

 PARENT

 HANDBOOK

 /CONTRACT

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Welcome! Thank you for your interest in Carpe Diem Kids Academy LLC.

A key word in our program is respect. We foster respect for self, respect for others, and respect for materials in developmentally appropriate ways. In a secure and nurturing environment, our curriculum provides for all areas of a child's development: physical, emotional, social, and cognitive. It’s my philosophy that early childhood should be a time of fun, warmth, security, and discovery. Children are receptive and creative; these early years play such an important role in who they will become. Kindness in words creates confidence in children. Knowing what to expect each day gives children a sense of security. Teaching good manners helps them to excel in life and in their community. I have worked to create a program which strives to nurture and encourage these qualities. My goal is to help your child excel in every area well at the same time providing a safe and comfortable home like environment.

NONDISCRIMINATION-

No caregiver shall discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex. Children with special needs will be accepted into the program under the guidelines of the American with Disabilities act (ADA).

**Daily Schedule**

AN ORDINARY DAY: Children are greeted and checked as they come in. During this time children engage in free play while other children arrive.

BREAKFAST is served between 9 a.m. and 9:30 a.m.

GROUP TIME is a learning and sharing time. The children work on a skill such as sequencing, number or letter recognition.

MUSIC TIME The children learn songs, play musical instruments, listen, sing and dance. They are exposed to different kinds of music and a variety of sounds. This provided a great opportunity for an emotional and physical outlet.

ACTIVITY/OPEN CLASSROOM TIME is a time when the children can choose what interest centers they want to play in. They are free to move from one area to another. The interest areas include:

Blocks/Building materials: Here a child develops large muscles, a sense of balance, line and space. Much self-expression and emotional release takes place in building materials.

Art time: Here a child learn to work with different textures and sizes, They are introduced to art activities of many kinds. Creativity and self-expression are enhanced along with small muscle development and reasoning.

Dramatic Play: Here children can play “make believe”. They learn to interact with other children, to role play, to work out feelings and fears. They will also develop language, imagination and socialization by experimenting with many different relationships. Prop boxed are sometimes used to extend play. Examples of these are “grocery store” ”doctor's office” ”beauty shop”.

Manipulative Center: Small muscles are developed and math skills are learned through puzzles and small manipulative toys. This lets children enjoy a sense of achievement.

Science: Encourages the development of sensory experiences (smelling, touching, tasting, seeing, hearing) helps children become aware of his/her surroundings and gives the opportunity to learn to care for plants and animals.

Book Area: Books are open to children for quiet and relaxing moments. Books help a child increase their attention span and vocabulary.

Sensory Hour: This is used to help develop math skills, volume, weight and measuring as well as numerous sensory experiences.

STORY TIME: occurs several times during the day. Listening and verbal skills are increased at this time. Stories can be from books or involve puppets, flannel board or memory.

SEATWORK: This is our main learning time. During this time we engage in Phonics, Writing, Math, Language enrichment and more.

LUNCH: Served and eaten family style. This is an excellent time for developing manners and conversational skills with each other and the teacher. Children help set the table and are responsible for cleaning up their place.

NAP TIME: occurs after lunch and is a requirement of state licenser. Children are often lulled to sleep with music during this hour.

AFTERNOON ACTIVITIES: When in the classroom, children will be able to choose from the various interest centers. They will have an opportunity for gross motor play in or outside if the weather permits.

OUTSIDE PLAY, weather permitting takes place several times a day. It is a part of our daily program for the children to get some fresh air so be sure they are dressed appropriately for the weather.

Age-based learning is utilized throughout the day. Curriculum that is designed to help children prepare for kindergarten is utilized. Children that are older will also have the same opportunities to learn with curriculum designed to meet them at their level.

**ADMISSION**:

Prior to admission an interview with parent will be scheduled. During this time child’s individual needs will be discussed. Tour of facility will be given, as well as a walkthrough of daily routines and schedules.

Parents will be given a handbook of policies and procedures. They will be responsible for completing and submitting required forms. ( Enrollment form, child’s health report, immunization record, medication permission form, permission forms as needed etc. )

Before admission a $40.00 non-refundable enrollment fee plus first week’s payment (non-refundable) is required. Payments for care are due Friday the week before or care will not be provided.

**RATES & FEES**

FULL TIME CARE - $200 weekly

HALF TIME CARE - $165 weekly

DAILY RATE FOR CARE - $40

Absences - Charges are for your child's place at the center and not for your child's attendance. \*Please (text/call) if your child will be absent.

LATE FEES ($2.50 PER 1 MINUTE PER CHILD) must be paid the next day without exceptions. If this becomes a habit, the Provider will have grounds for terminating the contract. If a period of 7 days passes without payment being received, the contract will be subject to termination.

Cash, Cash app, Venmo, PayPal are accepted forms of payment.

**Sign-in and pick-up procedures.**

Drop-off begins as early as **8AM**. Pick-up can be no later than **5PM**

Items as required by child to be provided by parents at drop-off (Diapers/pull-ups, Wipes, diaper cream, bottle, pacifier, formula /breast milk, 2 sets of weather-appropriate clothes.) This is to including underwear and socks. Please replace the extra set of clothing as the season or growth of your child changes. A small blanket and small pillow should be provided for nap time.

EVERYTHING YOUR CHILD BRINGS TO THE CENTER SHOULD HAVE HIS/HER NAME ON IT.

(You will need to sign your child in and out each day.)

• A daily attendance record is maintained for all the children in the facility which identifies the arrival and departure times as well as the person who brings and picks up the child. This will need to be signed in order to **pick-up/drop-off** your child.

• Respectfully it is asked that you make your departure brief. Drop off times can be hectic and it makes the day run much smoother for everyone when children are dropped off in a manner that does not disrupt their daily schedule or routines. Please remember to let your child know you will be returning and say your goodbyes. You will be contacted if needed and any child who is upset usually calms down within the first couple of minutes. Sometimes it takes weeks before a child feels comfortable about being dropped off in the morning, even if they are having wonderful days that are free of tears. Feel free to call/text at any time to check on how your child is doing.

• Your child's safety is of the utmost importance. Children will not be released to anyone who does not have permission from the child’s Parent/guardian to pick up the child.

• When an authorized person cannot pick up the child, another individual may pick up a child from child care if that person is authorized to do so by the parent/guardian.

• If an unauthorized individual wants to pick up a child, the parent/guardian should be contacted immediately. If the parent/guardian does not authorize this person to pick up their child, Information about the individual should be documented and the individual should be asked to leave. If the individual does not leave the police will be contacted immediately and given a detailed description of the individual and any other useful information.

• If a parent/legal guardian arrives who is intoxicated or otherwise incapable of bringing the child home safely or if a noncustodial parent attempts to claim the child without consent of the custodial parent, provider will call the police 911.

**Hours of Operation & Holiday policy**

Hours of operation are between the hours of **8AM-5PM Monday through Friday.**

\*\*Please note that no childcare will be provided on the following holidays:

New Year's Day, New Year's Eve, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day.

In addition, the Provider will have the option to close for 2 weeks, for vacation (10 days) per year not counting personal days or holidays, 30 days’ notice will be given to parents. This is no charge to the family’s.

 The Provider will have 5 paid personal/sick days per year. Parents will be notified as soon as possible for personal/sick days. Please have a backup childcare provider for these occasions.

PROVIDER SICK DAYS:

In the event that the provider is sick and unable to provide services, the provider will use either their 5 paid/personal days or will get a portion of your tuition in the amount due for hours of service missed. The Provider is only human and will try everything in their power to avoid such an occurrence, but will not be able to guarantee perfect health.

**Illness Policy**

It is the student’s responsibility to inform his/her teacher when he/she feels sick or becomes injured. If the student’s temperature is one degree or higher above normal (98.6 degrees), had diarrhea, or is vomiting, a parent/guardian will be Contacted to take the child home.

It is the parent’s/guardian’s responsibility to provide transportation for the child. The student should be free of fever and symptoms before returning to school. Illness requires exclusion from care to prevent the spread of infection to others and to allow the child time to recover. Please do not send your child to school if he/she:

• Has a temperature above normal (98.6 degrees)

• Has been vomiting

• Has Diarrhea

• Pinkeye–tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;

• Is suspected or know to have a contagious condition (e.g., impetigo, ringworm, lice, flu, chicken pox, etc., or is not sufficiently recovered from an Illness). Doing so only prolongs the illness and spreads illness throughout the Child care faculty.

Accident or Injury:

Parents are contacted in a timely manner in case of accident or injury. Childcare provider is CPR / first aid certified and will provide such care as needed. In case of major injury or life-threatening situations, emergency medical treatment will be summoned (911) to assess the student’s conditions and transport him/her to an emergency medical facility if needed. It is the parent’s/guardian’s responsibility to provide current emergency contact names and telephone numbers. Emergency information is required for contacts at home, work, and other responsible adults. Every effort will be made to contact a parent/guardian or designated adult.

Medications:

• The dosage schedule for any medication should be planned so that it can be given outside of childcare hours whenever possible. If it becomes necessary for your child to take physician prescribed medication during hours in care it must be administered by a designated adult.

• Medications for enrolled child must be transported to and from CDKA by parents only. Please do not tell your child to give the medication to the teacher by themselves. We will not be responsible if you do.

We will administer the medications only when:

• It is brought to us in the original pharmacy bottle with the student’s name, physician name, medication dosage, and frequency to be administered printed on the bottle.

• A properly executed Medication Authorization form is signed and dated by the student’s physician and parent/guardian and on file at CDKA.

**Sanitation procedures play a vital role in the health and safety of the children under care at CDKA.**

1. Children will be instructed and regularly reminded of proper hygiene and hand washing practices.
2. Hand sanitizer will be utilized.
3. At a minimum, children will wash/sanitize their hands at the beginning and end of the day, before and after lunch, and after using the restroom.
4. Toys, tables, and other items in use will be sanitized frequently throughout the day.
5. Cleaning and disinfecting restrooms will be conducted daily.

**Discipline & Guidance policy**

This program has been thoughtfully designed to help your child:

* Learn to think creatively and independently
* To respect authority and the rights of others
* To learn to get along with other children
* To develop coordination and self-confidence
* To express their own ideas in an acceptable manner
* To develop skills that will help them excel as they enter their formal schooling

I consider it a sacred responsibility to help parents encourage and train their children to become happy, successful, young people.

The goal is to direct the activities in and out of the classroom throughout the day. Every attempt will be made to redirect children who are distracted or are distracting others.

A child may be removed from the group or activity for a short period of time (no longer than 5 minutes). This is called ‘time out’. Time out is also used when a child needs time alone, not solely as a means of punishment.

Should the child still need help with his/her behavior, he/she will be temporarily removed from the group into another supervised area. This will be in a manner that does not embarrass the child in front of the other children. In most cases the child will be redirected during this time to an alternative activity that will hopefully help the child to calm down.

If the behavior continues to be disruptive, or the child is harming other children the parent will be called or a conference scheduled to help us determine a joint plan to correct behavior. Some examples of behavior that would fall into this category: Repeated aggressive behavior (pinching, hitting, biting, etc.)

Destruction of child care property will result in the parent being responsible for cost of damages.

If the behavior continues to be disruptive, the center reserves the right to dismiss the child. In which case the provider will give a two week notice. If parents/guardian wishes to terminate contract at any time two weeks notice will be required.

**Safe Infant Sleep Policy**

Children need sleep for health and growth, and it is part of their routine when in child care. For infants safe sleep practices must follow the national recommendations to reduce the risk of sleep related deaths, including sudden infant death syndrome (SIDS) and suffocation.

Procedures for anytime an infant is sleeping in the childcare center are as follows:

• All staff/caretakers will always put infants to sleep on their backs.

• Infants who are easily able to turn from back to front and front to back will be placed on their backs for sleep, but may then choose their own sleeping position.

• Other positions for sleep for infants can only happen with a note from a physician.

• Positioning devices that restrict the infant’s movement in the crib will not be used unless specified by a physician.

• All infants will sleep in a crib placed on a firm mattress, with a fitted sheet, in a crib that meets The Consumer Product Safety Commission Safety Standards.

• No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.

• Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.

• If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.

• The infant’s head will remain uncovered for sleep. Bibs and hoods will be removed.

• Sleeping infants will be actively observed by sight and sound.

• An infant who arrives asleep in a car seat will be moved to a crib.

• Infants will not share cribs, and cribs will be spaced 3 feet apart.

• Infants may be offered a pacifier for sleep, if provided by the parent.

• Pacifiers will not be attached by a string to the infant’s clothing and will not be reinserted if they fall out after the infant is asleep.

• The child care program is a smoke-free environment.

• Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep anyplace other than a crib, the infant will be moved to a crib right away.

**Disaster preparedness policy**

Child care settings must safeguard each child in care. All staff will be prepared to deal with any emergency that may happen during child care, in order to minimize the effects of such events. The center ensures that a safe environment is maintained and a reasoned response made to various emergencies, written plans, drills, procedures and record-keeping are all done on a regular basis at Carpe Diem Kids Academy to ensure the safety of your child.

The facility shall follow a written plan for reporting and evacuating all occupants in case of fire, flood, tornado, earthquake, hurricane, blizzard, power failure, bomb threat, or any other disaster that could cause damage to the facility or pose health and safety hazards to the children and staff. The following, at a minimum, shall be addressed in the Disaster Preparedness Plan:

• Evacuation to a safe and adequately-supplied place of refuge where children can receive care until parents or guardians arrive;

• Specific methods of safely evacuating infants and children with special needs;

• Staff roles and responsibilities in emergency situations, as well as periodic training and updates on all emergency procedures, including use of fire extinguishers;

• Provisions and directions for “Shelter in Place” at the facility when necessary.

• Practice of emergency evacuation procedures with drills on a monthly basis.

• Adequate stocking of First Aid Kits and Emergency Kits for children, including after each use and a periodic review of contents.

• Identification and correction of facility hazards which could contribute to injuries during a disaster, i.e. fastening bookshelves and pictures to walls.

• Emergency Plans will be clear enough that a visitor to the facility could easily follow the instructions. Diagrammed evacuation routes will be posted in childcare approved areas; floor plan layouts will show 2 alternative exits.





