

PARENT HANDBOOK

Hours of Operation
6am-9pm

Ages
6 weeks-6 years old

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INTRODUCTION

The information contained in this *Parent Handbook* will introduce you to the philosophy and organization of the Center. It will serve as a reference to the daily operating policies and procedures. Familiarity with them will help make your child's day a most rewarding experience.

We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning. It is our goal to provide a safe, educational and fun atmosphere. We pledge that the care and nurturing of your child is our first priority.

Not all policies and procedures can be listed here. We will be happy to answer any questions you may have. Please remember that we have an open door policy and any concerns, questions or comments are always welcomed. We are guided by, but not limited to the policies and procedures within this handbook. Decisions will be made as necessary to protect your child, preserve the integrity of Open Arms Childcare Center, LLC and abide by the laws that govern our program. Please take the time to read carefully, sign the parent acknowledgement page, and return it us as soon as possible.

The Director

Yolanda Kemp

Our Mission Statement

The purpose of Open Arms Childcare Center, LLC. is to empower children and families through early literacy to become the best in whatever they choose to do.

Our mission is to promote school readiness using best practice learning experiences that are fun, safe, culturally, and developmentally appropriate; promoting physical, cognitive, social, emotional, science, and language development of each child; adopting a holistic and family-centered approach to child development and life-long achievement motivation.

The following steps must be completed for each child, before the child can begin to participate in our program:

1. Complete the Child Information Form.
2. Complete and sign Parent Handbook sign off.
 3. Bring Copy of Birth Certificate.
 5. Bring Copy of Physical/Immunization Record
(No more than 6 mos. old).
 6. Parent's ID.
8. Complete and sign DCFS licensing summary
9. Complete child meal participation for
10. Complete Guidance and Discipline Policy Sign off
11. Complete Childcare Subsidy Forms

HANDBOOK OVERVIEW

The following list is an overview of the information contained in this handbook. It is only a brief synopsis of the detailed information we have provided. Please read the handbook thoroughly to gain the best understanding of what you can expect while your child is in our care and what we expect from you as our partner. We thank you for choosing Open Arms Childcare Center, LLC. as your childcare of choice.

1. Open Arms Childcare Center, LLC is open year round from 6:00 a.m. to 9:00 p.m. All students must arrive by 9:30 a.m. Your child will not be allowed to attend the center for the day if they arrive after this time. Exceptions are given in emergency situations only, and will require a phone call before arrival.
2. Children receive a breakfast, hot lunch and snack daily.
3. Parents are required to sign their children in and out of the center daily and according to their assigned classroom.
4. To meet licensing requirements, it is necessary that the following forms be completed by the first day of attendance:
 - Application for Enrollment
 - Copy of Birth Certificate
 - Copy of Medical Card
 - Medical Form completed by your child's physician dated no more than 6 months prior to enrollment. Form must include TB and Lead test results
 - Immunization Record
 - Current Physical & Dental
 - Completed Permission Form
 - Social/development history
 - If you are working, we need two recent paycheck stubs
 - If you are going to school, we need a copy of your school schedule
5. Each child will be assigned a locker space in his/her classroom. Any communication from the center will be placed in your child's locker
6. Medications may only be dispensed after the parent has signed a permission slip. We will only administer prescription medication in the original container with the name of the medication and dosage
7. TUITION FEES ARE DUE the first of the month prior to service. There will be no refunds of tuition for non-attendance. Full tuition is due regardless of absences. \$10.00 daily will be charged for all late fees. Tuition that is late for two (2) weeks will result in termination of child's enrollment. Students can only be reinstated after tuition is PAID IN FULL. If tuition is late three times, it will result in a warning letter, the fourth time will result in termination from the program.
8. Cash, Money Orders, and Credit Cards are the only acceptable forms of payment.
9. NO PETS OR ANIMALS ARE ALLOWED IN THE CENTER.
10. Parent meetings are held quarterly in March, June, September & December. However, there will be two (2) scheduled conferences per year to discuss your child's progress with their teacher.
11. Parents will be updated regularly of their child's progress through letters that will be sent home with your child. We asked that you check your child's cubbie daily. The parent

bulletin board at the front of the center will also be utilized to keep parents up to date on program information and/or other informational news.

12. It is extremely important that parents always remember to provide the center with up-to-date daily, as well as emergency contact numbers. Whenever the parent, guardian or an emergency contact, or pickup person changes phone numbers please update the school records.

FIRST DAY OF SCHOOL

If your child has never attended Day Care before please feel free to come a little early and spend some time helping your child adjust. After the first day please develop a routine in the mornings to help your child prepare for the day ahead. If your child cries when you leave please don't keep running back to them. Within the first ten (10) minutes their crying will usually stop. If it doesn't, we will contact you and advise accordingly. Adjustment periods vary, but most children are fully adjusted and accustomed to the day care routine within the first two (2) weeks. **Please dress your child in comfortable PLAY CLOTHES, preferable in gym shoes.** We recognize that during the summer months, parents may want to dress their children in sandals. It is the responsibility of the parents to ensure that the sandals pose no safety risks to your child during times of play, or provide a pair of gym shoes to be kept in your child's cubbie for daily use at the center.

What to bring to school:

- A change of clothes, including socks and underwear, must remain at the school at all times.
- A coat, hat and gloves during the Winter
- A blanket for rest time (pillow is optional)
- Pull-ups & wipes if your child is still potty training

All items must be marked with your child's name. We will not be responsible for unmarked belongings. Please check your child's locker once a week to make sure their belongings are there and clean.

What NOT to bring to school:

- ANY toys from home, except for "*show and tell*"
- Juice, candy, gum or other food items. We provide all snacks
- Toy guns, pocket knives or any other dangerous object

ARRIVAL & SCHEDULE

Open Arms Childcare Center LLC. is open from 6:00 am to 9:00 PM, Monday through Friday. Please do not bring your child earlier. We need time to prepare the school for opening. All parents are required to accompany their child into and out of the daycare center daily. **Parents MUST sign them in and out daily.** All students must arrive by 9:30 a.m. Your child will not be allowed to attend the center for the day if they arrive after this time. Exceptions are given in emergency situations only and will require a phone call before arrival. Children must be picked

up no later than 9:00 PM. According to State laws, your child may not be released to any person other than yourself or someone whom you have authorized on your enrollment form. You may at any time update/expand this form for emergency pick-up. The person you designate to pick-up your child must show identification and give it to an administrative staff member to make a copy for your child's file.

At the discretion of the Director, at 8:30pm, if the Director or other authorized personnel has not spoken to an adult who is in route to the center, 311/911 will be called and the Police Department will be notified of the incident. We will attempt to have the child picked up by the Police. If the estimated wait time is more than 30 minutes (9pm), we will contact the Department of Children and Family Services and notify them to pick up the child.

We know that emergencies arise that are beyond your control so we will not charge overtime fees on the first offense. However, after 8:05 a late fee of \$5.00 will be incurred for the first minute and \$1.00 per each subsequent minute. Excessive tardiness will lead to additional fees. **These fees are due when you pick up your child!**

Example Schedule of your child's day:

(Ages Infant)

06:00 a.m. – 07:15 a.m. Arrival/ Greeting
07:15 a.m. – 08:00 a.m. Free play and diapering/toileting
08:00 a.m. – 09:15 a.m. Breakfast
09:15 a.m. – 09:30 a.m. Group Time
09:45 a.m. - 10:45 a.m. Outdoor time
10:45 a.m. – 11:30 a.m. Free play/art/diapering/toileting
11:30 a.m. – 12:00 p.m. Lunch
12:00 p.m. – 2:30 p.m. Nap time
02:30 p.m. – 03:00 p.m. Transition from Nap/diaper changes/toileting
03:00 p.m. – 3:15 p.m. Snack time
03:15 p.m. – 3:30 p.m. Group time
03:30 p.m. – 5:00 p.m. Art/outdoor play
05:00 p.m. – 6:00 p.m. Dinner
06:00 p.m. – 7:00 p.m. Free Play/ Diapering
07:00 p.m. – 9:00 p.m. Dismissal

(Ages Toddlers)

06:00 a.m. - 07:00 a.m. Arrival/ Free play
07 a.m. – 08:00 a.m. Free Play/Washroom
08:00 a.m. - 09:15 a.m. Breakfast
09:15 a.m. - 09:30 a.m. Music and Movement
09:30 a.m. -10:25 a.m. Outside
10:25 a.m.-10:40 a.m. Circle
10:40 a.m. -11:00 a.m. Craft/Free play

11:00 a.m.-11:25 a.m. Washroom Routine
11:25 a.m. - 11:40 a.m. Story Time
11:40 a.m. - 12:40 p.m. Lunch
12:40 p.m. - 02:40 p.m. Rest Time
02:40 p.m. - 03:00 p.m. Washroom Routine
03:00 p.m. - 03:15 p.m. Snack
03:15 p.m. - 03:40 p.m. Outside
03:40 p.m. - 04:15 p.m. Free play/ Small Group
04:15p.m. - 05:00 p.m. Washroom Routine
05:00 p.m. - 06:00 p.m. Dinner
06:00 p.m. - 07:00 p.m. Clean up
07:00 p.m. - 09:00 p.m. Dismissal

(Ages 2-3)

06:00 a.m.-06:45 a.m.-Greeting
06:45 a.m.-07:30 a.m.-Free Play (All Areas)
07:30 a.m.-07:40 a.m.-Hand Washing
07:40 a.m.-08:00 a.m.-A.M. Snack
08:00 a.m.-08:40 a.m.-Free Play
08:40 a.m.-09:00 a.m.-Hand Washing and Bathroom
09:00 a.m.-09:30 a.m.-Breakfast
09:30 a.m.-09:45 a.m.-Clean-up, Hand Washing, and Teeth Brushing
09:45 a.m.-10:30 a.m.-Circle Time
10:15 a.m.-10:45 a.m.-Story Time
10:45 a.m.-11:00 a.m.-Free Play
11:00 a.m.-12:00 p.m.-Outdoor Activities
12:00 p.m.-12:15 p.m.-Hand Washing, Bathroom, and Table Setting
12:15 p.m.-12:45 p.m.-Lunch
12:45 p.m.-01:00 p.m.-Clean-up, Bathroom, and Teeth Brushing
01:00 p.m.-02:45 p.m.-Naptime
02:45 p.m.-03:00 p.m.-Bathroom, Hand Washing
03:00 p.m.-03:30 p.m.-Arts and Crafts
03:30 p.m.-03:45 p.m.-P.M. Snack
03:45 p.m.-04:15 p.m.-Music
04:15 p.m.-04:45 p.m.-Free Play
04:45 p.m.-05:00 p.m.-Bathroom Break
05:00 p.m.-06:00 p.m.-Dinner
06:00 p.m.-07:00 p.m.-Clean up
07:00 p.m.-09:00 p.m.- Dismissal, Clean-Up Time, Table Toys

(Ages 4-6)

06:00 a.m.-06:45 a.m.-Greeting
06:45 a.m.-07:30 a.m.-Free Play (All Areas)
07:30 a.m.-07:40 a.m.-Hand Washing
07:40 a.m.-08:00 a.m.-A.M. Snack
08:00 a.m.-08:40 a.m.-Small Group Morning Activities
08:40 a.m.-09:00 a.m.-Hand Washing and Bathroom
09:00 a.m.-09:30 a.m.-Breakfast
09:30 a.m.-09:45 a.m.-Clean-up, Hand Washing, and Teeth Brushing
09:45 a.m.-10:15 a.m.-Circle Time
10:15 a.m.-10:45 a.m.-Story Time
10:45 a.m.-11:00 a.m.-Table Activities
11:00 a.m.-12:00 p.m.-Outdoor Activities
12:00 p.m.-12:15 p.m.-Hand Washing, Bathroom, and Table Setting
12:15 p.m.-12:45 p.m.-Lunch
12:45 p.m.-01:00 p.m.-Clean-up, Bathroom, and Teeth Brushing
01:00 p.m.-02:45 p.m.-Naptime
02:45 p.m.-03:00 p.m.-Bathroom, Hand Washing
03:00 p.m.-03:30 p.m.-Arts and Crafts
03:30 p.m.-03:45 p.m.-P.M. Snack
03:45 p.m.-04:45 p.m.-Music & Rhythm
04:45 p.m.-05:00 p.m.-Bathroom Break
05:00 p.m.-06:00 p.m.-Dinner
06:00 p.m.-07:00 p.m.-Clean up
07:00p.m. -09:00 p.m.-Dismissal, Table Toys

School Age

(Ages 6-12)

03:00 p.m. – 03:30 p.m. Snack
03:30 p.m. – 04:30 p.m. Homework
04:30 p.m. – 05:00 p.m. Washroom Break
05:00 p.m. – 06:00 p.m. Dinner
06:00 p.m. – 07:00 p.m. Free play/ Clean Up
07:00 p.m. – 09:00 p.m. Dismissal/ Games

Please note that when the weather permits, all children must have outside play. This is required by Child Care Licensing.

Open Arms Childcare Center, LLC. will utilize the fully equipped playground facility located outdoors for play in our efforts to promote gross motor development. The location was selected based on proximity and because the facility and environment are adequately designed to provide a wide array of activities that will stimulate children's play, learning, growth, and physical activity. The outdoor space is designed to allow children to take safe risks while developing their emerging skills and abilities – motor, social, and collaboration. It is a well-planned environment that provides opportunities for children to seek new challenges even as they master old ones. Outdoor plan will be scheduled daily from 09:00am to 12:00pm.

HEALTH, SAFETY & SECURITY: Prior to scheduled outdoor play time, a daily designated staff member will inspect the immediate outdoors (grounds), equipment and surrounding areas, in order to ensure that there are no sharp objects, splinters, protruding nails or bolts, loose or rusty parts, or other potentially dangerous or hazardous materials.

Accompanied by an appropriate ratio of teachers and assistants, children and staff holding hands in a chain formation will cross the street at the traffic light at 95th and Jeffery walking approximately (1/4 block East, and 2 blocks South) staying on Jeffery to nature walks. The same procedures will be followed for return to the facility, at which point children will be required to wash hands before proceeding with the activities of the day.

Depending weather conditions, one additional clerical staff will accompany the children and teachers with bottled water, and as a matter of practice and procedure, a travel first-aid-kit containing disposable gloves, water, soap, antiseptic cream or solution, phone number of the child care center, and coins.

CONTINGENCY PLAN: In case of inclement weather, children will have gross motor play indoor.

ATTENDANCE

Attendance will be taken daily. **If your child will not be attending, we ask that you please contact us by 8:30 a.m.**

Early Dismissal: Please try to schedule your child's pick up either before or after nap time (before 1:00 or after 3:00). Trying to gather a child and his/her belonging is very disruptive to the other children.

Pick-Up and Drop-Off Procedures: All parents are required to accompany their child into the daycare center in the morning and pick-up their child from the sign-in desk. It is responsibility of the parents to ensure their child's safety during pickup and drop-off times. **Parents must sign them in and out daily (via brightwheel).** For the safety of your child, do not drop your child off at the door.

Release of Children: The school is legally responsible for insuring that each child leaves only with an authorized adult. Students will be released only to the persons listed on the enrollment and child care forms in the student's file. Appropriate written permission must be on file for each person who is allowed to pick up your child. We will not release a child without written permission from the parents and without a photo I.D from the person picking them up.

PERSONAL INFORMATION

No personal information will be given on any child without written permission from the parent. Only the Director, Director's Assistant, State of City Department of Health or a DCFS representative will have access to your child's file.

PERSONAL BELONGINGS

Children will have their own locker space: all belongings including clothing should be labeled with their name and should be kept in the locker. All notices to the parent will be placed in their child's locker. It is recommended that parents do not send variable articles such as (toys, clothes, jewelry, and etc.) to the center. We will not be responsible for any lost, misplaced, or stolen items.

ILLNESS

We are concerned with the health of your child. Therefore, a sick, contagious, or infectious child will not be allowed to attend the center until there is no longer considered a risk to other children. If a child arrives to the center and the child is sick the child will be sent back home. If a child is absent more than three (3) days, a doctor's statement/note is required in order for the child to be reinstated. The criteria we use to determine when a child cannot attend the center on any given day are:

- Temperature of 100 or above
- Vomiting and/or diarrhea
- Signs of conjunctivitis
- Chicken pox, Mumps, Measles or Scabies
- Excessive coughing or nasal discharge
- Head lice
- Mouth sores
- Rash, ringworm or any other infectious/contagious condition

If we suspect your child of having symptoms we feel are contagious, infectious, we will require a doctor's note certifying that your child free from any contagious and/or infectious ailments that can be passed on to other children. If a child becomes ill, have an accident or injury during the day, your child will be isolated to the Director's office where a sick cot is maintained for such purpose, and sanitized after each use. Parent(s) will be notified and are required (if necessary) to

pick up the child from the center. Therefore, it is important that all phone numbers (at home, work, and emergency contacts) be kept up-to-date in your child's file.

MEDICATION

Medication will only be dispensed at the center if a nurse is on site and available to dispense it, otherwise please make arrangements to come and medicate your child or give at home. If it is absolutely necessary for the medication to be given at school, please follow these rules:

- Fill out and sign the medication request form at the front desk
- All medications will be maintained in a locked cabinet or equivalent in the Director's office at all times. Refrigerated medications will be kept in a separate, properly identified container in the food preparation area.
- ALL medication brought into the facility to be given to your child, must be in the original container, labeled with your child's first and last name, the date the prescription was filled, the medication's expiration date and have legible instructions for administration. The Physician's name and contact information must also be on the label.
- Parents of children on chronic medication therapy to be administered by the child care staff during the child's stay are to secure the following before the procedure is considered ongoing: letter from the prescribing physician or printout from the pharmacy, which includes a statement regarding the side effects of the prescribed medication; and parental consent to administer medication.
- All over counter medications must have directions to administer, and will not be administered differently. (e.g., if the medicine says "Consult Physician for 2 years of age or under" we must have a note from the doctor as to how to administer.)

MEDICAL POLICY

Emergency Medical

Our staff is certified in first aid, CPR, and Heimlich-Maneuver. However, in the event of a serious accident parents will be notified as soon as possible. We will seek emergency treatment for the child by dialing 911. We will not transport the child to the hospital; this will only be done by ambulance to Advocate Trinity Hospital, 2320 E. 93rd Street, Chicago, IL 60617, Ph:(773) 967-000. A staff member will accompany the child to the hospital and remain with the child until the parent or authorized designee arrives. Payment for this care/treatment is the responsibility of the parent(s). We will provide emergency information from your enrollment form to the hospital/Doctor.

The following steps may be necessary to obtain emergency medical treatment if warranted:

- Attempt to contact the parent or guardian directly
- Attempt to contact parent or guardian through any of the persons listed on the emergency contact form you have completed for us
- In the event of the child needed immediate medical care, we will call the paramedics to transport the child, again accompanied by a staff member
- If necessary, the child's Physician may be contacted

- It is the parent or legal guardian's responsibility to meet us at the hospital and assume supervision of the child. This is essential since the hospital will only stabilize the child's condition, and will not proceed without your authorization in person at the time of the incident.

First Aid/ Non Emergency

- First aid treatment will be given by staff
- Attempt to contact parent or guardian directly

MEALS & SNACKS

The food service and nutritional needs will be outsourced to a certified, licensed and bonded food service provider that utilizes the services of a licensed nutritional professional. We provide breakfast, lunch, dinner and (2) nutritious snack for your child. Please do not send additional food or snacks. If your child is allergic to, or have certain food restrictions, please let us know and we will accommodate them. A menu is posted on the bulletin board at the front. All meals are served family style. Prayers will said over all meals and snacks.

TRANSPORTATION

Open Arms Childcare Center does not provide transportation to and from school. We will use licensed and insured transportation service providers for all field trips.

FIELD TRIPS

Off campus field trips will be arranged for all children. These field trips and any extra fees involved will be posted and announced at least one week prior to the scheduled event. We will abide by the Minimum Standards set forth by the State regarding Child/Staff Ratio and Safety Standards. Parents will be given permission slips that must be sign and returned by the given deadline date.

DISCIPLINE

Guidance

Guidance is the philosophy of Open Arms Childcare Center, LLC. All guidance by teachers will support the child's growth and development. The goal is to help children develop self-control. We will help each child by redirecting negative actions into positive behavior. When a child mistakenly chooses a behavior that hurts another child physically, socially or emotionally; or damages any equipment, the child will be told what positive behaviors to choose instead. This way, the child learns expected behaviors. The teacher will discuss the reasons the positive behavior is a better choice.

Problem Solving & Negotiation

Children will be taught problem solving and negotiation skills when disagreements ensue. We will try to teach children how to state problems, brainstorm solutions, compromise and implement solutions. Children will negotiate their rules for play and follow those rules. The children's sense of independence will be supported by the teachers. This way, each child learns to stand up for their own ideas.

Pro-Social Skills

Children will also learn pro-social skills. Children will be taught to observe each other and interpret each other's feelings. The children will be encouraged to choose kindness, generosity, and helpfulness within the limits of their own development level. The teachers maintain limits and rules in each classroom. These limits are determined by the children's ages, stages of development and the curriculum. When limits are broken, children are taught what behavior is acceptable. If a child cannot find ways to follow the limits, parents will be consulted to determine the best way for the team (parents and teachers) to address the issue. Follow-up meetings will be held to discuss the child's progress.

All children in our program need to feel safe and secure. The aforementioned approaches help children to develop trust and learn appropriate behaviors with their peers and in their environment.

PROHIBITED BEHAVIORS & CLASS RULES

The following behaviors are prohibited in all childcare settings:

- Corporal punishment to include hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain and/or fear.
- Threatened or actual withdrawal of food, rest or use of the restroom
- Abusive or profane language
- Any form of public or private humiliation including threats of physical punishment
- Any form of emotional abuse, including shaming and/or rejecting, terrorizing or isolating

In addition, children shall not be disciplined for toilet accidents.

Class rules include but are not limited to the following:

- | | |
|---------------|-------------------|
| ■ No Hitting | ■ No Kicking |
| ■ No Fighting | ■ No Bighting |
| ■ No Swearing | ■ No Hair Pulling |
| ■ No Spitting | |

TRANSITION POLICY

Any child, where attempts have been made to meet their needs, demonstrates the inability to benefit from the type of care offered by this facility, or whose presence is detrimental to the group, will be transitioned to another program. In this event, a conference will be held with the parent where referrals to other agencies or facilities will be given. The following steps outline the process leading up to transition:

1. Parent-Teacher Conference
2. Parent-Teacher-Director Conference with written warning
3. Transition

TUITION/OTHER SCHOOL FEES

Open Arms Childcare Center, LLC is maintained solely through tuition payments. All fees, to include co-pays are due by the 1st of each month prior to the receipt of service. Any tuition fees received after the 5th will incur a late fee of \$10.00 per day and the child will not be allowed to come back to the center until the fees are paid in full.

WEEKLY RATES

ENROLLMENT FEE (non-refundable) – If applicable, this fee will go towards co-pay. (Can be waived at the discretion of the director)	\$ 100.00
5 FULL DAYS PER WEEK – Age 6 weeks-2 years	\$ 285.00
5 FULL DAYS PER WEEK – Ages 3-6 years	\$ 230.00
5 HALF DAYS PER WEEK – Ages 2-6 years	\$ 150.00
3 DAYS PER WEEK (part-time)	\$ 115.00
LATE CHARGE (per day)	\$ 10.00
ABSENT FEE – Must be paid by all parents whose child is absent for 1 or more weeks	\$ 65.00
FIELD TRIP FEES WILL VARY	

HOLIDAYS

The Center will be closed for the following holidays and 2 weeks of vacation:

New Year's Eve	Labor Day
New Year's Day	Veteran's Day
Martin Luther King	Thanksgiving Day
Good Friday	
Memorial Day	The day after
Independence Day	Thanksgiving
*The last week of July	*The week of Christmas

All holidays and vacation dates will be posted 30 days in advance.

CHILD ABUSE

We are mandated reporters and required by the State of Illinois to report all suspected cases of child abuse or neglect to the Department of Children and Family Services (DCFS). For your own record, the DCFS Hotline number is 800-25-ABUSE.

PARENT VOLUNTEERS

We are grateful and excited when parents volunteer to help with special events and field trips. However, to do so we must run a Criminal History check on any parents wishing to volunteer. This process takes about two (2) weeks, so please get with us as quickly as possible. Please ask us about our Parent Cooperative Committee Meetings.

Parents agree to participate in all mandatory meetings and work with programs including (2) fund-raisers, parent-teacher meetings, celebrations, and volunteer service for the benefit of the entire center.

Moonlighting Teachers: Open Arms Childcare Center, LLC. does not permit its staff to provide child care to it families served after hours. Moonlighting will lead to termination of the employee and the dismissal of the student.

PICTURES

Pictures of your child will be taken at different times throughout your child's educational experience at Open Arms, or if you supply a camera for your child's birthday. Please read and initial the following statement.

By signing the handbook acknowledgement page, I hereby give Open Arms Childcare Center permission to photograph/video my child at school for special projects, and on field trips. I understand that the photos will be used solely to display positive nurturing enforcement at Open Arms Childcare Center, LLC.

HAND WASHING POLICY

Hand-washing is the single most important means of preventing the spread of infection and germs. Staff and children must wash hands regularly while at this child care facility. Staff hands must be washed with soap and warm water and all staff must ensure that children's faces and hands are clean. Hands must be washed even if gloves are worn.

WHEN TO WASH HANDS

At a minimum STAFF hands must be washed:

- Upon arrival at the center.
- Before and after preparing or serving food or bottles.
- Before and after eating a meal or snack.
- Before assisting a child with eating.

- Before and after toileting.
- Before and after assisting a child with toileting or diapering.
- After checking to see if child needs a diaper change.
- After wiping own nose or assisting a child with wiping nose.
- After contact with body fluids (urine, feces, vomit, spit-up, blood, sweat, etc.)
- After coughing or sneezing.
- After cleaning and/or using cleaning materials
- After handling the garbage or diaper pail.
- After contact with animals.
- After administering medication.

At a minimum CHILD hands must be washed:

- Upon arrival at the center.
- Before and after eating a meal or snack.
- Before and after diapering and toileting.
- After contact with body fluids (urine, feces, vomit, spit-up, blood, sweat, etc.).
- After coughing or sneezing.
- After blowing nose or putting hands in mouth.
- After coming indoors from playing on the playground.
- Before and after sand or water play.
- Before and after messy play like painting, play dough or activities that include gluing.
- After touching contaminated objects.

PROCEDURES USED TO WASH HANDS

Turn faucet on

Wet hands under warm running water

Dispense liquid or foam soap in the palm, bar soap is not used

Hands are rubbed together vigorously to lather the soap on hands for at least 20 seconds

Palms, fingers, between fingers, back of the hands, and around the wrist are washed

Hands are rinsed thoroughly under warm running water for at least 20 seconds

Hands are dried completely with disposable paper towel

Water is turned off using paper towel to turn the faucet handle

Paper towel is thrown in the trash can.

POTTY TRAINING POLICY

Toilet Training

It is the policy of Open Arms Childcare Center, LLC. not to accept children at the facility unless they are potty trained. However, on a case by case basis, we make exceptions to this policy depending on where you as the parent are in the potty training process, and will follow through and encourage your child while in our care.

Toilet training will be done in a relaxed manner. We require that the child must be at least 24 months old and must be showing signs of readiness. The child must be kept in pull-ups at all times. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can and will announce that (s) he must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During potty training the child needs to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Try to avoid really tight clothing, shirts that snap in the crotch, pants with snaps & zippers and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many buttons or snaps makes it harder to get the child on the potty in time.

We will only help to potty train a child if you have been successfully began training at home prior to enrollment at the facility. Please don't ask us to begin potty training your child if you haven't successfully began training at home. We will gladly follow your means of potty training if you just let us know what it is. For example, if your child is rewarded a sticker for each potty in the chair, just provide the stickers we will follow your lead we will **not** discipline your child if he/she has an accident.

During potty training you are asked to supply us with at least 3 extra full changes of clothing, including socks and training & plastic pants or pull ups. These are to be left at the day care, labeled with your child's name and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Toilet Learning Readiness

Verbal Stages of Readiness:

Basic verbal skills: The child is able to speak in three or four word sentences

- Stage 1: The child tells you he/she has a wet diaper, recognizes when he/ she is wet.
- The child tells you he/she his is wetting, recognizes the sensation of being wet.
- The child tells you he/she will wet diaper, can control her/himself and use a toilet.

Physical and Psychological Signs of Readiness:

- Stays dry for a long time. (The child is able to "hold" his urine and bowel movements.)
- Can recognize when diaper is wet or soiled.
- Has bowel movements at a regular times.(Child chooses when to move his bowels)
- Adults can recognize when a child is moving his bowels.(Child is deliberately moving bowels.)
- Can undress and pull up his/her own pants. (Important because this is the work of the child not caregiver.)
- Initiates interest in using the toilet and ask to wear underwear.
- Wants to be independent (which is very important for the learning process.)
- Child is emotionally ready and is open to learning (Is child generally cooperative?)
- Child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is behavior that has been seen in children who are ready to use the toilet.)
- Can follow three and four step instructions. (This is critical for learning to urinate or move bowels, wipe themselves, flush the toilet, and then wash hands.)
- Can use consistent words or gestures to communicate
- Is able to physically get to the toilet and sit on it without help.
- Must show a willingness to want to sit on the toilet and understand its function.

Our Policy Requires the Following:

- Child will wear loose fitting clothing(which is easy to pull down and pull up)
- No overalls, bib-type pants, onesies, or T-shirts with snaps between the legs)
- No pants with belts or one-piece outfits
- Determine from the beginning of learning whether child will sit or stand (boys).
- A minimum of 3 changes of clothing, including sock, 3-4 pairs of training pants to leave here(an extra pair of shoes would also be helpful.)
- Positive reinforcement **must** be continued at home.

With the assistance of the teacher or teacher's assistant, the child will be checked and scheduled to use the toilet at consistent times of the day whether the child indicates the need to use the

toilet or not. If a child uses pull-outs, they will be changed during these times as well, and disposed of in a diaper genie:

1. Before and After Breakfast
2. Before and After Lunch
3. Before and After going outside
4. Just before going home
5. As needed

INFANTS & TODDLERS

BOTTLES

Parents of bottle-fed babies will need to provide 2-3 labelled bottles, nipples, and lids. Contents remaining in any bottle must be discarded within two hours. Formula or water will be placed in a bottle. Juice can only be served in a sippy cup. It is common practice for children in the toddler room to drink from sippy cups instead of bottles. Bottles are not heated in the microwave, as this will produce “hot spots” in the formula or breast milk and are warmed under warm running water in the sink.

Children who are 12 months or older will be given the lunches and snacks that are being served and drink 2% Milk.

The older infants will be sitting at a small table with chairs; toddlers will be at tables to eat their meals. Children in the toddler room will be using sippy cups or regular cups and using utensils. It is our goal to work cooperatively with families and their child’s routine; however bottles are not the common practice as the toddlers get older.

SLEEPING

Sleeping Infants nap according to their own schedules. If infants fall asleep while they are being rocked, lightly bounced, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. As your child grows and matures, cot sleeping will be encouraged. This will assist especially in the transition from the Infant room to the Toddler room when that time comes. Toddlers will also nap on a cot.

SAFE SLEEPING PRACTICES

Safe Sleeping Practices Infants will be placed on their backs to sleep in a crib. The infants at Graham Crackers Daycare are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. There will be no pillows, quilts, bumpers, comforters, sheepskins, stuffed toys, or other fluffy products in the crib. Two children never share the same crib at the same time. A sheet will be provided for your infant and toddler. Parents are welcome to bring in a blanket for his/her child to use at nap times.

DIAPERING

ALL WIPES AND DIAPERS are provided by parents. Your child will be changed at regular intervals throughout the day and as needed. Store bought wipes are used when changing your child; we will use plain water and wash cloths for children with a diaper rash. Feel free to bring a labelled bottle of diaper cream with you if you would like it to be applied to your child’s rash.

We will not be applying baby power on the infants. The use of power has been linked to childhood asthma and other respiratory problems.

SHOE-FREE ENVIRONMENT

“Shoe-free” environment for the infant room with infants commonly on the floor, Open Arms wants to provide a clean, safe, and healthy environment in the Infant room. We practice a “shoe free” policy in this room. We ask that adults entering the Infant room please remove your shoes. We take this action to prevent outside contaminants from being brought into the room and spread onto the carpet, particularly during the cold weather with the snow and salt. The infants spend much of their time exploring the floor, so it is best that these areas be kept as clean as possible.

OTHER ITEMS

If your child uses a pacifier, parents are asked to provide a labelled one. Children in the Infant room who use pacifiers will have them on an as-needed basis throughout their day. Children in the Toddler room who use them will have a pacifier only at nap time. Toddlers will not be allowed to walk around the classroom with a pacifier during the day for the following reasons: it is not healthy for a child to pick up a pacifier off the floor once dropped and put back into their mouth; another child may put someone else’s pacifier in their mouth; it is difficult to understand a child who is trying to talk with one in his/ her mouth; and, the muscles in their mouth and tongue need to learn how to work when talking without a pacifier in it. Other items you will need to bring for your child include blanket for sleep-time diapers, cream as necessary and a sippy cup. If your child has a special small stuffed animal or small blanket, please label it, and your child will have it during nap time. At times, a new child may have a hard time transitioning; we try to work with the families in helping this adjustment be less stressful. A toddler is welcome to bring a comfort item to help him / her transition into child care. Eventually, your child will not feel the need for it at school and will have formed positive relationships with his / her teachers. We view transitional comfort items as something that will benefit the child in helping him / her feel secure in this new environment.

By signing the parent handbook acknowledgement, I hereby acknowledge that I have fully read the **Potty Training Policy** and agree to comply with the policies set forth.

HANDBOOK ACKNOWLEDGEMENT

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for the Open Arms Childcare Center, LLC. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of the Directors, Assistant Director and/or governing body of Open Arms Childcare Center, LLC. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

Moreover, I recognize that it is my responsibility to contact the Director or Assistant Director of Open Arms Childcare Center, LLC. for any questions I might have about the contents of the Parent Handbook now and in the future. I also certify that I have received a copy of the summary of licensing standards for daycare centers.

Name: _____
(Please Print)

Signature: _____

Child's Name: _____

Date: ____/____/____