



Parent Handbook
to be used in conjunction
with parent orientation
checklist.

Welcome Letter

Dear Parents,

Welcome to Play Datez! Child Development Center. We recognize the strength of the Liberty County and Ft. Stewart community and realize it comes from our amazing families. We are honored to serve you and your family in all your child development needs and look forward to growing with you and your child.

Play Datez! mission is to provide a safe, stimulating, and caring environment for children ages six weeks to 5 years. Our focus is to provide an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind, while being a shining example of what a quality childcare center should look like. We will expose your child(ren) to life skills and cultures through play, developmentally appropriate practices, and repetition. Play Datez! CDC is a program that provides services to all Liberty County and Ft. Stewart residents who needs high quality and developmentally appropriate child care. Our highly trained staff is committed to providing a safe, nurturing environment that meets the holistic needs of the child/youth ages six weeks to 5 years of age. And to ease the minds of all our patrons, our programs and activities are specifically designed by early childhood and youth development specialist to meet the growing needs of 21st century family.

Play Datez! knows that parents are the most influential individuals in the lives of their child/youth. Our staff and management work hard to create a family friendly environment where parents and staff work in partnership in the positive development of their child. Research shows that when Families and teachers work together in support of learning, it results in the child/youth remaining in school longer, performing better in school and possessing a higher sense of self-esteem.

We thank you for partnering with Play Datez! Child Development Center in the growth and development of your child/youth. We look forward to your visits and encourage you to become involved in the planned learning activities in the center.

Sincerely,

Kamaria Boston

Kamaria Boston
Owner/Operator

General Information

Ages of children: We serve children 6 weeks- 5 years.

Ratios

Infant: 1-6

Pre-Toddler: 1-8

Toddler: 1-10

3 yrs-5 yrs: 1:15

Months of Operation: We are open from January to December

Days of operation: We are open Monday thru Friday

Hours/ time of operation: 5:45 am to 6:00 pm- All children must be dropped off by 9:00 am or a \$5.00 fee will be added to your account each day.

Days/times center is closed: All federal holidays and some training holidays for military. A notice will be given to parents for those training holidays and any other additional days in advance.

Fees: Standard fees are \$155 a week for children under 12 months and \$150 for children 13 months to 3 years, and \$145 for children 3 years to 5 years. Fees are due every Friday with a late fee added on the following Monday of \$15.00. Hourly Care Fees are \$7.00 an hour. All payments must be made on the Procure application that all parents are required to download or use via www.himama.com. There is a \$60.00 registration fee. Fees are still due on Friday if your child is out or during inclement weather unless notice is given by Director.

1-week vacation is given to all full day patrons, but children will not be permitted to stay during the vacation days. A 2 week notice is required. Please notify director or ask for a vacation request form. If you would like additional vacation days, please talk with management for additional payment options.

Pick up after designated closing will be 1.00 per minute for the first 15 minutes and an additional \$5.00 for the remaining half hour. All emergency contacts will be contacted for pickup. If contact is not received within the hour, authorities will be notified.

Occasional Users may be charged separate fees for field trips, special activities and extended hours that would ordinarily be included in the regularly scheduled monthly/semimonthly fees.

The Multiple Child Reduction does not apply to occasional users. Reservations are recommended for occasion users to ensure availability of spaces.

Absenteeism: No credits or refunds are issued for child/youth absenteeism due to: (a) regular childhood illnesses or injuries (two weeks or less) (b) program closures due to inclement weather, staffing training, or special installation circumstances determined by the city and state, (c) withdrawal except in situations approved by management where the child/youth has not started the class and for (d) unused leave/vacation. Sponsors requesting refunds for circumstances outside the scope of this policy must submit their justification in writing to management.

Withdrawal Notice: A two- week notice must be given before withdrawing a child. We will charge all patrons who do not give the two-week notice. This includes special programs and activity participation as well.

Program Information

1. Each child must have a complete enrollment packet on file before they are eligible to start. It is imperative that parents supply all information and update information to the center as soon as possible.

2. **Daily Admission/Release:**

Arrival & Departure Procedures: Under no circumstance will a child/youth be released to any person who is not authorized to pick up the child/youth. Positive control of child/youth will be maintained at the classroom level. Upon entering Play Datez! parents/designated representative will check their child in at the front desk before proceeding to their child's classroom. Under no circumstance will the parent/designated representative move beyond the front desk without first swiping in. After swiping in at the front desk, the parent/designated representative may proceed to the classroom. Upon entering the classroom, the parent/ designated representative will sign the child in, annotating his/ her name, date, time and signature.

For pick-up of child(ren), parents/designated representatives will follow the same procedures listed above. Parents/guardians and visitors will enter and exit through the front entrance/reception area, except during emergency evacuation and fire drills. During evacuations/fire drills, patrons will follow designated facility evacuation procedures. Unless prior written arrangements have been made with Play Datez! management, only parents or parent designees shown on release form may take a child from the facility.

No parent may be denied access to a child, including the right to pick up a child from a Play Datez! Child Development Center program, unless a copy of the custody agreement

or court restraining order that relinquishes such parental rights is on file at the care giving site.

Children may not be released to siblings or other children under age 13.

3. **Sign In/Out of Facility:** At this time, we do not allow visitors in the rooms. If and when we do allow visitors, to maintain a safe and secure environment, all visitors are required to sign in/out at the facility's front desk and obtain a visitor's identification badge. Parents/guardians simply dropping off or picking up their child/youth do not have to sign in. Parents/guardians visiting the facility or a classroom greater than 15 minutes must sign in at the classroom or at the front desk.
4. **Diversity/Non-Discrimination:** In accordance with Federal Law, Title VII, Play Datez! prohibits discrimination on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity or associational preference in employment and in their program operations serving the community.
5. **Open Door Policy:** Play Datez! program level staff members are approachable and accessible to parent/guardians during the center's operating hours. Parents/guardians can voice their concerns, complaints and/or compliments regarding their customer service experience. Play Datez! services offer a family friendly environment that encourages parents/guardians to drop in to visit or observe their child/youth.
6. **Confidentiality:** Only authorized Play Datez! staff will have access to patron files. Play Datez! is committed to protecting the privacy of patron information. Medical information concerning patrons is absolutely confidential under state and federal law and may not be discussed at any time with any person under any circumstance. We pledge that all parents can share information in the confidence that it will only be used to enhance the welfare of their children/youth. Program staff will only request from parents' information that ensures the program can provide high quality services to their family and will maintain confidentiality of verbal information and written records.
7. **Child Abuse and Neglect:** Play Datez! defines reportable child abuse and neglect as follows: Child abuse and neglect includes physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations of these, by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of a responsible person. A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility or any staff person providing out of home care is legally responsible.

8. **Child Abuse Reporting:** All Play Datez! personnel are knowledgeable and considered “mandated reporters” who are required by law to report suspicions of child abuse or neglect. If Play Datez! personnel notice suspicious bruises, cuts or burns on a child, they must: a) Report incident to the Reporting Point of Contact (RPOC). The ROPS # is: 855-422-4453. b) Notify the appropriate program director after notification to RPOC. c) Report the incident to State Child Abuse Hotline (if required by state law/host nation agreement).

9. **Child Guidance and Touch Policy:** Helping a child/youth understand and make appropriate choices is the basis for child guidance. When a child/youth misbehaves, Play Datez! staff works along with the Parent/Guardians using Positive Guidance (POSITIVE DISCIPLINE, POSITIVE PARENTING, GENTLE AND LOVING GUIDANCE) to identify the problem and find strategies that enable the child/youth to respond appropriately. Positive Guidance is a belief that children should be treated with respect, free from fear of violence and shame and guided with loving encouragement. Corporal punishment is not allowed in the Play Datez! program under any circumstances, even with parent approval. Boundaries for appropriate and inappropriate touching are established to ensure clear understanding of what is acceptable and what is not acceptable. Inappropriate touching will be investigated and may be grounds for immediate removal of a Play Datez! staff member, contract employee or volunteer.

10. **Transitions:** Children are supervised closely at all times and environment facilitates staff visibility and access to children. Extra vigilance is given during transition periods (arrival and departures, and employees shift changes).

11. **Food and Nutrition:** Play Datez! provide all infant jar food, cereal and teething biscuits. Parents/guardians are responsible for preparing bottles and providing an adequate number of bottles labeled with the date and child’s first and last name. Glass bottles are not allowed and all bottles must have caps. Medications or cereal may not be mixed with formula, unless otherwise indicated in the Medical Care Plan due to medical reason. Bottles for infants (under 12 months) may only contain formula or breast milk. Whole milk is allowed for children over 12 months. Infants (under 12 months) will be fed individually and according to the infant’s feeding plan. Infant Feeding Plans are based on USDA CACFP guidelines and are established by the parent and recommendations of the child's physician or other qualified health professional.

12. **Menu:** Play Datez! will serve USDA and developmentally appropriate meals to all children in the program. We will ensure to serve all required components for breakfast, lunch, and snacks.
13. **Outside food:** Unless child(ren) has a medical/ religious reason to not eat provided meals, outside food is not permitted without management approval.
14. **Family Style Dining:** Play Datez! programs sit and dine “family style” with children/ youth. Family style dining promotes expanded language and cognition skills, builds fine motor skills and models appropriate eating habits while fostering social interactions. Most importantly, family style dining promotes a feeling of unity and acceptance that is essential to emotional development. It is developmentally age appropriate for children/ youth to participate in cleaning and setting tables, preparing meals, serving themselves (with staff assistance if needed) and assisting with clean-up after meals.
15. **Birthday and Holidays:** Play Datez! recognizes that religious, ethnic and seasonal celebrations are a part of valuable traditions. Parents/guardians are encouraged to coordinate plans with the program director and staff in advance of the event. Coordination is necessary as appropriate items for celebration vary based on age and developmental stages of children/youth. All food items must be store bought (e.g. cake or cake mix in its original sealed package) and approved in advance by the director and/ or dietician prior to serving to children. Food items may not be prepared at home or in unapproved facilities. There is a Celebration Application that must be approved by the staff that is on the website.
16. **Field Trip:** At this time, field trips are not provided.
17. **Safe Sleep Policy:** Infants will be placed on their backs in a crib to sleep unless a physician’s written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed. Each parent with an infant must sign the Safe Sleep Agreement. Please see additional information on our sleep policy that is attached to the parent handbook.
18. **Rest and Nap Periods:** Child in full-day programs or hourly care will have a rest period, usually following lunch. Child wishing to nap can do so, while other child engage in some other quiet activity (e.g. read a book, coloring, etc.). Infants can follow their own resting/ napping patterns.

19. Personal Items from Home:

- a. Clothing: Children should come to the center dressed appropriately for the weather (i.e. jackets and hats for fall and spring; coats, boots and snow pants, gloves/mitten for winter). Children should come in "play clothes" so that they feel free to participate in indoor and outdoor activities. Long dresses are not permitted for safety reasons. Washable clothing is recommended as children may be involved in messy developmental activities (such as art, cooking, water or sand play). Two changes of clothing recommended. All clothing and accessories should be labeled with your child's full name.
- b. Shoes: Children footwear should have rubber soles and be suitable for running, climbing and jumping. For safety reasons, flip-flops, thongs, heels without straps or wedged heels are not recommended.
- c. Jewelry: accessories such as earrings, rings, bracelets, necklaces, and barrettes are not permitted for children under three or children who are in multiage rooms with children under three.
- d. Sleep Aids: If your child is over 12 months of age and has a special soft toy or blanket that he/she naps with, it may be brought to the program. It is not recommended that children younger than 12 months sleep with soft toys. The nap time toy or blanket will be put in the child's cubby and be made available for use during nap time. These items will need to be taken home for weekly laundering. Please ensure all personal items (book bags, books, school supplies, clothing, and blankets, etc.) are labeled with your child's full name.

20. Diapering/Toileting Training:

- a. Diapers: For health and sanitation reasons, only disposable diapers are permitted in our programs. Cloth diapers are only allowed when the use of disposable diapers creates a health risk for the child and the parent/guardian submits a health care provider's statement to that effect. Diapers are checked and changed promptly if they are wet or soiled. Diapers and baby wipes should be labeled with the child first and last name. Staff follow appropriate health and sanitation rules for proper diaper changing and hand washing.
- b. Prior to diapering children, staff will wash hands with warm running water and liquid soap. After children are diapered, their hands will be washed with warm, running water and soap. Staff will adequately clean and disinfect the changing table area and then rewash hands. Diapering facilities will be maintained safe and sanitary at all times.
- c. Toilet Training: Toilet training is a natural developmental process. Peak readiness is typically at 2 ½ years, but will vary with each child. We will not force children to use the toilet, nor will we punish a child for lapses in toilet training. Planning a consistent toilet routine for home and center will go a long way in helping your child accomplish this

developmental milestone. You must provide sufficient changes of clothing and training pants.

21. Emergency Medical Care: A full emergency medical care plan is located in the building and approved by city and state officials. The facility is located in the same plaza as 3 doctor's offices, as well as, an urgent care facility. We are also located across the street from Liberty Regional Medical Center.

22. Emergencies Closures/Evacuation/Mobilization:

In the event of emergency, mobilization or other contingency in which the facility needs to be evacuated, Play Datez! staff will follow a written Mobilization and Contingency Plan. Children/youth may be moved to the designated evacuation sites for safety and supervision if the emergency requires. Parents/guardians and police will be notified. Specific information can be obtained from the program. Hazardous road conditions dictate bringing in only sufficient staff to cover the communities' needs.

In the event of illness, emergency or facility closure due to power failure that affects climate control or structural damage, Play Datez! Child Development Center will make every attempt to contact the parent/guardian. If the parent/guardian cannot be located to pick up the child/youth, the following procedure will be put into action:

- a. The emergency notification child release designee on record will be called. If the center is unable to contact him/her, the next designee listed will be called.
- b. If none of the designees can be contacted, the police will be notified and their procedure will be followed in reference to locating the parent and custody of the child/youth.

23. Minor Accident /Emergencies: In the event of a minor accident resulting in injury to a child/youth requiring medical treatment, Play Datez! staff will immediately contact emergency services followed by notification of the Parents/Guardian. Play Datez! Child Development Center personnel will accompany the child/youth immediately to the nearest emergency room by ambulance. The staff or provider will remain with the child/youth until the parent/Guardian arrives at the emergency room. Play Datez! policy requires written incident/accident reports for falls, scratches, bruises, bites and scrapes that occur while your child/youth is in our care to include emergency situations. Parents/guardians will be informed of the incident/accident and will be asked to sign the report. All reports are kept in the child's/youth's folder and child abuse allegations are reported to proper officials.

24. Exposure to a notifiable communicable disease: Parents will receive a written notice in the event of communicable disease outbreak.

25. **Denial of Child Care Services:** Play Datez! takes all reasonable precautions to offer a healthy environment. To ensure the safety of all enrolled children the staff will observe children for signs of illness or symptoms of contagious disease upon arrival, while they are in care and before they leave. Parents/guardians must pick up their child that becomes ill while in care within 1-2 hour after being notified. Children who appear to be ill or show visible signs of fever will be screened closely and may be denied admission based upon the following symptoms:

- a. Inability to participate in daily activities.
- b. Temperature above 100.5° F (38.06° C) for children 3 months or younger or above 101.0° F (38.3° C) for children older than 3 months. Exclusion criteria for children/youth and adults who become ill during the influenza season (1 October – 31 May) include: having a fever (100° F axillary or oral) and at least one (1) respiratory symptom such as runny nose, cough, congestion, sore throat, intestinal upset, or diarrhea

Obvious illness such as:

- Impetigo—Red oozing erosion capped with a golden yellow crust that appears stuck on.
- Scabies—Crusty, wavy ridges and tunnels in the webs of fingers, hand wrist and trunk.
- Ringworm—Flat, spreading ring-shaped lesions.
- Diarrhea – defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two (2) or more stool above normal for that child; or loose or watery stools associated with fever; or if the child’s ability to participate in program activities is affected.
- Chicken pox—Crops of small blisters on aired base that become cloudy and crusted in 2 to 4 days.
- Head lice—nits—Whitish-grey clot attached to hair shafts.
- Culture proven strep infections that have not been under treatment for at least 24 hours.
- Conjunctivitis (pink eye)—Red watery eyes with thick yellowish discharge.
- Persistent cough, severe diarrhea or vomiting.
- Symptoms of other contagious diseases such as measles, mumps, hepatitis, and strep infections.
- Pinworm infestation.
- Hand, Foot and Mouth Disease cause sores in or on the mouth, hands, feet, and sometimes the buttocks / legs. The virus spreads easily through coughing and sneezing.

26. **Re-Admission after Illness:** Play Datez! staff will provide Parent/Guardian with an illness/injury readmission form detailing criteria for readmission. The Child health care provider should use the form to indicate when it's safe for the Child to return to the program. However, a note alone from the health care provider will not automatically re-admit the Child into the program or override state regulations. The child may only return to the program when the following conditions exist:

Fever has been absent for 24 hours.

- Nausea, vomiting or diarrhea has stopped for 24 hours.
- The appropriate number of doses of an antibiotic has been given over a 24 hour period for known strep or other bacterial infection.
- Chicken pox lesions have all crusted, usually 5-6 days after onset.
- Scabies is under treatment and a physician's note.
- Lice are under treatment and a physician's note.
- Pinworm treatment has occurred 24 hours before readmission and a physician's note.
- Lesions from impetigo are no longer weeping.
- Ringworm under treatment and a physician's note. The lesions must be covered. If lesions cannot be covered, child/youth will not be admitted until lesion has shrunk.
- Conjunctivitis (Pink Eye) has diminished to the point that eyes are no longer discharging.
- Hand and foot mouth disease - fever subsides usually 2 to 3 days; rash is not contagious.
- The child/youth has completed the contagious stage of the illness and a physician's note.
- The child/youth is able to participate in the normal daily activities.
- Children wearing casts, slings, have concussions/head injuries, or that have stitches must have a written statement from a healthcare provider with the level of participation allowed upon return to care.
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27. **Administration of Medication:** Certain medications may be administered in the setting when it is not possible for Parents/Guardians to be present. Only prescribed antibiotics, antihistamines, decongestants, and topical medications from health care providers and U.S. medical treatment facilities may be administered to child/youth who are enrolled in our full-day program. Medications not on the approved medication list must have a medication Exception to Policy by supporting physician. Medications that are prescribed as needed (PRN) will not be given in programs, with the exception of rescue medications. Parent/guardians will complete and have the health care provider sign the corresponding Medical Action Plan (MAP) for the required rescue medication. All medications must be in the original container, have a current prescription label and if

not listed on the “approved medication list” should be accompanied by proper dosing syringe/cup/ spoon. A Child must be taking the medication for at least 24 hours prior to re-admission into the program. Parent/Guardians will complete and sign an appropriate form for each approved medication to be administered. A Parent/Guardian must complete and sign the form before medication can be administered. This policy will be discussed during the Parent/Guardian orientation.

Children who show noticeable adverse reactions to prescribed medication (even if it was not given by Play Datez! CDC) will be brought to the sick room, and 911 will be called for medical assistant. Parents will also be notified.

28. **Basic Care Items:** Acceptable basic care items are limited to topical items used for the prevention of sunburn, diaper rash, teething irritation, lip balm, insect repellants and lotions. Products such as these are limited and must be approved by the Food and Drug Administration (FDA). An authorization form must be obtained from the parent/guardian each month in order for such items to be applied. Basic care items will be in their original container and stored out of reach of children. Each item should have the child’s first and last name legibly written on it, as well as on the outside of the bag.

29. **Exclusion:** All sick children will be removed from open play and placed in the staff office until pick up.

30. CURRICULUM AND PROGRAMS:

GELDS is the Curriculum basis that we use at Play Datez! We use developmental checkpoints, and online documentation will be used to document the progress of children. All activities will be developmental in nature and recognize children’s individual differences by providing an environment that encourages self-confidence, development of self-help and life skills, curiosity, creativity, and self-discipline as outlined in the Creative Curriculum. Concrete experiential learning activities encompass the following six domains: Social, Physical, Language/Literacy, Cognitive/Intellectual, Emotional and Cultural. Typical child routines such as meal times, clean-up times, napping and rest times, and diapering and toileting are integral parts of the curriculum, not separate items between curriculum areas. Daily specific lesson plans and schedule along with weekly lesson plans are posted.

31. **Background Clearances:** All individuals who regularly interact with children under 18 years of age are required to undergo detailed initial background checks as well as periodic reinvestigations. Until all background checks are satisfactorily completed, individuals must volunteer/work within “Line of Sight Supervision” (LOSS) of a cleared staff member and are not permitted to be left alone with child/youth. All staff will be identified by name tags with first and last names and official Play Datez! shirts.

Management staff will wear name tags with first and last names and appropriate business attire.