



# Alpha Tots Learning Center

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**PHILOSOPHY**

Alpha Tots values each child's individual uniqueness and strives to provide hands-on learning opportunities to promote a positive self-concept and high self-esteem. Developmentally appropriate programs will focus on nurturing and supporting each child's social, emotional, intellectual, and physical needs. Clear and effective communication between families and staff along with daily interactions about the child's development will assist in tailoring the program's curriculum to the individual child. Alpha Tots encourages continual education of the staff to ensure a safe and stimulating environment for the benefit of the child.

**MISSION**

The mission of Alpha Tots is to provide high quality care and education for children newborn to ten years old. Diversity is valued and respected at Alpha Tots. We believe that each child brings unique life experiences enhancing the cultural awareness of our staff, the children and their families. Equal opportunities are provided for all children enrolled in the center.

**OBJECTIVES**

Alpha Tots fosters learning through developmentally appropriate practices to ensure growth in all areas of development. This is accomplished by:

- Continually assessing our staff and the high quality of our center
- Serving food that is appealing, nutritious, and supportive of children's growth and development
- Providing a safe and nurturing environment
- Providing information for families about parenting practices and the results of research that provide direction for childrearing
- Encourage children to represent ideas and feelings through play
- Promoting the children's development of trusting relationships with adults and peers

**HOURS OF OPERATION**

Alpha Tots is open Monday through Friday from 6:00 am to 6:00 pm for 24 months and up and 7:00 am to 6:00 pm for 23 months and down. A \$1 fee will be charged for every minute after 6:00 pm that you are late to pick up your child. All students must be checked in by 10:00am.

**HOLIDAYS/CLOSURES**

Alpha Tots will be closed in observance of the following days:

New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after, and December 24, 25, and 26 and any other unforeseen event outside of Alpha Tots control such as but not limited to, Power failures, Snow and Ice storms or Mechanical failures to the facility. Full tuition will be charged for the weeks in which these holidays or closures fall.

**ELIGIBILITY/ENROLLMENT**

Alpha Tots accepts children from Birth through 10 years of age. In the event there are no immediate vacancies, a waiting list will be maintained. No child will be denied care based on race, color, religion, national origin, or gender. Children with special needs are considered on an individual basis. We accept children with special needs if we are assured we can fully meet their needs and they

can participate without risk to themselves or others. We acknowledge and respect that there may be cultural and language differences and will make every effort to alleviate any barrier that may potentially exist. We reserve the right to accept or deny enrollment for any child or family that we feel is not a good fit for our center.

### **TUITION**

Tuition is due every Monday for that current week. A \$10 late fee will be assessed for every day after Monday that a payment has not been received. Payments not made by end of business day Wednesday will result in a hold on your account and an ACH or Credit card payment will be automatically posted. If payments become more than two weeks late, the space will be considered vacated, and all fees will be due immediately. Fees are due even if your child is sick or on vacation. Failure to pay your balance will result in turning the account over to a collection agency. A one-time non-refundable fee of \$50 for registration is due with your child's enrollment forms. Returned checks are subject to a \$30 service charge plus bank fees. **Accounts past due will be sent to Collections and fees, court costs, and all attorney fees will be added to account.**

### **REMOVING CHILD/CHILDREN FROM CARE**

If at any time during the year, a parent or guardian wishes to remove a child or children from Alpha Tots, ***A TWO-WEEK NOTICE IS REQUIRED.*** This allows Alpha Tots to fill the child's place and helps the director ensure that the rooms are properly staffed. ***Failure to give a two-week notice will result in tuition being charged for those two weeks.*** All families have an initial 2-week grace period in which they may change their minds for enrollment and not be charged further fees if our center does not meet their needs. Alpha Tots has the right to terminate services for any reason at any time. We will not return enrollment fees and/or tuitions. **Accounts past due will be sent to Collections and fees, court costs, and all attorney fees will be added to account.**

### **STAFFING**

Alpha Tots will maintain staff/child ratios according to State licensing regulations. Three main groupings are as follows: Infant/Toddler (*birth to 2 years old*), Twos and Threes, and Fours and Fives. Everyone hired to work at this center is required by the State to complete and sign a Family Care Safety Registry. This ensures a criminal background check, child abuse/neglect background check, and a list of other background checks are performed on that individual. Background checks are continually repeated for all current staff on an annual basis. If the report comes back unsatisfactory, then the individual is not hired/dismissed immediately.

Each person who works at Alpha Tots is a mandated reporter. If there is ever any question about the well-being of a child in our care, we are required to make a phone call to the Child Abuse and Neglect Hotline to report it. That number is 1-800-422-4453.

### **ARRIVAL/DEPARTURE**

When arriving at the center, you **MUST** sign your child in and out each day at one of tablets every time. Parents/Gaudian to remain in the lobby for sanitation reasons. When picking up a child, only parents and other authorized adults (16 years or older) will be allowed to leave with a child. **ALWAYS** have your

picture I.D. with you. You could be asked to present it at any time. Please notify the staff members in the room that your child is leaving, and then you **MUST sign your child out**. Arrival and pick-up times are a prime communication opportunity between staff and parents. Please discuss any issues concerning your child with his/her teacher or the director during these times. All students must be checked in by 10:00am.

### **THE FIRST DAY**

A smooth transition to school is a primary goal of parents and the teachers of Alpha Tots. Each child adjusts differently and at different speeds. A positive attitude on the part of parents can be a great start. A few tears can be expected, but with lots of hugs and smiles, these can be alleviated. We have an “open door” policy at Alpha Tots and parents can call or email us at any time.

### **WHAT SHOULD I BRING?**

When you come in your first day, you will need to bring the following:

- Signed enrollment forms including a copy of immunization records, health form signed by a physician, and emergency contacts.
- Extra clothes for your child are also important, accidents of all types can happen.
- Sheet and blanket for naptime. Rentals are provided at \$5.00 per week per item.

Also, we ask that home toys be kept at home, **No** outside items allowed in the center for sanitation control and insures personal items from being lost or broken. For children 2 years old and up, **NO** pacifiers or bottles are allowed. This is an infection control concern. If your child still uses a pacifier or bottle, he/she will not be able to have it while at the center.

### **HOW SHOULD I DRESS MY CHILD?**

Creative learning and fun play can be very messy regardless of your child’s age. We use washable markers, paints and other materials, but spills and stains still happen. Even some meals can be a cause for accidents. Please dress your child in casual and comfortable clothes that are appropriate for child care. Shoes must be worn at ALL times (with the exception of infants). Sturdy, closed-toed shoes are highly-recommended (like tennis shoes) for play.

ALWAYS label anything brought into the center with your child’s name. This helps ensure items get put back in the correct cubby. **NO** plastic bags for clothes. Backpacks or diaper bags are welcome.

### **CURRICULUM**

Alpha Tots uses developmentally and age-appropriate curriculum in each of our classrooms. The group leader in each classroom is responsible for completing weekly lesson plans and implementing them. The lesson plans consist of age-appropriate activities for each area of the room, as well as group time, and other special activities for that week.

### **MEALS**

Breakfast, lunch, and afternoon snack will be provided each day. Copies of the menus are included with the other forms. Formula and baby jar foods are provided by the center unless you wish to have a different brand served to your child. We maintain USDA records at each meal service so your child must

be present during scheduled meal times in order to be served at the center. We must be informed of any food allergies immediately and we will need a doctor's note on file if a special diet is required.

### **OUTSIDE TIME**

Outside time is a vital part of each child's day. According to State licensing regulations, each child must be permitted outside playtime (amount of time outside depends on age of child) unless prohibited by weather. At our center, we will go out as long as the temperature is below 100 degrees (including heat index) and above 40 degrees (including wind chill). Please dress your child accordingly.

### **NAPTIME**

Naptime/rest time is required by State regulations. Each child must have a naptime or rest time each day. Parents may provide infants' current schedules to us. Cots for rest time are provided by the center. A sheet, blanket, and a soft sleep toy (optional) should be brought to the center every Monday.

### **FIELD TRIPS**

Children in the 3 and up classroom will be allowed to go on field trips. Classes going on field trips will post destination, time of departure and return, and any additional cost in advance. Written consent is needed before any child can leave the center on a field trip and must be received before the children leave. If there is any field trip you do not wish your child to go on, please let the teacher know and the child can remain at the center. We maintain the right to take a field trip away from a child when inappropriate behavior occurs and/or they are going to be a safety concern to themselves or others. Parents will be notified of a lost field trip as soon as possible and the child will be shifted to a different classroom based on space available until their class returns.

### **Discipline**

At Alpha Tots, we like to see happy and active children in. Occasionally we do run into little issues. All children have their ups and downs. When problems with discipline start, we will try to guide your child in the right direction, using positive reinforcement. Toddlers are still learning how to socially interact and they sometimes have a hard time with their emotions. Sometimes they hit or throw toys, etc. we will teach children with a positive approach on how to get along with their friends. We try to point out what they should be doing. Listed below are the approaches the daycare will use to encourage positive behavior patterns:

**Redirection:** - Sometimes it will be necessary for us to redirect one child away from another child, and move them to a different area. That usually works great.

**Time Out:** - If redirection doesn't work, then we may move on to a time out; but only for children 2 years of age and older. They will be removed from the group and asked to sit down and color or look at a book until they can return. They may have a true time out and be asked to sit by themselves for a minute or two, then we will go over with them why they had a time out and if they can think of way of fixing the problem so it doesn't happen again. We want to try to teach them to think about what they are doing and what they could have done instead.

**Removal of Privilege:** - If children are throwing rocks or trying to run over another child with a toy, then we will immediately remove the problem. The child would lose the toy or be removed from the situation. Usually, we separate them from the problem for about 5 minutes and this usually works pretty

well. We will remind them after the 5 minutes is up that they cannot hurt other children. If they believe that they can change their behavior, they may return to the activity.

Last Chance: - If your child is chronically misbehaving, then you will be notified. Between you, the teacher, and director, we can come up with a way of handling this behavior. The type of behavior involved in this are biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. If the solutions are not working, then you will be asked to remove your child from this daycare. This is to ensure that the other children are safe, taken care of, and are not in danger. Under **NO CIRCUMSTANCES** will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Food nor sleep will never be withheld from children as a means of punishment.

### SUSPECTED CHILD ABUSE

The State of Missouri requires that all members of a daycare be on the lookout for, and report to the State, any and all cases of abuse to a child. We are therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

### HEALTH POLICIES

Children enrolled at Alpha Tots are required to receive immunizations per the Missouri Department of Health immunization schedule. Generally, children do not need to be excluded for the center due to mild illness. However, exclusion from the program is done when:

1. The illness prevents the child from participating comfortably in program activities.
2. The illness results in greater care needs than the staff can safely provide.
3. There is a fever above 100° F orally, 99° F under the arm, 101° F rectally or 100° using a no touch scan.
4. The child has vomiting and/or diarrhea of more than one episode within the last 12 hours.
5. Rash is present without known non-infectious cause.
  - a. Impetigo requires 24 hours exclusion after appropriate treatment is started.
  - b. Chicken Pox requires exclusion until all lesions are dried and crusted.
6. There is redness, purulent drainage, and pain in one or both eyes.
7. Lethargy, headache, persistent crying or irritability is present, especially with fever or difficulty breathing.
8. A physician diagnoses streptococcal pharyngitis (strep throat). This requires exclusion until 24 hours after antibiotic treatment have started, and until the child is fever free for 24 hours.

Other illness may be cause for exclusion and will be based on recommendations from the Missouri Department of Health. If the child develops symptoms of illness at the center, parent(s) will be called as soon as possible to make arrangements to take the child home. Temporary isolation will be provided at the center. **For the safety of the staff and students, the sick children shall be picked up within 45 minutes of notification.** If your child is sent home due to illness, they may not return to Alpha Tots for 24 hours after being symptom free and medicine free. Communicable diseases should be made known to the center director so that other patrons can be alerted (i.e., chicken pox, measles, covid-19 etc.).

### MEDICATIONS

We will be glad to administer medications to your child when the need arises. Please fill out a medicine sheet each week and leave with the Director or supervisor. Medicines must be in the original container and have the child's name on it. No medicines should be left in cubbies. After medicines are given, the

person who administered the medicine will sign the form. Over the counter medicine may be given for a period of 3 days with a written permission from the parent. After 3 days, we must have a written note from a doctor.

**ACCIDENTS**

Unfortunately, accidents can and do happen. In case of minor injuries (scrapes, bruises, etc.), first aid will be given at the center. For serious injuries, we will determine if the child needs hospital emergency care. Parents will be notified before we leave or, as the child is in route depending on the seriousness of the injury. An accident report will be completed for every accident and for every child involved.

**GRIEVANCES**

If you have differences or difficulties with an issue concerning your child, you should first speak with your child's teacher and try to resolve the problem. If this is unsuccessful, then you should speak with the supervisor at that time. If problems persist, notify the Director so that a solution can be developed that is in the best interest of all parties involved.

**SOCIAL MEDIA**

In the event of an unexpected issue, emergency or closure, we broadcast this information on our Facebook page, News channels and our Website. We encourage all parents to like Alpha Tots Learning Center's Facebook page to insure you get the latest updates and communications as well as fun photos and videos of the students, their activities, field trips and accomplishments.

**CONCLUSION**

We want you and your child's experience with us to be rewarding and satisfying. We are entrusted with your most precious possession: your child. Communication between center and staff is an integral part of our success and we are open to any ideas, suggestions, or concerns that you may have.

*Welcome to*  
**Alpha Tots Learning  
Center**