

Young Children's World PARENT HANDBOOK

At Young Children's World we believe children learn through their play and that they must practice playing to become good students in big school. We provide a variety of messy (sensory) play with paint, mud, water, shaving cream, and sand. Children must first learn to control their environments before they can control themselves. Children learn to read by being able to decode symbols. They do this by learning to organize their environment through sorting, classifying, and serializing objects. This is why we spend time in block, fine motor, and sensory play. Children cannot comprehend what they read unless they can see a story in their heads. To be able to see a story, they must be able to tell a story. We learn to tell and act out stories in dramatic play, circle time, and literacy circle. If children can act out a story, they can comprehend what they read. The more children practice play, the deeper the level of learning. At YCW we believe that guided play is a child's work. Inspired by Reggio Emillio, Young Children's World's primary objective is Kindergarten readiness through ample time spent in guided play.

Mission: Our mission is to provide high quality, developmentally appropriate, Christ centered child care.

"Behold, children are a heritage from the Lord...a reward." Psalm 127:3

Program Objectives

Our teaching staff is committed to provide quality care and learning activities for each child.

As we work together toward this goal, our program objectives include:

1. Put Christ first in everything we do and honor Him in our actions.
2. Provide a healthy and safe environment.
3. Respect and accept each child.
4. Provide learning opportunities designed to promote motor, social, language and intellectual growth.
5. Encourage each child's independence and self-discipline.
6. Maintain an environment free of racial or sex role bias, stereotype or prejudice.
7. Provide information to parents and encourage their participation.

Core Beliefs (Philosophy)

Play is a child's work. We encourage exploration through play.

Hours of Operation

- Days: Tuesday and Thursdays; September-May
- Hours: 9:00 a.m. to 2:30 p.m.
- Early Morning Care: 8 a.m. (email for pricing and availability)

We follow Abilene Independent School District calendar regarding special days such as holidays, semester breaks, inclement weather, etc.

Children's Arrival and Departure

1. **Arrival** - Parents may bring children to class at 8:50 a.m. We ask that you not enter the classroom any earlier because teachers are finishing their preparation for the day. It is very important for you to accompany your child to the classroom when you arrive at school. Parents must sign in on the Brightwheel app, when you enter the class. Please do not leave your children unattended in the learning center, if the teacher is not present --see Director. Signing in through Brightwheel ensures that we know your child is at school, and that you have transferred responsibility to the teacher. Please make sure you and your child speak to the teacher when you arrive.

2. **Departure** - It is equally important for you to enter the classroom at the end of the day when you pick up your child.
 - Children will be released **ONLY** to people authorized by parents to pick up the child. If necessary, photo identification or other official identification may be requested by the program before the child is released.

 - It is the parent or guardian's responsibility to inform us of any changes in the names of persons authorized. Please update on the Brightwheel app.

 - If someone other than an authorized person, as indicated on an enrollment form, is to pick up your child, please notify us through the Brightwheel app.

 - Children will not be released to older brothers and sisters. According to Texas standards, a child may be released only to a parent or an adult (18 years or older) designated by the parent.

 - Please make sure the teacher is aware that you are leaving with your child, so that we may know you have resumed responsibility for your child.

 - **Late Pick Up Fee - A late fee of \$1/per minute will be charged for any child remaining after 2:35 p.m. If you have multiple children in the program, please make sure all are picked up by 2:35 p.m.**

Enrollment

1. **Eligibility:** We are an inclusive program accepting all children 6 weeks to 5 years. We will assess our ability to care for your child based on his developmental and behavioral needs. We will take every measure to care for your child while keeping a high quality environment. If for any reason our program is found to be unsatisfactory for a child, we will make every effort

to determine the cause. We will work together with the parent to help the child adjust. If this isn't possible, the parent and/or Young Children's World may choose to terminate child care on a timeline that is designed to be in the best interest of the child. We reserve the right to terminate care if we feel the level of need is subtracting from our quality of care. Non-payment for childcare services is another cause for Termination of care.

2. **Tuition:** Your child's tuition and fees provide the operating budget for Young Children's World. Tuition is due on the first of the month, unless other arrangements have been made. Payments will be made through your Brightwheel account. There will be a 2.9% fee for using a credit card and a sixty cent fee when using your bank. When it is time you will be able to see all your payments through Brightwheel for income tax purposes. Our tax ID #: 75-2253114. Because our program regulations require us to engage staff based on the number of children enrolled, we cannot refund or credit tuition for absences.

Tuition Discount

We offer a \$10 discount for each child, after the first, in each family.

3. **Fees:**

- **Registration Fee:** \$75 charged when your child is enrolled and due upon registration. This fee is non-refundable and will ensure your child's enrollment into our program.
- **Supply Fee:** \$30, non-refundable
- **Eat Out Day (optional):** \$30, We will have a special day each month where we bring in food for the children. We usually have Chick-Fil-A or pizza. These days cost \$3.50 and you can sign up and pay the morning of lunch.
- **Special Day Fee:** A fee of \$20 is charged to cover the cost of the special days we have throughout the year. Some of these days include Community Helper month, Western Day, May Farms, Water Day, Holiday special snacks or meals, etc. (Due November)

Late Fee

A \$15 late fee will be assessed after the 10th of each month. Children may not be admitted, if fees are not current.

Insufficient Checks

We will charge a \$15 handling fee for the processing of any check returned to us due to insufficient funds.

Withdrawal

We require 30 days written notice if you intend to withdraw your child from our program. Tuition will be charged for the following month if written notice is not given. Please see the Director to make any other special

arrangements. This policy is not intended to be punitive. However, in order to meet our expenses and offer adequate staff/child ratio, we must ask for your cooperation.

Parents in the Program

We believe that open communication between parents and staff is essential. We welcome your input and feedback about issues concerning your child and Young Children's World. Some methods of communication provided at Young Children's World include:

We have an "Open Door Policy." Parents are welcome to visit any time.

1. **Daily/Monthly** - A monthly calendar of events, daily report, notes about special activities, book orders, etc. will be sent out through Brightwheel periodically. Please remember to check your child's backpack and Brightwheel on a daily basis.
2. **Lost and Found** - Our lost and found box is located in the Media Center. Please remember to check the child's classroom, as well as the lost and found box, when your child loses an item at Young Children's World. There is also a lost and found box located in the YCW Nursery area.
3. **Parent Suggestions**: At Young Children's World, we view our parents as partners, and we welcome your comments and suggestions regarding the care and learning activities we provide. Throughout the years, parents have provided us with valuable input. We encourage and respect parent feedback and communication so that we can provide the best early childhood experiences for all children. Please do not hesitate to communicate any suggestions, comments or concerns.
4. **Reporting Child Abuse and Neglect**: As child care workers we are mandated reporters of suspected child abuse or neglect. If we suspect child abuse or neglect, we will report it to the national abuse registry. It is not our responsibility to investigate any suspected situation. Any reports made are subject to the confidentiality laws.
5. **Confidentiality**: Our teachers have signed a confidentiality agreement stating they are not allowed to share any information about a child or the child's family with anyone other than the child's legal guardians. Please do not put our teachers on the spot and ask them to breach this agreement.

Health Care & Emergencies

1. **Children's Health Record:** We must receive your child's immunization records upon enrollment. Your child may not start in our program without these records.
2. **Outdoor Play** - We believe that large muscle activities are an important part of children's growth and development. Children are expected to play outdoors daily, weather permitting. In inclement weather, they will play in the gym. Please dress your child appropriately. All children who are well enough to be at school will be expected to participate. If you have any questions or concerns about this policy, please see the Director.
3. **Meals/Snacks:** Please send a lunch with a drink for your child. We will provide a morning snack and afternoon snack. You will be notified of special days in the parent newsletter: pizza day, chick-fil-a, etc. Please inform us of any food allergies your child has or develops during the year. Cooking experiences are an important part of our curriculum. Measuring and mixing ingredients provide important math and science skills.
4. **Medical Problems:** We ask that you disclose any medical conditions your child may have and ensure our staff has the proper education to deal with any difficulties this may bring.
5. **Illness Policies:** As a private institution, we do require state recommended vaccinations for all children. Young Children's World does not accept vaccination exemptions. It is our goal to provide a healthy environment for all the children at Young Children's World. Certain symptoms in children may suggest the presence of communicable disease. Children with the following symptoms must remain at home until a physician has certified the symptoms are no longer infectious or they have been absent for 24 hours.. Please help us in our efforts to keep our center as free from illness as possible by following these guidelines:
 - Fever** - Oral temperature 100.4 degrees or higher. Children must be fever free for 24 hours before returning to school.
 - Respiratory Symptoms** -Difficulty /rapid breathing, severe, continuous or croupy cough. A child diagnosed with RSV will need a note from their doctor before returning to school.
 - Diarrhea** - An increased number (two or more) abnormally loose, watery stools in the previous 24 hours.
 - Vomiting** - One or more previous episodes of vomiting within the previous 24 hours.

Eye/Nose Drainage - Thick mucus or pus drainage from the eye or nose.
Pink or itchy eye.

Sore Throat - Sore throat, especially when fever or swollen glands in the neck are present.

Skin problems - Rash: skin rashes, undiagnosed or contagious. Infected sores with crusty, yellow or green drainage which cannot be covered with clothing or bandage.

Itching - Persistent itching of body or scalp.

Appearance/Behavior - Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken.

Communicable disease - We will notify parents in writing when children are exposed to communicable diseases: chicken pox, etc.

6. **Notification of Infectious Disease**: If we have an outbreak of a communicable disease within the center we will notify parents according to the Texas Health Department standards.

7. **Medications**: If it is necessary for your child to receive medication at school, please observe the following guidelines:

- Take medication to Young Children's World office or to the Nursery Director.
- Fill out permission form.
- Prescription medications must be in the original container labeled with the child's name and directions. We will administer medications according to label directions.
- Non-prescription medications must be in the original container and labeled with the child's name. We will administer the medication according to the label directions or the signed directions from a parent. Please note that many over-the-counter products do not give dosages for preschool children; instead the directions will read: "Under six years of age, consult a physician." We cannot give medication that does not include an age-appropriate dosage, unless we have written orders from the child's doctor.
- Medication will be sent home daily.

8. **Incident Report** -

Any accident that leaves a mark will be reported to you on an incident report through Brightwheel. If your child is extremely upset or receives a painful injury our policy is to try to reach the parent/guardian by phone. Of course, emergency injuries will be handled with the child's best interest and safety and parent/guardian will be contacted immediately.

9. **Accidents/Safety**: Young Children's World is operated in a manner which minimizes accidents and injuries to children and staff. However, accidents do occur, in spite of all our precautions. We have staff on duty who are

trained to administer emergency care. If it appears that an accident or injury may lead to future complications, the child needs to be medically examined.

The following guidelines will be used.

- Teacher will provide immediate first aid.
- Parents will be contacted.
- If parents or alternate emergency number cannot be reached, the child's physician will be contacted and 911 will be called for treatment and/or transportation to the hospital. A staff member will accompany the injured child and stay until a parent arrives.
- In the case of a life-threatening emergency situation, we will contact 911, administer CPR if necessary, before calling parents.
- Serious accidents or injuries will be recorded on an accident report form.

10. **Accident Prevention:** We believe that responsible supervision of the children at all times is an important factor in preventing accidents. Children are supervised at all times, and teachers are expected to have active interaction with the children. Safety rules are anticipated and explained to the children.

- Children will help pick up toys.
 - Equipment will receive regular maintenance and repair.
 - Large muscle equipment will be closely monitored, and misuse of the equipment will be redirected.
 - Protective covers will be used on all electrical outlets.
 - Classrooms are arranged to minimize safety hazards. Equipment and furniture are in good repair, and free of sharp edges, protrusions and openings or angles that could trap part of a child's body.
 - Sharp articles, medicines, plastic bags, etc. are kept out of the reach of children.

Program Information

1. **Field Trips:** At Young Children's World, we have a unique policy regarding field trips. Due to increasing insurance liability, we do not transport children while they are in our care. Instead, we bring the field trip to our school: the Reverse Field Trip. This allows us to take advantage of many interesting resources in our community. Each curriculum unit includes special visits from members of our community who are willing to share their profession or special interest with us.

2. **Nap and Rest Policy:** Rest time and quiet time are important to the development of young children. All children in our program participate in a quiet time during the early afternoon. Children are not required to sleep, but they are expected to quietly rest on their mat during quiet time.

Restful, soothing music is played during this time, and teachers often give back pats to children needing assistance in settling down to rest. If a child falls asleep during this time, we believe that the child's body requires rest, and we will not attempt to keep a child awake during this time. Children are welcome to bring security objects from home, such as a soft toy, blanket or pillow. We ask that no action figures or hard, plastic toys be used for this purpose. Our Pre-K class will often journal or watch a short educational video. Texas Child Care minimum standards state that a program must provide rest time after the noon meal for children who are in care for 5 or more hours. (pg 101 of Texas Minimum standards for child care centers by the TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES LICENSING DIVISION)

3. **Personal Belongings:** Toys and items of value should remain at home. We will, however, allow transitional objects to ease separation anxiety or for nap time. We cannot assume responsibility for objects brought from home, or for any lost or misplaced items.
4. **Children's Clothing:** Play is a child's work and work can be very messy. Please send your child in play clothes. Your child may get dirty. Always include an extra pair of clothes in your child's bag. Please label everything with your child's name.
5. **Birthdays:** Children enjoy celebrating birthdays in the classroom with friends. You are welcome to send a special snack for your child's celebration. We ask that you bring enough to include each child in your child's class. Coordinate this with your child's teacher.
6. **Movies:** Occasionally teachers may use a video in the classroom, but for no longer than 30 minutes. The video will be one that fits with our theme, educational, or a Scholastic book video.
7. **Publicity:** We will periodically take pictures of the children and their work. We may use these pictures for advertising or informational brochures. There is a place on the registration form for you to give us or deny us permission to do this.

Guidance and Discipline Policy

1. **Behavior Guidance:** At Young Children's World, our staff works together to help the children become happy, responsible, cooperative participants in our program, through positive teaching techniques and classroom management. Preschool children are beginning to learn responsibility for their own actions. Our program is designed to help guide them in developing this respect for

themselves and others. During this time, preschoolers begin to be aware that their actions affect other people. It's our responsibility to help them grow in respecting the rights and feelings of other people.

We use the following techniques on a daily basis to help us accomplish these goals.

- **Prevention** - Our classrooms are well-equipped and tailored to the developmental level of the children. The daily routine provides enough time for play, a sense of security, little waiting and easy transition times.
- **Positive Redirection** - Redirection is an important tool in classroom management. The teacher, in a positive manner and tone of voice, redirects unacceptable behavior to an acceptable one. We praise children for appropriate behavior and success by describing what we see and how we feel. "Thank you for putting the blocks on the shelf where they belong. It's nice to have a clean center."
- **Limit Setting** - We have a few simple rules that vary according to the developmental level of the children. In establishing rules for each class, our teachers follow these guidelines:
 - Tell the children what they are to do--using a positive tone of voice and positive words.
 - Specify rewards for following rules.
 - Explain rules and apply rules consistently.
 - Consequences for a child's acceptable behavior must be immediate and directly related to the child's behavior.

2. **Problem Solving/Preventative Discipline:** Our curriculum is designed to provide children with choices in their daily learning activities, through free play, open centers, creative art, music, and dramatic play. We believe this is an important part of their growing and maturing. Providing each child with acceptable choices, anticipating problems and responding to needs immediately enables Young Children's World staff to help the child positively and avoid behavior problems. Encouraging children to be a part of the decision-making process, often results in the child making an acceptable choice

3. **Guidance Policies:** Guidance and discipline techniques to be used at Young Children's World include:

- A. Setting clear limits.
- B. Modeling acceptable behavior.
- C. Recognizing each child's individual needs.
- D. Anticipating and eliminating potential problems.
- E. Redirect children.
- F. Use natural and logical consequences.

G. Time out is not to exceed 1 minute per age of the child, and must be within the clear view of the teacher.

4. Prohibited Actions

- No corporal punishment is allowed at Young Children's World. This includes, but isn't limited to, rough handling, shoving, hitting, hair-pulling, shaking, slapping, kicking, biting, pinching or spanking.
- Children will not be subjected to any form of emotional abuse, including name calling, shaming, making derogatory remarks about child or family, or using language that threatens, humiliates or frightens the child.
- Toileting habits, or lack of, will not be cause for punishment of any form.
- The withholding of food, clothing, security item or medical care will not be used as punishment.
- No physical restraints of any kind will be used on a child.