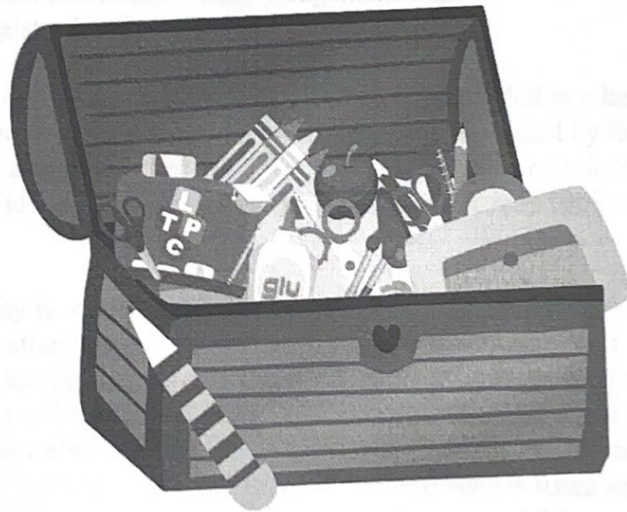


The Learning Treasure Preschool, LLC



Parent Handbook

Daily Hours

Monday – Friday

7:00am - 5:30 pm (extended hours are available for an additional fee)

****Full time students may attend 10 hours during this period. Any hours over 10 are an additional fee.**

Admission

The Learning Treasure Preschool Center (LTPC) welcomes all children regardless of race, color, religion, nationality or background. Children are accepted on a first come, first serve basis, and we maintain a waiting list for those age groups that are full. We cooperate fully with all federal, state and local regulations. We accept children ages 6 weeks though 12 years.

We require the following for registration:

- Preadmission form
- Alabama Immunization form
- Parent Handbook Acknowledgement form
- Registration fee of \$50.00 (non-refundable)

* Please provide a full extra set of clothing with all items labeled in a large plastic bag.

* Diapers, wipes, baby food, bottles and formula must be provided by families.

Diaper bags are not allowed at LTPC. Please leave diapers, wipes, etc. at the center and your child's teacher will notify you when their supply begins to run low.

Security

Your child's security is our primary concern. Parents must sign children in and out of the center on our daily attendance form each day. Parents must then escort children to a classroom where a teacher can receive them. We can only release a child to an adult who is 18 years of age or older who is listed on the authorization form signed by the parent. **Please keep authorization forms updated.** We may ask for identification before releasing a child to an adult unknown to our staff who is listed on your authorization release form. If you need someone to pick your child up who is not listed on their preadmission form, we must receive this request in writing. You may add additional persons to your child's authorized release form at any time. Please note that if there is a custody situation going on, children will be released to the parent that enrolled the child unless we receive something in writing from the enrolling parent or the courts. In an effort to secure adequate staffing and to adhere to teacher/child ratios set forth by Alabama DHR, we ask that students arrive by 9:00 a.m. We understand that life happens and this may not always be possible. If your child will be tardy, please notify the center immediately. If you are habitually late without notifying us, your child will not be allowed to stay. **If you would like for your child to eat breakfast here, they must arrive by 8:45 a.m.**

Clothing

We will take the children outside to play every day that we possibly can, they will get dirty, so please dress your children appropriately. Please label all clothing that comes to the center. Additionally, please bring a full set of extra clothing, labeled in a zip lock bag for each child. Infants will need several complete sets of clothing.

Meals

We provide healthy and well-balanced meals and snacks to those children eating table food. There will be no more than 3 hours between meals/snacks. Weekly menus will be posted. The Director's approval is required for any outside food to be brought to the center for older children.

Parents must provide baby food, bottles (with a plastic cover) and formula for younger children. **Formula and bottles must be prepared by parents.** All baby food and bottles must be clearly labeled with the child's name, and they must be properly sealed. **Please let us know about any food allergies your child has.**

Parent Participation

Parents are always welcome visitors in our busy classrooms. We welcome involvement and participation. Please let us know if you would like to share a special hobby or craft with a classroom.

Birthdays

Birthdays are a special day in a child's life, and we want to recognize them in a special way. Please make arrangements with your child's teacher if you want to bring in a game or activity. You may send a special treat for the class, but it must be store bought in a sealed container due to health regulations. We encourage parents to join the class if possible.

Health

We must have a completed registration form for each child on file which lists the medical history and provides emergency treatment authorization. All children are required to have a current immunization certificate on file within 7 days of enrollment. We are required by law to have a current Alabama Immunization Certificate.

If your child has a fever, diarrhea, vomiting, eye drainage, or other apparent illness, please do not bring him or her to the center. If your child becomes ill during the day or has a fever of 100 degrees or more, has 2 or more loose bowel movements we will contact parents to pick up the child early. Please keep children at home until they have been symptom free and fever free for 24 hours. **Illness decisions will be managed by our Director.**

Please notify the center if a member of your family contracts a communicable disease:

Disease	Incubation Period	Return to Program
Chicken Pox	7-21 days	When all pox marks are scabbed over.
German Measles	14-28 days	One day after rash completely disappears.
Pink Eye		When eyes are free from discharge.
Impetigo	2-5 days	When child is under doctor's care.
Head Lice		When child has a doctor's note stating that he or she is nit free.
Covid - 19	2-14 days	10 days after positive test 14 days after exposure

Play

Playtime is a vital part of the development and growth of children. We play outside every day that weather permits. We do not play outside if it is too hot, too cold, or wet.

Medication

Medication can be given to children while in our care when the following steps are followed:

- A medical authorization form must be completed and signed by the parent each day medication is required. The form must include the name of the child, name of the medication, the dosage amount, the times to administer and the parent's signature. **Daily written permission is required.** Please note any side effects, special instructions, purpose of the medication and the name and phone number of the prescribing doctor.
- The medication and medical form must be received by a staff member each morning.
- Prescription and over the counter medication must be in its original container and list the child's name on the label.
- The expiration date must be valid.
- All medication must be taken home daily.

Potty Training

Parents are responsible for providing diapers, wipes and ointments daily until children are potty trained. When children are ready to begin potty training, we will coordinate efforts with parents.

Rest Time

Please feel free to discuss your child's nap schedule with his or her teacher. The entire center has a quiet time/nap time between 12:00pm-2:00pm. The length of the rest period will vary depending on the age group. Rest mats and cots with sheets are provided.

If you need to pick up your child during rest time, please advise the teacher in advance when possible.

Discipline

Our goal is to teach and encourage appropriate behavior and self-discipline. We use positive reinforcement, re-direction of attention and time out as our primary forms of discipline. Children are made aware of expectations through the consistent use of clearly defined limits, and we strive to help children solve their own problems.

Physical punishment or harsh verbal discipline is not allowed by staff or parents on the childcare property. We will communicate with parents if additional reinforcement is needed from home.

Communication

We consider communication an essential component of child development. We want to partner with families to encourage maximum growth in all areas of your child's development. Please communicate with your child's teacher on a regular basis.

We can schedule a conference to discuss any items or concerns. Please be careful what you discuss in front of the children.

Toys

Please leave personal belongings and toys at home, including electronic games and listening devices. We cannot be responsible for personal items brought from home. Items from home could be damaged or lost, and they may promote conflict among the children. Please be supportive if a staff member removes an item from a child until the end of the day.

Photographs

We will take photographs of the children for art projects, our website, social media sites and wall displays. Pictures sometimes will be sent home with the children. Please let us know if you do not want your child's picture taken at the center. **You must provide a handwritten statement if you wish for your child to be excluded from pictures.**

Field Trips

We frequently enhance our development program with special visitors or field trips. We will notify our families in advance of planned field trips with a note and permission slip requiring a parent's signature. A signed permission slip must be returned for children to participate. Some trips may have an additional fee.

Vacation

Children who have been enrolled in our program for one year or more will be given one week of vacation per year. The child can skip one full week (Monday – Friday) in our

program and not pay for the week. **If a vacation is not used within a 12 month period, it will be lost.**

Holidays

We will be closed on the following holidays:

New Year's Eve	Thanksgiving Day
New Year's Day	Friday after Thanksgiving
MLK Day	Christmas Eve
Easter Monday	Christmas Day
Memorial Day	Day after Christmas
4 th of July (day before and after)	
Labor Day	

If one of the above holidays falls on a Saturday or Sunday, the holiday will be observed on a Friday or Monday as determined by the Director. **Weekly tuition rates remain the same during weeks with a holiday.**

Inclement Weather

Our center will try to remain open on days with inclement weather; however, if we do find it necessary to close, it will be reported on the Learning Treasure Preschool website and FB page and through text. In all cases of inclement weather, we follow the closure schedule of Lanett City Schools unless otherwise noted.

Immunizations

Each child is required to have a current immunization certificate on file in our office within 7 days of enrollment. Updated certificates should be provided to the center as children receive future immunizations.

Emergency Care

All staff members are trained in CPR and First Aid, and we are careful to ensure the safety of our children. If, however, emergency care is needed, your child will be given first aid, we will call EMS if emergency care is needed, and then we will call parents. **Please be sure to keep emergency phone numbers for your family updated in our files.** This includes your contact information, your physician's name and your hospital preference. The child's family health insurance will be provided for any necessary medical treatment for an accident or emergency while your child is in our care. Any medical bills incurred are the responsibility of the parent.

Emergency Procedures

We will practice emergency drills on a monthly or quarterly basis as required by the state. We will have a fire drill each month to familiarize the children and staff of proper exit procedures. We will have tornado and earthquake drills quarterly.

In the event of a complete evacuation of the center and the surrounding area, we will take the children to Lanett Housing Authority located on the corner adjacent to our facility. The children may be picked up there. We will broadcast any movement such as this via our website, Facebook page and text messages.

- In the case of a tornado, children will be moved to an inside wall, and children will assume the tornado position (seated on the ground, head tucked in, arms around head).
- In the case of an earthquake, children will move away from windows and sit under tables. We will move outside and away from and building structures as soon as possible.
- In the case of fire, children will exit the building in an organized manner. Staff will take the roll book outside to keep track of the children. We will remain outside until the building has been cleared for reentry.
- If there is a manmade disaster that requires evacuation of the building, we will keep children outside until parents have picked them up.

Policy for Custody Disputes

Children can only be released to parents, who have signed the Enrollment Form, and adults listed on the Release Authorization form. In the event of a custody dispute, we will rely on legal documentation and information provided by the enrolling parent.

Withdrawal

We require a two week written notice of a child's permanent withdrawal from the center. If a two week notice is not given, you are still required to pay tuition for those two weeks. Legal action will be taken to enforce these payments.

Right of Dismissal

Learning Treasure Preschool Center reserves the right to remove a child from our program if the child, parent or guardian is unable to adjust and function within our program or comply with our policies. The child will be dismissed with two weeks' notice. In extreme circumstances, immediate dismissal will be given at the discretion of the director. **No refunds will be given.**

Licensing

Learning Treasure Preschool is licensed by the Alabama Department of Human Resources. The center has also been inspected and approved by the Chambers County Health Department and the State Fire Marshal's Office.

Neglect/Abuse

The child care industry is closely regulated by government agencies. Alabama law requires all child care employees to have a criminal background check and a child abuse/neglect background check before being hired.

We are required by law to report any suspected abuse or neglect of the children in our care. The director and staff are directly responsible for reporting the suspected abuse and/or neglect of any child enrolled at Learning Treasure Preschool Center. The director will aid staff who suspects abuse or neglect of a child. The state of Alabama requires that "we report whenever we suspect abuse or neglect." We are required to report it to the proper authorities.

Rights of Children and Parents

1. All children receiving childcare services in a daycare center or from a provider or program receiving public funds shall have the following rights:
 - a. The rights to be free from physical or mental abuse;
 - b. The right not to be subjected to abusive language or abusive punishment;
 - c. The right to be in the care of adults who shall meet their health, safety and developmental needs.

2. Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights.
 - a. The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - b. The right to be provided with information about childcare regulatory standards and how to file a complaint;
 - c. The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian or child;
 - d. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

Questions

Please feel free to contact us with any questions. Your child's care is our primary concern. It is our desire that both you and your child enjoy your time here at LTPC. Again, welcome to LTPC and we look forward to serving your family.

Parent Handbook Acknowledgement Form

By signing below, I acknowledge that I have received, read, and understand the policies set forth in the Learning Treasure Preschool, LLC's Parent Handbook. My signature also indicates that I agree with the policies set forth in the Learning Treasure Preschool, LLC Parent Handbook.

Child's Name _____

Parent's Name (Printed) _____

Parent's Signature _____

Date _____

Management Signature _____

Date _____