



(CENTER'S NAME)

PARENTS' HANDBOOK

Together, providing the best for our young children



Enjoy a
friendly,
Christian
environment



Too much importance cannot be placed upon
the early training of children.

E.G.White

(Center's Address/Website
and E-mail address)

Welcome to(Center's name).....!!!

It is our commitment to work side-by-side with you to provide the best education for your child(ren). We are proud to have been entrusted with this joyful and great responsibility, and will work hard to transmit values like kindness and respect, as well as knowledge, in a healthy, nurturing, Christian environment.

Please take time to read this handbook, and become familiar with our center and procedures, and remember we are always available for suggestions, questions or concerns.
Sincerely,

(First Name Last name)
Director



(center's name) is a licensed child care facility for children between the ages ofand accredited under (name of accreditation agency). We are owned and operated by the (church/ school.)

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ABOUT US

(NAME OF THE CENTER) was established in (year) as a nonprofit organization owned and operated by (name of church or school) and governed by a local board under the supervision of the (name) Conference Office of Education.

Being licensed by this state's Department of (insert name) we comply with its regulations and standards for health, safety, education and care for young children.

Children are admitted and provided education, regardless of race, creed, color, sex, or national origin. We allow each one of them to participate in all the activities, and enjoy rights and privileges.

OUR PHILOSOPHY AND GOALS'

(This section should be written by the Center's operating board. It may contain statements similar to the following:)

We believe that it is essential to partner with the home and church families, to develop a proper balance for meeting the needs of our children's spiritual, physical, intellectual, and practical aspects of life. Our team strives to provide a safe, nurturing, God-centered environment filled with opportunities for exploration and discovery that will promote wholesome development and love for knowledge. Education and care will be offered by highly qualified teachers and caregivers, based on respected research, and follow Adventist and national standards. We value each child and family and prayerfully serve to bring each one closer to Christ and eternal life with Him.



Days and Hours of Operation:

(Monday -
fromto.....)

We are closed for the following holidays:

Emergency Closings:

(insert instructions, list radio and TV stations, phone numbers to call, etc)





Curriculum

Our activities are focused on the development of the whole child. Using developmentally appropriate practices, teachers and care-givers work with all children in a variety of age appropriate settings, from groups to individual, that encourage each one's progress and growth.

Because we are a Christian early childhood program, we use the Bible as a basis for our curriculum. In addition, we use (insert name of commercial curriculum) to supplement the children's trans-disciplinary, integrated learning experiences.

Discipline

We encourage positive behavior by giving verbal affirmations. We do not inflict corporal punishment, nor deprive children of food, rest or using the restroom as a way of correcting inappropriate behavior. By applying disciplinary techniques that teach self control, we develop an orderly environment where learning can take place. We strongly believe that all modeled affect their conduct, therefore we commit to showing Christ-likeness to them at all times. We strongly believe that all modeled behavior affects the children's conduct, therefore we commit to showing Christ-likeness to them at all times

Admission and Enrollment Policy

Enrollment is opened to children ages ...months to ... years old. A child must be... years old byto be admitted into the state-assisted program hosted by our center.

Children in the 3 year old class will be allowed to advance into the 4 year old class during the month(s) of.....

We maintain a non-discriminatory admission policy. Classes are filled on a first come first served basis and a waiting list will be created when classrooms become filled to capacity. The center may not accept a child for enrollment, or continue a child's enrollment, if the services needed to protect the health and safety of the child cannot be provided by the center.

Termination of our services will be applied under the following circumstances:

1. Non-payment for service.....days past due
2. Inappropriate, violent or dangerous behavior
3. Inappropriate language
4. Non-compliance with policies and procedures

Children should be completely toilet trained from the age ofand up, therefore pull-ups or rubber undergarments are not allowed for ages and up.

For withdrawing a child from our program, the parent must complete a Program Withdrawal form. Parent must give the administration a notice of days prior to the child's last day of attendance to keep from being charged for.....

Tuition and Fees



In order to assure placement for your child, registration fee is due

Tuition is figured as a (insert monthly or weekly) fee, and payments are dueday of each month.

It is very important that tuition be paid on time. In the event that payments are late, parents will be givendays to make restitution. If after theth day payment has not been made, enrollment will be terminated without further notice. No refunds are given for vacation or illness, and those days are not made up.

If due to unforeseen hardship a family is unable to pay tuition, the board may be petitioned forA request of this nature will be considered on a case by case basis.

Confidentiality of Records.

Best practices for maintaining children's/families personal information and records as recommended by Adventist Risk Management are followed.

Children's records are opened only to the child's teacher, the director, and an authorized employee of the licensing office and Conference Office

Pick up and Delivery of Children



Children must be escorted in and out of the building by the parent or authorized person. Upon turning the child over to the teacher on duty, this person will sign-in the child/ren in the log book at the front desk. Children must never be left at the center without an adult supervising.

Parents are required to pick children up on time, and will be given aminute grace period. After that,will be charged. The authorized pick-up person must sign-out their child/ren in the log book at the front desk.

Field Trips

Parents will be informed of field trips in advance, and permission forms must be signed by the parent/legal guardian and turned in at least.....days prior to the trip. Parents who volunteer to drive their personal vehicles to transport children must only carry the number of children as they have of working seat belts and secure them one child per seat belt. All drivers must have current and appropriate insurance coverage in their vehicle.

Dress

Children should wear clean, neat, comfortable clothing, appropriate for playing.

Emergency Policies

The staff is trained on safety rules, special hazards and commonly occurring accidents. They receive instruction on safe practices, evacuation procedures, use of fire extinguishers, etc. There is alwaysstaff members on duty who have a current first aid and CPR certification.

Fire

All children and staff participate in the monthly fire drill. In the event of an actual fire, the emergency contact person listed on the child's registration form will be called and notified where to pick up the child.

Tornado

All children and staff participate in monthly tornado drills. In the event of a tornado warning, all children and staff will evacuate together to the designated area ofand remain there until the threat is passed.

Accident or illness

The parent, guardian or authorized person will be notified immediately in the event of a serious accident or illness requiring emergency or immediate care. A qualified staff member may administer first aid. It is very important that parents fill a Permission for Health Care form at registration.



MEALS AND SNACKS



The center provides in advance a menu, listing meals and snacks as well as the hours in which they will be served. If a child needs to follow a special diet, the parent/legal guardian must present a written request, with specific instructions. The director will notify all staff.

Although no flesh is served in the center, we maintain a nutritionally balanced and approved food program. We substitute meat with other natural sources of protein. Additionally, there are certain food items that are not served to the children under three years of age in our effort to prevent choking accidents. Examples of such foods are peanuts, hot dogs, raw carrots, pop corn and grapes.



REST

All children will have a mid-day rest period/nap. The center will provide individual cots or mats for two-year-old children and older, but a small fitted sheet and blanket need to be sent from home. For younger children cribs and linens will be provided by the center.

For the hours of rest times/naps see the teacher/'care giver' of your child.

Parent - Teacher/Care-Giver Communication

We strive to maintain parent teacher communication at all times. The ways in which we communicate are:

- Information boards
- Verbal communications
- Written notes sent home with child
- Telephone conversations
- Parent meetings
- E-mails and website postings



Parents are invited to make specific appointments with the director, teacher or care-giver at the main office.

Required Reporting

By law the director is required to report to the authorities Suspected incidents of child abuse, neglect or deprivation and any cases or suspected cases of communicable disease.

The director will also report to licensing and other necessary authorities structural disaster from fire, flood, etc.



Health

Required information: Each child is required by state regulation to have on file a health statement which includes a record of up-to-date immunizations, and the signature of the child's physician. Before entrance into preschool, the child needs to go through a medical examination done by a general physician, or pediatrician. The center must have a signed Health Care Authorization form giving permission from parent or legal guardian for emergency care. Emergency numbers for reaching parents, guardians or authorized persons must always be on file.

Illness policy: We will not accept children with the following conditions: fever, vomiting, diarrhea, sore throat, croup, any unexplained rash, communicable diseases, difficulty breathing or wheezing, or complaints of severe pain.

If your child is missing a day due to illness, please notify the center immediately.

If a child shows signs of illness during the hours he/she is at the center, the child will be immediately isolated, and parents/legal guardian will be notified and expected to pick the child up without delay.

Medications

All prescription, non-prescription and pharmaceutical sample medications will be controlled and administered by the approved center personnel, only when approved by the child's parent and in accordance with the local county health department regulations.

Medication must be in the original container with a measuring device, if applicable.

Prescription medication must have a label stating the name of the physician, child's name, name of the medication, strength and quantity dispensed, date prescription was filled, directions for taking the medication, and an expiration date.

Pharmaceutical sample medications must be stored in the original packaging, labeled with the child's name and date prescribed. It must be accompanied by the physician's name, telephone number, written instructions for administration, and the physician's signature.

Non-prescription medications must be labeled with the child's full name and accompanied by written instructions for administration.

All medication should have child-resistant caps.

All medications will be returned to the parent when it is no longer needed by the child or if the child withdraws from the program. Prescription medications that are not taken by the parents upon termination of services will be destroyed.



(Name of center)

POLICY AND PROCEDURES ACKNOWLEDGMENT FORM

Please sign below and return this form to our office before your child arrives at the center for his/her first day.

A copy of this document will be retained on file in the center.

If you have any questions or concerns regarding these policies, please direct them to our director.

Cut along this dotted line, and return bottom portion

.....

I hereby acknowledge that I have read and understand the procedures and policies stated in this Parent Handbook.

Please print Names

Parent or Legal Guardian

Child(ren)

Parent or Legal Guardian
Signature

Date



If you need a customizable version of the following manual, that you can edit and print your own information, please call

Aile Yero at 770-408-2184 ,

or e-mail

ayero@southernunion.com