



Nene's Little Angels
Childcare Center

PARENT HANDBOOK

Nene's Little Angels Childcare Center

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POLICY: MISSION STATEMENT

POLICY NO.: 1

Mission Statement: We strive to assist the physical, cognitive, social and emotional development of each child. We aim to provide a safe, nurturing, and educational environment where all children can express their creativity, while they learn.

VISION: To provide the highest quality of care by:

- Obtaining and maintaining the highest level of Great Start accreditation.
- Assisting the children on their journey through exploration and play by providing both child and teacher directed activities.
- Providing a stimulating and nurturing environment with an equal balance of social, emotional and intellectual support.
- Continually assessing our program and making improvements based on the results.
- Creating a strong sense of community by collaborating with other childcare centers in the area, and build relationships with local businesses.

Nene’s Little Angels Values:

Integrity: In everything we do from the office to the classrooms,

Cognitive Development “I think every parent, every scientist , every early childhood educator who has looked at a young child sees that curiosity, that wonder and asks themselves, what can we do to keep this alive in a child, to foster it, to fan the flames and not dampen that curiosity”
-Dr. Andrew N. Meltzoff

Continuous Improvement “Perfection does not exist - you can always do better and you can always grow. “ - Les Brown

POLICY: WELCOME

POLICY NO.: 2

We are delighted you have chosen Nene’s Angels Daycare to fulfill your childcare needs. Caring for your child is a responsibility we take very serious here. It is our goal to provide a loving and nurturing environment that emphasizes the development of the whole child. We have qualified teachers and staff who are dedicated to providing quality care and education for our children.

PROGRAM PHILOSOPHY

POLICY NO.: 3

We believe that the care of your child is the single most important consideration when you work outside the home. You should feel at ease and confident about the place where your child spends their day. Daily interaction with the loving, caring people who work at Little Angels can positively influence your child’s future. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

LICENSING INFORMATION

POLICY NO.: 4

NENE’S LITTLE ANGELS CHILDCARE is licensed through Michigan Child Care Licensing and Regulations.

ENROLLMENT

POLICY NO.: 5

Enrollment at NENE’S LITTLE ANGEL’S CHILDCARE CENTER is open to children ages 6weeks to 5 years. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy, or disability Parents can apply for enrollment of their child in NENE’S LITTLE ANGEL’S CHILDCARE CENTER by completing the Enrollment Application and paying a

\$65.00 Non- refundable Registration Fee and annual \$50.00 class supply fee. Fees are due in September and March every year.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt, registration fee. Immunization records and health assessment must be received within the first 30 days from the child’s start date to continue care. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form.

Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents

are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, to attend NENE’S LITTLE ANGEL’S CHILDCARE CENTER. The Physical Examination Form, indicating the child’s fitness to attend NENE’S LITTLE ANGELS CHILDCARE, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. NENE’S LITTLE ANGELS CHILDCARE reserves the right to dismiss any parent or child at any time with or without cause. Continued enrollment at NENE’S LITTLE ANGELS CHILDCARE is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of NENE’S LITTLE ANGELS CHILDCARE as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify NENE’S LITTLE ANGELS CHILDCARE immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

ALTERNATE CAREGIVER

5.1 Please know that Nene’s Little Angels Childcare Center will always be open to care for your children, but in the event of circumstances beyond our control, such as building maintenance/issues, illnesses, severe weather, or acts of God. We recommend that you have an ALTERNATE PERSON to care for your child(ren) until we re-open. There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God, or scheduled closings. FULL PAYMENT IS DUE whether child attends or not.

TUITION

POLICY NO.: 6

All payments are due on Monday, upon arrival for the current week of care. A charge of \$40.00 will be assessed on any late payments or arrangements to pay. I understand that if for any reason I may need to change my tuition payment due day to Fridays etc, my weekly tuition amount will increase in the amount of \$50, plus any other fees. ***There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement/hazardous weather or acts of God, or scheduled closings. FULL PAYMENT IS DUE whether child attends or not.***

Schedule Contract:

Non-payment of tuition is grounds for immediate dismissal from the program. If you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director.

Cash, cash app, money order, and credit card (\$10 fee) are acceptable forms of tuition payments. Receipts will be given for tuition payments. All cash payments must be handed directly to Center Director or placed in drop box. There will be a \$50.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be required to remit payment in a different form. If at any time the bank returns a parent’s check, all future tuition payments must be made by cash, certified check, money order or credit card.

6.1 NENE’S LITTLE ANGEL’S CHILDCARE DOES accept childcare subsidies. Parent are required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies. Co pays are due on Monday.

6.2 NENE’S LITTLE ANGEL’S CHILDCARE offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates are discounted 10% for total tuition. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

6.3 VACATION Nene’s Little Angels non-payment vacation policy is ONLY the Two week Christmas holiday break. All other week’s full tuition is due.

CONFIDENTIALITY

POLICY NO.: 7

Within NENE’S LITTLE ANGELS CHILDCARE, confidential and sensitive information will only be shared with employees of NENE’S LITTLE ANGELS CHILDCARE who have a “need to know” to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as NENE’S LITTLE ANGEL’S CHILDCARE strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and any health-related information of anyone associated with NENE’S LITTLE ANGELS CHILDCARE.

POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of NENE’S LITTLE ANGELS CHILDCARE are considered mandated reporters, under this law. The employees of NENE’S LITTLE ANGELS CHILDCARE are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at NENE’S LITTLE ANGELS CHILDCARE take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of NENE’S LITTLE ANGELS CHILDCARE cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body.
- Severe verbal reprimands.
- Improper clothing.
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol.
- Leaving a child unattended for any amount of time.
- Failure to attend to the special needs of a disabled child.
- Children who exhibit behavior consistent with an abusive situation

PARENT CODE OF CONDUCT

POLICY NO.: 9

NENE’S LITTLE ANGELS CHILDCARE requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of NENE’S LITTLE ANGELS CHILDCARE is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of NENE’S LITTLE ANGELS CHILDCARE, but is the responsibility of each parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.

- Using Profanity
- Threatening staff, parents, or a child at Nene’s Little Angels Childcare.
- Physical/verbal abuse on any person(s) associated with NLA Childcare.
- Confrontational Interactions with staff, parents or any person(s) associated with NLA Childcare.

9.1 BUILDING SAFETY: Please be particularly mindful of NENE’S LITTLE ANGELS CHILDCARE entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

POLICY: PARENT’S RIGHT TO IMMEDIATE ACCESS **POLICY NO.: 10**

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at NENE’S LITTLE ANGELS CHILDCARE, as provided by law. In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) NENE’S LITTLE ANGELS CHILDCARE must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with NENE’S LITTLE ANGELS CHILDCARE, both parents shall be afforded equal access to their child as stipulated by law. NENE’S LITTLE ANGELS CHILDCARE cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child,

NENE’S LITTLE ANGELS CHILDCARE will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, NENE’S LITTLE ANGELS CHILDCARE cannot have a child at the agency when the child’s parent is prohibited access. NENE’S LITTLE ANGELS CHILDCARE will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

DISMISSAL **POLICY NO.: 11**

NENE’S LITTLE ANGELS CHILDCARE reserves the right to dismiss any child at any time, with or without cause. Any past due balances must be paid within 15 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency’s legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful

manner, immediately. NENE'S LITTLE ANGELS CHILDCARE will request assistance from local police should any parent become disruptive and/or uncooperative while gather their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

WITHDRAWAL

POLICY NO: 12

- Two weeks written notice is required when withdrawing a child for any reason. Any money owed will be due at that time.
- Parents who wish to change their child's days or times of enrollment at NENE'S LITTLE ANGELS CHILDCARE, must submit a request to do so two weeks in advance of the proposed change. Schedule change may be subject to a change fee. The Center Director will notify the parents in writing if the new schedule is available. If the schedule change requires an additional deposit the change will be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program.

COURT ORDERS EFFECTING ENROLLED CHILDREN

POLICY NO.: 13

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) NENE'S LITTLE ANGELS CHILDCARE must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with NENE'S LITTLE ANGELS CHILDCARE administration, both parents shall be afforded equal access to their child as stipulated by law. NENE'S LITTLE ANGELS CHILDCARE cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, NENE'S LITTLE ANGELS CHILDCARE suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed. Once presented with a order from the court, NENE’S LITTLE ANGELS CHILDCARE is obligated to follow the order for the entire period it is in affect. Employees of NENE’S LITTLE ANGELS CHILDCARE cannot, at the request of anyone, except the issuing judge, allow a court order to be violated. NENE’S LITTLE ANGELS CHILDCARE will report any violations of these orders to the court.

ARRIVAL PROCEDURES

POLICY NO.: 14

Upon arrival at NENE’S LITTLE ANGELS CHILDCARE, the parents or the adult dropping the child off must sign-in at the kiosk located in the front entrance, or you may use you mobile device. **ALL CHILDREN MUST BE IN CLASS BY 9:00A.M.** NENE’S LITTLE ANGELS CHILDCARE discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. NENE’S LITTLE ANGELS CHILDCARE believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional, employees of NENE’S LITTLE ANGELS CHILDCARE are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

14.1 NOTIFICATION OF ABSENCE/LATE: Parents are asked to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. **If your child is ill, we ask that you notify the center director not only of the absence, but also of the nature of the illness.** This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. **Parents who know in advance that a child will be late, are asked to notify the center by 9:00a.m. as to maintain the appropriate staff to child ratios upon your child’s arrival at school. NENE’S LITTLE ANGELS CHILDCARE reserves the right to refuse admission to any child at any time with or without cause.** Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.

3. Staff deems the child too ill to attend.
4. 5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion. Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

PICK UP PROCEDURES

POLICY NO.: 15

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located in the front door. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises.

15.1 LATE PICK-UP: All measurements of time are to be according to the NENE'S LITTLE ANGEL'S CHILDCARE clock. **Late fees are \$20 the first five minutes (per child) after your child's scheduled pick up time and \$1 per minute until child is picked-up.** Payment is due upon pick-up. Any child not picked-up by 6:15P.M. will be taken to the **Redford Township Police Dept. THIS POLICY WILL BE ENFORCED.**

15.2 EMERGENCY / ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from NENE'S LITTLE ANGELS CHILDCARE. In an emergency situation, the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. NENE'S LITTLE ANGELS CHILDCARE reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

SCHOOL CLOSING

POLICY NO: 16

Professional Development Day’s TBD

New Year’s Eve

New Year’s Day

Memorial Day

Spring Break TBD

Juneteenth Day

Independence Day

Labor Day

Thanksgiving Day and the After

Christmas Eve and Christmas Day (this list is subject to change).

Due to low attendance during the weeks of Christmas and the New Year, NLA will be closed, and will re-open after the New Year. (subject to change)

Annual school closing list will be posted at the center on the parent board.

POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

POLICY NO.: 17

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing via NLA app or via email. Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Inclement weather: NLA follows South Redford and Redford Union school closings. If those districts are closed due to inclement/hazardous weather, Nene’s Little Angels will be closed as well. *There may be times NLA will decide to open when those districts are closed, providing our staff and families can make it to and from the center safely.

***Should the center need to close for any reason, tuition will not be refunded or reduced for closures*.**

Nene’s Little Angels Childcare Center follows *The HighScope Curriculum*[®]

Proven, research-based strategies for learning. The HighScope Curriculum emphasizes **adult-child interaction**, a carefully designed **learning environment** and a **plan-do-reviews process** that strengthens initiative and self-reliance in children and young people. Teachers and students are active in shaping the educational experience.

The HighScope Approach: A balanced approach for young learner and the people who teach them. The HighScope Curriculum integrates all aspects of child and youth development. Using research-validated strategies, this approach enhances each young person’s growth in the foundations of academics as well as in social-emotional, physical, and creative areas. By adopting the HighScope Curriculum – and learning to use it effectively - thousands of educators and caregivers worldwide are making a difference in the lives of children, youth, and families. Many of the activities that HighScope teachers do in the classroom or center can also be done at home. For example, families can provide many different learning materials, often using everyday objects that cost little or nothing. Families can encourage their children to make plans, carry them out, and talk about what they have learned from the experience. Our goal is to provide the absolute best educational foundation available to our children, to ensure they thrive.

18.1 SCREENING TOOL

Nene’s Little Angel’s/GSRP incorporates the Ages & Stages Questionnaire (ASQ-3) for its developmental and social-emotional screening tool for all students. Highly reliable and valid, ASQ-3 indicates differing levels of development, educates parents about developmental milestones and incorporates parent- expert knowledge about their child. Parents will complete the Ages and Stages Questionnaire, while teachers will evaluate results, and use the information to guide lesson plans. If a delay is indicated by the assessment, teachers will notify the Site Director who will work with the teachers and parents to develop a plan to address the delay including referrals to available resources. If the parent has already completed this with a health care provider or another appropriate childcare professional, a copy of the form can be submitted to their child’s teacher.

Parents can also complete their own assessment of their child by logging onto greatstartshere.org and selecting the Ages and Stages box on the left. If the child meets criteria for a delay, the parent will be contacted with available services.

18.2 CONFERENCES & ASSESSMENTS

The GSRP staff will communicate regularly with parents about the progress of their children. We will host parent teacher conferences two times a year. During this time, we will be presenting the assessment piece we used. The child observation record (COR) is used to track and access your child's growth. We will also go over the developmental screening we conduct on your child in September and again in April. We conduct a developmental assessment called ASQ; Ages and Stages Questionnaire.

18.3 STAFF TO CHILD RATIOS

Similar Age	Staff	Children	Maximum Group Size	Total # of Staff needed
Infants & Young Toddlers	1	4	12	3
Older Toddlers 2 ½ -3	1	8	16	2
Preschoolers 3-4	1	10	30	
Preschoolers 4-5	1	12	36	

18.4 NAP/REST TIME

A scheduled rest time will be provided to each child from 12:00pm – 2:30pm. Within the time, a 30 minute rest period is required for all children. For children who do not nap they will be allowed to engage in a quiet activity following the 30 minute rest period, until rest time is over.

18.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

All children need to bring a change of clothes, sheets for crib or cot, and blanket. Infants need to bring bottles/sippy cup, diapers and wipes. Please label all items with your child name.

18.6 BIRTHDAY/HOLIDAY CELEBRATIONS

NLA's allow parents to bring in cupcakes or other special treats to school to celebrate a child's birthday. You must receive permission from the director.

POLICY: DISCIPLINE

POLICY NO.:19

Discipline is a learning process and not a punishment. Misbehavior will be handled in a firm, consistent and POSITIVE manner. Some of these methods would consist of:

- Providing children with the reasons for limitations
- Giving positively worded directions
- Helping children to constructively express their feelings and frustrations to resolve conflict.
- Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior.
- Using fair limits consistently applied and appropriate for the child’s understanding/ level of development.

No child will be handled roughly, shamed, or humiliated. No corporal punishment will be used, even at the request of parents. Age appropriate time-out procedures work well. My philosophy on discipline is to help children gain respect for each other and themselves, and to teach constructive and positive alternatives when conflicts arise.

POLICY: FIELD TRIPS

POLICY NO.: 20

Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child’s teacher at least three days prior to the date of the trip.

21. CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the center director. Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases NENE’S LITTLE ANGELS CHILDCARE from liability for administering treatment to

children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided NENE’S LITTLE ANGELS DAYCARE exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

21.2 COMMUNIABLE DISEASE

If at any time I feel a child is too sick or contagious based on the guidelines to participate in activities, the parent will be notified immediately so that arrangements may be made for the child to be picked up. Parents or authorized persons are required to pick up sick child(ren) within one hour of notification that the child is being excluded from daycare. Sick children will be placed on a mat within sight and sound and will be comforted until the parent or authorized person arrives.

Upon pick up I will give the child’s parent or authorized person an exclusion form and information regarding the conditions. The exclusion form identifies the specific guidelines determining exclusion, and also list symptoms and other observations made by myself prior to pick up. This form is particularly helpful to physician if the child is taken to the clinic. If the child does seek medical attention the parent is encouraged to have the physician fill out the bottom portion of the form explaining his or her diagnosis, treatment, and recommendations for further exclusion. In some cases, this form will be required for the child to return to daycare. If the child’s physician verifies that child has contagious condition, his or her parents are asked to notify myself as soon as possible, but within 24 hours. I will let the other parents know of the contagious condition and they will be able to have the opportunity to be alert for similar symptoms in their own child. If a parent feels that his or her child is not well enough to participate in all activities, including outdoor play, I require that they stay at home until they have fully recovered.

The Health Department regulations prohibit the admittance of any child into a family Childcare home that exhibits any of the following symptoms:

- Fever (99.1 f. or higher) – child needs to be fever free (without medication for 24 hours**
- Diarrhea – child must be symptom free for 24 hours**
- Vomiting – Child must be symptom free for 24 hours**

- **Runny Nose with colored discharge – check with Doctor**
- **Rash – Check with Doctor**
- **Discharge from eyes or ears**
- **Lice – child needs to be treated before return (NO NITS AT ALL)**
- **Communicable diseases – Chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, etc. The child may return when the child is symptom free, or the incubation and contagious period has passed and the child is well enough to resume normal Childcare activities.**

Siblings will follow the same illness policy, even if they have no symptoms.

Nene's Little Angels staff has the right to refuse to care for a sick child.

22. DISPENSING MEDICATION: NENE'S LITTLE ANGELS CHILDCARE will only dispense prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. NENE'S LITTLE ANGELS CHILDCARE will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from your center director. Medication Forms, doctor's notes and medication are to be turned into the center director.

NENE'S LITTLE ANGELS CHILDCARE will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent can not be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

22.1. Body, Facial, & Dental Hygiene

Many diseases and conditions can be prevented or controlled through appropriate personal hygiene and by frequently washing parts of the body and hair with soap and clean, running water (if available). Good body washing practices can prevent the spread of [hygiene-related diseases](#).

23. FIRE/EMERGENCY DRILLS

NENE'S LITTLE ANGELS CHILDCARE conducts quarterly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

23.1 ALTERNATE SAFE LOCATION

Should the administration of NENE'S LITTLE ANGELS CHILDCARE or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan located in the center lobby. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

24. INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the school day, a staff member will notify parents immediately, and an Incident/Accident Report will be completed. The director, or classroom teacher will be available to discuss the matter with you at pick-up if needed.

25. FOODS

NENE'S LITTLE ANGELS CHILDCARE, participate in the Federal Food Program and provide all necessary food and beverages throughout the day. Outside food is prohibited without director permission due to the Food Program guidelines.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) NENE'S LITTLE ANGELS CHILDCARE never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

25.1 PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, NENE'S LITTLE ANGELS CHILDCARE prohibits peanuts and/or foods containing peanut products on NENE'S LITTLE ANGELS DAYCARE property, and/or at NENE'S LITTLE ANGELS DAYCARE sponsored events.

26. FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

