

Family Policies

Parent/Guardian Handbook / Operating Policies

Mission Statement

Ready, Set, Grow is committed to a creative environment where each child can grow emotionally, socially, intellectually and physically through discovery and exploration. Ready, Set, Grow will create opportunities which will meet the individual needs of children and families.

Philosophy

In an effort to aid young individuals to reach a productive and meaningful maturity, the Center has adopted a statement of philosophy. First and foremost, Ready, Set, Grow believes that the primary teachers and most important educators are the parents/guardians. Ready, Set, Grow's philosophy is reflective of our belief that each child will be encouraged to reach individual emotional, social, intellectual, and physical potential. Through the use of well trained staff, the Center strives to increase emotional security, facilitate social adjustment, enhance cognitive development and promote physical growth in each of its children. The Center provides a nurturing atmosphere with well- balanced and creative activities. The children are exposed to new adventures and have adequate supplies and equipment. Comprehensive safety and health regulations, as well as, nutritionally sound meals are provided. To ensure continued program superiority, the Center adopts the belief in continuing staff education and evaluation, community interaction, awareness and dedication to each child so that he/she will have his/her life filled with healthy worthwhile experiences.

Developmental Analysis

All students at the Center will be monitored using the AELG developmental checklist. We will do this assessment twice a year in September and March and a copy of the results will be included with the ASQ-3 screening result at the parent conference offered in October and April.

We will administer the ASQ-3 development screening. The information gathered by the teachers will be presented to the parents at the parent/ teacher conferences offered two times a year in October and April. We will also send a copy of this screening home so we can //shared

we will give you a list of agencies that you can take your child to so they can get the services they will need to be successful. You can find these services in the binder on the red cart in the office. We will try to administer a health and development screening for your child within the first month. Please bring in any health and development screening you have for your child so we can immediately be able to help your child to be successful in our program.

Family Resource Center

We have a family resource center containing many community agencies and community services for you to use. We have a lending library where you can check out books about child development and books to read to your children at home. Please use the sign-up sheets and put your name, name of the resource/book to be checked out and the date. Please return the resource/book within a week of the check-out date.

We have resources related to health and development, child development, and/or community services including flyers, handouts etc. for you to take home.

We have technology available for those who need it. There is a sign-up sheet for times that you may need to use these services. The director will try to work within your time needed.

If there are resources needed that are not available, we will work with you to get what you need. We can contact any of these agencies if you need information or get you in touch with available trainings.

Curriculum

Teachers will plan developmentally appropriate and age-appropriate activities in advance for their classrooms. Lesson plans will include goals and changes made to the environment. Lesson plans are turned in to the program director for evaluation. Lesson plans will include times for individualized instructional /learning activities for individualized children and/or small groups. The lesson plans will include a combination of teacher and child led activities, structured and unstructured time, free play and exploration, outside play and use of large and fine motor skills. Lesson plans are posted outside of each classroom and will be evaluated each week by the teacher.

Teachers will rotate materials in the classroom at least monthly or as new themes become available. We will rotate materials and/or add materials in the learning environment to sustain children's interest. We will also use materials to help enhance planned learning activities.

A child that has additional/special needs (including diagnosed disability, challenging behavior, medical/health needs, developmental delays, social-emotional needs, trauma, etc.) will have a plan made after meeting with the family, teachers and any outside services. If there is a concern, we will meet with the family and get an IEP for the child so we can have the services the child needs and supporting activities to meet the goals set for each child. It is the family's responsibility to get the evaluation from an expert once the center has given them the challenges they see in their child. A list of services is available on the red cart in the office.

Nursery

The teachers will be involved in adjusting the babies to their environment when they first attend the Center. They will work closely with the parent/guardian to help with the child's schedule since there is not a set schedule for the nursery, it is set for the individual child. Teachers will be totally involved in meeting the emotional, physical, and developmental needs of each child. Appropriate outside time, equipment, toys, music, books, and activities will be utilized. One on one attention will be given to enhance the development of each child. Children will have tummy time that will last as long as possible to help infants learn to enjoy it and build their strength. We will start with 3-5 minutes twice a day and then build on that. They will plan activities in the following areas: Language skills, Art, Music, Manipulative skills, Large and small Motor skills. The curriculum in the nursery is based on hands-on experiences and individual stimulation.

We know that breastfeeding your child is a choice only you can make. We also know that going back to work and continuing breastfeeding may not be a choice you can make. We would like to let you know we support you in the choice you make. We support our families and teachers in the same way.

Some of the benefits of breastfeeding include: Breast milk is the best source of nutrition for infants, provides developmental benefits, encourages maternal-infant bonding, improves child and maternal health. In the child it reduces risk of a variety of infections and reduces risk for developing several chronic conditions later in life. In the mother there is faster rate of returning to pre-pregnancy weight and decreased risk of breast and ovarian cancer.

We have a quiet and comfortable room next to the nursery where you can breastfeed or express breast milk. We have enough space for you to store you expressed milk in the freezer or refrigerator.

You are responsible for bringing all the milk and food your child will be eating during the day. Your infant cereal or formula should be iron rich. The foods should rarely contain added salt. The desserts should not contain added sugar. We will try to feed your child on the schedule you set, however sometimes we will feed when they are hungry by showing us the signs of rooting, sucking on fingers or fist, fussing or crying, etc. When feeding infants, teachers will use responsive techniques which include, making eye contact, speaking to infants, reactions during feedings, responding to hunger and fullness cues, and feeding only one infant at a time.

Safe Sleep Practices

We will practice safe sleep practices. We will put the children to sleep in their cribs on their back. They will not have any other items in the crib such as blankets, stuffed animals etc. The sheets will be fitted snugly. They will be monitored as they sleep. They will not be allowed to sleep in any other device, only their crib.

Ones, Twos, Threes, and Fours/Fives

Students will spend at least one hour in the morning and one hour in the afternoon on the playground. In case of inclement weather, the teachers have Gross Motor and Movement activities available in the classroom. We believe that the physical activities of children helps them to grow and learn. The children will not have long periods of time just sitting. The teachers will have different practices that will encourage physical activity. A child will not be withheld from physical activity based on behavior. The teachers will have planned and informal physical activities. Students in these rooms will have continuous exposure to health and safety procedures. The morning and afternoon learning experiences shall have a variety of age appropriate free choice activities alternating with planned lesson sessions involving large and small groups. During free choice activities, emphasis of choice will be placed on experiences, which will be reinforcement of the learning activities.

Teachers will develop activities geared for teaching the following activities:

Ones and Twos--Activities will be developed to teach Movement, Cognitive Development, Self Help Skills, Art, Language Development, Music, Small Motor Skills, Gross Motor Skills, Problem Solving Skill, Social and Emotional Development. The two-year-old room is our potty training room. Parents are required to be active participants in potty training. The parent needs to start potty training on Friday of a weekend. When the child comes to the Center on Monday, the child should be wearing the thick cotton potty training pants. We do not use pull-ups. These potty-training pants will be used at the Center to help the child with this important developmental stage.

Threes and Fours/Fives—Activities will be developed to teach Music and Movement, Small and Large Motor skills, Problem Solving skills, Social and Emotional Development, Self-Help Skills, Developmental Math and Science Activities, Language Development, Cognitive Development, Art, and Social Studies Skills.

Students will be encouraged to participate in all activities.

Outdoor play and Learning

We believe that having outdoor play and learning experiences is essential to the growth and development of all children. We believe that our playground is an extension of the classroom. Our infants will have outdoor experiences weather permitting at least 3 times per week. This may consist of a walk, tummy time on a blanket, etc. Our toddlers and preschool will have outdoor time at least two times per day. These times are an hour in the morning and an hour in the afternoon. These times will include the following activities:

Free play: Playtime that can be more or less energetic, depending on what activities and games children decide to do.

Structured learning opportunities: Planned lessons and activities including circle time, arts, reading books.

Seasonal outdoor activities: Activities that are unique to the season or weather, including gardening, collecting fallen leaves or acorns, water play, and playing in the snow.

Walking trips: Activities that let the children explore the outdoors beyond the regular play space, including nature walks, scavenger hunts, etc.

Outdoor field trips: including the pumpkin patch, zoo, and other community helpers that visit our center.

Each of our outdoor play spaces is designed with the age of the child in mind. The preschool playground has a sandbox or digging area, climbing structure, pathways, easels, outdoor music wall, pathways, garden, and lots of room for creative play.

We have a covered play space that all ages share and has developmentally age appropriate toys for each age group. The covered area gives us safe sun exposure to the children and the teachers. We have a sand area, pushing and riding toys, climbing structure, blocks, home living area, balls, and writing center. We use this part of the time and then use the playground for other times. We have several large trees which give our playground adequate shade to help with the sun exposure to our children and staff. We have a large grassy area where we can play tag, duck, duck, goose, and other games. We also use the parachute in the grassy area.

There are several items needed to ensure that the children and teachers have the best learning experiences in our outdoor learning environment. These include:

The proper clothing: We ask that your child wears closed toe shoes and clothing that your child can move freely in. We also ask that you provide a jacket, hat, and gloves when the weather permits. We will go outside each day weather permitting.

Outdoor Air Quality: Outdoor air quality will be monitored by checking the Air Quality Index. Outdoor activities will be limited or avoided during unhealthy Air Quality Index days.

Bad weather days: If weather does not permit us to go outside, we will have music and movement activities, tumbling mats and other experiences planned for the children.

Sun exposure: We do have adequate outdoor shade, however you may apply sunscreen on your child before coming to the center.

Water: Water will be available to your child when they are outside.

Indoor Air Quality: Indoor Air quality will be monitored. Conditions that lead to excess moisture are avoided to prevent the growth of mold or mildew. HVAC filters are changed monthly. Aerosols are limited. Smoking is not permitted anywhere on Ready, Set, Grow's indoor or outdoor premises or in the sight of children, including hours that the children are not present.

Screen Time

Screen time includes all the following, TV, DVD, videos, computer time, smart phones, and tablets. There should be no screen time for children 2 and under. There should be no more than 1 hour a week of screen time for children 3 and older. Cutting down on screen time increases your time for physical activity. It also decreases exposure to food and beverage advertisements. It decreases snacking and consumption of high caloric foods. Screen time should not be used as a reward or punishment. The types of programming allowed should be for educational purposes. You should engage with your children and ask questions to see what information they are learning. Educational and commercial-free shows and videos are developmentally appropriate, support children's learning goals, and do not contain advertising.

We will use an educational clip, maybe, twice a year. These will only occur in the Pre-K rooms. We want them to expand their creativity doing hands on activities that are developmentally and age appropriate instead of sitting in front of a screen. There will be no screen time for children 2 and under the age of 2.

Meals

Quiet activities such as music, stories, puppets, and flannel board stories will be planned for the time just prior to meals. Proper hand washing, use of the bathroom, and table preparation will be practiced. Good table manners and appropriate conversation will be practiced throughout mealtime. Children will be encouraged but not forced to eat. Children who have a food allergy or intolerance will be served food appropriate to their needs. These specialized foods/drinks will be provided by the parents.

Rest Period

Stories or music will be used to assist the children begin their rest period. With the exception of the Nursery, naps will last 1 ½ to 2 hours. Nursery students will nap according to each individual schedule.

Transition planning

We will use a transition period when we are getting ready to move your child to the next classroom. We will try to use a three-week period for them to visit for a couple hours the first week and then extend the hours the next weeks. Sometimes the children love the next room and transition so well that we will move them over earlier than the three week period. We will set up a time to make sure you are in agreement of the move and that the child is age and developmentally ready for the transition and the move.

We are in contact with several of the schools in which your child may attend kindergarten. We will work closely with them to make sure your child is ready. We will have flyers sent out as to when kindergarten registration will take place. It is important to take your child with you when you register them. We send out flyers from the surrounding schools including Chelsea Park Elementary School, Forest Oaks Elementary School and Mt. Laurel Elementary School.

Admission Policy

Admission to the Center is open to any child regardless of race, creed, or religion. No otherwise qualified handicapped individual shall solely by reason of his/her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under this program. We are registered with Childcare Resources and Childcare Central and no child will be excluded if reasonable accommodations can be made.

Communication

Communication between the Center and the families is essential for our program to be successful. We have planned several ways in which exchanges can take place between the staff and the parents:

- *The Operating Policies
- *Posted schedules and notices in each classroom
- *Time for daily conversations between staff and parent in the morning and afternoon
- *More formal conferences with teachers by appointment
- *Parent/Teacher conferences offered twice a year
- *Informal or Formal conversations with the Director
- *Lunch with your child and his/her teacher at the Center
- *Opportunities for parents to evaluate the Center, program, and staff
- *Emails
- *Newsletters
- *Messages on the iPad
- *Parent Meetings

Social Networking Policy

We have to respect the privacy of all the children and families that attend Ready, Set, Grow. We have each child sign a form that says they can/cannot be photographed. If you are at an event at the center, only share pictures of your child. Do not post pictures of other children or use their name to share with others. We will have permission given to Ready, Set, Grow if we can use a group photo for example at graduation. We ask you still to not use any names of other children besides your own. Staff are only to send photos to the parent of the child in the photo.

School Schedule

The Center's school year will coincide with the beginning of Shelby County Schools first day of school for that academic year. We are open Monday through Friday from 6:30a.m. to 6:00p.m. The Center will be closed the following days: New Year's Day, Dr. Martin Luther King Jr's birthday, Presidents Day, Good Friday, Juneteenth, Memorial Day, Fourth of July, Labor Day,

Veteran's Day, Thanksgiving Day and the day after, December 23rd – 31st for Christmas Break, and three staff professional development/work days in August. We will be closed two half days for parent/teacher conferences. A school calendar is available in August for your reference.

Enrollment Procedure

Families will be introduced to Ready, Set, Grow by the following:

- *Discussion of current health and developmental needs and screening expectations
- * Discussion of expectations of family and the needs of the child
- *Discussion of parent/legal guardian and the teacher roles
- *Family visit with classroom teaching team
- *Interpreter available if needed
- *Introduction to key employees
- *Opportunity for extended visit in the classroom by both family and child to allow both to be comfortable in the new surroundings
- *Overview of available family support resources and activities
- *Overview of program policies and procedures
- *Technology usage
- *Tour of the facility

The following forms must be completed by the parent/guardian and returned to the Center before the child's first day.

- *Child Preadmission Record
- *Financial Agreement
- *Parent Authorization Form (Signing this form states that you have read, had an opportunity to ask questions about, understand and are willing to abide by the policies)
- *Immunization Record
- *Orientation Completion form

*Physician's statement of health and ability to participate in group care (within 6 months of start date)

Registration Fee

An annual registration fee of \$50.00 is due and payable at the beginning of the school year.

Security/Acceptance Deposit

A one-time fee of \$200.00 for full time and \$100 for part-time students is due immediately upon the child's initial acceptance into enrollment of the Center. The deposit is not refundable unless the Director receives written notice of desired cancellation of such acceptance no later than one month prior to the beginning of the school year which is usually in August. The \$200.00 will remain on deposit with the Center throughout the child's enrollment at the Center. It may be refunded only upon satisfaction of all the following conditions: 1. The child has remained enrolled at the Center and all payments have been made for the entire length of the contract, 2. A final accounting and satisfactory settlement of the account has been made, 3. If a child is expelled from the Center for aggressive or non-compliant behaviors and the parents refuse to work with the Center to address these behaviors, the deposit will not be refunded, 4. One month's written notice requesting such refund is delivered to the Director prior to the child's withdrawal from the Center. The Center reserves the right to apply this deposit to offset any delinquency in the account at the time of the child's withdrawal from the Center.

Insurance Fee

An annual insurance fee of \$30.00 is due and payable at the time the child is registered for admission to the Center. It is payable each August 1 thereafter for as long as the child remains enrolled at the Center.

School Supply Fee

An annual supply fee is due and payable on August 1st of each year. For students in the ones, twos, threes, fours/fives classes, the fee is \$120.00 and part-time fee of \$90.00. For students in the Nursery the fee is \$60.00. Any student entering the Center's enrollment after the month of August will pay a prorated fee.

Tuition

The tuition payment is due the 1st day of each month that the child is enrolled in the Center. The Center reserves the right, upon 60 days written notice to the persons responsible for the account, to increase monthly tuition during the term of the Financial Agreement in the event it becomes necessary to do so, in the sole opinion of the Center, due to extraordinary increases beyond the control of the Center in costs of wages, supplies, meals, or other essential operating costs. If the entire monthly tuition payment, plus any fees that are due, are not received by the 5th of the month in which they are due, such amounts will be considered past due. A \$25.00 late fee will be charged on the 6th day of the month. No personal checks will be honored on past due accounts. All past due accounts must be paid by cash, cashier's check, or money order. In accordance with the Expulsion Policy, the Center reserves the right to expel a child at any time for non-payment of tuition and fees

Monthly Tuition Fees are as follows:

Nursery	\$975.00
Ones	\$935.00
Twos	\$900.00
Threes	\$875.00
Fours/Fives	\$850.00

Monthly part-time tuition fees are as follows:

3-5 years old	Three days	\$700.00	Extra day
3-5 years old	Two days	\$555.00	\$60.00
6 weeks-2years old	Three days	\$755.00	Extra day
6 weeks-2years old	Two days	\$595.00	\$60.00

We do not provide drop off services.

Pandemic/Covid-19

In the event of a Covid-19 or other Pandemic health outbreak, Ready Set Grow will follow all federal, state, county and/or city laws or ordinances. The monthly tuition is due according to your Ready Set Grow contract.

Returned Check Fee

There will be a \$30.00 handling fee on all checks returned to the Center for insufficient funds. The \$30.00 fee plus the amount of any check returned to the Center for insufficient funds must be paid to the Center by cash, money order, or cashier's check within 4 business days of the Center's notice.

Late Pick-Up Fee

There will be a late pick-up fee of \$1.00 per child per minute after 6:00p.m., will be added to your account payable immediately.

Arrival and Pick-Up Procedures

Every child should be accompanied by a parent/guardian or adult when arriving at the Center each morning and be taken to a staff member in a classroom. The parent/guardian or person dropping off, need to sign both their first and last name and time of arrival. The Center assumes responsibility for children only when they are signed in and delivered directly to the Center staff. Children should arrive by 9:00a.m. If your child will be arriving after 9:00a.m., or will be absent, please call the Center so an accurate lunch count can be taken. If a child is brought to the Center after his/her class has left for a field trip, the child must remain with their parents./guardian. Staff members will not accept responsibility of a child brought to a field trip sight. A child will only be permitted to leave the Center accompanied by a parent/guardian or parent/guardian-authorized person listed on the admission form and must follow the sign out procedure (signing both first and last name and the time). Under no circumstances should a child be allowed to enter or leave the Center alone. Please refrain from phone calls at drop off/and pick up times to make sure your child's teacher can share information with you about your child's day. You may also, have information to share with your child's teacher. Also, you are role-modeling for your child. Please finish all calls before entering the center.

Summer Term

Tuition for the entire months of June and July is payable and due to the Center even if the child does not attend the Center during a portion of any of these months.

Quality Assurance – Handling of Complaints

Ready Set Grow is committed to providing a high quality program that meets to the greatest extent possible children's and family's needs. In case of concerns, first discuss the situation with your child's teachers. While viewpoints on specific situations do vary, all staff are expected to be responsive to parent /guardian concerns and willing to consider various ways to meet the needs of children and families. Because communication is sometimes not easy, a parent/guardian may need to try again to let a teacher know what he/she would like to happen. Please listen to the teacher's suggestions and respect her/his professional judgment also. While teachers will try to be responsive to individual expectations, they must also consider the needs of all the children in the classroom as well. If a problem is not resolved, please discuss the situation with the Director.

Discipline/Positive Guidance for children

The goal of Ready, Set, Grow in the area of discipline is the development of a self-regulated person. Self-disciplined people conform to acceptable standards of behavior from inner motivation rather than from external controls and fear of being caught and punished. Expected behavior shall be on the child's level and be understandable to who it applies. Discipline at our center emphasizes rules that are understandable, consistent and fair.

Teachers are expected to try to prevent problems before they arise by arranging rooms and the activities to meet the developmental needs of the children.

We correction is necessary, teachers will use a kind, firm voice to redirect or restate the rule. No physical or harsh verbal discipline of children is allowed. Discipline that is associated with food, naps, or bathroom procedures is not permitted. Yelling, screaming at children, humiliating, shaming, threatening, frightening children or making derogatory comments about children or their families are not permitted.

When a child is extremely stressed or upset, separation from the group for a brief period may be advisable to all the child an opportunity to calm themselves. We have a quiet place in each classroom for this. However, "Time=Out" as a typical means of discipline is strongly discouraged. Teachers will redirect the child, restate the rule, and provide support the child needs to find a more constructive behavior.

When a teacher experiences repeated difficulties with a child or group of children the director will do a careful analysis of possible factors that contribute to the situation. We will then try try to come up with a strategy to help with the child's individual needs. We will set up a meeting with the parents/guardians so we can discuss the strategy to help the child be successful. When

the child will not or cannot respond, parents/guardians will be notified. In some cases, parents will be required to come immediately and take their child home.

It is vital to the child's success that families and teachers are all on the same page and that the parents support the teacher in a challenging situation. We care for all the children in our care and want to make sure everyone has a safe learning environment to learn and have fun.

Withdrawal Policy

If a child is withdrawn during the academic school year, it is the responsibility of the parent/guardian to provide written notice prior to the end of the month that precedes your child's last month at the Center. It is understood and agreed that in the event a child is withdrawn from the Center for any reason I/we, as parent/guardian, shall forfeit the Security/Acceptance Deposit, and shall be responsible for paying the current month and the following month's tuition, in full, as well as paying any fees which are due.

In the event a child is absent from the Center for a period of 3 consecutive weeks without written notice, the tuition has not been paid prior to absence, the child shall be considered withdrawn from the Center. The parent/guardian shall forfeit the Security/Acceptance Deposit and shall be responsible for paying the current month and the following month's tuition, in full, as well as paying any fees which are due. The Center will mail a termination notice to the parent/guardian at their last known address by certified mail, return receipt requested. Notices will be mailed on the 16th business day of the child's absence, informing the responsible party of the child's termination from the enrollment at the Center and demanding immediate payment of any and all payments due to the Center.

Expulsion Policy

The Center reserves the right to permanently expel a child from the enrollment of the Center at any time for non-payment of tuition and fees or for extended absences without payment of fees. The Center also reserves the right to permanently expel a child from the enrollment of the Center if the staff of the Center feel that the needs of the child are not being met. If the child is aggressive or non-compliant and the parents are not willing to work with the Center to address these behaviors, the child will be expelled and the parents will forfeit their deposit. This includes the Center's policy on potty training procedures.

Nutrition

The Center will provide a morning snack, lunch, and an afternoon snack. Menus are posted in each classroom. Menu selections will periodically include foods that represent a variety of cultures. Parents of children who have special nutritional needs, including any allergies (food or otherwise), will need to communicate these requirements to the teacher in writing (on the Pre-Admission Form). Parents/Guardians will supply alternate provisions for children with allergies and/or other special nutritional needs. Parents/guardians of infants in the nursery will supply the following: breast milk or formula in unbreakable bottles, cereal, and baby or junior food. We encourage you to use baby bottles made of glass (covered with a silicone sleeve to prevent breaking) or plastic baby bottles/sippy cups that are labelled BPA -free. Parents should label these with the child's name. The center will provide healthy drink and food options. We will serve milk at meals and water will be accessible at all times. The benefits of drinking water and milk are: They do not contribute to childhood obesity, do not contain sugar, do not contribute to dental cavities, and milk provides calcium protein, and vitamin A and D if fortified. The benefits of eating healthy foods are: fruits and vegetables provide vitamins and minerals that are essential for a child's growth which are thoroughly washed to avoid possible exposure to pesticides, whole grains, fruits, and vegetables contain fiber to help increase fullness, maintain a healthy weight, and decrease risk of developing chronic conditions. Eating healthy foods at a young age helps children develop life-long healthy habits. We will serve fruits, vegetables, whole grains, and non-fried foods. We encourage all children to try new foods. We will have them take a polite bite to try a new food. We will never make a child eat any of the food offered. It will not be used to calm children or encourage appropriate behavior. Teachers will be role modelling healthy food habits. Bisphenol-free (BPA-free) plastics are used for serving and storing drinks. To avoid possible lead exposure, imported, old, or handmade pottery is not used for cooking, storing, or serving food or drinks. Only cold water is used for drinking and cooking and water outlets used for cooking and drinking are run for 30 seconds prior to using after periods of non-use of six hours or more to avoid possible lead exposure.

Clothing

Children should wear clothing that is washable and comfortable. Please choose clothing that will not require the child to be concerned about getting dirty. Children will play outside every day, except in bad weather. Please make sure that your child wears suitable clothing each day. During the winter months, hats, warm jackets, gloves or mittens are necessary. All children should wear shoes at the Center. Rubber soled shoes that close over the top of the foot with ties, buckles, or Velcro are the best for play. Cowboy boots, jellies, flip-flops can be uncomfortable and dangerous. Each child should have a complete change of clothing at the

Center to be used for emergencies. Nursery, ones, and twos should have several changes of clothing. The set of clothing should include underwear, socks, shirt, and pants. All clothing, feeding, and toileting articles should be marked with the child's name. All jackets, sweaters, and raincoats should also be marked with the child's name. Parents/guardians of infants and toddlers must supply disposable diapers, wipes and ointment if needed (a medicine form must be filled out to use any ointment and a note from your doctor is also required). Potty training children must supply thick cotton underwear for potty training, we do not use pull-ups

Health Policies

In order to help prevent the spread of disease or infection and keep our children as healthy as possible, the Center requires adherence to the following:

1. Each child must have an Immunization Form on file at the Center.
2. A physician's statement of health and ability to participate in group care. (within 6 months)
3. Each child will be given a daily health inspection upon arrival. Children who appear to be ill cannot be admitted to the Center.
4. When a communicable disease has been introduced into the Center, parents will be notified. Parents are to notify the Center when their child has been exposed to a communicable disease outside of the Center.
5. If a child is too sick to go outside to play, he/she is probably too sick to attend the Center. In order to maintain adequate teacher/child ratios, we are unable to keep a child from outdoor play.
6. ___ I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be pick-ed up from the facility within 1 hour of being notified.

Symptoms include,

- i. fever of 100.4 degrees Fahrenheit or higher
- ii. dry cough
- iii. Shortness of Breath
- iv. Chills
- v. Loss of taste or smell
- vi. Sore Throat
- vii. Muscle aches

While we understand that many of these symptoms can also be related to non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after

being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

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Medication

1. The Center does not administer the initial dosage of medication, except with a licensed health care professional's written permission for life-threatening situation.
2. Children are monitored post-administration of medication.
3. The parent or legal guardian must complete a Medication Authorization Form prior to any medication being dispensed or given to a child at the Center. Medicine must be kept in its original container and bear the full name of the child to whom it is given.
4. The medication forms are good for one week and must be completed by the parent/ legal guardian in their entirety, including medication name, dosage (consistent with labeling), route, time and date medication is to be given and special instructions for monitoring. Parent/guardian instructions are consistent with labeling on the medication or licensed health care professional's instructions.
5. The medication will be administered by the staff member that is present at the time the medication is due to be administered. The staff member will record staff member will record the administration of the medicine on the Medication Authorization Form; they will include the dosage, route, amount, time, and date of administration. They will also sign the name of the person administering the medication.
6. Medicine will not be administered past the expiration date on the label.
7. All medicines are stored in a locked refrigerator, cabinet, or container and are inaccessible to children.
8. Medication is given only by designated employees trained in administration of medication.

Medications delivered by a device (Examples EpiPen, Inhaler, Nebulizer):

Parents/Legal Guardians or licensed health care professional provide written instructions on indications for use, including signs and symptoms that the medication is needed.

Parents/legal guardians or a licensed health care professional demonstrate use and any special care after use of the device to all employees who will be administering the medication.

Documentation of the demonstration for use and care is made on the medication form including demonstration, date, and employees in attendance.

Medication is given only by employees trained on use of the device.

Training on use and care of device is provided annually or as needed with employee or device changes.

Guidelines for Parents with Sick Children

Make firm arrangements with a friend or relative for backup childcare at the beginning of the school year.

Your child must be symptom free for 24 hours before returning to the Center for illness other than a cold.

When you take your child to the doctor for any illness, please obtain a note from the doctor stating when your child may return to the Center.

When you are called to pick up a sick child from the Center, do so within 1 hour after you have been notified. Your child will be immediately separated from the other children in the classroom and removed from the classroom as soon as possible, in order to reduce exposure to the other children. Once removed from the classroom, your child will be waiting on a cot in the office. Your respect for the safety and wellbeing of the other children, their parents and the staff members at Ready, Set, Grow is required as part of your child's enrollment.

You will be notified your child is ill if he/she:

- *has a fever of 100.4
- *Vomits during the day
- *develops purulent eye drainage or redness of the eye
- *has two loose, watery stools during the day
- *is wheezing or having difficulty breathing
- *Develops a rash anywhere on the body

Covid-19

Center exclusion period: At least 5 days after being diagnosed and/or exposed. Note required from the physician stating that you are no longer contagious.

Flu

Center exclusion period: At least 3 to 5 days after being diagnosed. Note required from the physician stating that you are no longer contagious.

Chicken Pox

Center exclusion period: At least 6 days after onset of rash, or when all sores have crusted over. No note from the physician is needed if conditions are met.

Strep Throat

Center exclusion period: Minimum of 24 hours after child is given shot or started on oral medication. Note required from the physician.

Pink Eye

Center exclusion period: Minimum of 24 hours after child is given medication. Note required from a physician.

Diarrhea/Vomiting

May not return until symptom free for 24 hours. The child may be admitted sooner with a note from the doctor stating that the child is not infectious, as with diarrhea associated with antibiotics.

Rashes

If rash is associated with fever, the child will need a note from a physician stating that it is not contagious.

Reporting Suspected Child Abuse

Ready, Set, Grow will follow all requirements outlined in Alabama's Child Abuse and Neglect Reporting Law. Professionals who work with children, including childcare workers, are required to report suspected abuse or neglect. The teachers are Mandatory Reporters. We must immediately report any child abuse or neglect to the Alabama Department of Human Resources.

Prohibition of drugs, smoking, and firearms

Ready, Set, Grow prohibits the use of any drugs, smoking or carrying a weapon on our property. (inside or outside) of the facility. If this occurs, you will be asked to leave the premises immediately.

Emergency Procedures

In an event of an accident or illness requiring emergency medical attention, the child's parents will be called immediately. The child's physician will be contacted if neither parent or emergency contacts can be reached. In extreme emergency situations the child may be transported to appropriate facilities to receive medical attention. **Detailed procedures in case of emergency are posted on the bulletin board in each classroom and provided in your registration packet.**

Emergency staff procedures have been developed for use in the event of severe weather warnings. The Civil Defense Staff have approved this procedure. These procedures are posted on the bulletin board in each classroom. Practice tornado drills are held monthly at the Center. Staff will direct children to designated areas of safety. In case of inclement weather, The Center will contact Channel 6 television to advise of the Center's closing. When possible, each teacher will call the parents in their classroom to notify them of the Center's status. When Shelby County Schools close, Ready, Set, Grow will also close.

Practice fire drills are held monthly at the Center. Staff will direct children to the designated areas of safety. In the event of an actual fire, drill procedures will be followed.

If power, heat, or water is temporarily not available, the Center will try to remain open if at all possible. We cannot, however, compromise the health and safety of the children. Parents will be notified to come earlier than usual to pick up their children.

Visitation

Parents are welcome to visit in their child's classroom. Any other visitors must be cleared in advance by the Director to help insure the safety of every child.

Birthdays and Holiday Celebrations

Each child's birthday is recognized in his or her classroom. No gifts are allowed. If you wish to provide refreshments for a party, the food brought into the Center to be shared among the children needs to be commercially prepared or prepared in a kitchen that is inspected by local health officials.

Alabama Minimum Standards

A copy of Minimum Standards for Day Care Centers and Nighttime Centers may be obtained from the State Department of Human Resources, Office of Day Care Licensing, Montgomery, Alabama, or the local County Department of Human Resources. This publication states requirements for day care centers.

National Accreditation Commission (NAC) For Early Care & Education Programs

NAC is a nationally recognized childcare program accreditation system that is endorsed and managed by the National Association of Child Care Professionals (NACCP). NACCP is an organization comprised of early childcare and education leaders, owners, directors, administrators and managers. NACCP is committed to strengthening the professional skill level of its members. The NAC Policy Board provides direction for the NAC Accreditation program.

Emergency Procedures

Accident or Illness

In the event of an accident or illness requiring emergency medical attention, the child's parents will be called immediately. The child's physician will be contacted if neither parents or emergency contacts can be reached. In extreme emergency situations the child may be transported to an appropriate facility to receive medical attention.

Minor

- *Treat with medical supplies on hand
- *Evaluate periodically to see if further medical attention is required.
- *Fill out an accident report
- *Consult parent or guardian.

Major

- *Use first aid techniques as trained, if needed.

- *Contact 911 if immediate attention is needed.
- *Contact parent or guardian if you feel the injury or illness may require a doctor's care.
- *Fill out an accident report.

Fire

Practice fire drills are held at the Center. Staff will direct children to the designated areas of safety. In the event of an actual fire drill, drill procedures will be followed.

- *Evacuate the building when the fire alarm is sounding. Go out the red door in the classrooms to your designated place (directions on the red door).
- *Make certain that all students are accounted for and safe.
- *The director will let the teachers know when it is safe for the children to go back into the building.

Emergency Evacuation Plan due to: Fire, Hazardous Materials, Spills, Gas Leaks, Bomb Threats and/or other.

Call 911 and they will direct our staff on transportation and relocation sites and we will notify the parents when we arrive at the site designated by 911.

In a case of an emergency, the director, Jean McGuire or teachers left in charge while she is away, will be the designated spokesperson to whom staff know to refer all questions about the emergency.

Emergency evacuation drills are practiced quarterly

Tornado or Severe Thunderstorms, Flash Flooding, Major Snowfall, Blizzards, Ice Storms, Earthquakes, Lockdown, Intruder plan

Practice tornado drills are held at the Center. Staff will direct the children to designated areas of safety. In case of inclement weather, The Center will contact Channel 6 television to advise of the Center's closing. When possible, each teacher will call the parents in their classroom to notify them of the Center's status using cell phones.

- *The safe place for the Center is the hallway.
- *All students will be moved to the designated area, we have bottled water available if needed in the closet right off the hallway.
- *Babies from the baby house will be moved to the lower building if time, or will stay in the hallway. They will bring down diapers, wipes, and bottles or food needed.
- *Make sure all students are accounted for and safe.
- *Stay in safe area until absolutely certain storm has passed.

If Shelby County Board of Education closes Shelby County Schools, Ready, Set, Grow will also close.

If power, heat, or water is temporarily not available, the Center will try to remain open if possible. We cannot compromise the health and safety of the children. Parents will be notified to come and pick up their children if the power, heat, or water will be out for more than 1 hour.

Intruder Drills

Intruder drills will be practiced quarterly. Each classroom will go into their designated closet and lock the door until the director or other authorized individuals notified that it is safe to unlock the door and come out of the closet.

Hazardous Waste Clean-up and Disposal Plan

The parent/legal guardian and employees will be informed immediately of exposure to hazardous waste. We will contact the local health department to advise on clean-up procedures and disposal of waste. We will be advised as to protocol of possible symptoms and closures if needed.

Water will be tested annually. We will test for Radon every two years.

Anti-Idling Policy

Car/truck exhaust releases pollutants that are harmful to health (especially to children) and the environment. Pollution from idling vehicles can also enter our center, thus affecting the indoor air quality. We mandate that all vehicles turn off their engines as soon as possible within Ready, Set, Grow's parking and drop off and pick up areas to protect children from inhaling harmful car/truck exhaust.

Emergency Phone Numbers

Police 669-5511 Power 1-888-430-5787

Fire 678-6060 Health Dept. 205-685-4171

Hospital 939-9100 Water 205-678-9847

Poison Control- 1-800-222-1222/ 1-800-292-6678

City Hall 205-678-8455 Federal ID Number 63-1188580