

Parent Handbook for Tiny Footprints Child Care Center



Policies and Procedures

Revised 01/2023

PARENT HANDBOOK FOR TF
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TINY FOOTPRINTS CHILD CARE CENTER

POLICY: WELCOME

POLICY NO. 1

Welcome to TINY FOOTPRINTS CHILD CARE CENTER! We are honored to be a part of your child’s education and we look forward to building a relationship with your family for the benefit of your child’s success. This handbook is intended to inform you about our program, and the procedures and policies that help our school work efficiently.

We are delighted you have chosen us to fulfill your childcare needs. Caring for your children is a responsibility we take very seriously. We strive to provide a loving atmosphere that emphasizes the development of the whole child-mind, body, and spirit. We have been serving this community for over 12 years.

We have qualified teachers and staff who are dedicated to providing quality child care and education for our children. Please do not be alarmed by all this information, I will explain each topic and answer any questions. Please note that most of this information is required by Community Care Licensing and the information is extremely helpful. Please take time to read this handbook, as it will answer many of the questions you may have concerning our policies and procedures. Our goal is to supplement your parenting and support you in your role as a working parent. We encourage you to become an active participant in our school activities and programs we offer. We want the best for you and your child.

We would also love to have a picture of your family to put on our family tree on the wall, so any time your child misses you we can provide it for his/her comfort. We look forward to getting to know your families this year. Please do not hesitate to contact us at (510)978-3980 or at tinyfootprints2013@gmail.com.

Sincerely,

Cecilia Plaza

On our website www.mytinyfootprints.com you can find a copy of all of the documentation provided, staff certifications, our license, and all newsletters including the current one.

TINY FOOTPRINTS CHILD CARE (Director)

1.1 HISTORY We have been serving our community since 2010 and started off as a small in-home childcare. I started it because I was pregnant with my first son: I was looking for places he could be cared for and since I had 6 years previous experience with children and some Early Childhood Education, I really wasn’t able to find the perfect fit for what my expectation were for him. For this reason I decided to “make my own”. TF went from a small child care with a license of 8 children, to a large one with a license for 14. The reason I chose to expand to an actual center is because I never knew how important it was for me to be able to help children find a place where they feel as comfortable as they do at home, and I realized that my child care was flourishing with children that needed to find that perfect fit. I also found wonderful staff members who were willing to grow with TF, and so we decided to expand and make TF a place for even more children to thrive.

Mission Statement:

“Children won’t necessary remember what you taught them, but they for sure remember how you made them feel while teaching.”

Our mission at TINY FOOTPRINTS (from now on referred to as TF) is to provide the highest quality of Early Childhood Education for the children in our care in a safe, nurturing, fun, respectful environment so they can freely explore the world.

Tiny Footprints Vision:

We provide the highest quality of care by:

- Assisting the children on their journey through exploration and play by providing both child-directed and teacher-directed activities.
- Providing a stimulating and nurturing environment with an equal balance of social, emotional and intellectual support.
- Offering a variety of enrichment programs including: Spanish, Physical Fitness Programs, Music and Movement...etc.
- Continually assessing our program and making improvements based on the results.
- Creating a stronger sense of community by collaborating with other childcare centers in the area, building relationships with local businesses and strengthening the relationships with our Families.
- Embracing the World’s cultures, by exposing children to different cultures, which enrich the children’s first schooling experience.

Tiny Footprints Goals:

Our goal is to be the catalyst for social, intellectual, and creative expression for children. By recognizing and empowering each child’s strengths, children develop the confidence and self-esteem they need for years to come.

Child development centers vary in size as well as in scope. While some offer progressive curriculums and the latest advancements for preschools, others are more intimate daycare centers that take a more relaxed approach to childcare. We combine the best of both worlds here at Tiny Footprints. Whatever your priorities, finding the right childcare center for your child is paramount.

Tiny Footprints is organized into learning areas and equipped with materials that challenge every aspect of a young child’s mind. When a group of children builds a city of unit blocks, for instance, the participants are gratified by the act of applying their knowledge to the creation of something exciting and meaningful; they are getting rudimentary lessons in physics (bigger blocks have to go on the bottom) and in math (two little blocks can substitute for a big one); they are taking part in a social effort that requires give-and-take; and they are getting practice in the kind of symbol-making that paves the way for the more abstract thinking necessary for reading, writing, and math.

POLICY: LICENSING INFORMATION

POLICY NO.4

TF is licensed through
Community Care Licensing
1515 Clay St. Suite 1102
(510)622-2602

A copy of the licensing rules is available for review at www.cclid.ca.gov

POLICY: ENROLLMENT

POLICY NO. 5

Enrollment at TF is open to children from ages 0 to 6. Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian’s race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in TF by completing the Enrollment Application and paying the \$300.00 Registration Fee. The Application Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, including the signed fee agreement and signed Parent Handbook receipt, registration fee.

Immunization records and health assessment must be received within the first 30 days from the child’s start date in order to continue care.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

TF reserve the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at TF is contingent upon the parent’s, emergency contact persons’ and child’s adherence to the policies and procedures of TF as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify TF immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeit of any deposit.

POLICY: TUITION

POLICY NO.6

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in TF. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, check, electronic payment or money order, may pay tuition. Receipts will be given for any tuition payments made by cash, and at the end of the year a letter will be issued stating the amount spent on child care for the previous year. All cash payments must be handed directly to Center Director. There will be a \$35.00 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-

deposited. Parents will be responsible for re-issuing a second check. Tuition DOES NOT include fees for field trips, or food.

6.1 Payments are due on the first day of the month, upon arrival. A late fee of \$10.00 will be charged for everyday that the parent is late in paying. Parents will be given a two-weeks' notice if there is a change in weekly or monthly rates. If you are away for vacations, sick or simply forget to pay on time we recommend you to set up a direct payment with your bank (many parents have opted for this option).

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, or inclement weather.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at TF; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

6.3 TF DOES accept childcare subsidies. Subsidized children must have the case manager call before they start care and we follow our contractually obligation with CCIS and require parents to pay their co pay by Monday the beginning of the week or we will have to report non payments to our CCIS office.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at TF. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

6.4 TF offers a multiple child discount for one or more siblings enrolled during the same school year. Tuition rates are discounted 15% per sibling. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

POLICY: CONFIDENTIALITY [see policy 11](#)

POLICY

NO.7

Within TF, confidential and sensitive information will only be shared with employees who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with us.

Outside of our center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of our center, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted at TF thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing TF.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of our center are strictly prohibited from discussing anything about another child with you.

See policy 12

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of TF are considered mandated reporters, under this law. They are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, our staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

TF requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of our employees, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on TF thereafter. Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding disenrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING: No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH TF: Threats of any kind will not be tolerated. In today’s society, we cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest

extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT TF: We do not support nor condone corporal punishment of children, and such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 SMOKING: For the health of all TINY FOOTPRINTS CARE CENTER employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds.

9.5 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF TF: While it is understood that parents may not always agree with the employees of our center, or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.6 VIOLATIONS OF THE CONFIDENTIALITY POLICY: TF takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with our center. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS POLICY NO.10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at TF, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) we must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by law. We cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Our staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee will accompany visitors at all times, throughout the center.

POLICY: CHILDREN'S RIGHTS

POLICY NO.11

Each Child receiving care from TF shall have rights, which include, but are not limited to, the following under the law.

- The right to be accorded dignity in their personal relationships with staff and persons.
- The right to be accorded safe, healthful and comfortable accommodations, furnishing and equipment to meet his/her needs.
- The right to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or any other actions of punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids to physical confidentiality.
- The right not to be locked up in any room, building or facility premises.
- The right not to be placed in any restraining device, except a supportive restrain approved in advance by licensing agency."

Section 80072, and 101223, Title22, California Administrative Code

POLICY: DISMISSAL

POLICY NO.12

TF reserves the right to dismiss any child at any time, with or without cause.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. We will request assistance from local police should any parent become disruptive and/or uncooperative while gather their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

POLICY: WITHDRAW

POLICY NO.13

One month written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for two additional weeks.

If a child is absent for more than three consecutive days without parents notifying TF it will be considered a termination of services by the parent(s).

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child’s days or times of enrollment must submit a request to do so one month in advance of the proposed change. Schedule changes are subject to a change fee.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks’ notice required for withdraw.

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN

POLICY NO.14

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) we must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with our administration, both parents shall be afforded equal access to their child as stipulated by law. We cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, TF suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, we are obligated to follow the order for the entire period it is in effect. Employees cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. We will report any violations of these orders to the court.

POLICY: ARRIVAL PROCEDURES

POLICY NO.15

Upon arrival at TF, licensing requires that you or an adult (over the age of 18 years) authorized by you, sign your child in and out of the school each day using a full signature and the time of arrival or departure.

Children are required by law to be supervised at all times while in the child care facility. For your child's safety please always let a teacher know when you and your child arrive and before taking your child home.

*** please note that this procedure may be different during COVID-19 see COVID-19 procedures

We discourage parents from sneaking out of the center. It is important for the children to say goodbye, and this is how they will learn that their parents will come back. If the parent sneaks out then the child can become even more anxious, because they feel that every time they turn around their parent may disappear. Some children exhibit separation anxiety when it is time for their parent to leave, and this is normal behavior. We believe it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware of to best meet the needs of your child throughout the day.

15.1 NOTIFICATION OF ABSENCE Parents are required to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 8:00am as to maintain the appropriate staff to child ratios upon your child's arrival at school.

15.2 AGENCY'S RIGHT TO REFUSE ADMISSION TF reserves the right to refuse admission to any child at any time with or without cause. We strive to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at the center if the child were to be present.
5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

POLICY: PICK UP PROCEDURES

POLICY NO.16

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground.

Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

16.1 LATE PICK-UP: All measurements of time are to be according to the TF clock located in the pickup classroom. Late fees are a \$1.00 a minute after arranged pick up time per family, with a maximum of \$70.

16.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP Our staff will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to be under the influence of drugs and/or alcohol will be denied access to the child. The staff will contact the child's parents, local police and Child Protective Services to notify them of the situation.

16.3 EMERGENCY/ALTERNATE PICK-UP FORMS At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from TF. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached. We must be able to reach you or someone on your authorized pick-up list at all times.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the rights to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them. The persons on the Emergency/Alternate pick-up form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

We reserve the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

POLICY: TRANSPORTATION

POLICY NO.17

TF offers transportation service to pick up and drop off children from home at an additional fee, on a first come first serve availability, depending on the amount of seating available in the car. Please speak to your director to make necessary arrangements.

POLICY: SCHOOL CALENDAR

POLICY NO.18

TF WILL BE CLOSED ON THE FOLLOWING HOLIDAYS

- New Year's Day January 1
- Martin Luther King, JR Day (third Monday of January)
- President's Day (third Monday of February)
- Memorial Day (last Monday of May)
- Independence Day July 4th
- Juneteenth
- Labor Day (first Monday of September)
- Veteran's Day November 11
- Thanksgiving (fourth Thursday of November)
- Thanksgiving Day After (fourth Friday of November)
- Christmas Day December 25th
- New Year's Eve December 31st

An additional 20 days of closure per year, to be determined on a yearly basis. TF will give parents at least 1 month reminder prior to closure, as well as the annual school closing list posted at the center on the parent board. We will also help in securing a qualified substitute during such closures.

In the event of unforeseen situations (including but not limited to unhealthy air quality, natural disasters, public health emergency, civil unrest, health epidemic, pandemic, civil order etc.) TFDC reserves the rights to change/adapt its schedule and even temporarily shut its operations to act on the children’s, parents’, and owner’s best interests. TFDC will try its best to minimize and avoid any disruption and will try to give ample buffer time when possible in case of schedule changes due to the above circumstances. We reserve the right to enforce our contract but will try to work with each family to reach a fair agreement that is agreed upon by both parties.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, (other than the days mentioned) tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduced.

POLICY: POLICY NO.19

HOURS AND DAYS OF OPERATION We are open from Monday through Friday from 5:30am to 5:30pm.

19.1 DAILY SCHEDULE OF ACTIVITIES

Basic Services Provided:

- Art, science, language and play based curriculum.
- Caring, nurturing and an empowering environment for children’s expression.
- Secure and healthy premises.

POLICY: CURRICULUM INFORMATION

POLICY NO.23

Curriculum

Activities in all age groups are based on the most up-to-date practices recognized by experts in the field of early childhood education. Our staff has access to publications and conferences on the latest developments available. We use a literacy approach to curriculum. The classroom teachers prepare lesson plans, which are handed in to the director for review and input. We offer a time block plan that allows generous times set aside for particular types of activities, which is more child friendly than rushing them into the following activity because it is part of our schedule.

TIME BLOCK PLAN (may vary for infants, we try to follow their home routines as much as possible)

Time Block 1 6:00-9:30am Arrival and Breakfast: Breakfast for those who desire it, and self-selected activities: small-group work on projects; free play in interest centers (table/toys/games/math materials, art, music/movement, blocks, sand/water, dramatic play, science, writing, books).

Time Block 2 9:30-10:00am Large Group time: groups gather in individual classrooms to discuss plans for the day, sing songs, share books, stories etc.

Time Block 3 10:00am-11:30am Snack/Transition: Self-Selected Activity (Outdoors) Clean-up, toileting/handwashing, dress for outside, small groups move outdoors with an adult as they are ready. Self-service snack is offered and then they are free to do any outdoor activity/craft for the day; climbing, running, riding toys, balls, sand/water, swings, and slides.

Time Block 4 11:45-1:00pm Transition to Lunch: Toileting, handwashing, lunch served family-style, repeat toileting, handwashing, brush teeth, quiet time activity, individual or group story time, drink milk get ready for nap.

Time Block 5 1:30-3:30pm Nap: Quiet music and quiet activities for children who do not sleep.

Time Block 6 3:30-4:00pm Transition to Afternoon Snack: Toileting, handwashing, as children awaken; snack in small or large group; wash hands and move to interest areas; outdoor self – selected activity if weather permits, if not indoors. Teachers set up for following day.

Observations

We value your child's experiences. When your child starts at Tiny Footprints Childcare Center observations will occur throughout their time here. This will help us provide the best care academically and socially for your child. We respect each child as an individual and set up their goals accordingly.

19.2 CLASS ASSIGNMENTS Children are assigned to classrooms typical by age and cognitive ability. When it is time for your child to move to the next classroom, you will be given notice and a transition plan for the child to gradually try the new classroom out. We encourage being an activity participant in the child's decision to move into a new classroom. Your teacher will discuss the decision to move your child's classroom prior to any transition. Whether a child transfers to another classroom or another educational setting we will work to ensure a smooth transition. At your written request we will transfer your child's records.

19.3 NAP/REST TIME All children are encouraged to nap between 1:00 and 3:00. The pre-k classroom typically has children who do not nap. If your child does not need a nap please make the director and teacher aware.

19.4 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED All children need to bring a change of clothes, sheets for crib or cot, and blanket, in a labeled bag. Infants need to bring bottles, diapers and wipes. We also request for you to send your children with sunscreen on since we do spend a lot of time outside. If for some reason you have not, we will apply our own, so if your child is allergic or needs a specific type of sunscreen please bring one.

We do not allow toys from home because it can create conflict when other children want to play with that special toy, or it might get lost or broken. We apologize for any inconvenience. If they do want to bring something personal with them, they can place in their cubby for use when they go home.

19.5 WEAPONS/VIOLENT PLAY There is a strict policy of allowing no weapon play at TF. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including

their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS We allow parents to bring in cupcakes or other special treats to school to celebrate a child's birthday. We do request that the treats be store bought and still in their original packaging, so that we can see ingredients in case of any allergy, in the case that something is homemade please provide us with a detailed list of ingredients.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION A getting to know you conference is offered at enrollment and 45 days after enrollment. Periodic parent/teacher conferences are scheduled to discuss your child's development and progress and include child observations. A conference may be requested at any time by the parent(s) if there are questions concerning a child's progress or a specific problem.

POLICY: DISCIPLINE

POLICY NO.20

At TINY FOOTPRINTS, we believe that keeping children busy and actively engaged decreases the frequency of behavior problems in the classroom. Transition activities help the children move smoothly from one activity to another. Our teachers use only positive guidance and redirection. Setting consistent, clear, understandable limits fosters the child's ability to become self –disciplined, which is our ultimate goal. We encourage staff to try to ignore negative behavior as much as possible (since much of it is an effort for attention) and reinforce appropriate behavior. Hopefully this will draw the child into the group and thus avoid the need for frequent discipline. When these methods do not work, your child will be spoken to and removed from the situation as a first step. Children are born with enormous creativity! We feel that too much discipline (correcting a child for every little thing) destroys their spirit. By teaching the children that each choice they make has a direct consequence, they will begin to learn to be responsible for their own actions. A negative choice will result in a negative consequence. TF prohibits corporal punishment of any kind, cruel, or severe punishment, humiliation, or verbal abuse. No child will be denied food as a form of punishment nor punished for soiling or wetting their clothing. If a behavior problem presents itself, every attempt will be made to remedy the situation. However, dismissal of a child for behavior problems will be at the sole discretion of our staff.

Please do not be discouraged if your child is disciplined. Children act out and test our limits at all stages of development. The behavior will pass as long as we are all consistent. You will be notified of any behavior we feel should be reinforced at home.

POLICY: DRESS CODE

POLICY NO.21

21.1 CLOTHING Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, and clothing.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. We are not responsible for lost or damaged items of clothing.

21.2 JEWELRY Children are not permitted to wear dangly jewelry of any kind. We allow earrings as long as they are small stud type earrings and don't dangle. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, we will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

We are not responsible for damage to or loss of and articles of clothing.

POLICY: FIELD TRIPS

POLICY NO.22

TF frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend. We also provide transportation for field trips for all children, and this price is included, as well as chaperones and entrance fees for all fieldtrip costs.

We will provide all required supervision for all field trips. Due to availability of space in the cars, parent attendance is not always available, however if you'd like to participate in a specific field trip please let the director know, and we will let you know if that particular trip will have space.

Parents will not be permitted to transport any child, other than their own, on a TF sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee of, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip.

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.23

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, or do maintenance work.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with

felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

We reserve the right to make Volunteer assignments. We do not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

POLICY: HEALTH AND SAFETY

POLICY NO.24

24.1 PRE-ENROLLMENT REQUIREMENTS Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at TF. This is per our licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend our center. The Physical Examination Form, indicating the child’s fitness to attend TF, must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment.

24.2 CHILDREN WITH SEVERE ALLERGIES For the safety of your child, parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the center director.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases TF from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for Children with Severe Allergies” form, provided TF exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

24.3 COMMUNICABLE DISEASES TF follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will

begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. We reserve the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 48 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. We will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

If a child or staff member is found to have a communicable disease, a notice will be sent electronically to the families. In the event a child is reported to have a communicable disease, the Director will notify the health department.

24.4 BITING TF recognizes that biting is a developmentally normal behavior for children in the infant through 2 ½ year old. Parents with children in this age group can expect that their children may be bitten, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally normal behavior, and that the staff is working to identify situations which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. Our staff cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

24.5 DISPENSING MEDICATION TF will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and

administration instructions. We will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be obtained from your center director. Medication Forms, doctor's notes and medication are to be turned into the center director.

TF will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.6 FIRE/EMERGENCY DRILLS TF conducts monthly fire and emergency/evacuation drills. Parents, staff members and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the director or designate will inform the teachers that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

24.7 ALTERNATE SAFE LOCATION Should the administration of our center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to the location designated in the evacuation plan located in the center lobby. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

24.8 INCIDENT/ACCIDENT REPORTS Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

24.9 FOODS TF offers to provide all necessary food and beverages throughout the day, for an additional charge of \$10 x day that will cover homemade veggie/fruit juice, breakfast, lunch, afternoon snack and milk. If you wish to send your own food please make sure you pack enough for the amount of time they will be there, be sure to check with their teacher how many meals that will be. Containers and bottles should be easily opened and closed by child. We do not warm up lunches for sanitary reasons (we can’t measure the correct temperature that a certain food must be heated to) so please be sure to pack lunches in a thermos if needed.

All age groups:

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (I.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

We never use food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infant classrooms:

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child’s feeding requirements change. Staff will inform the parent of each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

Younger Toddlers through Preschool:

TF offers children breakfast at 9:00am, lunch from 11:45am to 12:00pm and afternoon snack from 3:00-4:30pm.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks.

24.10 FIREARMS AND WEAPONS At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

End of Handbook
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