Est. 1982



**Care-A-Lot Daycare**

**Parent Handbook**

It is our goal to partner with families to teach and reinforce family values by guiding their children to learn the basic skills of reading, writing colors, and numbers in a structured, meaningful, creative, and playful environment.

Children’s social and emotional skills will be encouraged through daily interaction and positive experiences leading the way for a successful school year.

All staff will take an active part in the responsibility to ensure the best quality care for every child.

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**Care-A-Lot Daycare Center, too**

**4215 Thomas Sumter Hwy**

**Dalzell, SC 29040**

**803-499-3851**

**License #22540**

**Program Operation**

* Open 6:00 am till 6:00 pm (9:30 is the latest to check in center)
* 4215 Thomas Sumter Hwy. Dalzell, SC 29040
* Services offered
* Offer care for children 6 weeks through the age of 12(special needs children 21 years)
* ABC approved (Quality rated “B” care)
* CACFP approved (USDA food program)
* Offer transportation to and from school (Oakland, Shaw Heights, High Hill, and Crestwood)
* Transport to extra-curricular activities
* Encourage parent participation with our center (sharing cultures, occupation, and chaperones)
* Host annual family day
* MeStew- at home project (annually) that the parents make with their child about their family through pictures items, etc. It is displayed in the classroom to share with their classmates and to bring some home to their learning environment.
* Teachers arrange family/Teacher conference a minimum of twice a year.

**WELCOME LETTER**

Dear Parents,

I would like to take this time to welcome you to the Care-A-Lot Daycare Center family. We hope that you will be pleased with the service that we offer our families. If you have any questions or concerns, please do not hesitate to contact us about it.

We have been in business for over 40 years (Opened 1982) and pride ourselves on our personalized service we offer our families. We are proud to say that we are now caring for previous Care-A-Lot kids' children, so we must be doing something right. How about that?

We all know that it takes a village to raise a child, and we are so happy that you have allowed us be part of your village. Our founder and my mother, Ms. Beverly “MeMe“, Eargle, prided herself on the children being treated as individuals with their own unique personality. We have a staff that takes the time to get personal with the children not only in their classroom, but with all the children at our center.

Please take the time to check our web site at [www.care-a-lotdaycare.com. There you will find a children’s page featuring many proud feats of the children, activities that the children are exposed to, and pictures documented their past fun activities.](http://www.care-a-lotdaycare.com/) We also have a Facebook page. Remember to go like us so you can keep up with other announcements.

Again, we welcome you to Care-A-Lot Daycare center and remember our doors are always open to suggestions, through your suggestions we have grown to the reputation that exceeds us.

Care A lot does not discriminate based on race, color, national origin, age, disability, sex, sexual orientation, parental status, political beliefs and genetic information, reprisal, or because all or part of an individual’s income is derived from any public assistance.

Our Mission Statement: It is the intention of Care A Lot Daycare Center to promote health, safety, and welfare for all children by assuring safe and adequate physical surroundings, promoting the healthy wellbeing of each child guided by the USDA food program, and providing proper supervision and care of the children by capable and qualified personnel.

It is our goal to partner with families to teach and reinforce family values by guiding their children to learn the basic skills of reading, writing, colors, shapes, and numbers in a structured, meaningful, creative, and playful environment.

Children’s social and emotional skills will be encouraged through daily interaction and positive experiences leading the way for a successful school year.

All staff will take an active part in the responsibility to ensure the best quality care for every child.

Thank you and Welcome to our center!

**Mission Statement**

It is the intention of Care-A-Lot Daycare Center to promote health, safety, and welfare for all children by assuring safe and adequate physical surroundings, promoting the healthy well-being of each child guided by the USDA (CACFP) food program, and providing proper supervision and care of the children by capable and qualified personnel.

**Discrimination Policy**

Care A lot does not discriminate based on race, color, national origin, age, disability, sex, sexual orientation, parental status, political beliefs and genetic information, reprisal, or because all or part of an individual’s income is derived from any public assistance.

**Daily Schedule (Generic Schedule)**

 7:30 Classrooms open/wash hands (social time with their peers)

 8:00 Breakfast is served

 8:45 Bathroom break

 9:00 Circle Time

 9:30 Snack time

 9:45 Bathroom Break

10:00 Outdoor play or Indoor gross motor skills and coordination activity

10:45 Bathroom Break

11:00 Lunch

 11:00 Nap time

 2:00 Bathroom break

 2:15 Snack (Inside/outside)

 2:30 Story Time

 2:45 Outdoor play or Indoor gross motor skills/Coordination (outdoor snack)

 3:30 Bathroom break

 3:45 Center time

 4:45 Snack (inside/outside)

 4:30 Small group activity (bi-weekly cooking in the classroom)

 5:00 Bathroom break

 5:15 Clean and pack up

 5:30 Merge with other class (only 3K with 4K)

 6:00 Center closes

**Meals and Snacks**

The center serves meals and snacks to children who are eight months age or older that meet their nutritional needs, and ensures children are fed appropriately according to their ages and developmental level.

The center is required to supply baby formulas (Good start gentle IF). Any other formulas will need to be supplied by the parent.

Children are served breakfast, lunch and snacks at a minimum of three hour intervals. Menu follows Childcare and Adult Food Program (USDA).

 Menus are posted at the front door on the parent information bulletin board for current week and following week.

Those with special diets or allergies are adjusted accordingly. CACFP requires the center to send a doctor’s letter or order.

During breakfast, snacks, and lunch teachers discuss the vitamins, how they are grown or where they can be found, color, shape, and what is the importance of eating that food item. Teachers set an example of an appropriate mealtime atmosphere by example.

**Nutrition Policy**

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, Care-A-Lot Daycare Center has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

**Child Care Nutrition**

Care-A-Lot Daycare Centerfollows the childcare nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limited foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

**Fruits and Vegetables**

* + We serve fruit at least 2 times a day.
	+ We offer vegetables other than white potatoes at least once a day.

**Grains**

* We serve whole grain food at least once a day.

**Beverages**

* We limit juice intake to once per day in a serving size specified for the child’s age group. When served, the juice is 100% fruit juice.
* We do not serve sugar sweetened beverages.
* We serve only skim or 1% milk to children age 2 years and older.

**Fats and Sugars**

* High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
* Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
* We limit sweet food items to no more than two times per week.

**Role of Staff in Nutrition Education**

* Staff provide opportunities for children to learn about nutrition 1 time per week or more.
* Staff act as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high-quality foods each day so please do not send your child with outside food and drinks. Toddlers are given a snack every hour between meals.

**Weekly Menus**

Our [weekly menus](http://www.appleton-child-care.com/child-care-menus.shtml) are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All our childcare menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children’s favorite recipes in our menu planning. Menus are rotated every 8 weeks on a basis to provide the children with a balance of variety and familiarity. Menu items are adapted to incorporate local and fresh in-season produce when available.

**Nutrition and Punishment**

Staff will never use food as a reward or as a punishment.

**Celebrations**

From birthday parties to holidays there are many opportunities for celebrations in our childcare center. If you would like to recognize your child’s actual birthday, cupcakes will be accepted only then. We request that you not send in treats or goody bags directly to the classroom but leave at the front counter for Directors to hand out (choking hazard possible allergy issue). Another suggestion is to give a book for each child as a goody bag. For holiday celebrations, a sign–up sheet with specific foods and beverages will be placed on the classroom door.

**Professional Development**

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

**Social Environment**

Our teachers help ensure that the social environment promotes safety and well-being for the children.

A Family Interview form is given to all parents at enrollment to help our teachers to better understand their home life and personal likes or dislikes. The Family Interview form covers favorite books, foods, outdoor play, afraid of, favorite person, and how the parent would like to see their child succeed. What pets do they have? Mainly to get to know your child a little more.

**Supervision**

The staff must ensure that children are adequately always supervised. To ensure children are always supervised, a tracking roll call (manual and computer) is with the teacher and their children with each child checked in the center by location. Always counting the children to make sure they are counted for.

DSS has supplied us with a ration chart of how many teachers are needed for how many children there are present. (see below). However, in all classrooms except the infant room there are two teachers regardless of the number of kids present (higher ratio teacher to students). All directors serve as a back up teacher for the infant room.

 **Playground** is divided into a playground per age group. Teachers interact with the children to keep them involved so they are aware all children are accounted. Again, teachers are constantly counting.

**Excursions-**Permission slips and information about the trip are sent home with the children to their parents. Parents sign the roster at the front counter for permission to attend with phone numbers of where they can be reached during that time. Excursion list of children serves as tracking roll call. Children are counted before leaving the building, getting on the bus, getting off the bus, at the field trip site, when lined up to leave, getting on the bus, and when they return to the center. The center has two-buses that are used for excursions. Vehicles are fully insured.

**Ratio Chart (supplied by DSS)**

Staff-Child Ratios Naptime Staff-Child Ratios

Child’s Age Ratio Child’s Age Ratio

Birth to one year 1:5 Birth to one year 1:5

One to two years 1:6 One to two years 1:6

Two to three years 1:8 Two to three years 1:16

Three to four years 1:12 Three to four years 1:24

Four to five years 1:17 Four and older 1:34

Five to six years 1:20

Six to twelve years 1:23

**Child Guidance**

**Discipline policy-** Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Care-A-Lot Daycare Center uses a positive approach to discipline and practices the following discipline and behavior management techniques.

**WE DO**

* Communicate to children using positive statements.
* Communicate with children on their level.
* Talk with children in a calm quiet manner.
* Explain unacceptable behavior to children.
* Give attention to children for positive behavior.
* Praise and encourage the children.
* Reason with and set limits for the children.
* Apply rules consistently.
* Model appropriate behavior.
* Set up the classroom environment to prevent problems.
* Provide alternatives and redirect children to acceptable activity.
* Give children opportunities to make choices and solve problems.
* Help children talk out problems and think of solutions.
* Listen to children and respect the children’s needs, desires and feelings.
* Provide appropriate words to help solve conflicts.
* Use storybooks and discussion to work through common conflicts.

**WE DO NOT**

* Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
* Use any strategy that hurts, shames, or belittles a child.
* Use any strategy that threatens, intimidates, or forces a child.
* Use food as a form of reward or punishment.
* Use or withhold physical activity as a punishment.
* Shame or punish a child if a bathroom accident occurs.
* Embarrass any child in front of others.
* Compare children.
* Place children in a locked and/or dark room.
* Leave any child alone, unattended or without supervision.
* Allow discipline of a child by other children.
* Criticize, make fun of, or otherwise belittle a child’s parents, families, or ethnic groups.

Conferences will be scheduled with parents if disciplinary problems occur. If a child’s behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Care-A-Lot Daycare Centerwill inform the child’s family and contact Baby Net or local school system for assessment and assistance.

 **Conscious Discipline**- the seven skills Discipline are the only skills we need to transform these everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary

to manage themselves, resolve conflict, prevent bullying and develop pro-social behaviors.

**Example:** Little Johnny grabs a car from Little Joey. Little Johnny begins to scream and get angry. As a teacher, we will ask Little Joey to give the car to us. We will then hand the car to Little Johnny. We will help Little Joey by giving him the words to use to ask Little Johnny for the car. 99% of the time Little johnny will give the car to Little Joey. But if not, we work with (redirecting) Little Joey about getting another car. This even works with non-verbal children like toddlers because they know what you are saying. Also, expands their vocabulary.

There is a safe place provided in each classroom for children that are so upset they either can’t talk or don’t want to. This is provided to help ease the embarrassment for that child. And give them a place to get themselves together and then talk about it calmly.

**Five steps of self-regulation** are:

1. **I Am**: Becoming aware that something has triggered an emotion.
2. **I Calm**: Breathing deeply and noticing emotions without judging them.
3. **I Feel**: Identifying and naming the emotion (Name it to tame it).
4. **I Choose**: Accepting the feeling and choosing a calming activity to help self-regulate.
5. [**I Solve**: Now in a calmer state, solving the problem that originally triggered the emotion](https://www.bing.com/ck/a?!&&p=4eb4db1406d8fb814321fea2925571150687c8b8053c6e49a59b5bd079655c77JmltdHM9MTczMDMzMjgwMA&ptn=3&ver=2&hsh=4&fclid=1f8d0988-b0a1-6bb4-2a63-1b84b18d6aa8&psq=my+five+steps+conscious+discipline&u=a1aHR0cHM6Ly9jb25zY2lvdXNkaXNjaXBsaW5lLmNvbS9mcmVlLXJlc291cmNlcy9zaHViZXJ0L3NodWJlcnRzLWNsYXNzcm9vbS9mZWVsaW5nLWJ1ZGRpZXMtc2VsZi1yZWd1bGF0aW9uLXRvb2xraXQv&ntb=1).

**Medication**

This center requires that all medications will be used only for the child for whom the medication is labeled. Medications shall not be given more than the recommended dose, and prescribed special medical procedures ordered for a specific child shall be written, signed, and dated by the physician or other legally authorized healthcare provider. The storage of medication at this center shall be kept in their original labeled containers and have children protective caps. The child’s first and last name shall be on all medications. Parents are responsible for logging in medications (includes child’s name, dosage, and when) for the center to administer. All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture.

If an emergency medication is needed, such as EpiPen or inhaler, if should be stored in a First Aid Kit that is readily accessible in the event of an emergency.

Discontinued and expired medications shall not be used and shall be returned to the parent or disposed of in a safe manner.

Diaper ointments, Neosporin, and other common over-the-counter products are medicines and will be used and stored according to regulations.

**Enrollment**

We offer all parents who inquire about childcare to take a tour of the center and meet the teachers. We offer the parents to come in a spend a little time with their child or take baby steps when the child starts. All tuition is due each Friday unless the parents’ pay period is different and prior arrangements have been made with the Owner/Director.

The childcare application needs to be completed, and all forms need to be signed. Shot record must be turned in with 10 days of start

**Holiday Closings**

Martin Luther King birthday First Friday in February

President’s Day Good Friday

Memorial Day Juneteenth

4th of July Labor Day

Columbus Day Veterans Day

Thanksgiving (Wed, Thru, Fri) Christmas (2 days )\*

New Yeats Eve Early closing New Years Holiday (2days )\*

\*Depending on what days of the week holiday falls on.

**Changes in Child Care Services**

We require that parents let us know immediately if they plan to terminate services with the center. We accept written notice only. Accounts must be in good standings. We require a two-week notice of end of services.

Parents will be given rate changes 90 days in advance. Parents are notified by email and at parent info area along with a copy of the new rates.

**Termination of Child Care Services**

Conferences will be scheduled with parents if disciplinary problems occur. If a child’s behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that child.

We will give the parents two weeks to find care verbally.

**Fee Schedule and Payment**

The tuition chart is posted at the front counter and on our website. All parents are charged the same fees for the same service. Fees are less for school-age children during school weeks because they are in the center in less time.

Late payment will be charged on Tuesday morning for being late to pay your bill. Once a second late fee is billed your family will be asked to leave the center for non-payment. The late fee for pick up is $2.00 per minute per child with a minimum charge of $10 per child.

We accept cash, check, or cash App. ($carealot1982) Receipts are written at the time money is received at the front counter. Deposits are made on Tuesday and Friday. Cash app money will also be deposited on Tuesday and Friday. Receipt is written and can be picked up at the front counter.

At the end of each year, each family will receive statements of all monies paid and Federal ID# to file tax returns by January 31 of the following year.

**Tuition Chart**

Infant/Toddler (age birth through 1) ……………………………$223.00/Week

Pre-School (2 years old) ……………………………….………...$216.00/Week

Pre-School (3 years old) ………………………………………….$203.00/week

Pre-School (4 years old) ………………………………………….$200.00/week

Age 5 not in Kindergarten ………………………………………. $200.00/week

Ages 5-12 in school F/T………………………………………..… $175.00/week

Ages 5-12 in school (afterschool rate) ……………………………$110.00/week

Registration Fee …………………………………………………………..100.00/child

Late pick up $2.00 per minute per child minimum $10 per child

Late payment on tuition is $20.00 per week on Tuesday.

After two weeks’ delinquent- Service will be refused

**Assessments**

ASQ (Ages and Stages)

The ASQ is completed on each childbirth to five years of age. The age is set in 2-month increments for more pinpointed areas. The test is administered in September and May of each school year. This shows indicators of areas that need more concentration on the child’s development. Areas of assessments are Speech, Gross motor skills, Fine motor skills, Social Emotional and Problem solving. Each are scored and compared to a child of the same age. When completed, if we see and indicators for needed help. We will go it with the parents and make recommendations. Fine motor skill can be just simply doing more fine motor skills such as picking up cereal with fingers to strength the finger to increase fine motor skills. Speech may need some assistance with a speech therapist. We have several referrals to suggest Babynet, OT, PT, and speech. This can be done here at the center for more convenience.

**Hearing**

Beginning Hearing Screen is a DSS supported agency that will come in at the center and test the children under 5. Agency will determine if further testing by a specialist. There is no fee.

**Vision**

Sight Savers American is a DSS supported agency that will come in at the center and test the children under 5. Agency will determine if further testing by a specialist. There is no fee.

**Confidentiality**

The center maintains the confidentiality of personal information of children attending the center, including files, documents, or any other records. Confidential information must not be disclosed without a parent’s written permission, except as required for the health and safety of children, or as required by law.

All such records are stored in the office. No one has access to them except the directors.

**Other Policies and Procedures**

**COVID-19 Policy**

Due to Covid-19, We will have only children pass the front door. All children will have temperatures checked upon arrival. Children displaying a temperature of 100.4 or above, chills, cough, shortness of breath, fatigue, body aches, headache, sore throat, congestion or running nose, nausea, diarrhea, and loss of taste or smell will not be allowed in the center. All children will have their temperatures checked every 3-4 hours while in attendance. All children will be sent to the bathroom to have their hands washed upon arrival.

**Personal items**

 This center does not permit personal toys. Some toys are not age appropriate for some age groups. We have no media policy so no electronics (except Chromebook for school and monitors).

**Attendance Policy**

All children are expected to be present no later than 9:30 on each day. There are exceptions to the case, like doctor’s appointments or personal emergencies but not daily. Schedule is important to children and to the center, along with staffing requirements. Arriving during lunch and/or naptime upsets your child’s schedule as well as the other children in the center. It is important that all children get their daily required nutriments and rest in order for them to have a happy and productive day.

**Policy for the release of children**

This center shall release children only to those authorized on the child’s application. If there is an emergency where the parent must send someone not listed on the application to pick up their child, the parent must give the center written or verbal consent of who will be picking up. When that person arrives to pick up their child, they must have picture identification. The picture identification will be photocopied, dated, and signed. The parent decides to talk a person off your pick up list, a whole new application must be completed.

**Media and Television Policy**

This center does not allow any media (TV, video, and DVD) viewing and computer use is not permitted for children age 2 years and under.

**Parents’ responsibility to obtain immunizations.**

It is the responsibility of the parent to supply the center with a copy of a valid immunization record within 10 business days of their child’s enrollment. It is the responsibility of the parent to maintain a valid immunization record on their child.

**Policy Agreement**

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have read and understood all policies relating to the operation of the facility.

**Supervision – movement about the center**

Children shall always be supervised by qualified staff persons. Each classroom has a tracking sheet that is filled out each day as children move from their classroom to any other part of the facility such as playground, restroom, etc. Each teacher has a posted schedule of all activities and movements of the children in their classroom. The center has made available sheets with the enrolled children’s name and space for the parents to sign their children in and out of the center. It is the responsibility of the parent to see that their child is signed in and out. Each teacher maintains a roll call in their classroom for attendance purposes.

 Each teacher who is responsible for a group of children while on a field trip must maintain a list of the children’s name, parent name, and emergency phone number. Roll calls are to be called periodically, and head counts are done continuously to make sure all children are present and accounted for.

**Emergency Medical Plan**

Under a medical emergency, the director is notified immediately. Once the situation is addressed, if medical treatment is needed, the center will notify ambulance service via 911 to have child transported to Tuomey Regional Hospital. If there is no time to wait for the ambulance, the center will use transport the child through personal transportation in order to seek medical attention for the child. The family will then be notified of the situation. A copy of the emergency contact sheet will given the ambulance service or carried with staff that is escorting the child. A staff member will stay with the child until family has joined the child.

**Emergency evacuation plan**

**Fire**—evacuate out the rear doors and meet at the back fence; designated teachers/directors in each area will check hiding places, bathrooms, and classroom in general for any children that may be left behind; teachers will check roll calls to make sure all children are present.

**Serve Weather**—center will follow recommended instruction from our local weather service. During tornados, the staff and children will be taken to rooms without windows, instructed to sit with back against main structure walls, bring knees to chest and lower head and cover with arms.

**Toxic Spill**—parents will be notified immediately to pick up their child from center immediately or from sister childcare centers which is Luv ‘N’ Care 48 Inglewood Drive, Sumter, SC 29151 phone: 803-775-1201(base reason of Chemical incident)or Kids’ First Academy 1250 Peach Orchard Rd. Sumter, SC 29154 phone: 803-494-3979 Major site

**Training**—Staff will be trained to all evacuation plans upon hiring. Annual training will be given to all staff.

**Transportation/Field Trips**

Parents must sign permission for transportation/field trip which is kept on file. Parents must sign permission for each individual field trip. A check list is generated for each trip with the ability to account load and unload children at every location.

**Illness of Staff and Children**

**Children**—The center does not accept children that have commutable diseases. If the children are under doctors’ care, the center will abide by the guidelines outlined by their doctor as far as when the children can return to the center. These guidelines must be written form from the doctor or hospital. If a child is sent home due to illness, the parent should not allow the child to return until well. The parent should not bring their child to the center if their child is exhibiting fever or any illness related symptoms. In the event of fever, the child should be at least 24 hours free of fever or illness related symptoms. Children shall be excluded when they exhibit the conditions listed in the South Carolina Department of Health and Environmental Control Policy, State law 1976, Code Section 44-1-110, 44-1-140 and 44-29-10.

The center does provide a sick area for children that are waiting to be picked up by their parents. This area is for only short period of time to wait on parents. The center does not have an isolation room that accepts mildly ill children.

**Staff**— No staff member who is known to be afflicted with any disease in communicable form, or who is known carrier of such a disease, or who is afflicted with boils, infected wounds, or sores or acute respiratory infection, shall work in any capacity in the center in which there is likelihood of such a person transmitting disease or infection to other individuals. Any staff member, including the director, emergency person(s) and volunteer(s) who, upon examination or as a result of tests, shows a condition that could be detrimental to the children or staff, or which would prevent satisfactory performance of duties, shall not continue work at the center until the healthcare provider indicates that the condition no longer presents a threat to children or staff.

Staff shall be excluded when they exhibit the conditions listed in the South Carolina Department of Health and Environmental Control Policy, State law 1976, Code Section 44-1-110, 44-1-140 and 44-29-10.

**Provisional Hiring**

In the event of emergency hire, our center runs a central registry check along with a Sled catch on new staff member until fingerprinting has been completed and approved by DSS to work at our center. A Sign will be place in plain view to make sure all parents are aware of the provisional employee is on the premises nor will this employee be left alone with any children until DSS approval has been received.

**Professional Development**

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children.

**Policy Statement**

We recognize the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

**Physical Activity in Childcare**

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. To promote physical activity and provide all children with numerous opportunities for physical activity throughout the day our center will:

**Daily Outdoor Play**

* Encourage a less restrictive, safe environment for infants and toddlers at all times.
* Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
* Provide toddlers (ages 1-2 years old) with at least 60-90 minutes of daily outdoor activity opportunities across 2 or 3 occasions.
* Provide preschoolers and school age children (ages 3-12 years old) with at least 90-120 minutes of daily outdoor activity opportunities across 2 or 3 separate occasions.
* Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
* Provide a variety of play materials (both indoors and outdoors) that promote physical activity.
* Outdoor play temperatures:

 Below 20 degrees (wind chill)

 Over 95 degrees (heat index)

All children should go out for a casual walk or outdoor snack if above applies (a short fresh air period). Children are expected to have appropriate clothing for outdoor play.

` **Role of Staff in Physical Activity**

* Will encourage children to be physically active indoors and outdoors at appropriate times.
* Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

**Screen Time Limitations**

Not permitting screen time (e.g., television, movies, video games, and computers) for infants and children 2 years and younger

**Physical Activity and Punishment**

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child’s behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

**Appropriate Dress for Physical Activity**

We have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, wearing clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. An extra set of clothes would be greatly appreciated. It is our expectation that children will go outside EVERYDAY! If you feel that your child is too sick to go outside, then he/she is too sick to be at the center. We request that you keep him/her at home until they are well enough to go outside.

**Professional Development**

Annual training on the promotion of children’s movement and physical activity is required for all staff.

**Tracking and Attendance**

The center uses Kid-Kount app to track where abouts of the children as they change location throughout the center along with a hard copy. This app also keeps up with the attendance of the center. Have a back up tracking on tracking form.

**Inclusion Policy**

Care A Lot welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and works in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

 **Procedures:**

 Children of all abilities are accepted into Care A Lot and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis. Early childhood educators at Care A Lor use developmentally appropriate practices and consider the unique needs of all children when planning.

Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child’s teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Georgia law or when information is subpoenaed by the court. Family Centered Practices Program

Care A Lot acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Care A Lot communicates with each family daily and has regular meetings to discuss the child’s successes and challenges. Professional Development and Support for Staff Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. Care A Lot welcomes those professionals and works with them to ensure the child’s success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment and the child’s teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. If possible, Care A Lot supports the teacher’s participation in the Individualized Education Plan (IEP/IFSP) and ensures all staff will take an active part in the responsibility to ensure the best quality care for every child.

Acknowledgement of Parent

Receipt of

Center Handbook and Polices

Name of Facility: Care-A-Lot Daycare Center, Too

By signing, I acknowledge that I have received a copy of the childcare faculty’s handbook outlining the center’s policy. I agree to read the handbook thoroughly or use for a refence guide. If there is any policy provision in the handbook that I do not understand. I will seek clarification from the Director. I understand that this document replaces and supersedes any and all prior policies, notices, memos, and childcare-related practices.

**I ACKNOWLEDGE THE RECEIPT OF THIS HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF CHILDCARE.**

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_