

*123 Child Development Center  
Parent Handbook*

123 Child Development Center  
3900 Las Estancias CT SW #103 ABQ, NM 87121

Dear Parents & Guardians...

Thank you for choosing 123 Child Development Center for your childcare needs.

**Contact Information:**

**Office** 505-582-2859

**Mobile** 505-267-8936 & 505-289-4110

[123childcenter@gmail.com](mailto:123childcenter@gmail.com)

**Director:** Silvia L Lujan

**Administrators:** Diana Carrasco and Yadira Armendariz

**Provider Experience:**

Licensed with State of New Mexico

Child CPR and first Aid

Registered with the State Food Program

FOCUS 4 Stars

NM PreK

Thank you for choosing 123 Child Development Center for your child's Early Education.

We will make every effort to enrich the life of every child attending our program. Our teachers are educated, experienced, well trained, and committed to the success of each child in their classroom. They are required to have or be pursuing a degree in Early Childhood Multicultural Education and keep up with the latest philosophies in Early Childhood Development. We also require each staff member to be certified in CPR and first aid.

**COVID-19**

**Please see the attached Covid-19 Safety Plan for hygiene practices and positive test process.**

# 123 Child Development Center Parent Handbook

## *Mission statement*

123 Child Development Center promises to provide a safe, fun, clean place. Offering a healthy nutrition and the opportunity to grow, learn, socialize with children their age while having fun at the same time. Our mission at 123 Child Development Center is to provide high quality early childhood education and care, incorporating the best research and knowledge of child development and health. Also, to support families by providing their children with a loving, nurturing environment; by being accessible to discuss their children's needs; and by offering these services at reasonable prices. The center's goals are for the children served by the center to develop to their full potential, to exhibit healthy social, emotional, and physical growth; for the families to feel confident that their children are being cared for in the best possible manner, to promote the natural bonding and friendship among young siblings, to prepare children emotionally, socially, and scholastically for life, to find the center personnel open and easy to communicate with, and to be satisfied with the cost and quality of early childhood education and care their children receive.

## The Center's objectives are as follows:

- Carefully screen potential employees and to train employees thoroughly in good child development and health and safety practices.
- Develop a policy of frequent family conferences, newsletters, and other means of communication.
- Ensure teachers welcome family questions and comments cheerfully – to give serious attention to each comment, and to try to address each comment promptly.
- Develop a budget that reflects prudent expenditures and accurate forecasts of income; and to place a priority on careful financial management.
- Ensure that services and supports are provided by people who: reflect the diversity of the community, are well educated and are well compensated.
- Establish an integrated, multidisciplinary system of professional development, training, and technical assistance that supports the design, implementation, and evaluation of practices that are respectful of and responsive to each child and family.

## The Center's goals are:

- To see that every child is fed a well-balanced diet – and then some. Children will be fed when they are hungry. We will never force a child to eat when they say they are not hungry as this can develop into lifelong bad eating habits.
- Children must feel unique and be allowed to express their feelings openly whether it be anger, sadness, joy, or any other emotions.
- When they are hurt, they will receive hugs and sympathy and we will never tell them they aren't hurt.
- Each child is a very special human being. A Miracle. The most important child in the world to their families, and they will be treated as such here.

Our Motto: What is given to the children, the children will give it to the Society.

## COVID-19

**Please see the attached Covid-19 Safety Plan for hygiene practices and positive test process.**

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## *Curriculum Statement*

123 Child Development Center will use a Creative Curriculum as our guide for organizing the learning environment and structuring daily lesson plans. Children will participate in a variety of developmentally appropriate activities that are aimed at enriching their emotional, social, physical, and cultural growth.

Our curriculum philosophy aligns with the **17 Guiding Principles of the FOCUS criteria**, and:

- Fosters a knowledge and appreciation of a variety of cultures through the respectful introduction of art, music, foods, clothing, literature, and customs.
- Reflects the pluralistic nature of New Mexican society.
- Involves children in learning experiences within the community
- Bases daily activities on the continuous observation, guidance, and assessment of individual children and their interactions with others.
- Encourages children to actively engage in a variety of developmentally appropriate experiences which will:
  - ❖ Foster each child's positive self-concept.
  - ❖ Respect cultural diversity of themselves and others
  - ❖ Enhance social skills.
  - ❖ Nurture communication and language development
  - ❖ Stimulate creative expression.
  - ❖ Extend each child's capacity for thinking, reasoning, questioning, and experimenting.
  - ❖ Provide sound health, safety, and nutritional practices.
  - ❖ Develop physical competence and coordination.
  - ❖ Foster each child's development of self-control.
  - ❖ Foster in children a respect for the natural environment and encourage environmentally sound.
  - ❖ principals.
- Recognizes the importance of sensory experiences in early development
- Uses care giving as an opportunity to deepen relationships with infants and supports their development through sensitivity to the child while performing routine tasks.
- Recognizes and attends to the individual rhythms of each child
- Attends to the affective needs of those present
- Provides a predictable daily routine to instill a sense of security, which flexibly allows for individual preferences and independent choices. Each day will incorporate a balance of:
  1. Indoor and outdoor play
  2. Quiet and active times
  3. Large group and small group, as well as individual, activities
  4. Activities using both large and small muscles.
  5. Child initiated activities as well as adult initiated activities.

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- Activities provide learning opportunities through:
  1. The many types of play
  2. Familiar day-to-day routines
  3. Opportunities for social interaction with peers and adults
  4. Opportunities which are challenging both physically and intellectually.
  5. Transitions times.
- Ensures that the daily plan is designed to encourage positive behaviors
- Respects the child's first language and encourages it as much as possible.
- Displays children's creations.
- Provides opportunities for spontaneous play each day.
- Encourages children to assert their rights in socially acceptable ways
- Nurtures children's understanding and respect of the rights of others.
- Develops and facilitates policies of guiding children's behavior.
- Recognizes that play is the primary mode of learning.

### About our Curriculum

**We follow the New Mexico Early Learning Guidelines** when developing our curriculum and offer a wide variety of activities. The children will participate in art, science, cooking, music, library etc. daily.

Infants: An infant's day would include music, reading, bubbles, tummy time, and more to ensure physical and intellectual development.

Toddlers: The toddler curriculum is designed to teach your child a wide variety of items. However, curriculum has an emphasis on language and physical development. Their day would include are, music, shapes, circle time, etc.

Preschool: This program is designed to allow your child to explore and learn through themes, arts & crafts, cooking, science, numbers, letters, shapes, cutting skills and all other areas of life skills readiness. A solid foundation is formed for your child's continued success!

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## *Our Philosophy*

We believe that every child can accomplish anything that any other human has ever accomplished. We aspire to provide children with the knowledge and social skills that will help them achieve their goals in life. Our children will learn social, emotional, and cognitive skills through play and group activities. They will have many choices during the day to do activities that best fit their needs and interests on an individual basis. Our teachers use the shadowing approach to guidance by trying to guide the child's choices rather than force choices upon the child. Our preschool rooms are divided into centers such as library, home living, art center, block center, and circle time. We have an area for dramatic play and a science area. The different areas within the classrooms promote a variety of interests for children to choose from throughout the day. The centers promote social and emotional development, cognitive learning skills, and gross and fine motor skills development.

At 123 Child Development Center we educate the whole child. That means that we will consider every child a unique individual; socially, emotionally, culturally, physically, and intellectually. Each teacher is responsible for individualizing their planning in order to promote the unique growth of each child.

Children are exposed to lesson plans that offer to improve their developmental skills, getting to know family cultures and traditions, exposure to a dual program in English and Spanish, well begin and hygiene practices, and family participation in the program.

## *Family Engagement Plan*

We understand that families are very busy, and how rare free time can be. However, time that you can spend in the center with your child is invaluable. Your child will be happy to have the experience of the special people in his/her life working together. This will allow your child to develop a sense of security and will allow us to develop a closer relationship. Supportive relationships are a crucial component in achieving positive outcomes in your child's academic success.

123 Child Development Center provide many different opportunities for families to get involved in their child's education. Welcome Interviews are a requirement for NM PreK, and a vital part of the enrollment process. During the interview, valuable information will be gathered about your child's needs as well as their wants. The information will make it possible for us to create a lesson plan that will peak your child's interest in learning. Typically, these interviews are held where your child is most comfortable. Allowing children, the opportunity to interact with their teacher in the comfort of their own home lets them know that the teacher can be trusted. This makes the transition from home to school more successful on their first day.

Family-Teacher Conferences: There will be a total of three conferences held each year (infants, toddlers and PreK classrooms). These provide information regarding your child's classroom experience as well as an opportunity to showcase his/her achievements. Your commitment to attend each conference is a requirement for NM PreK, and beneficial for your child's success throughout their academic career. Dates will be made available in the classrooms, on our Facebook pages, and provided at time of enrollment in our monthly calendar and/or newsletter.

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Volunteering in the classroom: allows you and your child to bond in an academic environment. Your role as a parent is just as crucial to your child's education as his/her teacher. Families are encouraged to share their cultural and family traditions with the entire class. If you have special talents you would like to share, please let us know! Career Day, field trips, holiday events, family nights, and classroom activities are a few of the many other ways in which you can participate. Feel free to stay at the center when bringing your child and participating in reading a book, or sharing with your child's class during meal time, for example.

Materials/Services: If volunteering time simply is not possible, consider volunteering services or donating upcycle able materials to your child's class. Some examples are: Small plastic food containers (butter, cream cheese, etc.) to be used in home living, empty paper towel or toilet paper rolls to make into art projects, pinecones, or other nature items for the science centers. Children get a great sense of pride and purpose when their items become the next class project! Examples of services needed are: Book Doctor, Weekend Pet Parent, Naptime Laundry Fairy, etc. Please sign up with your child's teacher.

### *Inclusive Practices Policy and Procedures:*

We believe that every child can accomplish anything that any other human has ever accomplished. We aspire to provide children with the knowledge and social skills that will help them achieve their goals in life. Our children will learn through play and group activities. Our preschool rooms are divided into defined interest areas or 'centers'. The centers promote social and emotional development, cognitive learning skills, and gross and fine motor skills development. Children will have many choices during the day to do activities that best fit their needs and interests on an individual basis.

At 123 Child Development Center we educate the whole child. That means that we will consider every child a unique individual; socially, emotionally, culturally, physically, and intellectually. Each teacher is responsible for individualizing their planning in order to promote the unique growth of each child. When a child enters our program who has special needs, we will work with the family to ensure a successful educational path. The staff at our centers will be available to provide valuable information, support, and encouragement. Teachers may ask for parental permission to enlist outside resources. This is sometimes necessary to develop a meaningful and beneficial plan that meets each student's unique needs and requirements.

Our goals and expectations throughout the academic year for each child are:

- Identify specific goals for each child
- Demonstrate each child's progress toward achieving their goals throughout the year
- Allow each child to learn and grow with their peers
- Make each child's transition into kindergarten as seamless as possible.

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### Procedures for Referral:

Prior to and during the school year, we provide-request many different developmental and health screenings for your child. These include:

- Ages and Stages Questionnaire
- Vision screening
- Hearing Screening
- Well child checkup form.

When needed, an Individualized Education Plan (IEP) will be developed collaboratively - with you, the specialist, and your child's teacher.

### The IEP is:

- A legal document for students with disabilities
- A valuable communication tool for families, teachers, therapists, etc.
- An opportunity for parents, teachers, and therapists to work together to ensure your child achieves the best possible outcomes.

123 Child Development Center will provide the proper support for each child who requires an IEP, as well as their family. Therapists, occupational workers, or other specialists will always be welcome to work with children in our centers.

### *Our goal in providing quality childcare for your child is to provide...*

- A safe environment
- A nurturing environment
- A learning environment... learning is not necessarily the ABC's and 123's but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.
- A learning about the diversity of race and culture

Communication is key to a successful childcare arrangement. The parent and provider need to have a good working relationship, so we can communicate and work together. Parent and provider need to exchange pertinent information in the child's life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child's feelings, behavior, and well being.

We invite you to share with us in writing, by telephone, or schedule an appointment to talk about you concerns on any area that you feel we are neglecting, and we will do our best to improve in that area.

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*Typical Activities May Include:*

Circle Time: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time.

Areas: Children have a choice of - blocks, dramatic, manipulative, science, art, math, calm corner, sensory, library, music,

Outdoor play: (weather Permitting) rock climbing wall, riding toys, running, slide, hand ring climber, spinners, chimes, playhouse, table (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)

Special Days: Include Birthdays/holiday parties and celebrations.

*Typical Daily Routines May Include:*

Arrival and Greeting Breakfast and clean up Bathroom and/or diaper change and hand washing.

Infants usually nap in the morning as well as the afternoon.

Circle time (including calendar, songs, finger plays, story time etc.)

Arts and crafts or other learning activity Bathroom and/or diaper change and hand washing Outdoor play (weather permitting) or other large muscle activity.

Hand washing, Lunch and clean up, Nap time.

Bathroom and/or diaper change and hand washing

Snack and clean up.

Free play

(Your child is released to our care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time)

**Note:** Diaper change times vary to meet the child's needs. This is a general schedule: infants and toddlers every 2.5 hours.

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## *Transition into our Center*

We feel transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. These transitions occur when starting at a new environment, everyday transitions from home to daycare setting, transitioning into a new age group and classroom, etc.

We are committed to assisting our families and children in making these traditions as seamless and comfortable as possible.

Parents and educators must work together, share the information they have about the child, and what support do you need. Transition to new care includes, but not limited to, acclimatize the child to the environment, meet their caregivers and peers. We also recommend that days may need to be shorter to start with, to allow children to have a positive experience, and to put as little stress on them as possible. We ask that parents have some flexibility during these first days of transition and assistance.

Feel free to call the center as many times as necessary to ask about your child, you can also send a text if you prefer.

The period of adaptation usually lasts from two to four weeks. Some toddlers, however, can need up to 2 months to adjust to their new environment and to feel safe with the educators. If at the end of this period we have not achieved a positive transition from home to center, we will invite you to consider another center for the care of your child.

## *Policies and Procedures*

For your convenience, we will post scheduled Childcare closings for holidays during the first two weeks of the new year, it will also be posted on the information wall and the entrance, and every attempt will be made to minimize any changes in this schedule. (In case of change on the closing dates, the center will give as minimum as 2 weeks' notice)

Holiday closings: New Year's Day, Presidents Day, Vernal Holiday (Friday before easter), Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve.

Celebrating holidays, birthdays and parties: 123 Child Development Center will celebrate: Valentine's Day, Easter, Mother's Day, Father's Day, USA Independence Day, Mexico Independence Day, Thanksgiving Day, Christmas and the anniversary of the center.

If you have a date that you would like to be recognized or celebrated in some way, please contact our office staff.

Birthday celebrations will be at the discretion of each family, respecting their preferences, religion and culture. Each family has the opportunity to celebrate their child's birthday at the center, if that is the case the family should contact the office to set up on the details of the celebration. '

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### *Observation and Evaluations*

All the Staff of 123 Child Development Center, follow the ethical programs of the Educator profession in any job they do as part of the program.

Observation of young children is an effective and efficient way for professionals to verify a child's development and help parents celebrate their child's milestones.

The periodic evaluation provides a quick and useful overview of how your child is doing in important areas such as communication, social skills, motor skills, and problem-solving skills.

The evaluation can identify your child's strengths, discover new milestones to celebrate, and reveal any areas where your child may need support. It helps you understand your child's development and what to look for next, and it helps educators plan the next steps (lessons plan as example) when it makes the biggest difference: the critical early years of your child's life.

ASQ® are highly effective in identifying each child's progress and will be implemented during the evaluation process.

All the staff at the Center have been informed on how to maintain the confidentiality of each family. If necessary, we can recommend support from an early intervention institution as Inspirations Early Intervention Inc., where You Find Exceptional Infant Development Expertise, always respecting the decisions of the families.

### *Handling of complains.*

Complaints regarding our Child Care Services are recorded by the director and/or the administrator on an intake form and filled in a complaint log. This log contains both provider complaints as well as staff complaints. Staff complaints are handled by the director. This information is included in the complaint intake form. The outcome may include, but not be limited to additional training, disciplinary time off and/or termination of employment.

If the complaint is about a childcare center, the caller/person is instructed to call the ECECD Licensing at 505-841-4800 Monday thru Friday, 8am-5:00pm

If you have a concern regarding the care that is being provided within a childcare facility or home, please report your concerns to the ECECD Intake Hotline at 1-888-351-0037 or email us at [ChildCare.Complaint@state.nm.us](mailto:ChildCare.Complaint@state.nm.us).

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## *Child Abuse and Neglect*

123 Child Development Centers policy states that anyone suspected of abuse and/or neglect is reported to child protective services, state licensing and law enforcement. All staff receives annually on child abuse and neglect indicators of abuse and reporting procedures. All staff are mandatory reporters.

NM SCI Line (Child Abuse and Neglect) - 24 hours:1-855-333-SAFE (7233) or #SAFE from cell

## *Enrollment Procedures*

The following forms will be completed and submitted to 123 Child Development Center before any child's first day of attendance. All information in these forms will remain confidential and will be shared with other caregivers only as required to meet the needs of the child:

- 1) Family Registration Form completed by parent/guardian.
- 2) Emergency Medical Authorization
- 3) Discipline Policy
- 4) Permission to photograph
- 5) Transportation Agreement
- 6) Child Care Agreement
- 7) Observation Permit
- 8) Well begin child form

## *Inclement Weather Policy*

In the event of inclement weather, 123 Child Development Center will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Administration to make the decision to close earlier or open later due to natural disasters (Snow, ice, etc.) 123 Child Development Center Families will be notified of the decision, around 6:00am, in the following ways:

\*Text Message and/or email

\*We will follow the decision of APS in the schools of the southwest, please check the weather channel on most cases.

If the Center is open, but because of severe weather and/or road conditions Administration decides to close early, families will be notified by phone. We will make every effort to remain open for working parents; however, if we find it necessary to close, we will not credit or discount tuition fees.

## *Absences*

There will be no refunds or adjustments made to your childcare fee for your time missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis.

If your child will be absent for two or more days, please report the reason and time that your child will be absent.

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### *Discipline*

We express our disapproval (without attaching character). We state our expectations and show your child how to make amends. We give choices, and in extreme situations a child may be given a “time to think”, because at times a child may be having trouble making choices and they just may need a couple of minutes to calm down and think about their choices. No physical discipline is ever used in our care.

### *Gross Misconduct:*

We will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

### *Lost or Missing Children Policy:*

Even when all precautions are properly observed, emergencies can still arise. Therefore, practitioners will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The Director, Owner or the Person in Charge must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Director, the Owner or the Person in Charge will nominate as many staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behavior or persons in and around the nursery grounds.
- If after 10 minutes of thorough searching the child is still missing, the director, the Owner or the Person in charge will inform the police and then the child's parent/guardian.
- While waiting for the police and the parent/guardian to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
- The Director, the owner or the person in charge will be responsible for meeting the police and the missing child's parent/guardian. The Director, the owner or the person in charge will co-ordinate any actions instructed by the police and do all they can to comfort and reassure the parents/guardian.

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*Child's Health*

Parent/guardian must complete a medical emergency card entitled "Child Information" and update, as necessary. In accordance with the New Mexico State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family childcare home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in childcare.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, or...
- C. The child has any of the following conditions:
  - Temperature: axillary (armpit) temperature 100.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. (digital thermometer is used to check the temperature).
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion.
  - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops.
  - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
  - Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.
  - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
  - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
  - Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated.
  - Tuberculosis, until a health care provider or health official states that the child can attend childcare.
  - Impetigo, until 24 hours after treatment has been initiated.
  - Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.
  
  - Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted.
  - Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return.

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- Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return.
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return.
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return.
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return.
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

### *Injuries:*

We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. We have been trained in first aid and CPR and will follow our training. If the injury is minor (requiring only a band-aid or ice) We will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance before we call you. If we can not reach you, we will call the emergency contacts listed on your "Child Information" (Please remember to keep this information up to date).

### *Child's Medication:*

1. A "Medication log" **must** accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 10 days.
2. Prescription medicine **must**:
  - a. be dated with in the past 30 days.
  - b. have child's name printed clearly on the label.
  - c. have dosage amount and times.
3. Medication must also be accompanied by a "medication log" which include:
  - a. Date
  - b. Child's name
  - c. Name of medication
  - d. Dosage amounts and times to be administered.
  - e. Route of medication, oral, eye, etc.
  - f. Date medication is to end.
  - g. Parent's signature

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### *Days/Hours of Operation:*

Childcare is available Monday through Friday 6:00am through 7:00pm, except for closings as referred to in this handbook.

Actual days and hours are determined by the parent/guardian's individual needs.

Please understand that the contracted drop-off time is important because we plan our day around the collective time frame of each child as well as each other phase of our morning routine – **please** call us if you know that your child will in after 9am. Attendance must be marked no later than 11am. If for any reason your child needs to arrive at the center after 11am, you must notify the office of late attendance; this will allow us to plan the educators' times and have an accurate count of the meals to be served.

Our contracted pick-up time is equally important; there are several things to do before the children leave.

### *Late Drop Off and Pick Up:*

Please call us if you will be late dropping your child off, It is particularly important to us and the other children to know our schedule (breakfast, activities, ratios etc.) and when we can move along from one activity to another.

We are sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stress full to have an appointment or other plans scheduled if we cannot depend on the mutually agreed pick up time. *We do understand* that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call us and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. A \$1.00 late fee for each additional minute past our agreed pick-up time will be payable upon arrival.

### *Nutrition:*

Children are fed nutritionally on a daily basis – breakfast, AM snack, lunch, PM Snack and dinner as required through enrollment with the family and food program – See enclosed information and enrollment form for your child. Cakes, cookies, and other “not so nutritious food” may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian, all other foods and beverages are provided by Daycare.

### *Potty Training:*

Potty training should not be rushed; it is important that your child is psychologically and physically ready for training. Pull Ups must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2-week period we will assess the next step.

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# 123 Child Development Center Parent Handbook

## Field Trips Policy

Occasionally, we may have the opportunity to take a field trip. All children will be placed in safety-approved car seats as required by State laws. You may be requested to provide a car seat for the day and/or pay any fees associated with the trip. You will be required to sign a permission slip that we will carry with us. We also carry copies of the emergency forms with a picture of each child attached. In the event of an emergency away from the Center, your child will be cared for, and you will be notified. It is not required that your child attends the field trip. In this case your child will stay in the center with other children who do not go to the Field Trip under the care of another caregiver.

Reason this policy is important: The childcare facility is structured to provide a safe place for children to explore; however, other environments off-site are not always as child-friendly or safe. It is important to make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

Procedure and Practices, including responsible person(s):

- 123 Child Development Center will notify families in advance of all field trips requiring transportation and any other special arrangements necessary.
- A parent or legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fees. (Consent for Child Care Program Activities)
- A well-stocked first aid kit along with the children's emergency contact numbers will be taken on offsite activities.
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the caregiver will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Children will be counted before leaving the childcare, during the field trip, and again at the time of departure for return to the childcare to ensure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany children to a public restroom.
- All children will wear identifying information that gives the facility's name and phone number.
- While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- Caregivers will keep younger children together on walking trips with the aid of a travel rope (a knotted rope) that the children hold onto which is stretched between 2 caregivers while they walk. Children may also hold the hand of an adult or use another means that keeps the child physically connected to an adult always.
- If a child has medication needs, the caregiver in charge will be responsible to take and administer the medication as needed.

When the policy applies: This policy is in force anytime children are away from the property of the childcare program.

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### *Release of Children:*

It is important that we protect your child by ensuring that your child does not leave with a person you have not authorized on your "Child Information" to pick up your child. Also, please tell us when someone else that you have authorized on your "Child Information" will be picking up your child. Even if it is an emergency, we must have your permission to release your child to someone other than you. We will need the person's name and a description of what he or she looks like. The person picking up your child will have to show a picture ID before we will release your child from our care.

We assume that both parents have the right to pick up your child, unless you provide a copy of a court order stating otherwise. We will need to discuss how we should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, we cannot refuse a parent. If we have a court order and a non-custodial parent tries to pick up the child, we will immediately call the custodial parent. If the non-custodial parent leaves with the child, we will immediately call the police and report the situation. We will not place the other children at risk in a confrontation with the non-custodial parent.

It is especially important to us that your child arrives home safely. Therefore, if the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, we will call the parent or emergency contact person listed on the "Child Information" to request their assistance.

All children should be transported to and from childcare in a care seat or child restraint if under 6 years old or 60 pounds. For further clarification refer to the New Mexico Law regarding children and seat belts and abide by that law for your child safety. We will not release your child if the person picking up your child does not have a care seat and your child falls into the care seat requirement age bracket.

### *Supplies:*

Parent/guardian will provide diapers, diaper wipes, powder, any ointment (Desitin etc.), pacifier and baby bottles. To eliminate the daily bundle of items to carry you may bring us a package of each item to leave at daycare. We will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

Parents should bring a blanket and a pillowcase to cover the nap mat for your child to sleep with. We will send the blankets/pillowcases home every Wednesday and Friday to be washed, the blankets/pillowcases must be returned the next day of assistance.

### *Emergency Evacuation Plan/Disaster Preparedness*

In the event of an emergency situation that requires an evacuation of 123 Child Development Center, the following plans shall be implemented. In all situations the caregiver in charge when evacuating shall:

\*Account for all children and staff as they depart.

\*Take a cellular phone if available to be used for emergency notifications.

## **COVID-19**

**Please see the attached Covid-19 Safety Plan for hygiene practices and positive test process.**

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If the emergency environment is confined to the immediate area of the child care facility, exp. Fire, toxic fumes; and the children cannot stay on the premises, the children will be brought to Dion's at Las Estancias 3810 Coors Blvd SW Albuquerque NM 87121, where they will remain accompanied by caregivers while the family, guardian, emergency contacts are notified of the situation and arrangements are made for either the transporting home or the care taking for the remainder of the day.

If the emergency is more widespread and encompasses a larger area such as a neighborhood or several homes due to non-confided environmental treat and the children cannot remain in the area, the children will be brought to Walmart Super Center 3500 Coors Blvd SW, Albuquerque NM 87121

Special accommodation will be provided for special needs children.

Staff will remain with and care for the children at all the times during an event. Attendance will be checked whenever children are moved.

### *Emergency/Safety Plan*

Evacuation procedures should be in place and safety drills should be conducted regularly. The current evacuation plan should be easily, accessible and clearly posted.

Follow the following general guidelines if an evacuation is necessary.

- 1.- Calm but quickly assist children to a safe area
- 2.- Account for all children as well as staff
- 3.- Always leave a note detailing where you have gone if an area evacuation is necessary.
- 5.- Always bring emergency information along with you when evacuating.

### *Actions to be taken in case of accidents or emergencies involving a child.*

If your child is injured at the center, the staff will administer first aid, if necessary, and will immediately contact the parent or other person listed on the emergency form. Parents have noted their preferred hospital on the child emergency form.

If the accident or emergency is a threatening, the emergency medical services; 911, will be called immediately. The parent will be called after the emergency medical service is called. Parent are required to sign and received a copy of the accident/incident report as close to the time of its occurrence as possible.

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***Fee Payment Guidelines:***

Prices:

Fifteen percent 15% discount when you paid the whole month in advance. (Total of 4 weeks price)

	3years and younger	3years and older
PART TIME 20HRS/WEEK	\$200.00	\$150.00
FULL TIME 40HRS/WEEK	\$275.00	\$205.00

Payment obligation is based on the hours agreed to use childcare. There is no change in fee due to your child's absences.

Late payments – A \$20.00 late payment fee (per child) applies for any payment not received on the due date:

- **Weekly payment must be received no later than Monday of the week care will begin.**
- **Monthly payment must be received on the 1st and 5th day of each month in advance.**

Grace period is 5 (five) days. If payment is not received during the grace period, an additional \$5.00 fee per day will be charged. Your child will not be permitted to return to childcare until both the payment and the late fee are paid in full.

A personal check or cash will be accepted for payment, however if a check is returned for any reason and we incur any bank charges from the return of your check, those charges will be added to the following payment. After 2 check returns, all further payments must be made in cash. Non-payment or consistent late payments is cause for termination immediately with out 2 weeks notice.

***Fee Credits***

The operating expenses of 123 Child Development Center are the same whether you bring your child or not. Therefore, no deductions in the co-payment will be made. We reserve the right to consider a discount or rate adjustment made to your account for certain family emergencies or illnesses involving either party.

Your payment guarantees the child(ren) a space at the Center, in case of absence or vacation your child space is reserved and there will be no credits for the same reason.

If your child is absent for any reason one or two days, will not be creditable in any way.

***Confidentiality:***

123 Child Development Center will respect the confidentiality rights of every child who attends this childcare facility. We understand that the confidentiality of each child's information is strictly maintained to protect the privacy rights of the parents and children. We will not discuss or otherwise communicate any form of information concerning the care or condition of any child with unauthorized individuals.

***Insurance***

We reserve the right to provide information concerning the Liability Insurance.

***Termination:***

Parent/Guardian will give two weeks written notice, if two weeks' notice is not given, you are still financially obligated for the two weeks of childcare fees and overdue payments.

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*A Few Final Thoughts:*

As a parent in 123 Child Development Center, please:

- Take an interest in your child's activities and development at the childcare, and share your child's habits, fears, and concerns with us.
- Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed.
- Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time.

Call us! Your concerns and feed back are important to us.

*Thank you!*