

Little Wonders Learning Center Parent Handbook

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WELCOME 3-4

Our
Philosophy

Parents' Roles, Rights, and
Obligations

GENERAL INFORMATION 5-10

Program
Standards

DSS
License

Enrollme
nt

The Center Business
Hours

Closed
Holidays

Bad Weather
Closings

Early Childhood Education Begins at
Birth

We follow South Carolina Ratio
Classroom

Early Learning
Objectives

Secure Drop off and Pick up of
Children

Custody/Court
records/Orders

Parent Access to
Children

Transition
s

Daily
Schedule

PROGRAM POLICY AND PRACTICES
..... 11-20

Non-Discriminatory
Policy

Child Care Fees/ Tuition and Withdrawal
Policy

Injury/Accident
Policy
Emergency Medical
Policy/Plan

Illness
Policy

Seizure
Policy

Medications /Treatment
Policy

Discipline
Policy

Nutrition and Meal
Policy

Hand Washing
Policy

Physical Activity
Policy

Transportation/Field Trips
Policy

FORMS TO BE SIGNED AND RETURNED
..... 21 -22

Orientatio
n

Contract and
Agreement

WELCO
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We would like to welcome your child and family to our program for young children. We look forward to working together as a team, guiding your child through the early years. Throughout this handbook, you will gain insight into expectations that have been established for the programs and for the staff. If you have any questions or concerns, please feel free to contact us. We will be happy to assist you.

The program practices a play-based curriculum. A planned, prepared environment is the structure for the learning experience that is available to the children. A balance of child-initiated and teacher-directed activities is provided to characterize the "learning through play" philosophy.

Our program serves age 6 weeks to 12 years old. We are a State of South Carolina Licensed program for 81 children. Our program is an independently and privately owned child care facility.

Our goals stress the individuality of each child to shape the social, intellectual and psychological wellbeing of the child. We feel this is important to the developmental stages of all children. We hope to contribute to the achievements that will enable the children to grow into independent thinkers and responsible adults.

Our Philosophy

We believe that learning is critical. Social, emotional, physical, communicative, and intellectual aspects of the self-interact to produce growth. This learning process is based upon developmental achievements, the child's individual style of learning and experiential background. Each child is unique.

We believe that most of life's learning, including how to learn, occurs in the first five years of life. Children learn by active exploration, manipulation, and concrete experience. These aspects form the foundation for more abstract learning that allow the children to question, reason, create, and engage in meaningful interactions with others. The primary medium for young children's learning is play.

The nature and needs of the individual child are recognized. The child can attain meaning and mastery within the environment through social interactions with peers, the teacher and other nurturing adults. Close communication between parent and teacher is necessary for optimum growth. The family is always the child's primary educator and the school's role is to support the family.

Parents' Roles, Rights, and Obligations

The Role of Parents

Promoters of the center.

Parents' Rights

Assurance that your beliefs, concerns, and values are sought out and respected and reflected in your child's care.

Experts on and advocates for their own children.

Advisors concerning policies, procedures, staff, and curriculum.

Evaluators through surveys.

Information about all aspects of the program.

Freedom to ask questions of staff (at times when staff can respond without interrupting the program).

Confidence in the complete confidentiality of all matters involving the welfare of your child and family.

Parents'

Responsibilities:

Volunteering current important information (addresses, medical exams, etc.) and responding to staff's requests for information.

Respect for staff as professionals who work with you to provide quality child care.

What Parents Need to Provide:

Required paperwork for child's file

What the Center provides:

Information about your child's experience in the program.

Freedom to visit or observe.

Knowledge of this handbook and acceptance of its policies and procedures.

Daily review of your child's experience sheet and notes.

Exchange of essential information about the care of your child with staff.

Formula/Breast
Milk/Juice

Daily
Foods

Diaper
s

Diaper
wipes

Nap items
/Blanket

Extra
clothing

Quality/Safe
Environment

Daily
Reports

Individualized Development
plan

Qualified
staff

Meals and
Snacks

Milk (when age
appropriate)

Diaperin
g

Parents are to supply all diapering materials (diapers and wipes). We do not accept cloth diapers unless prescribed by a medical doctor.

All staff wear protective gloves while handling body secretions. This includes diaper changing and the handling of bodily fluids. Gloves are disposed of in a covered trashcan.

All staff is trained in Universal
Precautions.

CLOTHI
NG

Please bring one complete change of clothing. This includes socks, underwear, shirt and pants. Label all items with your child's name

Please dress children in clothes that are easily washable, as your child will engage in “messy” activities at school.

Since we go outside almost every day, dress your child adequately for outside weather conditions. All children well enough to be at the Center are well enough to play outside, except for a doctor’s note.

Rest Periods

Each child who has a rest period will be provided with a cot/crib/playpen, sheet, and blanket that is placed at least 2 feet from the next sleeping child.

GENERAL INFORMATION

PROGRAM STANDARDS

The Center adheres to the South Carolina Department of Social Services (DSS) requirements and standards of licensing requirements; the enhanced program standards of Child Care the Development Block Grant (CCDBG) under the ABC voucher program, and our state’s fire and sanitation codes.

DSS License

The Center is licensed by the SC Department of Social Services. The re-licensing process is repeated every two years and includes visits from the Health Department and the State Fire Marshal. Unannounced visits are conducted by DSS to ensure consistent adherence to state standards. www.state.sc.us/dss/

Enrollmen

t:

The Center accepts children six weeks through 4 years old in the full day program and children up to 12 years old in the afterschool, holiday and summer programs. The Center does not discriminate because of a child's ethnicity, economic level, family structure, language, religion, sex, national origin or disability.

The following information will be completed prior to a child's enrollment and will be updated as required by DSS regulations and/or requested by Center administration or staff:

Parent Contract and Agreement

A child cannot attend until the enrollment packet is completed.

BUSINESS HOURS

MONDAY THROUGH FRIDAY 7
A.M.-6:00 P.M

The Center is open year-round, except for holiday and bad weather closings.

Enrollment

Form

Student
Information

Physical Statement signed by
physician

Special Care Plan for children with asthma and other chronic health
conditions

Emergency Information/Release
Form

Allergy
Information

Immunization
Record

CLOSED
HOLIDAYS

New Year's Day Thanksgiving Day and following Friday

4th of July Christmas Eve and Day

Memorial Labor Day

BAD WEATHER
CLOSINGS

In the event of inclement weather, we will generally follow (Greenville) County School District policy. However, we will send out an email or leave voicemail message in the case of extended closing times as we will make every effort to clear our facility and open as we deem it safe to do so. There are no discounts for weather closings as we have no control over the weather and our expenses do not change.

Early Childhood Education Begins at Birth

Objectives:

The overall objectives of the educational program are based developmentally appropriate practices for teaching young children.

Philosophy:

We offer a positive and supportive environment to help the children gain confidence, self-esteem, sense of self, and awareness of others.

Provide the children with opportunities to develop their creativity, enhance curiosity, and communicate effectively.

Provide a safe, secure and comfortable environment

Promote the love of learning in children.

Create an environment that creates a sense of challenge for the children by providing a curriculum that develops problem solving skills and task persistence.

Parents will be given newsletters describing the activities in the classroom. The newsletter will also contain announcements about the Center.

We follow South Carolina Ratio Classroom
Structure:

Child's Age DSS Staff: Child Ratio ABC LEVEL B or A

Birth to one year 1:5 1:5

One to two years 1:6 1:5

Two to three years 1:8 1:7

Three to four years 1:12 1:11

Four to five years 1:17 1:13

Five to six years 1:20 1:15

Six to twelve years 1:23 1:18

Early Learning
Objectives

Our staff work together to prepare children for KINDERGARTEN OBJECTIVES
FOR 3-5 YEARS

LEARNING THROUGH
CENTERS

I. MEMORY SKILLS

Pledge of

allegiance

Sing

alphabet

Build on and extend the knowledge and experiences the children already have.

Days of the week

Months of the year

Seasons

Five senses

Twelve nursery rhymes

Twelve songs

Count to 100

Birth date/address/phone number

II. IDENTIFY

First and last name

Eight shapes

Sixteen colors

Numbers 1-20

Upper- and lower-case
alphabet

III. HANDWRITING

First and last
name

Draw eight
shapes

Write color
words

Write numbers
1-20

Write upper/lower case
alphabet

IV. MASTER FOLLOWING SKILLS

Potty
trained

Button, tie, zip, and snap
clothes

Run, skip, jump, and balance on one
foot

Identify body
parts

Participate in
activities

Match identical
objects

Follow simple instructions

Listen attentively

Work and play cooperatively

Move paper when cutting

Identify details of pictures and stories

Complete task

Use time constructively

WE HAVE AGE-APPROPRIATE DAILY CURRICULUM FOR CHILD TO FOLLOW. Lesson plans are posted, and curriculum is available for parent viewing.

SECURE ARRIVAL AND DEPARTURE

Arrival Cut off Time:
9:00AM

All children must arrive by 9:00 a.m. everyday unless other arrangements have been made.

DSS Regulations require accurate attendance records be kept; therefore, parents or persons

escorting children to and from daycare are required to sign children in and out in the office each day. No child will be allowed to enter or leave the daycare without first going to the office.

If your child is to be absent, please call the center by 9:00 a.m.

We will not accept children between the hours of 11:00 a.m. to 2:30 p.m. due to lunch and naptime.

DROP OFF OF CHILDREN

- Always sign your child in at time of arrival.
- The sign-in is located by the office.
 - Children are to arrive clean and dressed for play. Please don't dress your child in nice clothing and expect him/her to be spotless when you arrive to pick him/her up. Clothing should be comfortable and seasonally appropriate for outdoor play.
 - Please observe program start and closing times. Please observe program start and closing times.
 - Do not drop your child off at the door and leave without signing in your child's arrival to the program and escorting the child to teacher in charge of the classroom whom will mark that child into the classroom for the day.
 - Do not send children in with a school-age child. Parents or custodians must sign all children in and out for the day.

PICK-UP OF CHILDREN

- It is expected that parents or custodians will pick up their children at the appropriate time stated on the registration form.
- Please be sure to pick up your children before the scheduled hour of closing. Please note that parents are charged \$1 per minute increment when children are picked up late.
- It is important you contact the staff/director when picking your child up.

Remember these safety measures are in place for the protection of your child.

- Remember persons picking up children must be on your release form and must present a picture form of ID when picking children up.

CUSTODY/COURT RECORDS/ ORDERS

In the event of any legal matters regarding the custody of your child, the center must have copies of the court documents for custodial arrangements such as billing and visitations. In addition, any orders that state your child cannot visit with certain people must be supported with documentation from the court. Finally, if the parents are in a custody dispute over their child, the center must have all requests and directives for records or information about the child, from parents and attorneys in writing. Furthermore, those requests and directives must be within the guidelines of the court documentation. Childcare information will be released to both parents unless prohibited by court order.

Parent access to children while in the center:

Parents' Right to Free and Full Access to Their Child During School Hours

(Little Wonders Learning Center) shall permit the parent / guardian of a child free and full access to his or her child without prior notice unless there is a court order limiting parental access. Your free access must not disrupt instructional activities or classroom routines. Because we must think of your child and all the children in the classroom, repetitive disruptions will require us to impose limitations on access on a case by case basis.

Transition s

Many children transition into a new classroom at the start of the academic year in mid-August. Children are prepared for this transition during the last weeks of the summer session. Our younger children may be ready to transition at other times of the year. When teachers and parents agree that a child is ready to transition to the next classroom, they will begin a two-week (or more) transition process that meets the child's individual developmental needs. Parents, the primary caregiver, and the new classroom teacher(s) will plan to conference before the transition process begins to ensure its success. They will also communicate

frequently with each other throughout the process.

Typical Daytime Schedule

Children benefit from predictable routines. Regular attendance helps them gain the most from the Center's program. For that reason, teachers encourage children to arrive by mid-morning so that they can fully participate in planned learning activities.

The daily schedule may include:

- Play in a prepared environment which includes opportunities for children to choose activities such as blocks, dramatic play, science, games, puzzles, art, water and sand play, cooking, woodworking, listening center and cognitive skill activities.
- Group activities such as stories, music, creative dramatics, discussion, large motor activities.
- Outdoor play, field trips, walks near childcare center.
- Special events planned by the childcare center.
- Parents will find a daily schedule posted in their child's room, to their needs.
- Although each classroom's daily schedule varies, activities alternate between quiet and active, free play and total group experiences.
- Remember: Infant / Toddler Schedules are based on the individual needs of the children.

Example: SCHEDULE FOR TWOS, THREES,
FOURS, AND FIVES

7:00-8:30 - Early arrivals, breakfast, television, or quiet time

8:40-9:00- Bathroom and water break

9:00- Circle

Time

-Special Song or
Rhyme

-Age Appropriate
Book/Story

9:30-10:30-Learning
Time

-Art
Project

-Letter/Number
Play

-Special
Activity

10:30- 10:45- Prepare for
lunch

10:45-11:30- Lunch and
bathroom

11:30-12:00- Prepare for
nap

12:00-3:00-
Nap

3:15-3:30- Bathroom and water
break

3:40-4:00- Snacks and
Drinks

4:15-5:00- Outside play if weather permits or center
time

5:00-5:00- Prepare for home- bathroom and water
break

AFTERSCHOOLERS SCHEDULE

7:00-7:30- Early arrivals, breakfast, television or quiet time

7:30-8:00- School drop-off

2:25-3:00- School pick up

3:00-4:00- Snacks and drinks, bathroom break, homework time

4:00-5:00- Outdoor play if weather permits or television time

5:00-5:30- Free time

AFTERSCHOOLERS

Dear Parents,

Please have your child here by 7:15 a.m. each morning to leave for school. If your child needs to eat breakfast before leaving for school, please have him/her here by 7:00 a.m. If your child leaves early from school because of an illness, or appointment, please call us at the daycare—parents will be charged extra if the bus driver must search for children who are not at school. Time is set aside every day for homework. Assistance is available if anyone who needs it.

For the Safety of All
Children

- Be prepared to show your picture identification when picking up your child. Your child will not be allowed to leave with another person unless you have notified us in advance in writing. A picture ID is used when we do not recognize the individual (SC driver's license). The ID will be documented on the sign in and out sheet.

- Please be considerate of staff members who are waiting for you to pick up your child. These staff members need to leave work promptly at closing time to meet their commitments. According to licensing rules, children left at the Center more than thirty minutes after their program time periods ends should be, and we have authority to put the child under the protection of Human Services or Sheriff/police when there has been no contact for parent or custodian to notify the center of pick-up plans. It is important that staff know you are on your way or if an emergency has occurred so a plan of action for a safe pick-up can occur.

- Persons appearing under the influence of drugs or alcohol will not be permitted to pick up children from the Center. An authorized person from the child's Child Care Enrollment and Health History document will be called to pick up your child and/or the matter will be turned over to local police.

DISCHARGE OF ENROLLED CHILDREN

Termination can occur to any child including those with disabilities if a parent fails to provide required enrollment forms, is consistently absent and/or is non-compliant with policies and procedures.

Termination can also occur if:

- a. When staff determines they are unable to meet the needs of the child.
- b. The staff determines it is not in the best interest of the program or other children enrolled in the program to have this child in attendance.
- c. The parents/guardians fail to cooperate with the program's recommendation in adjustment matters that are serious enough to warrant termination.

d. Our program does not discriminate against children with disabilities. If it is determined we are unable or untrained to accept or provide care for a disabled child, the Center will provide a referral to special needs referral though The South Carolina Child Care provide a referral to special needs referral though The South Carolina Child Care Inclusion Collaborative at <http://www.scinclusion.org/>.

e. We will integrate all children into the program regardless of race, sex, handicap, color, national origin, or religious belief, unless criteria a, b, c, or d is the determined situation.

f. All fees must be paid prior to the child's last day. Those with unpaid balances will not be allowed to re-enroll.

CHILD CARE FEES

All childcare payments are due one week in advance (Little Wonders Learning Center) has no part time childcare and no partial payments. Childcare is sold in spots only and must be paid every week to maintain that spot. If you do not bring your child, you must still pay for that spot. (Little Wonders Learning Center) will give one by week per child per year for students for vacation (Little Wonders Learning Center) welcomes ABC students; however, it is the parent or guardian's responsibility to pay all costs not covered by ABC. (Little Wonders Learning Center) takes no responsibility in ABC administration. Childcare will be suspended with a past due account. Withdrawals requires a two-week notice. Your child is welcome to come learn and play all hours each week. Because our daycare staff is paid hourly, there will be an extra charge of \$1.00 per minute for those children still left at daycare after 6:00 p.m.

MEALS AND SNACKS

Breakfast is offered from 7:00 a.m. until 8:30 a.m. A hot balanced lunch will be served each day by 11:00 a.m. Weekly menus will be posted and available to parents in the office upon request and posted on the board in the main hall. Snacks will be served mid-morning and in the afternoon.

PERSONAL ARTICLES

Children need at least one set of weather appropriate clothing to be kept at the center. Money, jewelry, toys, etc. are not to be brought unless notified in advance. Children that are in diapers are to make sure they have diapers and wipes. If your child runs out of diapers or wipes, we will call you to bring them some. The daycare does not provide diapers or wipes.

Photographs and Recordings

All children may be photographed or recorded to develop videos, published material, or news releases, with the understanding that a family's privacy will be respected and honored. Teachers and students may also photograph or record children for the purpose of course assignments or for educational or scholarly purposes. Identifiable photographs will not be used on the Internet without prior specific approval from the parents.

Our Program Policies NON-DISCRIMINATION POLICY

Little Wonders Learning Center provides equal opportunity and affirmative action in education

and employment for all qualified persons regardless of sex, race, national origin, religious belief, age, marital status/family structure, disability, sexual orientation, or veteran status. No child will be denied access to activities, materials, or equipment based on sex, race, national origin, culture, or family structure. Children will not be encouraged or discouraged in ways that reinforce stereotypes.

TUITION and FEE POLICIES

CHILD CARE FEES

All childcare payments are due one week in advance. Little Wonders Learning Center has no part time childcare and no partial payments. Your child is welcome to come learn and play all hours each week. Childcare is sold in spots only and must be paid every week to maintain that spot. If you do not bring your child, you must still pay for that spot. Payments to the center may be made by cash or check/money order (made payable to Maxie Moms).

ABC Child Care Payments

Little Wonders Learning Center welcomes ABC students; however, it is the parent or guardian's responsibility to pay all costs not covered by ABC. Little Wonders Learning Center takes no responsibility in ABC administration. Childcare will be suspended with a past due account.

Withdrawals require a two-week notice.

Tuition Payment/ Late Fees

All payments are due the Friday before the upcoming week. Credit is not given for sick days or vacation days beyond the 5-day (One Week) allowance established by the Center's Governing Board. Tuition is divided by 51 weeks and payment is due on a weekly basis even if the child is absent more than the five days of credit allowed.

Late payment
fee:

A late fee of \$10.00 will be imposed if tuition has not been paid by Wednesday evening of the current week. If payment or a suitable arrangement is not made by Friday of that week, the child will not be allowed to return to the Center. Re-application to the Center may be made as long as the tuition, late payment fee, and new application fee accompany the application. However, there may be a waiting list.

Educational Activity
Fees:

Dependent upon the classroom, each child may be charged extra if he/she attends a field trip or if the classroom sets a summer activity fee. Your child's teacher will let you know in advance.

Vacation
Credits

Each child is entitled to 5 days of tuition-free vacation each fiscal year. Please complete a vacation credit request form prior to the commencement of your vacation.

Returned Check
Fee

A \$30.00 charge will be assessed to checks that do not clear the bank due to insufficient funds. If the tuition and the returned check fee are not paid by the specified deadline the account will be turned over to a collection agency and the child will not be allowed to return to the Center. If a family has a pattern of returned checks, then it will be necessary for all future payments to be made in cash or money order.

Late Pick
Up

The Little Wonders Learning Center closes at 6:00 pm or earlier as scheduled and announced in advance. A \$1.00 late fee will be applied for every minute your child remains at the Center

after closing.

Fee s

Infant: 6 weeks – 12 months \$ 160.00

Toddlers: 13 months- 30 months \$ 140.00

Preschool: 31months – 3 years old \$ 130.00

Preschool: 4 – 5 years old \$ 120.00

School-age: 5 - 12 years old (Full Day) \$ 100.00

After School-age: 5 – 12 years old \$ 75.00

Registration Fee \$ 75.00

ALL FEES ARE FOR A
FULL WEEK.
WE HAVE NO PART-TIME OR
PARTIAL WEEKS

Parents will pay the difference between ABC Fee and what the center fee rate is for each child enrolled.

Injury/Accident s

In the event of a minor accident at (Little Wonders Learning Center), first aid measures will be taken, and an Accident Report Form will be completed. The original Accident Report will be given to the parent, and a copy will be placed on file in the child's folder. Minor scrapes and bruises are treated with tender loving care. The Center does not call parents for every minor injury. Parents will be called in the case of accidents that may need a doctor's attention. The Center will always call parents if their children experience one of the following:

In the event of a serious accident or emergency, the child will be taken to the hospital by ambulance. Every effort will be made to contact parents immediately. If parents cannot be reached, the Center will attempt to reach the emergency contacts and then the physician listed on the Enrollment Information Form. In the event the child's physician cannot be reached, an assigned member of the staff will stay with the child and secure needed medical treatment.

Emergency Medical Plan

MEDICAL EMERGENCY RESPONSE

IN THE EVENT OF A CRITICAL MEDICAL EMERGENCY

A. SEIZURE

B.
UNRESPONSIVENESS

C. SEVERE RESPIRATORY
DISTRESS

D. SEVERE
BLEEDING

E. CARDIAC ARREST

F. SEVERE BURNS

WE CALL 911 WITHOUT
DELAY

Injury to the head or
face

Injury that causes a great amount of
bleeding

Injury or incident that upsets the child to the point of
inconsolability

In the case of a medical emergency in which emergency medical care and treatment is warranted, the following steps will be followed:

Call: Emergency Medical Service for First Responders team to come to the Center and the parent/guardian will immediately be called after that.

If parents cannot be reached, the Center will attempt to reach the emergency contacts and then the physician listed on the Enrollment Information Form.

If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.

First Responders will assess and determine whether the child needs to be taken to the nearest hospital or parents' preferred hospital by ambulance.

Emergency information for the child will be taken with the child to the hospital or emergency room.

Illnesses

To protect the health of all children, (Little Wonders Learning Center) follows the guidelines of the South Carolina DHEC. The Center requires that a child, teacher, or others with the following conditions be excluded from the Center until his/her recovery has reached a stage conducive to inclusion in regular Center activities. DHEC regulations supersede the regulations set by the Center and the handbook will be updated as needed

The following illnesses or conditions shall result in exclusion from the Center:

Fever of 100° F or above as measured in an axillary position (under the arm). Child must be fever free for 24 hours without fever-reducing medication; this includes ear infections.

Diarrhea – uncontrolled diarrhea, increased number of stools, increased water and/or decreased form that is not contained by the diaper or toilet use. The child may return to the center 24 hours after the symptoms stop. In the event of an outbreak, the Center may choose to follow the advice of a DHEC representative and require that affected children not return to the Center for a longer period.

Vomiting –defined as two or more episodes of vomiting in the previous 24 hours. The child should remain home until vomiting resolves or a physician determines it to be non-communicable and the child is not in danger of dehydration. The child may return to the center 24 hours after the vomiting stops.

DHEC representatives may extend the time the child is not allowed to return to the Center.

A teacher will accompany the child to the hospital and remain until a parent or guardian arrives.

A qualified staff member will be assigned to the classroom until the regular teacher returns.

Chicken Pox – until seven days after onset of rash or until all sores have scabbed over

Hand Foot Mouth disease (Coxsackievirus) - The child may return three to six days after it is no longer contagious.

Head lice – The child may return 24 hours after treatment is begun and nits are no longer present. The parent(s)/guardian(s) must submit a statement indicating that his/her child received appropriate treatment. The statement must include the name of the specific Head Lice medication administered either by a physician or the parent(s)/ guardian(s) before the child may be readmitted to our center. Contact an administrator for information about effective and approved treatment plans.

Mouth sores – with drooling unless a physician or health official determines the condition as noninfectious.

Rash with fever or behavior change – until a physician determines that it is not a communicable disease.

Rotavirus - The child may return after the diarrhea stops for 24 hours which can be up to 9 days but no less than 2 to 3 days.

Streptococcal pharyngitis (strep throat) – Children may return to the center 24 hours after initial treatment and after 24 hours of being fever-free.

Symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty breathing, or other unusual signs – until medical evaluation indicates inclusion.

The Director, in consultation with the child's teaching team, will determine if a child is exhibiting any of the above illnesses or symptoms. If it is decided your child should be sent home, parents will be asked to pick their child up promptly. A reasonable amount of time (no more than 90 minutes) will be allowed for parents' arrival. If the parents of an ill child cannot be reached or do not respond to the Center's request to pick up their child, the emergency contact identified on the child's Enrollment Form will be asked to come pick up the child instead. If your child is sent home with an Exclusion for Illness Form, its terms are strictly enforced. It is very important that all communicable illnesses be reported to the Center. A statement from a physician identifying the type of illness and the date when the child may return to school may be required for

contagious

DISCIPLINE

POLICY

Impetigo or Staphylococcus (Staph) – The child may return 24 hours after treatment is begun.

Pink eye (purulent conjunctivitis) – after the condition has been evaluated and treated.

Ringworm or Pinworm – The child may return 24 hours after treatment is begun.

Roseola – after rash and fever are gone.

Scabies – The child may return 24 hours after one treatment with prescription cream.

Viral or bacterial infections – until treated and released by a physician.

DSS regulations define discipline as --“...training that develops self-control, character, and social competence...” Age appropriate limits and rules are those necessary to safeguard children and premises. These limits and rules are explained on each child’s level of understanding. Acknowledging that all children are uniquely different and mature at different levels, it is necessary that each parent cooperate with the center in establishing an appropriate disciplinary action.

THERE IS ABSOLUTELY NO CORPORAL PUNISHMENT ALLOWED.

Parents are encouraged to add

alternatives.

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, we use a positive approach to discipline and practices the following discipline and behavior management techniques.

WE

DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO
NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)

- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, we will inform the child's family and contact Baby Net for assessment and assistance.

We follow ABC Grow Healthy Level B Child Care Nutrition Policy

Policy Statement

Good nutrition is vital to children's overall development and well-being. To provide the best possible nutrition environment for the children in our facility, we have developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

Child Care Nutrition

(Little Wonders Learning Center) follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

We offer a vegetable other than white potatoes at least once a day.

Grains

We serve whole grain foods at least once a day.

Beverages

We serve only skim or 1% milk to children age 2 years and older.

Fats and Sugars

High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.

We limit sweet food items to no more than two times per week.

Role of Staff in Nutrition Education

We serve fruit at least 2 times a day.

We limit juice intake to once per day in a serving size specified for the child's age group.

When served, the juice is 100% fruit juice.

We do not serve sugar sweetened beverages.

Fried or pre-fried vegetables, including potatoes, are served no more than once per week.

Staff provide opportunities for children to learn about nutrition 1 time per week or more.

Staff act as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a 3 week basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. A birthday party will be held monthly in each classroom. If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

Food Allergies

If a child has a food allergy medical treatment plan action will be followed as well as menu adaptations for that child. Each room will have posted for staff information on child food allergies of each child enrolled. Child information on food allergies will also be posted in the kitchen and lunch room. Our program takes every precaution to protect the wellbeing of all children enrolled.

Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

HAND-WASHING POLICY

Hand washing is the single most important means of preventing the spread of infection and germs. Staff hands must be washed with soap and warm water and staff must ensure that children's faces and hands are clean. Hands must be washed even if gloves are worn.

WHEN TO WASH HANDS

At a minimum all STAFF hands shall be washed:

- Upon arrival at the center
- Before preparing or serving food
- Before assisting a child with eating
- Before and after toileting
- After assisting a child with toileting or diapering
- After assisting child with wiping nose
- After contact with body fluids
- After cleaning
- After using cleaning materials
- After contact with animals
- After administering medication

At a minimum all CHILDREN hands shall be washed:

- Before eating a meal or snack
- After toileting and diapering
- After contact with body fluids

ABC Grow Healthy Level B Child Care Physical Activity Policy

Policy Statement

We recognize the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. To promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Little Wonders Learning Center will:

Daily Outdoor Play

Provide toddlers (ages 1 through 2-year-old) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.

Provide preschoolers and school age children (ages 3 through 12-year-old) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.

Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.

Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff in Physical Activity

Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

Screen Time Limitations

Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to

Encourage a least restrictive, safe environment for infants and toddlers always.

Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.

Will encourage children to be physically active indoors and outdoors at appropriate times.

himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Appropriate Dress for Physical Activity

We have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, playing clothes and

shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all outer garments with your child's name!

Outdoor

Weather:

It is our expectation that children will go outside EVERYDAY! "Weather permitting" means no falling precipitation, thunder, lightning, or inclement weather. Inclement weather is defined by the American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care and Early Education (2010) as a wind chill factor at or below 15 degrees Fahrenheit or at or above a heat index of 90 degrees Fahrenheit. Due to the health effects of ground-level ozone, the SC Department of Health and Environmental Control provides the service of forecasting ozone concentrations to warn the public of unhealthy air and to encourage people to avoid exposure to unhealthy air. If outdoor play is decreased due to weather, indoor active play is increased so the total amount of active play remains the same. The daily schedule is reviewed, and children are observed outdoors. The schedule states what caregivers plan to do if there is inclement weather. Caregivers will have a plan for 90-120 minutes of indoor active play on their posted schedules in case of rain or inclement weather using indoor materials that promote physical activity and an identified space to use.

If you feel your child is too sick to go outside, then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff.

TRANSPORTATION RULES

Field Trips/Transportation

Well-planned and carefully supervised field trips are an important part of a quality curriculum for preschool children. Parents are welcome and encouraged to help chaperone all field trips.

(Little Wonders Learning Center) enrollment contract includes a Field Trip/Transportation Authorization Form.

When planning a field trip, the Lead Teacher submits a Field Trip Authorization Form to an administrator in advance. Approved outings are designed to contribute to the curriculum and bring learning to life through a hands-on look at the world beyond the Center.

On any outing, stringent, safe ratios will be adhered to and teachers will always have cell phones, first aid supplies, and emergency contact information with them.

BEFORE AND AFTER SCHOOL BUS RULES

- BUS WILL LEAVE EVERY MORNING AT 7:15 AM

- WE WILL TRANSPORT TO BLUE RIDGE, RAVENEL, HEAD START AND NORTHSIDE ELEMENTARY SCHOOLS

- WE WILL LEAVE TO PICK CHILDREN UP AT 2:15 PM

- SEATS WILL BE ASSIGNED, AND RESTRAINTS WORN

- BOOK BAGS ARE NOT TO BE OPENED ON THE BUS

- ABUSE TO BUS AND POOR BEHAVIOR COULD LEAD TO BUS EXPULSION,

(PARENTS WILL BE ADVISED)

- PARENTS MUST NOTIFY US IF YOUR CHILD IS TO OR NOT TO RIDE THE BUS ON ANY GIVEN DAY

LET US ALL HAVE A GOOD SCHOOL YEAR BY FOLLOWING THIS PROCEDURE

IN EVENT OF MEDICAL EMERGENCY, ACCIDENT OR BAD WEATHER

- DO NOT DELAY CALLING 911!
- SECURE CHILDREN'S SAFETY
 - IF NEED EVACUATE BUS USING EMERGENCY EXITS AND LOCATE A SAFE PLACE AWAY FROM ANY DANGER
- INFORM DIRECTOR
- IN EVENT OF SICK CHILD, EVALUATE CONDITION
 - o CALL 911 IF NEED—DO NOT DELAY
 - o TREAT MINOR SCRAPES AND BRUISES
 - o TRANSPORT BACK TO DAYCARE CHILDREN WITH TEMP. OR ARE VOMITING.
- ARRANGE FOR ALTERNATE TRANSPORTATION IF NEEDED