



Generation Montessori Bilingual Childcare & Preschool

Family Handbook / Manual Familiar
2022 - 2023

August 2022

WELCOME/BIENVENIDOS

Dear Families,

It is my pleasure to welcome both families and support staff to our program; I hope we work together for the well-being of our children. And we hope that you like and enjoy our program as we work hard to provide a nice, Safe, clean, loving, and educational program. Our goal for this year was to establish the star 4 of the QRIS program (now called Spark) and we are working on evaluations for children with the ASQ's evaluation tool, the first ASQ evaluations will be 45 days after starting the child. We will also do evaluations of the program once a year and we will take your suggestions to implement them due to the suggestions of our current families we have implemented the information board in which we put various resources of the community. And we continue to work together and the purpose of this manual and the annual evaluations of the program and the ASQs is to use the information obtained to measure the child's learning and development to evaluate our program and plan the changes based on these evaluations and this manual to give them to know how we work and how we can support each other if you have a question, suggestion or question, I am here to serve you or leave your suggestion in the suggestion box that is located in the entrance next to the sign in and out a form.

My philosophy: I believe that all children should grow up in a safe, healthy, loving, and educational place. In my educational care program, all children and their families are welcome; we welcome all cultures, ethnic groups, religious beliefs, gender, social status, and children with special needs. We believe that parents are the first educators of their children so we encourage them to be involved in their education since we must work together to support them in their educational and emotional needs for both children and families. Each child and each family are unique and are treated with respect and kindness.

Mission/Vision Statement: Provide a quality educational service, where all children feel loved, respected, and similar to a home. Our vision is to become the center of education and childcare chosen by more families in our community, our goal is to develop their skills and attitudes, ensuring an environment of trust and well-being where our staff works efficiently and in a great team, but above all, with a lot of love and respect.

Thank you very much for choosing our educational program, we will be providing a loving and safe environment for your children.

Sincerely,

Delia Mata (503) 880-2058

Generation Montessori Childcare

Certified by the State of Oregon

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Definition of Family:

In this handbook when I use the term family, I am referring to a parent, legal guardian, sponsor or anyone else who provides for the well being, best interest, and responsibility of your child in my care.

Hours of Operation:

- Care services are provided from 6:00 AM to 5:00 PM; Monday through Friday.

Daily routine:

In our program, we use a daily routine that supports children's learning and development. We begin by welcoming each of our children and families as they arrive and we bow to the size of the child. We receive the children lovingly and make them feel that they've arrived home. We aim to make sure they know that they are a part of us as we foster positive social and emotional development in children and encourage interactions between adults and children. We receive children from 6 AM, so typically they will take a short nap as we start our day at 7:00 AM. At 7:00 AM, the children have free play in the living room until 8:30 AM, when we wash our hands and have breakfast. During breakfast time, we announce to the children that circle time will be next. In circle time, we sing welcome songs, names, days of the week, and ABC songs. We also talk about numbers, colors, and geometric figures, read books and tell educational and cultural stories based on the children's interests. After circle time, we introduce a table activity based on the children's interests. We ensure that each activity benefits the children's education so we expose them to different materials, textures, and colors, such as, playing with shaving foam and putting different colors in it (science). Ten mins before we finish, we tell the children we need to clean up so we can go play outside. Outside we plan activities such as throwing the ball and they run to catch it, or we go for a walk in a group and the children also have the opportunity to play alone or with each other in the playgrounds. At 11:55 AM we announce that we are going to pick up the toys, we sing the clean-up song, and then we walk in to wash our hands to eat lunch. Lunch is from 12 PM to around 1 PM, it is very important to sing songs during transitions since those who are waiting for a turn wash their hands so don't get bored. During lunch, we remind the children that after they finish eating, they need to go to the restroom and then lay down for nap time. The nap time is from 1 PM to 3 PM, the children have their mats and blanket ready. If a child does not want to sleep, they have the opportunity to do a quiet activity in the quiet corner which is the reading area, there we have sofas for the children to sit on. After nap time, the children pick up their mats and blankets to put away. Next, we go to the bathroom to wash our hands for snack time. After we eat the snack, we announce circle time, sing songs, and read books. After circle time we get the children ready to go outside; from there, the children are ready to go home after 3:30 PM.

Emergency Substitute Provider

In case I have an emergency or vacation, rest assured that Jennyfer (my daughter/Cypress st provider) will be responsible since she is very familiar with the children and is well-known to you. In any situation, refer to Jennyfer first and if she's not there, it will be Fernanda, as a second option.

Holidays and Vacations Closures

The childcare program will be closed on the following days each year (summer/winter break may be adjusted):

- Martin Luther King Jr. Day - January 17
- President's day - 3rd Monday of February
- Spring Break (some days in February or March)
- Memorial Day - May 30th
- Independence Day - July 4th
- Summer Break (a week in August or July)
- Labor Day - September 5th
- Indigenous Peoples' Day - October 9th
- Veterans Day - November 11
- Thanksgiving Break - November 24th & 25th (MAY BE ADJUSTED)
- Winter Break - December 20 to January 3

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. An enrollment fee of \$25 is due at the time of enrollment. This fee is non-refundable. Based on the availability and openings, my program admits children from 2 months to 12 years of age.

My process for introducing children to my program is...

Children are admitted without regard to race culture, sex, religion, national origin, or disability. I do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

If your child has an identified special need, we work together with the parents, tutors, and the health professional services of different agencies such as Morrison, Lifeworks, or Learning Intervention with the purpose of supporting each other with the goals of the child's development.

All the children are welcome in our program; in case of any special needs or behavior that needs an external support agency, we are able to support the parents and their children. We can make any necessary changes in the classroom or take any special training to support them. If we or our parents are concerned about a certain behavior, we will talk and agree to make any referral to the proper professional agency. If the parents are already working with an agency. We will work with them and they are welcome to visit our program for observations in order to reach the educational goals of the children.

Wait List

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in my program will be given priority.

Adjustment/Trial Period:

My program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new childcare setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing, and reassuring them of their family's return. A three weeks adjustment period begins on your child's first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

Inclusion:

I believe that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. I will make every reasonable accommodation to encourage the full and active participation of all children in my program based on their individual capabilities and needs.

No Discrimination:

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality:

Unless I receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children in my program are confidential.

My Qualifications:

I have more than 26 years of experience in the childcare industry and I exceed the state requirements and qualifications. I have a Montessori methodology certificate, A.A. in Early Child Education and Family Studies at Portland Community College, CDA bilingual preschool, and Step 10 in the Oregon Register OCCD, at PSU.

I participate in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Staff /Assistant/Substitute Qualifications:

Any Staff, Assistants, or Substitutes that are employed by me will have appropriate qualifications in the childcare industry and will meet the state requirements. A list of qualified staff, assistants, and substitutes will be provided to you and available on the bulletin board.

Communication & Family Partnership, Daily Communications:

A message notes will be sent to the parents about any experience, anecdotal, or any concern that we have about the child. Also, we will send ouchy reports and infant routine reports. The purpose of this message is two ways communication with the parents. The message book is located by the sign-in and out tablet. Parents can use it to let me know about any event or concern and by this way of communication we can be on the same page. I will send a daily message and leave it in their child's cube with any information.

Interactions between adults and children:

In our program, we support the interactions between adults and children by keeping close them during daily activities, it is very important to us to establish and maintain a good relationship with love and respect them, because it is essential for them to feel support in their social-emotional development, so they feel loving and safe, by this manner they will trust and they will feel comfortable to ask questions without feeling afraid and to be a critic.

Bulletin Boards:

I have a bulletin board with program news, upcoming events, holiday closing, and resources in the community such as parenting classes, domestic violence, and lifeworks; also we have announcements of closing days and information about all the license requirements and a binder with all the staff qualifications

Email:

I encourage you to provide an email address that you use regularly so that I may send you announcements, event invitations, newsletters, and general updates.

Family Activities:

Each family is a child's first teacher. I value families as partners in the growth and development of children in my care. I encourage parents and other family members to be involved in the program, visit your child(ren) in my classroom, participate in events, and provide feedback on the program. I encourage families to participate and support their child's learning goals.

Learning Environment:

I provide a rich learning environment with a curriculum that is developmentally appropriate to the specific ages of the children in my care. I have a flexible day routine that allows children to advance at their own pace. I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

Note: Part of our program routine, is the Christian faith-based (not on any specific religion), we sing songs; bless that food before meal times, and read bible stories individually or in small groups. This activity is optional and we respect your beliefs if you desired then your child not to participate we can provide another activity for your child while we praise and share the love of Jesus.

Outings, summer activities & Field Trips

Weather permitting; I conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips, field trips to the park, and other places is included in the enrollment package. To travel out from the daycare we provide a Safe Van to transport the children with a safe seat according to the age of the children.

Note: Please dress up your child according to the weather or the season.

Television Time:

In our program use a limited time on the screen, we use a laptop as an educational tool, so we can search for educational songs to sing and dance, and also we show the children how other people around the world live and about the animals' life. All the programs are educational and according to the age of the children. We do not expose children minors than two years to participate in these activities. The regular time that we use is about half an hour and is during circle time or to do music and movement when the weather does not permit us to go outside. We focus more in physical activity, so we ask the parents to support us to supervise the time and programs that their children see at home because the children reflect what they see, for example, if they see violent programs, they want to imitate and they pretend to play with guns. This behavior is transmitted to other children. Otherwise, we do not see tv, except to use the laptop as a searching educational tool. We recommend educational programs such as PBS and no more than two hours because it is not healthy.

Multiculturalism:

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. I utilize books, music, games, and a wide range of activities as aids to teaching children respect for our world and the diversity of life in it.

My celebrations and holiday policy

My celebrations and holiday policy encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and the community. We celebrate, (birthdays once a month for all the children of the month), Valentine 's Day, thanksgiving, and Christmas. (We don't celebrate Halloween)

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. After lunch, all children less than 6 years of age participate in a nap from 1:00 pm to 3:00 pm or quiet rest time or a quiet activity on the silence corner by the reading area.

Policy for mats and blankets:

We use appropriate mats for naps, we disinfected each one before we used them, and we require that each child brings his or her own blankets and brings on Monday clean and left in their cubing for their personal use during the rest of the week and then take out home on Friday to clean up.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. I am committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Guidance on behaviors

In our program we facilitate and support the positive social and emotional development of children as it is essential for their development; for this reason, we use a guide to behavior that is fair, reasonable, and adequate to the age of the children. We will not use any corporal punishment (spanking) in my program. I will use redirection to guide the behavior of young children.

General Procedure

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. I encourage children to be fair, be respectful of other people, of property, and learn to understand the results of their actions.

Challenging Behaviors

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, I intervene immediately to protect all of the children. My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Notification of challenging behaviors

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of my program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

A child appears to be a danger to others.

Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.

Undue burden on my resources and finances for the child's accommodations for success and participation.

Children's rules:

Rule 1. Walk inside/run outside

Rule 2. Inside voice/ talk loud outside

Rule 3. Return the activities to the shelf after you are done with the activity

Rule 4. Respect your friends, and wait for turn.

Rule 5. Wash hands after using the bathroom, sneezing, and before eating.

TUITION AND FEES

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond my control. Payment is due as outlined in the *Enrollment Agreement*.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Also, if the client is past their regular hours or exceeds the care limit of 9 hrs. Late fees of \$1 per minute will be assessed beginning at 5:00 PM and will be due upon arrival.

Special Activity Fees

From time to time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

Late Payment Charges

Late payments can pose serious problems for my program. Therefore I have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of [\$10] will be added for each day that it is late. If your account has not been paid in full within [5] business days, your child may be discharged from my program.

If payment is more than [10] business days past due, I may attempt to recover payment in small claims court, and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Additional Fees or Credits

Vacation

to retain your child’s spot during your family vacation, you have to pay the full regular tuition. Vacation days can be used if written notice is given in advance for the days your child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return them. And remember if the child does not return, you have to give us two weeks' notice or we have to charge you the two weeks.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 10 AM, please call me or text me at 503 880 2058. I will be concerned about your child if I do not hear from you.

Our Vacation

Our personal vacations consist of two full weeks a year during the summer and one week during Christmas. You will be notified well in advance of these dates (could be the last week of June and the first week of July and the last week of December.) Full tuition is still due during holidays, closures, and vacations to keep a saved space for your child(ren).

Families are responsible for finding backup care for their children during holidays, provider vacations, and planned or unplanned closings.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, loss of power, loss of water) prevent me from opening on time or at all, notification

to the families will be announced by text or call. Also, we follow the Hillsboro school district, if they close for inclement weather, we will close as well.

If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

I open at 6 AM, and please do not drop-off your child prior any earlier than this time. Families are expected to accompany their children and sign them in.

I close at 5:00 PM, and please do not pick-up your child later than this time. Families are expected to enter my home and sign-out their child out, and leave by closing time.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification.

PERSONAL BELONGINGS - What to Bring

Infants: enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.

Toddlers: six diapers and at least two changes of clothes per day, and dress up according to the weather.(extra under wears or pull ups if is on potty training, boots and rain coat for the raining days)

Preschoolers: To have a least one change of clothes extra in their cubin, and dress up according to the weather. (boots and rain coat for the raining days)

After School Care Children: books for homework.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. I am not responsible for lost or damaged items.

Cubbies

Each child will be assigned a "cubby." Cubbies are labeled with your child's name and photo. Please check your child's cubby on a daily basis for items that need to be taken home.

Toys from Home

I request that you do not allow your child to bring toys from home.

Food Allergies

If your child has a food allergy, you must notify me in writing so that I can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. We request a medical emergency plan written by your doctor and we need a copy before the enrollment of the child in our program.

Meal Time:

Our program participates in the USDA programs that support us economically, so we can buy food for the children. Then we focus on healthy habits, so we have a routine when we serve the food. We provide healthy food every day with veggies, fruit, grains, protein source, milk, and water. The children help set up the table and every child pick up their dishes after we ate. We as adults sit down with them and model how to hold the spoon and how to serve the portion. We divide the children into two tables so we can have small groups and we talk about the food's nutritional value and we encourage them to try it. Also, we ask open questions and encourage them to talk.

Infant Feedings

Infant feedings follow these procedures: We fed the baby with his bottle as he/she needs it, and not longer than 3 hours The formula o breaks milk will be labeled with the name of the child.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every [January] , I check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children have been excluded during outbreaks of vaccine-preventable illness as directed by the state health department.

Illness

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to my program. I have the right to refuse a child who

appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. I will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.

Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.

Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.

Rash with fever, unless a physician has determined it is not a communicable disease. Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

Head lice, until treatment and all nits, are removed.

Children who have been ill may return when:

They are free of fever, vomiting, and diarrhea for 24 hours. They have been treated with an antibiotic for 24 hours.

They are able to participate comfortably in all usual activities.

They are free of open, oozing skin conditions and drooling (not related to teething) unless:

- The child's physician signs a note stating that the child's condition is not contagious, and;
- The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

Medications

All medications should be handed to me with specific instructions for administration.

Medications should never be left in your child's cubby or with your child to administer on their own. I will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

Prescription medications require a note signed by the family and a written order from your child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

Part 1. Permission for Prescription Medication or, Sun and rash cream, insect repellent Tylenol permission. If the child is sick with contagious ills please do not bring it for the safety of the rest of the children in the childcare.

Name of child _____

Medication _____

Condition/condicion _____

Dosage _____

Time of administration _____

Dates of administration _____

Days _____

From _____ until _____

Administer the medication as directed until it runs out.

Possible side effects _____

Note _____

Part 2. Parent/Guardian's Request to Administer Prescription Medication Or Tylenol in fever case, Sun Cream, rash cream, insects repellent.

I, _____, parent/guardian of the above child, request that

_____, child care provider, administer the above medication to my child as prescribed above by the child's physician.

Parent or legal guardian's signature _____

Date of signature _____

Parent or legal guardian's signature _____

Date of signature _____

SAFETY

Safety Place

I pride myself in having a warm, loving, and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

- Working smoke detectors are on each floor and near cooking and sleeping areas.
- Working carbon monoxide detectors are near the sleeping area.
- Adequate Ventilation throughout my home.
- No guns or firearms on premises.
- Gates are used on stairways when children under [5 years old] are present.
- Fire extinguishers are maintained properly.
- Toys are age-appropriate, in good repair, and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils, and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches, and fire starters are out of reach.
- Medications are out of reach.
- A well-stocked first aid kit is kept near and expiration dates are observed.
- I am certified in Infant & Child CPR and Pediatric First Aid. .
- Safe playground areas to play.
- Safety-approved play equipment and toys.
- Yard routinely treated to deter insects.
- Outside areas where children play are fenced and the gate is locked.
- Children do not play outside unsupervised.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including Painting, outdoor play, sand, weather, and other sensory activities. My yard is used as an extension of my program, and daily activities are conducted outside whenever weather permits.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than [99] °F or less than [37] °F degrees. Additionally, outdoor play will be canceled if the air quality rating is [50] or below.

Injuries

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while I will try to contact you or emergency contact.

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers.

When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

Respectful Behaviors:

En nuestro programa facilitamos y apoyamos el desarrollo social y emocional positivamente de los niños ya que es esencial para su desenvolvimiento; por esta razón utilizamos una guía de conducta que es justa, razonable y adecuada a la edad de los niños. Todos los niños y familias serán tratados con respeto y dignidad Y esperamos lo mismo de las familias hacia nosotros. No toleraremos un comportamiento hostil y agresivo hacia nosotros y si esto ocurre, yo tengo el derecho de decirle que controle su comportamiento o removeremos su hijo de mi programa.

In our program we support social-emotional development in a positive manner, because it is essential for their development, for this reason, we use positive guidance of conduct that is fair, and according to the age of the children. All children and families will be treated with respect and dignity. In return, I expect the same from all families. I will not tolerate hostile or aggressive behavior. If this occurs, I reserve the right to ask you to control your behavior or to remove your child from my program.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/tutor with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not

accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

I am required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if I have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group during an outing or field trip and is not located within [10] minutes, the family and the police will be notified.

Fire Safety/lockouts

My program is fully equipped with fire to extinguish and we have an evacuation plan that is reviewed with the children monthly when we do a fire or lock-out simulator.

Field trips or emergency Transportation permission.

As part of my educational program, I will take the children in my care on a variety of field trips away from my program, or I pick them up and drop them at their houses. The typical destinations of these field trips may include, but are not limited to: *libraries, parks, museums, clinics, pet stores, local stores, school playgrounds, walks through the neighborhood, etc.)*

Clients give their consent to these field trips and emergency transportation by signing below.

Parent or legal guardian's signature _____

Date of signature _____

Parent or legal guardian's signature _____

Date of signature _____

FAMILY ACTIVITIES

From time to time, I offer an opportunity for families to participate in the activities that help with growth and improvement of their child's education. I encourage families to take an active role.

Examples of Family Events: Please be sure to look at the Bulletin Board for announcements of these activities and events.

- Volunteer in the classroom
- Donate requested items
- Contribute to Pot Luck Meal
- Family Teacher conferences

Family/Parent Workshops: Family workshops change as needed. Below is a list of workshops I may offer. I try to offer these in the early evening or on Saturdays. See the monthly calendar on the Bulletin Board for scheduled topics. I welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Incredible and wonderful year

Family Handbook Acknowledgement

I may update this handbook from time to time and will provide notice as updates are implemented. Please sign this acknowledgment, detach it from the handbook, and return it to me prior to enrollment.

Thank you for acknowledging the policies and procedures I have set up are for the safety and welfare of all children in my program. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask questions if I do not understand any policies, procedures, or information contained in the **Family Handbook**.

Parent or legal guardian's signature _____

Date of signature _____

Parent or legal guardian's signature _____

Date of signature _____