



PARENT HANDBOOK

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ABOUT US

WELCOME

Welcome to ABCDee Learning Center, LLC!

We provide a friendly, loving and educational environment for kids from 8 weeks-5 years of age. We encourage early learning and the development of social skills through play, creative activities and other fun learning exercises.

Here at ABCDee Learning Center, we believe it is important for children to maintain a familiar and comfortable routine. Through parent/caregiver communication, we individualize each child's care and learning opportunities.

Our program enhances a child's development by providing a safe and caring atmosphere along with a structured curriculum.

In addition to the basic skills required for a lifetime of learning, ABCDee Learning Center works with each child to promote manners, good hygiene, self-confidence and independence. In order to achieve this goal, it is essential for us to work closely with fellow staff and parents to provide the best possible outcome for each child.

Each child's health and well-being are as important to us as they are to you!

ADMINISTRATION

Owner/Director: Alison Bukhari

Email: Info@abcdeekids.com

Office: (512) 447-8258

Cell: (925) 818-7712

www.ABCDeeKids.com

HOURS OF OPERATION

ABCDee Learning Center is open Monday through Friday from 8:00 AM to 5:00 PM, with an optional 7:00-6:00 schedule. Please refer to the School Calendar for Holiday, Teacher Work Day, and other scheduled closures.

SCHEDULES

Please refer to the Tuition Rates Sheet for enrollment schedule options.

DROP-OFF/PICK-UP POLICY

Drop-off can be no earlier than the contracted time and pick-up can be no later than the contracted time. If drop-off or pick-up falls outside of the contracted parameters, a fee will be applied to your account.

Full-time and part-time students, must not be dropped off any earlier than 8:00 AM, and must not be picked up any later than 5:00 PM.

Half-day students must not be dropped off any earlier than 8:00am, and must not be picked up any later than 12:00 PM.

Early Arrivals must not be dropped off any earlier than 7:00 AM.
After School Care must not be picked up any later than 6:00 PM.
Breakfast is served up until 8:30 AM. Any child dropped off after that time, must already be fed.

SIGN IN/ OUT POLICY

DFPS Licensing requires that each child be signed in and signed out each day. A staff member may assist with signing in if children arrive during outdoor time. It is the responsibility of the person picking up or dropping off the student to connect with the staff member/teacher to make sure the child gets signed in. Please be mindful that these times of the day can be very busy, it is imperative that you make direct contact with the staff member/teacher so that your child's presence or departure can be accounted for. Parents will sign out as they exit. Please do not sign your child out before connecting with you child and your child's teacher.

Parents must remain off their cell phones and free from distractions during drop-off and pick-up.

To discuss issues or concerns with your child's teacher, please see the "PARENT CONCERNS" section of this handbook. Drop-off and pick-up times are busy times for teachers and staff. We love to discuss your child's day, but we ask that you be mindful of the supervision needed for the other children that are still in care. We prefer to dedicate our undivided attention and provide a safe, confidential space to parents during important conversations regarding the children in our care.

LICENSING

We are licensed by the Texas Department of Family and Protective Services (DFPS). Contact our local DFPS office at 834-3195 or <http://www.dfps.state.tx.us> for questions or more information.

You can view our most recent licensing report either on the DFPS website or view the one posted in the office on the bulletin board. A copy of the DFPS Minimum Standards is also available for review in our office or on the DFPS website.

ATTENDANCE

AGES SERVED

We provide care for children ages 8 weeks – 5 years old.

ENROLLMENT PROCEDURES

Enrollment will not be accepted over the telephone. Prior to the child's first day, the parent(s)/guardian(s) are required to meet the Owner/Director to view the facility, obtain required forms, and discuss the philosophy and program of ABCDee Learning Center, LLC. At this time, all policies are discussed and fee schedules explained to the parent(s)/guardian(s). We ask that parent(s)/guardian(s) bring their child in prior to his/her first day, just to "look around" and get acquainted with the facility.

At the time of our meeting, you will be provided a packet that will contain the contract and other facility and state required documentation.

If space is available, you may secure your child's enrollment:

- Complete, sign, and return the Parent Packet
- Provide your child's immunization records
- Pay deposit and other enrollment fees, plus first week's tuition payment.

- Allow 3 days for processing prior to your child's scheduled enrollment.
- If space is not available, you may secure your spot on our waitlist:
- Complete, sign, and return the Parent Packet
 - Provide waitlist deposit.

Policy changes will be provided to parent(s)/guardian(s) in the form of an updated document, along with an email notification.

DEPOSIT

Waitlist Deposit is non-refundable, but may be applied to your Enrollment Deposit.

Enrollment, Registration and Application deposits are paid one time upon enrollment.

Special Events and Supplies fees are paid upon enrollment and again annually. These are non-refundable and will not be applied to any other fees or tuition.

YOUR CHILD'S FIRST DAY

Parent(s)/Guardian(s) are welcome to stay for an extra **5 minutes** on their child's first day. After that, we ask that you hug and kiss your child goodbye, ensure them you will be back and exit the facility (**smiling**). Children will typically calm down within a minute of parent(s)/guardian(s) leaving. Should your child have a more difficult time during the transition, we will contact you.

RELEASE OF CHILDREN

Children will only be released to a Parent/Guardian or to a designated person on the Authorization List for Pick-up. Person(s) will be required to provide photo ID to staff before child is released to them.

As staff initially gets acquainted with new families, parent(s)/guardian(s) may also be asked for ID before a child is released to you.

Please understand this is for the safety of the children and is in no way meant to offend anyone.

ABSENCES

Notification is required by 9:00 AM, that day, if your child will be absent. Tuition is a guaranteed rate and no credit will be given for absences.

APPOINTMENTS AND EARLY PICK-UPS

We ask that you notify us in advance for early pick-ups or appointments, so that we may have your child ready. Children that leave early for an appointment may not be permitted to return to school during certain times (i.e. nap-time). Please contact the Owner/Director for an appropriate return time.

If your child has an appointment and you plan on arriving after 10:00 AM, you must bring a note from the doctor or dentist when you drop-off your child. Children that receive a shot at a morning doctor's appointment will not be permitted to attend that day.

Please be mindful that disruptions during the day can create ripples in the classroom balance. We ask that you try to schedule your child's appointments later in the day.

TERMINATION

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Picking up your child later than your contracted schedule
- Dropping off your child earlier than your contracted schedule
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the school after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with state and/or handbook regulations
- Serious illness of child

A four (4) week written request to terminate enrollment is required by parent/guardian to terminate enrollment and must be submitted to the Owner/Director if child will be leaving the school. Failure to notify the Owner/Director may result in further charges. You will be held responsible for all charges to your account. The Owner/Director must be notified if a child will be removed from the facility. **Any absence exceeding one week without notice shall be considered withdrawal**, and another applicant will fill the child's slot. Parent(s)/Guardian(s) shall be responsible for incurred child care bills. No notification is needed if a mutual decision between parent/guardian and the Owner/Director has been reached and found that placement is inappropriate. ABCDee Learning Center, LLC holds the right to dismiss a child from ABCDee Learning Center, LLC.

HOLIDAYS AND CLOSURES

HOLIDAY/VACATION CLOSURES

Please refer to the School Calendar for Holiday, Teacher Work Day, and other scheduled closures.

Parent(s)/Guardian(s) will be provided a calendar at the beginning of enrollment and again at the beginning of each year.

Tuition is a guaranteed rate. The rate does not change based on absences, sick days, vacations, observed holidays, closures due to inclement weather, power outages, or other days when the school is closed, including situations that are beyond ABCDee Learning Center, LLC's control.

*The School Calendar is subject to change. Parent(s)/Guardian(s) will be notified far in advance of any changes.

EMERGENCY/SUBSTITUTE CARE

Should ABCDee Learning Center, LLC be unable to care for your child due to unforeseen circumstances, parent(s)/guardian(s) will be responsible for arranging substitute care.

GENERAL POLICIES

MEALS

All meals and snacks will be provided by ABCDee Learning Center, LLC. We serve foods that are healthy and well-balanced. If your child has special dietary need(s) or allergies, we will work with you the best we can. If we are unable to adequately provide the food(s) your child needs,

we will ask that you provide your child’s lunch and snacks. Tuition rates are firm and will not be adjusted for parent-provided meals.

FOOD FROM HOME

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our facility, we recommend supplying store-bought snacks still in the original packaging. The Owner/Director will need to read the ingredient label to determine if it suitable. Owner/Director must approve all outside food; please provide at least two (2) days notice.

If a child has a dietary restriction and has to bring food from home for meal time, food must be in a closed container. The items inside the container must be in a Ziploc bag or plastic container and labeled with that child’s name and current day’s date on each item. Item must be dated with today’s day to ensure the health and safety of the child.

SUPPLIES

Most supplies are provided by ABCDee Learning Center, LLC. For a list of items, refer to the “Tuition/Rates” section of this handbook.

Parent(s)/Guardian(s) must provide:

- Full size backpack
- Change of clothes

For infants, please refer to the “Infants” and “Infant Feeding” sections of this handbook.

We do accept donations.

CLOTHING

Clothing, such as jackets and sweatshirts, must be labeled with your child’s name or initials.

Children must wear weather-appropriate clothing. Flip-flops, backless shoes, and lace-up shoes are not permitted. Velcro, zip-up, or slip-on shoes are required.

Sweatshirts and jackets that contain a drawstring are not permitted. If child comes to school wearing a jacket or sweatshirt that contains a drawstring, the Owner/Director will remove it from the item to allow the child to play safely. A drawstring in the jacket or sweatshirt hood poses a strangulation hazard to children. Drawstrings can become entangled or caught on playground slides, hand rails, or other moving objects, posing a significant strangulation hazard to children.

Children must wear clothing that allows for easy movement and is not restrictive. Children that are potty-training or are fully potty-trained, must wear clothing that they can easily get off and on without assistance.

Clothing must be staff-friendly. Do not dress your child in clothing that requires too many snap/buttons, ties, or so many layers that is becomes difficult or time-consuming for staff to change diapers or assist with the potty.

Do not dress your child in new or expensive clothing. Children will be painting, gluing, gardening, and making fun messes while at school. Dress them in clothing that you are comfortable allowing to get dirty or stained.

Personal items, such as clothing, shoes, etc. are not the responsibility of ABCDee Learning Center and staff and will not be replaced by ABCDee Learning Center and staff if items are lost, broken, torn, or damaged.

CHANGE OF CLOTHING

Parent(s)/Guardian(s) are responsible for maintaining a spare set of clothing in their child’s backpack at all times. We expect parent(s)/guardian(s) to make sure the spare set of clothing matches your child’s current size.

Child’s spare clothing should include:

- Shirt
- Pants/Shorts
- Underwear
- Socks
- Shoes (if child is potty training in underwear)

PARENT INVOLVEMENT

Parent/Guardian conferences will be scheduled on an individual basis at the Owner/Director’s discretion. If you want to schedule a conference, please contact the Owner/Director.

PARENT CONCERNS

Parent/Guardian concerns may be addressed with the Owner/Director at any time. Phone numbers and emails are listed at the beginning of this handbook.

PARENT VISITATION

ABCDee Learning Center, LLC welcomes parent(s)/guardian(s) to visit their child(ren) at school at any time. In order to minimize disruptions, we ask that you please call to schedule with the Owner/Director. Visiting with your child on the playground is less disruptive than during class. If you would like to formally observe your child’s class, please make an appointment in advance with the Owner/Director. While observing in the classroom, the teacher will show you where to sit. Please observe quietly without interacting with the children so as not to disturb the lessons and flow for the children.

If a parent/guardian visits without prior approval, we ask that you make every attempt to come during Free Play time.

Visitation during school hours is not the time to have a discussion with your child’s teacher. Please reserve that time for a scheduled conference or email your questions or concerns. No parent/guardian will be permitted past the front office. Parent/Guardian must sign in and be greeted by the Owner/Director first.

PARENT VOLUNTEER

If you are interested in volunteering in your child’s class, please contact the Owner/Director to schedule and obtain proper clearance.

EMERGENCIES

We conduct regular Emergency Drills. In the event of fire or other emergency, we may relocate. Parent(s)/Guardian(s) will be notified as quickly as possible.

ABCDee Learning Center is equipped with emergency packs for each classroom.

MEDICAL EMERGENCY

Every staff member must be CPR & First Aid Certified. While no policy can cover every contingency, staff are expected to follow all rules from CPR and First Aid training, as well as common sense, in any emergency which may necessitate the use of such training. When blood or other bodily fluids are involved, you are expected to use gloves in handling the situation. If immediate medical attention is needed for a child or another staff member, call 911 before administering assistance, whenever possible.

- If a child becomes ill or injured after arriving at the facility, the Owner/Director will attempt to contact the parent(s)/guardian(s) at all available telephone numbers. If a parent/guardian cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on **Form 2935 – Authorization to Release** will be called.
- Children who are ill or seriously injured will remain with the Owner/Director (separate from the group) until a parent/guardian arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- CALL 911.
 - Provide the facility's name and location:
**ABCDee Learning Center, 7202 Dee Street, Austin, TX 78745
(512) 447-8258**
 - Provide the child's name and a description of the incident. Follow instructions as provided by the operator.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- Staff may not transport an ill and/or injured child in a personal vehicle.

EMS will be called when...

- We believe the child's life is at risk or there is a risk of permanent injury.
- The child is acting strangely, much less alert, or much more withdrawn than usual.
- The child has difficulty breathing or is unable to speak.
- The child's skin or lips look blue, purple or gray.
- The child has rhythmic jerking of arms and legs and a loss of consciousness (seizure)
- The child is unconscious.
- The child becomes progressively less responsive.
- The child has any of the following after a head injury: decrease in alertness, confusion, headache, vomiting, irritability, or difficulty walking.
- The child has increasing or severe pain anywhere.
- The child has a cut or burn that is large, deep, and/or won't stop bleeding.
- The child is vomiting blood.
- The child has a severe stiff neck, headache, and fever,
- The child is significantly dehydrated: sunken eyes, lethargic, not making tears, not urinating.

CHILD ABUSE OR NEGLECT

Texas State Law requires the staff of ABCDee Learning Center, LLC to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law

enforcement agency. The toll-free phone number to make confidential reports is 1-800-252-5400. Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report could also subject you to considerable monetary liability in a civil rights action.

We provide annual training in awareness, prevention, and action steps in the area of suspected child abuse and neglect. For more information about warning signs, prevention, awareness, community organizations, and resources for your family, please visit the following website: <http://www.dfps.state.tx.us/itsuptoyou/>.

DAILY ACTIVITY SCHEDULE

Daily schedules are posted in the classroom. If you would like a copy, please request one from the Owner/Director.

TOYS FROM HOME

ABCDee Learning Center, LLC provides a wide variety of play items that are age appropriate for all children in our care. We ask that no toys be brought to school from home. Anything brought will be stored in the child’s cubby, until the child is picked up. This policy is for the safety and concern of all children in our care. Some small toys may be hazardous. Often times, children have a difficult time sharing their toys, thus causing a classroom disruption.

The only exception to this policy is:

- A special blanket or stuffed animal/doll to be used during nap time. This will be stored and only used for the appropriate time. Items must be labeled with your child’s name or initials.

Personal items, such as blankets, stuffed animals, etc. are not the responsibility of ABCDee Learning Center and staff and will not be replaced by ABCDee Learning Center and staff if items are lost, broken, torn, or damaged.

WATER ACTIVITIES

Water activities will be limited to water tables, small buckets, and/or sprinklers. No pools (in-ground, above-ground, or inflatable) will be used in water activities. During water play, we will maintain smaller ratios to ensure the safety of all children.

PERMISSION FORMS

Permission forms are required for:

1. Photographs
2. Sunscreen and/or Bug Spray
3. Diaper Rash Creams and/or Aquaphor

Parents must apply sunscreen daily, prior to arrival. Staff will reapply in the afternoon if needed.

ILLNESS

ABCDee Learning Center, LLC follows DFPS recommendations and Texas Health Department Requirements in case of illness. A child may not attend ABCDee Learning Center, LLC or may be sent home if he or she:

- Has an illness that prevents the child from participating comfortably in activities including outdoor play.
- Has an illness that results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in our care.

- Has a forehead temperature of 100 degrees or higher, accompanied by behavior changes or other signs or symptoms of illness in the past 24 hours.
- Has symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores, behavior changes or other signs that the child may be severely ill.
- Has sore or discharging eyes, or yellow/green discharge from the nose or ears.
- Has urinary problems.
- Has head lice and/or nits.
- Has been diagnosed with a communicable disease, and the child does not have medical documentation confirming that the child is no longer contagious.

If a Parent/Guardian cannot be reached to pick-up the ill child, Owner/Director will contact persons listed on the authorized to pick-up list.

Child is required to be picked-up within an hour of the Owner/Director calling. If child is not picked up promptly, late pick-up fees will be implemented.

If a health-care professional has diagnosed a child with a communicable disease, not only will we notify the parent(s)/guardian(s) immediately, but we will also report it to the Texas Department of Family and Protective Services and the Travis County Health and Human Service Department.

Your child may return to school:

- Twenty-four hours after your child's temperature has returned to normal WITHOUT THE USE OF MEDICATION.
- Twenty-four hours after antibiotics have been started (including topical ointments)
- When the child has not had diarrhea and/or vomited for at least 24 hours.
- When the child's pediatrician provides a note that the child is well enough to return to school.

MEDICATION

ABCDee Learning Center, LLC does not administer medication. The only exception to this policy is for children with asthma or severe allergies.

Under these circumstances, the staff of ABCDee Learning Center will only administer the following medication:

- An inhaler used for severe asthma
- An EpiPen for severe allergy (such as peanut)
- Parent(s)/Guardian(s) are required to complete the **ABCDee Learning Center Plan of Operation and Form 7238 – Authorization for Dispensing Medication**. These forms must be updated at the beginning of each year.
- Medication must be in the original packaging with child's name, dosage and instructions clearly printed on the label.
 - Medication must be kept on-site at school. Parents may need to request an additional prescription from their Pediatrician.

PLAN OF OPERATION: IMS

ABCDee Learning Center, LLC has a Plan of Operation for Incidental Medical Services (IMS) which applies to the use of the EpiPen Jr., EpiPen, Nebulizer, and Asthma Inhaler. ABCDee Learning Center, LLC mandates each employee to complete the necessary certifications to obtain knowledge to know how to appropriately administer and when to administer.

If your child has any food allergies or has asthma, a Plan of Operation will be completed, reviewed, and signed by parent(s)/guardian(s), Owner/Director. Each employee is required to read, understand, and sign each child's (if applicable) individual Plan of Operation.

IMMUNIZATIONS

We are required by DFPS to keep a copy of each enrolled child's immunization record on file. You can review the Recommended Childhood Immunization Schedule included in your enrollment packet, or retrieve one from the Department of Health and Human Services—Center for Disease Control and Prevention, or go to www.immunizetexas.com.

At the time of enrollment, you will be asked to provide documentation of immunizations with a doctor's signature.

Any updates to immunizations must be provided to the Owner/Director immediately.

At this time, Tuberculosis testing is not required in this region.

HEARING AND VISION

We are required by DFPS to keep a copy of each enrolled child's annual hearing and vision results for children four years old or older. At the time of enrollment, you will be asked to provide documentation of hearing and vision results.

GUIDANCE POLICY

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. ABCDee Learning Center, LLC staff will use only positive guidance techniques.

RESPONDING TO MISBEHAVIOR

Below are strategies ABCDee Learning Center, LLC staff will use to respond to child misbehavior. Remember, it is always a good idea that rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the playroom.

- Redirection
 - This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences
 - These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. We should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.

- Participate in the solution
 - If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- Natural consequences
 - Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Calm down chair"
 - In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on his or her behavior away from others. Once the child has calmed down, the employee should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks area and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Employee will report behavior and what strategies have been attempted to the Owner/Director.
2. The Owner/Director will observe the child and meet with the employee to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent/guardian and then put into practice.
4. The Owner/Director, employee, and parent(s)/guardian(s) will evaluate the behavior management plan. If needed, adjustments will be made.

** If a child's behavior becomes threatening to themselves, other children, or staff, the child will be removed from the playroom and possibly the program for a period of time.

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment.

Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parent(s)/guardian(s) or staff. There are a variety of strategies we implement at ABCDee Learning Center to prevent and stop biting.

It is important to explore the reasons for biting when it occurs. Owner/Director will need to work with parent(s)/guardian(s) to gather information about the child's behavior and begin observations to determine the reasons for biting.

Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, Owner/Director and staff can work on prevention strategies and start teaching replacement skills.

The staff, parent(s)/guardian(s), and Owner/Director will meet regularly to regulate an action plan and measure outcomes.

POTTY TRAINING EXPECTATIONS

- Children enrolling in the 2 year old classroom will not be required to be potty trained.
- Children enrolling in the 3 year old classroom must be showing signs of readiness.
- Children enrolling in the 4 and 5 year old classrooms must be fully potty trained.

Putting kids on a potty schedule where they go every half hour or hour is not considered fully potty trained and is not a way of potty training we will provide as it very time consuming with little to no benefit.

It is not the sole responsibility of ABCDee Learning Center to potty train your child. ABCDee Learning Center will help support you and your child in the potty training process to help make it a positive and successful experience.

POTTY TRAINING READINESS

What is Potty Training Readiness?

Your child is ready to learn to use the toilet when he or she:

- Stays dry for at least 2 hours at a time, or after naps
- Recognizes that she is urinating or having a bowel movement. For example, your child might go into another room or under the table when she has a bowel movement. This is important—if you child does not realize she is having a bowel movement, she won't be successful at potty training.
- Is developing physical skills that are critical to potty training—the ability to walk, to pull pants up and down, and to get onto/off the potty (with some help).
- Copies a parent's toileting behavior.
- Can follow simple instructions.
- Most important, your child wants to use the potty. He may tell you that he wants to wear "big boy" underpants or learn to go potty "like Daddy does." He may feel uncomfortable in a soiled diaper and ask to be changed or ask to use the toilet himself.

POTTY TRAINING HOW TO

When not to start potty training:

- An upcoming or recent family move
- Beginning new or changing existing child care arrangements
- Switching from crib to bed
- When you are expecting or have recently had a new baby.
- A major illness, a recent death, or some other family crisis

If your child is in the middle of potty training during a stressful time and seems to be having more accidents than usual, know that this is normal. Your child needs all of your patience and support right now. She will return to her previous level of potty training once things have gotten back to normal.

Starting potty training:

- Recognize that your child is in control of his or her body
- Let your child decide whether to use the potty or a diaper/pull-up each day
- Teach your child words for body parts, urine, and bowel movements

- Offer your child the tools he/she needs to be successful at toileting (such as a small potty, potty seat, stool, etc.)
- Expect and handle potty accidents without anger
- Avoid punishment as well as too much praise around toilet use. (This can make children feel bad when they aren't successful.)

It is your child's responsibility to:

- Decide whether to use the toilet or a diaper/pull-up
- Learn his/her body's signals for when he/she needs to use the toilet
- Use the toilet at his/her own speed

Finding a toilet training method that works for your family is the key. No matter how you do it, remember this is a learning process that takes time, with many accidents along the way. Being patient is the best way you can support your child as he/she learns.

FULLY POTTY TRAINED

A potty trained child is a child who can do the following:

- Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up without assistance.
- Be able to wipe themselves after using the toilet.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.
- Be able to go directly back to the room without directions.
- Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and farther away from the bathroom.

BREASTFEEDING MOTHERS

Breastfeeding mothers are welcome to come to the center during the day to breastfeed their child. Parent(s) are encouraged to discuss the desire to come to the center to breastfeed the child with the classroom teacher so that we may avoid overlapping schedules or interrupting napping infants.

ABCDee Learning Center must provide a comfortable place with a seat in our center that allows a mother to breastfeed her child. An adult size rocking chair is available in our infant room for breastfeeding mothers' use.

INFANTS

Parent(s)/Guardian(s) are responsible for providing a backpack or diaper bag with several spare sets of clothing at all times.

Clothing must be weather-appropriate and must match your child's current size. Clothing for comfortable sleeping must be included, as infants may not be put to sleep with blankets.

INFANT CLASSROOM

For the health and safety of our non-mobile infants, outside foot-ware and bare-feet are not permitted in the Infant I classroom. Socks must be worn at all times.

INFANT FEEDING

For an infant who is not yet ready for table food, ABCDee Learning Center must obtain and follow written feeding instructions that are signed and dated by the infant's parent.

ABCDee Learning Center must review and update the feeding instructions with the parent every 30 days until the infant is able to eat table food.

Parents are responsible for providing child's pureed food, rice cereal, soft foods, etc. until child moves to the Infant II room (child will move to the next infant class when they are at least 12 months old and walking).

Breast milk or formula (up to 12 months) must be brought in COLD every day and labeled with the child's name and the date. Parents are reminded to be sure to prepare one more bottle than the child will consume in a day to assure that the child won't run out.

Children must not be fed directly from baby food jars, nor will the staff use previously-opened baby food. Staff must mix baby cereal just prior to feedings. All unused food remaining after a feeding must be discarded.

When child is 12 months and transitions to cow's milk, ABCDee Learning Center will provide whole milk, up to 23 months of age. Parent must provide a bottle to stay on-site. Bottle must be labeled with child's name.

When child is ready to transition from the bottle to a sippy cup, parent must provide sippy cup. Parent must try sippy cup at home prior to school use to ensure it's a good fit with child. Sippy cup must stay on-site and must be labeled with child's name.

TUITION AND FEES

TUITION/RATES

All prices are subject to change. Please refer to most recent Tuition Rates Brochure for current prices.

Enrollment options are as follows:

Full Time: 8:00 AM - 5:00 PM

Part Time: 8:00 AM - 5:00 PM (2 or 3 day options)

Half Days: 8:00 AM - 12:00 PM (M-F or 2 or 3 day options)

*Early Arrival 7:00 AM - 8:00 AM and/or Extended Care 5:00 PM – 6:00 PM (Additional Rates will apply)

Tuition is paid in advance. Tuition is due each Friday, the week prior to service, no later than 10:00 AM. Tuition payments may be made weekly, bi-weekly, or monthly.

Tuition is a guaranteed rate and does not change based on absences, sick days, vacations, observed holidays, closures due to inclement weather, power outages, or other days when the school is closed, including situations that are beyond ABCDee Learning Center, LLC's control.

Rates include, but not limited to:

1. All snacks and meals.

- Meals are made on on-site, every day. We make every attempt to keep meals healthy and wholesome. Depending on your hours of care, your child will be served breakfast, a

morning snack, lunch and an afternoon snack. We promise that your child will never go hungry.

2. Diapers and wipes.

- For children that are not yet potty-trained, we provide all diapers and wipes. An additional fee may apply.

3. Learning Time materials and Arts & Crafts supplies.

- All supplies will be provided by ABCDee Learning Center, LLC. No additional fees will apply. However, we do accept donations.

4. Nap mats.

- Each child that receives care during nap time (1:00 PM - 3:00 PM), will be provided their own nap mat by ABCDee Learning Center, LLC. Nap mats will go home at the end of each week to be laundered. Nap mats must be returned the next week and must be clean.
- If nap mats are not returned for the week, a \$5 fee will apply for use of a substitute nap mat and in-house laundering.
- A lost or damaged nap mat will result in a \$35 fee to replace the child's nap mat.

PAYMENT DURING FAMILY VACATIONS

Please notify ABCDee Learning Center, LLC of upcoming family vacations two (2) weeks in advance. Tuition is a guaranteed rate. The rate does not change based on sick days, vacations or observed holidays. Full tuition payment is due prior to vacation.

LATE PICK-UP FEES

Late pick-up will result in a fee of \$5 for the 1st minute and \$1 for each additional minute. A bill will be processed and provided to parent(s)/guardian(s) the following week.

METHODS OF PAYMENT

ABCDee Learning Center, LLC accepts cash or check.

A returned check will result in a \$35 fee. In the event of multiple returned checks, ABCDee Learning Center, LLC will require that all future tuition payments are cash only.

LATE PAYMENT OR RETURNED CHECK

Late tuition or returned checks will result in a \$35 fee. The corrected tuition payment will be due Monday at the time of drop-off.

CONCLUSION

ACKNOWLEDGEMENT OF POLICIES

By signing a Child Care Contract and enrolling your child at ABCDee Learning Center, LLC, you agree that you acknowledge, understand, and will abide by the enclosed policies of this Parent Handbook.