

# PARENT HANDBOOK

## Policies and Procedures



*Laugh N Learn Academy/Preschool/Child Care*

January 2024

Laugh N Learn Academy/Daycare, LLC

# Laugh N Learn Academy/Daycare

## Table of Content

Welcome	4
Philosophy	4
Registration Checklist	5
Full time enrollment	5
Part time enrollment	5
Drop ins	5
Date Night Care	6
Registration Fee	6
Deposit	6
Discounts	6
Hours of Operations	6
Tuition	7
Late payments	8
Forms of Payment accepted	8
ERDC / Other state pay-assistance programs	8
Holidays	8
Pick-up schedule & Arrangements	8
Behavior Management & Discipline Policy	8
What is asked of children	9
Special accommodations/Modifications	10
Goals	10
Adult-child ratio/Interactions	11
Curriculum	12
Screen Time Policy	13

Reporting Child Abuse	13
Healthy Policy	13
Exclusion Policy	14
Immunizations	15
Medication Policy	15
Medical and Dental Emergency Procedures	16
Evacuation and Inclement Weather Policy	16
Vacations	17
Sick/Personal Days	17
Child's Absences/Vacations	17
Birthdays	17
Supplies needed at the center	18
Daily Schedule	18
Activities	19
Nap time	19
Drop off and Pick up Policy	19
Late Pick up Policy	20
Nutrition	20
Special Diets	21
Breastfeeding/Breastmilk Policy	21
Formula Feeding Policy	22
Toilet Training	22
Potty Learning Schedules	23
Parent Involvement and Communication Policy	23
Open Door Policy	24
Miscellaneous	24
Termination and Withdrawal Policy	25
Contract Adherence	25
A Final Note	25
Signature page	26

## **Welcome to Laugh N Learn Academy/Childcare, LLC**

The purpose of this Parent Handbook is to outline the policies and procedures under which I operate as a childcare provider. Thank you for allowing me to take your child on an educational exploration to a brighter future. I am Jessica Vidal, owner and provider of Laugh N Learn Academy/Childcare is a state licensed, home based childcare center. We abide by all the rules and regulations required by the Department of Human Services (DHS) Early Learning Division.

## **Philosophy**

Here at Laugh N Learn Academy/Childcare, we believe children thrive most in an environment that promotes education, care, play, and developing respect for people of all backgrounds. Together, we will establish routines that are predictable and consistent. We will encourage them to treat others in this manner. Our classrooms cultivate an unbiased atmosphere where children and parents are encouraged to challenge their individual paradigms and subsequently see society through a lens that celebrates diversity of thought and culture.

We do this by providing a high-quality program that ensures that all children not only have access to a safe and nurturing environment but are also taught with developmentally appropriate curriculum that simulates social, emotional, physical and cognitive growth. We believe that children experience the greatest growth when they feel secure and wanted, we use constructive guidance and positive reinforcement. The children are encouraged to take ownership in shaping our classroom dynamics through openly sharing their work, ideas and personalities which will enrich their peers and foster their intellectual development.

Laugh N Learn Academy/Daycare advocates have open communication with parents, for they ultimately play the most vital role in their child's intellectual development. As much as we love to care for and guide children, we believe that parents should also be encouraged to be active participants in their children's education. Parents and caregivers share a common priority: providing the best that they possibly can for the child. Working together, we believe that optimum development will be obtained.

## **Registration Checklist**

Laugh N Learn Academy/Childcare, LLC is open to all children aged two months to twelve years, regardless of ethnicity, gender, religion, national origin, disability, ancestry, or sexual orientation. The following must be received prior to the first day:

- Child Enrollment and Authorization Form
- Child Care Agreement
- Last Page of Parent Handbook
- Immunizations Card or Exemption
- Nutrition First Enrollment form
- Registration and Deposit
- Tuition or Monthly payments (prepayments) - First month's tuition or Weekly payments - First and last two week's tuition

## **Full time enrollments**

Laugh N Learn Academy/Childcare describes full time enrollment as more than 3 contracted days. Full time tuition is calculated on a 10-hour max care day for up to 5 days per week. Tuition is based off contract, not attendance.

## **Part time enrollments**

Laugh N Learn Academy/Childcare part time tuition is calculated on a 10-hour max care day for one or two days per week. Part time days cannot be swapped. Missed days will not be credited or made up, including missed days due to holiday or center closures.

- When a day other than contracted days are needed, we are happy to accommodate your schedule (as long as an opening is available) on a discounted drop in rate of \$52.00.

## **Drop-ins **Currently not available****

Toddlers/Preschoolers: \$80/day, School age: \$50/day (unless it is a full day of care, which would be the standard \$80 rate, drop ins are not available for infants. Please contact me in advance if you will need childcare. Payment is due upon reservation. The spot will not be held until payment is received. No refunds will be given for missed scheduled days. At the director's discretion, a tuition credit may be awarded in certain situations.

Drop in clients are to pay upon making reservation. Drop in is not a guaranteed spot at the center. It is based solely on availability on a day by day basis. Please call before dropping off child. Drop-In is available on a first-come, first-served basis. Children are included in all activities, snacks and meals. A full registration kit has to be completed, but once this is on file and is valued for 12 months.

## **Date Night Care Currently not available**

Date night care is offered two Fridays of each month (refer to the calendar for exact dates) from 6:00pm to 10:00pm. Children will have access to the center, playground, and dinner. An age appropriate movie, or show may be provided as well. Children will be allowed to rest on a napping mat, if desired.

Payment is due upon reservation for date night care. In the event that you will like to cancel or reschedule, a credit will be applied to your account. No money refunds will be given. 24 hours is required for credit. If cancelation is prior to 24 hours before scheduled care, 25% inconvenience fee will be deducted from credit. If cancelation not received prior to 24 hours 50% cancelation fee will be deducted from credit. In the events of no show, no call there will be no credit applied to your account. When current clients are using date night credit, cancelation or rescheduling forfeit said credit.

## **Registration Fee**

A nonrefundable registration fee is due each year. New enrollees' registration is \$100. Every September afterwards the fee is \$75. If there is a gap in services; the new enrollee fee is due to re-enroll.

- This is waived for Preschool Promise enrollees.

## **Deposit**

A nonrefundable deposit of \$200 is required when registering your child(ren). The deposit will be applied to your first month of paid tuition.

## **Discounts**

Discounts only applicable to full time enrollment. Extended care tuition does not qualify for discounts. Only one discount applicable at a time. Discounts cannot be combined with tuition specials or any other offers.

Prepayment discounts save families 5% off two or more per child enrolled.

## **Hours of Operation**

Monday through Thursday 7:00am – 6:00pm

Two Friday's of each month will be Date Night care 6:00pm-10:00pm

(Calendar of scheduled date nights will be sent out each month)

- In efforts to support our diverse teaching team, Laugh N Learn Academy/Childcare reserves the right to adjust our operations hours or close as needed, in the event of a staff meeting. Such adjustments shall be announced via email and Family Facebook page notice with as much as we are able to provide.
- Children can be at the center a maximum of 10 hours per day.

Care is available starting as early as 5:00am for an additional \$5 per 30 minutes per day. Care can be available as late as 7:00pm for an additional \$5 per 30 minutes per day. These days must be approved and payment prior to use of early drop off or extended drop off. Any child remaining at the center after 6:00pm without prior approval will be charged the normal late fees.

## **Tuition**

Tuition is due in accordance to the signed childcare contract, regardless of attendance.

Tuition for infants,

- Part-time \$1397/Month or \$374.50/weekly
- Full-time \$1849/Month or \$487.50/weekly
- \$80/ day drop-in

Tuition for Toddlers, Preschoolers not toilet trained

- Part-time \$1296 or \$349/weekly
- Full-time \$1715 or \$453.75/weekly
- \$80/day drop-in

Tuition for Preschool (completely toilet trained)

- Part-time \$1140 or \$310/weekly
- Full-time \$1506 or \$401.50/weekly
- \$80/day drop-in

## Tuition for School age

- Part-time \$903 or \$231.75/weekly
- Full-time \$1190 or \$322.50/weekly
- \$80/day drop-in

## Tuition for School age (after school Care)

- Part-time \$800 or \$220/weekly • Full-time \$1000 or \$280/weekly
- \$50/day drop-in

## Tuition for Special Needs

- Part-time \$1397 or \$375.25/weekly
- Full-time \$1849 or \$462.25/weekly
- \$100/day drop-in

\*Tuition subject to change at discretion. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.

## **Late Payments**

Services will not be provided without payment. There is a \$20 late fee per day for tuition not paid per contract. After 5 days of nonpayment, contract will be immediately terminated.

## **Forms of Payment accepted**

Cash, Online payments via PayPal (ask for link), DHS payments, and personal check.

\*Personal checks are accepted, however, if check does not clear there is a \$40 fee (1<sup>st</sup> time), If it happens a second no checks will be allowed in the future.

Private Payments: Payment is due on the last Thursday of the month prior to the beginning of the month. When paying weekly the tuition is due on the Friday prior to the beginning of the next week. Payments are due prior to services being rendered.



## **ERDC or other State Pay**

Copayments are due, in full, by the last Thursday of the month prior to beginning of the month. Clients are responsible for all tuition not paid by their childcare assistance program.

## **Holidays**

New Year's Eve and Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday Christmas Eve and Day

*\*If a holiday falls on a Saturday the Friday prior will be observed. If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Tuesday, the Monday prior will also be observed. If the holiday falls on a Thursday, the following Friday will also be observed*

## **Pick-up Schedule & Arrangements**

We currently have a school pick-up schedule. The fee is based on each family (amount of child(ren) and distance of travel. If interested, please talk to director in setting up school pickup.

## **Behavior Management & Discipline Policy**

I believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by modeling. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the center frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, profanity, yelling at staff, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. Positive Reinforcement: The child will be praised when he or she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child

shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

4. Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. Behavior contract will be developed between staff and parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

In the event a child is inconsolable (crying, unable to calm themselves with or without help) for more than 90 consecutive minutes, the parents will be notified for pickup

*Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our facility, and property by reminding them that the rules still apply when you are around.** I will also remind them of the rules and correct them if needed.*

## **Inclusion Policy**

At Laugh N Learn Academy and Childcare, we actively promote inclusive practice in order to best meet the needs of the children, families, and staff at our facility. All children are welcome to attend our facility regardless of ability, need, background, culture, religion, gender, or economic circumstances. Through inclusive proactive, we aim to reflect our community and promote positive attitudes to both similarities and differences in each other. The curriculum activities, books, materials, and environment are used to reflect the diversity of all children, families, and the community. When necessary, we will provide modifications and adaptations to help all children achieve success in our program. We are happy to work with students who have an IEP (Individualized Education Plan) and can assist parents with securing additional help and resources when there are mutual concerns about a child's development. Our facility participates in many programs / scholarships offered by the State of Oregon in childcare. We also participate in programs like ERDC as well as with the Child Care Military Assistance Program.

In order to provide the best care for our students, we participate in the ASQ assessment. Parents will be asked to fill out the screening survey in the first month of school, which will be used to determine if you're your child has any patterns of behavior that represent a concern for his or her development. Any concerns that are identified by the staff will be shared with parents immediately in confidence in an attempt to create a working plan of action to provide

assistance or identify additional resources that may be available to help your child. We are happy to partner with parents in helping every child achieve success in our program.

## **Special accommodations/Modifications**

Here at Laugh N Learn Academy, our program is fully inclusive. We welcome all children regardless of their needs. We promise to keep your child safe and comfortable in all aspects of their life here. We will consult and collaborate with schools, therapists, feeding specialist, DHS workers, and anyone else the parent wishes use to have contact with to ensure the child's needs are fully meet. In continuance, we will work with the family to ensure that they know other community-based programs for their child. As the child's provider we are willing to attend IEP's or IFSP meetings asked and given good time notice. Our staff is also willing to learn and work with family, medical staff and others if staff is unsure of the needs of the child or supports the child may need while in care. Children of all capabilities are invited to receive care at Laugh N Learn Academy.

If your child has any of the following, we will need copies for your child's records. •

### IEP/IFSP

- BSP/Person Center Plan
- Seizure protocol
- 504 plans
- Mental Health evaluations

## **Goals**

At Laugh N Learn Academy/Childcare, our goal is to create an enriching atmosphere of love, respect, trust, inclusion and safety where children will strive to achieve their maximum potential. We aim to grow the "total" child. This focuses on all the areas of development including mental, intellectual, physical, social, and emotional. All areas are equally important and is incorporated throughout the entire curriculum.

We conduct developmental screenings on all children ages six weeks to five years upon enrollment (or within 45 days of enrollment) and twice a year, or as needed using the ASQ Questionnaires. If a child is identified having a developmental delay, a referral to the appropriate service will be notified. It is the parent's responsibility to follow up with services, if

desired. Individual lesson plans are developed based off approaching developmental milestones or identified developmental delay. We strive to have all children Kindergarten ready in all developmental areas, upon entering Kindergarten.

### **Adult to child ratios / supervision**

- Our infant/toddler room in a 1:2 ratio.
  - For continuity of care, our infant/toddler room has been created to allow our infants from 6wks to our toddlers of 3 years to remain with the same teacher.
- Our preschool room is 1:6 ratio.
  - This is for ages 3-5. This provides constant care for our preschool aged children in care.

### **Adult - child Interactions Policy:**

Interactions between children and adults provide opportunities for children to build trust, to develop understanding of self and others, and to encourage respect for the feelings and rights of others. All interactions between children and adults will be respectful and supportive of each child's gender, culture, language, ethnicity and family composition.

### **Appropriate Touch with Children:**

Positive touch is an important part of healthy brain development in young children. Touch reduces stress, aids in healthy emotional development, and demonstrates love for the children in our care. Appropriate touch is defined as non-intrusive and causing no feelings of discomfort or confusion for children. Such contact should also not cause feelings of discomfort or confusion for caregivers. Each child should be allowed to determine what kinds of touches he or she finds acceptable.

### **Procedure:**

1. Adults will greet each child to acknowledge that they belong in the classroom.
2. Adults will actively listen to children and observe non-verbal communication.
3. Adults will physically place themselves at the child's eye level while interacting.
4. Adults will encourage children to talk about their feelings.
5. Adults will use language and materials free from ethnic and gender bias.

6. Adults will stimulate critical thinking skills and cognitive concepts by using open-ended questioning, modeling and other appropriate communications strategies.
7. Adults will demonstrate respect and caring for children in all interaction, giving reinforcement for children's efforts.
8. Staff will make every effort to included persons in the classroom who speak the primary language of each child and are knowledgeable about the culture.

**So that touch is used appropriately with children, staff and volunteers are asked the following:**

1. Physical contact is valuable to children. Let the child lead in showing you what kind of touch is acceptable to him or her.
2. In general, avoid using touch with children if you are the only supervising adult. If possible, have another adult present.
3. Ask permission before touching children. If the child says no, then refrain from hugging him/her. Be aware that a child may be uncomfortable saying no to an adult. Read the child's body language to gauge the child's comfort level.
4. Try to touch nonvulnerable body parts only, such as shoulders, back, arms, and hands. Likewise, avoid vulnerable body parts, such as the chest and genitals. Be aware of the cultural considerations when touching children. What is acceptable in some cultures is prohibited in others. Again, let the child lead.
5. Be aware of the child's activity level and do not interrupt the child's engaged play with touch.
6. Understand that a child's need for physical contact varies individually. Get to know each child and determine what kind of touch is appropriate.
7. If you must touch a child's vulnerable areas- such as during diapering-tell the child which parts you are touching and why. Use the proper names for body parts.
8. It is not appropriate for teachers/staff to kiss children.

No Child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library areas, etc.)

## **Curriculum**

Laugh N Learn Academy/Childcare curriculum is based on the belief that children learn through play. Play is their work. It is through play, art, music, and our hands-on approach that language arts, math, and science are introduced. Our developmentally appropriate curriculum is customized to meet each child's individual needs: socially, emotionally, physically, and cognitively. Our daily practices provide consistency while incorporating emergent curriculum which stimulates each child's unique interests, curiosity, and sense of discovery.

We use Create Curriculum and Second Step, as well as:

- Discovery learning centers
- Art, science, home, building, pretend play, writing and music centers
- Simple math and phonics skills
- Large and fine motor skills and manipulative development
- Interactive play and movement
- Behavior and manners teaching
- Letters, shapes, colors, numbers and opposites

Supervised playground time is provided both in the morning and in the afternoon. Outdoor play promotes healthy growth and development and creative social interaction. Newsletters will be sent home monthly.

## **Screen Time Policy**

At Laugh N Learn Academy, we care about the health and well-being of the children in our care. We follow the American Academy of Pediatrics' Recommendations on Screen time:

- Children under 2 years should have no screen time.
- Children age 2 years and over should watch less than 30 minutes per week at childcare, and less than 2 hours per day total.

We understand that TV and other electronic media can get in the way of exploring, playing, and interacting with others, which encourages learning and healthy physical and social development. Therefore, we will restrict screen time to reflect the recommendations of the American Academy of Pediatrics'.

## **Reporting Child Abuse**

I am required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

## **Health Policy**

For the health and safety of your child and all of the children in our childcare, please do not bring your child or siblings of sick child(ren) to the center sick. In which case, we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, and no fever. If you are not sure if your child should be brought to childcare, then please call and check with us. If a child becomes ill during childcare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person(s) will be notified.

*\*Once the child is removed from childcare due to illness, they may must be symptom free for 24 hours prior to returning to the center. The child must also be symptom free of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.*

## **Exclusion Policy**

A child with any illnesses must be completely free of any symptoms before returning to center. If the child is taking antibiotics for an illness, the child may return to center after the initial 24 hours of beginning antibiotics as long as he or she has no fever (under 100 F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following: unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is okay), pink eye, chicken pox, mumps, measles, rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash.

Any child with a fever of 100 degrees or above, orally (in the mouth), or auxiliary (under the arm), may not attend center. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. In addition, if one sibling is sick with any of the above then all children

related/ live with sick child will need to stay home until all are symptom free for 24 hours. A person can carry an illness before showing signs of being sick.

A child will not be admitted or will be sent home if any of the following occurs:

- Diagnosed as having or being a carrier of a childcare-restrict able disease, as defined by in DHS administrative rules, OAR 333-019-0010
- Diarrhea (more than one abnormally loose, runny, watery, or bloody stools)
- Vomiting
- Fever over 100 degrees F (thermometer axillary readings of 99.0)
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headaches with one or more of symptoms listed above
- Difficult breathing or abnormal wheezing
- Complaints of server pain
- Head lice (nits or bugs)
- Uncovered open sores
- Green or yellow mucus secretions from the nose

Exclusions steps if occurred

1. Child will be isolated
2. Parent notified for pickup (within 60 minutes)
3. Alternative authorized pickup persons will be notified if unable to reach parent
4. Incident report completed
5. Alternative authorized person will be notified of pick if child is not picked up within 45 minutes.
6. Call to child protective services if child is not picked up within 75 minutes after parent/authorized person notification of pickup and incident report completion.



Parents are required to notify the preschool whenever a child or family member has been exposed to a communicable/infectious disease so that all Laugh N Learn Academy/Childcare families can be alerted.

Laugh N Learn Academy/Childcare staff will document every injury to children. Parents will be notified of accidents or incidents immediately or on the same day. The Laugh N Learn Academy/Childcare Accident/Incident Report completed by staff must be signed by a parent and returned within 48 hours.

In the event of a serious injury or other medical emergency, parents will be notified immediately. The child will be transported to the nearest hospital by emergency services, if necessary

### **Immunization Exclusion**

**Shots are required by law** for children in attendance at public and private schools, preschools, childcare facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled. It is the parent's responsibility to provide the center with up-to-date immunization or exclusion forms.

We require all children receiving immunizations to remain at home for 48 hours. We suggest that parents schedule their child's immunizations on a Friday afternoon. The 48 hours can go by over the weekend. You also can closely observe your child for any possible adverse effects the immunizations may cause.

### **Medication Policy**

At Laugh N Learn Academy/Childcare we can no longer administer medicines either over the counter or prescriptions. If a child is on daily medication, it is expected that parent/guardian take care of distributing the medication before or after care. IF your child requires an inhaler or epi pen for emergencies, we are allowed to administer in emergencies cases. We are required to carry a Dr's note with all the details and the inhaler and/or epi pen with original prescription case. This is a new requirement by the State of Oregon and Department of Education.

### **Medical and Dental Emergency Procedures**

Emergency information is kept on file at the center. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while at the center, first aid will be administered. If treatment by a doctor is

necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as licensing. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- A phone call to 911 is made.
- Child's parents (or emergency contacts) are called.
- Child is separated from the other children and appropriately cared for.
- Parent, provider, or ambulance takes the child and health records to the doctor or hospital. *\*If parents cannot be contacted, child will allow emergency care by trained emergency personal, including transport to hospital if needed. Parents or authorized pickup person must arrive prior to emergency care, if the parent wishes to transport the child to medical attention themselves.*

## **Evacuation and Inclement Weather Policy**

In the unlikely event, that evacuation is necessary, all the children will be walked to far front of the Parking lot/driveway. All children will be accounted for, and parents will be contacted for pickup.

In the event of inclement weather, Laugh N Learn Academy/Childcare will follow Central School District's lead for school delays and cancellations.

- If the school is delayed, Laugh N Learn Academy/Childcare before school services will not be available.
- If Central School District school day is cancelled, Before and After School services will not be available. You may drop off for the full day if need at the drop-in rate.

- In the event that Laugh N Learn Academy/Childcare, is in session and the weather becomes dangerous, parents are encouraged to arrive early to pick up their children from the program. Late fees will not be waived due to bad weather conditions.

*It is the parent's responsibility ensure, safe and timely travel to and from center. Late fees are listed in the Late Pickup Policy.*

## **Vacations**

I allot myself four- weeks of vacation time a year. Two weeks paid and two weeks unpaid. Vacation weeks may or may not be consecutive. The dates of my vacation will be posted at least six weeks in advance or as soon as possible. Regular payment rates apply for two-weeks of vacations of the providers vacation, your vacations, weeks with holidays, and provider's sick/personal days.

*\*Parents are responsible for finding back - up care for their children during provider vacations, holidays, and sick/ personal days resulting in the childcare closing. Provider may provide a substitute, which will allow it to remain open during such day. However, this is not guaranteed.*

## **Sick/Personal Days**

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this we allot ourselves five sick and five personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep our childcare license in good standing. Of course, we will give you as much of an advance notice as possible.

## **Child's Absences/Vacations**

If your child will not be attending due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending for whatever reason, you are still required to pay.

## **Birthdays**

Birthdays are a special occasion for young children and worthy of celebration. Parents are encouraged to send in healthy options such as fruit, vegetables, cheese and crackers, ect. for their child to share with their classmates during snack time. Please notify the teacher in advance if you would like to send in special treats. Party invitations will only be distributed if every child in the class is included.

## **Supplies Needed at the Center**

Parents are responsible for supplying the following items:

- pull-ups, if needed
- pacifier (if needed)
- diaper creams
- weather appropriate clothing
- extra set of clothes
- shoes
- sunscreen (if desired)
- Bottles (infants) and formula – Baby food for 6 months and older

If necessary, a comfort object for rest-time, and anything else your child may need. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc., so please dress your child accordingly for play. We will not wash the children's clothing. We are not responsible for replacing stained or soiled clothing. We suggest that you write your child's name on the tags of their clothing (especially socks and underwear) to prevent any clothing mix-ups.

Furthermore, as the weather changes throughout the year, so do your child's items needed at childcare. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all their necessary belongings with them at childcare. This way we can care for your child in the best possible way.

*\$2 will be charged for every pull up provided by the center.*

## **Daily Schedule**

Schedules are meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age-appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

## **Activities**

We know that children also learn through play; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time to allow the children to concentrate fully on each thing they do. Age-appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Activities that we and the children participate in, include, but are not limited to the following.

Indoor activities include books and story-time, circle-time, tumbling exercises, blocks, music and dancing, dramatic play, vehicle play, arts and crafts, puzzles, flash cards, animals/ dinosaurs, trains, musical instruments, balls, dolls and various learning toys, beads and string, song games, play dough, coloring, sing along story books, painting, science, and Simon-says.

Outdoor activities include climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the number of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/ toys we have surrounded ourselves with; we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

## **Nap Time**

Infants sleep in provider provided cribs, and the toddlers sleep on mats. Our goal is to have the two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is during the time between 12:30pm each day. Typically, children 6 months and younger may need a second or third nap during the day, which will be given when needed. No child will ever be forced to sleep; however, they are encouraged to remain quiet and on their mat during this time. If a preschooler is not able to sleep or remain quietly on their cots, other arrangements may be required.

## **Drop off and Pick up Policy**

Please send your child clean, dressed (no pajamas, unless you do not mind your child wearing their pajamas all day) and ready for the day. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it is for parent, child, teacher, and mood of other children. Never leave without telling your child goodbye. **Please always be in control of your child during drop-off and pick-up.** No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Breakfast is served at 8:15 am. Please arrive by **8:15am** for your child to receive breakfast. If you arrive after the schedule breakfast time, there may not be any breakfast prepared for you child. In these instances, please feed your child prior to dropping off.

## **Late Pickup Policy**

If your child is picked up after contracted pickup time, there will be a late charge assessed of \$15.00 for every ten minutes late (unless prior arrangements have been made) for the first 30 minutes. \$3 per minute will be charged as late fee starting at the 31st minute. We will call authorized persons on your list if we cannot reach one parent within 5 minutes of closing. Please be courteous and arrive on time. After hours are time with our family.

*All late fees must be paid before your child returns to the center. In the event the child is not picked up within 60 minutes after closing, and the parents are unreachable, DHS will be notified.*

## **Nutrition**

Each day we provide nutritious and well-balanced meals as a group with adult lead conversations. We provide breakfast at 8:15am, Am snack at 10:15am, lunch at 12:15pm, afternoon snack at 3:15pm, and dinner at 5:15pm. Milk is served with breakfast and lunch and dinner. Water is offered throughout the day. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. We also offer meals to infants. Please check with

director to be sure we can provide your brand of choice. It is our goal to offer nutritious meals and snacks to the children in our care. Nutrition is a vital part of a child's health. Children need to eat well balanced meals to meet their daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children. You are welcomed to provided meals if you do not desire your child to consume the meal on the menu.

All meals, milk, and formula must comply with the CACFP with regards to their rules and regulations.

Please do not give your child food items that are high in sugar prior to arriving. (Chocolate milk, juice, candy, chips, cookies, cake, ice cream etc.) Challenging behavior or disruptive resulting in consumption of these items will result in parents notified for pick up. Laugh N Learn Academy/Childcare understands how our diets affect our mood, behaviors, and ability to function.

## **Special Diets**

If your child has any dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., we will need written notice and when applicable a doctor's note. At that time, it will be determined if your child can participate in the Nutrition Frist program. Certain meals and different types of foods can usually be substituted in place of, to still fulfill the dietary requirements of the Nutrition First Program. However, if a viable solution can not be reached between parent, provider, and the Nutrition First Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

## **Breastfeeding/Breastmilk Policy**

Breastfeeding is the normal way to feed a baby, providing many health benefits to both infant and mother. Because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies, Laugh N Learn Academy/Childcare subscribes to the following policy.

- Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place other than a bathroom, to breastfeed their babies or express milk. This area

provides an electrical outlet, comfortable chair, table or stand and nearby access to running water.

- Breastfeeding mothers and employees may store their expressed breast milk in the childcare's refrigerator. Mothers should provide their own containers, clearly labeled with name and date. The childcare will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention in ensuring that breast milk is properly treated to avoid waste. Universal precautions are not required in handling human milk.
- Sensitivity will be shown to breastfeeding mothers and their babies. The childcare is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby at any time, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested (additional fee will be applied). Babies will be held closely when feeding and bottles will never be propped. The childcare facility feeds infants on demand and communicates with mothers about feeding preferences.
- Staff shall be trained in handling human milk. All childcare staff will be trained every 3 years in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.
- Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breast milk for their children. The time allowed would not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used, or the employee can come in a little earlier or leave a little late to make up the time.

**Breastfeeding mothers are to provide five (5) premade bottles daily to Laugh N Learn Academy/Daycare for their child's consumption. Premade bottles eliminate the possibility of cross contamination occurring at the center during prep. The bottles will be heated properly, in a bottle warmer. Empty bottles will be rinsed and ready for pickup at the end of each day.**



## **Formula Feeding Policy**

Laugh N Learn Academy/Childcare offers to provide Kirkland brand formula. If you choose a different brand of formula, you must provide the formula of your choice. All formulas have to comply with the CACFP with regards to their rules and regulations (exceptions are an option with a Dr's. note. During the parent meeting, discuss your formula of choice with the director. The parents will be responsible for providing a minimum of five (5) premade bottles per day.

## **Toilet Training**

When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation. We will only assist your child in potty training if you have successfully begun training at home for one week prior. We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 2 years of age and must also show signs of readiness. Positive reinforcements and consistency must be continued at home.

The child must be kept in pull-ups or training pants at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, toilet training pant or pull ups must be used until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups and a few extra changes of clothing.

Do not bring your child in panties or underwear until he/she has naptime control established. During potty training your child will need to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waist. Please DO NOT dress your child in the following:

- No tight clothing
- No shirts that snag in the crotch
- No pants with snaps & zippers
- No overalls or bib type clothing
- No belts
- No one piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

## **Potty Learning Schedule**

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

- Upon arrival at the center
- Before and after breakfast
- Before and after lunch
- Before and after nap
- Before and after going outside
- Just before going home

## **Parent Involvement and Communication Policy**

For us to provide the best possible care, please feel free to communicate any needs, wants and/ or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved. We will provide daily sheets for children.

Messages, emails or phone calls received after closing will be answered as soon as possible.

Understand that your child may be included in pictures connected with our childcare program, unless otherwise notified in writing by you, the parent. Any parent wishing to volunteer in the classroom, must register with DHS Background Registry.

Ways of communication with families

- Newsletters – Monthly newsletters are sent through Lillio which includes activities, special celebrations, announcements and information about what the children are learning each month.
- E-mails – Newsletters are sent to emails.
- Telephones
- Messages
- Facebook business page
- Facebook Family Newsletter page

- Text Messages
- Bulletin Board – Copies of monthly newsletters and any special activities/trips happening each month are listed.

Family Visits – Family participation is encouraged. Visit our classrooms, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of all children in care. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Family Nights: Family nights are scheduled periodically. These nights include snacks, drinks, and fun-filled age-appropriate activities for families. Family Night allow families and children to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences: Family & teacher conferences occur three to four times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and learning styles. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns. Conferences are offer by Zoom, In-person, or phone.

Family Events & Classroom activities: We have several events throughout the year that bring our entire community together. Watch for announcements! Open house, back-to-school night, Family night, holiday gatherings, many field trips and graduation/end of school celebration BBQ.

Family meetings/Activities: We will hold family meetings at different times throughout the year. We encourage you to participate with your child as he/she has worked hard to be a part of the meeting or activity. This allows your family to give input on different things going on in our school. It allows you to interact with and meet other parents and have fun.

## **Open Door Policy**

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc.) would like to come and visit or play with the child for an extended period of time, please take the child in question out of the center, to places such as your home, a park, or on a walk, etc., after which, feel free to bring the child back to center.

## **Miscellaneous**

Understand that your child may be included in classroom evaluations by State Fire Marshall, QRS, First Nutrition, and other parents observing their right to our open-door policy.

*No animals are allowed on the premises during childcare hours without the written permission of the director.*

Infant: 8 weeks – 18 months

Toddlers: 19 months – 36 months (or until toilet trained)

Preschoolers: 37 months (toilet trained) – until eligible for Kindergarten

Schooler: 5 years (eligible for Kindergarten) – 12 years

**Smoking, usage of alcohol, illegal drugs, guns, large knives, marijuana and explosives are NOT allowed on premises at any time. Violation of this will result in immediate termination of contract.**

## **Termination and Withdrawal Policy**

A 30-day notice from parent is required to terminate the contract. Parents or provider has the right to terminated contract immediately if desired, however, if a 30-day notice is not given a refund of tuition will not be refunded. Gross misconduct on part of the provider, parent, or child, nonpayment of tuition, excessive late pickups, excessive disrespect of policies, property, or staff from parents or children are all grounds for immediate discontinuation of service. Refunds will not be given if contract is terminated, regardless of reason. In cases of nonpayment, legal action may be taken, and the parents will pay all legal fees incurred

## **Contract Adherence**

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/ Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

## **A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/ or procedures it is important that you express that to us before enrolling your child in our childcare. We are always open to suggestions and feel communication is a very important part of a quality childcare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

**Director contact information**

**Jessica Vidal**

**Email: [laugh.n.learn.8117@gmail.com](mailto:laugh.n.learn.8117@gmail.com) Cell: 503-7798730**

Please sign and return to provider (a copy will be given to you along with contract)

**Child(ren) Name(s)**\_\_\_\_\_

**By signing it is understood that all of the policies and procedures of Laugh N Learn Academy/Childcare, LLC handbook are understood and agreed upon.**

**I acknowledge that I have received, read, understand, and will adhere to the terms in the Laugh N Learn Academy/Childcare, LLC parent handbook. Please sign and return.**

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

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

\_\_\_\_\_  
**Provider Signature** **Date**