no exceptions)** No older children allow unless accompanied by an adult. Tell your child that it is time for you to go to work, then leave. Please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call at any time to check on your child. Please check your child's cubby or mail box each day for messages, art work, or other take-home items. (Video service coming soon).

Authorized Pick Up:

Your child will be released to those who are listed on your authorization form.

Please advise those who are listed that identification will be required. Please notify the office with any changes in pick-up arrangements or authorization form. In the event that a parent or other authorized person arrives to pick up a child and he or she appears to be under the influence of drugs or alcohol. A ride home or other appropriate assistance will be offered in order to ensure the safety of the child.

Medical and Dental Emergency Procedures:

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

(Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed. A phone call to 911 is made. Child's parents (or emergency contacts) are called.)

Evacuation Procedures:

The Future Legends Early Learning Academy has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the McDonald's Restaurant on 122nd and Penn Av. notice will be posted at the daycare with all information on the alternative sight. Directions to the Restaurant are as follows: From our facility on 115th St. go right out of our drive way towards western av. Stay on 115th street until you get to Penn Av. Turn right on Penn Av. and the restaurant is on the right hand corner of 122nd and Penn Av.

Diaper and Formula Policy:

Until children are able to eat the meals provided by the Center, parents are required to supply formula, baby food, milk, diapers, wipes, diaper cream and a change of clothing for your child. Bottles should be brought to the Center "ready to feed". Bottles will be refrigerated and warmed with water by the caregiver. Empty bottles will be rinsed and placed in your child's diaper bag. Each child has his/her own cubby labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. If facility has to provide any of these items there will be a charge of \$3.00 per diaper change and \$3.50 per bottle feeding.

Toilet Training:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet. (No exceptions) if provider has to do it there will be a fee of \$30.00 a week due when tuition is due.

Toys:

During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, or photos of family members and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. Please do not bring your child's toys to daycare except on designated sharing/show and tell days. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

Open Door Policy:

Please feel free to come by and visit your child throughout the day. Please keep in mind that in doing so it can be disruptive to the other children in our care. If you or any other part of your family on the list would like to come and visit or play with the child for an extended period of time, please take the child in question out of the daycare, to places such as your home, a park, a walk, or out to lunch after which you may bring the child back to daycare.

Return Check Policy:

We take cash, checks, and money orders. There is a \$25 dollar return check fee plus all bank fees if check bounces and we will take only cash and money orders. We will also be taking credit cards when that service comes available.

Behavior Management & Discipline:

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also teach them kindness and to be respectful to others. The way to do this is by the example we set. We explained the rules of the facility frequently. Once the child understands the rules and disobeys them we will then take further action with Positive Reinforcement, Redirection, and Time-Out. If the child's behavior is continually upsetting or dangerous to others, the parents will be contacted. If the problems still continue after a conference with the parent, the child must be removed from the facility immediately. **(No exceptions)**

Biting:

Biting is not "Tolerated" **(No exceptions)** your child will be withdrawn.

Food Service:

Weekly menus, including meals and snacks, will be posted. When your child is making the transition to table food, we will offer appropriate selections from the daily menu. Milk and fruit juice will also be available. Meals are served family style with children being encouraged, not forced, to eat. We encourage children to taste each item being served. During snack time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat. Each day we provide three nutritious and well-balanced meals. We provide morning breakfast at 9:00am, lunch at 12:30pm and afternoon snack at 4:00pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-

religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating to the fact.

Learning and Fun:

Your child will enjoy activities ranging from arts and craft projects, games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about.

Accident Report Forms:

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. You will be advised of what happened, where it happened, and what action was taken. A copy will be left in your child's cubby. **(Should an accident require emergency medical treatment)**, the child will be taken to the nearest hospital. The parents will be contacted immediately to meet the staff member and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. When you sign your child's information sheet you are authorizing us to implement the plan described above.

Babysitting:

Occasionally parents may ask teachers to baby sit. The Center does not encourage this practice and assumes no responsibility for employees after their scheduled work hours.

Field Trips:

Field trips enrich the lives of children in many concrete meaningful ways. Your child's teacher will notify you of any trips your child will make. For each field trip the following items will be needed: Signed and dated field trip permission (this will be provided by the teacher) Federally approved child restraint safety seat in working order A fee if needed, specific to each trip (most trips are free). All field trip drivers are required to provide seat belts, a properly working car, proof of insurance and a valid driver's license.

Guidelines – (What Is Asked Of Our Children):

All food and drinks must be kept in the eating area.

No playing in the bathroom.

No coloring on anything but paper.

Name calling and foul language or yelling is not allowed.

No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.

No pulling or picking of plants, grass, trees, or flowers.

No picking-up, pulling, poking or squeezing of babies.

All kitchen and bathroom cupboards are off limits to daycare children.

Take turns and share.

Help clean up.

Laugh, smile, play, and be happy.

Referrals:

For past and present clients: a referral from a client is one of the biggest compliments we can receive. As a special thanks to you, we provide families a \$25 Deduction off a week of child care for each referred child that has successfully enrolled in our facility. The \$25

Deduction will be given to you after the referred child has attended the daycare through the two week trial period without gross misconduct on part of the parent, or child. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on a waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will be given the \$25 Deduction. If at that time your child no longer attends our facility, the \$25 will be taken off your final bill.

Contract Adherence:

This is our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A Final Note:

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our child care facility. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of *Future Legends Early Learning Academy* handbook are understood and agreed upon.

Parent/Guardian Signature Page

I have received, read, and understand the following policies from the Parent/Guardian Handbook:

Introduction (Description purposes, Goals and Philosophy)

Days and Hours of Center Operation

Age Range of Children Served

Admission Requirements and Enrollment Procedures

Fees and Payment Plans

Services provided by the Center

Items to be provided by the Parent/Guardian

Procedure for Reporting Suspected Child Abuse or Neglect

Discipline and Behavior Management Policies

Opportunities for Parent/Guardian Participation

Nutrition Policies

Health Policies, Including Administering Medication

Withdrawal or Termination of Services

I have read and received The Future Legends Early Learning Academy Parent Handbook

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Child's Name

Date Enrolled

Director's Signature

Date

Please keep the Parent/Guardian Handbook for your reference. Please return this form for your child's enrollment file.

