



**PARENT PARTNER HANDBOOK**

**SMART KIDS' CHILD DEVELOPMENT CENTER**

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## **WELCOME**

Thank you for choosing Smart Kids' Child Development Center. You have entrusted us with your child or children and we take that responsibility very seriously. We will do our best to provide a safe, caring, and positive learning environment for all children. This handbook gives an overview of the program and policies. Please review this information and if you have any questions please see your child's teacher or the center director.

## **GOALS**

Smart Kids' Child Development provides an early childhood experience to ensure all children are nurtured, secure, and developmentally ready for their years of school and beyond. The goals of our developmentally appropriate curriculum are:

- ★ To provide a child-centered, individualized program, consistent with current research related to how young children learn.
- ★ To provide a program rich in literacy and language.
- ★ To provide continuity in the curriculum through all ages.
- ★ To provide a safe, warm, age and developmentally appropriate environment.
- ★ To involve, inform, and partner with parents.

For our school-aged children, the Center provides support towards children's daily schoolwork, as well as, a summer program that is both enhancing to school curricula and recreational.

## **PHILOSOPHY**

The Philosophy of the Center is to offer a balance of experiences that will address all areas of your child's growth, development, and learning. The areas to be highlighted involve – physical, social and emotional, language and literacy, cognitive development, along with the integration of the content areas, such as, mathematics, social studies, science, creative arts, as appropriate for the age of children. Preschool curricula will provide additional opportunities for children to develop the knowledge and skills necessary for school readiness.

## Guiding Principles of the Program

- ★ Cognitive, social, emotional, and physical development, are interrelated in young children, and all developmental areas must be addressed.
- ★ Children learn through play and center-based activities.
- ★ Children’s play is essential for physical development and gross motor skills.
- ★ Each child is unique with an individual pattern of timing, growth and development.
- ★ Young children construct knowledge and understandings through their interactions with materials and the world around them. They do this within their environment and through their interactions with adults and other children.
- ★ Children’s learning moves from a concrete, personal understanding to conventional understandings through awareness, exploration, inquiry and utilization.
- ★ Children have a need to make sense of their experiences and are motivated to learn by their interests and natural curiosity.

## PARENT PARTNERSHIP

The Center encourages parent and family involvement. From time to time the center will conduct parent workshops presenting fun and useful topics. Parents are also invited to volunteer in the classrooms or to join us on fieldtrips.

Parents are permitted free and full access to his or her children without prior notice. This is only limited, if, there is a situation or concern limiting parental access. Classroom teachers will provide parents access to their child’s activity schedule by having it posted in plain view within the classroom.

Parents are also asked to please share drop off and pickup information related to who has access to the child. No one under the age of 18 will be allowed drop-off or pick-up a child. Children will be released only to the parent(s) or other persons authorized by the parent as listed in the child’s file. The designated person must show photo identification that matches the information on file in the Centers.

When bringing children to the Center in the morning parents **must walk children to the classroom and let the lead teacher know that the child is present. Please never leave your child in the classroom alone.** When picking up children, indoors and outdoors, make sure that the lead teacher is made aware that the child is leaving and the child is signed “out”.

## **RELEASE OF INFORMATION**

The Center safeguards the confidentiality of all records of all children. This includes names, addresses, and any other information about children or family that may and/or shall identify a child. The child's records and emergency information will be kept in a locked file cabinet in the director's office. The information that is kept will not be copied, or disclosed to unauthorized persons, without written permission from the child's parent. The records are only accessible to the child's teacher, the director, assistant director, director designee, the child's parent or legal guardian, and authorized employees of the Department of Social Services. All files will be kept locked when not in use.

## **OPERATIONAL PROCEDURES**

### **Enrollment Procedures and Requirements**

A complete application is required for each child. An application can be received from the Director or the Assistant Director. Additional information is necessary for enrollment: Immunization (shot) records, medical exam report, and a signed discipline and supervision statement. Other documents, per North Carolina or South Carolina state laws and licensing are required.

Parents are required to keep current information on file at the center. For each child the same information that is on the application must be updated of any changes. This includes home, work and emergency phone numbers. It is the responsibility of parents to inform the Center of any changes.

### **Age range of children**

The Center enrolls children between the ages of six (6) weeks and twelve (12) years of age.

### **Items to be provided by parents**

For infants and toddlers:

Crib Sheets

Breast Milk (if breast feeding)

Formula already mixed in the baby bottle (the Center cannot mix formula)

Diapers

Diaper rash ointment (administered with permission slip signed by parent/guardian)

Sippy cup

Blanket

Wipes

For other ages:

Blanket for all ages, except school-aged is optional

Two (2) changes of clothing preschool-aged and younger

One (1) change of clothing school-aged children

## Items not to be brought from home

Toys  
Food

## Parent Fees

Payments are late after the close of the center on Mondays. Late payments are subject to late fees. Child care is subject to suspension and/or termination for non-payment.

The return check charge is \$30.00. Returned checks are required to be made good upon notice. If a parent has more than one returned check future payment by certified check may be required.

The center reserves the right to take any available legal action to collect past due fees or returned checks.

Should your child miss attending the center due to a short term illness, vacation, or for any other reason, fees are still due the same as if the child were in attendance. This is necessary to reserve the child's place on the class roll.

## Days of Operation

The Center will be in operation Monday through Friday on a year round basis with the exception of closing for ten (10) holidays. The holidays are:

New Year's Day  
Martin Luther King's Birthday  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
The day after Thanksgiving  
Christmas Eve (or alternate)  
Christmas Day

The weekly fees have these closings factored into the rates, so full payment is required for weeks that include these days. **\*Individual Centers may differ - so please be sure to check with your center or the website for actual days.**

## Hours

The hours vary according to center location.

## **Ten Hour Maximum**

The full time child care fees are based on no more than ten (10) hours day per day. Children staying over ten hours are subject to additional charges.

## **Late Pick-up Fees**

Parents who pick children up after the closing time will be charged a late pick-up fee of \$10.00 for the first fifteen minutes and \$15.00 for any part of fifteen minutes after the first fifteen minutes.

## **Smoke and Tobacco Free Environment**

Thank you for not smoking at the center, in the parking lot, or on field trips.

## **BAD WEATHER PROCEDURES**

The safety of your child is our major concern. In case of bad weather, here are some important things to remember.

- The decision to close the center or to delay opening will be made no later than 5:30 a.m. If possible, the decision will be made the evening before.
- The Center will follow the school district's delays and closing, unless otherwise notified.
- Tune in to area television stations for the announcement of the school district's delays or closings.
- If the school district dismisses early, parents are responsible to pick-up children at the school. Bus service will be cancelled for those days.

If the school district makes no announcement, you may assume that the Center will operate on a normal schedule.

*If the Center closes due to snow days/inclement weather or emergency, the weekly fees have these closings factored into the rates. Full payment is required for weeks that include these days.*

## **APPROPRIATE CLOTHING**

Please dress your child for play and according to weather. Non-slippery shoes are safer for play. Sandals or shoes with elevated heels are not safe for young children. Parents of child care children are required to send two (2) changes of clothing. School-age children are required to have one (1) change of clothing. The clothing is kept in the child's individual cubby to be used in case of accidental soiling or wetness. If a child has an accidental soiling or wetting and does not have a change of clothing parents will be called to pick-up the child at once.

## **BREAKFAST/ LUNCH/ SNACK**

- ★ A nutritious breakfast, lunch and snack will be offered in the children's classroom.
- ★ There is no additional charge for food.
- ★ Menus are posted.
- ★ The Center follows the Federal Food Program's guidelines for nutrition and quantity.
- ★ Food or drink is not to be brought into the center.

## **PARENT PICK UP - TRANSPORTATION**

Your child will be released only to the parent(s) or other persons authorized by the parent. The designated person must show identification that matches information on file in the Center.

If you have a need for transportation changes, it is parent's responsibility to notify the child's teacher (preferably in writing) prior to pick-up or departure time.

Children are not to be dropped off during naptime.

## **VAN OR BUS TRANSPORTATION GUIDELINES**

Transportation to and from schools may be provided for school-aged children at no additional charge. If the school is able to provide bus transportation we ask for your cooperation in arranging schedules. No home transportation is provided.

Field trips are provided for children four years of age and older. Pre-school aged children have limited trips but the older children are offered more frequent trips, especially during summer camp and holidays.

The following rules have been developed to ensure safety for all children while riding the Center's vans or bus.

### **Student Van\Bus Rules:**

- ★ Wear van seatbelts at all times. Remain seated in assigned seats with head, and hands inside the bus.
- ★ Obey the driver and safety assistant.
- ★ No eating or drinking on the vans or bus.
- ★ Positive behavior is expected.

## **EMERGENCY PROCEDURES AND FIRST AID**

In the event that a medical emergency should occur at Smart Kid's Child Development Center the following steps will be taken:

1. Medical conditions such as, but not limited to, loss of consciousness, semi consciousness, breathing difficulties, severe bleeding, unequal pupils, seizure, neck or back injury, severe headache, stiff neck or neck pain when head is moved, hives that appear quickly, very sick child who seems to be getting worse quickly, repeated forceful vomiting, vomiting blood, severe abdominal pain that causes a child to double over, possible broken bones and shock would require immediate care by a health care professional.
2. 911 will be called immediately upon recognizing signs and symptoms that require immediate medical attention.
3. The child's parent/guardian will be notified immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
4. The Center will call all the person(s) listed as emergency contact if parents cannot be reached.
5. CPR/First Aid will be provided by trained staff, as trained in an approved CPR/First Aid training course, until emergency personnel arrive.
6. The child will be transported by the director to **Carolina Medical Center** if parents cannot be reached. Emergency information for the child will be taken with the director or assistant director, accompanying the child to the hospital or emergency room.
7. The director or assistant director of the Center will go with the child to the hospital and stay with the child until the parents arrive.
8. The Center's Emergency person, floaters, or any staff will remain at the Center and handle any issues that may arise
9. The Center will report to DSS within 24 hours any accident or injury involving any child occurring at the center requiring professional medical treatment as required by DSS regulations.



## **ILLNESS OR SICKNESS**

**ALL MEDICATION SHOULD BE GIVEN AT HOME IF POSSIBLE.**

However, some children need medication on a regular schedule in order to receive maximum effect in treatment. *Written orders from a physician should contain the name of the drug, the dosage, and the time interval that the medication is taken.* Written, signed, and dated parent consent forms, are required prior to the administration of any prescription medication or for the administration of special medical procedures. Medication forms may be picked up at the Center's office. Medication must be in its original container.

Medication will only be administered to the child for whom it is prescribed and labeled. Prescribed special medical procedures ordered for a specific child also must be written, signed and dated by a physician or other legally authorized healthcare provider.

## **MEDICATION**

If medication is needed on a regular schedule, all medications will be kept in their original labeled containers and have child protective caps. The child's first and last name should be placed on all medications. All medication will be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture. Discontinued and expired medications will not be used and will be returned to the parent or disposed of in a safe manner.

Children are not to handle any medication. All unused medications are to be taken home each Friday or they will be discarded by the Center.

*Nonprescription medication will not be given.*

## **CARE FOR MILDLY ILL CHILDREN**

Care for mildly ill children will not be provided. If a child becomes ill while in care, the Center will notify the parent or responsible party immediately. The parent will be asked to take the child home or a doctor. The parent or responsible party must pick up the child from the center within one hour from the time they are contacted by a center administrator.

If a child may have been exposed to a serious communicable disease that is spread through casual contact, the center shall notify parents about the nature of the illness and the potential exposure to the illness, and recommend consultation with the child's physician. (example: chicken pox, measles, pink eye, impetigo, ringworm, pinworms, head lice, colds/flu).

For most illnesses children can return to the Center after being symptom/and/or fever free for 24 hours. Some illnesses will need a release note from a doctor.

## **WITHDRAWING FROM THE PROGRAM**

If you are planning to withdraw, please inform the Director or Assistant Director of your plans. Two weeks (2) written notice is required.

## **TERMINATION BY CENTER**

The Center has the right to terminate children. Some causes leading to termination may, include, but is not limited to; discipline problems, nonpayment of fees, and late pick-up at closing, and/or failure of child or parent/guardian to follow Center policies.

## **QUESTIONS OR CONCERNS**

If you have questions or concerns, please contact your child's teacher. Contact the Center's Director for any additional assistance if necessary.

## **PUBLICITY**

From time to time, we are asked to present information about the Center to state and/or local agencies and/or news media. Pictures help to tell our story. For this reason, we ask parents for signed permission to use pictures of their children.

## **CHANGE OF INFORMATION**

If you change your address, phone number, or names of persons to whom your child can be released, please send the information in writing to the child's teacher and to the office.

## PARENT SIGNATURES

**Name of Child(ren)** \_\_\_\_\_

I have carefully read this handbook and the operational procedures. I understand my responsibilities and accept full responsibility for cooperating in every way possible with the Center.

Signed \_\_\_\_\_  
(Parent or Guardian)

Date \_\_\_\_\_

Pictures taken of my child may be used for purposes of publicity, such as in the newspaper, posters, or in picture presentations of the program's activities.

Signed \_\_\_\_\_  
(Parent or Guardian)

Date \_\_\_\_\_

Payment will be expected whether or not there are changes of schedule due to: family vacations, holidays, child absences, snow days, and any other inclement weather or emergencies.

Signed \_\_\_\_\_  
(Parent or Guardian)

Date \_\_\_\_\_

## **Discipline and Behavior Management Policy**

All Staff members will be very familiar with Smart Kids' Child Development Center's guidelines regarding discipline of children. All staff members will be expected to comply with the Center's policy:

No child shall be subjected to any form of corporal punishment by the owner, operator, director, teachers or staff, of any Smart Kids' Child Development Center. For purposes of this Rule, "staff" shall mean any regular, teacher, teacher assistant, or substitute caregiver, any volunteer; and any auxiliary personnel, such as cooks, secretaries, janitors, maids, vehicle drivers, etc.

1. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. No child shall ever be placed in a locked room, closet, or box, or be left alone in a room separated from staff.
3. No discipline shall ever be delegated to another child.
4. Discipline shall in no way be related to food, rest, or toileting.
  - a) No food shall be withheld, or given, as a means of discipline.
  - b) No child shall ever be disciplined for lapses in toilet training.
  - c) No child shall ever be disciplined for not sleeping during rest period.
5. No child shall be disciplined by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms or floors, or emptying diaper pails.
6. Discipline shall be age and developmentally appropriate.

### **All Staff members are expected to abide by the following:**

- There should always be continuous and positive, staff member interaction with children.
- All staff members shall praise, reward, and encourage positive behavior by children.
- When necessary, staff members shall re-direct and guide children toward acceptable positive behavior.
- Staff shall model appropriate alternatives that encourage children to use problem solving skills.
- Staff shall modify the classroom environment to provide greater supervision of all children in attempt to prevent problems before they occur.
- Approach an inappropriate behavior in a calm and respectful manor to ensure the focus is to understand the children's needs, desires, and feelings.
- Reason with children on their level when setting limits.
- Provide a non-threatening environment through gentle vocal tones when speaking to children; do not speak harshly to any child.
- Allow a child to get away from the situation briefly. This is not the same as time-out. It respects the fact that the child may be overly stimulated or upset and need an opportunity to be apart from the group.
- Ignore minor behavior slip ups, rather than responding when possible
- Use "time-out" only after redirection, distraction, or ignoring behavior is not successful
- Administrators and staff members should communicate with parents about difficulties a staff member is having with a child and enlist their cooperation and assistance.
- A staff member who becomes irritable or stressed can and should request assistance from a co-worker or administrator/director in order to take a break. The administrator/director and the staff member should discuss what has caused the staff member to become stressed and problem-solve a solution to prevent reoccurrence.

## Supervision of Children

Children's welfare and safety needs are our staff's first consideration. Supervising children at all times is very important to the welfare and safety of our children. In order to give the children adequate care, our staff will be expected to follow these procedures:

**Attendance shall be checked in each classroom and outdoors throughout the day. Attendance shall be checked on arrival and departure of bus transportation, field trips included. An attendance check means that the staff member will check the attendance sheet and visually identify each child. Staff/child ratios will be posted in each classroom and staff members shall maintain the staff/child ratio for their age group at all times.**

- An attendance sheet shall be checked and mark upon the arrival and departure of each child.
- Staff will check attendance by visually identifying the children with the attendance sheet before during and after transition periods such as lunch, naptime and toileting.
- Attendance will be checked before, during and after outside activities. Attendance sheets will accompany staff anytime children they go outside the building.
- Attendance will be checked anytime that children leave the classroom and return.
- In the morning and afternoon when groups might be combined, the primary caregiver for the child shall provide to the caregiver of the combined group his/her attendance sheet, which will show which children are joining the group. The caregiver for the combined group will verify the number and which children are joining the group by using the attendance sheet and visually identifying the children.
- Any time a child is moved to another class in order to maintain staff/child ratios, it will be noted by date and name of child on the attendance sheet of the class the child is leaving and the class the child is entering.
- Staff/child ratios and group sizes shall be maintained at all times in each classroom. Staff members may never walk out of rooms leaving the children alone or leaving one staff member where two are required.
- **Children are not allowed to leave the classroom without adult supervision.**
- **If the classroom staff member must leave the classroom, another qualified adult must be left in charge of the classroom.**
- **All children shall be supervised visually at all times.**

### Outdoor Supervision

**\*Always: Count children using name to face recognition before going outside and count children using name to face recognition before going into the building.**

I \_\_\_\_\_ have read and understand the Discipline Plan and the Supervision of Children Policy.

Signed \_\_\_\_\_  
(Parent or Guardian)