

Precious “Little” Cargo LLC

Home Preschool

Parent Policy

Revised January 1, 2022

405-492-7174

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WELCOME

Dear Parents,

Precious "Little" Cargo LLC is a safe and loving home preschool located near NW 63rd & Broadway Extension OKC, OK 73105. We have been licensed by OKDHS since 2011. I have 20 years of experience as an educator and preschool administrator. I hold a bachelor's degree and several credit hours towards a master's degree in Counseling Psychology. I absolutely love working with children and watching them reach new milestones of growth and development!

At PLC LLC we adhere to OKDHS licensing requirements, STARS requirements, and Developmentally Appropriate Practices (DAP). DAP is a perspective within early childhood education whereby a teacher or child caregiver nurtures a child's social/emotional, physical, and cognitive development by basing all practices and decisions on (1) theories of child development, (2) individually identified strengths and needs of each child, and (3) the child's cultural background.

We look forward to providing a safe and loving environment for your precious little ones to thrive in and grow!

Sincerely,

Ms. Howard
Owner & Operator

Address: NW 63rd & Broadway Extension
OKC, OK 73105

Telephone Number:
(405) 492-7174

PRECIOUS "LITTLE" CARGO LLC

OUR MISSION is to provide a loving and caring learning environment that promotes individual growth, preparing your precious little ones for lifelong success!

CURRICULUM GOALS

The early years in a child's life set the tone for future learning. Our goal is to stay current on research in child development so that we are able to build a foundation for each child that lasts a lifetime. Our curriculum is designed with specific objectives for each age level and child; however, the following goals are incorporated into every classroom:

- * Developing safe and healthy habits in young children.
- * Fostering positive self-esteem.
- * Provide opportunities for creative expression.
- * Supporting the development of social skills.
- * Stimulating cognitive problem-solving skills.
- * Strengthening communication skills necessary for listening, reading, writing and speaking.
- * Enhancing fine motor and gross motor skills.
- * Assessing the individual needs of each child.

Consult with your child's teacher for specific objectives addressed in each classroom.

HOURS OF OPERATION

PLC LLC operates Monday-Friday from 3:00 a.m. to 6:30 p.m. with extended hours available upon request.

AGES ACCEPTED

We accept children ages Infant – 12 years old.

ENROLLMENT CONTRACT

All children **must be enrolled at PLC before attending.** Once the decision to enroll is made, families must complete the following, sign where applicable and return to PLC management **prior to the child's first day of attendance:**

- * **Signed** Parent Policy & Contract Agreement
- * **Signed** Child Information Sheet
- * **Signed** Compliance File Notification
- * **Signed** Field Trip Permission Form
- * **Signed** Sunscreen/Insect Repellent Permission Form
- * **Signed** Parent Emergency Consent Form
- * **Signed** Photo Permission Form

- * **Signed** Child Nutrition Program Application
- * Current Immunization Record

As long as a child remains enrolled at PLC, all information in the file must be updated and current or enrollment may be subject to termination.

Parents must also participate in the following before the enrollment process is complete:

- * Phone/Email Interview
- * Center tour
- * Meet the Director/Teacher

TUITION

Weekly tuition fees are due on Thursday by 6:00pm for the following week or the account can be pre-paid in advance for more than a week. A late fee of \$50 will be applied and due Friday before drop off. If all fees have not been paid by Friday at 6:00pm, all enrollment spots will be terminated. In order to renew your contract, the previous balance plus an additional renewal fee of \$50 will be applied and due Monday before drop off. We have never had to implement our late fee rule. Please make prior arrangements to avoid late fee charges and/or disenrollment. See Late Payment section.

CHILD RELEASE POLICY

PLC LLC cannot release any child to an unauthorized person; therefore, we must emphasize the importance of keeping this information current and accurate for your child's safety. Children are **released only:**

- * To an authorized parent/guardian.
- * To a person authorized by written permission from the guardian/parents.
- * To an authorized person with a picture I.D.
- * To an authorized sibling 18 years of age or older.

CHILD ABUSE & NEGLECT

If we suspect a child has been abused or mistreated, we are required to report it within 48 hours to the Oklahoma Department of Family and Protective Services and/or to a law enforcement agency. Failure to report is a misdemeanor offense and upon conviction is punishable by law. Failure to report with prolonged knowledge, six months or more, of ongoing abuse or neglect is a felony offense.

Child abuse and neglect are against the law in Oklahoma, and so is failure to report it.
CHILD ABUSE HOTLINE 1-800-522-3511.

HUMAN TRAFFICKING

Every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children is required to report the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drug Control.

CHILD CUSTODY

It is PLC LLC's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, PLC cannot legally restrict the non-custodial parent from visiting the child or picking the child up unless PLC has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

DISCIPLINE/GUIDANCE METHODS

The purpose of discipline is to help children develop self-control and to become responsible for their own behavior. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, consider other people's feelings and to negotiate their own conflicts.

We use non-punitive methods of discipline, which are directly related to the child's behavior and encourage the child's participation. We ask the child to think about the problematic behavior and to find ways to remedy the situation. Teachers like to work closely with parents to understand each child and to determine which methods work best for that child, thus, teamwork with parents is very important. If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor and parent to develop an action plan. All reasonable attempts will be made to work with the child and the family to resolve the behavior issue. Staff will keep parents informed of the progress made. Referrals to community resources or an outside evaluation may be suggested.

- "Discipline is developmentally appropriate, responsive to the circumstances, constructive, and provides an opportunity to learn. Personnel do not seek or accept parental permission that does not comply with these requirements per Oklahoma Administrative Code (OAC) 340: 110-3-293(a)."
- "Personnel are prohibited from using or threatening to use inappropriate discipline. Examples of inappropriate discipline include actions that cause pain, such as shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spatting, hair pulling, yanking, and slamming." Other examples can be found on pg. 47 of the licensing requirements book and are strictly prohibited.

HOLIDAYS/EMERGENCY/STAFF VACATION CLOSINGS

PLC is closed for observed holidays, inclement weather, outages, staff vacation etc. These closings do not affect tuition payments. A full week's tuition is due although Monday may be Labor Day or PLC is closed for staff vacation etc.

*PLC staff are allowed one week of vacation, 10 days of sick leave, 1-2 weeks personal leave (to be taken consecutively, independently, or not used at all).

*Alternative care options are useful during this time if substitute teacher is not available.

FAMILY VACATION LEAVE TUITION & DUE DATE

When a family has been with PLC for less than a year, full tuition is still due. When a family has been with PLC for more than a year, the first week of vacation is free and the second week is 50% off. Tuition is due (for all weeks during family vacation leave) on **the last day the child is in care before the family vacation**. For example, if your child's last day before family vacation leave is Tuesday, tuition for the week(s) during vacation, is due at drop off on Tuesday.

PRESCHOOL CALENDAR CLOSINGS

Our scheduled closings are on the following days:

- * New Year's Day
- * MLK Day
- * Memorial Day
- * Juneteenth Independence Day
- * July 4th Independence Day
- * Labor Day
- * Indigenous People's Day
- * Thanksgiving Day and the following Friday
- * Christmas Day and the following day.

ATTENDANCE/ ARRIVAL/ PARENT COMMUNICATION

- * After enrollment, we use the Class Dojo App for all communication, updates, daily progress etc.
- * Before or upon arrival, please notify us of any bruises, injuries etc. that your child has.
- * Classrooms begin curriculum at **9:00 a.m.** In order for children to receive the full benefit of our program and to participate with the group activities, we ask that you have your child here by this time.
- * Please contact us through the Class DoJo App, no later than **8:00 a.m.** if your child is going to be absent that day or late (9:00 a.m. is the time the daily lunch count is made also).
- * If there is a special circumstance, such as a doctor's appointment requiring arrival after 10:00 a.m., please check with PLC and receive special permission for late arrival before bringing your child to school.
- * Please do not schedule any drop off during naptime.

CHILDREN WHO DO NOT ARRIVE

Parents are contacted immediately if a child does not arrive as scheduled (walking to center) or when a child is not present at the pick-up location. If the parent is not able to be reached, we will notify the next person on the child's contact list. Please keep all contact and transportation permission forms current.

FEES & PAYMENTS

All fees are to be paid by cash or money order. All fees are non-refundable nor transferable. Potty Training Fee - \$20/week until accident free for 30 days.

LATE PAYMENT

A late fee will be assessed on Thursday at 6:01 p.m. Failure to pay tuition on time may result in termination of your child's enrollment and if an account is past due, enrollment contracts cannot be renewed until balance is paid. There are no discounts/reimbursements for days missed due to illness, absences, closings for holidays or emergencies etc.

* A full week's tuition is due even if a child is absent one or more days during the week. If you enroll your child for part time (20 hours or less) you may not switch the days your child attends without prior approval from the Owner.

ACCOUNTS/TUITION

Parents will be informed of current rates when children are enrolled. If there is an increase in rates, parents will be given one month's notice regarding the new rates. Parents are responsible for making payments every Thursday by 6:00 p.m. & for keeping the account current. At the end of each calendar year PLC will furnish a report, for income purposes, of all tuition and fees paid for each child.

LATE PICK UP

Late fees are assessed if you fail to pick your child up 1 minute passed the agreed time of care. The fee is calculated at forty dollars (\$40). These fees are due upon arrival. Repeated failure to pick up your child on time can result in enrollment termination. If we have not heard from the parent and we have not been able to contact other authorized persons listed on the child's enrollment form by 6:00 p.m., we are required by law to consider the child abandoned and to call the police.

REQUIRED ALTERNATIVE CARE

PLC requires that you have 1-3 people who can serve as alternative care and/or authorized alternative pick up options. For example, if your child is sick and immediate pick up is required but you're unable to pick them up, someone else would need to pick your child up. If there is a closing by PLC staff due to vacation or sick day etc., you would need alternative care.

NAPTIME

We must provide a supervised sleep or rest period after lunch for children 18 months or older. Children under the age of 18 months most often sleep according to their individual schedules. Infants are always placed on their back to rest with nothing in the crib, including blankets, pacifiers, etc.

CHILDREN'S CLOTHING

Your child should be dressed in play clothes that are durable, comfortable and appropriate for play and for the season. We will go outside daily. Because a wide variety of activities take place at our school, we recommend clothes that allow for freedom of movement. Many of your child's favorite activities may tend to be a little messy, like finger painting and digging in the dirt, so again please make sure your child's clothes are suitable. Belongings will be kept in your child's labeled cubby. No backpacks or car seats allowed.

CHECK IN/CHECK OUT PROCEDURES

- * Children must be brought into the center and signed in on the attendance sheet located in the front lobby.
- * Be sure the classroom staff greets you and your child before you leave.
- * When children are picked up from school, they must be signed out on the attendance sheet.

Please note that as long as the child's parent is on PLC premises, the parent is still responsible for their child.

* Your children's safety is of great concern; therefore, we ask that you send your child to school wearing a sturdy shoe that support the foot properly and protects the toes. Sneakers with socks are preferred. Children are not permitted to wear open-toed sandals, clogs, boots or flip-flops on the playground because they are dangerous for running and climbing.

HYGIENE

Every effort is made by the staff to prevent the spread of germs. We strive to maintain the highest standards of cleanliness, which includes required hand washing for children and teachers and instruction in hygiene to help minimize the spread of germs. We promote dental hygiene by providing children twelve months and older a daily opportunity for tooth brushing.

BRINGING ITEMS FROM HOME

We discourage children from bringing toys from home; although, some teachers will allow items of comfort, such as a soft cuddly stuffed animal, to be brought to school to help a child sleep more comfortably (please check with the teacher first). When a child brings a toy from home, it

is sometimes difficult for them to share and the toy could get lost or broken. The staff will not be responsible if these items are lost or damaged.

NON-DISCRIMINATION POLICY

PLC does not discriminate against any child or family based on race, color, national origin, sex, religion or disabilities. Reasonable accommodations will be made to provide services to all children enrolled in our program.

ILLNESS/ SYMPTOM FREE RULE

One of the most serious challenges facing group care situations for young children is preventing illness. We use the following guidelines to protect your child as well as others from contagious illnesses. We realize that this can sometimes be an inconvenience for parents, but we trust that you will understand the necessity for such a policy and back-up/alternative care. If any of the following conditions occur, while your child is in attendance, you will be notified, and your **child must be picked up from school immediately:**

The child has one of the following:

- * Any symptoms related to Covid-19, according to CDC guidelines & regulations.
 - * Fever, armpit temperature of 99.4 degrees or greater
 - * Vomiting
 - * Diarrhea
 - * Head Lice
 - * Symptoms of an infectious disorder such as ringworm, pink eye, etc.
 - * Communicable disease
 - * Any other condition deemed necessary by the Director/Teacher for the well-being of your child and the other children enrolled.
 - * The illness prevents the child from participating comfortably in facility activities.
 - * The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- *If your child is diagnosed with a communicable disease, please notify PLC. It is important for us to be aware of what children may have been exposed to so that we can communicate this with the other parents.

Please do not bring ill children to school and if your child becomes ill at school, please pick your child up immediately.

Mask & other safety precautions are currently being implemented.

THE 24-HOUR 'SYMPTOM FREE' RULE

PLC policy requires that your child be free of symptoms of illness (listed above) for at least 24 hours.

Fever-free means without medication for fever reduction.

Please keep in mind that if we send your child home because of illness, the child will not be admitted to school the next day because the 24-hour period will not have elapsed. Do not rush a child's return to childcare following an illness. The center reserves the right to require a Doctor's statement before the child can be re-admitted to school.

MEDICATIONS

In order for PLC staff to administer medication we must adhere to the following: Medication will ONLY be administered at 9:00 a.m., 12:00 p.m., and 4:00 p.m.;

- * All medicine must be in the original container.
 - * The container must be labeled with the child's name.
 - * If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight.
 - * All medicine must be labeled with the date (if prescribed) or the date brought to school.
 - * The medicine must include directions on how to administer the medication.
 - * If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
 - * All medications must have an expiration date. We cannot administer medication after the expiration date.
 - * The medicine can only be administered to the child for whom it was intended.
 - * The parent must sign an authorization form and include the dates and times for PLC to administer the medication. These directions must follow the label directions.
 - * Medication and medical waste (syringes, needles, lancets, etc.) will be stored in a locked drawer and disposed of in a manner inaccessible to children.
- **We reserve the right to administer medication to children in our care or to not provide medication to children in our care.

ACCIDENTS/ EMERGENCIES /FIRST AID

We always work hard to provide a safe environment for the children . However, part of growing up can include bumps and bruises. PLC is equipped with simple first aid supplies and if a child

has a minor accident the staff will provide appropriate first aid.

If injuries occur, we make two copies of a written report to inform parents about the accident. One copy is for the parent and the other copy is to be signed by the parent and kept in the child's file. If a child has a serious injury, a trained staff member will provide first aid and you will be contacted to pick up your child. If there is an emergency requiring immediate medical attention, 911 emergency personnel will be called, and the parent and/or the child's physician will be notified. If a child needs to be transported by an ambulance, a staff member will accompany your child, if the parent is not available and there is enough staff with the remaining children. When the parent is unavailable, alternate names in the child's file are contacted as well.

NUTRITION

PLC participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving care. It is important that the Child Nutrition Program Application, included in your child's enrollment package, be returned promptly, even if you do not qualify. If a child requires a special diet, you must provide the food from home and your child's file must include a signed statement that PLC is not responsible for the nutritional value of the food brought from home or for meeting the child's daily food needs. In addition, if a child requires diet modifications for health reasons we must have written approval from a physician or registered-licensed dietician.

MEALS

Monthly menus are carefully planned to meet the nutritional guidelines of the state child food program. Menus are posted on the parent board. Breakfast is served from 7:30 a.m. to 8:30 a.m. Children must arrive no later than 8:15a.m. in order to eat breakfast at school.

* If a child arrives eating his or her breakfast, the parent will be asked to supervise the child away from the other children until he or she is finished.

We begin serving lunch at 11:00 a.m. and the lunch count is based on the number of children at school by 9:00 a.m. Please use Class Dojo if you are going to be late.

SEVERE WEATHER EMERGENCY/GENERAL PROCEDURES

- * Stay inside away from windows.
- * Assume protective posture.
- * Keep calm and do not get excited.
- * Use two-way radios to monitor the situation and to communicate if further action is necessary.

PLC will monitor all severe weather @ nationalweather.com/

EMERGENCY PROCEDURES / DRILLS

PLC places a high priority on being prepared for a variety of emergencies that may arise. We have set up an emergency plan as follows:

STAY INFORMED. PLC staff monitors alert statuses of any kind daily. When an alert is in a heightened state the radio and internet are checked regularly for breaking information.

ASSESS THE SITUATION AND ACT. Upon receiving pertinent information and/or official notification, a decision is made to either move to a predetermined safe area of the building, evacuate, or conduct lock-down/shelter-in-place.

COMMUNICATE. Each classroom maintains an emergency contact list with pertinent information for each child.

Emergency/Evacuation Policy

Center Rules: Take care of you, your students, your surroundings, your community, and your environment!

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows PLC staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the Center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives.

IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION:

- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- CALL 911. Provide the school's name and location: Precious "Little" Cargo - **** Braniff Drive OKC, OK 73105. Provide the child's name and a description of the incident. Follow instructions as provided by the operator.
- A staff member who witnessed the emergency will accompany the child if possible, to the

hospital, bringing the child's immunization records and Emergency Contact & Parental Consent Form.

- Staff may not transport an ill and/or injured child in a personal vehicle.

EMERGENCY FIRE/WILDFIRE PROCEDURE

- If you detect a fire, ensure the safety of all children in care first.
- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher. (IF YOU ARE ON DUTY IN A CLASSROOM at the time of a fire, follow the instructions below and evacuate the children first.)
- Exit the building and proceed to the designated meeting place. • Call 911 as soon as you have reached the meeting place. Provide the school's name and location: Precious "Little" Cargo- **** Braniff Drive OKC, OK 73105. Describe the location of the fire.

IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:

- Assist in the evacuation of the children from your classroom.
- Collect the classroom binder and attendance clipboard. Staff member closest to the exit is responsible for leading children out that exit and to the designated meeting place:

St. Anthony – 9720 Broadway Extension OKC, OK 73114

Every classroom must stay together as a group.

- Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
 - Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.
 - The Director and/or Assistant Director will verify, as soon as possible, that all children are accounted for.
 - Lead Teachers will be responsible for contacting parents and informing them of the situation.
- **FIRE DRILLS WILL BE PRACTICED MONTHLY**** The Director will initiate all drills and maintain records of all drills.

EMERGENCY TORNADO PROCEDURE

- If the Tornado warning sirens are sounded, assist in the evacuation of the children from your classroom.
- Collect the classroom binder and attendance clipboard.
 - Staff member closest to the hallway exit is responsible for leading children out that exit and to the designated shelter area: interior hallway. Every classroom must stay together as a group.
 - Staff member farthest from the interior exit is responsible for ensuring everyone has evacuated the classroom.
 - Once assembled in the designated shelter area, the Lead Teacher is responsible for using the classroom attendance sheet to ensure all children are accounted for. If the Lead Teacher is not present, the Full Time Assistant Teacher assumes this responsibility.
 - The Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
 - All children and staff must remain on the floor in the designated shelter area and wait to receive an "all clear" from the Director.

- During a tornado warning, the Director will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.
- ****TORNADO DRILLS WILL BE PRACTICED MONTHLY**** The Director will initiate all drills and maintain records of all drills.

INTRUDER/DANGEROUS ADULT/TERRORIST ATTACK

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child. If there is an intruder or dangerous adult in the school:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director to assist with the situation.

(LOCKDOWN) IN THE EVENT OF AN INTRUDER/DANGEROUS ADULT TERRORIST ATTACK:

- Staff members will be notified by the Director of the threat.
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an "All Clear" from the Director before continuing with activities.
- The Director, or a staff member designated by the Director, will contact the OKC Police Department to notify them of the situation.
- The Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

IN THE EVENT OF AN INTOXICATED PARENT:

- The Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted. • If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director, or Lead Teacher will inform the parent that the police will be notified.
- Call the OKC Police Department and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

BLIZZARD/SEVERE WINTER WEATHER

The Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close early or cancel care for the following day. Lead Teachers are responsible for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

LIGHTNING

All children must immediately return indoors when lightning is observed. Children playing under or around a tree must be immediately removed from the area.

MISSING OR ABDUCTED CHILD

- In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director to help with the search.

If the child cannot be located in a reasonable amount of time, the Director will notify the OKC Police Department and the child's parents.

- In the event of an abducted child, the Lead Teacher must immediately contact the Director, the OKC Police Department, and the child's parents.

POWER FAILURE

- Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, PLC will close, and parents contacted.
- Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child. • Activities will resume as much as possible until parents arrive.

CHEMICAL SPILL, ENVIRONMENTAL OR OUTDOOR CHEMICAL SPILL:

If PLC receives notification from the OKC Police Department that there has been a chemical spill in the area, or if staff members observe an unusual odor while outdoors:

- Staff members and children must immediately return to their classrooms.
- All doors and windows must be immediately closed.
- The Director will monitor the situation and provide information to staff members as it is available. Further action taken will depend on instructions received from the OKC Police Department.

INDOOR CHEMICAL SPILL: (including the mixing of chemicals which creates hazardous fumes)

- Immediately notify the Director of the situation then assist in the evacuation of the children from your classroom.

- Collect the classroom binder and attendance clipboard.

Staff member closest to the exit is responsible for leading children out that exit and to the designated meeting place:

St. Anthony – 9720 Broadway Extension OKC, OK 73114

Every classroom must stay together as a group.

Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.

- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility. The Director and/or Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
- The Director will contact the OKC Police Department to inform them of the situation. Further action taken will depend on instructions from the OKC Police Department.

BOMB THREATS/TERRORIST ATTACK

If a staff member receives a terrorist/bomb threat or locates a suspicious package, the Director must be immediately notified.

DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE.

The Director will contact the OKC Police Department. IF YOU ARE ON DUTY IN CLASSROOM:

- Position yourself between the children and impending threat, as much as possible.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.

Staff member closest to the exit is responsible for leading children out that exit and to the designated meeting place:

St. Anthony – 9720 Broadway Extension OKC, OK 73114

Every classroom must stay together as a group.

Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.

- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance clipboard to ensure all children are accounted for. If the Lead Teacher is not present, the Full Time Assistant Teacher will assume this responsibility.
- The Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.
- If unable to return to the building in a timely manner or threat is more severe: Children will be transported to Wal-Mart Super Center 1801 Belle Isle BLVD OKC, OK 73118.

Lead Teachers will be responsible for contacting parents and informing them of the situation.

EARTHQUAKE

In case of an earthquake, staff members will assist children in seeking shelter under tables or outdoors and away from buildings. The classroom emergency binder and classroom attendance clipboard should always remain with the Lead Teacher. When notified by the Director that the situation is safe, the Lead Teacher must use the classroom attendance clipboard to verify all children are accounted for. Parents will be notified as soon as possible.

GENERAL EMERGENCY PROCEDURE GUIDELINES

- First Aid kit is also available in the kitchen. The Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
- All incidents or accidents (including biting) are reported to the parents, Lead Teacher, Director

and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members are required to call parents before picking up to inform them of the incident.

- Parents are discouraged from trying to pick up their child during an emergency. However, if a parent arrives during such a situation, the child must be released to the parent.
- In the event of an emergency, it is important to remain calm.

TOBACCO FREE SCHOOL

No tobacco, vapors, etc. allowed on the premises.

FIELD TRIPS

PLC offers a variety of experiences both at and away from school. Field trips are a creative way to enrich a theme and expand the learning environment. The Director must approve all field trips. Field trips require a parent to complete a "Field Trip Permission Form" and must be kept on file for 12 months. These forms can be obtained from the Director. Parents must be notified at least one week before the planned field trip. Teacher-child ratios must be maintained at all times. If a child missed the van to the field trip they will remain at school or may be dropped off by the parent. Ratio's must be maintained at all times. Lunch provided by parents or center.

REVISIONS

RULES RELATED TO TRANSPORTATION

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving school, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to school.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

AUTHORIZATION OF CHILD PICK-UP

If anyone other than the authorized people you have listed on our authorization card will be picking up your child, please give us signed permission to release your child in person. We DO NOT allow parents to call the school and request that children be allowed to leave with anyone other than those on their card. All persons picking up any child will need to present a photo ID

to the staff in charge. If a child is not at the location when it is time for pick up from school or home we will immediately notify parents/guardian of the problem, so it can quickly be resolved, and documentation will be written down with time, date, place and who was spoken to.

INJURY/ILLNESS AND POISON/INFESTATION EXPOSURE REPORTS

We will keep a Poison and Injury/Illness log for up to a year on every child that had an incident at school or off-site. In the event of infestation or communicable disease exposure, PLC will ensure the privacy of the infected child/personnel. Parents will be notified by letter or Class Dojo.

All illnesses, injuries, and poison exposure that occur on or offsite, will be documented and kept on file for 12 months. If severe, 911 will be contacted and parents will be notified.

DISENROLLMENT

In certain circumstances it may be necessary to discontinue a child's enrollment immediately. This decision is based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school. Every effort will be made to correct a situation before a final decision is made (i.e. moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along, or other interventions. A child may be disenrolled based on the child's behavior/actions or those of the parent guardian or their guest at any time.

PLC PROHIBITS:

The distribution of literature for any purpose by employees in working areas on school property. The distribution of literature for any purpose by employees in non-working areas of school property during employee's working time. Commercial solicitation by a commercial solicitor of any kind. Personal solicitation of any kind by employees on working time.

PROGRAM FOR 1 YEAR OLDS AND YOUNGER

Awake children:

- (1) Spend much of their time {laying freely on the floor, including infant "tummy-time"};
- (2) Are not permitted in infant car seat, except during emergency drills, transportation, & arrival and departure with parents; and
- (3) Do not remain for more than 20-minute increments in equipment restricting freedom of movement, such as rest equipment, swings, highchairs, or stationary activity centers, except while eating in highchair or similar stationary equipment. Children only sleep in appropriate rest equipment.

EMERGENCY PROCEDURES

EVACUATION

If the facility ever has to evacuate the children from the building due to a fire, weather, bomb, or terrorist threat the children will be transported to:

FIRST LOCATION:

**St. Anthony
9720 Broadway Extension
OKC, OK 73114**

SECOND LOCATION:

**Wal-Mart Super Center
1801 Belle Isle BLVD
OKC, OK 73118.**

Parents/Guardian will be notified of the location that the children can be picked up from. All staff will accompany the children to the pickup location and will remain with the child until the parents/guardian arrive.

WEATHER, FIRE, INTRUDER, TERRORIST ATTACK & EMERGENCY DRILLS

We conduct tornado, fire, flood, intruder, terrorist attack and emergency evacuation drills regularly. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the success of fire and emergency/evacuation plans. During an emergency drill, an Emergency Drill Sign will be posted on the front door and parents may not sign children into or out of school but must wait until the drill is complete and children have returned. Parents can wait in their child's class or in the designated safe zone outside until the drill is complete. In the event of a real emergency, the Director will inform the classroom staff that the school will be evacuated. Parents will be notified of the situation as soon as possible. If it becomes necessary to remove the children, there is an emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child/children at the emergency evacuation site.

VISITORS AND VOLUNTEERS

With your approval, other relatives or friends may be permitted to visit your child at school. For the safety of all children enrolled, all visitors and volunteers must provide current photo identification and sign in with the Director upon arrival. A staff member will accompany all

visitors and volunteers at all times. We adhere to all state licensing regulations regarding the health and background of volunteers.

ILLNESS

If we observe your child developing symptoms of illness during the day, we will separate him or her from the other children to rest comfortably and monitored by a staff member. Parents will be called to pick up child immediately.

SUNSCREEN AND INSECT REPELLENT

Parents can provide sunscreen and insect repellent for their child for bug and sun safety. PLC will also provide sunscreen and bug repellent. A sunscreen/repellent permission form must be signed and kept in the child's file. Both items will be kept out of the reach of children and labeled with child's name.

PEST CONTROL

PLC will control pests to protect the health and safety of children and staff, maintain a productive learning environment and maintain the integrity of the school and grounds. We use all suitable techniques to prevent pests. If we must apply a pesticide, we will use only those products registered for such use in accordance with federal, state, and local laws. The use of any pesticide by unlicensed persons is prohibited; therefore, only individuals licensed by the state will use pesticide products and the use will be in strict accordance with the product's label. We will provide you with notification via letter and/or posting (whichever is applicable) per federal, state, and local laws.

ANIMALS AT SCHOOL

If state standards allow, your child may have a class pet or could interact with a pet as part of specialized programming. We encourage good hygiene and hand washing after handling or encountering an animal and items used by animals, such as water, food bowls, and cages. You must notify us if your child has an allergy to certain types of animals. No animals are allowed where children eat.

THREATS AND THREATENING BEHAVIOR

We have a responsibility to provide a safe environment for our employees, the children we serve, and other adults. Therefore, we have a zero-tolerance policy regarding threats or threatening behavior in our school, whether the threat comes from a child or an adult, and regardless of who is the target of the threat. This includes, but is not limited to, terrorist attacks, threats to do physical harm to someone or threats to retaliate in any way. This type of behavior will result in immediate disenrollment.

EVACUATION

If PLC must be evacuated for non-life-threatening reasons the children will be directed to the grassy area on the north side of the playground. If the emergency is more severe the children will be evacuated to our first and second alternate evacuation sites (St. Anthony & Walmart).

RESOLUTION OF DISPUTES

If a dispute arises out of or relates in any way to our services, we encourage you to attempt to resolve such a matter in good faith directly with management. The Director can provide you with the contact information for additional management personnel who will be happy to work with you to resolve any issues you may have.

NON-SOLICITATION AND NON-DISTRIBUTION POLICY

It is our policy to prohibit employees and non-employees from direct or indirect solicitations of any kind.

COMPLIANCE FILE The compliance file is kept in a binder located in the lobby.

CHILDREN WITH ALLERGIES

Please notify us immediately when you learn that your child has allergies. If a child requires medication for a life-threatening allergic reaction (i.e. bee stings), the child's prescription may be kept at school and administered when necessary.

INCLEMENT WEATHER

PLC reserves the right to close for inclement weather if Oklahoma City Public Schools are closed. You will be notified of any additional days we may be closed.

HEAD LICE

Any child diagnosed with head lice or anything infectious, will immediately be removed from the class and brought into the lobby with staff while the parent is notified to pick the child/children up immediately. The child cannot return without a Doctor's statement and symptom free for 48 hours.

REST TIME

Children ages 1 year through 5 years old have his or her own mat and cover. Newborn babies have their own pack and play, and no items are allowed in the pack and play with the infant.

INFANT NAP-TIME/SAFE SLEEP

We practice a safe sleep rule; "Back to Sleep" which means for the safety of infants, at all times staff will place infants on their backs while sleeping. It is a mandatory that infants are not allowed to sleep with soft items such as, but not limited to stuffed animals, pillows, etc. No bibs, hoods, any clothing with ties about the neck or face area is allowed; these items should be

removed before child is put to sleep. While some parents may insist their infant sleeps better on his or her stomach or with a favorite bear, etc.; THERE ARE NO EXCEPTIONS TO THIS RULE. Infant beds, at all times, shall have a firm mattress with well-fitted sheet in a crib that meets current consumer product safety commission's guidelines and DHS licensing requirements. Temperature at PLC will always be kept between 67 and 72 Fahrenheit.

PERSONAL ITEMS TO LEAVE AT HOME

Please do not bring any valuables that you and your child treasure, such as favorite books, jewelry, or toys from home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group. We are not responsible for lost or damaged items.

GAINING ACCESS

Access can be gained through the garage entrance if the East entrance door is secured or inaccessible.

SOCIAL MEDIA

We encourage our families to engage with us both at school and online. Class Dojo, our website and Facebook group are an excellent source for informative updates, helpful parenting tips, and fun interactive media. These communities are also great places to share stories of wonderful experiences with our school, as well as cute pictures of your little one having fun.

COMMUNITY RESOURCES

If you are interested in family education opportunities or child and family support services, please let us know. We are happy to provide you with information on the community services and programs available in your area, including health, mental health, oral health, nutrition, child welfare, parenting programs, early intervention-special education screening and assessment services.

NEWSLETTERS

In an effort to keep you informed of what we are doing at school, we publish and distribute a monthly newsletter with information about child development issues, home activity ideas, and information about the curriculum. Also check Class Dojo!

FIREARMS AND WEAPONS BAN ON PROPERTY

At no time is any person permitted to possess firearms, ammunition, or other weapons on school property. Law enforcement officers in civilian attire, not conducting official business, are not permitted to bring firearms into our school.

*Any violation of this policy may result in immediate disenrollment from our center, as well as criminal prosecution.

Sunscreen/Insect Repellent Permission Form

I give permission for my child(ren),

to wear sunscreen and insect repellent. I understand that I will provide sunscreen and insect repellent with my child's name clearly printed on the bottle. I may apply sunscreen/insect repellent on my child before they come to school and will inform the teacher(s) if this is the case. The teachers have my permission to reapply sunscreen/insect repellent as needed throughout the day.

____ Please allow my child to apply his/her own sunscreen/insect repellent, as needed.

____ Please apply sunscreen/insect repellent on my child as needed.

Parent/Guardian Signature _____ Date _____

Annual Updates:

_____ (Initial/Date) _____ (Initial/Date) _____ (Initial/Date) _____

Photo Permission Form

PLC LLC has my permission to use my child's photograph on social media, to place in their enrollment folder and their classroom. I understand that the images will also be used to identify my child and create a familiar environment in the classroom using the family photo wall. Photo may also be placed on my child's cubby.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Print Name: _____

Child's Name: _____

Phone Number: _____

PRECIOUS "LITTLE" CARGO LLC

Parent Policy Acknowledgement and Emergency Consent Form

I have received and read the Parent Policy in its entirety. By signing below, I agree and acknowledge the policies rules and regulations with a promise to uphold them all while my child/children remain enrolled at Precious "Little" Cargo LLC.

By signing this form, I give PLC LLC authority to remove my child or children to a safe location due to any harm that may be brought upon my child while in their care.

Parent's Name (please print)

Signature (Parent)

Date

Director's Signature

Date

PRECIOUS "LITTLE" CARGO LLC

NW 63rd & Broadway Ext.

OKC, OK 73105

Office: 405-492-7174

Website: www.preciouslittlecargo.com

CONTRACT

I, _____, agree with this contract in its entirety. I have read and initialed in the appropriate areas verifying my acceptance of the terms of this contract. I will comply and abide by the set rules, terms, and requirements. I have received my copy of this signed contract.

This contract is for enrollment into Precious Little Cargo LLC preschool & care program for _____
(child's name) beginning on _____ (M/D/Y). If a new contract is not dated and signed, this contract will remain in force. My non-refundable payment of \$_____ is understood/agreed/accepted by my signature. My weekly/monthly tuition is paid on Thursdays by 6:00 p.m., in advance, before care is given for the following week/month. A late fee will be applied at 6:01 p.m. and due before child/children can return.

___ I understand that tuition is due on Thursday by 6:00 p.m.

___ I understand that tuition is non-refundable.

___ I will be given a receipt for each term that is paid.

___ I understand the operating hours and late pick up fees.

___ I understand that alternative care/alternative pick up is required in cases of child being ill or parent is running late, etc.

___ I understand that I must give a two-week notice before removing my child from PLC unless approved by owner.

___ I have access to the parent policy on the PLC website and agree with it in its entirety.

PLEASE PRINT YOUR NAME & DATE

PLEASE SIGN YOUR NAME & DATE

PLC LLC Enrollment Checklist

Child's Name _____

All children must be enrolled at PLC before attending. Once the decision to enroll is made, families must complete the following, sign where applicable, and return to PLC management prior to the child's first day of attendance:

- ___ * **Signed** Parent Policy & Contract Agreement
- ___ * **Signed** Child Information Sheet
- ___ * **Signed** Compliance File Notification
- ___ * **Signed** Field Trip Permission Form
- ___ * **Signed** Sunscreen/Insect Repellent Permission Form
- ___ * **Signed** Parent Emergency Consent Form
- ___ * **Signed** Photo Permission Form
- ___ * **Signed** Child Nutrition Program Application – if applicable
- ___ * **Current** Immunization Record
- ___ * **Tuition** for following week/month

As long as a child remains enrolled at PLC, all information in the file must be updated annually and kept current or enrollment may be subject to termination.