

**My Little Rascals
Childcare
Policies and Procedures
Handbook
1850 West St
Southington Ct 0648**

Rascals Philosophy And Beliefs

The philosophy of My Little Rascals is based upon the belief :

- That childhood is one segment of the continuing flow of human development- early childhood is the period of greatest development strides in emotional, physical, social, and cognitive growth.
- That learning is taking place at all times and that all growth occurs in spurts with plateaus in between for integration of new learning.
- That we should approach the child as a total entity, a human being, not specifically as a "child".
- That we must aim to create a secure and nurturing environment filled with interesting materials, activities, and concepts to enhance all aspects of the child's development.

We are specifically concerned with helping children to :

- Express their inherent curiosity about the world around them with a teacher's guidance, and to initiate and follow through on their interests.
- See themselves as creative and assertive persons, and develop a sense of autonomy
- Become aware of their emotions and express emotions in ways that are not psychologically damaging to themselves or others
- Become more capable to interact with others and solve problems in social relationships

General information

My Little Rascals Too is licensed by the state of Connecticut.

The Staff

Our staff has been carefully selected for their training and experience in early childhood education. In hiring staff, we look for people with understanding of child development, an appreciation of the uniqueness of each child and the ability to

provide a warm and caring environment. Our teachers are talented, creative, highly motivated individuals who provide love and guidance to the child, as well as support to the parents.

Programs

All programs operate five days a week for the full calendar year.

My little rascals 445 north main street hours of operation
(7:00-6:00)

My little rascals too at 1850 west street hours of operation
(6:30-6:00)

Parents must provide nutritious morning snack, lunch and afternoon snack on a daily basis for their child.

Infant/toddler program

Please bring : Diapers, diaper wipes,diaper rash medications, complete change of clothing including socks, shirt pants (please keep up to date with seasons), blanket, sheet, favorite nap article (bear, blanket, etc), bottle of juice/milk, etc. please be sure to label all items.

Cloth Diaper Policy

- A. Parents will provide a supply of clean cloth diapers or pin-less wraps each day
- B. Parents will provide a container for soiled diapers which will be taken home each night and will be disinfected with bleach solution. Returned each morning lined with a plastic bag
- C. Diapers will not be emptied or rinsed by the teachers
- D. Cloth diapers will be the correct size to avoid discomfort of leakage

Preschool Programs

Change of clothing including socks, shirt, pants, (please keep up to date with seasons), blanket, fitted crib sheet, favorite nap article (bear ,blanket,etc). Please be sure to label all items. It is the responsibility of

the parent to check and be sure that all clothing is appropriate for season and size.

NOTE : In the summertime, the children will get wet outside, so we will ask you to provide sunscreen to be applied before coming to school, a swimsuit, hat and towel as well as water shoes. In the winter it is a good idea to send in extra mittens and hats as well as warm clothing. Boots will not be worn inside so please provide a change of shoes.

To Bring or Not To Bring

We ask that children DO NOT BRING IN TOYS FROM HOME, with the exceptions of ONE stuffed animal for naptime. Another exception rule would be if a teacher specifically requested a specific item to fit in with the curriculum. If a toy is your transition object from home to My Little Rascals we will allow the child to hold on to it... Please label all items and remember that accidents do happen, so please don't send in an item that your child cherishes.

Celebrating Birthdays at My Little Rascals

We love to celebrate birthdays !!!!!!! Please feel free to ask your child's teachers how they would like to celebrate in their classroom. We are very sensitive to food allergies. If you plan to bake something for your child to share with friends, please include the ingredient list. We will not be able to serve snacks if we don't know what's in the snack. Typically birthday snacks are served for morning snacks, which typically takes place around 10:00 am. As happy as we are to celebrate with your child, we will not be able to offer a birthday party. Sharing a specific snack and singing "happy birthday" is our way of celebrating! If you do plan to have a birthday party for your child outside of school, please be sure to mail your invitations if you don't plan to include the entire plan. If you plan to include the entire class, you may place invitations in each child's cubby. And please remember we are a peanut free center.

Discipline Policy

My little rascals believes that a rigorous curriculum and warm, responsive teaching help create an atmosphere that promotes positive interactions. Anticipation and preventive intervention are teaching strategies used to help children control impulses and develop communication skills.

Through positive guidance teachers:

- Help children respect the rights and feelings of others
- Help children develop empathy for others through example
- Praise efforts of cooperation and compromise
- Give specific feedback regarding their behaviors

The ultimate aim of the discipline policy of My Little Rascals is to develop self-control, self-esteem, and respect for the rights of others in a trusting, secure and nurturing environment. Teachers refrain from using any methods of discipline that would embarrass, humiliate or harm the self-esteem of the child.

Teacher/parent strategy sessions to develop behavioral plans that meet the needs of more challenging situations. The school utilizes a Behavior Support Plan that is composed by the teachers with assistance from the director. Parents participate in the implementation of the BSP. Prevention is the key. Through the classroom procedure and planning, teachers:

- Accept each child as a worthwhile individual at his/her own level of development and recognize behavior is a reflection of each child's life experiences
- Anticipate behavior and intervene before disruption occurs
- Plan a wide range of activities using a variety of materials that complement children's interests, growth and development
- Provide a balanced curriculum of quiet and active events in an orderly daily sequence in which children participate at their own pace
- Structure activities that require close supervision, such as cooking, art, and discussion, into small group experiences to provide for immediate and individual attention

NO TIMEOUT

- We strongly believe in redirecting students instead of using time out as a "punishment"
- Redirecting children with new toys and activities to promote positive behavior is our goal
- Setting clear classroom goals and rules are at circle time daily, so children know what it is expected of them
- Staff who start a disciplinary action will stay with that child to work through it, and also to reach out to parents to let them know the situation. (via brightwheel/phone)
- Our staff at no time will be neglectful, corporal or frighten a child to punish them
- We are hands-off program, and at no time we shall restrain a child for any reason. Unless it is the only way to keep a child or staff safe for the moment. This is the last resort \. Our first option is to remove the other children from the classroom and allow the other student space to avoid restraint

Child Abuse Policy

Child abuse is a non-accidental, physical or emotional injury, sexual abuse, or neglect of a child under the age of 18 years by a person who is responsible for the child's welfare or by a person given access to the child by the responsible person.

Physical abuse: injuring a child by shaking, burning, hitting, or other similar acts

Sexual abuse: engaging in sexual behavior with a child or allowing the sexual exploration of a child.

Emotional abuse: excessive belittling, teasing, or berating which impairs a child's psychological growth

Neglect: failing to provide for a child's basic need such as food, water, clothing, shelter, hygiene, education, medical care, and supervision

As child providers, we are considered "MANDATED REPORTERS". We are required by law to report if we suspect that a child is being abused or neglected or is at risk of abuse or neglect. If you report suspected abuse, as the law requires, you are immune from civil and criminal liability. However, if you do not report suspected abuse, you could be fined up to \$500. You may also be sued for damages if the child is further injured because you did not report.

Procedure for suspected abuse or neglect

1. Report to the director immediately. Have written documentation on observations.
2. Call DCFS (1-800-842-2288) or local police
3. Notify a parent or guardian
4. Submit a written report to DCFS within 48 hours

If a staff member is suspected of abuse or neglect, it will be reported to the director immediately.

- Documentation of observations including dates must be given. If there is sufficient evidence for an investigation, DCFS will be called and alleged perpetrator will be removed from the classroom. A written documentation of the event will be made and placed in the individuals personnel file.
- My little rascals department of public health (DPH), which includes quarterly inspection by My Little Rascals Facilities Services and regular inspections by the DPH.
- The DPH has determined that areas with lead paint should not be a cause for health concerns as long as painted surfaces remain in good condition. We encourage anyone who witnesses damage to or notices the deterioration of painted surfaces to inform the office immediately. (please see appendix for further information).
- Parents and teachers work together in partnership to provide a consistent and safe environment for the growth and development of children. We look forward to getting to know your family.

Child abuse prevention policy

The mission at My Little Rascals is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that purpose, this policy seeks to assure that our center is continually working toward providing an environment safe from physical and sexual abuse for those participating in receiving and providing childcare services. All employees shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parent access to programs at any time. When those who are employed at My Little Rascals engage in any and all kind types of child abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment.

Gross misconduct

Some offenses are so serious that they can result in termination without previous warnings. The following examples are listed for the guidance of all. This list is not intended to be a comprehensive list of all prohibited activities. The following actions may result in immediate termination. Inappropriate behavior toward parents. (all staff is expected to be professional and courteous at all times. If a parent is rude to you, please allow your director to handle the situation.)

- Neglect or physical abuse of a child
- Withholding of food, nap or other comfort from a child
- Failure to report to work three consecutive workdays without proper notification
- Falsification of center records (i.e. employment application, time clock, and your records)
- Working under the influence of alcohol or illegal drugs
- Smoking in prohibited areas
- Convicted of a felony for any offense committed while employed by the center
- fighting , threatening violence or boisterous or disruptive activity in the workplace

- Leaving a child unattended (inside or outside)
- Allowing the child to leave the center with an unauthorized person
- Sleeping while supervising children
- Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the work day
- Sexual or other unlawful or unwelcomed harassment
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination that show gross disrespect such as threatening, profanity, or yelling at the directors
- Unauthorized use of telephones, mail system, or other employer-owned equipment (no cell phones allowed in work center during work hours)

Possession , distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

Unsatisfactory performance or conduct

Sharing confidential information about the center or any of its employees

Promoting and sharing rumors or negative information about My Little Rascals

There will be repercussions to any violation of the above rules.

Depending on the severity of the offense and the director's discretion, violations may be followed by a warning, a two day suspension, and/or termination of employment

Note : Server offenses may result in immediate termination

Reporting abuse and neglect

ALL employees must report all actual or suspected child abuse of any child attending the center as soon as possible to the director. CT law requires caregivers to report suspected child abuse or neglect to the Department Of Children and Families 1-800-842-2288 DCF to make

confidential reports. Failure to report suspected abuse or neglect is a crime.

Note: Employers are prohibited from retaliating against caregivers who make reports in good faith

Late Pick Up Policy

- There shall be two staff members with the child that are over 18
- If a child has not been picked up by 6:15pm, the following steps will be taken : attempt to reach parent(s) at work, attempt to reach parent(s) at home and on cell , if parents cannot be contacted, the staff will call the individuals authorized on your emergency card to pick up the child. If either individual with parental pick up authorization cant be reached, the staff will repeat the process
- If the parent(s) or persons authorized by family to pick up their child cannot be contaced by 6:30 the staff will report the situation to the Southington Police Department and to the Department Of Children and Families (DCF)

Withdrawal (2) week notice will be expected prior to withdrawaling your child from the program before the contracted date. Weekly payments will be due as usual for two weeks, whether your child remains in school or not.

Supervision plan

- Children are carefully watched while at play or during an activity within the building, including bathroom use. When a child or children use the bathroom, adequate staff will always be present
- Staff never leave your co teacher out of ratio when taking children to the bathroom take children in groups
- When a child goes inside to use the restrooms from outdoors, a staff member is designated to accompany him/her. (bringing children in groups, not leaving staff out of ratio) children are never allowed to travel from outside to inside by themselves

- A staff ratio of no more than 10 children per staff for preschool and pre-K
- Under 3 is 4:1 ratio
- Group size for preschool and pre-K 10 children
- Under 3 4 children
- Nap time if ALL children are asleep one staff member may leave the classroom, but remain in the building. If one child is awake and you are not in the classroom that is considered being out of ratio. Suggestion is to not leave the classroom, unless its a quick trip to the bathroom or office

Medical

Health and safety

Every child is required to have a physical examination before entering My Little Rascal. All inoculations must be current and up to date including the new chicken pox vaccine, which is now required by the state. Our school nurse will be checking all the forms and will let you know if you have an exam or inoculation done. The nurse visits weekly to check on records, meet with the staff, note health and safety conditions, and observe the children. If parents have any concerns regarding their child's general health, growth and/or development, the nurse is available for consultation. To help prevent the spread of disease, **CHILDREN WHO SHOW SIGNS OF ILLNESS SHOULD BE KEPT HOME!** Teachers will call the parents to pick up if they feel the child's condition is interfering with their day. The child should be picked up within the hour. Please notify if the child has a communicable disease such as strep throat, chicken pox, or conjunctivitis (pink eye).

A CHILD WHO STAYS HOME OR IS SENT HOME MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE HE/SHE RETURNS TO SCHOOL. PLEASE REMEMBER THAT IF WE SEND A CHILD HOME WITH A FEVER YOU MUST MAKE ARRANGEMENTS FOR HIM/HER TO STAY HOME THE FOLLOWING DAY. THE CHILD MUST NOT

HAVE A FEVER WITHOUT THE AID OF MEDICATION FOR 24 HOURS! THIS NEEDS TO BE STRICTLY ENFORCED. PLEASE DO NOT PUT OUR TEACHERS IN A POSITION TO SEND HOME A CHILD IN THE MORNING THAT WAS SENT HOME THE PREVIOUS DAY WITH A FEVER.

Please read the My Little Rascals sickness policy that follows and keep it handy for future reference.

Sickness Policy (enrolled children)

The first line of defense against illness is prevention. We do our utmost to see that good health habits are instilled and enforced with your child and that school is clean and safely maintained. Since most diseases are contagious or infectious before the onset symptoms, it is mandatory that all staff use universal precautions. This is a set of guidelines regarding the proper hand washing, disinfection, and disposal of discharge from a child. Even with the prevention method, there will be times when your child is too ill to attend. This can be frustrating but should also be expected when one has young children. It is best to plan ahead to have alternative care lined up should you need it. On a day your child will be absent due to illness please call the school by 9:30am. For the wellbeing of your child and all the children and staff, we cannot care for ill children. The following criteria will be used in excluding your child in the program if he/she :

- Has a contagious/infectious disease
- Does not have the stamina to participate successfully in program
- Requires an inappropriate amount of attention which compromises the care for other children in the group
- Can't manage their symptoms

In accordance with the State Department of Health and the Southington Health Services, the following guidelines regarding contagious/infectious illness apply: (ANY ILLNESS WITH A '**')

SHOULD BE REPORTED TO THE SCHOOL OFFICE IMMEDIATELY SO WE MAY INFORM THE STAFF AND OTHER FAMILIES.)

Chicken pox

Keep your child home for one week after the onset skin eruptions (water blisters). If exposed, a child could become infected 12-21 days afterward.

Fifths disease

The incubation period is approximately 16-20 days. The child is contagious before the rash appears (usually a bright rash on the face producing a slapped appearance). A doctor should evaluate your child to confirm the presence of the disease. Pregnant women who have been exposed to the disease should seek medical advice from their doctor or call the Pregnancy Risk.

Impetigo/Staph Infections

Such as boils or pimples. A child may return to school after all the blisters have dried. Lesions should be covered upon returning to school.

Lice

Your child's doctor should be notified to prescribe treatment. Your child may return to school after both the home and child have been treated.

Ringworm

Lesions are frequently doughnut shaped and accompany loss of hair. Check your child's doctor to confirm diagnosis. Your child may return to school once the lesions dry and you receive a note from your child's doctor allowing him/her return to the program. Lesions should be covered upon returning to school.

Strep infection

(of the throat or tonsils) keep your child home for 24 hours after antibiotic has begun. Be sure to change your child's toothbrush and/or pacifiers.

Conjunctivitis

This is usually viral, similar to, and usually associated with a cold. If there is purulent discharge, it should be treated. Your child may return to the program after 3 doses of medicine.

Ear infection

The child must have 2 doses of antibiotics and be able to come to school and participate in all activities or be fever free for 24 hours.

Common cold

A child who exhibits obvious fatigue or fever associated with coughing or excessive nasal discharge should remain home until symptoms have subsided

Fever

If your child has a fever, he/she should be kept home for 24 hours after reaching a normal temperature without fever reducing medicine

Diarrhea and Vomiting

A child with an upset stomach should be kept home for at least 24 hours after the upset stomach has subsided. If your child vomits at school or has two or more consecutive instances of diarrhea we will ask you to come pick them up and keep him/her home for 24 hours once diarrhea and vomiting has subsided. Two to three consecutive instances of diarrhea are NOT related to teething. Teething may cause intermittent loose stool over the course of a few days.

Roseola

This is contagious before the rash appears. Your child may return to the program after being diagnosed by a physician, and if he/she is able to participate fully in the program.

Rashes of unknown origin

See your family physician for diagnoses. Your child may return with a doctor's note allowing he/she to participate in the program

HIV infection

Due to the lack of high-risk behavior in an early childhood setting HIV is not considered infection in itself and is not a reason for exclusion

from participating in the program. If a child with HIV has contagious disease or is at risk of developing a contagious disease, decisions regarding the child's continuation in the program will be made on a case-by-case basis in consultation with the child's physician, parents or guardian, and director of My Little Rascals.

THIS LIST DOES NOT INCLUSIVE AND SHOULD OTHER ILLNESSES OCCUR< EXCLUSION FROM THE PROGRAM WILL BE DEALT WITH ON A CASE-BY-CASE BASIS IN CONSULTATION WITH LOCAL HEALTH OFFICIALS

If the child is well enough to come to school, he/she should be well enough to participate in outdoor activities. The director may request a written note from a doctor.

In-school sick policy

When a child appears to be sick, she/he will be brought to the school office. The child's parents or guardians will be contacted (there is an emergency card on file for each child in the school office and in the classroom). If the parents or guardians cannot be reached the alternate person listed on the emergency card will be contacted and asked to pick up the sick child. It is our expectation that a sick child will be picked up within an hour of the notification.

Administration of Medicine Policy

The staff at My Little Rascals will not administer medication except by a trained staff for a life threatening allergies as stated below.

However, we need to know if your child is on, or has recently been given any medication prior to arriving for the day. One concern is to observe any allergic reactions. Another is that any regurgitation that is usually colored is alarming for the staff and medication may cause this discoloration. If your child is on medication that needs to be given during the day, a parent may come to the program to administer it directly staff will only administer the following types of medication. Injectable medications by regulated injection system to a child with a medically diagnosed condition who may require emergency treatment.

Oral medication in conjunction with the epi-pen will be given with doctors order injectable medications will be administered to a child with written order of a physician licensed in this state. The order will name the specific child and will be written on the form approved by the Department of Health and Addiction Services. Written permission of the parent or guardian will also be on the same form. This medication will only be administered to a child by a trained individual.

Medicine may not be left in a child's lunch box or put in a sippy cup or bottle sent to school with the child. If this occurs, its policies are grounds for dismissal from My Little Rascals.

All medication will be stored in the child's classroom in a locked cabinet in the original package with a care plan and with a doctor's order.

Each classroom has a log that is signed each time medicine is administered to a child by a staff member who is med certified. Every staff member is to be aware of children who have care plans whether or not they are in their classroom and their signature is to be required behind the log.

Fire

- All classrooms have posted means of egress and are free and clear of any clutter
- Each staff has been assigned to their roles and responsibilities
- (staff is to get all children, and themselves out of the building safely, take attendance and medical bag)
- Infant are to be placed 4 into a crib (emergency crib)
- Waddlers be placed in an emergency wagons located outside their classrooms (4 in each wagon)

- Toddlers and preschool children are required to walk in line with staff

Weather

****** we will follow the state non-essential employees closing procedures for late openings, early dismissal.**

Arrival and departure - safety procedures

When you bring your child into the building all cars must be turned off and keys removed. NEVER leave a child unattended in a vehicle. You MUST hold your child's hand in the parking lot from the car to inside the building and vice-versa.

- Under no circumstances is a child to walk into their class unescorted by an adult. We cannot be responsible for children who are dropped off at the front or side door. When parents are present, they are responsible for their children and any other children that may have accompanied them to the school. Once you arrive to pick up your child you are responsible for them. Please do not leave them on the playground or in the classroom without you. You are more than welcome to stay, but you are responsible for your own child and any other child that may have come with you.
- Please assist the child with their outerwear and encourage her/him to put their things in their cubby. Parents are responsible for recording arrival and departure times on sign-up sheets posted in their child's room.
- Separation is a challenging process. During the opening weeks of school children tend to need a little extra time, contact, patience and understanding. Most of their energy is spent coping with change, which may make them more irritable at home. As they

become accustomed to the environment and get to know their teachers and the children in their class, the days will go more smoothly. Know that each time you support your child in separating; you increase their trust in you, and their self-esteem.

- Before you leave, make sure that a teacher has greeted you and your child. Never sneak away from your child. Say good-bye with a hug and kiss and leave promptly. This facilitates an easier transition. If your child cries at the moment of your departure it seldom lasts more than a few minutes. We will let them know that we understand how they feel, comfort them, and get them involved in an activity. If there are any concerns please feel free to call.
- Please be on time at the end of the day. No matter how easily they separate from their parents, young children become very anxious when other parents are picking up their child and no one is there to pick them up.
- When picking up your child, greet the child first then take care of gathering their things from the cubby and signing out. It is very disturbing to a child who notices you and then you "disappear" to do other things. You are responsible for your child as soon as you make contact with your child.
- Our parking lot is a potentially dangerous place. You must hold your child's hand at all times in the parking lot. At no time should a child dart or run ahead of the adult. Children are small and may not be seen by a driver backing up in our lot. PLEASE do not allow your child to run in the lot.
- Carpools are the responsibility of the parents. Please submit a copy of the carpool to the director
- Please feel free to call the director or speak to the teacher at another time besides pickup
- Anything of importance should not be discussed in front of the child. She or he has the right to privacy. In addition, there are

some issues that are only for grown-ups. We will make every effort to be available to you at other times.

- Children will not be released to My Little Rascals teachers. Teachers cannot be used as alternative pickup on your emergency card
- We will not release a child to any individual not authorized by the parent or guardian on the form on file in the office. Additions or changes must be made in writing. In the event of an emergency, staff may notify by phone, and teachers will ask for a photo identification.
- In case of an emergency or closing we will call you. Therefore, it is imperative that we always have phone numbers that are up to date for your work, home, cell and for alternative emergency people. Please notify the office immediately if any of these numbers change during the year.

NOTE :in case of inclement weather, announcements will be made on the brightwheel app. And will be announced on the TV stations WFSB-channel 3 and WTNH-channel 8

Although these policies may seem unnecessary in certain situations, strict adherence is required to ensure maximum safety of the children and families.

If you become aware of any instance in which these policies/procedures are not being followed please inform us immediately

Safe location/evacuation

Transportation (walking only)

For children on the west st location in the medical building on the side of our building. (posted in each classroom) 786 west queen st

Lock down west st and main st (staff is aware of safe spot)

N main st location fire station across the st at 310 n main st

Notifications to parents

Instant messages will go out on our brightwheel app, followed by a phone call.

SCHEDULES

Children should arrive no later than 7:30 am. If it is possible please do not bring your children in any later than 9am. A child may feel uncomfortable about arriving after everyone becomes involved with activities. If your child is not coming to school please call us by 9am to let us know. We are flexible in allowing changes in schedule but request that they be kept to a minimum. If changes need to be made, please check with the child's teacher and the director. For quality care and licensing, we must maintain required staff-child ratios. If contracted hours are not kept, improper staffing may occur and jeopardize our state license, as well as our teachers plans.

holidays : see school calendar

FEE POLICY

Registration fee : A 75.00\$ non-refundable registration fee must accompany the registration form before we can reserve the child's place in the school, plus first week tuition.

- Tuition is due and payable each Friday, in advance, unless other arrangements are made with the director. Parents are expected to pay on a weekly basis whether or not their child is in attendance
- Tuition is expected for 51 weeks. You may choose 1 week during the year to count as your "free week" after being with us for one year.
- Tuition is due on Friday for the coming week. Tuition is considered late if it is paid after monday of that week. A 25.00\$ fee will be charged for each week tuition is outstanding
- Late fees : *pick up : if you arrive at 6:01 you are considered late. A late fee of 5.00\$ is due and payable to the teachers that are with your child. If you arrive after 6:00pm you will pay 5;00\$ plus 1.00\$ per minute from 6:16pm until your arrival time. This fee is also paid directly to the teachers that are waiting with your child. If you arrive two or more times you will be charged 1.00\$ per

minute from 6:00pm. If late pick-up becomes habitual you may be asked to leave My Little Rascals. We strongly suggest that you have a person or persons that you can call in a pinch to pick up your child to avoid late fees.

Termination of child care policy

My Little Rascals (MLR) and its teaching staff will go to great lengths to help a family maintain the child's enrollment here at MLR. removing a child from the MLR program is a last resort.

MLR reserves the right to terminate a child's enrollment at MLR without notice for the following reasons:

- Tuition payments have fallen behind by more than two (2) weeks
- Child has been picked up after 6:00pm five times in any 60 day rolling period
- The teaching staff has been unable to meet the child's developmental needs, as determined by such staff and the director after consultation with the child's parents.
- The child demonstrates behaviors that put other children, adults and/or themselves in danger as determined by the teaching staff and/or director in their discretion
- A parent is verbally and/or physically abusive to a member of the MLR community, including teaching staff, other staff, volunteers, other parents or any child.
- The teaching staff has been unable to meet a parent's requests and/or demands after consultation with such parent
- At the discretion of the director

Upon such termination, MLR, at its discretion, may offer to assist the family to find care that is better suited to the child/family needs.

MLR reserves the right to terminate a child's enrollment without notice if the director and/or the teaching staff feel there is a threat, physical or otherwise, from such child or any family member of such child to anyone in the MLR community.

Interagency Communication Policy

If your child is receiving services outside of My Little Rascals, for example your child may be attending an early learning center to receive services such as speech, physical therapy, occupational therapy etc., the parent must sign a waiver allowing My Little Rascals and the other programs the ability to communicate information on a continuous basis. This policy is in place to enable all of us to work together as a team, providing the best education possible for each child.

If a child enters such services during the year, the same applies. If a family is unwilling to allow open communications between all parties we will not be able to accommodate the child in My Little Rascals.

FORMS, NOTICES, MEETINGS

- Medical forms must be completed and returned to My Little Rascals BEFORE your child starts school. Expectations must be cleared with the director
- We must have up-to-date record of your child's immunization prior to his/her starting school
- Evidence of physical exam is required to be current within 12 hours 12 months. During the year, you will receive a reminder when the update is due
- A family history, financial contract agreement, emergency file card, permission slip, and registration form need to be completed prior to beginning of the school year
- There are a number of parent functions that will be held during the year. Parents are urged to participate as well as to suggest ideas and activities
- All the changes to the above and the other My Little Rascals policies as well as other necessary

Information will be posted on the bulletin boards near the sign-in sheets. Please read these daily!

- Teachers welcome the opportunity to meet with you at any time to discuss your child. We will also be available by phone and email
- Teachers will arrange parent/teacher conferences in october and in may/june.

Legal custody notification- We need to know who has legal custody of the child in the case of divorce. In the non-custodial parent is to pick up the child we need to know in writing from the custodial parent. Date, time, and for how long is imperative. Letting your child know someone different is picking them up is extremely important.

Confidentiality

This confidentiality policy has been adopted to assure confidentiality and protection of individual right to privacy for children, families and employees of My Little Rascals. The individual dignity of children, families and employees shall be respected and protected at all times in accordance with the law.

Information about children, families or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

Confidentiality of Childrens and Families Information- Staff Policies

- All children's records must be kept in secure file
- Access to children's records is limited to appropriate employees and agencies
- Childrens records will remain in the school at all times
- Childrens records will never be left out on desks, tables, etc. where other people may have access to them
- Childrens or families private information must never be discussed among employees except on a need-to-know basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other

children, families or employees do not overhear information that is private.

- Discussion of childrens or families information with volunteers, other families, friends or community members is prohibited
- Information and documents that are considered confidential are medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families
- All requests for release of information will be coordinated by the director

Entry to building

N main (buzzer)

West st key card and code on second door

Visitors using the doorbell must show ID through the glass door to enter the building. (if not on pick up list must send a note send in note with child, let staff know so name can be added at the door)

Activities

Activities will follow a general pattern to help children feel secure.

Among the activities, there will be an opportunity for : indoor and outdoor play, open-ended planned activities, creative and free choice, hands-on experiences, and problem solving. My Little Rascals

emphasizes a process oriented environment for learning. Weekly plans will be posted on the bulletin board in your childs room near the sign-in sheet. nap/rest- children under 3 nap is from 1-3. If a child falls asleep they will be allowed the time they need for a good rest. Children over 3 , all children will REST on their cots for 45 minutes. After 45 minutes, children who are sleeping will be offered a quiet activity on their cot, at the teachers discretion. Please bring a blanket/fitted sheet crib sheet/stuffed animal for your child to rest with. Please see that these items are taken home and laundered every friday.

Lunches and snacks

- Each child must have 1 clean cup at school each day. This cup should have a retractable straw or cover. This cup will go home at the end of the day to be washed. Any utensils needed for lunch or snack will also need to be provided by the parent each day.
- We ask that you provide a nutritious snack with little or no sugar
- Lunch is provided by the parents. Microwaves are available for warming. Again, we ask that those foods be healthy and nutritious
- Please be sure that an ice pack is placed in the child's lunch box each day. Not all of our classrooms have refrigeration
- Please advise the school of any food allergy your child may have
- Please try all new foods at home before sending it into school

Healthy Food Suggestions

FRUITS AND VEGETABLES : fresh or canned berries, pineapple pieces, peaches, pears (in its own juice, not heavy syrup), apples, raisins(over 3), oranges, bananas, kiwi, cucumber, tomato, raw(over 3), or cooked carrots, peas, celery, spinach, broccoli, lettuce etc. these can be combined with cottage cheese or the fruit can be dipped in yogurt to get in more than one food group at a time.

DAIRY : milk, yogurt, cheese, cream cheese, or pudding

MEATS AND MEAT ALTERNATIVES : beef, chicken, turkey, cooked beans, soy butter, tofu, and fish

BREADS AND CEREALS : bread sticks, bagels, pancakes, waffles, low sugar cereals, oatmeal, pasta, matzah, pretzels (over 3), popcorn (over 3) rice cakes, goldfish, crackers, muffins and bread

Note : hotdogs pose a great choking hazard as they swell in the throat. For children under 3, please cut hotdogs into slices and then quarter each slice

It is also important to note that the teachers at My Little Rascals do not control the order in which your child eats their lunch. MLR is interested in guiding and encouraging the children to make mindful choices and develop healthful eating habits, but ultimately it is the family's commitment to pack nutritious choices and lunches.

FOOD ALLERGIES

Public act 02-84

As required by Public Act 02-84 (effective as of 1/3/03)

Child daycare centers such as MLR may not deny services to a child who has allergies. Therefore, it may become necessary for MLR to adjust certain aspects of our program to accommodate children with special needs. MLR will do its best to minimize any inconveniences to our families. Please remember that we are working together for the care and safety of our children.

Please keep the staff up-to-date about special dietary needs your child may have due to allergies or other dietary restrictions. A list of children and their allergies is posted in each child's classroom and the kitchens. An alternative snack will be provided for children with dietary needs.

Daily care plan for allergic children

Since all foods are potentially hazardous (may contain unidentified allergens) the following plan will be put into place:

1. All children will wash their hands immediately before and after eating

2. A teacher will sit near the child at the table while having snack or lunch
3. Clean up : no remnants of food will be left on tables, floors or chairs. Everything will be bleached
4. Other children will be closely watched to make sure they do not put allergy causing foods within his or her reach
5. If the allergic child has touched any of the foods other than his or her own, parents will be called right away as needed
6. If the child shows signs of an allergic reaction we will follow the care plan prepared by the child's physician

Food Allergy Tips for Parents

- Parents have come up with many successful strategies for managing their children's food allergies

They often prepare and freeze snack items such as cupcakes that may be stored at school. You can store items in clearly marked freezer bags or plastic containers. This strategy ensures that your child will always have a safe treat on hand when there is a birthday or other special occasion being celebrated or when there is any doubt about the day's snacks. We are happy to store an everyday snack here at school as well.

- To help other room parents prepare snacks and treats that are safe, provide them with a list of things your child CAN eat. Include name brands designated safe.

All will be strictly adhered to.

****** CLOSED FOR THE CALENDAR YEAR**

March 30th- good friday

May 28th- memorial day

July 4th - 4th of july

August 31st - staff training

September 3rd - labor day

November 22nd & 23rd - thanksgiving break

December 24th & 25th - christmas break

January 1st - new years