LITTLE ONES IN THE MEADOW

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Child Care Center

Irene Meadow

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Owner / Director

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4107

 Hollywood Boulevard

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Hollywood, Florida 3302

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School Year 2021/202

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954-961-120

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**Table of Contents**

General Information…………………………………………………………………………………………Page 3

 Mission Statement………………………………………………………………………...Page 3

 Philosophy…………………………………………………………………………………Page 3

 Goals………………………………………………………………………………………Page 3

Creative Curriculum…………………………………………………………………………Page 3

Care fees…………………………………………………………………………………………………..…Page 4

 Registration Fee……………………………………………………………………………………..Page 4

 Late fees……………………………………………………………………………………………..Page 4

 Security Deposit……………………………………………………………………………….…….Page 4

Policies and Fee Agreements………………………………………………………………………………………..Page 5

 Holidays……………………………………………………………………………….…………….Page 5

 School Closures………………………………………………………………………….…………..Page 5

Enrollment Information……………………………………………………………………………………...Page 6

 Orientation…………………………………………………………………………………………...Page 6

 Assessments………………………………………………………………………………………..………………Page 7

 Drop off procedures………………………………………………………………………………….…………....Page 8

 Answering Calls………………………………………………………………………………….....Page 8

 Communication……………………………………………………………………………………...Page 8 Bulletin Board……………………………………………………………………………………….Page 8 ClassDojo……………………………………………………………………………………………Page 8

 Conferences…………………………………………………………………………………………Page 8

Child Enrollment Information………………………………………………………………………………Page 9

 Emergency Contacts…………………………………………………………………………………Page 9

Helpful Information………………………………………………………………………………………..Page 10

 What to bring for your child………………………………………………………………………..Page 10

 Naptime…………………………………………………………………………………………….Page 10

 Pictures/Videos…………………………………………………………………………………….Page 11

 Physical activity…………………………………………………………………………………….Page 11

 Policy on video viewing…………………………………………………………………………....Page 11

Meals……………………………………………………………………………………………………….Page 12

 Lunch and Snack…………………………………………………………………………………..Page 12

 Peanut Free Policy………………………………………………………………………………….Page 12

 Food Activities……………………………………………………………………………………..Page 12

Health Requirements……………………………………………………………………………………….Page 13

 Immunizations and Physical forms………………………………………………………………...Page 13

Emergency information…………………………………………………………………………………….Page 13

 Incidents……………………………………………………………………………………………Page 13

 Accidents…………………………………………………………………………………………..Page 13

 Emergency Medical Authorization Form………………………………………………………….Page 14

 Biting……………………………………………………………………………………………….Page 15

Custody Issues……………………………………………………………………………………………..Page 15

Visitation Policy……………………………………………………………………………………………Page 15

Volunteers………………………………………………………………………………………………….Page 16

Discipline…………………………………………………………………………………………………..Page 16

Expulsion Information………………………………………………………………………………….…..Page 17

Signing Children in and out………………………………………………………………………………..Page 18

Illness Policy……………………………………………………………………………………………….Page 19

 Medication……………………………………………………………………………...…………………Page 20

Password…………………………………………………………………………………………………..Page 21

Closing Information……………………………………………………………………………………….Page 22

**LITTLE ONES IN THE MEADOWS**

**MISSION STATEMENT**

Our mission is to educate the whole child intellectually, emotionally, socially, and physically. Little Ones in the Meadows Child Care Center values and celebrates the diversity of our community because we understand the way in which it increases the richness of the entire educational experience. Little Ones in the Meadows serves a diverse student population, representing different countries and many different languages. Little Ones in the Meadows Child Care Center is committed to providing all students with experiences which will inspire them to fully develop their individual gifts. Little Ones in the Meadows will not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability religion, marital status, physical or mental disability or veteran status.

Little Ones in the Meadows includes children with special needs and makes accommodations as required by the American with Disability Act.

**CHILD CARE CENTER PHILOSOPHY AND GOALS**

 Our program concentrates on the child’s total growth and development. We want to promote the child’s physical development, help the child become socially competent, encourage emotional growth and control, and provide the opportunity for the cognitive learning that is so crucial during the early years.

 It is the purpose of the program to provide an orderly, but informal and stimulating environment for self-development, while also helping the child learn to relate to a group of adults and peers outside the family. Optimal learning occurs when children feel comfortable with their environment and with the adults the educational and social experiences. Critical features of the Child Care Center program includes:

* A physical environment leading to exploration.
* Toys and educational equipment to stimulate learning.
* Skills professionals to plan and lead appropriate lessons.
* Curriculum based on stages of child growth and development.

 Little Ones in the Meadows concentrates on developing children cognitively and emotionally, with special attention to a healthy self-image, self-identity and good interpersonal relationships. The children have learning centers available that are set up for math, blocks, art, fine manipulation, housekeeping, music, science, etc. Blocks of times are set aside for large motor development (Physical activities) as well. Your child’s class will have special goals and activities that you can learn about through discussions with their teacher or program director. Daily lesson plans are posted for your review. Your child will be provided with at least 40 min of indoor/outdoor combined physical a day.

The Creative Curriculum® for Preschool is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It is designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

**CARE FEES**

|  |  |
| --- | --- |
| Programs | Tuition |
| 1. 5 Days a week 8:00am-12:00pm
 | $170.00 |
| 1. 5 Days a week 8:00am-2:00pm
 | $200.00 |
| 1. 5 Days a week 8:00am-5:00pm
 | $230.00 |
| 1. VPK 8:00am-12:00pm M-TH
 | FREE |
| 1. VPK + wrap around M-F 9:00am-5:00pm
 | $150.00 |
| 1. Aftercare 2:00pm-5:00pm
 | $150.00 |

Security $220.00 which will be applied towards your child’s last week of care if a 30 day written notice is given in advance. If we do not receive a 30 day written notice your security deposit.

Registration for the school year August-June- $150.00

**Aftercare**

If your child randomly uses care outside of their chosen program you will be charged an additional $10.00 per hour. If this is an often occurrence we will choose a more suitable program for your child if available.

**Tardiness**

If you arrive after 5:00pm you will be charged an extra $10.00 for every 5 minutes, so at 5:05 you will be charged $10.00. Please call the school if you are running late so we can arrange with staff.

 **Late payments**

When you are billed through procare you are automatically sent an invoice every week. Each invoice has a due date. When you miss the due date the program automatically bills you a late fee of $20.00.

**POLICIES AND FEE AGREEMENT**

I/We hereby agree to pay tuition for my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the rate agreed upon of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I agree that said tuition is not to be subject to adjustments or refunds because of absence, illness, vacation time, or school closure due COVID exposure or to bad weather conditions such as tropical storms or hurricanes. Full tuition is due whether your child attends school or not. If full payment is not received, we will not be able to reserve your slot in your child’s class. All tuition rates have already been prorated to include the holidays throughout the school year. Full tuition will be due for the holiday weeks.

We have discussed the days and the hours of childcare which are as follows 8\_am to 5\_ pm, from

\_\_\_Monday\_ to\_Friday\_\_\_. For the purpose of this contract overtime will be considered as drop off before \_\_8 am and pick up after \_\_5\_\_\_ pm. The provider may terminate this contract without giving notice if parent/guardian does not make payments when due. A $40.00 fee is due on all NSF checks. You will be required to redeem NSF checks in cash. To withdraw your student we require and appreciate a two week written advance notice. Tuition will be charged until a student is formally withdrawn from Little Ones in the Meadows.

Please discuss, with the director, any extenuating circumstances that would prevent you from paying in a timely manner prior to it becoming a problem. Failure to pay tuition in a timely manner may terminate your child’s enrollment.

 Payment may be made by check or credit card. A payment box is located in the reception area for your convenience.

Parents are informed of current rates when children are enrolled. If there is an increase in rates, parents will be given 30 days notice regarding the new rates.

**HOLIDAYS:**

Little Ones in the Meadows will be **closed** to observe the following holidays:

New years Day Independence Day July 4th Thanksgiving Friday

Memorial Day Labor Day Christmas Eve

Good Friday Thanksgiving Day Christmas Day

**SCHOOL CLOSURES**

If the Broward County Schools close in the event of a hurricane, tropical warning or other weather event, the same school closing policy will apply to our preschool. Tune in to your local radio or TV station.

Parent signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENROLLMENT**

Once you have made the decision to enroll your child at Little Ones in the Meadows you must complete, sign and return all of the required forms in the enrollment package (New student information sheet, rate schedule, photo consent and Release, permission Slip/ Emergency authorization). A current physical examination report and immunization record completed by a physician must accompany your enrollment application. You will need to pay the non-refundable registration/enrollment fee, one week’s tuition deposit and the first week of your child’s tuition.

It is the responsibility of the parent/guardian to keep the director informed of any changes in information including address, telephone numbers, emergency contacts, authorization for pickup and to update your child’s health and immunization records.

**ORIENTATION**

We will set up an appointment for you to come in and get oriented with the teachers and our program. Each child is brought to his/her classroom to meet the teacher and get a one-on one introduction to several materials as well as their cubby, bathrooms, sinks, etc.. In the meantime, the families join the director in order to review the handbook, classroom schedule, school polices and answer any questions they might have. When the parent meeting is done, they are invited to join their child in his/her classroom. This allows the families to get oriented with their child's teacher. The teachers will introduce themselves, go over the classroom schedule, give you a tour of the classroom and answer any questions or concerns you might have.

**ASSESSMENTS**

All students’ ages 1 yr. to 5 years old are given 2 to 3 assessments throughout the school year. The tools that we use are Florida Voluntary Prekindergarten assessments, the creative curriculum developmental continuum tool, or the ASQ developmental screener. Based on the results of the assessment, our teachers can fine-tune their lessons and instructions to better suit the needs of your child. If there is a deficiency in any area, teachers can also provide each parent or caregivers with the necessary resources to help the child improve or work on their skills. Alternatively, if a child shows great strength in a particular area, results of an assessment can identify where a child is especially strong, and give parents ideas on how to encourage a child's continued growth.

Below are some of the skill areas tested:

* [Gross motor skills](https://www.verywellfamily.com/defining-gross-motor-skills-with-a-series-of-examples-290166)
* [Fine motor skills](https://www.verywellfamily.com/what-are-fine-motor-skills-2162037)
* Eye-hand coordination
* Recognition of letters
* Recognition of shapes
* Recognition of numbers
* Recognition of colors
* [Speech skills](https://www.verywellfamily.com/signs-of-speech-and-language-delays-2162014) including articulation and how well the child expresses him or herself
* Social and emotional skills including the ability to cooperate, take turns, [make friends](https://www.verywellfamily.com/how-can-i-encourage-my-shy-child-2765059), etc.
* How a child is able to transition between activities

The assessment is given by the teacher in the classroom. Your child’s teacher will let you know when the test will be given, what the results are, and what the results mean. You will receive written results or the director may schedule a conference to review results.

These assessments can be formal or informal, but in most cases, your child won't notice anything different going on as they are usually conducted in the course of classroom activities

Please check one of the responses listed below and sign and date the form in the space provided:

\_\_\_\_\_\_\_ Yes, I give permission for the screening.

\_\_\_\_\_\_\_ No, I do not give permission for the screening.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian Signature Date

**DROP OFF AND PICK UP PROCEDUES**

To drop off your child in the morning: please enter through Hollywood Blvd. Then please continue through to the alley way for access to Hollywood Blvd. or Rainbow Dr. Enter building at the back entrance and make sure to sign in your child through our Procare app.

To pick up please repeat the above directions.

You may escort your child to his/hers classroom

Please keep in mind that the drop off and pick up times are hectic. Please be ready to drop off or pick up your child in the most expedient manner so as not disrupt the other classes.

 **ANSWERING CALLS**

 Please be aware that an answering machine may pick up calls during the day if we are serving lunch, changing diapers etc. Do not be concerned, calls will be returned as soon as possible. We will close promptly at 5:00pm. Please call and make arrangements if you are going to be late, giving me enough time to arrange with staff. There is an overtime fee charge if you are late to pick up your child. The rate is $10.00 for every 5 minutes you are late. If continued lateness occurs, your weekly rate may be increased.

**COMMUNICATION**

Parents are able to drop off and pick up their children by walking into the classroom. This gives your child a chance to share a material they had been working with, and it gives the parents a chance to talk with the teachers. Our teachers will communicate with parents about their child's health development and behavior.

**BULLETIN BOARD**

Every class has a large bulletin board labeled parents corner where we have monthly calendars, newsletters, class schedule, teachers’ weekly lesson plans and weekly focus areas. Parents really enjoy knowing the activities their child will be doing each day.

 **Procare**

 When you enroll your child we will send you an invitation to join our school on the procare app. This will be how you will sign your child in and out every day. You will be able to communicate with your child’s teacher and the director at any time through the app. We are also able to send you updates and photos of your child throughout the day.

**CONFERENCES**

 The Director will schedule a conference with you whenever you feel it’s necessary. If there are any problems we need help on, the Director may request a conference with you. In addition to conferences, you are encouraged to ask questions whenever you feel unsure about any policies. Please schedule your conference in advance to not disrupt our scheduled activities. We will do our best to accommodate everyone needs.

**CHILD ENROLLMENT INFORMATION**

Date of Enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: Female/ Male

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: Female/ Male

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: Female/ Male

**Mother**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_

Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dept\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Physician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May the center call another physician if unable to contact the above? Yes or No

**Emergency Contacts:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Persons Permitted to remove child from center: Mother (Yes No) Father (Yes No)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photo Consent? Yes No (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HELPFUL INFORMATION**

Is there anything the staff needs to know to better care for your child including, but not limited to: allergies, sleep habits, hear aids, needing a pacifier, wearing glasses, seizure disorder, other disability issues, health issues extenuating home/family circumstances, and developmental concerns.…

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* A full change of clothing including under clothes and socks, labeled (two for toddlers)
* Nap blanket
* Meals: Breakfast, lunch, and snacks (thermos for hot food)
* Labeled water bottle

**TOYS FROM HOME**

We ask you leave your child’s toys at home or in the car. If an item is bought to school, we cannot accept responsibility for it. If you have a book that might interest the class, we would appreciate it being shared.

**FINGERNAILS**

 Please keep your child's fingernails trimmed and well groomed at all times. Proper maintenance will reduce the incidences of children scratching themselves or others. This is especially true for age two and under. You will also help reduce the spread of germs and assist children with their hand washing skills.

**NAP TIME**

Every child is provided with an individual mat during the daily rest time. It is not mandatory that children sleep during this period of time. However, a rest time is scheduled daily after lunch. At this time your child is encouraged to relax, look at books, listen to story tapes, or sleep. Your child may bring a nap mat or a small blanket for the rest time. Remember that it will need to go home for laundering at the end of each week. Little Ones in the Meadows staff sanitizes mats daily.

**PICTURES /VIDEOS**

Our classrooms are monitored at all times by our video surveillance. A form must be signed giving Little Ones in the Meadows permission to photograph/video your child.Pictures may be used for printed marketing purposes, flyers, brochures, and school website, in which case you will be notified.

**PHYSICAL ACTIVITY**

Physical activity is essential to the overall development of a child. As per licensing requirements we must provide 30 minutes of physical activity for every hours of care time. This activity may include outdoor play, and various movement activities indoors. A child’s work is play. Little Ones in the Meadows includes as much outdoor time as possible in our daily programs. Since the children play outside, please dress your child appropriately. (Sandals are not allowed) Remember that your child is here to enjoy his/her day and should be dressed comfortably.

**Policy on Television and Video viewing**

All Television and video viewing is limited to educational programs related to classroom learning topics. Television is never used as a replacement for physical activity during inclement weather. All television, video and computer time is restricted to thirty minutes or less per week for each student.

**LUNCH AND SNACKS**

Providing good nutrition for your child is a partnership. We ask that you remember this when packing your child’s lunch. We would prefer that parents send only healthy foods. We highly recommend packing fruit and/or vegetables in your child’s lunch box every day. We are more than willing to provide you with a list of healthy snack options. We would prefer that children are giving a choice of pastas, sandwiches, fresh or dried fruits, vegetables, yogurt, breads and crackers, cheeses, etc. There are seldom food issues when children can decide what to eat first. This also fosters independence and a sense of well-being. Teachers will not indicate in what order your child should eat his/her food. If you send pudding, kids’ yogurt, and a granola bar, remember that each of these foods has an extremely high sugar content and your child may choose to eat all of these while leaving his/her sandwich or apple in the bag! Lunch boxes need to be labeled with your child’s name. Please pack an ice pack and place lunch boxes in cubbies in the hallway. If you pack food that needs to stay warm please make sure to pack it in a thermos. Soda, gum, and hard candy are not allowed at school. We will ask your child to take these items home. Juice and other sugary beverages are STRONGLY discouraged at school. Juice must be 100 % Juice and milk must be served with every meal. Our program meets all USDA requirements. Please take some time to visit our USDA parent resources that are located in main hallway which includes recipe ideas for picky eaters and other important information. Water is clearly visible and freely available to children at all times. Food will never be used as a reward in the program. **PEANUT FREE**

Peanut-Free Little Ones in the Meadows has adopted a peanut free policy to ensure the safety of the children. Products containing peanuts and their oils will no longer be permitted at the school. This will take a concerted effort on the part of everyone, and so we ask for your diligence in complying with this new policy. Please contact the school office if you have any questions.

 **LEARNING FOOD ACTIVITIESAND SPECIAL EVENT**

Please provide permission for your child to participate in learning activities and special events that will include food consumption.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH REQUIREMENTS**

Your child’s health is matter of major importance to all of us. A recent examination assuring that immunizations are up to date and that a TB screening has proved negative is

required by the Broward County Health Department upon enrollment. Your physician

|  |  |
| --- | --- |
| should have the necessary forms available.  | **680 (Blue)Immunization Form TB** |
| **Screening** | **3040 Form (Yellow Statement of Good Health)** |  We will notify you |

if your child has expired health records and expect you to resolve this as quickly as possible. In order for your child to attend childcare, all forms must be current.

**EMERGENCIES**

Should an accident occur, the parent will be informed immediately. First aid will be administered. In an extreme case where there is no time to contact the parent; the child will be transported to Memorial Regional’s Emergency Department by Hollywood Fire Rescue. It is of the utmost importance that a parent can be reached at all times during your child’s day with us. Make sure to update phone numbers.

**INCIDENTS**

There are many different situations that occur during a day at preschool/childcare. Though many incidents/accidents are minor, we are very sensitive to these minor incidents/

accidents. To a young child a minor incident is anything but minor. Lots of TLC is given to aid in recuperating from a minor incident/accident. Your child’s teacher will prepare and incident Report and it will be given to you at the end of the day.

 **ACCIDENTS**

In the event that an accident, injury or illness occurs that requires medical and/or emergency treatment the following procedures will be taken:

1. Emergency 911 will be called.
2. The parent/guardian will be called immediately.
3. If the parent/guardian is not available, the emergency contact person on the Emergency Medical and Transportation Authorization will be notified.
4. The physician listed on the Emergency Medical and Transportation Authorization will be called for any necessary instructions.
5. The child and the child’s health records, emergency contacts and Authorization For Emergency Medical Treatment Form will be taken to the physician’s office or hospital.

7. A staff person will remain with the child until a parent/guardian arrives.

Environmental Protection and Growth Management Department Environmental and Consumer Protection

**CHILD CARE LICENSING AND ENFORCEMENT**

One North University Drive, Suite A203, Plantation Florida 33324

954-357-4800 • Fax 954-765-4804

AUTHORIZATION FOR EMERGENCY TREATMENT

Today’s Date:

To Whom It May Concern:

I hereby give my consent to

Name of Hospital

to administer necessary treatment to my child,

Name of Child

in the event of an emergency at which time I cannot be reached. I give consent to transport by ambulance if situation warrants it.

**Name of Physician: Phone: Allergies of Child: Date of Last DPT or Tetanus: Insurance Company Covering Child: Policy Number: Expiration Date:**

Signature of Parent or Legal Guardian Date

Sworn to and subscribed before me this day of , 20 , by

Name of Person Acknowledged

My Commission Expires:

Signature of Notary Public, State of Florida

Print or Type Name of Notary as Commissioned

* Personally Known
* Produced Identification

Type: #:

**BITING**

Although common in young children biting can be a frustrating problem. The following is an outline of the preventative strategies our teachers commonly utilize: For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums. When children bite out of frustration or during a confrontation, behavior will be redirected to some other activity or they will be shown an alternate way to get what they want. We will encourage the use of language in expressing wants and needs. If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.

 Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the identity of the biter. Biting incidents will also be communicated to the parent of the biter to ensure that staff and parents work together to understand and prevent this behavior. In order to ensure the safety of all the children, if all attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

**CUSTODY ISSUES**

 For the safety of all children, the Center will only release a child to the parents, legal guardians or person(s) authorized and identified by the parent. This person must be listed on the #1 Enrollment Form. If a child is not to leave with one parent, the parent having custody of the child must supply the Center with a certified copy of the custody papers to be kept in the child’s file. If only one parent has custody of the child, that parent must provide the Center with a certified copy of the court order showing that one parent does not have visitation rights. In the event of a change in custody, a certified copy of the order must be provided.

If you have custody issues, you must pre-arrange for all visits and you must provide the child care center with a clear understanding of all legal restraints and custody issues. We want to remain a neutral environment and are not in a position to monitor or comment on any visits by anyone to your child.

**VISITATION POLICY**

Parents are welcome visitors to tour our Center at anytime. Our open door policy allows parents and families to join in on learning activities and to celebrate events and special days with us. Participation by parents, guardians and families communicates a positive impression to your child and allows them to feel supported as well as a sense of belonging. There are many opportunities for involvement for our families. For example, to participate on a field trip, or to assist with a holiday party, planned cooking event, or activity.

Parents often plan to stay a few minutes at drop off time or spend time on the playground interacting with their child and getting to know the teachers and other classmates. These visits cannot be disruptive or upsetting to the children.

  **GUIDELINES FOR VOLUNTEERS**

**Make an appointment.** Ask ahead of time when you should come in — and then stick with whatever commitment you make. If you must cancel, give as much notice as possible.

**Wait to be introduced.** When you arrive in the classroom, allow the teacher to present you to the group.

**Follow school policies.** You need to register with the director before you can volunteer in the classroom.

 **DISCIPLINE POLICY**

 Our environment is set-up to minimize inappropriate behavior. Occasionally, a child will have a “bad day” and act inappropriately. The types of inappropriate behavior we encounter can include temper tantrums, refusal to cooperate, hitting other children, and failure to follow rules. In the young toddler rooms and throughout the toddler developmental stage, we sometimes encounter biting incidents as well. We accept that toddlers are still developing the social-emotional and language skills needed to manage themselves in group settings. The staff is trained to use positive techniques when assisting children to mold or change their behavior. Some of these techniques include:

* Developing rules that are age appropriate.
* Redirecting children away from problem situations. Example, “There are too many children in the play house, I need two people to come help build with the blocks.”
* Ignoring some kinds of inappropriate behavior. Sometimes, children are just looking for attention and if we ignore them and focus on the children behaving appropriately we can keep them on track.
* Reinforcing desirable behavior by praising or rewarding the children.
* Communicating often with the parents and to illicit parents input to assist with promoting positive behavior.

 Our role at the Child Care Center is to work with the parents to help children develop appropriate behaviors that will assure their success in all situations. Parents are invited and urged to discuss their child's behavior with the staff and to plan together a consistent way to manage any problem behaviors

Occasionally, there are situations that result in the expulsion of a child from our program either on a short term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, in order to prevent this policy from being enforced. The following are reasons why we may have to expel or suspend a child from our center:

**Child Care Licensing Laws state that:**

Children shall not be subjected to discipline that is severe, humiliating or frightening

Discipline shall not be associated with food, rest or toileting

Spanking or any form of corporal punishment is prohibited. This includes parents who may not discipline their children physically on our premises.

**It is our responsibility to report any suspicion of child abuse to the appropriate authorities.**

A final note is to remind you that the Child Care Center endeavors to be your child’s home away from home. We cannot tolerate behavior which frightens or harms other children or cannot be controlled through repeated intervention. We will have a conference if aggressive behavior is extreme and work out a plan which may include removal from our program for a short time span.

**IMMEDIATE CAUSES FOR EXPULSION**

 • The child is at risk of causing serious injury to other children or himself/herself • A parent threatens physical or intimidating action toward staff members • A parent engages in verbal abuse toward staff.

**PARENTAL ACTIONS FOR CHILD’S EXPULSION**

* Failure to pay and/or habitual lateness in tuition payments
* Failure to complete required forms including the child’s updated immunization records
* Failure to comply with the schools illness policy
* Habitual tardiness when picking up your child
* Verbal abuse to staff

**CHILD’S ACTIONS FOR EXPULSION**

* Failure of child to adjust after a reasonable amount of time
* Uncontrollable tantrums/angry outbursts
* Ongoing physical or verbal abuse to staff or other children

 Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNING CHILDREN IN AND OUT OF CLASS**

 Parents are required to bring their child inside and accompany them to the classroom each day. You must notify the teacher in charge when your child has arrived and when they are departing with you. Parents are required to keep their child close and within their direct sight while entering and exiting the building. Children will only be released to the adult who enrolled the child or someone authorized in writing by that person. Adults will be required to show picture Identification to staff members if they are not known or recognized. All children must be signed in and out by a responsible adult of 18years old or older through our procare application. Proper I.D. is required. Our facility will not release a child to any adult who is believed to be intoxicated or impaired. Parents are responsible for signing their child in and out daily

 At no time may an UN-authorized person (not on the pickup list) be sent to pick up a child without the knowledge and approval of the parent.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ILLNESS POLICY**

No child shall be permitted in the Child Care Center with a fever, skin rash, or inflamed eyes unless a written statement from an examining physician indicates that the condition in not contagious. No child afflicted with diarrhea, vomiting or ectoparisites (head lice, etc) shall be permitted in the Child Care Center.

Ill children are not to be brought to the Child Care Center. Should a child become ill after arrival at the Center, the parent will be required to pick-up the child as soon as possible.

A parent will be called to make arrangements for the child to be taken home if:

The child develops a fever over 100

The child has diarrhea (2 episodes or more)

The child has vomited

The child has a sudden onset of a rash

Children with Upper Respiratory Infections, rashes, diarrhea, impetigo, fever, GI symptoms and other illnesses that can be spread to others by close contact, will not be accepted into the Child Care Center.

Children ill because of communicable diseases must have written statement from a physician that they are no longer infectious prior to returning to the Child Care Center. **\*\*\* Please notify the Child Care Center at once if your child has a communicable disease.**

**\*\*\* If your child is well enough to come to school, he/she is well enough to go outdoors with the rest of his/her classmates.**

**RE: Infection Control Policies**

 **Although it is commonly accepted that children have light cold-like symptoms from time to time,** It is important that sick children do not come to school to limit the spread of illness. If your child comes to school with any of the symptoms below or develops these symptoms while at school, you will be asked to pick up your child within a reasonable amount of time. In addition we have a 24 hour illness policy.. for example if your child goes home sick today he/she may not attend school for 24 hours. Your child should be 24 hours symptom free before returning. Illness impacts how children learn, develop, and participate in their environment. If your child is well enough to come to school he/she is expected to participate in all activities including outdoor play.

**A child should not come to Little Ones in the Meadows if they have the following conditions:**

Fever 101 or higher – removal from childcare until fever free for 24 hours

Roseola – removal from childcare until fever and rash free for 24 hours

Diarrhea – removal from childcare until symptom-free for 24 hours

Vomiting - removal from childcare until symptom-free for 24 hours

Green Discharge from nose – removal from childcare until clear

Discharge from ears - removal from childcare until clear

“Pink eye” (conjunctivitis) – removal from childcare until eye is no longer pink, crusty or has a discharge. Must be on eye drop antibiotics for at least 24 hours

Coxsackie (Hand, Foot & Mouth Disease) – removal from childcare until symptom free

Herpangina - removal from childcare until symptom free

Head Lice - removal from childcare until NIT – free

Strep Throat - removal from childcare until symptom-free and on antibiotics for at least 48 hours

Pinworms – removal from childcare until symptom free and a doctor’s note indicating treatment

Ear Infection – removal from childcare until symptom-free and on antibiotics for at least 48 hours

chicken Pox – removal from childcare until all lesions are dry and crusty

Impetigo - removal from childcare until all lesions are dry and a doctor’s note indicating treatment

**MEDICATION POLICY**

Please notify the Child Care Center at once if your child does have a communicable disease. Prescription medication can be administered, but we must have the original container and labeled with the child’s name and dosage requirements. Non-prescription medicine, such as Tylenol, nose drops, etc. shall be labeled with directions for use given. Such medication shall be administered only after a parent/guardian fills out a Medical Authorization Form with instructions on dosage, amount, time and date. These forms are available upon request. Any allergies your child has needs to be written down and placed in your child’s folder. Nebulizer Breathing Treatments can only be given once daily. Try to make arrangements for a parent or family member to come to school to administer the treatment or time to do them at home.**.** No medication can ever be kept in a child’s back pack or cubby. **We strongly encourage parents to try and set the medication administration schedule so that the school does not have to give the medication.** **NOTE: If your child is well enough to come to school, he/she is well enough to go outdoors with the rest of his classmates.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent Signature Date**

 

**PASSWORD**

**Please choose a password for your child. This word should be easy to remember and given only to the parents or legal guardians of the child.**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IN CLOSING**

 It is with great pleasure I welcome you to Little Ones in the Meadows Child Care Center. Our goal is to provide an atmosphere where your children can excel on all levels, in a safe and nurturing learning environment. At Little Ones in the Meadows, we believe in working with communities and families to offer individualized opportunities for all children. Our specially trained teachers and small classroom sizes, help children develop the skills essential for success in school and in life.

|  |
| --- |
| Please be sure to have read policies and terms described herein. Should you have any  |
| questions or concerns, please do not hesitate to contact me. |   |

 954-961-1203