

Angel Armes Learning Center is an ever-growing learning center with one location and 4 classrooms with students ranging in age from 2 to 5. We strive to accommodate families with the quality care they deserve. Angel Armes Learning Center believe Families are the child's FIRST teacher. To encourage the bond that has already been

formed, we seek to establish positive partnerships with parents and guardians which include opportunities for parents to actively participate in the program by providing input and feedback, attending training focused on improving parenting skills, and attending events such as family events, award ceremonies and academic conferences.

➤ Learning happens in a high quality, stimulating and nurturing environment that encourages hands-on experience through play. Your child's teachers will provide developmentally appropriate challenges and support your child in exploring their world. The emergent approach curriculum enhances each child's inherent as well as learned strengths. Healthy self-esteem, self-knowledge and social emotional strategies are a large part of what our staff teaches.

➤ Children learn best when they are given opportunities to participate in activities and games that involve concrete physical and social experiences. We carefully balance activities that develop cognitive skills with painting, block play and dramatic play.

➤ Teachers are role models that guide children in a friendly and secure environment. Our rooms are busy, interesting, activity-centered, and structured. Children feel safe to enjoy learning through structured activities and supervised free play.

➤ Children are encouraged to explore and learn with a wide range of activities to choose from such as music, art, free play, math, science, outdoor play, drama, and games that support fine and gross motor skills as well as social communication and speech and language skills.

➤ Each child is an individual and their individual learning style and abilities requires a separate approach. We work closely with on-site Kindergarten teachers to ensure children have the necessary skills to be successful when they enter. We strive to provide an environment and developmental experiences to nurture growth and learning in a way that encourages lifelong learning.

General Information

Angel Armes Learning Center is under the jurisdiction of the California Department of Social Services and follows all Title 22 regulations.). The provides services for children ages 2 through 5 years old that is developmentally, culturally, and linguistically appropriate for the children served. The program also provides meals to children, provides resources for parent education, referrals to health and social services for families, staff development

opportunities and ongoing training to employees.

Meals

Angel Armes Learning Center provides Breakfast, lunch, and one PM snack for all enrolled students unless a meal acclimation was requested due to dietary concerns. The nutritious meals served are developmentally appropriate for the children enrolled and meet the state nutritional requirements. Menus offer a variety of foods including seasonal fruits and vegetables. The weekly menu is posted on the classroom parent bulletin board or near the attendance sheets and rotates on a four-week cycle. Please be sure to advise the center staff of any food allergies your child has. Substitutions can be made to accommodate your child's special dietary needs

Staff Support

Angel Armes Learning Center is supervised by Ines Chekkat and Shayna Jones, Director of Early Education and Learning (916) 944-0706 as well as on-site, teachers and early childhood assistants.

Confidentiality

Angel Armes maintains all personal information in strict confidence. We understand that in the course of caring for your child, you may share confidential and private information to enable us to better meet your family's needs with our staff. We respect the privacy of all of the children and families we serve. This applies to information shared in writing and/or verbally. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel on a need-to-know basis.

Angel Armes Learning Center uses brightwheel which is a private, secure social school application dedicated to current families and children. This app is by invitation only and is only open to currently enrolled students and families.

Please be certain that your child's Emergency Contact/Parental Consent Form is kept up to date to assist us in making sure that sensitive information is not given to unapproved persons.

If parents believe their information has been compromised, please immediately contact the Director of Early Education and Learning, Shayna Jones at 916-944-0706 or Ines Chekkat Parents of children enrolled have access to all information in their child's individual file and may request to review their child's file with the Director.

Mission Statement

At Angel Armes LLC, we believe in the value and uniqueness of each child and family we serve. Our center experience is designed to promote each child's own individual social, emotional, physical and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural instinct to explore, discover, create and become a lifelong learner.

Philosophy

We believe that in the right environment a child's natural curiosity and creativity leads to endless opportunities to grow in knowledge and develop a love of learning. We provide that environment at Angel Armes Learning Center by making it a safe and nurturing place where your child will be encouraged to build, splash, dash, pretend and create their way to exciting discoveries about the world around them. We allow children to join Angel Armes Family as 2 years old and to stay with us throughout their 5 years.

Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. As early as infancy, your child will be provided with learning opportunities adapted to fit his or her age, developmental stage, and learning style. Full-day, year-round care and all-day preschool in one location makes it possible for you to provide your child with the care and education that will help them become happy, healthy lifelong learners.

Hours of Operation

Angel Armes Learning Center is open 5 days a Week from 7:30am to 6:00 pm

Angel Armes is closed for the following holidays:

Holiday closure

Martin Luther king JR. Day(01/16/2023)

President Day(02/20/2023)

Memorial Day(05/29/2023)

Independance Day(07/04/2023)

Labor Day(09/04/2023)

Veteran's Day(11/11/2023)

Thanksgiving Holliday

(11/24,11/25)

Christmas (12/25,12/29/2023)

New Years (12/29,01/02/2024)

Plus 2 Days of Professional Development Days per year

In service(08/30/2023) (09/1/2023)

Programs

There are 3 programs offered at Angel Armes Learning Center Toddlers and preschoolers They are:

Room	Age	Ratio	Schedule
TINY TURTLES (BEGINNER)	MUST BE 24 MONTHS AND WALKING INCLUDES THOSE WHO TURN 3 AFTER 9/1 DOES NOT NEED TO BE POTTY TRAINED	2 teachers : 12 children Maximum number 16	730 am To 6:00pm
BUSY BEAVER (INTERMEDIATES)	MUST BE 3 YEARS OLD POTTY TRAINED INCLUDES THOSE WHO TURN 4 AFTER 9/1	1 teachers : 12 children Maximum number in a classroom 24	7:30 am To 6:00pm
LITTLE RASCALS (TRANSITIONAL KINDERGARTEN)	MUST BE 4 YEARS OLDS POTTY TRAINED INCLUDES THOSE WHO TURN 5 AFTER 9/1	1 teacher: 12 children [Maximum number of students]	7:30 To 6:00pm

Licensing Notebook

Angel Armes Learning Center is a public program voluntarily licensed to serve 45 children by the California Department of Human Services. A copy of the licensing rules is available for review in the office and on the web: [website address]

Enrollment Records

Each fall, Angel Armes Learning Center completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items yourself.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

Enrollment Procedures:

Item Checklist Needed Before Care Begins
Signed contract
Signed Handbook Agreement
Child Information Card
Health Appraisal
Immunization Record
Copy of Driver's License
Emergency Card
Acknowledgement of receipt of Parent Handbook

Tuition

Financial Agreements

Upon enrollment and any changes to tuition, families are provided a Financial Contract. This contract should be carefully reviewed and checked for errors. The contract states the days and hours your child may be at Angel Armes Learning Center as well as the amount due [payment cadence]. This contract is binding and can only be changed with approval and signatures from parents and the Director and owner

Payment Schedule

Tuition is paid using Brightwheel. Checks, cash, or money order

An invoice will be sent via Brightwheel on 3rd and 15th of the month before tuition is due. If you do not receive an invoice you are responsible for contacting the office and requesting one.

Subsidized Care

Angel Armes Learning Center accepts childcare assistance. Parents will be responsible for full payments until authorization has been received and then a weekly copay after a determined amount has been calculated. If at any time assistance is stopped, parents will be responsible for full tuition as of the date the assistance ended.

Multiple Child Discount

Families with two or more children enrolled full-time at the center are eligible for a 10% discount to be applied to the youngest child's weekly tuition fee.

Late Pick-Up Fee

Angel Armes Lear Center closes at 6 pm, Monday to Friday. Parents will be charged late pick-up fee for every minute a child is present after their contracted pick-up time (this will pay for the teachers' time when they must stay past their scheduled-out time). Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the Director of the center stating the amount of the late pick-up fee. The fee will be added to your payment the following week.

If parents do not arrive to pick up their child from the program by 6:00pm, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the [appropriate center contact] will be notified and they will then notify the Department of Human Services and/or the [local community] Police Department.

Insufficient Funds

All payments rejected due to insufficient funds will be charged a [fee amount] penalty. Missed payments and late fees must be paid within [amount of time]. Repeated incidents could result in termination of child care services. A payment plan should be discussed with the office if a family is having trouble making tuition payments.

Delinquent Accounts

Families will be charged the amount agreed on the contract per day starting on the starting day. After payment is due. Families that are behind on payments more than 1 month without contacting the Director of the center and setting up a payment arrangement may have their childcare services terminated. For information about assistance programs that will help cover the cost of childcare tuition, please speak with the Director of the center. A payment plan must be agreed upon between family and Center before an account will be considered "in good standing" and no longer eligible for termination. This requires a signed payment plan contract.

Extended Absence

In the event that a child needs to take an extended absence, such as summer break, and wishes to return to the program after a period of time, a fee of 75% of the monthly tuition must be paid each month the child is absent. More than 2 month consecutive weeks of non-payment and no contact with the Director or the site supervisor could result in termination of enrollment. If possible, notify the Director of the center at least 2 weeks before an extended absence.

Curriculum

Daily Schedule and Activities

Each program has a Daily Schedule tailored to each age group. Angel Armes Learning Center uses play based.

A Daily Schedule will be provided of your child's program.

What to Bring on Your Child's First Day

- One full change of clothes labeled with your child's name
- Extra clothing and undergarments if your child is on a Potty-Training Plan or Diapers if they are not yet potty trained.
- A backpack appropriate to your child's size/stature
- A Reusable water bottle (labeled)
- A picture of family is sometimes helpful
- A nap snuggle/comfort item
- A twin sized or smaller non fitted sheet and small blanket for nap/rest time

Toys/Items from Home

Everything your child needs to actively participate in their environment such as educational materials and playground equipment, is provided by the center, there is no need for your child to bring toys/items from home (other than nap lovies). Teachers may ask children to bring an item in for Share during Circle Time.

Please try to remember your child's share day date and also please refrain from allowing your child to bring war toys or violence related materials such as: guns, knives, tanks, or toys that encourage violence such as: Ninja Turtles, Transformers, Five Nights at Freddy's, Fortnite etc. We Are not responsible for lost or damaged items brought to the center, including books, games, or toys.

Free Choice

"Free-play" (also called child-initiated activities, free choice, self-selection) activities are incorporated into the children's schedules. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free play is another opportunity for a child to grow socially and cognitively through the development of relationships.

Outdoor Play

Outdoor play is incorporated into the daily schedule. Staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors.

Our teachers refer to the Child Care Weather Watch poster from the California Department of Public Health to determine if it is too hot or cold to play outdoors.

Nap/Rest time

The state of California Department of Human Services requires that all children must be provided with a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time . The length of time a child should have to remain resting varies by child. There is no fixed rule regarding the maximum amount of time a child should have to remain resting. Children should be provided with alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's backpack or mat bag; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should be clearly labeled with your child's name, as all class laundry is sent home weekly to be washed.

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select a movie, television, Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia:

- [Classroom 1]: No multimedia is allowed
- [Classrooms2]: one movie a week on Fridays
- [Classrooms3]: one movie a week on fridays

Weapons/Violent Play

There is a strict policy of allowing no weapon play at Angel Armes Learning Center . Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Angel Armes Learning Center, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Pets & Visiting Animals

Staff may introduce a class pet to the classroom. Please make sure you share any pet allergies with your student's teachers. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children.

Assessments

Angel Armes Learning Center uses observations to assess students' levels when entering the program and then every 6 months. Parents are encouraged to work with their child's teacher to assess and meet their child's needs.

Meals and Snacks

	Breakfast	Lunch	Snack
[Classroom1]	7:30 am to 9am	11:45 am to 12:15pm	3:00pm to 3:20 pm
[Classroom2]	7:30am to 9:00am	12:00pm to 12:30pm	3:00pm to 3:20pm
[Classroom3]	7:30am to 9:00am	12:00pm to 12:30pm	3:00pm to 3:20pm

Food Service Policy

At Angel Armes Learning Center children are provided a nutritious witch uncloud breakfast lunch and snack. Angel Armes Learning center follows the nutritional guidelines established by the child and adult Food Program. Menus will be posted on Brightwell App. You may request a copy to take home if you would like. Children will be encouraged to sample all the foods that are offered but will never be forced to eat. Please inform your child's teacher if your child cannot eat a certain food or has different dietary needs (e.g., vegetarian, vegan, lactose intolerant or any allergies) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

Food From Home

Children are welcome to bring in treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks.

Food Allergies/ Action Plans

If your child has a food allergy, please complete a Food Allergy Action Plan form. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Play Clothes

Please send your child to Angel Armes Learning Center in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum.

Children should be dressed appropriately for both indoor and outdoor activities. All children occasionally get their clothes wet and have toilet accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

Items from Home

Angel Armes Learning Center allows one stuffed animal or comfort item to be brought to school for nap/rest time. We ask that all items brought to the Center from home be placed in your child's cubby shortly after arrival by parent. Please clearly label all belongings brought from home.

Parents are required to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament during the day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s).

This is common and developmentally appropriate.

Try these tips for a successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation will not be as difficult.
- Separate once. If you come back into the classroom repeatedly, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Departure

Angel Armes Learning Center closes at 6:00 pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 6:00 pm. If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person.

on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say goodbye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Angel Armes Learning Center is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom. If your child will be absent, please call the center by 10 am so your child's teacher may make accommodations to the lesson plan.

If your child will be absent for an extended period of time more than 5 days, the center

should be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of one month or more, and no notice has been received or contact made by the family.

Health and Safety Policies

Illness

Our priority at Angel Armes Learning Center is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 101 (under the arm) or greater, until 24 hours symptom-free without fever-reducing medication
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chickenpox, until all sores have dried and crusted (usually 6 days)
- Hand Foot and Mouth sores have dried and crusted and no fever
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion

- Herpes simplex, with uncontrollable drooling

A child who becomes ill while at Angel Armes Learning Center will be isolated in the office to limit exposure of other children to communicable disease. An ill child will be isolated to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

Angel Armes Learning Center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

*Parents will be notified by telephone and Brightwheel. Please contact Angel Armes Learning Center via phone or Brightwell App .

Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be shared by the Director or site supervisor of the center. Additionally, families who are signed up for Brightwheel will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Center immediately.

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcare such as the flu, diarrhea, and pink eye. Teachers will assist their student in the hand washing process upon arrival.

Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or using the toilet
- Before and after mealtimes
- Before and after administering medication
- After handling bodily fluids (mucus, blood vomit)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Medications

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Angel Armes Learning Center staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director.

Angel Armes Learning Center will not administer Tylenol for Fever. To administer Tylenol to a child under 2 years old Angel Armes Learning Center will need a doctor's note with dosage and times.

Medications are stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at Angel Armes Learning Center. The Medication Authorization Form must always remain with the medication. Unused medications must be immediately returned to the family and will not be stored.

Medications are administered only by teachers or Director. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given.

Physicals and Immunizations

Each child must have a current physical and immunization record on file at Angel Armes Learning Center to attend. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at Angel Armes Learning Center using an Accident/ Incident Report and Incident report on Brightwheel. The parents shall sign the report the same day as the incident. A copy may be given to the parents. All Accident/Incident Reports must be given to the Director to be placed in the child's permanent file.

Documents of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Check will be completed on Brightwheel. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness as well as Brightwheel. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

Documents of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Documents of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Angel Armes Learning Center staff members to seek emergency medical or dental care from authorized care providers in the event of significant injury. It is the responsibility of the parents to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the Angel Armes Learning Center will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the director or Cite Supervisor until a parent arrives.
- If the child requires immediate medical attention: The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The center will contact the parent(s).

Sunscreen & Insect Repellent

All families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be [SPF level] or above, and will be applied by classroom teachers regularly throughout the day. Parents are encouraged to apply insect repellent to their child before arriving at the center for the day, as Angel Armes Learning Center staff are not permitted to apply insect repellent.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of Angel Armes Learning Center is a mandatory child abuse and neglect reporter and must contact the California Department of Human Services whenever abuse or neglect is suspected.

Tobacco Use

Cigarettes/ Vapes and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is personally responsible for child care.

Persons who do not have unrestricted access will be always under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Director or the Cite supervisor of the center unless he/she delegates it to the due to a conflict of interest with the person. Angel Armes Learning Center Buildings are always locked and only staff may open doors for visitors. If staff do not know the visitor, they shall ask for ID or get the director, the Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is.

If a staff member is unsure about the reason, the director of the center is to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the state of California sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.
- It shall not be on the property of the childcare center without written permission from the director, except for the time necessary to transport the offender’s own minor child to and from the center. The Director is not obligated to provide permission and must consult with their licensing agent first.

Affidavit Policy

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask the Director or staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. Angel Armes Learning Center staff members will not provide written statements or affidavits of a professional nature to families.

Guidance Strategies

Reasons for Misbehavior

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. Angel Armes Learning Center Learning Center staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions: "Am I..."

- Validating feelings?
- Asking open-ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

Understanding Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems.

Listed here are some of the possible reasons why children misbehave:

- Test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry, or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

Preventing Misbehavior

Intervention strategies include but are not limited to the following:

- One-on-one relationships building activities such as the I Love You Rituals
- Utilize mental health, social workers, and psychologists in service of the child and family. Refer to special needs programs if available.
- Class-made books individualized for the student. Individual picture cards to support behavioral expectations.
- Ways for the student to be of service to the school, others or his or her community.
- Noticing and describing the child's body, face, and actions, labeling of feelings, and acknowledging or true intent.
- I Am: Feeling Chart, I Choose: Self-Control Board, and intense work with the Feeling Buddies.
- Assessing, teaching, or scaffolding missing executive skills.

Biting Program

Before age three, biting is somewhat common. When a child repeatedly bites:

- Identify stressors—not enough structure, too much structure, not enough rest, eating, bowel habits, connection, attunement, etc.
- Start a stress reduction program at home and school.
- More touching (skin to skin), massage games (I'm saying goodnight to your legs, arms, hands, fingers, head, etc.)
- I Love You Rituals with attuned interactions
- Chest and lap time
- More schedules and routines

- Shadow the child and use a teething necklace. There is nothing you can do to help a child learn other ways of getting needs met after the bite has occurred. You must catch the child before the bite. Most bites occur during transitions and unstructured time. Have a person shadow the child who is biting.
- Firmly say, “STOP. No bite! Ouch! (make pained face) Biting hurts.”

While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment.

Severe Biting Policy

The following process will be followed if a child’s behavior continuously takes away from the care or safety of others.

- Meeting with parent, teacher, administration to discuss a plan of action to increase positive behavior at school and home. If necessary, an evaluation will be recommended for the child and the parent will be supplied contact information for the evaluation. If an evaluation is recommended, the parent will have a certain amount of time to make the appropriate connection and for the evaluation to take place/be scheduled. All documentation must be provided to the office.
- Logs must be kept to seek out triggers and patterns for repeated undesired behavior. Upon written request, these logs will be made available to the parents and/or evaluator.

Brightwheel is an app to help parents stay connected with their child and teacher during school hours. This is where you can communicate directly with your child’s teachers throughout the day. It can also be used to pay your bill with Angel Armes Learning Center.

Talk to the Director of the Center to get set up.

New Family Orientation

Each family is strongly encouraged to schedule a time with the Director of the center to complete a “New Family Orientation.” This orientation is a great time for parents to drop off routine care items (diapers, extra clothes etc.) as well as an opportunity to participate in a portion of classroom activities with their child, familiarizing themselves with their child’s routines at Angel Armes Learning Center. Important policies and procedures are also reviewed with the Director at this time, as well as the paperwork required for enrollment completed. Typically, “New Family Orientation” is scheduled for one hour prior to the start date.

Daily Communication

Angel Armes Learning Center uses Brightwheel to communicate, share photos, notes, and incidents.

Cultural Competence

Angel Armes Learning Center is committed to respecting each child's and family's culture and diverse needs. We recognize that culture influences every aspect of a child's development and is reflected in childrearing beliefs and practices. We believe it is important to support and preserve the child's home language usage, faith and beliefs, and cultural traditions. We recognize that children can and will acquire the use of English even when their home language is used and respected.

Angel Armes Learning Center carries out this philosophy of cultural competence in the following ways:

- Families are treated with respect and sensitivity from our first meeting.
- Families' financial limitations are respected when planning for activities that could potentially result in additional costs, through the acceptance of DHS payments, and clear understanding of payment expectations from the time of enrollment.
- We attempt to learn accurate information about each family, their culture, faith and beliefs, and cultural traditions (we encourage each family, if they feel comfortable, to share this information with us at the time of enrollment). This information is part of the child's daily plan as it relates to meals and snacks, holiday recognition, etc.
- Families are encouraged to be actively involved in what their child is doing in our program through family "homework", dress up days, holiday parties.
- Families are asked to inform us of the best way for them to receive communication (i.e. verbal, written, text, email, etc.)
- Families where English is their second language are encouraged and assisted in becoming knowledgeable about the cognitive value for children of knowing more than one language and providing them with strategies to support, maintain, and preserve their home language. Angel Armes Learning Center will continue to acquire training annually to further our knowledge of culture, language, and diversity.

Room Transitions

Your child will transition to a new classroom when he/she has reached the developmental

milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.

Parent Participation

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's Angel Armes Learning Center experience:

- Field trip transportation and supervision
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers one day in advance

Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved.

If the concern is not resolved, the Director or owner can be reached at 916-202-3216

The Director of the center is available to assist parents and staff in resolving concerns.

Emergency Procedures

Fire, Tornado, Bomb, or other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted every three months; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to each class's designated spot. Once all children are accounted for all classes will meet in the big backyard.

In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during emergency citations.

Blizzard/ Severe Winter Weather

The Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. The Director will post on Brightwheel to inform parents of the situation. Routine classroom activities will continue until parents arrive.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

- If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.
- Director or teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

Covid-19 Closing Billing Protocol

If your child's building closes due to a Covid case or state-mandated government shutdown tuition will be reduced to 50% the cost during the shutdown unless state grants are in place to cover the loss.

Angel Armes Learning Center Handbook Agreement

You can find the Center Handbook agreement at Enrollment . A handbook agreement must be signed and initialed before your child starts their first day.