

## ***Welcome to our family at Happy Hearts Learning Center!***

Happy Hearts is not just another child care center... We are a Christian-based family learning center devoted to foster children into being culturally-aware and socially-responsible citizens with an appreciation for difference. From self-serving family style lunches to having age-appropriate classroom duties, our children will experience how it is to function and be responsible in our amazing school community!

We follow the State of Oklahoma guidelines for child care centers and meet or exceed the standards in all areas.

We are so excited and looking forward to being a part of your child's learning experience!  
The Teachers and Staff at Happy hearts Learning Center

**Mission Statement:**

It is our mission to:

EDUCATE with quality academics by holding educators and students accountable to the highest standards;

ENRICH families and our community with socially responsible citizens, and to

FOSTER All of God's children in a safe, loving and nurturing Christian environment learning the wonders and amazement of God's world

**Philosophy:**

We believe that:

“It takes a village to raise a child.”

So we devote ourselves to the community by being a part of children's support system, and giving families a peace of mind. We believe that a play based curriculum in a balanced, structured and free choice manner results in the child not only learning but thriving in his or her environment. We provide hands on experience through developmentally appropriate activities that result in filling the child's intellectual, physical, social, emotional and spiritual needs.

**Purpose:**

“Guide children in the way they should go, and even when they are old they will not turn from it”

Proverbs 22:6

## POLICY

### Hours of Operation

HHLC is open from 6:30am-6:00pm, Monday-Friday

We accept Infants-PreK-4

## REGISTRATION

### Enrollment & Deposit

There will be an **annual \$100 nonrefundable** enrollment fee per child and an annual supplies list. This fee will also hold your child's position until the specified date, up to one month. A 50% deposit will also be needed before start date. This deposit will go towards the last month's tuition of your child's enrollment at the center. A child is considered enrolled in the program once the Director has accepted his/her form and fees. The completed enrollment form, copies of birth certificate and immunization records must be in our office prior to the child's first day of attending class.

### Tuition and Supplies

Tuition is payable in advance and due in full at the first of each month. If payment is not received by the 5<sup>th</sup> of each month, **a late fee of 10% of tuition is charged for the first day and \$10 each day after**, will be billed to your account.

**Tuition and supplies are non-refundable and is due whether your child attends or not, there are no provisions for make-up days due to illness.**

Parents will be notified when payments are past due. If an account is two months past due, parents may be asked to remove their child. There is a \$35.00 returned check fee.

PreK 3-4 will need to submit \$50.00 supplies fee. This will cover workbooks and Highlight subscription for the year.

### Period of Fit

We want to provide the best learning environment for both teachers and students. To ensure that we are able to give our children the best possible care, the first two weeks will be a "period of fit." If conditions aren't met for both parties, an alternative plan will be discussed.

### Parent Involvement

We encourage parents to join us for breakfast or lunch and anytime during the day. We just ask for advance notice so teachers will be informed of visitors on premise. Parent conference will be held annually and anytime necessary.

## PICK-UP AND TRANSPORTATION

### Drop-Off and Pick-Up

We value your child being at the center and we want them to receive as much as they can during their time with us each day. **We ask that your child be here by 9:00am.** Being here on time allows children to settle into their daily routine and will give them more opportunities to participate in class activities such as centers and group time. It can be disruptive to the class when children are arriving during structured learning time of the day. **We cannot accept any child after 9:00am** unless prior arrangements have been made (for example, doctor's appointment with documentation of visit), and **no later than 10:30am after doctor's appt.** We appreciate your cooperation as we work together to make our classroom environment the best it can be for the children.

We ask that you **sign your child in and out each day.** The classroom registers are located at bookshelf as you enter the Center. After signing-in, take your child to the designated classroom or area. Make verbal contact with a teacher in order for us to know that your child has arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone.

Our center provides breakfast from 7:00am-8:00am. Please let morning teacher know if your child needs breakfast. Due to unforeseen allergies, **our center cannot allow students to bring outside food/drinks into our school to finish.** Breakfast bars or any breakfast from home must be thrown away or finished prior to entering school.

Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to “sneak away” or “slip out” as this action creates anxiety for your child. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity.

If a child is upset when you leave, please know that children usually calm down and are participating before a parent reaches the parking lot. Please feel free to call at any time to check on your child.

### **Alternate Drop Off or Authorized Pick Up**

Parents and guardians may authorize other people to drop off or pick up a child. A child will be released only to persons listed on the authorization form. Parents **MUST INFORM** the site director and classroom teacher of the days the alternate person will drop off or pick up the child.

The authorized person will show identification to our teacher and sign in before proceeding to the classrooms. The authorized person will identify him/herself to the classroom teachers. Although we try, we simply cannot remember everyone’s family member and when in doubt, we will ID. Please kindly remind family members to be patient with us as take every measure to ensure our center’s safety.

If a child does not arrive at expected time and no phone call or notice was given, our center will immediately contact the parent/guardian via phone so please keep contact numbers updated.

### **Late Pick-Up**

Child’s tuition is calculated based on a **10-hour school day**, anytime over will be charged **\$5.00 per 15 minutes**. The Center closes at 6:00 p.m. daily so children must be picked up and **off premise by 6pm**. If you are running late, please call the center. The late fee schedule is as follows:

- From 6:00pm-7:00 the fee for the first time late is \$1.00 per minute until 7:00pm (maximum charge of \$60)
- Fee for the **second** time late is \$3.00 per minute until 7:00pm (maximum charge \$180) and any time after that in a 30-day calendar period, will be \$3.00/minute.
- The center’s clock is the time used to determine the late payment. Late fees not paid within 48 hours are added to statement.
- If late more than 5 times in any seven week period, **the family faces removal from center.**

**On the fifth occurrence** of late pick-up after 6pm, \$30.00 will be charged on top of the minutes accrued. We ask that you respect our teachers and their time so please plan accordingly.

### **Transportation**

All transportation of children must be approved by parent/guardian. Our facility currently does not provide shuttling service and field trips are not appropriate at this age level.

### **Infant car seat/carriers**

For allergy reasons and sanitary purposes, we cannot allow car seats or infant carriers to be stored at the center.

## **COMPLIANCE**

### **Compliance Information**

The compliance book will be accessible next to the Director's office.

### **Disenrollment**

All children who are accepted and enrolled in the center will be guaranteed a spot as long as their tuition is current. Parents are required to submit a **30 day written notice or monetary equivalent** when a child is withdrawn from the program. This practice allows the center time to contact those on the waiting list.

Our facility will try to resolve matters to the best of our ability. We will conduct conferences with either teacher or Director along with parents. If matters still persist, termination of service may occur.

### **Behavior Management and Discipline**

Learning to live in gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching students to conduct themselves to act in loving and responsible ways is the lasting gift to each student. Discipline and guidance shall be consistent and based on understanding of the child's needs and development. HappyHearts Learning Center shall promote self-discipline and acceptable behavior.

Corporal punishment **WILL NOT BE ALLOWED NOR TOLERATED**. Teachers are trained to redirect children. We model, encourage and praise appropriate behavior. When a child seems too distressed or cannot seem to calm down, time-away will be given to the child.

### **Challenging behaviors**

When continued challenging behavior occurs, the Director, parents and teacher will work together to help each child succeed in his/her classroom. The team will decide on a plan of action that best meet the needs of the child. The plan may include daily notes home or behavior charts to help encourage acceptable behavior.

Even with every effort and attempts made, there will be circumstances when a child must be removed from the center:

- 1) The child compromises the safety of themselves, teacher and of other children.
- 2) There is a lack of support or communication from family (not showing up to scheduled parent-teacher conference to discuss concerns)
- 3) The behavior continues.

Steps taken for challenging behaviors:

1. First offense: Redirection to desired/acceptable behavior
2. Second offense: Written notice to parent, or verbal notice during pick up
3. Third offense: Parent-Teacher conference. Growth Plan to document improvement
4. Fourth offense: Parent-Teacher conference with Director or Assistant Director
5. Fifth offense: Removal from center

## **SCHOOL CALENDAR: HOLIDAYS/IN-SERVICE/ CENTER CLOSINGS**

Our learning center will be closed on major holidays and in-service days as noted on our monthly/annual calendar. There is no adjustment in the regular fee for these closings since it has already been calculated in monthly tuition. HappyHearts Learning Center will be closed:

New Year's Day and day after	Christmas- Eve, Christmas day and day after
Independence Day	Memorial Day
Fall Break(one Friday)	Veterans Day
Thanksgiving – day before and day after	Labor Day

\* If a holiday falls on a weekend, the center will closed on the observed day.  
All closing will be posted in our monthly calendar

**Snow Days:** The center will use the Moore Public City Schools inclement weather closing as a guideline and will communicate via Brightwheel. (see Inclement Weather Policy)

**Staff Development:** To maintain quality service and up-to-date trainings, we will close **two days** within calendar year for teachers to train and prepare themselves; these two days can be found on our annual calendar

## **INCLEMENT WEATHER POLICY**

SAFETY IS PRIORITY.

Our staff understands that our decision to open, close or delay school opening during inclement weather often disrupts family schedules. We also understand that our children are better served – academically, emotionally and socially – by being in school. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one. The process is complex and involves many people.

HOW DO WE MAKE OUR DECISION?

Please understand that we make the decision to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- Information on road conditions from transportation staff and from local law enforcement and road crews
- Amount of snow and/or ice accumulated
- Whether precipitation will continue throughout the day
- Temperature and wind chill
- Weather predictions (including those from a weather alert service)
- Storm timing, trajectory and projection
- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- Parking lot conditions

*\*Generally, HHLC will be closed or delayed for inclement weather when local school districts and government are both closed or delayed. Still, our center has its own exclusive circumstance. Please contact our Director and/or Assistant Director for the most up-to-date information in each unique situation.*

WHO MAKES THE DECISION?

Ultimately, HHLC directors are responsible for the final decision based on the above factors and recommendations from our plow service that are out on the road observing transportation conditions. Often our Directors consult with other area center Directors who are similarly affected by inclement weather/school closures.

WHEN IS THE DECISION MADE?

We strive to make decisions on delays and closings as many hours in advance as possible, in consideration of families who require time to make arrangements. The decision will be made the night before, or in uncertain conditions, no later than 5:30 a.m. on the morning of the closing. Please remember that communications will be sent as quickly as possible following a decision via Brightwheel. Please make sure your contact information is up to date. It is quite possible that building issues could arise and not be discovered until after 6:00 a.m. In those cases, decisions on center closure may be made later in the day.

WILL WE CLOSE HHLC If CONDITIONS WORSEN?

Even if the weather conditions worsen, we cannot reverse our decision in the morning without endangering the children and staff. If conditions worsen throughout the school day, we may need to have an early dismissal, but we will give as

much notice as possible through Brightwheel. However, it is very important for parents to have plans in place in case the decision needs to be made later. We encourage you to consider driving conditions. Always allow yourself plenty of time in the afternoon to pick up your child when the center closes early.

Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether or not he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy.

## **MEDICAL EMERGENCY**

If there's a medical emergency at the center, parents will be informed in person, by phone and/or injury report for any injury. All injuries above our CPR First Aid training will result in calling 911 or personally transported to Norman Regional in Moore.

### **Infant Safe Sleep**

The infant sleep schedule is in line with infant's needs, and doing our best to stay as closely to the parental schedule established. As with all age groups, infants are not forced to stay awake when tired.

Appropriate sleep environments: Crib that meets federal requirements with fully raised and secured sides. Infants will sleep in a tight-fitting sheet covering mattress. Only pacifiers without attachments are allowed in crib. Blankets will not be used, however, a child 3 months of age and younger may be swaddled using a lightweight infant sized fabric or sleep sacks may be used.

Inappropriate sleep environments: Infants are not allowed to sleep in other equipment other than a crib. Infants who fall asleep in something other than a crib will be moved to a crib within 20 minutes. Infants who arrive asleep are promptly moved to safe sleep equipment. Soft products, blankets, bumpers, or toys are not allowed in the crib with the exception of infants under 3 months who are being swaddled. Soft sleeping surfaces are prohibited. Elevated mattresses or sleep positioners are prohibited unless medically documented. Only a medical monitor is allowed to be attached to the crib.

Sleep position: Infants are placed on their back to sleep unless there is a medical reason that is documented by a physician. Infants who are able to turn themselves are still placed on their back but are allowed to turn over into a position the find comfortable.

## **LEARNING CENTER SAFETY**

Happy Hearts Learning Center is committed to providing a safe environment for the children who are enrolled as well as the staff members. This policy establishes security guidelines for all Child and Family Center sites.

### **Access to Centers**

Our families will get a 4-digit entry code that will change quarterly. **PLEASE DO NOT SHARE THIS CODE WITH YOUR CHILDREN.** If an authorized person is picking up your child, please have them ring the doorbell and a staff member will gladly guide them. We strongly enforce this rule. Those who violate will be addressed and if problem persists, withdrawal from school.

Parents who cannot recall the access code must knock or ring the doorbell to gain entrance. Additionally, when entering or exiting the center, parents **should not hold the door open for others to enter the center.**

### **Emergency Weather/Lockdown/Outside Threat to Center**

During tornado season, because our weather service provides ample notice and warning, we will close the center down only if there is a Tornado *warning*, otherwise we will be stay open as long as conditions allow (electricity service). All of our emergency evacuation plans and lockdown procedures can be found in our emergency folder located at main entrance.

If there is an outside threat to our facility, we will go on lockdown and parents will be notified immediately via phone/text.

### **Happy Hearts Learning Center Protection of Minors Provision**

The center's personnel adhere to Oklahoma state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children's Service.

In addition to external reporting, our center has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor participating in Happy Hearts Learning Center, please consult the program director or report to OK County Child Care Licensing (405) 767-2650.

### **Communication/Information Change**

Communication is essential as we work together to meet the needs of your child. Please call, if you have any questions. We need and welcome your input.

It is required that all changes and updates of personal info, numbers etc... be turned into the director in writing immediately. A new enrollment packet can be given upon request.

### **Confidentiality Policy**

The only information teachers should share with parents, is information concerning his or her child. Conversations about other children, other parents, co-workers, and supervisors are unprofessional, a violation of Happy Hearts LC policy, and in some instances illegal.

### **Transitions**

As your child grows and matures he or she will transition from one classroom to another. We strive to make these transitions as stress-free as possible for both you and your child. You will be notified in advance if your child will be transitioning to another room. Both classrooms work together to devise a visitation schedule for your child so that they will not be a stranger when they officially move. You will also receive a Welcome Packet from the new classroom in advance of the transition.

### **Outdoor Play**

All children go outside every day. Please send labeled clothing appropriate for the weather. During a light rain, we may take a walk, so a raincoat is advisable. On snowy days, send boots, hats, gloves and layers of warm clothing. During the summer, we will have lots and lots of water play so we will ask that you bring preferred sunscreen labeled with your child's name. Insect repellent will be used unless parents notify facility of known allergies.

We ask that children wear rubber-soled shoes for outdoor play. Sandals, "jellies" and flip-flops hinder a child's ability to participate and often create safety hazards. You may provide a pair of water shoes that follow these shoe guidelines for water play.

We feel that outdoor play is important for each child, each day. Please do not ask that your child stay inside, as we are not staffed for one-to-one care.



## **Clothing**

All children need at least one complete, labeled, change of clothing at the Center. As the seasons change please check and change the outfits left at the Center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

## **Diapers**

Considerable controversy exists concerning the use of disposable versus cloth diapers. In terms of containment and absorption, disposable diapers are used in group care situations.

You may bring in a max, one sleeve, of disposable diapers for your child. **Please initial each diaper prior to bring into center.** Teachers will note on the daily report form when your supply is low.

## **Toilet Learning**

We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child. (see Toilet Training policy)

## **Personal Belongings**

The Center provides sheets for both nap pad and cribs. We ask that you provide a small sleep sack and pillow to be kept at school. We will send this home to be washed weekly. If your child has a favorite sleep toy or any other security item, they are welcome to bring them to school. Often children may want to bring in items related to the unit being studied or share items from a vacation.

You should check with your child's teacher to see when "Show and Share" is scheduled. Please label all items brought to school.

We ask that children not bring the following items to the Center:

Toys or toy weapons of any type	Cosmetics
Money	Jewelry
Gum, candy	

## **FOOD SERVICE**

No outside food is allowed (except for infant formula or baby food); food will be served during specified time only. A personal, reusable sippie-cup will be required for each age-appropriate child. **We ask that the cups be filled with water in the morning and taken home to be washed in the evening.**

Monthly menus will be posted in the classrooms.

Until infants are able to eat the meals provided by the Center, parents are required to supply formula and baby food. Please remember that we are a chocolate and nut free center. When your child is making the transition to table food, we will work with parents and offer appropriate selections from the daily menu. Milk and water will also be available. Children in the toddler through preschool classrooms are expected to participate in the food program.

For infants; bottles should be brought to the Center "ready to feed". Bottles will be refrigerated and warmed with water by the teachers. Empty bottles will be rinsed and placed in your child's diaper bag.

Meals are served family style with children being encouraged, not forced to eat. We encourage children to taste each item being served. During snack time, children have the opportunity to develop independence and self-help skills by serving themselves when they are ready to eat.

## **HEALTH MONITORING**

### **Immunization**

A current immunization record will be needed prior to the first day of school. Children are NOT allowed without a record on file.

### **Medication**

Occasionally, children will need to receive medication while at the Center. If your schedule allows, you may wish to come during the day and give the medication yourself. In order for the Center to assume that responsibility, the following guidelines must be followed:

- 1) Prescription medication must be ordered by a physician for the child to receive the medication. Do not ask that we administer medication that was prescribed for another child or member of your family. Prescriptions must be in the original container with your child's name on the prescription
- 2) No medication, whether prescription or non-prescription, will be administered to a child without written parental authorization. Permission to administer medication form is available in the office. The medication form must include the following:

- |                       |                        |
|-----------------------|------------------------|
| A. Name of medication | D. Date(s) to be given |
| B. Amount of dose     | E. Parent signature    |
| C. Time to be given   |                        |

All medication will be labeled and stored in the Director's office. Sharps and lancets will be disposed properly in our biohazard waste basket. Please hand all medication to your child's teacher rather than leaving it on the counter or in a cubby

### **Illness**

For a child who is ill, the center requires child to be picked up within an hour. If parents cannot be reached, HHLC will call emergency contacts.

According to State Licensing Standards, a child must be fever free for 24 hours **without the use of a fever-suppressant** before returning to the Center. **Please do NOT administer a fever-suppressant and bring your child to the Center.** This is unfair not only to your child but also to the other children and teachers. Listed below are criteria for EXCLUDING ill or infected children from the Center.

FEVER as follows:

Infants younger than 4 months	100F
4-24 month olds	101F
Older than 24 months	102F

SIGNS OF POSSIBLE SEVERE ILLNESS, unusual lethargy, irritability, persistent crying, difficulty breathing

UNCONTROLLED DIARRHEA, increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by the diaper or toilet use

VOMITING, two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration

MOUTH SORES, with drooling unless the child's physician has determined the illness not to be a communicable disease

RASH, Fever or behavior change until a physician has determined that the illness is not a communicable disease

PURULENT CONJUNCTIVITIS, Pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep, including a child with eye pain or redness of the eyelids or skin surrounding the eye

INFESTATION (e.g., scabies, head lice), until 24 hours after treatment was begun

IMPETIGO, until 24 hours after treatment was begun

STREPTOCOCCAL PHARYNGITIS, until 24 hours after treatment has been initiated and until the child has been fever-free for 24 hours

PINWORM, until 24 hours after treatment was begun

RINGWORM, until 24 hours after treatment was begun

CHICKEN POX, until 6 days after onset of rash or until all lesions have dried and crusted.

RUBELLA, until 7 days after the rash appears

## **TERMINATION OF SERVICES**

We are committed to communicate and work with families for the sole purpose of teaching a child. We believe “it takes a village to raise a child,” therefore, we strongly stress on family participation and guidance on teaching each and every student. Even with all of our efforts, there may be times when a child or family may be discharged from HappyHearts Learning Center. Please read carefully.

### **Attendance:**

- Failure to call/report absences
- Repeatedly picking child up late or remaining in building after 6pm
- Repeatedly dropping child off after 9am

### **Nonpayment of Fees:**

- Failure to abide by sign payment policies
- Failure to pay late tuition
- Failure to pay late pickup fees

### **Center:**

- Failure to abide by policies in the Enrollment Packet or Parent Handbook
- Failure to return any dated material as sent by the Center in necessary time frame

### **Inability to Function within the Center:**

- When child and/or classmate’s success is compromised through persistent behavior problems
- When Center does not receive family support and/or cooperation
- Failure to resolve concerns that may interfere with learning success

### **Harassment of Threatening Behavior:**

- No parent is allowed to verbally harass or verbally threaten any member of the staff
- No parent is allowed to verbally or physically attack a child

## **Toilet Training Policy**

When you feel your child is ready for toilet training, we ask that you begin teaching at home during a weekend or vacation. **PLEASE NOTE: We are only able to assist your child in toilet training if you have successfully begun training at home for one week prior.**

We will follow through and encourage your child while in care. toilet 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 (Please read the Toilet Training Readiness Checklist below). Positive reinforcement and consistency must be continued at home.

In a group setting and for our center's sanitary purpose, the child **must** be kept in pull-ups 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 toilet, *more so than at your home*. Therefore we will use diapers 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, diaper (until child is ready for pull-ups only) and a few extra change of clothing.

### **Proper Clothing**

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During toilet training your child needs 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 since it can make it difficult for your child to reach the toilet in time and/or hinder their ability to pull pants up/down: Pants with snaps & zippers, overalls or bib type clothing, belt, one-piece outfits

### **Required Supplies**

The following items are to be left at the center and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day:

Two (2) changes of clothing including socks (an extra pair of shoes if available), A bag of pullups – you will be notified when the supply is running low.

### **Toilet Learning Schedule**

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

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

### **Toilet Training Readiness Checklist:**

Verbal Readiness: The child is able to speak in three to four word sentences

- Stage 1      The child tells you he/she has a wet diaper, recognize when he/she is wet.
- Stage 2      The child tells you he/she is wet, recognizes the sensation of being wet.
- Stage 3      The child tells you he/she will wet, can control himself and uses the toilet.

Physical and Psychological Signs of Readiness

1. Stays dry for a long period of time (the child is able to "hold" urine and bowel movement).
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move their bowels)
4. Can undress and pull up own pants (Important because this is child's responsibility and teacher assists)
5. Initiates interest in using the toilet and asks to wear underwear.
6. Wants to be independent which is very important for the learning process.
7. Child is emotionally ready and is open to learning (is child generally cooperative?)
8. Can use consistent words or gestures to communicate.
9. Is able to physically get to the toilet and sit on it without help.
10. Must show a willingness to want to sit on the toilet and understand its function.

## **Classroom Transition Policy:**

Being in the appropriate learning level and environment is vital for our student's success. Therefore, we base classroom placement and transition on several factors:

- a. Child's age and development: Happy Hearts uses the Oklahoma Early Learning Guidelines for Infants, Two's and Toddler's as a guideline for placement (A copy is found on our website) Once majority of the milestones have been mastered, students will then start their transition over to our PreK 2-5yr Program
- b. DHS toilet training requirements: This can be a little tricky since those who are still in diapers/pulls-ups must be a certain distance from sinks/restrooms- therefore, even though a student may be mature enough, additional help with toilet training may determine classroom placement.
- c. DHS student to teacher ratio: classroom & teacher availability will determine transition timeline since the center must abide by DHS student to teacher ratio
- d. School Year: Happy Hearts curriculum starts on September 1<sup>st</sup> each year and end with our Summer program

## **Vacation Policy:**

Each child enrolled at Happy Hearts Learning Center will receive one free week per year for vacation purposes. The following rules apply:

- The child must have been enrolled at Happy Hearts Learning Center for at least 3 months to be eligible for the free week of vacation.
- You have notified the Director or Assistant Director prior to the absence by filling out a “Vacation Notice” form and giving it to management **at least two weeks** before the vacation will be taken.
- Your child is absent all 5 days in a single week (Monday – Friday). The child must be absent the entire week for the free week to be allowed. Discounts are not given on a per day basis.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.

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