



## **Program Policy & Parent Handbook**



**Address: 1708 S. Utica Ave.**

**Tulsa, Ok 74104**

**918-551-7239**

**[Contact@herochildcare.com](mailto:Contact@herochildcare.com)**



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## **Vision Statement**

**Nurturing heroes who are Healthy Engaged & Ready to Obtain.**

## **Welcome Statement**

**We are so excited to welcome your child to our center. Our priority is safety and our main goal each day is to provide your hero with a safe and nurturing place to learn and play. We welcome feedback, questions, or suggestions. We are extremely happy to have the chance to nurture your hero.**

## **Philosophy**

**We move. We nourish. We learn. We grow.**

We are here to help your heroes reach their full potential. Our mission is to grow our heroes through creative teaching, plant-based nutrition, and physical activity. Establishing a habit of health, learning and regular movement is the foundation to a limitless future. We are so happy to have your heroes with us. We love meeting families and are happy to answer questions.

## **Who To Contact**

Regional/Center Director – Monique Young, [Mo.Young@thh-group.com](mailto:Mo.Young@thh-group.com)

All Staff – 918.551.7239, [contact@herochildcare.com](mailto:contact@herochildcare.com)



This information is also listed at the entrance of the center. Any changes in contact information will be updated there and in the monthly newsletter.

## **About Our Program**

### **Hours of Operation**

<b><u>Day</u></b>	<b><u>Open</u></b>	<b><u>Close</u></b>
<b>Monday</b>	<b>7:00</b>	<b>6:00</b>
<b>Tuesday</b>	<b>7:00</b>	<b>6:00</b>
<b>Wednesday</b>	<b>7:00</b>	<b>6:00</b>
<b>Thursday</b>	<b>7:00</b>	<b>6:00</b>
<b>Friday</b>	<b>7:00</b>	<b>6:00</b>
<b>Saturday</b>	<b>Closed</b>	<b>Closed</b>
<b>Sunday</b>	<b>Closed</b>	<b>Closed</b>
<b>Christmas &amp; Christmas Eve</b>	<b>Closed</b>	<b>Closed</b>
<b>Thanksgiving</b>	<b>Closed</b>	<b>Closed</b>
<b>July 4th</b>	<b>Closed</b>	<b>Closed</b>
<b>New Year Day</b>	<b>Closed</b>	<b>Closed</b>
<b>Labor Day</b>	<b>Closed</b>	<b>Closed</b>
<b>*Every 3<sup>rd</sup> Monday</b>	<b>Closed</b>	<b>Closed</b>

**\*We close one Monday a month to allow employees a day for doctor appointments and personal commitments that must be handled during normal business hours.**

### **Ages Accepted**

<b><u>Minimum Age</u></b>	<b><u>Maximum Age</u></b>
<b>2 yrs.</b>	<b>12 yrs.</b>



### Child Care Non-Discrimination Statement

In accordance with state family childcare licensing regulations, H.E.R.O childcare services are available without discrimination based on sex, race/ethnicity, color, creed, disability, sexual orientation, national origin, or ancestry. Children with physical disabilities and special health care needs are welcomed in our facility. We are happy to accommodate your hero.

### Licensing

We are an OKDHS licensed facility with a 4 Star rating. We operate in compliance with OKDHS and QRIS standards and policies. As a mixed age center, we care for heroes 2 & up. Our staff ratio policy, per OKDHS guidelines, are as shown.

### Staff to child ratio

<b>Mixed-Age Group Chart</b> Use when the group of children are different ages, <b>unless</b> the Mixed-Age Group Exception* applies.	<b>Ratios</b>		<b>Maximum Group Size</b>
Infants, 1-year-olds, and 2-year-olds only	1:6	No more than two infants per teaching personnel	12
Infants and older	1:8	No more than two under 2 years of age per teaching personnel	16
1-year-olds and older	1:8	No more than two 1-year-olds per teaching personnel	16
2-year-olds and older	1:12	No more than four 2-year-olds per teaching personnel	24
3-year-olds and older	1:15	No more than six 3-year-olds per teaching personnel	30
4-year-olds and older	1:18	No more than eight 4-year-olds per teaching personnel	36
5-year-olds and older (and older mixed-age groups)	1:20		40



## **Transition Policy**

We practice transition policies to prepare our heroes for school and routine changes. Please find our transition policies below.

### **1.0 Daily transitions**

- Children are transitioned from one activity to the other with simple procedures. When one activity is completed, we clean up as a group, putting away materials used in the last activity. Because our lesson plans are centered around physical activity, we alternate singing songs and movement breaks to prepare children to switch gears mentally and physically.

### **2.0 New caregivers/teachers**

- Sometimes new caregivers/teachers are hired. Upon hire all new staff go through a two-week training period. During this period the existing staff will help children and new staff acclimate to each other. New staff are introduced to the children and will assist the current teacher in daily activities. This allows the children to form a bond and grow trust with the new caregiver/teacher.

- Substitutes are sometimes called to fill in when a member of staff is on vacation or ill. All substitutes have completed mandatory training and spend 10 hours a month in the center/home, to remain eligible to be a substitute with us. This lets children become familiar with staff, allowing for a smoother day when a substitute needs to fill in.

### **3.0 New childcare home/center/preschool prep**

- Two weeks prior to going to a new childcare provider or public school we request a schedule and curriculum (if available) via the parent. Childs assigned to teacher will be implement the new schedule/curriculum with them each day. This allows children to become easier accustomed to their new environment.



## **Enrollment**

To begin the enrollment process contact us via email or phone. [Contact@herochildcare.com](mailto:Contact@herochildcare.com) or 918.576.6356. In person enrollment and tours are by appointment only. Families are required to fill out all enrollment forms and provide all required documentation prior to enrollment.

### **Application Process**

Enrollment at H.E.R.O is on a first come, first served basis though preference given to parents who already have children enrolled in the Center. H.E.R.O is open to all children regardless of race, color, creed, or religion. If a class is full, the child's name will be placed on a waiting list. When an opening occurs, parents on the waiting list will be contacted in the order in which they were placed on the list. H.E.R.O reserves the right to enroll or disenroll any child.

<b>Full Time Enrollment</b>	<b>Part Time Enrollment</b>	<b>Drop-In Policy</b>
35 hr. week min.	20 hr./wk. minimum	* Must enroll & provide required documentation. *24-hour prior notice * must receive approval prior to



		bringing the child in.
<b>Required Documentation</b>		
Immunization Records		
Copy of birth certificate		
Photocopy of DL for all auth pickup persons		
Complete & sign all program forms		

### Orientation

Upon enrollment parents are given a tour of the facility, introduced to the staff, and given a copy of the parent handbook. We encourage parents to read the handbook, ask questions and become familiar with our policies and procedures.

- **Families are given an orientation checklist prior to arrival.**
- **Orientation checklist is reviewed with family during visit.**

### Continuity Policy

Children are assigned to a specific teacher who is responsible for their care. Your hero will remain assigned to that staff member for the duration of their time with us. Assigning staff helps provide personal



care and development for our heroes. Your child's teacher will be the primary for their needs. They will develop a curriculum specific to your child's development and will regularly communicate their progress via daily recaps, observation sheets and parent teacher conferences.

## **Unenrollment Policy**

### **Voluntary Unenrollment**

We ask that a 30-day written notice be provided by parents when a child will no longer be attending our center. Notice can be provided in a written note or via email to [contact@herochildcare.com](mailto:contact@herochildcare.com) . It is our practice to conduct phone interviews with all exiting families. We do not charge a fee for unenrollment.

### **Center Initiated Unenrollment**

H.E.R.O reserves the right to unenroll a child at any time. Reasons for center initiated unenrollment include but are not limited to excessive absence, unaddressed behavioral issues, non-payment, or refusal to abide by center policies.

If unenrollment is initiated by the center

- Parents will be informed of the termination by the center Director.
- The termination of enrollment notice will be provided to the parent in writing and in electronic form, if an email address has been provided.
- Notice of termination will be given at least 10 days in advance.
- Any refunds owed to the family will be provided with notice of termination.



## **Payment & Schedule of Fees**

H.E.R.O does not charge a fee for enrolling or unenrolling from our program. At no time should a parent be asked to pay an enrollment fee by any staff. Though we require advance notice when unenrolling, no fees are associated.

### **Co-pay & Subsidy Recipients**

- If you are receiving OKDHS or Tribal subsidy you may be assigned a copay. Copays are communicated in writing to you, the parent, and the center by OKDHS or your tribal childcare organization.
- H.E.R.O does not determine your copay and cannot alter copay amounts.
- Copays are due monthly, prior to the end of the month. You may pay via credit/debit card or checking account using our online payment portal at [www.herochildcare.com/payments](http://www.herochildcare.com/payments).
- WE DO NOT ACCEPT CASH PAYMENTS.

### **Returned Checks**

There is a fee of \$20.00 for all returned checks. Consistent problems with returned checks may result in other forms of payments being required.

### **Private Pay**

H.E.R.O does not collect debts and will not call families asking for payment of past due fees. Fees for private pay heroes must be paid in full and in advance. Parents can choose from weekly, bi-weekly, or monthly pay schedules.

- Weekly pay families must pay each Monday.



- Bi-weekly pay families must pay every other Monday.
- Monthly pay families must pay on the 1st of each month.

### **Private Pay – Daily Rates**

**\$40/day for 3 mo. – 1 yr.  
\$35/day 1 yr. -2 yrs.**

### **Drop Off Procedures**

- Children must be escorted into the facility.
- They must be signed in by the drop off person.
- No persons entering the building are allowed past the sign in desk without the permission of staff.

### **Pick Up Procedures**

All children must be signed out prior to exiting the facility and will only be released to an authorized pick-up person. All children must have a completed pick-up authorization form for each person authorized to pick the child up. We must have the completed form, photocopy of state issued ID and signature of parent on file (if the person being authorized is not the parent or legal guardian).

Verbal Authorization – In cases of an emergency, verbal authorization for a non-registered person to pick up a child is allowed **IF**

- Caller is the parent or legal guardian.



- Caller can confirm address & phone number on file.
- Caller must be able to receive a return call on one of the phone numbers listed on file.
- A non-registered person will have to provide a photo ID for us to make a copy of.

### **Attendance Policy**

- Children are expected to attend every day the facility is open.
- Children who do not arrive when they are scheduled to attend will be counted as absent.
- Any absent child that was not called in absent by a parent or guardian will have the incident documented and parents notified via phone call.
- Any child who has not been ill but is consistently absent is in danger of being unenrolled.
- THE ATTENDANCE POLICY AGREEMENT IS AT THE BACK OF THE THIS BOOKLET. IT MUST BE SIGNED AND RETURNED PRIOR TO ENROLLMENT.

### **Sick Children**

- **Any child whose temperature reads 100.4 or over upon arrival will be denied access. They should remain home until they have been without a fever for at least 24 hours.**

Children are monitored closely while in our care. Any child who displays symptoms of illness will be separated from the class immediately. The child's parent will be contacted and asked to arrange for the child to be



picked up as soon as possible. The child will remain separated but under teacher supervision until a parent arrives.

Children with the following conditions will not be allowed to attend the program...

1. Aseptic meningitis
2. Bacterial meningitis
3. E. coli 0157:H7, until diarrhea resolves, and two stool cultures are negative.
4. Untreated scabies
5. All reportable contagious diseases, until the period of communicability has elapsed as determined by a licensed physician or health department official
6. Runny noses with thick or discolored snot or mucus, fever or skin rash are all signs of infection.

Parent Responsibility - it is the parent's responsibility to notify the center if the sick child was diagnosed with a communicable disease including but not limited to the flu, a cold, head lice or COVID-19.

Center Responsibility - when a child is diagnosed with an infectious or communicable disease the center will notify each family via phone call and/or a letter being sent home with each child. The name of any infected child will not be disclosed in any written or verbal communication. Infected children may not return to the facility without doctor approval. A doctor note stating the child is free of infection is required to return.



## Health & Protection

### Infant & Toddler Safe Sleeping Procedures

Our facility practices safe sleeping for infants & toddlers to reduce SIDS. We follow the ABCs of safe sleeping. Infants & Toddlers are put to sleep Alone on their Backs and always in a Crib. See a copy of the safe sleeping practices in the “Important Info” corner at the entrance of the facility.

- Infants & toddlers are put to sleep on a single tight-fitting sheet in the crib.
- Only pacifiers without attachments can be used in the crib.
- Being saddled with a thin fabric or receiving blanket at the request of the parent. **This requires a written request.**

### Allergies

- All parents are required to complete an allergy form for each child attending the program. Allergy information for every child is posted in our kitchen for staff to reference.

### Smoking

- We are a smoke and tobacco-free facility. Cigarettes, vapes and any other smoking devices are strictly prohibited.

### Weapons

- No guns or weapons of any kind are allowed on our premises by parents or staff.

### General Safety

- Fire extinguishers, first aid kits and smoke alarms are all present and up to date with inspections in our facility.

### Sun & Insect Safety



With signed permission from a parent, the center will use kid friendly sunscreen and insect repellent when playing outside. Sunscreen and insect repellent consent forms are included in the enrollment packet.

### **Personal Belongings**

- Personal belongings should be put in each child's assigned cubby or locker. Children are assigned a cubby, labeled with their name upon enrollment.
- We ask that parents do not send valuables with their child. H.E.R.O. will not be responsible for iPad, cell phones or other electronics brought into the facility.

### **Child Abuse, Our Commitment & Our Responsibility**

#### **What is child abuse?**

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child.

This includes nonaccidental physical or mental injury, sexual abuse, or neglect (10A O.S. § 1-2-101). · Physical abuse is non-accidental physical injury to a child. · Mental injury is an injury to a child's psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child. · Sexual abuse, in general terms, includes any sexual activity between an adult and a child for the purpose of sexually stimulating the adult, the child or others. Sexual abuse may also be committed by a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child. · Neglect is the failure of the parent or caretaker to provide a child with basic needs such as food,



clothing, shelter, medical care, protection, and supervision. ·

Threatened harm means a substantial risk of harm to the child. It may include acts or expressions of intent to inflict actual harm presently or in the future.

### Who must report?

Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.

### When to report?

A report should be made when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused. A report of suspected abuse is a request for an investigation. Investigation of child abuse reports is the responsibility of Child Welfare workers and, when a crime may have been committed, law enforcement officials. If other incidents of abuse occur after the initial report has been made, another report should be made.

### How is abuse reported?

A report may be made to the 24-hour statewide Child Abuse and Neglect Hotline, 1-800-522-3511.

## **Transportation**

H.E.R.O. does not provide transportation to children in our care.

## **Field Trips**



Children in our care do not leave the facility. Though we often host activities for the children at our center, children will not be offsite. Any changes to this policy will be sent home in a letter to parents. We will also notify all parents via phone call.

### **Facility Access**

Parent Visitors – parents are welcome to visit the facility with prior notification to our center Director. We encourage parents to take part in their children’s learning and our daily activities. Because we operate on a daily schedule, advanced notice and approval is suggested.

All visitors are required to sign in and out.

Volunteers - Any volunteer at the facility will be required to fill out a personal information form and pass a background check prior to being allowed to volunteer at the facility. No volunteer will be left alone with any child without supervision from the staff.

Visitors - We occasionally have onsite special activities planned for our heroes. At times, those activities may be led by visitors. Visitors are not allowed to be alone with any child. Staff supervision is required for the duration of the activity.

### **Facility Access Procedures**

<u>Drop Off Hours, 7am-8am</u>	Doors Unlocked, check-in at desk
<u>Operating Hours 8am-6p,</u>	Doors locked, access per doorbell
<u>After Hours, any time after 6pm</u>	Doors locked, access per doorbell
<u>Open House/Special Events</u>	Doors Unlocked, check-in at desk

### **Curriculum**



Our curriculum is ever evolving. We change teaching methods and focus areas based on the heroes we care for. Small groups allow us to give each child individual care & attention, ensuring he/she gets the most out of our creative learning processes. Our continuity policy assigns staff to children, allowing for custom curriculum and learning goals.

The curriculum is reviewed weekly and monthly by our staff. Our goal is to prepare our heroes to be super in every area. We care about what you think and welcome feedback from our parents. Copies of the current curriculum can be found in the “Important Info” corner, located at the entrance of the facility.

- **Find copies of the current curriculum and schedule for infants & toddlers posted in the information corner at the entrance of the center.**

#### Child Development Assessments

We encourage parents to have their children assessed. The Ages & Stages Questionnaire (ASQ) screeners allow families and caregivers to better assess the risk for developmental delays, with timely screenings at regular intervals for critical developmental monitoring. We encourage all parents to take advantage of this service, there is no cost associated.

- We partner with Sprouts to provide access to the ASQ-3 and ASQ-SE2. The ASQ screeners are scored, and the results are emailed to the parents as well as the center’s director. We then schedule a time to review the results with you and customize a curriculum according to results.



- Sprouts team of child development specialists review results and consult with both the early learning center and the parents to review and discuss possible next steps.

### **Nutritional Philosophy**

Nutrition is a cornerstone of good physical and mental health. At H.E.R.O we believe a strong body, fueled by nutritious plant-based foods, sets the foundation for a healthy mind. What goes in, always comes out, so we believe in positive consumption. Our menu is free of dairy, whey, eggs, meat & GMO.

Though our menu has a limited amount of gluten, gluten free options are always available for those with gluten sensitivity. Plant based eating is delicious, nutritious, and versatile. The menu is planned weekly by our Director & owner and is always posted in the “Important Info” corner, located at the entrance of the facility. Menus are uploaded to the parent portal each week.

Meals Supplied – Plant Based	Meal Examples
Breakfast	Gluten free oatmeal/Vegan cereal w/ non-dairy milk/ Juice, dairy free toast w/fruit preserves, vegan muffins, plant-based eggs
Morning Snack	Fruit, Grain free granola, Plant based milk or fresh juice, Plant based protein plates, Bananas & peanut butter
Mid-day Snack	Non-dairy smoothies & veggie wraps/ Gluten free, non-dairy grilled cheese with green



	smoothies/Hummus & fresh veggies, peanut butter & jelly sandwich
Late Snack	Vegan chips & fresh juice/Plant based protein plates/ Vegan pizza

\*\* In addition to our scheduled meals bottled water, fresh fruit & nuts are available throughout the day to our heroes.

### **Medications**

Medications are not administered by H.E.R.O staff. All medications should be administered by the parent or guardian prior to the child being signed in. If medications are required during the hours the child is in the care of H.E.R.O, ALL the following is required.

- Signed & dated note from parent giving permission to administer medication.
- Medication must be prescribed by a doctor, in its original packaging.
- Medication must not be expired.
- Medication must have a pharmacy label with the child's name and dosage instructions.
- The facility does not administer shots, handle syringes or needles or lancets. Any child in the facility's care that requires such medical attention should have the medicine administered outside of attending hours.
- All medication administered at the facility shall be documented by staff in the medication log.



Medications are stored in the kitchen in a separate bin, labeled “Medication” in a location inaccessible to children. Staff will return medication to parents at pick up each day. Medication must be disposed of by the parent.

### **Behavior Management**

Guidelines - We believe every child is different. We pride ourselves in communicating, developing, and correcting each child in the way that works best for them. H.E.R.O does not physically discipline children in any way. The table below shows general guidelines. We do our best to work with parents to resolve any behavioral issues and identify the best way to work through it with their child.

Behavior Issue	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Hitting	Verbal warning – Letter sent home to parent	Parent Conference requested	1 day expulsion
Unruliness/Outburst	Verbal Warning – Letter sent home to parent	Parent Conference requested	1 day expulsion
Bullying	Verbal Warning – Letter sent home to parent	Parent Conference requested	3-day Expulsion
Other/Unlisted Offenses	All offenses will begin with a verbal warning, incident documentation & then evaluated by the Director.		



## **Expulsion Policy**

Expulsion is our last resort for any behavior problem. Expulsion can range from 1 day to permanent depending on the offense. Any expulsion longer than 3 days is decided by the director and discussed with parents. Parents will be given 1 week to locate a new childcare facility in the event of permanent expulsion.

## **Emergency Plans**

All staff at H.E.R.O are certified in first aid, infant, child, and adult CPR. All staff are trained to follow procedures in the following scenarios.

Serious injury or illness - In the event of a serious injury or illness we will contact the emergency response by calling 911. Immediately after, the parent of the injured/sick child will be contacted. If a child needs to be transported to a hospital by ambulance and the parent has not yet arrived staff will ride to the hospital with the child. The child's emergency contact information will be taken to the hospital with the child.

Child Needs – A file for each child is kept at the facility. Children with allergies have a completed allergen form on site and posted in the kitchen for staff. Staff may reference this file for instructions on how to treat individual situations arising with each child.

Poison Exposure – Poison control is contacted immediately. Personnel will follow instructions given to them by Poison Control.

Communicable disease – all people infected will be isolated immediately and removed from the premises as soon as possible. Remaining person will be notified of the potential exposure. All persons



will be tested and confirmed free of exposure before being allowed back into the premises.

Evacuation - Emergency exits are marked with exit signs at the two entry/exit points in the facility. If we need to evacuate the building, we will proceed to the closest exit in an orderly fashion. Emergency exit plans can be found posted in the “Important Info” corner in the entrance of the building.

Lockdown – In the event of a lockdown. All parents will be notified via phone call or text message that the facility has been asked to go into lockdown. All doors will be locked, and all staff and children will remain in the classroom until the lockdown has been lifted by authorities. Parents will be notified via phone call or text when the lockdown is over.

Lost or abducted child – 911 will be called immediately. Parents will be notified via phone call and the incident will be documented. Staff will follow the instructions of law enforcement.

Utility disruption or manmade disaster – any temporary outage, lasting less than an hour will be documented and reported to parents via text and letter sent home. Any outage lasting more than an hour will require an evacuation of the facility, notifying parents to pick up their children.

Emergency weather – Emergency weather procedures will be followed according to the weather emergency. Parents will be notified via phone call or text in all scenarios.

Tornadoes – shelter in places.

Severe thunderstorm – shelter in place procedures.

Fire – evacuation procedures (reference the emergency exit diagram)



Reporting – staff will document all emergency events. A file of all emergency events will be kept on site.

## **Family Engagement**

Parent Conferences - We want our little heroes to progress and that's a job for both of us. Conferences are held twice a year and are required. Scheduled conference dates are 3/08 - 3/12 and 9/26-9/30.

Parent Portal - A monthly newsletter is available at the info center of our facility and will also be uploaded to the parent portal monthly.

Annual Play Date - H.E.R.O hosts an annual play date for our little heroes and their families each year on September 25th. Play dates are held on & offsite, invites and details are in the September newsletter.

Donuts & Yoga – Baby & toddler yoga is a part of our curriculum. Every quarter we invite parents to come to a yoga session with your hero. Enjoy a vegan donut afterwards, our treat!

## **Complaints, Suggestions and Questions**

We want to hear your concerns. We encourage and ask for feedback. We encourage all parents to use the quarterly feedback form sent out with the newsletter. The program director and owner can be contacted via email at [contact@herochildcare.com](mailto:contact@herochildcare.com) . The program director is onsite and can be reached during normal operating hours. We have an open-door policy. If you would like to speak with any of our staff about your child, we are happy to accommodate. If it is not an emergency, please be courteous during pick up/drop off times. Please contact us via phone or email.



## Compliance

Our compliance file, program policy, fire inspection, DHS rating, weekly menu, curriculum, and staff information are available upon request. These items can also be found posted in our "Important Info" section, located in the entrance of our facility.

### Child Care Policies Agreement

- Center policies may change without notice.
- Written notice will be given when current policies are revised, or new ones are added.
- By signing this page, you indicate that you have read the policies and agree to follow them. As stated above, H.E.R.O reserves the right to make changes to its policies.

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Parent or legal guardian's signature

Date of signature

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Parent or legal guardian's signature

Date of signature

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Staff signature

Date of signature





### Attendance Policy

Habitual Beginnings Child Care is happy to have your hero here with us. As a state licensed daycare facility, we must adhere to certain child to staff ratios. We must also maintain certain attendance levels to be a successful center. That means we need enrolled heroes to be present every day they can be present.

Habitual Beginnings has a waiting list due to OKDHS staff to child ratios. Regardless of payment method, if your hero is enrolled full or part time, their spot is reserved for the days they are enrolled to be here. That means we turn away other heroes because that spot is filled.

If your hero is unable to attend on any day, please contact the center via phone and/or email ASAP.

- If a hero is absent for more than a week with no prior notification, they will be unenrolled.
- If your hero is absent more than 5 days a month for two months in a row, they will be unenrolled.
- If your hero is perpetually absent without notice, they will be unenrolled.

### Parent Acknowledgement

I understand the attendance policy. I have been given a copy of the Attendance Policy form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

We encourage questions and can be reached anytime at 918.551-7239 or via email, [contact@herochildcare.com](mailto:contact@herochildcare.com).



### **Nutritional Consent & Request Form**

H.E.R.O Child Care is a plant-based facility. The first and only of its kind in Oklahoma. We promote physical activity, brain growth, creative thinking & learning through our curriculum and nutrition. We believe nutrition is the foundation for a healthy mind and body. What goes in is what will grow and come out, so we fuel our heroes with plant-based foods free of steroids, antibiotics, flesh, dairy, and many other ingredients found in dairy & animal-based products.

We provide plant-based meals and snacks that follow the same nutritional guidelines mandated by DHS and the Child and Adult Care Food Program (CACFP). Our protein is plant based, our milk is nut or soy based and our fruit & veggies are plentiful. Snacks are fruit & protein based. We provide bottled waters, nutritional smoothies, and pure fruit juices.

This is our philosophy, but we do not turn away heroes who consume flesh & dairy. Though we only provide plant-based foods in our facilities, we respect and honor the dietary choices of our heroes and their families. Infants are allowed to consume and bring in dairy formula. Any child whose dietary needs require dairy and flesh-based products are welcome at our facility. We will honor the wishes of any parent enrolled at H.E.R.O Child Care.

#### **Parent Acknowledgement**

**I understand, consent and request that my child be provided plant-based snacks, meals and beverages at H.E.R.O Child Care. I understand that H.E.R.O Child Care will follow CACFP nutritional guidelines with their plant-based menu. Weekly menus are posted at the center and are available to me any time. I have been given a copy of the Nutritional Consent & Request form.**

**Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_**



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

**Medication Permission**



I hereby authorize \_\_\_\_\_ to administer to  
Name of facility

\_\_\_\_\_ the medication listed below, which has  
Name of child

been supplied by me and which is clearly labeled:

Medication: \_\_\_\_\_

Instructions: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Refrigerate: Yes ☐ No ☐

I understand this form is supplied by the Oklahoma Department of Human Services (OKDHS) for the convenience of the child care facility and me and that supplying the form in no way imposes any responsibility or obligation upon OKDHS.

\_\_\_\_\_  
Signature of parent or guardian Date

Date	Time dispensed	Amount dispensed	Initials



## **WE MAKE IT EASY TO PAY**

**Cashapp** - \$HeroChildCare

**Zelle** – [contact@herochildcare.com](mailto:contact@herochildcare.com)

Make checks payable to H.E.R.O|Childcare

We are happy to have your heroes here with us and want to ensure they never have to miss days. If your payment will be late, please contact us via phone or email.