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Family Handbook

22-23 School Year

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Dear Family,

I am so very excited that you’ve decided to join us at Equally Created. At Equally Created, we want to provide childcare to absolutely every family who needs it! We have strong values and hope that every person who walks through our doors can see, feel and know what we stand for.

Our values at Equally Created are:

**Equality**--At Equally Created, we understand that all people are created equal, and we will treat each other with dignity and respect regardless of our differences. We are determined to make childcare accessible to each family we encounter regardless of income.

**Empathy**--At Equally Created, we offer children an opportunity to see and understand our unique differences; learn to appreciate them; and develop empathy at a young age.

**Education**--At Equally Created, we will have consistent, high-quality education for all children who walk through our doors.

**Environment**--At Equally Created, we will provide an environment where kids can be kids and can grow and learn together--while having loads of fun!

**Empowerment**--At Equally Created, we will work hard to change the staffing landscape of childcare to create employment opportunities that inspire a mindset of growth, education and professionalism.

As you review the handbook, you will see there are many policies and procedures that must be in place to make a child care center not only function, but function well. We promise to uphold these policies to the utmost of our ability and strive for excellence in all that we do. Please don’t hesitate to let us know what questions you have as you review the handbook.

Thank you for choosing **Equally Created.** We look forward to providing your child with a caring, diverse and enriching environment.

Sincerely,

Leslie Hanson

Executive Director

lhanson@equallycreated.org

**Equally Created**

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About Us

## Vision

To create childcare accessibility for all people in the Greater Nashville area.

## Values

**Equality**--At Equally Created, we understand that all people are created equal and we will treat each other with dignity and respect regardless of our differences. We are determined to make childcare accessible to each family we encounter regardless of income.

**Empathy**--At Equally Created, we offer children an opportunity to see and understand our unique differences; learn to appreciate them; and develop empathy at a young age.

**Education**--At Equally Created, we will have consistent, high-quality education for all children who walk through our doors.

**Environment--**At Equally Created, we will provide an environment where kids can be kids and can grow and learn together--while having loads of fun!

**Empowerment**--At Equally Created, we will work hard to change the staffing landscape of childcare to create employment opportunities that inspire a mindset of growth, education and professionalism.

## Certification

Equally Created is licensed by the State of Tennessee’s Department of Human Services to operate as a Child Care Center.

## Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

## Hours of Operation

Childcare services are provided from 6:30 AM to 6:00 PM Monday through Friday.

## Holidays

We are closed for certain holidays: New Year’s Eve and New Year’s Day; Martin Luther King, Jr Day; Memorial Day, Staff In-Service Day in June; Independence Day, Labor Day, Staff In-Service Day in October: Thanksgiving Day and the day after; Staff In-Service in December; Christmas Eve through New Year’s Day

## Admission & Enrollment

All admission and enrollment forms must be completed, as well as the enrollment fee and first tuition payment paid, prior to your child’s first day of attendance.

An enrollment fee of $75 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 6 weeks of age to 5 years of age (Pre-K).

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## Inclusion

**Equally Created** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. Whenever possible, we work in partnership with the families to ensure an impactful experience may be provided for any child who needs extra support and attention for developmental and/or physical growth. We are open to working with any additional professional supports which have been secured by the parents.

## Non-Discrimination

Within our program, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## Family Activities

Each family is a child’s first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children’s classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## Staff Qualifications

Our staff professionals are hired in compliance with the state requirements and qualifications as a base minimum.

Caregivers 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.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Equally Created.**

## Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

|  |  |  |
| --- | --- | --- |
| **Age** | **Child to Staff** | **Maximum Group Size** |
| 6 weeks-15 months | 4 to 1 | 8 |
| 12 months-30 months | 6 to 1 | 12 |
| 24 months-35 months | 7 to 1 | 14 |
| 3 year-olds | 9 to 1 | 18 |
| 4 year-olds | 13 to 1 | 20 |
| 5 year-olds | 16 to 1 | 20 |

Source: National Resource Center for Health and Safety in Child Care and Early Education.

## Communication & Family Partnership

**Daily Communications.** Daily notes from center staff will keep you informed about your child’s activities and experiences at the center. We will communicate through our Communication App each day regarding your child’s day at school.

**Bulletin Boards.** Located at the front of the hallway, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Monthly newsletters provide center news, events, announcements, etc. These newsletters will be sent via email.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor’s badge while on premises and sign-out upon leaving.

**Family Night.** Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child’s learning experience and connect with other families.

**Conferences**. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child’s strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child’s growth and development. You may request additional conferences regarding your child’s progress at any time. We encourage you to communicate any concerns.

## Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. By signing the page at the end of the handbook, you are giving consent for your child’s photo to be used. If you do not want your child’s picture used, please make note on the signature page.

# Curricula & Learning

## Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children’s development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

## Curricula & Assessment

**Equally Created** uses the Frog Street Curriculum. Frog Street addresses the cognitive, language, literacy, physical, and social-emotional developmental domains of each child. This curriculum incorporates content from Conscious Discipline® strategies for social-emotional development. In addition, it helps prepare a child for kindergarten and beyond with STEAM (Science, Technology, Engineering, Art and Math) content and resources, including a coding robot, Frog-E. Children are joyful creatures. Frog Street curriculum and resources are designed to tap into a child’s nature and create a joyful experience from the first moments of the day until it is time to say goodbye. The programs are filled with songs, hands-on materials and activities, chants, games, and other activities designed to stimulate a child’s imagination, helping make each day a wonderful one!

## Outdoor Play and Outings

Weather permitting; we conduct 90 minutes of supervised outdoor play and/or walking trips around the neighborhood each day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

## Transitions

Your child’s transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### Transition from home to center

Prior to your child’s first day, you will have an opportunity to tour the center, meet with your child’s peers and teachers, and communicate any anticipated concerns. During this visit please share the best communication methods that the teacher may use to reach you.

### Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### Transition to elementary school

We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

## Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal, and limited to no more than 60 minutes per week per child.

Tennessee rules prohibit any screen time for children under two. This includes TV, videos and computers.

## Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

## Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

## Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child’s physical and emotional abilities and your family’s concerns.

# Guidance

## General Procedure

**Equally Created** is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

**Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

## Challenging Behavior

Children are guided to treat each other and adults with self control and kindness.

Each student at **Equally Created** has a right to:

* Learn in a safe and friendly place
* Be treated with respect
* Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

## Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child’s safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

## Notification of Behavioral Issues to Families

If a child’s behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child’s individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child’s behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

* A child appears to be a danger to others.
* Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
* Undue burden on our resources and finances for the child’s accommodations for success and participation.

# Tuition and Fees

## Tuition Rates

Full-Time Rate (4-5 days):

$325 per week for 6 weeks – 2 year-olds

$300 per week for 2 year-o175lds

$285 per week for 3-5 year-olds

Part-Time Rate (2-3 days): $175 per week.

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

## Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 4 PM on Friday, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of $75 is due annually on August 1st this fee will not be pro-rated.

## Methods of Payment

Several methods of payment are available for families’ convenience. Families can pay by cash, check, money order, automatic electronic funds transfer or credit card. To set up automatic, reoccurring payments, we will give instructions of how to get set up with our ProCare payment system.

## Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of $25 will be added to your next tuition payment. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

## Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of $25. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

## Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of $1 per minute will be assessed beginning at 6:05 PM and will be due upon arrival**.**

## Other Fees

* From time-to-time there will be additional fees associated with special activities or events. These fees are due prior to the event or activity.
* A non-refundable enrollment/ registration fee of $75 is due annually on August 1st.

## Credits and No Credits

* **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
* **Weather-related or Environmental Disaster or Pandemic** – in the event of a serious crisis during which we are prohibited from operating, families shall pay 75% for the next 6 weeks. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child’s spot for when we are safely able to reopen.
* **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.

# Attendance & Withdrawal

## Absence

If your child is going to be absent or arrive after 9 AM, please message us through the Communication App. We will be concerned about your child if we do not hear from you.

## Vacation

While we recognize the value of family vacations, the center does not provide credit for vacation days.

## Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn.

## Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child’s records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

## Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced through the Communication App and Website.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child’s early pick-up is your responsibility to arrange.

# Drop-off and Pick-up

## General Procedure

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

## Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone while visiting the center.

## Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard 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 Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 3 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child.

# Personal Belongings

## What to Bring

* **Infants**: enough clean bottles for a day’s use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
* **Toddlers**: enough clean bottles for a day’s use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
* **Older Toddlers**: at least two changes of clothes or more per day if going through the toilet training program.
* **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child’s name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

## Cubbies

Upon enrollment each child will be assigned a cubby, hook or box. They are labeled with your child’s name. Please check your child’s items on a daily basis for items that need to be taken home.

## Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box is located with the Center Director. Please note that we are not responsible for lost personal property.

## Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

# Nutrition

## Foods Brought from Home

We request that you do not bring food from home into our center.

## Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

## Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

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..

A caregiver who is trained in first-aid for choking is present at all meals.

## Infant Feedings

Infant feedings follow these procedures:

* Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
* Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
* Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed.
* Breast milk and formula brought from home must be dated and labeled with the child’s name.
* Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
* Solid foods will only be introduced after a consultation with the child’s family.

## Children 24 Months and Older

* No child shall go more than 4 hours without a meal or snack being provided.
* Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
* Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

# Health

## Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every August, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

## Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child’s physical should be received before but must be received no later than days after your child begins the program. Families are responsible for assuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is given to the program.

## Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

* Illness that prevents your child from participating in activities.
* Illness that results in greater need for care than we can provide.
* Illness that poses a risk of spread of harmful diseases to others.
* Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
* Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
* Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
* Mouth sores caused by drooling.
* Rash with fever, unless a physician has determined it is not a communicable disease.
* Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
* Impetigo, until 24 hours after treatment.
* Strep throat, until 24 hours after treatment.
* Head lice, until treatment and all nits are removed.
* Scabies, until 24 hours after treatment.
* Chickenpox, until all lesions have dried and crusted.
* Pertussis (Whooping Cough), until 5 days of antibiotics.
* Hepatitis A virus, until one week after immune globulin has been administered.
* Tuberculosis, until a health professional indicates the child is not infectious.
* Rubella, until 6 days after the rash appears.
* Mumps, until 5 days after onset of parotid gland swelling.
* Measles, until 4 days after onset of rash.
* Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

* They are free of fever, vomiting and diarrhea for 24 hours.
* They have been treated with an antibiotic for 24 hours.
* They are able to participate comfortably in all usual activities.
* They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  + The child’s physician signs a note stating that the child’s condition is not contagious, and;
  + The involved areas can be covered by a bandage without seepage or drainage through the bandage.
* If a child had a reportable communicable disease, a physician’s note stating that the child is no longer contagious and may return to our care is required.

## Allergy Prevention

Families are expected to notify us regarding children’s food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letterdetailing the child’s symptoms, reactions, treatments and care. A list of the children’s allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child’s cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

* **Prescription medications** require a note signed by the family and a written order from the child’s physician. The label on the medication meets this requirement. The medication must include your child’s name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
* **Non-prescription medications** require written permission and instructions signed by the child’s primary care physician. The written permission must include your child’s name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.

**Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellant require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

## Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

* Bacterial Meningitis
* Botulism
* Chicken Pox
* COVID-19
* Diphtheria
* Heamophilus Influenza (invasive)
* Measles (including suspect)
* Meningoccocal Infection (invasive)
* Poliomyelitis (including suspect)
* Rabies (human only)
* Rubella Congenital and Non-congenital (including suspect)
* Tetanus (including suspect)
* H1N1 Virus
* Any cluster/outbreak of illness
* Tuberculosis

# Safety

## Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children’s clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children’s clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

## Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 32 °F degrees. During the winter, your child will need a coat, hat and gloves. During the summer, you will need to apply sunscreen to your child before drop off and teachers will re-apply as needed. .

## Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Notices will be sent home prior to a water play day.

## Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

## Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Noteswill be written to the family of the child who was bitten and the biter’s family. We will work together with the families of each to keep them informed and to develop strategies for change.

## Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

## Smoking

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore the indoor and outdoor center environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center’s premises.

## Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center’s premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child’s needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

# Emergencies

## Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

## Fire Safety

Our center is fully equipped with an updated fire system that has voice activation and lights when set off. We have a sprinkler system and have passed all codes set forth by the State of Tennessee.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

## Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

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Family Handbook Acknowledgement

Please sign this acknowledgement and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Equally Created Handbook**, and I have reviewed the family handbook with a member of the **Equally Created** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Equally Created Handbook** that I do not understand.

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| --- | --- | --- |
|  |  |  |
| Recipient Signature |  | Date |
|  |  |  |
|  |  |  |
| Center Staff Signature |  | Date |

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# Family Activities

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

**Advisors:**

* Discussion of Program Goals – annual meeting for families to provide input into our plan for the program.
* Parent Advisory Committee – meets 4 times a year to review progress toward annual goals.
* Classroom Representative – serves as a liaison between classroom parents and teachers
* Home and School Committee – meets monthly to plan family events and fundraisers

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements!

* Open House
* Holiday Gathering
* Book Swap
* Fall Festival
* Annual Family Picnic

**Classroom Activities:** Enjoy and help your child’s class with these special activities.

* Share a meal with your child
* Read to children at arrival or pickup
* Volunteer in the classroom
* Donate requested items
* Serve as a parent representative
* Welcome new families
* Family Teacher conferences

**Family/Parent Workshops:** Our menu of family workshops will change annually. We try to offer these in the early evening or on Saturdays. See the monthly calendar for scheduled topics. We welcome requests for workshop topics.