



FUN LUVIN CHILDCARE POLICIES & PROCEDURES

INTRODUCTION TO PROGRAM

The Childcare program and its staff would like to welcome you to the Fun Luvin Childcare. Please take a moment and read through this policy and procedure manual as we find it very beneficial to parents and child care providers. Fun Luvin Childcare will adhere to the Fun Luvin Childcare Licensing Regulations for children from Birth to School Age.

PHILOSOPHY OF FUN LUVIN CHILDCARE

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support, and quality care for their children.

Staff: Are entitled to work in an environment which recognizes and respects their training, skills and commitment to child care.

Centre: Enhances the lives of the children and their parents by providing a caring and supportive service.

GOALS OF FUN LUVIN CHILDCARE

The aims and objectives of the Childcare are:

- 1) Provide quality Childcare for all children enrolled
- 2) Foster the total development of the child by providing an environment consisting of:
 - A warm, friendly atmosphere with trained child care providers
 - A safe and healthy facility
 - A child centered, non-role stereotyping setting
 - A variety of suitable equipment in good repair
 - A variety of activities that support the physical, social, emotional and intellectual needs of the children
- 3) To enable the parent to develop positive parenting skills
- 4) To be an emotional support system for parents when issues arise with their children
- 5) To assist parents in acquiring knowledge of normal child development and other child related information
- 6) Children will receive safe and consistent care during Childcare hours
- 7) Children with developmental challenges will receive referrals to appropriate support and services
- 8) Parents will have increased knowledge of their child's development, individual needs, and nutritional requirements
- 9) Parents will have improved parenting skills, including options for managing challenging behavior
- 10) Parents will have increased knowledge of health and child-care
- 11) Parents will have increased contact with other parents of young children



WAITLIST

Policy:

A waitlist will be formed when full enrollment has been reached in the Childcare.

Procedure:

1. The number of children in the Childcare is governed by the Connecticut Childcare Licensing Regulations.
2. Children are accepted into the Childcare on a first come basis.
3. The child's name is entered on the computer according to the date of the initial phone call.
4. When an opening for the Childcare occurs, the Team Leader will contact the parents or guardians of the first child on the waiting list by telephone.
6. Children will be removed from the waitlist upon the following reasons:
 - Parents or guardian's request
 - Child is over 36 months of age
 - Family has moved away or phone number is out of order (the client is then unreachable)

Consideration:

Connecticut Childcare Licensing Regulations

Exceptions:

None

ATTENDANCE

Policy:

Regular attendance at the Childcare Centre is extremely important for your child is to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the Childcare at any time.

Procedure:

Parents will:

- Notify the Childcare staff by 9:30 AM if your child is not coming in



Arrival

Upon arrival, parents must:

- ❖ Put all diaper bags and extra clothing in the child's cubby or bin
- ❖ Label all your children's bottles and let the staff know if they need to be kept cold in the refrigerator
- ❖ Talk to a staff member and relate how your child's night and morning went
- ❖ Take time to settle your child and say goodbye

Departure

Upon departure, parents must:

- Sign their child out with time child is leaving
- Make personal contact with a staff member
- Children may not be picked up by anyone under 16 yrs of age

Late pickup

Please make every effort to pick your child up on time. If you know you cannot arrive on schedule, please arrange to have your child picked up by another adult who has been authorized on your Enrollment Agreement. If a late pickup is unavoidable and you are unable to reach your designated emergency contact, please notify us immediately.

If your child is not picked up after the normal closing time and you have not contacted the center:

- We will attempt to contact you or someone authorized to pick up your child.
- If we cannot reach you or another authorized person within 30 minutes after closing, the Center Director or person in charge will determine whether and when Child Protective Services or the appropriate authorities should be contacted based on local child care licensing regulations.
- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the center door with specific information regarding your child's whereabouts, including the name and phone number of the agency or person to contact.

In the event of a late pickup, please note that our Center Director or any other staff can never transport your child from the center under any circumstances. Also, an additional fee for late pickup will apply to children picked up after closing time. For more information on this topic, consult your Enrollment Agreement.

Childcare staff will:

- Phone parents or guardians when a Childcare child has missed three consecutive days of Childcare.
- Establish with parents or guardians the reason for the absence.
- **If after two weeks** the Childcare staffs have been unable to reach the parents, the child will be **dismissed from the program.**

**Consideration:**

None

Exceptions:

None

Extra Clothing:

Children should always have two seasonably and size appropriate complete change of clothing at school. A complete change of clothing includes, shirt, pants, underwear, and socks. All clothing items must be clearly labeled with the child's name.

Meals brought from home should be packed in a labeled container with the child's name and should include a freezer pack to prevent spoiling. We do not have the capacity to heat up lunches from home. We suggest packing warm food items in a Thermos container. Please note: Certain hard foods can be a choking hazard for young children. These foods include: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas; hard pretzels; spoonful of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. This is a Peanut free environment.

Snack

Fruits, vegetables, graham crackers, Goldfish crackers, string cheese, applesauce. (Please let your child's teacher know if your child has food restrictions, and/or allergies, and we can make other snack arrangements for that day.) None of the snacks will have peanuts or peanut butter in them and all snacks.

Feeding and Swallowing Policy (Includes allergies, health concerns, medical conditions)

Fun Luvin Childcare Center follows the CT State Department of Education Guidelines for Feeding and Swallowing Programs in Schools. Staff will utilize the suggested state forms provided within the Guidelines document, when appropriate, to develop an individual feeding plan. As part of the individual feeding plan for the student, the school-based team must identify methods for:

- Documenting the type of food and quantity the child consumes
- Providing this information to the child's family

Nap/Rest

Children will have a rest period in the afternoon. Children are assigned a rest mat for the school year. Families send in a small blanket each Monday, along with an optional special stuffed animal. Please note, all nap items stay at school for the entire week and will be sent home each Friday to be washed. Please do not send in any items that need to go home daily.



Toilet Training

Preschool children are strongly encouraged to become toilet trained before entering school in September. If children are in the process of completing their training, a plan that will be consistent and manageable for home and school will be discussed and agreed upon by the child's family and their teacher.

Special Education Services Provided

Special Education services are available to those students who qualify Birth2Three. A referral to special education can be made if a child's guardian, teacher, or pediatrician has raised concerns about one of more of the following areas, including, but not limited to:

- Speech/language development
- Attention, focus, self-help skills
- Cognitive development

Parent Conferences

Parents and teachers will have the opportunity to share and discuss information about a child's adjustment, development, and activities. If the need should arise, a parent or teacher may request a conference any time during the school year.

Jewelry

No Jewelry is allowed due to safety concerns of children.

Negotiating Difficulties with Differences

If you have a concern, it is always best to communicate first with your child's classroom teacher. If a situation is still concerning, administration is always available to assist.

Child accidents

We take every precaution to make sure your child is safe, and that you receive communication regarding accidents or injuries. This includes a comprehensive safety awareness program, as well as frequent inspections and maintenance of our buildings, playground, and equipment.

Despite all our efforts, accidents do sometimes happen. If your child is injured at the center, you will receive an Incident/Accident Report at pickup time. If your child needs medical treatment, we will make every effort to contact you and we will make sure your child receives any necessary emergency treatment until we can reach you.



If we cannot reach you, we will do our best to reach one of the emergency contacts you have listed on the Enrollment Agreement.

Weapons and violence

Family members, children, and guests are strictly prohibited from possessing firearms or other weapons on our property and at events sponsored by us. An exception may be made for sworn law-enforcement officers if required by law. If children are found to be in possession of weapons, center management will confiscate the weapon and notify proper authorities.

When a particular child or parent's behavior threatens the safety of others, or if a child or parent becomes abusive toward other children, parents, or staff in the center, we may disenroll the child immediately.

Substance-free environment

We are committed to fostering and maintaining a healthy and safe environment for everyone. Staff, family members, and guests are prohibited from smoking or vaping of any kind in the center and on its grounds. At no time shall anyone ever use, vape, smoke, consume, sell, manufacture, or be under the influence of any alcohol, cannabis, or illegal drugs on center property.

Tuition

We know that your child's early education is important, and it doesn't come without a price. Paying tuition on time helps ensure that we can provide our teachers with consistent schedules and ensure a positive work experience.

All tuition is due in advance of services provided and in accordance with your Enrollment Agreement.

The best way to pay tuition and fees is online through our online app. You can make recurring or onetime payments online using a checking or savings account, debit card, or any credit card. You can also sign up for Auto-Pay. Fun Luvin is committed to the security of your personal information online. All information captured within your online payment account, including financial information, name, address, and phone number, is encrypted via SSL. For the safety and security of our children, staff, and families, we are unable to accept cash payments.

Accounts two weeks in arrears or repeated failure to pay tuition by the due date may result in the termination of services.

As we continue to improve our facilities and resources, tuition and fees are reviewed. Any changes to tuition or billing will be shared with families with 30-day notice and a new Enrollment Agreement will be signed. Additional fees may apply for camps, extended days, or special activities.

Babysitting

We discourage staff members from providing private child care or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in their individual capacity. We will not be responsible for the performance of babysitting services by members of our staff, including transportation of your child(ren).



Absences, sick days, and vacations

To maintain our high standard of quality, we budget for everyday costs related to our dedicated teachers and our educational resources. To cover these costs, we will charge your full rate of weekly or monthly tuition if you plan for your child to attend any days during that billing period. Most centers will also charge your full rate of tuition if your child will be absent for the entire billing period but you wish to save their spot. See your Center Director for details. If your child will be absent on a particular day, please notify the center staff by 9 AM

Center staff should also be notified in advance if your child will be out for multiple days due to illness, vacation, or other family activities. If your child usually transported from another school or program to our center by school bus or one of our center vehicles, please be sure to notify us of your child's absence prior to the scheduled transportation time.

Care4Kids

We do cooperate with the Care4Kids program. It is the parent's responsibility to pay weekly tuition in full until we receive a childcare certificate directly from C4K. At that time, a client's account will be modified accordingly. If, at that time, a credit exists the Fun Luvin Childcare Center will not refund said credit to families. The credit will be used for a designated number of future weeks in which the family will not be responsible for payment. In the event a childcare certificate has cancelled or lapsed, client will be responsible for weekly tuition cost in full. If a childcare certificate has cancelled; childcare services are being discontinued and Fun Luvin Childcare Center has not receive the required 2 week notice, you will be responsible for all accumulated tuition.

PROGRAM STRUCTURE

Policy:

Childcare personnel will adhere to Connecticut Childcare Licensing Regulations.

Procedure:

HOURS OF OPERATION

The Childcare will operate Monday to Friday 12 months of the year between January and December. Hours of operation will be 6:30 AM to 5:30 PM North Location – 7:30 AM to 5:45 PM West Location. Activities within the program will be monitored and adjusted accordingly, in consultation with parents, Childcare staff and other involved professionals to promote ongoing development.

Consideration:

None

Exceptions:

None



Sample Daily Schedule

Arrival - Hand washing, breakfast, open centers, creative experiences, and stories

9:00-9:45 Clean up, bathroom break, snack, story, circle activities.

9:45-10:30 Open Centers

10:30-10:45 Music Movement

10:45-11:00 Bathroom

11:00-11:30 Gross Motor activities (outdoor play, gym)

11:30-11:45 Dismissal (Nursery School) & all others wash hands for lunch

11:45-12:15 Lunch time

12:15-12:30 Bathroom break

12:30-2:00 Naptime and quiet time

2:00-2:30 Clean-up costs and bathroom break

2:30-3:30 Gross Motor (outside/gym)

3:30-4:00 Wash hands and snack time

4:00-4:15 Story and songs

4:15 - Closing Dismissal, open centers, and art.

Legal Custody and Injunctions:

A copy of any court ordered custody decree or injunction must be kept on file

Professional Development

The key to each child's success is the quality of instruction at the classroom level. Fun Luv'n Childcare Professional Development plan is based on a model of continuous improvement and lifelong learning for staff. Therefore, the primary purpose of the professional development plan is to enhance the skills of the staff so that they can effectively meet the educational needs of all students.



Education plan

Children enrolled at Fun Luv'n Childcare Center will follow a flexible daily schedule that meets the individual needs of the diverse population of children and families served by our program, including those with cultural, language, and developmental differences. Our daily schedule includes indoor and outdoor physical activities that also allow for fine and gross motor development as well as opportunity for problem solving experiences that help to formulate language development and sensory discrimination. Children will have the opportunity to express their own ideas and feelings through creative experiences throughout the program, including:

- Creative art experiences
- Dramatic play
- Music and movement
- Language
- Small and large motor activity
- Language learning experiences
- Experiences that promote self-reliance/self-help
- Health practices
- Child initiated and staff directed experiences
- Exploration/discovery/science/sensory experiences
- Varied choices in materials and equipment
- Individual and small group activities
- Active and quiet play
- Rest/sleep/quiet activity
- Nutritious meals (provided by parent) and snacks
- Toileting/clean up/hand-washing

*Please see the attached daily schedule outlining our day and how we incorporate these experiences into the schedule

ADMINISTRATION OF MEDICATION

Policy:

The center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birth date
- The date the medication order was written
- Medication name, dose, and method of administration



- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature, and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by (means of communication) when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a trained professional and renewed at the time of expiration. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/ guardian or disposed of if it is not picked up within one week following the termination or the order, in the presence of at least one witness. The center shall keep a written record of the medications destroyed when shall be signed by both parties.



STAFFING

Policy:

Childcare personnel will adhere to Connecticut Childcare Licensing Regulations. At times the Childcare will be closed for staff training and professional development. There will be **NO** fee deductions for these closures as it is enhancing the quality of care each child will receive.

Procedure:

STAFF

Our child-care staff are trained and certified as Early Childhood Educators and, in many cases, as Infant and Toddler Specialists. They maintain valid First Aid and whenever possible Food Safe Certificates. Many of the staff has worked in the child care field for many years. Staffs continuously upgrade their education through workshops, conferences, independent study, and researching topics of interest.

STUDENTS

From time to time, the Childcare will accept students seeking work experience and Early Childhood Education practicum students. We will introduce them to you and your child as they arrive at the Childcare. They will have cleared criminal record checks prior to attending.

VOLUNTEERS

An interview is carried out by the Supervisor. This includes a criminal record search of all possible volunteers. To ensure that security is maintained, the number of volunteers and students will be limited.

Consideration:

Child Care Licensees are based on background checks every 5 years and renew their First Aid Certification every 2 years.

Exceptions:

None



EMPLOYEE QUALIFICATIONS

Policy:

Childcare personnel will adhere to the Connecticut Childcare Licensing Regulations. Childcare staff's qualification will also be described in their job descriptions.

Consideration:

Child Care Licensees need to update their licenses every 5 years and renew their First Aid Certification every 2 years.

Exceptions:

None

ABUSE AND NEGLECT POLICY

All of our staff have a responsibility to prevent child abuse and neglect of any children involved in our center.

1. Definition:

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

Child Abuse is defined as:

A child who has had

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment, or cruel punishment.

Child neglect is defined as:

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally, or morally
- Allowed to live under circumstances, conditions, or associations injurious to his well-being (CT statutes 46b-120)



2. Staff responsibilities:

As childcare providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

3. Specifics on reporting a suspected case of abuse or neglect

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- The reporter's name is required, but may be kept confidential.

Information needed:

- Name of child/Date of birth
- Address of child
- Phone number of children
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment, or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse
- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.



5. Staff Training:

Staff will be required to attend bi-annual staff meetings, held in September and February, focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new staff will be trained in these procedures prior to their start in the classroom.

6. Provisions for informing families of abuse and neglect policy:

A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board.

When an accusation of abuse or neglect by a staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance

STAFFING RATIOS

Policy:

The Childcare personnel will adhere to the Connecticut Childcare Licensing Regulations

Proper staff child ratios shall be always maintained.

(A) There shall be at least one (1) program staff person for every ten (10) children, or fraction thereof in attendance.

(B) When there is a mixed age group, the lower required ratio for the age of the youngest child shall prevail.

(C) for infants twelve (12) months of age and younger, there shall be at least one (1) program staff person with every four (4) children

(iii) for toddlers under three (3) years of age, there shall be at least one (1) program staff member with every four (4) children; group not to exceed 8 children

(iv) for preschool children (three (3) years to five (5) years of age) there shall be at least one (1) program staff member with every eight (10) children; children; group not to exceed 20 children

(D) The operator shall be responsible for assuring the supervision of the children at all times while the children are at the facility, indoors or outdoors, or on field trips. At no time shall a child be left unsupervised.

At nap time group size shall be always maintained.



INFANT SAFE SLEEP POLICY

Our program has adopted the safe sleep practices recommended by the American Academy of Pediatrics. The flyer available, using this link, has been added to our infant enrollment packet. <http://www.ctoec.org/wp-content/uploads/2016/01/Safe-Sleep-Info-Sheet-English.pdf>

Our policy includes the following:

- All infants under twelve (12) months of age shall be placed in a supine (back) position for sleeping in a well-constructed, free standing crib or bed designed for infant sleeping that meets current safety standards, with a snug fitting mattress unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for an alternative sleep position.
- When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
- No blankets, weighted blankets, swaddles, pillows, quilts, comforters, sheepskins, soft bumpers, or stuffed toys shall be placed under or with an infant for sleeping and shall be kept out of the infant's crib or bed.
- No infant shall be put to sleep on a sofa, soft mattress, waterbed, or other soft surface. No infant shall be put to sleep in a child restraint system intended for use in a vehicle, an infant carrier, a swing, or any place that is not specifically designed to be an infant bed unless the child has written documentation from a physician, physician assistant, or advanced practice registered nurse specifying a medical reason for their use.
- Nothing shall be placed or hung over the side of a crib or other piece of equipment designed for sleeping that obstructs the staff's visibility of the infant.

Bathroom Policies

There are specific assigned bathrooms for children and one for staff. Adults are not to use a bathroom that is assigned for children. If visiting Fun Luvin the adult may only use the bathroom labeled employees only.

While using the bathroom, please make sure that lock the door to the bathroom. At any moment you are to enter a bathroom that is assigned for the children.



WEATHER AND RELATED EMERGENCIES

FUN LUVIN CHILDCARE reserves the right to close the Childcare Center, and any programs Therein, due to inclement weather, other emergencies, or the inability to maintain State required staff to Student ratios. If severe weather develops during the school day, parents will be called and are expected to pick up their children within one hour of notification. If you cannot pick up your child, it is your responsibility to arrange for them to be picked up by someone on the child's authorized pick-up list. We will only call persons on the child's authorized pick-up list if we are unable to contact the parent or guardian.

Childcare may open on a delayed schedule when the weather is inclement. The Center will notify radio and TV stations of schedule changes only FUN LUVIN CHILDCARE Information line at (860) 730-2534 of any delays or cancellations. If severe weather develops during the day, parents will be called to pick up their children within one hour of notification. If the FUN LUVIN CHILDCARE closes, then Childcare will also be closed.

EMERGENCY EVACUATION PLAN

Emergency notification and parent contact numbers are in each room and parent contact numbers are located on teachers' clipboards in each room.

Emergency evacuation maps are in each classroom with two evacuation routes. If the first route is inaccessible, then the second route will be used. Emergency evacuation drills are conducted monthly.

The head teacher in each class is responsible for taking attendance before and after an evacuation. They are also responsible for taking along the emergency contact form and first aid kit. The director will check all classrooms and bathrooms to ensure no one is left in the center.

In the event of a building evacuation, all classrooms will in the parking lot next to the playground, located in the common parking lot by the crosswalk. Once all of the children are outside the director or designated in-charge person, will do another head count to ensure all children are accounted for.

In the event of a civil emergency evacuation, local police, fire, hospitals, and radio stations will be contacted immediately to inform the public of the evacuation. FUN LUVIN CHILDCARE officials will be responsible for informing the appropriate authorities. FUN LUVIN CHILDCARE staff will make every effort to contact parents by telephone as soon as they are physically able to do so, if possible. If the time permits, this will be done prior to the evacuation. As the safety of the children and staff are paramount, notification may occur after any evacuation via cell phone.

**MEDICAL:**

In case of a medical emergency, a qualified staff member will attend to first aid as needed. Another staff member will notify the family of the child. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's medical consultants will be contacted. For extreme emergencies, 911 will be called. An ambulance will take the child and a staff member to the nearest hospital. The child's emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room. Additional staff will be called in if necessary to maintain required ratios. In the event a child becomes ill while at the Center, parents will be notified and the child will be moved to a designated area where the child will be made comfortable. A staff person will always remain with the child.

FIRE:

In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. Immediately, the group will walk to (the designated area) safely away from the building, and line up to take a name to face attendance. Director or person in charge will be responsible for taking (the sign-in and out sheets or make available the computer access to such documentation), portable first aid kit, cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the children (to the alternate shelter). Parents will be notified.

WEATHER:

On snow days, or during other hazardous weather emergencies, the program will (follow the town Public School closing, delay or early dismissal schedule). Parents will be notified via (radio station, television announcements on channels or telephone) to pick up their children due to early closing. Ratios will be always maintained and two staff 18 years or older will remain on the premises with the children until all are picked up. In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

EVACUATION:

If the facility must evacuate, the children will be (mode of transportation) to the (nearest designated evacuation area). Advanced contact has been made with the town's Civil Preparedness Unit, adding the Center to their list for emergencies. Parents will also be notified to pick up their children. Ratios will be always maintained and two staff 18 years or older will remain with the children until all children are picked up.



In the event that you are uncomfortable or dissatisfied with the way a teacher handled a situation, PLEASE report your concerns to the Director immediately. As hard as we try, we are not always aware of every detail occurring in each program. No matter how trivial the problem may see, please contact us immediately so we may have the opportunity to address and resolve the situation.

I, _____, have read and fully understand all of the policies and guidelines presented to me in the parent handbook from Fun Luvin Childcare Center. I agree to adhere to all of the rules and requirements. I understand that failure to abide by the above policies may result in termination of childcare services and I will be asked to withdraw my child from the program. In event that my child is disenrolled from the program, I understand that the maximum time given to make alternate arrangements will be two weeks. Additionally, I understand that Fun Luvin Childcare Center may be forced to discontinue services immediately as explained in the handbook.

I have reviewed, discussed with the Director, and understand the discipline policy which is located in this enrollment handout that I received at the time of enrollment. I understand that if I have any questions or concerns I will address them immediately with the staff and/or the management team at Fun Luvin Childcare Center.

Signature

Date