

Someplace Else

Learning

Factory LLC

(S.E.L.F.)

Parent

Handbook of

Child Care

Center

Policies and Procedures

Drafted 9/26/2018

*Parent Handbook For Someplace Else
Learning Factory LLC
(S.E.L.F.)*

Table of Contents

Policy No.

Mission Statement

1

Welcome

2

Program Philosophy

3

Licensing Information

4

Governmental Licensing Information

4.1

Accreditation Information

4.2

Enrollment

5

Tuition

6

Payment Schedule

6.1

Late Payments

6.2

Subsidized Care

6.3

Scholarship Program

6.4

Multiple Child Discounts

6.5

Confidentiality

7

*Mandated Reporting of Suspected Child
Abuse and Neglect*

8

Parent Code of Conduct

9

Swearing / Cursing

9.1

Threatening of Staff, Parents or Children

9.2

*Physical/Verbal Punishment of Your
Children or other children*

9.3

Smoking

9.4

Not abiding by Safety Policy

9.5

*Confrontational Interactions with
Employees, other parents*

*And Associates of [SOMEPLACE
ELSE LEARNING FACTORY
LLC (S.E.L.F.)]*

9.6

Violating the Confidentiality Policy

9.7

Parents Right to Immediate Access

10

Dismissal

11

Withdraw

12

Court Orders Effecting Enrolled Children

13

Arrival Procedures

14

Notification of Absence

14.1

Pick Up Procedures

15

Late Pick Up

15.1

*Persons appearing to be impaired by Drugs
and/or Alcohol* 15.2

Emergency / Alternate Pick-up Forms
15.3

Transportation

16

School Calendar

17

*Emergency and Inclement Weather Closing
Information*

18

Curriculum Information

19

Daily Schedule of Activities

19.1

Class Assignments

19.2

Staff to Child Ratios

19.3

Nap/Rest Time

19.4

Educational/Personal Care Supplies

Needed *19.5*

Birthday and Holiday Celebrations

19.6

Parent / Teacher

Conferences / Communication

19.7

Graduation

19.8

Discipline

20

Dress Code

21

Children

21.1

Parents

21.2

Field Trips

22

Parent Participation/Volunteering

23

Health and Safety

24

Pre-Enrollment Requirements

24.1

Children with Severe Allergies

24.2

Communicable Disease

24.3

Biting

24.4

Dispensing of Medication

24.5

Fire/Emergency Drills

24.6

Alternate Safe Location

24.7

Incident/Accident Reports

24.8

Foods Policy

24.9

Peanut-Free Policy

24.10

Firearms and Weapons Policy

24.11

*SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.)*

*POLICY: MISSION STATEMENT
POLICY*

NO.: 1

Mission Statement:

*Someplace Else Learning Factory
LLC's mission is to start with
providing a high quality educational
learning environment that is dynamic,
diverse, and developmentally
appropriate for young children. Our
program is designed to meet the
individual needs of infants, toddlers,
preschoolers, and school age children
in an affordable, safe, and supportive
setting that will create a unique place*

*which benefits the child, parent,
staff, and community.*

Someplace Else Learning Factory LLC
(S.E.L.F.)

Vision:

*Someplace Else Learning Factory LLC
(S.E.L.F.) provides the highest quality of
care by:*

© Participating in the Great Start To Quality Stars Rating Program and applying for NAEYC accreditation.

© Assisting the children on their journey through exploration and play by providing both child and teacher initiated activities.

© Providing a stimulating and nurturing environment with an equal balance of social, emotional and intellectual support.

© Offering a variety of enrichment programs: TBA

© Continually assessing our program and making corrections.

© Creating a stronger sense of community by collaborating with other childcare centers in the area, building relationships with local businesses and strengthening the relationships with early childhood programs and initiatives.

© Looking to expand and increase the number of Someplace Else Learning Factory LLC (S.E.L.F.) centers throughout Metro Detroit.

Someplace Else Learning Factory LLC
(S.E.L.F.)

Values:

Our learning community values positive social interactions and connections that we make with one another. We value working together

*and fostering curiosity and wonder
through play. We value children's
intellect and abilities to be creative
individuals. We value creating a
sense of family as we learn together.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: WELCOME

POLICY NO.: 2

******We are*

*grateful and excited that you have chosen
Someplace Else Learning Factory LLC
(S.E.L.F.) to fulfill your early
childhood learning and childcare needs.
Caring for your child is a responsibility
that we take very seriously. It is our
privilege and goal to provide a loving
atmosphere that emphasizes the development
of the whole child-mind, body, and spirit.*

*We at Someplace Else Learning Factory
LLC (S.E.L.F.) center in Detroit, MI
will begin serving this community for many
years to come. We have highly qualified
teachers and staff who are dedicated to
providing high quality child care and
education for yours and our children.*

*Please take the time to read this handbook,
as it will answer many of the questions you
may have concerning our policies and*

procedures. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and programs we offer. If you have any questions or concerns or problems, feel free to talk to your child's teacher or the center's director. We want the best for you, your child, and your family!

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: PROGRAM

PHILOSOPHY POLICY

NO.: 3

*We believe that the care of your child is
the single most important consideration when
you work outside the home. You should feel*

at ease and confident about the place where your child spends their day. Daily interaction with the loving, caring people who work at Someplace Else Learning Factory LLC (S.E.L.F.) can positively influence your child's future. We strive to meet the physical, cognitive, social and emotional growth of each individual child in a caring and supportive atmosphere.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: LICENSING INFO.

POLICY

NO.: 4

4.1 Someplace Else Learning Factory
LLC (S.E.L.F.) is licensed through the
State of Michigan.

4.2 Someplace Else Learning Factory
LLC (S.E.L.F.) will become a
participant in the Great Start to
Quality Stars Rating Program. Please
ask you director the star level of the
center.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: ENROLLMENT

POLICY NO.: 5

*Enrollment at SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.) is open to children and*

families from six weeks to school age (12 years old). Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability. Hours of operation are from 6:00am to 11:00 pm Monday through Saturday. We offer full day, part-day, and before and after care.

Parents can apply for enrollment of their
child in *SOMEPLACE ELSE*

LEARNING FACTORY LLC

(*S.E.L.F.*) by completing the Enrollment
Application and paying the \$40.00

Registration Fee. The Application Fee is
non-refundable.

Initial enrollment is contingent upon receipt
of the completed enrollment application,

including the signed fee agreement and signed Parent Handbook receipt, registration fee and other required program forms. Immunization records, physicals, and dental records must be received within the first 30 days from the child's start date for continued care or your child will be placed on the wait list.

The Enrollment Application and Fee Agreements are not meant to serve as

contracts guaranteeing service for any duration.

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) reserves

the right to determine if a child or family is unsuited for the center's environment.

There will be a meeting held with the family within two weeks and if after this meeting no resolution is reached the child

will be withdrawn from the center and all agreements will be terminated.

*Continued enrollment at SOMEPLACE
ELSE LEARNING FACTORY
LLC (S.E.L.F.) is contingent upon the
parent's, emergency contact persons' and
child's adherence to the policies and
procedures of SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.) as outlined in this handbook*

including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)

immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-

*enrolled from the program and forfeiture of
any deposit.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: TUITION

POLICY NO.: 6

*All custodial parents and/or legal
guardians are required to sign a Fee
Agreement prior to enrollment of their child*

in SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.). Parents are required to indicate to whom all billing information and correspondence are to be addressed.

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) accepts

cash, check, money order, or DHHS

Payments to pay tuition. Receipts will be given for tuition payments made by cash,

check, or money order. All cash payments must be handed directly to Center Director or Assistant Center Director. There will be a \$36.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, or money order.

Tuition DOES NOT include fees for field trips. Please ask you Center Director for what your tuition fee program includes.

6.1 Tuition is paid a week in advance.

All payments are due on Monday by 10:00am for the current week of care. A charge of \$25.00 will be added to your account if not received by 10:00 am on the following day of that week and each day

after. If tuition is received late the following Monday an additional \$20 fee will be added.

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of nature. However, each family will receive a 1 week vacation free.

- The child must have been enrolled at Someplace Else Learning Factory LLC (S.E.L.F.) for at least 6 months to be eligible for the free week of vacation.
- You have notified the Director or Teacher prior to the absence by filling out a "Vacation Notice" form and giving it to management at least two weeks before the vacation will be taken.

- Your child is absent all 5 days in a single week (Monday – Friday). The child must be absent the entire week for the free week to be allowed. Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.

Your child's vacation week may not be
used within the two-week notice
period of your child's disenrollment.

6.2 Non-payment of tuition is grounds for
immediate dismissal from the program.

Timely payments are essential for continued
enrollment at *SOMEPLACE ELSE*

LEARNING FACTORY LLC

(*S.E.L.F.*); however, if you anticipate

difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved, you will be notified by the Center Director in writing.

6.3 SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.) DOES accept child care

subsidies. Subsidized children must have the case manager call before they start care and we follow our contractually obligation with DHS and require parents to pay their co pay by Monday the beginning of the week or we must report non-payments to your DHS office.

Parents of a subsidized child must complete all required paperwork on time to continue

*enrollment at SOMEPLACE ELSE
LEARNING FACTORY LLC*

*(S.E.L.F.). Parents of subsidized
children are also required to sign a fee
agreement, agreeing to be personally
responsible for the payment of tuition, in the
event they become ineligible to receive child
care subsidies.*

*6.4 SOMEPLACE ELSE
LEARNING FACTORY LLC*

(S.E.L.F.) will in the future look to see about offering scholarships to families that meet certain guidelines. When we receive this information, families will be updated.

6.5 SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.) offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates are discounted 10% for total tuition.

Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: CONFIDENTIALITY

POLICY NO.: 7

*Within SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.), confidential and sensitive
information will only be shared with*

*employees of SOMEPLACE ELSE
LEARNING FACTORY LLC*

*(S.E.L.F.) who have a "need to know"
to most appropriately and safely care for
your child. Confidential and sensitive
information about faculty, other parents
and/or children will not be shared with
parents, as SOMEPLACE ELSE*

LEARNING FACTORY LLC

*(S.E.L.F.) strives to protect everyone's
right of privacy. Confidential information*

includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.).

Outside of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.), confidential and sensitive

information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.), persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on center property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing center property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of **SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)** are strictly prohibited from discussing anything about another child with you.

SOMEPLACE ELSE LEARNING

FAC

TOR

Y

LLC

(S.E

.L.F.

)

POLICY: MANDATED

REP

ORT

ING

OF

SUS

PEC

TED

P

OLI

CY

CHILD ABUSE AND/OR

NEG

LEC

T

N

O.:8

*Under the Child Protective Services Act,
mandated reporters are required to report any*

suspicion of abuse or neglect to the appropriate authorities. The employees of *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)* are considered mandated reporters, under this law. The employees of *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)* are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to

investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at

SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child

Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

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

- Unusual bruising, marks, or cuts on the child's body*
- Severe verbal reprimands*
- Improper clothing relating to size, cleanliness, season*

- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time

- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

*POLICY: PARENT CODE OF
CONDUCT POLICY NO.: 9*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) requires*

the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on center property thereafter.

Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the

child when a parent is prohibited from accessing center property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate

to verbally express the frustration or anger using non-offensive language. At NO time, shall inappropriate language be directed toward members of the staff.

*9.2 THREATENING OF
EMPLOYEES, CHILDREN
OTHER PARENTS OR ADULTS
ASSOCIATED WITH
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.):*

Threats of any kind will not be tolerated. In today's society, **SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)** cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the center will not assume the risk of a second chance.

*PARENTS MUST BE
RESPONSIBLE FOR AND IN
CONTROL OF THEIR
BEHAVIOR AT ALL TIMES.*

*9.3 PHYSICAL/VERBAL
PUNISHMENT OF YOUR
CHILD OR OTHER CHILDREN
AT SOME PLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.):*

*While SOMEPLACE ELSE
LEARNING FACTORY LLC*

(S.E.L.F.) does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and

to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own

child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be

curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 SMOKING:

For the health of all *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)* employees, children and associates, smoking is prohibited anywhere on center property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)*.

Parents who are smoking in their cars must

dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of
SOMEPLACE ELSE LEARNING

*FACTORY LLC (S.E.L.F.). Please
be particularly mindful of*

[SOMEPLACE ELSE

LEARNING FACTORY LLC

*(S.E.L.F.)] entrance procedures. We
all like to be polite. However, we need to
be careful to not allow unauthorized
individuals into the center. Holding the
door open for the person following you may,
in fact, be polite; however, that person may
not be authorized to enter the premises.*

Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

*9.6 CONFRONTATIONAL
INTERACTIONS WITH
EMPLOYEES, OTHER PARENTS
OR ASSOCIATES OF*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.):*

While it is understood that parents will not always agree with the employees of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by

which to communicate a point and are strictly prohibited.

*9.7 VIOLATIONS OF THE
CONFIDENTIALITY POLICY:
SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.) takes very seriously the
responsibility of maintaining the
confidentiality of all persons associated
with the center. Parents must understand*

the implications of this responsibility.

Parents need to recognize that the

Confidentiality Policy not only applies to

their child or family, but all children,

families and employees associated with

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.). Any

parent who shares any information

considered to be confidential, pressures

employees or other parents for information

which is not necessary for them to know,

*will be in violation of the Confidentiality
Policy.*

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.)

*POLICY: PARENT'S RIGHT TO
IMMEDIATE ACCESS*

POLICY

NO.:10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)*, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) *SOMEPLACE ELSE*

LEARNING FACTORY LLC

(S.E.L.F.) must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

*In the absence of a court order on file with
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.), both
parents shall be afforded equal access to
their child as stipulated by law.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) cannot,
without a court order, limit the access of
one parent by request of the other parent,
regardless of the reason. If a situation*

*presents itself where one parent does not
want the other parent to have access to their
child, SOMEPLACE ELSE*

LEARNING FACTORY LLC

*(S.E.L.F.) suggests that the parent keep
the child with them until a court order is
issued, since our rights to retain your child
are secondary to the other parent's right to
immediate access. SOMEPLACE
ELSE LEARNING FACTORY*

LLC (S.E.L.F.)' staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will accompany visitors at all times, throughout the center.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) will
dismiss any child whose parent is prohibited
from entering upon center property. Due to
the parents' right to immediate access
policy, as well as state and federal
regulations, SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.) cannot have a child at the
center when the child's parent is prohibited*

access. SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.) will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center.

Such an agreement is a violation of the law and will not be entertained.

SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.)

POLICY: DISMISSAL

POLICY NO.: 11

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) reserves

the right to dismiss any child at any time if

it has been determined that the child is

unsuited for the center's environment and a meeting with the family has taken place.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the center's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave center property in a calm and respectful manner, immediately. [SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.) I will request assistance from local police should any parent become disruptive and/or uncooperative while

gathering their child's belongings upon dismissal.

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

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: WITHDRAW

POLICY NO.:12

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty

days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

The parents and child, following their last day of enrollment, are not permitted to re-enter center property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the

Center Director if they wish to return to center property following the last day of enrollment at [SOMEPLACE ELSE

LEARNING FACTORY LLC

(S.E.L.F.)]. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at

[SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)], must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change fee and may only be available upon review of current enrollment numbers and staff ratios.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be final until a

new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until the requested schedule becomes available, or may choose to withdraw their child from the program.

The date the request for the Center Director receives the schedule change will

*be used to toll the two weeks notice required
for withdraw.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

*POLICY: COURT ORDERS
EFFECTING ENROLLED
CHILDREN*

POLICY NO.: 13

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) SOMEPLACE ELSE LEARNING FACTORY

LLC (S.E.L.F.) must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the

case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with
*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

administration, both parents shall be afforded equal access to their child as stipulated by law. *SOMEPLACE*

ELSE LEARNING FACTORY

LLC (S.E.L.F.) cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child,

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) suggests

that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) is obligated to follow the order for the entire period it is in effect. Employees of

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) cannot,
at the request of anyone, except the issuing
judge, allow a Protection from Abuse
Order and/or a Restraining Order to be
violated. SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.) will report any violations of
these orders to the court.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

*POLICY: ARRIVAL
PROCEDURES*

POLICY NO.: 14

*Upon arrival at SOMEPLACE ELSE
LEARNING FACTORY LLC*

(S.E.L.F.), the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the lobby. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom.

Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

*discourages parents from sneaking out of the
center.*

*Some children exhibit separation anxiety
when it is time for their parent to leave.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) believes*

*it is best for parents to tell the anxious
child upon arrival that after all the child's*

things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure.

The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel.

The professional employees of

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day.

The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director.

These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be

observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain

appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable

disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. *SOMEPLACE ELSE LEARNING FACTORY LLC* (S.E.L.F.) will take all measures necessary to protect your child's confidentiality. Parents are not required to

disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 10:00 am to maintain the appropriate staff to child ratios upon your child's arrival at school.

*14.2 CENTER'S RIGHT TO
REFUSE ADMISSION
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) reserves
the right to refuse admission due to a daily
health check and noticing the child is ill or
a child coming on a nonscheduled day for
him/her.*

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

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at *SOMEPLACE ELSE*

LEARNING FACTORY LLC

(S.E.L.F.) if the child were to be present at the center.

- 5. Parents' failure to maintain accurate, up to date records.*
- 6. Parents' failure to complete and return required documentation in a timely fashion.*
- 7. Dropoff time cut-off is at 10am unless your contract starts after that time.*

*Parents WILL NOT be reimbursed
tuition for days when their child is refused
admission to the program.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: PICK UP

PROCEDURES

POLICY NO.: 15

Parents or other authorized adults 18 and older are required to sign their child out of care on the sign-out sheet located in the front lobby. Once a parent signs their child

out, the parent is then solely responsible for supervising their child while on center premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground.

Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up.

The teacher will attempt to reach a guardian when the incident/accident happens. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to

meet at the center during the course of the day.

15.1 LATE PICK-UP:

All measurements of time are to be per the *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)* clock located in the pickup classroom. Late fees are \$5.00 per 15 minutes after end of contract hours and/or closing per family.

After 30 minutes of closing the fee is \$1.00 per minute. If your child is not picked up within quite some time after closing and no contacts can be made to any parents or emergency contacts your child is subject to be taken to the area police station at the Directors discretion.

*15.2 PERSONS APPEARING TO
BE IMPAIRED BY*

*DRUGS/ALCOHOL AT PICK-
UP*

*The staff of SOMEPLACE ELSE
LEARNING FACTORY LLC*

*(S.E.L.F.) will contact local police
and/or the other custodial parent should a
parent appear to the staff of
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) to be
under the influence of drugs and/or*

alcohol. The parent's right to immediate access does not permit the center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)* staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will contact the child's parents, local police and/or Child

Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency | Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked

to pick-up their child from

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.)

CENTERS. In an emergency situation,

the child's parents will be called first. If

they cannot be reached staff will call the

persons listed on this form until someone can

be reached.

Parents do not need to be listed on the

Emergency Contact Form. The nature of

the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the

Emergency / Alternate Pick-up form have the rights to act on their behalf. Parents may afford the pickup person the right to discuss confidential information about the child's day including but not limited to,

incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them. The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the center releasing the child. There will be no exceptions to this rule.

*All changes and/or additions to the
Emergency / Alternate Pick-up form must be
made in writing and be dated and signed.
Only custodial parents have the right to
make changes or additions to this form.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) reserves
the right to refuse / ban any person listed on
the Emergency / Alternate Contact Form for*

any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

*POLICY: TRANSPORTATION
POLICY NO.: 16*

*Someplace Else Learning Factory LLC
(S.E.L.F.) will be looking to soon offer
transportation for pick up and drop off*

needs. Check with your center director to see when this service will be available and all requirements and additional fees.

Someplace Else Learning Factory LLC (S.E.L.F.) also will provide transportation for field trips for all preschool, pre-k and school age trips.

Children under 3 years of age are not allowed to ride on the bus.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)
POLICY: SCHOOL CALENDAR
POLICY*

NO.:17

Closing Schedule

<i>Independence Day</i>	<i>July 4th</i>
<i>Labor Day</i>	<i>September</i>
<i>Teacher In Service</i>	<i>Election Day</i>
<i>Thanksgiving</i>	<i>November</i>
<i>Thanksgiving Day After</i>	<i>November</i>
<i>Week of Christmas</i>	<i>December</i>

<i>New Year's Eve</i>	<i>December 31st</i>
<i>New Year's Day</i>	<i>January 1</i>
<i>Martin Luther King, JR Day</i>	<i>January</i>
<i>Teacher In Service</i>	<i>President's Day</i>
<i>Good Friday</i>	<i>April</i>
<i>Memorial Day</i>	<i>May</i>
<i>Building Shut</i>	<i>August</i>

<i>Down</i>	<i>(Last Week)</i>
-------------	------------------------

*Other Dates May Be Added At
Discretion Of Director*

*An annual school closing list is posted at
the center on the parent board.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: EMERGENCY

CLOSING AND

POLICY

*NO.:18 INCLEMENT WEATHER
INFORMATION*

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by checking their emails, texts, calls, other form of communication the center is using or calling your center

location and there will be a message on the answering machine.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or

emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10

school days, parents will have their tuition reduced. We will follow DPS closures for inclement weather.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: CURRICULUM —
INFORMATION POLICY NO.: 19

*19.1 DAILY SCHEDULE OF
ACTIVITIES*
Curriculum

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We use a literacy approach to curriculum.

The classroom teachers prepare lesson plans, which are handed in to the director for review and input. We use

*Creative Curriculum / Highscope for
classroom activity ideas.*

Observations / Assessments

We value your child's experiences.

When your child starts at Someplace

Else Learning Factory LLC

(S.E.L.F.) observations will occur

throughout their time here. This will

help us provide the best care

academically and socially for your

child. We respect each child as an individual and set up their goals accordingly. We will be using Teaching Strategies Gold|COR as the assessment tool. Infants and Toddlers will be sent home daily with an activity sheet detailing their diapering, napping, meals, etc.

19.2 CLASS ASSIGNMENTS

Children are assigned to classrooms typically by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being an active participant in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition.

Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. At your written request, we will transfer your child's records.

19.3 STAFF TO CHILD RATIOS

<i>Age</i>	<i>Caregiver to Child Ratio</i>	<i>Maximum Group Size</i>
<i>Infants / Toddlers</i>	<i>1 to 4</i>	<i>12</i>
<i>Preschoolers up to age 3</i>	<i>1 to 8</i>	<i>16</i>

<i>Preschoolers 3 to 4 years</i>	<i>1 to 10</i>	<i>N/A</i>
<i>Preschoolers 4 to school age</i>	<i>1 to 12</i>	<i>N/A</i>
<i>School-agers</i>	<i>1 to 18</i>	<i>N/A</i>

19.4 NAP/REST TIME

*All children are encouraged to nap
between 12:30 and 3:00pm.*

*Crib sheets for infants and toddlers and
blankets for pre-k and school age will
be provided and laundered by the center.*

19.5

*EDUCATIONAL / PERSONAL
CARE SUPPLIES NEEDED*

All children need to bring 2 changes of clothes and Infants need to bring bottles / formula, diapers and wipes.

Donations are greatly appreciated.

There will be a donation list of items needed posted in the center.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

We allow parents to bring in cupcakes or other store-bought special treats to school to celebrate a child's birthday.

Please be mindful to make sure all selections are peanut and tree nut free.

Please discuss plans to celebrate your child's birthday 2 weeks in advance with the child's classroom teacher.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICA TION

A getting to know you conference is offered at enrollment and 45 days after enrollment. Periodic parent/teacher conferences are scheduled to discuss your child's development and progress and include child observations. A conference may be requested at any time by the

parent(s) if there are questions concerning a child's progress or a specific problem. Other forms of communication will include bulletin boards, newsletters, calls, emails, daily sheets, notices, and other technology resources.

19.8 GRADUATION

We have a graduation ceremony every year at the end of May or beginning of

June for the Pre-K children entering Kindergarten. Specific information for dates, times, and plans will be provided at least 30 days prior to graduation.

SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.)

POLICY: DISCIPLINE

POLICY NO.: 20

Discipline

*At Someplace Else Learning Factory LLC
(S.E.L.F.), we believe that keeping
children busy and actively engaged decreases*

the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child's ability to become self-disciplined, which is our goal. We do not tolerate staff to embarrass or ridicule children. It is our focus and goal to

reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a safety measure. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the child that each choice they

make has a direct consequence, they will begin to learn to be responsible for their own actions. Someplace Else Learning Factory LLC (S.E.L.F.) prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be

made to remedy the situation with redirection. However, dismissal of a child for threatening and harmful unsafe behavior problems toward other children or staff will be at the sole discretion of Someplace Else Learning Factory LLC (S.E.L.F.) staff.

Please do not be discouraged if your child is misbehaving. Children act out and test our

limits at all stages of development. The behavior will pass if we are all consistent. You will be notified of any behavior we feel should be reinforced at home.

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.)

POLICY: DRESS CODE

POLICY NO.: 21

21.1 CLOTHING

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged

in outdoor play daily, weather permitting.

Due to these activities, children are required to be dressed in seasonably appropriate and comfortable clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months.

It is not necessary for the children to wear their winter boots to school. Teachers will

change the children into their winter boots when they go outdoors.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers / tennis shoes.

Children ages 3 through 5 are required to have two seasonably and size appropriate

complete change of clothing at the center always. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center always. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. *SOMEPLACE ELSE*

LEARNING FACTORY LLC

(S.E.L.F.) is not responsible for lost or damaged items of clothing.

21.2 JEWELRY

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition,

SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) is not
responsible for damage to or loss of articles
of clothing.*

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: FIELD TRIPS

POLICY NO.: 22

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

*frequently supplements the in-class
curriculum with off premise field trips.*

*Parents are required to give written
permission for their child to attend each
field trip. Notification of a field trip
will be sent home in advance of the trip,
with all pertinent trip information*

including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance for your child to attend.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) provides
all required supervision for all field trips.
It is our hopes to have enough space on the
bus for parents to attend, but all parents
are welcome to pay and follow the bus using
their own mode of transportation*

Parents will not be permitted to transport
any child, on a *SOMEPLACE ELSE*
LEARNING FACTORY LLC
(*S.E.L.F.*) sponsored trip.

If your child is not scheduled to attend on
the day of a field trip and you wish for
your child to participate in the trip, please
discuss this with your child's teacher at
least three days prior to the date of the

trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: PARENT

VOLUNTEERS POLICY

NO.:23

*Parents are invited and encouraged to be
involved in their child's school activities.*

There are many ways in which parents can

participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

Any parent who volunteers in the classroom on a regular basis will be required to get criminal background checks, as required by

our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody

arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days.

Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) reserves*

the right to make Volunteer assignments.

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) does not

guarantee the volunteering parents will be

assigned to their child's classroom. Ways

to volunteer include making things for the

program, sharing your culture, sharing a

talent or job, and contributing to the

curriculum.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

POLICY: HEALTH AND SAFETY

POLICY NO.: 24

*24.1 PRE-ENROLLMENT
REQUIREMENTS*

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at *SOMEPLACE ELSE LEARNING FACTORY LLC* (S.E.L.F.). This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the center

director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, to attend *SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)*. The Physical Examination Form, indicating the child's fitness to attend *[SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.)*, must be completed by a licensed healthcare professional and returned to the Center

Director within the first 30 days of enrollment.

24.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise,

from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form

can be obtained by request from the center director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency

Treatment to Children with Severe Allergies" form. This form releases

SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) from liability for administering treatment to

children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided *SOMEPLACE ELSE LEARNING FACTORY LLC* (S.E.L.F.) exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

24.3 COMMUNICABLE DISEASES

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) follows
all health/communicable disease policies.*

Additionally, copies can be purchased, for a

nominal fee, from the National Association
for the Education of the Young Child
(NAEYC).

Parents are required to pick up an ill child
within 45 minutes of notification by phone.
If a parent is reached, but cannot pick their
child up, it becomes the parent's
responsibility to arrange for alternate pick
up with someone listed on the child's
emergency contact form. The staff will not

continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease.

They will not be permitted to return to the program until they are no longer contagious.

Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program.

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) reserves

the right to refuse to allow a child to

return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is

defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present.

Once again, only the communicable disease information will be shared.

SOMEPLACE ELSE LEARNING FACTORY LLC (S.E.L.F.) will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

24.4 BITING

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)*

recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms.

Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you

remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to

identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of *SOMEPLACE ELSE*

LEARNING FACTORY LLC

(S.E.L.F.) cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

24.5 DISPENSING MEDICATION

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) will
only dispense over-the-counter and/or
prescription medication that is in original,
labeled containers, and is accompanied by a
doctor's note with explicit dosage and
administration instructions.*

SOMEPLACE ELSE LEARNING

FACTORY LLC (S.E.L.F.) will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from your center director.

Medication Forms, doctor's notes and medication are to be turned into the center director.

SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) will
dispense over-the-counter, fever

reducing / pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing / pain medication clearly labeled with their child's name. (One note and bottle of fever reducing / pain medication is required per child.) Prior to administering fever reducing / pain

medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication.

Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness.

Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.6 FIRE/EMERGENCY DRILLS

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) conducts
monthly fire and emergency/evacuation*

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

During a fire / emergency drill or real fire / emergency situation, parents may not sign children into or out of the program.

Parents must wait until the drill is complete and children have returned to the

building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. Now, any parents waiting to sign their child in must leave the

premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are

trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the

staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

24.7 ALTERNATE SAFE LOCATION

Should the administration of
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) or any
emergency services personnel determine the
building which houses the child care center
to be too dangerous to be occupied, the staff
and children will be taken to the location
designated in the evacuation plan located in
the center lobby. Once the children are
assembled here, the staff will begin
contacting parents or emergency contact

persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

24.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Should a person other than the parent or one designated to act and pick-up the child, a parent or person designated to act must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until the Report is returned signed.

24.9 FOODS

Someplace Else Learning Factory LLC (S.E.L.F.) participates in the Federal Food Program and will provide all necessary meals and beverages throughout the day depending on the child's hours of enrollment. Parents will provide formula bottles or baby food for infants and toddlers. Outside food is prohibited without

director permission due to the Food Program guidelines.

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and

Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets) Doctors note must be provided.

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) never*

uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infant classrooms:

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart

for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Younger Toddlers through School-age:

*SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) offers
children breakfast, lunch, snack, and
dinner. The times are dependent upon arrival
of your child and per the daily routine
schedule posted in your child's classroom.*

*All meals are family style, with the
children sitting at tables, to promote good*

manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

24.10 PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, **SOMEPLACE ELSE LEARNING FACTORY**

*LLC (S.E.L.F.) prohibits peanuts
and/or foods containing peanut products on
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.) property,
and/or at SOMEPLACE ELSE
LEARNING FACTORY LLC
(S.E.L.F.) sponsored events. These
peanut allergies can be so severe that
exposure to peanuts can result in an
anaphylactic reaction. An allergic child
can have a reaction from simply smelling*

peanuts on someone's breath, or touching
peanut oil residue left on a counter top, not
only from consuming peanuts or peanut
products.

Since SOMEPLACE ELSE

LEARNING FACTORY LLC

*(S.E.L.F.) is a peanut free environment,
parents can purchase the items to make
homemade snacks and plan with the
classroom teacher to make the snacks as part*

*of a classroom lesson. Only
SOMEPLACE ELSE LEARNING
FACTORY LLC (S.E.L.F.)'*

*utensils, bowls, and bakeware may be used
to prepare these foods.*

24.11 FIREARMS AND WEAPONS

*At no time is any person permitted to carry
any type of Firearm, Ammunitions and/or*

*Weapon on center property for any reason.
Violation of this policy will result in
immediate dismissal from the program.*

*Thank you for having chosen Someplace Else
Learning Factory LLC (S.E.L.F.) to
meet your child care needs!*