

POLICIES AND PROCEDURES



CHILDREN'S WORLD & TODDLER COLLEGE



ABOUT US

CWLC/TCDP is a state licensed daycare center, providing care to children ages 6 weeks to 2 years old. Our goal is to provide excellence in our academic program, a safe environment, and enjoyable activities every day. We believe our center will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child here at our center.

CURRICULUM & ACTIVITIES

Our curriculum is theme-based and developmentally appropriate. We began teaching infants by exposing them to books, playing games with them, and helping them reach first-year milestones.

We prepare our toddlers for pre-school by introducing them to the Creative Curriculum and Frog Street. Toddlers enjoy a daily group-time which focuses on reading stories and learning colors, shapes, numbers, and letters.

Pre-school classes are divided into learning centers which children explore, learn, and play. Three and four year olds are taught the Creative Curriculum and Frog Street. Some of the subjects they study include; language and development, phonics, reading, writing, numbers, art, and Bible.

Other activities that the children participate in, include, but are not limited to the following; books and story-time, Legos, circle-time, tumbling exercises, music and dancing and singing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, various games, bean bag toss, blocks, large beads and string, song games, coloring, sing along story books, painting, science, and puppets.

All children participate in daily outdoor recreation and activities (weather permitting). Activities include: climbing, sliding, swinging, jumping, running, balls, racing, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, safe water toys, various games, and exploring nature/weather.

We want our children to learn, play, and grow in a safe, loving environment. We want our daycare to be one that children love attending and parents love visiting. Parents are welcomed and encouraged to visit and participate in center activities.



SUMMER ACTIVITIES

During the summer, 5-12 year olds enjoy endless activities including: water day, movies, crafts, field trips, and exciting games. Some of the summer games and activities include: Face Painting, Music and Movement, Slip n' Slide, Scavenger Hunt, Food Fun, Hurricane Party, Bubble Blast, Backward Day, and many more. The children ages 4— 12 years-participate in 1 field trip a week.

CAMERA VIEWING

CWLC/TCDP offers the ability to view your child at any time throughout the day. Cameras are installed in every child area or classroom and on the playground. From an app on your cell phone, you can Jog on and be connected directly to your child's classroom. This special feature is available for a monthly service fee of \$20.00.

CWLC/TCDP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

HOLIDAY CLOSINGS

CLOSED

We are closed for the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Veterans Day, Good Friday, Our Center Graduation, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and the day after, Christmas Eve, and Christmas Day.

If the holiday falls on a weekend, we will close the Friday before or Monday after. If we close for any other reason, you will be given a two week prior notice.

CWLC/TCDP also closes for a week each year before the first week of our school session. During this week tuition is pro-rated unless other wise stated by the owner.

Inclement Weather

We follow JPPSS for inclement weather closings. If JPPS close, we will also be closed. We will also leave a message on the answering machine at the center and post it on our Facebook page.



POLICY FOR DROP OFF AND PICK-UP

Please make sure your child is at the center by 9:00 Am. Upon arrival, it is the responsibility of the adult dropping off the child to check-in the child and walk them to their classroom. Children are not to be dropped off in the parking lot and allowed to enter unescorted. This is a state regulation.

The parent(s) of the child shall at any time the child is in attendance be permitted access to all child care areas of the Center and shall make his or her presence known to Center Staff prior to removing the child from the Center.

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. Parents will sign children in and out of the facility daily using the Procure App. Parents will also be assigned a pin by the Procure app to be used to enter the building during business hours.

Other authorized person will be given a pin to use when checking in and out a child.

If you want a person who is not identified as an emergency and authorized person to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that it is not recognized. Please notify your pick-up person of our policy.

A child will only be released to that person with proper identification, such as a valid driver's license or picture identification. Please keep in consideration that although someone may be on the pick-up list, staff may still ask for I.D if the person picking up is not recognized. We thank you for your help in this matter. We must focus on your child's safety.

In order to protect your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as emergency and authorized pick-ups. Provisions will be made for someone to stay with your child as long as possible, but if after 30 minutes and we have not been able to reach you or a person listed on an emergency and authorized pick-up, we will call the local child protective services agency, about a child or his/her family.

Children are not isolated in a dark room, closet, or in any unsupervised area. Mechanical or physical restraint devices to discipline children are prohibited. If for any reason, an employee of the center is caught doing any of the offenses listed, they will be automatically dismissed and reported to the authorities.



CHILD ABUSE

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services.

MEALS

Our center will provide breakfast, lunch, and an afternoon snack. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary to ensure the children receive a well-balanced diet.

The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

Children should not bring food except in case of allergies or special diets prescribed by a physician. A doctor's note is required for all food brought from home including special milk and snacks. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Weekly menus are posted on the bulletin board and are available at the beginning of every week. All food products are purchased weekly, bi-weekly, or monthly. The perishable products are bought fresh weekly.

Our meal times are as followed:

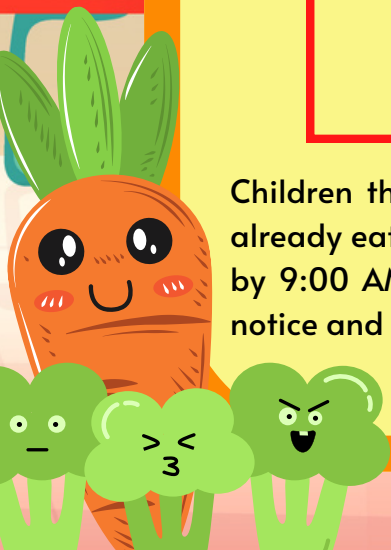
Breakfast:
8:00 AM — 8:30 AM

Lunch:
11:30 AM—12:00 PM

Lunch:
10:45AM—11:15AM

Snack:
2:30 PM— 3:00 PM

Children that are dropped off at the center after 8:30 AM should have already eaten breakfast. If attending for the day, all children must be here by 9:00 AM. (Exception: Doctor or dental appointment with an advance notice and Dr. excuse when arriving at the center no later than 10am)



SPECIAL NEEDS CHILDREN



If your child has any type of special needs, please notify the front desk or director. We as a daycare center provide for special needs children whenever possible. Please bring a written statement from the doctor that states the type of special needs the child requires.

INFANT CARE

We provide care for infants starting at 6 weeks of age. Parents are required to bring all infant bottles pre-made with formula on a daily basis. Bottles are to be labeled with the child's name and the current date.

Parents must bring their child at least 1 change of clothes in case of accidents or soiled clothes.

If a child eats baby food or cereal, the parent must supply all baby food with their child's name on the jars or containers. The infant's parent/legal guardian must complete an infant information form and keep an updated form in the infant area at all times.

Left over formula and baby food that has been opened is returned home each day. We cannot retain this overnight. We do provide 2% milk.

Parents must provide diapers and wipes for their children. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2 hours or as needed when soiled.



STAFF QUALIFICATIONS

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. All staff will pass a criminal history records check and have current CPR & First Aid certification. All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Administering of Medication

CWLC/TCDP DOES NOT ADMINISTER MEDICATION



IMMUNIZATION

Immunization is required. All children who attend daycare must have a certificate of immunization. This is a state requirement and must be enforced. We ask that each time your child has an immunization; you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

EXCLUSION OF SICK CHILDREN

- ✘ If your child's temperature is 100.5 degrees or higher, or he/she develops diarrhea, vomiting, or any other contagious symptom, such as but not limited to rash, sore throat, or pink eye, we will notify you to come pick up your child.
- ✘ If a child is sent home with a temperature, vomiting, diarrhea, or any other contagious symptom, he/ she may not return to the center until 24 hours after the symptom subsides.
- ✘ We will not administer fever reducer throughout the day to keep a child's fever down.
- ✘ There is a notice on our bulletin board in the foyer that is constantly updated listing all illness/diseases present at the center.
- ✘ A communicable disease chart is posted in the foyer on the bulletin board for your viewing. The chart contains recommendations for the exclusion of sick children and their readmission. This is the course that our state recommends we follow and will be followed.
- ✘ Staff or any other persons being supervised by the staff shall not be allowed in the center that knowingly have or present symptoms of vomiting, fever or diarrhea.



NOTIFIABLE COMMUNICABLE DISEASES

According to the communicable disease chart posted on our bulletin board, there are certain infectious illnesses that must be reported to the health department. These illnesses are referred to as notifiable communicable diseases.

We are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parent's responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our center will notify the appropriate parents/guardians that their child may have been exposed as well and recommend proper action be taken.

HANDWASHING, HEALTH & SAFETY

We have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center. The Center has in place procedures for evacuation, relocation, shelter-in place, lock-down, communication and reunification with families, and continuity of operations. A copy of our emergency plans are available upon request.

