

**BABY GENIUS
DAY CARE CENTER
PARENT HANDBOOK
2014 –2015 SCHOOL YEAR**

LOCATION: 517 East Lincoln Hwy in Langhorne, PA 19047 (215)752-1132

INTRODUCTION

We WELCOME you and your child to an exciting time of early childhood, full of new adventures and exciting activities. We anticipate times filled with a lot of love, fun, creativity, personal growth and educational development with your child.

12 MOST IMPORTANT THINGS

to remember when your child attends Baby Genius Day Care

1. PARENTS ARE WELCOME TO VISIT OR CALL AT ANYTIME.
2. MAKE SURE WE CAN ALWAYS CONTACT AT LEAST ONE PARENT SOMEWHERE AT ALL TIMES.
3. PLEASE DON'T BE LATE AT THE END OF THE DAY; IF IT'S UNAVOIDABLE, CALL SO WE CAN REASSURE YOUR CHILD.
4. DO NOT ENCOURAGE YOUR CHILD TO BECOME TOO DEPENDENT ON ONE TEACHER OR FRIEND, SINCE THAT PERSON MIGHT NOT ALWAYS BE AVAILABLE.
5. IF YOUR CHILD IS ILL, PLEASE STAY HOME WITH HIM.
6. ALWAYS LET US KNOW WHEN YOU DROP OFF OR PICK UP YOUR CHILD. THIS IS VERY IMPORTANT. WE PANIC EASILY.
7. PLEASE BE SURE TO TELL US IF ANYTHING UNUSUAL HAS HAPPENED PRIOR TO ARRIVAL THAT MIGHT AFFECT YOUR CHILD'S BEHAVIOR WHILE AT BABY GENIUS DAY CARE CENTER.
8. IF WE NEGLECT TO TELL YOU, PLEASE ASK US HOW YOUR CHILD'S DAY WENT.
9. PLEASE PROVIDE PROPER CLOTHING FOR ALL POSSIBLE WEATHER CONDITIONS ON ANY GIVEN DAY.
10. YOUR CHILD'S BEHAVIOR AND WHEREABOUTS ARE YOUR RESPONSIBILITY WHEN YOU ARE PRESENT AT BABY GENIUS DAY CARE CENTER, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE STAFF.
11. PLEASE TRY TO ARRIVE BY 8:45 IF YOUR CHILD ATTENDS MORNINGS. AND ALWAYS SAY GOODBYE TO YOUR CHILD BEFORE LEAVING.
12. BE VERY EXPLICIT WHEN YOU NOTIFY US THAT SOMEONE ELSE WILL BE PICKING UP YOUR CHILD. IT SHOULD ALWAYS BE SOMEONE YOUR CHILD KNOWS AND WE RECOGNIZE. OTHERWISE WE WILL ASK FOR POSITIVE IDENTIFICATION.

MISSION

Baby Genius Day Care Center at Langhorne:

Provides the highest quality, developmentally appropriate care and education for children and their families. Supports the family's ability to successfully nurture and educate their children. Our teachers provide a physically safe and emotionally secure environment for the children, where guided and free expression activities are combined to enhance each child's social, emotional, physical and intellectual development. An environment exists where there is acceptance, respect, caring and encouragement. Our goal is to encourage each child's creativity and positive self-image as well as independence, responsibility and a respect for others.

VALUES

Trust - Based on respect for others and open, honest, and supportive communications between the staff, administration, and families. Communication respects confidentiality.

Teamwork - Staff, administration, and families provide mutual support. Empower staff and families to seek positive

solutions.

Professionalism - Relate to children in a nurturing manner, establish mutual respect between staff, administration, and families. Act as an advocate for the children. Committed to the highest quality education and care, and safety for the children, employees, and community members. Administration and staff committed to professional and personal development.

Diversity - Respect and value ethnic differences and individual uniqueness, and work for social equity.

Recognition and Celebration - Recognize child, staff, and administration achievements and celebrate them.

PHILOSOPHY

Baby Genius Day Care Center believes the desire to learn is inborn and that learning is a natural process. Our goal is to allow that process to unfold and enhance it as it does. The most important things we can teach children are that they are lovable; they are capable; they are irreplaceable; and for them all things are possible. We provide developmentally appropriate practices that encourage learning by doing. Classrooms are arranged with learning centers that allow children the opportunity to explore and experience challenging play and learning choices. Successful experiences encourage children to develop a healthy self-concept, and a positive self-esteem. The chance to learn by doing provides the opportunity for a lifetime of creative living and learning. We believe in play with a purpose. Our professional staff is responsible for planning and implementing a developmentally appropriate curriculum for each age level. Communication between staff and parents is encouraged. Our doors are always open to parents.

PROGRAMS

The heart and soul of the Program is impossible to summarize in this Handbook. Nor is it adequately captured in the reports and newsletter articles we send home. The heart and soul of our Program appears as the brightness in your child's eyes, the melody of shared laughter, the exuberance of movement, the pride of mastery, the burst of "AHA", the intimate, intricate details of everyday life at Baby Genius Day Care Center. High quality program is driven by teachers touching children's lives with skill and compassion. Visit us. Spend some time. Linger.

Program Objectives

Our program is based on proven theory while utilizing current theory and research in child care development and education. Our staff will make every effort to be sensitive and responsive to the needs and interests of each child. The center will cooperate with and reinforce the educational efforts at home. A curriculum is provided that enhances the specific developmental needs of all children. We will strive to:

Encourage Social Development

Encourage social development by providing opportunities for sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, cooperating on projects, and building self-esteem

Develop Responsibility

Develop responsibility for one's own actions in self-help, health, safety and interpersonal areas, and to exercise appropriate independence.

Encourage Emotional Development

Encourage emotional development through verbal expressions of thoughts and feelings, experiencing rules and limits, experiencing kindness, justice and empathy, and recognizing and accepting emotions in others and to develop a respect for other individuals.

Encourage Physical Development

Encourage the physical development of large motor skills through outdoor and indoor games and activities, as well as fine motor development through the use of manipulative toys, blocks and puzzles, and other small tools and objects and to facilitate the development of visual-motor skills.

Encourage Creative Development

Encourage creative development by offering many kinds of materials and frequent experiences in music, art, dramatics, literature and oral skills.

Encourage Language Development

Encourage language development through stories, puppetry, the housekeeping center, music, games, science center, dramas, problem solving, and other conversations.

Facilitate Intellectual Development

Facilitate intellectual development by widening the child's experience in order to increase knowledge, basic concepts, and skills.

Each age group has a written developmentally appropriate program plan available to parents. Information is regularly provided to parents. A parents' involvement is an important factor in a child's education. We welcome parents' questions, opinions and involvement. Parents are encouraged to discuss any information that may be beneficial to providing a successful opportunity to learn. Parents may be asked to attend a conference with their child's teacher and are expected to request a conference if they have any concerns.

HOURS and HOLIDAYS

Baby Genius Day Care Center is open Monday through Friday from 6:30am to 6:30pm. Our penalty for picking up children after 6:30pm is very strict.

We will be closed on the following holidays:

- * New Years (December 31 and January 1)
- * Memorial Day
- * July 4th
- * Labor Day
- * Thanksgiving and the day after (Thursday and Friday)
- * Christmas (December 24 and 25)

When center is closed due to inclement weather, students should be picked up immediately.

STAFF

The staff at Baby Genius Day Care Center is hired by the Board of Directors with great care and consideration. The Director and the teachers come to the Center with a varied background of experience and training, which is augmented by attendance at workshops and training sessions several times a year. Our teachers are competent and trained in early

childhood development.

Each teacher must have a minimum of forty hours of training in Child Development and complete a least eight hours of training each year. A staff member is always present who is trained in Infant and Child First Aid and CPR. All staff is required to be in good physical health. At staff meetings an ongoing assessment of our program takes place, and our relationships with the children, their parents, and each other is constantly scrutinized. In addition, all staff members undergo a yearly review by members of the Board.

The Board is committed to maintaining the highest quality care at Baby Genius Day Care Center. In order to attract and retain qualified caregivers, and in so doing, create a stable, secure and rich learning environment for our children, we seek to provide wages and benefits comparable to other child care centers in the area. We look to demonstrate in other ways, as well, our appreciation to the staff for their dependability and devotion to our children, and hope that all parents will treat the staff with the utmost respect and consideration.

PARENTS VISITS

Parents are welcome to visit their children at any time.

PROGRESS REPORTS AND CONFERENCES

Communication between the staff and parents is important. Parents may talk with teachers daily during pick up concerning their child's day. Talking with your child each day about his/her experiences and feelings will bridge your child's day between the Day Care Center and home.

The supervision of your child's growth and training is our joint responsibility. We want to know and understand your child so feel free to discuss with us any problems your child may be experiencing. Specific instructions concerning nutritional needs, health, medicine, etc. must be in writing and signed by the parents. When you have questions or concerns, we ask that you communicate first with the Day Care Program Coordinator. If the coordinator's response is unsatisfactory, please contact the Program Director, they are both familiar with the activities of your child's area and with the policies and procedures of the Baby Genius Day Care Center. It is usually best to take your concerns or your questions to individuals at the Center who can immediately respond. Be assured that no matter what your concerns, our staff considers your feedback extremely important and would never let it reflect on the type of care your child receives. We know your feedback is the only way we can be sure that we are meeting your needs. In addition, as parents, you can be comforted in knowing that we will bring to your attention any needs or concerns that we may observe in your child. Suggestions for additional screenings, consultations, medical intervention, etc., will be offered for your consideration.

A way of increasing the effectiveness of what we do is by communicating with you about your child's experience here. We do this informally through conversation as you drop off or pick up your child, more formally through daily reports and more comprehensively through bi-annual progress reports (December, May for Infants through Preschool). These reports cover a wide aspect of your child's development. You will be given a copy of this report and a signed copy will be placed in your child's file.

The center does not routinely schedule Parent/Teacher conferences but we strive to keep the lines of communication open. If you wish to have a conference with your child's teachers please call the office and we will arrange a mutually agreeable time for family and teachers. Conferences are also welcomed by the administration. If you wish to speak with the Executive Director or Program Director call us or drop by the office.

PARENT INVOLVEMENT AT BABY GENIUS DAY CARE CENTER

Parent involvement in a child's education is one of the most important factors in how a child views his/her education and its importance. We encourage parents to participate in their child's program. We always welcome your assistance during class or special projects. If you have any concerns or questions, please contact the Director. It is important that you communicate your needs and desires regarding your child and any other information that may be appropriate.

1. Parents are welcome to visit Baby Genius Day Care Center at any time and have unlimited access without delay to their children and the staff during our normal hours of operation.
2. Any problems or grievances relating to Baby Genius Day Care should be discussed immediately with the Director. In order to avoid simple misunderstandings and to preserve the integrity and trust so critical to our business, we

strongly urge parents to come to us first with their questions or concerns.

3. We ask that parents let the staff know of any distress or changes your child may be experiencing at home --- special visitors, a missing pet, even if he/she slept poorly or didn't eat breakfast. These factors can have a big impact on his behavior and require greater sensitivity to his needs.
4. Please call Baby Genius Day Care Center if your child will be late or absent.
5. All newsletters and other important communication will be left in your child's cubby. Other notices will be posted on the easel in the hall or on the bulletin board. Please read these carefully.
6. Parent volunteer work-days are scheduled on Saturday mornings, call to check with us first. We need everyone's help!
7. We like to take the children to the park and we sometimes need parent volunteers to help.
8. We encourage parents to come in and share a special activity with the children. Telling stories, cooking a favorite dish, playing music, demonstrating a craft, or talking about your travels, are just some of the possibilities. Let the staff know if you would like to visit.

MOVING TO OTHER CLASSROOMS

As children grow their developmental needs change. In order to provide the most developmentally age appropriate programming possible children move from one age/stage classroom to another. Infants move on to the Toddler room, Toddlers turn into Twooodlers etc. Naturally, we try to make these transitions as stress free as possible for both children and parents. We try to have children move with a friend or two; we have children visit their new rooms over a period of a week in order to make these changes more gradual; and we encourage parents to visit with their children. We remain sensitive to the fact that young children grow attached to their teachers and we know that these attachments are a part of healthy social/emotional development. We are open to parental input about classroom moves. We welcome and respect your perspective as your child grows through each developmental stage. When your child changes classrooms you will be asked to fill out a survey about your experience at Baby Genius Day Care Center.

SUPPLIES PROVIDED BY PARENTS

Infant Room:

Disposable diapers, wipes and other special soaps, creams, or powders, milk or formula in plastic bottles (no glass bottles), food, several changes of clothing, any special sleep toys, pacifier, if used, bedding.

Toddler Room:

Disposable diapers and wipes, if used, two full changes of clothing, diaper cream, sunscreen, hats, any special sleep toys, bedding, slippers.

Twooodler Room:

Disposable diapers, if needed, wipes, if used, two full changes of clothing, any special sleep toys and blanket, bedding, slippers.

Pre-School Room:

Small blanket, two full changes of clothing, any special sleep toys, bedding, slippers.

School-age Room:

Change of clothes, bedding, slippers.

Parents whose children will attend infant and/or toddler rooms will be required to purchase 2 bedding sets supplied by the Center at a very low cost (\$30-40 each). After purchasing the set, parents must clearly mark it with child's name.

All items should be clearly marked with your child's name. When any supplies are needed, a note will be left in your child's locker/cubby.

We do not recommend sending candy or other sweets, except on special occasions. If they are sent, prior arrangements must be made with the teacher. The Center will acknowledge each child's birthday, and we welcome any special treats you care to provide. Please make sure your child's teacher is alerted at least one day in advance.

We ask that any items your child brings in to share be small enough for him or her to handle and is identified.

ADMISSION POLICY/ENROLLMENT REQUIREMENTS

We strongly suggest that you tour the Center before making a decision about enrolling your child. During the visit, the parent will have a chance to review the Parent Handbook and ask any questions or express any concerns they might have. It is recommended that the parent and child meet with the classroom teacher prior to admission to have the opportunity to get to know one another. If you decide you want your child to attend, \$50 non-refundable registration fee is due before enrollment can proceed.

There will be open enrollment for children 6 weeks old through kindergarten at the Baby Genius Day Care Center. Parents must complete and sign an enrollment contract every year. If the program is full, parents may have their children placed on a waiting list. Parents will be notified when/if space becomes available.

Prior to admission the facility must be provided with:

1. A statement of good health from a doctor and your child's immunization records. (Your pediatrician will have the required forms.) It is the parents' responsibility to ensure that these forms are kept up to date.
2. Completed enrollment/agreement form.
3. Enrollment, first and last week tuition.

We will ask you to fill out a number of forms. These forms will help the staff gather needed information to keep accurate records and meet the needs of your child.

If any of the following information should change at any time, please notify us so we can update your records:

1. Phone numbers where you can be reached during the day.
2. Home and work addresses.
3. Names of authorized persons to be contacted in case of your child's illness or injury.
4. Any change in your child's schedule.
5. Names of persons authorized to pick up your child in the event you are detained.

Children are admitted on a space available basis. A waiting list is sometimes maintained by the Center and will be used when necessary. When a space becomes available a parent will have three days to decide whether or not to enroll the child.

No child will on the basis of race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex, be denied the benefits of, or be subjected to discrimination, nor will they be excluded from participation during any program or activity. Children with special needs will be considered on an individual basis. We accept children with special needs as long as we are assured we can fully meet the child's needs and the needs of other children in the group with reasonable accommodation. In all cases, the child must be able to participate and substantially benefit from our program without risk to himself/herself or to other children. Please note that if a child has special needs, the Center must be informed and the child will not be enrolled until special arrangements can be made.

ANNUAL FALL ENROLLMENT

1. For children already attending Baby Genius Day Care Center, forms are distributed at the beginning of April for enrollment the following Fall.
2. Priority for enrollment is given on the following basis:

- A. Those already enrolled, for the same days and hours
 - B. Those already enrolled, for extra spaces as available
 - C. Siblings of those already enrolled, depending on age and space restrictions
 - D. Those on waiting list
 - E. The general public
3. Forms must be returned by the two-week deadline indicated.

YOUR CHILD'S FIRST DAY

1. Please bring in all necessary enrollment forms.
2. In a backpack or sturdy bag please bring a change of clothes, proper outerwear for the day, a plastic bag for wet or soiled clothing, and any other necessary personal items, all labeled clearly with your child's name. This will be kept at your child's cubby and should be taken home daily for inspection and renewal!
3. There is NO need to bring any FOOD, unless your child takes formula, breast milk, or has allergies to the food we are serving. PLEASE, no candy, gum, soda or other "junk" food. We provide 3 full meals and healthy snacks, and we strongly encourage children to eat, but if they are not hungry we do not force the issue.
4. Any special instructions or information about your child should be communicated directly to a staff member.
5. **SEPARATION.** This is a very critical part of your child's day and often requires special attention. If you anticipate difficulty when you leave your child, please discuss with us beforehand the best way to handle this situation. For the first few days it's usually good to allow plenty of extra time to help your child get comfortable. Read your child a story, try to get her involved in an activity, or find a teacher who is free to sit with her when you leave. We recommend, though, that you don't encourage your child to become too dependent on one particular teacher or friend, since that person might not always be available. **MOST IMPORTANTLY, ALWAYS REMEMBER TO SAY GOODBYE TO YOUR CHILD.** No matter how difficult it may seem at the time, a child has even greater difficulty moving on with her day if a parent does not let her know he is going. We will ALWAYS contact you if your child is inconsolable, or anytime you want us to call to let you know how things are going. We have several excellent articles on separation available for parents to read and are always ready to discuss this issue further with you.
6. At pick-up time we suggest that your first interaction be with your child. Try to wait until after you have greeted your child to speak with staff or visit with friends. Occasionally children will "act out" as soon as their parents arrive or when their attention is diverted. Your child's behavior and whereabouts are your responsibility as long as you are present, unless other arrangements have been made with the staff.
7. Try to arrive at least five minutes before pick-up time so we can let you know about your child's day. If we are busy or forget, please do not hesitate to ask. And check the board on the door to the main room for a brief account of our day.
8. Whenever you have questions or concerns about your child's health, welfare or behavior at Baby Genius Day Care Center, the staff encourages you to speak to us immediately. If it is not convenient to talk with us during the day, or an issue arises after we close, feel free to call us at home before 9:00 PM. In an emergency, contact us at anytime. Please save financial and scheduling questions (or other matters of a less critical nature) until regular business hours.
9. Please don't allow your child to run around in the parking lot or climb on the trash container. Parents often find pick-up time to be a good opportunity to visit, but the potential for tragedy is very great.

DAILY SCHEDULE AND ACTIVITIES

Each age group has its own scheduled, well planned out activities. It would be too hard to summarize it as it also varies from day to day. Weekly schedule for each age group is posted in your child's classroom.

Following is a meal and nap schedule, which is the same for all children:

6:30AM – 8:15 AM: ARRIVAL AND FREEPLAY

8:15 AM – 8:30 AM: MORNING STRETCHING EXERCISES

8:30 AM - 9 AM: BREAKFAST

12 PM – 12:30 PM: 2 COURSE LUNCH (SOUP & 2nd COURSE)

1:00 - 3:00 PM: REST-TIME/NAP TIME

3:15 - 3:30 PM: AFTERNOON STRETCHING EXERCISES

3:30 - 3:45 PM: SNACK (FRUIT OR VEG. SALAD)

5:00 - 5:30 PM: DINNER

HEALTHY SNACKS WILL BE PROVIDED IN BETWEEN MEALS.

PLEASE BE SURE TO FEED YOUR CHILD, IF YOU PLAN TO ARRIVE W/YOUR CHILD AFTER OUR SCHEDULED MEAL TIME.

We believe that the best time for outdoor play is in the morning and evening when sun is less dangerous. If weather permits we like to greet you outside and say our good byes as well. This means that children are usually outdoors until breakfast and also before departure.

FOOD

Weekly Menu will be posted on Friday for up coming week. If your child has a special diet, please be sure to let us know. Also, if your child doesn't eat what is on the menu that particular day, please be sure to send something along with him/her and let us know.

What foods are served?

Nutritious foods, based on the nutrient needs of children, are served with an emphasis on:

- Grains
- Fruits and vegetables
- Dairy products
- Meat and protein foods

Participants are encouraged to eat a variety of foods. If a participant eats breakfast, lunch, and a dinner while in care, the three meals provide 70-80% of his or her daily nutrient needs.

Why is good food important?

Good nutrition:

- Is essential for children's growth, development, and ability to learn
- Is a key component of a healthy lifestyle
- May decrease risk factors for certain diseases

OUTDOOR PLAY

We believe for children to be healthy, they need fresh air and exercise. Parents are advised to be aware of daily weather conditions so appropriate outdoor wear is sent to the Baby Genius Center with the child. Children will be taken outdoors in our varying weather and teachers will monitor the conditions and limit the time children are outside to assure children are comfortable.

It is our policy that if a child is too sick to go outdoors, the child is too sick that day to attend regular Day Care Program. We **cannot** honor requests to keep a child inside while the rest of the children are outdoors. We must be sure we do not violate the teacher-child ratio.

It is extremely important that each child have the proper clothing and footwear while at Baby Genius Day Care Center.

Layered outerwear for days when the temperature varies widely (most days!); boots when it's raining, when it might rain, or when the dew is heavy (again, most days!); sneakers or sturdy shoes that fasten securely, with non-slippery soles for running, climbing, and long walks (no jellies, open toe sandals or party shoes); and water-proof mittens in the winter that fit snugly and will keep hands dry (no knit gloves, please, except in the fall or spring).

Please provide appropriate clothing. In the winter this includes: boots, snow pants, extra mittens, scarves, etc. Please label items to avoid mix ups.

SAFETY AND SECURITY

For safety reasons we require parents to sign their child out when they leave the center.

Our policies and procedures for dealing with emergencies and security are carefully drafted to ensure your child will be safe with us. Evacuation plans are posted in the center. In the event of a sudden storm or emergency where parents are unable to reach the center, we are prepared to care for the children for extended periods. In the unlikely event the center is severely damaged and declared unsafe, plans are made to evacuate children to safety where they will await your arrival. Should such an emergency occur, the Director will notify you and/or will post a notice at the Center. Appropriate agencies will also be notified in the event of an emergency at the Center.

We do everything possible to minimize accidents through facility inspections, routine maintenance and consistent policies and procedures. However, should an accident occur, we request your understanding and cooperation. We will provide you with written documentation of the incident.

Children will be released only to authorized adults whom you identify in your enrollment papers. It is your responsibility to notify the Center and to complete new forms if there are any changes. If your child is to be picked up by someone who rarely comes to the Center it is best for you to phone and notify us. Please alert relatives and friends, who are picking up your children, and advise them we will ask for identification.

A safe environment is one of our Center's goals. In accordance with these goals we have several rules which must be followed for the safety of your child:

1. Always notify the Center if someone other than the parent/guardian is to pick up a child. Children will be released **only** to persons who are authorized to pick them up as indicated on the enrollment contract. If someone other than the authorized persons will pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child. The authorized person will be required to show a picture ID and sign the child out on the appropriate sign-out sheet.
2. ALL persons (other than parent or guardian) authorized to pick up a child will be asked to check the child out before pick up.
3. Any time an unauthorized person attempts to pick up a child, the parent is called before the child is released. No child will be released to an unauthorized person without parental or guardian consent.
4. Please keep your child's emergency information up-to-date and let your child's lead teacher or coordinator know if your daytime phone number has changed, even if it a temporary change.
5. In the case of separated or divorced parents, the law stipulates we cannot determine which parent may pick up the child. We must release children to either parent, regardless of which parent has enrolled the child, **unless the custodial, enrolling parent has a court order**. In that case, we must retain a copy of the court order in our files. Parents should inform the Center if there are any problems with custody of the child.
6. If no one comes to pick up the child from the Baby Genius Center by 6:40P.M., parents will be called. If parents cannot be reached, other authorized persons listed on the registration form will be called. No one can be reached to pick up the child by 7:30P.M., the Center will call 911 for a police officer to pick up the child from center.

Children will not be released without an adult escort from the premises. We want to ensure that children are

always safe.

OTHER POLICIES AND PROCEDURES

POLICY REGARDING SICK CHILDREN

If your child is unable to participate in all of our regularly scheduled activities, including going outside when it is cold, please be sure to keep him at home. We are unable to care for children who are ill. If it appears to us that your child's energy level is below normal we will try to contact you to see if you know what might be wrong as well as to forewarn you. If your child has a temperature of 100 degrees or higher and has one or more of the symptoms listed below, he/she should stay at home. If the child develops temperature and symptoms we will notify you. Your child should be picked up within an hour of the time you are called.

Symptoms:

- A child or staff member diagnosed as having any of the following diseases or infections shall be excluded from the day care setting until a medical professional indicates that it is safe for him or her to return:
 - bacterial meningitis
 - chicken pox
 - Shigella
 - Campylobacter
 - Giardia
 - polio
 - impetigo
 - diphtheria
 - hepatitis A
 - measles
 - mumps
 - pertussis (whooping cough)
 - rubella (German measles)
 - streptococcal infection, including scarlet fever, strept throat
 - tuberculosis
- A child or staff member diagnosed as having the following conditions shall be excluded until indicated below:
 - Lice: may return after appropriate treatment is completed
 - Scabies, pinworm infection, ringworm infection: may return 24 hours after treatment is initiated
- A child or staff member who has the following symptoms shall be excluded from the day care setting until the symptoms disappear or until otherwise indicated by a medical professional:
 - Diarrhea: 3 loose stools beyond what the child normally has in 24 hours or loose stools persisting for more than 48 hours
 - Vomiting: 2 or more episodes in previous 24 hours
 - Fever: greater than 101 degrees F. rectal or 100 degrees F. orally or axially
 - Severe coughing: child gets red/blue in the face or produces whooping or croup noise after cough
 - Purulent conjunctivitis (pink eye)
 - Jaundice: yellowing of skin or white part of eye
 - Rash with fever or behavior change
 - Other symptoms of possible severe illness, such as unusual lethargy, irritability, persistent crying, difficulty with breathing, persistent abdominal pain.

Note: **We will not administer acetaminophen to a child in order to reduce fever so he/she can remain at the Center.**

MEDICATION

1. Prior to giving prescription medication to a child, written permission from the parent shall be obtained specifying reason for medication, dosage, content and schedule. Prescription medication shall only be given when:
 - A. The prescription is for the child
 - B. The medication is clearly labeled as to dosage, content, schedule, is in its original container and the date is

current

C. Dosage does not exceed the recommended dosage on label

2. Written parental permission shall be acquired for dispensing non-prescription medication. Parents are to be notified in advance when non-prescription medications are to be used. Over-the-counter medication must be in the original container labeled with the child's name and dispensed according to the label. Over-the-counter items such as sun screen and diaper rash cream and cough drops may be administered with written permission. Parents may grant general authorization for topically applied non-prescription medications.

All medications will be kept beyond the reach of children. Children are not allowed to administer their own medicine. Only authorized staff is allowed to administer medicine.

ALLERGIES

Please inform the center in writing if your child is allergic to insect bites, food, or any other substance that could be life threatening.

EMERGENCIES

An Authorization for Emergency Medical Treatment must be signed and on file in our office. It is the parents' responsibility to keep the center up to date on phone numbers and any other pertinent information.

CHILD ACCIDENTS OR INJURIES

Minor injuries will be addressed by the Site Coordinator or someone knowledgeable in first aid. If medical attention is needed, 911 will be called for assistance. Parents will be informed of all injuries.

1. The parent(s) of a child who becomes ill or who is injured at the facility shall be notified immediately. Severely injured children shall be moved only with the permission of the parent or by direction of a medical professional unless such are not available and immediate movement is necessitated by an emergency situation.
2. An ill or injured child shall receive immediate attention from the staff. Clear plans shall be made to notify parent and make plans for the parent(s) or other designated person to pick up the child.
3. If an accident or injury occurs while a child is in our care, which requires the services of a physician or dentist, a written report shall be placed in the child's file and copies submitted to the parent and the Division of Licensing and Regulation within two working days. For minor injuries parents will be told what happened when they pick up their child.

CLOTHING AND SHOES

For sanitary reasons all children must wear socks and underwear to school. For safety no boots or sandals are allowed. Please send your child in closed-toe shoes only. Play clothes that can be fastened and unfastened quickly are more comfortable and appropriate for children. All preschool children must have an extra set of clothing, including: underwear, socks, shirt and pants. Please label all personal belongings.

All parents of walking age children must provide a pair of non-slippery sole slippers to stay in Center at all time. This is done, so that your child is comfortable once indoors especially during cold seasons.

BOTTLES AND PASIFIERS

All two-year-olds should be completely off the bottle before they can advance to the Toddler Room. And may use a pacifier at naptime only. Some special exceptions might be made.

BIRTHDAYS

Birthdays are special! We will strive to make your child's birthday as memorable as possible. We would be more than happy to pass out treats supplied by parents. If parents want to organize more of a celebration they should talk with the

staff beforehand. Please make sure your child's teacher is alerted at least one day in advance.

CRAFTS

Sometimes your child will bring home artwork or crafts. Almost everything they do represents a learning experience. We encourage parents to ask their child about his/her work and display it at home for a short period of time.

CUBBIES

A cubby is provided for each child. Please leave their personal belongings there and be sure to label everything.

LOST AND FOUND

Please label your child's clothing, especially boots. We have a lost and found box. After it's been full for a week or two, we recycle!

DIAPERS AND POTTY TRAINING

If your child is in diapers, you must provide disposable diapers and wet wipes. When you feel it is time to start potty training, please inform your child's teacher. We will work with you in this important step in your child's development. We are eager to promote a child's success and realize there are bound to be a few accidents along the way. During potty training please be sure to provide several changes of clothing and training pants. All three-year-olds must be completely potty trained before they can advance to the Pre-school room.

DONATIONS

Please consider donating books, toys and clothing that your child may have academically or physically outgrown. Wish lists will appear occasionally with items we need that someone might have to donate. Watch for your chance to help!

ITEMS FROM HOME

Children are discouraged from bringing expensive or treasured toys from home. Sometimes items can get lost or broken. Special toys should only be brought in on Show & Tell days. We will not be responsible for any personal property brought to school. We ask that you do not allow your child to bring in toy weapons or war toys. All play with weapons, real or imaginary, is strongly discouraged. We try to help the children understand that even *pretending* to hurt another person is not okay, and that pointing fingers, sticks or toys close to another child's face could really hurt them.

The Center will not be responsible for lost, stolen, or traded items.

FOOD ITEMS FROM HOME

We don't allow the children to share food, and we strongly discourage artificially sweetened and chocolate-covered treats that distract the children from eating more nourishing items. Candy, gum, and soda should not be brought into Baby Genius Day Care Center.

NAP/REST TIME

Rest time is important for a child's physical and mental health. All preschoolers will observe quiet time. A cot will be provided to your child for nap/rest time. A small pillow and blanket may be provided by the parents and will be sent home every Friday for laundering.

COMPUTER TIME

Baby Genius Day Care Center have a computers which the children can use with the various educational pre-school programs we have available. Children can use the computers for up to ten minutes at a time, generally during free play, and the staff keeps a log to monitor its use. While some parents welcome the opportunity for their child to become more familiar with computers, others prefer that their child pursue other activities while at Baby Genius Day Care Center. Please be sure to let the staff know if you would like more information about how we use this technology, or if you would rather your child not use it at all.

PROGRAM EXTRAS

Whenever possible we will bring in special people and programs to our center. Some special events might be Book Fairs, New Year's Program, etc. Classes like dance and karate are sometimes offered throughout the year at an additional charge to those who wish to participate.

CLOSED CIRCUIT CAMERAS

At one point closed circuit cameras might be installed to monitor rooms (except for rest rooms) for the security, well being and safety of both students and teachers.

CONFIDENTIALITY

Baby Genius Day Care Center shall maintain confidentiality and respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies or individuals who may be able to intervene in the child's interest.

TRANSPORTATION

Transportation to the center is available for an additional fee. Transportation home is the responsibility of the parents, and they are reminded to pick up their children by 7:00 P.M. each day. Transportation Release must be signed. Early pickup is permissible by signing out the child with the proper authority.

DISCIPLINE POLICY

Discipline is a time consuming task of helping children to see the sense in acting in appropriate ways. The following are guidelines, which we may use to assist in establishing self-discipline and control problem behavior:

Praise: Praising and reinforcing good behavior is one of the most effective discipline methods.

Ignore: When behavior is annoying, but not harmful, it may be best to ignore it. The child will eventually see that there is no gain in using that specific behavior and will stop.

Choices: Children like to feel that they have control. Our structure gives the child control over his/her environment and helps to avoid behavior problems involving conflicts with others.

Communication: Good communication helps develop confidence and good relationships with others. **Limits/Rules:** Clearly defined and consistently maintained limits are set in the classrooms.

Consequences: When the consequences of an inappropriate behavior are established, it gives the child responsibility for the results of his/her own actions. The consequences of inappropriate behavior are related to the behavior.

Redirection: Sometimes an inappropriate behavior can be resolved by redirecting the child to another area, which may prevent escalation of the problem.

Time Out: If a problem still exists, the child will be given an opportunity for self-quieting. This teaches self-control and responsibility. It is taking a break in order to work through emotions or find alternative solutions to a problem.

Conferences: If continued unacceptable behavior occurs, a meeting with the parent will be scheduled to discuss a team approach to remedy the problem.

Suspension: In extreme cases of inappropriate behavior the child may be suspended for a specified time or until the problem is resolved. If your child is suspended, you are still responsible for his/her full tuition. Suspension may be necessary in a case of 3 or more incident reports within one month period.

It is important that we remain realistic in the expectation of the behavior of each child, always considering his/her developmental stage and needs. We try to ensure that discipline practices which are both constructive and appropriate to the child's age be properly administered. The objective of discipline is to help the child build their own self-control and responsible behavior, not to prevent them from expressing their feelings and moods.

Depending on the severity of the offense, immediate dismissal from the program is a possibility. Parents will be notified immediately of this situation.

FINANCIAL POLICY

ENROLLMENT FEE

Upon admission to Baby Genius Day Care Center, a non-refundable registration fee is required (see Admission Policy). A new enrollment fee may be required when there is an extended lapse in enrollment.

DEPOSIT

Deposit ensures your child's placement in our center. Deposit equals \$250.00. Baby Genius Day Care Center requires two weeks notice for withdrawal, if center receives your notice, the deposit will be used as a last week payment. In a case of termination of care by the center due to disciplinary action, deposit is non refundable.

SUPPLY FEES

Occasionally supply fees are assessed for consumable goods used on a daily basis.

TUITION

Please see Center Director for tuition fee schedule. Parents must pay the tuition fee per week by the Friday before the week of participation. Tuition is paid by check or money order made payable to the **Baby Genius Day Care Center, Inc.** Cash can be accepted, however be sure to keep your receipt. Payments must be given directly to the Site Coordinator.

Do not send payments by your child. Your canceled check or money order stub will serve as your document for proof of child care. If you require a receipt please let office personnel know at the time of the payment. **Families are expected to drop off payment, you will not be billed.**

MULTIPLE CHILDREN DISCOUNT

See the Director for information on sibling discounts.

ABSENCES

We miss your child when he/she is not here. Please call early if your child is going to be absent. If your child is absent for a whole week, you'll be charged a 50% of weekly tuition, if your child is present in the center one day out of the sick week, you'll be expected to pay full week tuition.

VACATION ALLOWANCE

Baby Genius Day Care Center allows two weeks vacation during the year. To ensure vacation credit you will need to fill out a Vacation Request Form available in the office.

LATE PAYMENTS OF TUITION

Payments are due by 6:30P.M. on Friday for the upcoming week. Failure to pay by this time will result in a \$5.00 late fee payable on Monday by 6:30P.M. If payment is not received by this time, the child will be removed from the program. If a child is absent, from the center, the last business day of the week, payment is due the first day the child returns to center. If payment is not received when the child returns to center, the child will be withdrawn from the center.

RETURNED CHECK

Returned checks will result in a \$25.00 fee in addition to the \$5.00 late fee. If a second check is returned during a year, then only a cashier's check, cash or money order will be accepted. If a parent has any outstanding financial obligation to the Baby Genius Day Care Center which is not satisfactorily cleared within a 15 day period, the child will not be allowed to continue to participate in the program until the obligation is completely resolved.

PICK UP TIME/LATE FEE SCHEDULE

Please make arrangements to pick up your child before closing time. If you are going to be later than your scheduled time, due to unforeseen difficulties, please notify the Center as soon as you realize you cannot make it by closing.

Children are dismissed from the Center at 6:30P.M. Late fees are effective at 6:31P.M. at a rate of \$1.00 per minute.

6:35p.m.-- \$ 5.00
6:40p.m. --\$10.00
6:45p.m.-- \$15.00
6:50p.m.-- \$20.00
6:55p.m.-- \$25.00

- 1st violation will be \$1.00 per minute for each minute after 6:31P.M.
- 2nd violation will result in \$1.00 per minute and a warning.
- 3rd violation will result in \$1.00 per minute and dismissal from the Center for the following week.
- Each late pickup after the third violation will result in dismissal from the Center for one week.
- Four violations of fifteen (15) minutes or more will result in dismissal from the Center for the rest of the year.

It is also recommended that you develop a backup system for pick up. Having an alternative when you are going to be late will keep you from getting frantic when you discover you can't make it in time. Other parents, relatives, neighbors, etc. are recommended as alternative pick up persons. If you plan to use backups, please be sure to list them as authorized persons to pick up your child as we will require identification from any unknown party. In addition, if you plan to use an alternate, please notify us by telephone so we will be aware of the change in plans.

We are tolerant of occasional, unforeseen tardiness but we cannot be tolerant when parents are late repeatedly. Excessive tardiness will result in substantial late fees and/or termination of enrollment. This policy is necessary because we believe our teachers need time to rest in order to be effective in the program. Many of our teachers have families that need them at home. We appreciate those teachers who agree to work the later shifts and we try to show our appreciation by letting them go home at the scheduled time.

WITHDRAWAL POLICY

Withdrawal from the Center must be made in writing at least two weeks in advance in order to avoid being charged any extra weeks enrollment.

If you decide to withdraw your child from Baby Genius Day Care Center, or to reduce your child's hours, you must give Center TWO WEEKS notice. You will be charged for the time, whether or not your child attends.

TERMINATION OF CHILD CARE BY CENTER

The Center may require parents to withdraw children from the Program when:

- ❖ A Parent abuses Policies and Procedures of the Center (e.g., failure to pick up an ill child within one hour of time notified, or closing).
- ❖ Upon the advice of a physician.
- ❖ The parent is unwilling to cooperate with the Center staff in the best interest of the child, as determined by the Coordinator and the Administrative staff member.
- ❖ Center management and professional references agree the Center is not meeting the needs of the child.

When withdrawal is deemed necessary, the Director will, except in instances of involuntary dismissal of employees, provide parents two weeks notice of termination of care.

Amendment of Rules and Regulations

The rules and regulations contained herein are not inclusive. Other rules and regulations may be posted in and about the facility and will be binding as if set out herein in full. The Baby Genius Day Care Center, from time to time, may adopt and/or amend the established rules and regulations or policies, not herein covered, and all enrolled participants will be obligated to observe these policies.