



**CHILD
DEVELOPMENT CENTER**

**PARENT
HANDBOOK**



OUR HOUSE CHILD DEVELOPMENT CENTER
PARENT HANDBOOK

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WELCOME TO ALL PARENTS

Welcome to Our House Child Development Center! We are excited to have you as a part of our family. At Our House Child Development Center every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing Our House Child Development Center for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at Our House Child Development Center, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common and your child may resist being left at Our House Child Development Center in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – Then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the Executive Director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines.

During Parent Orientation you will be taken on a tour to meet your child's teachers and get a general idea of a day at Our House Child Development Center. You may also schedule a time to observe in the classroom. Please let us know of any area in which we can be of particular assistance to you. We are looking forward to getting to know you and your child and providing a rich learning environment where all our children develop to their full potential.

Lastly, to ensure that your child's time at Our House Child Development Center is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes
- A small child-sized blanket for rest or nap
- A familiar cuddly toy to be used at nap time
- Diapers and wipes if needed.

For Infants:

- Pre-mixed bottles for each day
- An extra can of pre-mixed formula to keep here
- Baby food or cereal
- Diapers and wipes
- At least three extra full outfits

Always label everything with your child's name.

Cindy L. Winkle
Executive Director





OUR HOUSE

I'll light the fire, while you place the flowers
In the vase that you bought today.
Staring at the fire for hours and hours,
While I listen to you play your love songs
All night long for me, only for me.

Our house, is a very, very, very fine house.
With two cats in the yard,
Life used to be so hard,
Now everything is easy 'cause of you.

Come to me now, and rest your head for just five minutes,
Everything is done.
Such a cozy room, the windows are illuminated
By the evening sunshine through them,
Fiery gems for you, only for you.

Our house, is a very, very, very fine house.
With two cats in the yard,
Life used to be so hard,
Now everything is easy 'cause of you.

I'll light the fire, while you place the flowers
In the vase that you bought today.

Graham Nash





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MISSION

Our House Child Development Center's mission is to offer a community service of providing long-lasting, quality care that will have a profound impact on the lives of young children at a time when they are most vulnerable.

We believe that positive creative play experiences contribute to the development of every aspect of the child's growth. We are committed to providing developmentally challenging, age-appropriate activities and educationally sound programs.

GOAL

Our goal is to provide a caring, safe and nurturing environment which encourages the development of each child's full potential in all areas of growth and learning.

OBJECTIVES

The objectives of the early childhood program at Our House Child Development Center outline the philosophy of the center and include the following:

- To develop a positive self-concept and attitude toward learning;
- To develop independence;
- To think critically and develop problem-solving skills;
- To respect and understand cultural diversity;
- To develop effective language skills, both listening and speaking;
- To develop fine motor coordination;
- To develop large motor coordination;
- To develop personal initiative;
- To develop a curiosity about the world;
- To develop positive social skills, including cooperation and interdependence;
- To develop respect for one's own rights as well as the rights of others;
- To develop an understanding of the relationship between people, events, and objects.

PROGRAM

Our House Child Development Center provides quality developmental child care, teaching and nurturing children from infancy to age twelve. The focus of the center is to meet the child's basic nutritional, health, and safety needs. The curriculum emphasizes the whole child including social, emotional, intellectual, and physical needs along with a balance of activities. We offer a structured program for children of all ages that include a year round curriculum.

Children will participate in a variety of activities. These activities are based on developing the whole child, not just a specific area of ability. The activities encompass language development, sensory awareness, large and small motor development, spatial





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and number concepts, art and music appreciation, practical life skills, nature and science, visual and auditory discrimination and social personal growth.

We utilize a spiral curriculum with a theme approach where the environment and learning experiences are based on the children's interests and planned to complement the theme.

The concept of "Learning Centers" is also used to help develop skills, provide academic instruction and allow for discovery learning.

FACILITY

Our facility is professionally designed to meet the needs of the children and staff, providing a nurturing, educational environment. Details are specifically designed to help children feel at home. We believe making a child feel at home helps provide a strong foundation for proper development.

Each group of children in the program has a specific room designated as the "home room". The physical characteristics of the rooms affect behaviors of both children and staff. Sufficient well-organized, sound-absorbing space contributes to happy, involved behavior and pleasant, supportive, cooperative interactions among children and staff.

The Media Center, Imagination, and Exploration are three shared common areas in our facility. Every classroom (excluding infants) has time in their daily schedule to spend time out of the classroom and visit these areas. Experiences in these areas complement our curriculum by offering the children additional opportunities to enhance learning in all developmental domains. Each of our shared areas has a teacher responsible for planning activities for the children.

The Media Center is our school library. The children can participate in a variety of literacy activities that include storybooks, flannel board stories, puppets, and audio books. Also in this area are science materials, blocks and legos, and transportation toys for cooperative group activities. There is also a small dress-up area suitable for our toddlers and two year olds.

Imagination is our dramatic play area that is designed like a mock village. There are six separate areas: Housekeeping, Grocery Store, Dentist/Doctor's Office, Bank, Beauty Salon/Dress-Up, and Blocks/Building. Prop Boxes from A to Z are also available for the children to enjoy. The possibilities for role-playing, imagination, creativity, and language development are endless.

Exploration is the playground area of our facility. Opportunities for fun and gross motor development include: Basketball Court, Climbing and Sliding Equipment, Tunnels,





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Tires, Bicycles and Riding Toys, Sandbox, and Water Table. A Log Cabin Playhouse is available for dramatic play, and there is a large assortment of sports equipment to choose from for independent play or team sports. In the summer months, Exploration is used for “Water Day” activities.

The Computer Lab is another shared area located in our Recreation building. The computer lab is available for our school age children on a daily basis and our three and four year olds on a weekly basis. Every three and four year old classroom has a designated weekday morning for computers. Children not only polish their computer skills, but also enhance cognitive skills. Computer software is carefully selected to complement our DLM Early Childhood Express curriculum.

HOURS AND DAYS

Our House Child Development Center is open from 6:30 am to 6:30 pm, Monday through Friday. Opening staff arrives prior to 6:30 am to take the necessary steps to ensure that the building is prepared and safe for your children to enter. Please do not arrive prior to opening. When picking up, please arrive in time to pick up your child and retrieve their belongings no later than 6:30 pm.

We are closed New Year’s Day, Memorial Day, Independence Day (Fourth of July), Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day. We will close at 4:00 pm on Christmas Eve Day and New Year’s Eve Day. When a holiday falls on Sunday, the following Monday may be observed as the holiday. If a holiday falls on Saturday, the preceding Friday may be observed as the holiday. This will be determined at the discretion of the Executive Director and will be posted for your convenience. Although our facility will be closed in observance of these holidays, tuition remains the same during these holiday weeks. All holidays will be charged at the regular rate.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Our House Child Development Center complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

This facility is regulated by the Florida Department of Children and Families.

To view recent inspection reports, go to www.myflorida.com/childcare and link to <http://www.dcf.state.fl.us/childcare/>. Click on Provider Search to view provider inspection report information.





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ADMISSION REQUIREMENTS

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend Our Child Development Center. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current physical health examination and immunization information must be submitted to the center upon enrollment, and all physicals and immunizations must be current. Our House Child Development Center must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent Handbook.

ADMISSION AND WITHDRAWAL

Parents wishing to enroll their children in the center are encouraged to make arrangements with the Administrative office for a tour of the facility and meet the Executive Director and/or classroom teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time we will direct you to our website, www.ourhousecdc.com, to view the Parent Handbook and provide you with any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "Vacations, Absences and Withdrawal".

REGISTRATION

Our House Child Development Center has a non-refundable registration fee which is charged at the time of enrollment and at the beginning of each school year. The annual registration fee is typically charged on May 1st and due on or before July 1st or each year.

DOCUMENTS, FORMS AND ANNUAL UPDATE

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at Our House Child Development Center. Also, each year we will have you update appropriate forms. There will be a deadline given for compliance to this requirement. Failure to update appropriate forms





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does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment fees and all other fees due.

CONFIDENTIALITY

A file on each child enrolled in Our House Child Development Center will be maintained in the Administrative Office. All requested personal information is kept confidential. Parents and legal guardians will have access to their child's file. Regulatory authorities will also have access to these files upon request. Members of the Our House Child Development staff assigned responsibility for the care and education of your child are authorized to access personal information. Staff members are instructed in their responsibility regarding protecting information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know. An acknowledgement is signed by all staff members regarding responsibility for and maintaining of confidentiality.

DROP-OFF

Parents must accompany their child(ren) into Our House Child Development Center every morning and clock their child(ren) in immediately before dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours.

Our facility maintains a security system for the safety of all our children. Each authorized individual is assigned a personal 4-digit ID code that must be utilized to check the children in and out of our facility using the touch screen computer in the lobby area outside of the Administrative Office. **Please do not give this code to anyone!** Upon entering your ID code, the door will unlock and allow you to enter the building. Upon entering and exiting the building, it is critical to the safety of our children that you close the secured doors behind you.

Please escort your child into the building. The children are not allowed to come into the Our House Child Development Center alone or to sign themselves in. This is for their protection in case of a fire or other emergency. Please leave your child in the hands of a staff member and ensure that a staff member acknowledges your arrival before you leave. We also require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.





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PICK-UP

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from their classroom. Please make every effort to speak to your child's teacher to compare notes for the day and check your child's folder for any notes or finished activities to go home.

Anyone who is to be allowed to pick up the child, **must** be listed as a Contact on the Application for Enrollment form or be approved in writing by a parent. The center reserves the right to not allow any individual onto Our House Child Development Center property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being a Contact on the Application for Enrollment form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is updated annually.

All persons authorized to pick up a child from the center **must** be listed as a Contact on the Application for Enrollment. To avoid confusion, it is the responsibility of the parent enrolling the child into our center to properly fill out all forms. In a custody situation the parent enrolling the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights exists. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require attorneys for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

When school-age children will not need to be picked up at school on a particular day, we ask that parents call the Administrative Office no later than **noon** so that our drivers will be aware prior to school dismissal.

PARKING

Our House Child Development Center has a drop-off area in the front of the main building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces available especially if you anticipate you will be in the building longer than 5-10 minutes. Please **do not** double park in front of the building. For convenience, you may park on the right hand side nearest the front door. **The left hand lane must remain clear for thru traffic.** No parking is permitted in front of the





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steps. Do not block parking spaces, especially the handicapped spaces. Handicapped parking spaces should be utilized by those with a valid permit, which is visibly displayed. Children should not be left unattended. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). Our House Child Development Center is not responsible for items lost or stolen from cars or from the parking lot or facility. Please drive slowly and watch for pedestrians in the parking area.

EMERGENCY MEDICAL CONSENT

The Application for Enrollment form under Medical Information will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. Note that all emergency contacts are authorized to remove the child from Our House Child Development Center in case of illness, accident, or emergency, if for some reason the custodial parent or legal guardian cannot be reached. Also note that staff are authorized to access health information. If your child has any allergies or is on any medications, please include this information on the form as well. A physician's individual care plan is needed for children with allergies or special medical conditions and should include special care required in an emergency. All of these forms will be updated annually. Physical health examination and immunization records need to be presented on or before the first day the child attends the center. The original of these forms will be kept on file. When your child receives a physical health examination or additional immunizations, you are required to bring an updated physical health examination or immunization form to us so that we can update your file. Whenever any information on these forms changes – it is your responsibility to notify us and provide updated forms.

INFORMATION CHANGE

Parents are to notify the center of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The center requires that someone listed as a Contact on the Application for Enrollment form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that Our House Child Development Center has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Executive Director or Assistant Director written notice of the change as soon as possible.

FAMILY NEEDS ASSESSMENT

Completion of the need assessment will provide valuable information to address your family's needs. This information will be incorporated into your child's care, interactions, and educational instruction. All information on this form will be kept confidential.





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HEALTH RECORD REQUIREMENTS

All children enrolled must have their physical health examination and immunization records up-to-date or provide an exemption affidavit within 30 days of enrollment at the latest. The child's physical health examination and immunization record must be provided by the parent and all information must be current. The parent shall provide these forms properly signed by a health care provider. This form will state that the child has received a physical health examination and all current, age-appropriate immunizations. Parents wishing to take a religious exemption must contact the Administrative office to find out the proper procedure for providing an affidavit of such a religious opposition. Failure to provide current health records may result in termination of services at Our House Child Development Center.

Health records are not required for school-age children.

MEDICATION

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A Medication Authorization form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the Administrative office personnel in charge at the time of arrival along with the properly completed Medication Authorization form. Our House Child Development Center reserves the right not to give medicines if the dosage is questionable or not according to the label. Our House Child Development Center requires a doctor's consent via hand written prescription for any non-prescription medications. Upon request, a copy of the Medication Authorization will be given to the parent upon completion of the course of medication with the medication bottle and any remaining medication.

ALLERGIES

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to provide this information in the Medical Information section of the Application for Enrollment form. This allows us to alert all of our staff to be on guard of their allergy. This information must be updated as soon as an allergy has been identified. This form must also be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will also need to provide this information in the Medical Information section of the Application for Enrollment form. This information must also





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be updated as soon as this allergy has been identified. A physician's individual care plan is needed for children with special health needs, food allergies, or special nutritional needs because of medical conditions. You will also need to fill out a Medication Authorization form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. (See the "Drop-Off" section.) A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Application for Enrollment form. If no one is available by contact after 30 minutes the overtime rate will apply. The center reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the First Aid/Medication Policy and our Guidelines: When A Child Can Return.

ACCIDENT REPORTS

Safety is a top priority of Our House Child Development Center. Yet, there are times when a child will have an accident/incident with another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Administrative office. We ask that you sign the copy provided to you and return it to the Administrative office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.





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CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

Our House Child Development Center complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so.

Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our center, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the Administrative office.

DISCIPLINE

At Our House Child Development Center the staff is trained in using positive guidance as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline Policy including an early intervention system which we call our Behavior Intervention Policy.

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the center.

Toilet training usually begins around 2 years of age; however each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The Executive Director and staff are available as a resource to answer any questions about your child's toilet training progress at Our House Child Development Center. Several complete changes of clothes should be kept at the center during this process.

TOYS

Our House Child Development Center has a wide variety of toys, games and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Our House Child Development Center is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.





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CLOTHING

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child **WILL** get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 50 degrees or below 99 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week.

It is strongly suggested that all clothing brought or worn to the center have the child's name on it.

DIAPERS

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center. You will be notified when your child is running low on diapers.

SUPPLIES

Each child will be provided with all the instructional supplies necessary here at Our House Child Development Center.

Additional personal items which are needed include:

- 1) A small blanket for rest time
- 2) A crib sheet for the rest mat
- 3) If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily or leave one in the child's cubby at the center.

Please mark all items clearly with your child's name. We cannot be responsible for unmarked items.

In the interest of storage space restrictions in the classrooms and to address health and safety issues, we are requesting cooperation from our parents when considering items brought to school. To ensure that your child's belongings are segregated, all items must fit in designated cubby space.

CURRICULUM

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each





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class's lesson plans and your child's class flexible schedule are posted on the bulletin board in your child's room. Individualized plans provided for children with disabilities and other special learning needs will be incorporated into the classroom curriculum. We will also work with specialists who may need to visit our facility for therapy, i.e. speech, physical, occupational, or behavioral therapy. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principals:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

INFANT CURRICULUM

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

PRESCHOOL CURRICULUM

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory skills
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills





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Mathematics

- Patterns and classifications
- Geometry
- Measurement
- Numbers and numbers sense
- Basic addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools
- Use of senses for investigation

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

Please refer to the curriculum information piece on our website, www.ourhousecdc.com, which elaborates on our goals, program, value of learning, toys, equipment, materials and assessment.

DAILY SCHEDULE

Although your child's schedule varies somewhat day to day, a typical day's activities are below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.





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Group Time: Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor Time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Meal Time: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.

ACCREDITATION

Our House Child Development Center has distinguished itself as one of the top child care centers in the nation by seeking outside accreditation with the National Association for the Education of Young Children (NAEYC). For more information concerning this, see the management or www.naeyc.org/accreditation.

PROGRAM EVALUATION

Our House Child Development Center is committed to providing an early childhood program of the highest quality, continually striving to improve our services and program – quality assurance must be supported by quality improvement. Our House Child Development Center has an ongoing system of evaluation using various tools that help identify both strengths and weaknesses of the program in relation to meeting our goals. Both informal and formal tools used in this evaluation process provide information and feedback from families, children and staff and provide direction for implementing changes when necessary.

Please refer to the Program Evaluation and Improvement Plan on our website, www.ourhousecdc.com, which elaborates on assessments, conferences, questionnaires, meetings, and program improvement.

CLASS DIVISIONS AND CLASS SIZE

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three criteria. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own





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developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

CHILD TO TEACHER RATIOS

Child to teacher ratios are based upon guidelines set by Florida law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Children	Per teacher	Group Max
Infants	4	1	8
Toddlers 12-24 months	6	1	12
2-Year-Olds	11	1	11
3-Year-Olds	15	1	15
4-5Year-Olds	20	1	20
VPK	18	2	18
School-Age Children	25	1	25

In addition to excellent ratio of staff to children, our limited group sizes are designed to provide better supervision, to provide a more conducive learning environment, and to enhance the use of age-appropriate activities. We meet or beat these ratios and minimums at all times.

CLASSROOM ASSIGNMENT

In addition to the two infant nurseries, we have three classrooms per age group. The decision regarding classroom assignment has always been a complex one. There are several factors taken into consideration and the involvement of several individuals in the decision-making process. The Executive Director, lead teacher, teacher, and parent(s) may be involved in conversations as it relates to availability, chronological age, developmental level, and characteristics of the group and the individual child such as gender and physical stature. Class size and weekly tuition are based on the child's classroom assignment (not on the age of the child). Guidelines are based on the child's age as of August 1st of the current year.

MIXED-AGE GROUPING

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-





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age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

Our House Child Development Center will create an individualized transition plan to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the transition plan may vary quite a bit from child to child. Your child's teacher or the Executive Director will provide more details about transitioning when your child will move to another classroom.

OUR STAFF

At Our House Child Development Center we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the State of Florida through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- Initial and annual State training requirements fulfilled
- State CPR and first aid requirements fulfilled
- VPK requirements fulfilled

We believe firmly in training and continuing education for all our staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our staff to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.





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We also encourage our staff to be actively involved in professional organizations and to be involved in their communities.

STAFF AND CLIENT RELATIONSHIPS

Our House Child Development Center considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our staff or any of their actions when they are off the clock or no longer employed by Our House Child Development Center.

WRITTEN COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep families informed as to the overall program.
- Parent bulletin board – updated with current information about Our House Child Development Center and curriculum.
- Daily written communication in the form of Daily Report forms, Accident/Incident forms, and classroom memos will be placed in the child's folder from time to time.
- Parent/Teacher conferences.
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

Important: Any messages or special instructions from the parent regarding a child should be **in writing** and given to the appropriate staff member.

VERBAL COMMUNICATION

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff has responsibilities for all of the children in the group. Furthermore the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the staff that is responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your





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child's teacher is during naptime. Bilingual staff may also be available to assist with translation. There is always administrative staff available for you to talk to in person or on the phone. You may also leave written information for administration, or you can e-mail us at rhouse1216@aol.com or through our web site at www.ourhousecdc.com.

CONFERENCES

Parent/Teacher conferences are arranged after assessments are administered and whenever deemed necessary by parents, teachers or the Executive Director. At this time, parents have the opportunity to voice any concerns, questions or suggestions about their own children specifically or about our program in general.

Informal conferences are an ongoing process. Staff is available on a daily basis – drop off time, pick up time and by telephone – to discuss any concerns, questions, or suggestions parents may have. If informal conversations are not sufficient, arrangements are made for formal appointments.

Positive parent/teacher interaction is necessary for quality care and a quality program. A conference between conflicting parent(s) and teacher is the first step toward resolution. Should initial efforts at resolution fail, the Executive Director will schedule additional conference(s) with the parent(s) and teacher where she will act as mediator.

The Executive Director is available on a daily basis – in person or by telephone – to discuss any concerns, suggestions or questions parents or staff may have regarding our program. If informal conversations are not sufficient, arrangements are made for formal appointments. For added convenience, communication with the Executive Director is also available through e-mail. (See Written Communication, Verbal Communication, and Program Evaluation).

PARENTAL INVOLVEMENT

We encourage all parents and/or guardians to be involved in the activities. We believe that parental participation is key to any successful child care program. Children should be raised by parents. At Our House Child Development Center, we strive to fill the gap created during early separation and educational opportunities when parents are not available. We welcome parental visits. We have an open door policy that allows parents access to the center during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the Administrative office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Open House
3. 2 individual conferences/year





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4. Programs and Special activities, such as the Fall Festival or Tree Trimming Party
5. Special parent's involvement activities such as Thanksgiving Feast
6. Party Day Volunteer
7. Come and eat lunch with your child
8. Classroom Volunteer
9. Send special treats for snack or meals (please notify the teacher a day or two in advance)
10. Help with center Fund Raiser
11. Participation in a parent's group
12. Reverse Field trips (When we bring a "field trip" type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS

In the event that a parent feels like they would like to be more involved in the center but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at Our House Child Development Center, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food From Home" for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

VISITING THE CENTER

You are welcome to visit your child at the center at any time. We do ask that you check in with the Administrative office before going to your child's room. It is the responsibility of each staff member to make sure any visitor for a child or staff has checked in with the Administrative office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed as a Contact on the Application for Enrollment, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the "Pick-Up" section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grand parents and aunts are also welcome to visit in





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certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact the Administrative office if you wish to set up a “visit” from an extended family member.

CLASSIFICATIONS

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled staff member during the regular course of their work day
- 2) A child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the center (should be in eye sight of a staff member at all times and arriving at an expected time)
- 5) Visitors – Must be approved by the Administrative office and should be accompanied by a staff member at all times not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who assists on an intermittent basis for less than 40 hours per month. Must be approved by the Administrative office and must be under direct and constant supervision of a staff member.
- 7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore anyone who is in the building or on the property for an extended period of time must be considered either a “Visitor”, a “Volunteer”, or an “Intruder” including parents and staff members who are off the clock.

VOLUNTEERS

Volunteers are welcome in our center. A volunteer is considered anyone who assists on an intermittent basis for less than 40 hours per month and is not a staff member.

Volunteers must be approved by the Administrative office and must be under direct and constant supervision of a staff member and may not be left alone or in charge of any group of children. Volunteers are required to sign an “Affidavit of Volunteers”.

Volunteers assisting for 40 hours or more per month must submit background screening information and complete the state mandated training requirements.





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INTRUDERS

The safety of the children is our first concern. Although we have an open door policy and welcome parents to visit their children we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the Intruder Procedure of our Emergency Plans.

MEALS AND SNACKS

Our meal and snack service consists of breakfast, mid-morning snack, lunch, and mid-afternoon snack. All food served will be nutritious and healthy. Menus are posted and rotate every four weeks to provide variety. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert the Administrative office of any food allergies or food restrictions as we want to accommodate and respect individual needs. A physician’s individual care plan is need for children with special food allergies or special nutritional needs because of medical conditions. If a special diet is required for a child by a physician, a copy of the physician’s order, a copy of the diet and a sample meal plan for the special diet must be provided and maintained in the child’s facility file. Parents may be requested to provide items for special dietary needs.

Breakfast is served from 7:15 am until 7:45 am. Children desiring to eat breakfast with us should be here **no later than 7:30 am or 7:15 am for school-age children when public school is in session.** This allows adequate time for clean up so that school-age children can prepare for transport and arrive at school on time. All other children prepare for outdoor play between 7:45 am and 8:00 am and must be escorted outside together for proper supervision. Please refrain from bringing in breakfast items for your child. If your child will not be eating what is being served, please make sure they eat prior to their arrival.

FOOD FOR INFANTS AND CRAWLERS

Parents must provide food/ formula/ liquid/ milk for children in the Infant rooms. The Infant rooms are equipped with microwaves and refrigerators. All bottles are required to have a sticker with the child’s name and the date the bottle was made. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars. Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.





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BRINGING FOOD FROM HOME

Breakfast and lunch should not be brought from home without prior approval. The center will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the Administrative office. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher prior to bringing special treats.)

PORTRAITS AND PICTURES

We offer school pictures two times a year, in the fall and spring. The fall photos, individual and sibling pictures, should be delivered in time for use as holiday gifts. The spring photos are make-up and graduate pictures along with class portraits. You will receive proofs before purchasing and are under no obligation to purchase. In addition we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. The Parent Handbook Acknowledgment includes an authorization for Our House Child Development Center to include your child in group or individual photos, video footage, digital imagery, etc. taken of the children which may be used for public viewing or any form of publication (brochures, websites, advertising material, etc.). At no time will the child's name or address be included with the exception of the use of names in the annually published yearbook.

REGISTRATION FEES

There is a registration fee that is due prior to the child's first day at Our House Child Development Center. This fee is due upon initial enrollment and annually each July. Children withdrawn from the program for a specified or unspecified length of time will be required to pay a new registration fee upon returning. The exception to this will be children who physically withdraw from the program but whose parent's continue to pay their full weekly fees in order to retain the spot in our program.

WEEKLY TUITION FEES

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that has been established. Since the weekly set fees remain the same, no bill will be given to remind you of these fees.





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We provide breakfast, lunch, and two snacks and up to a maximum of ten hours of care each day that is included in the weekly tuition.

For school-age children, the before and after school tuition will be charged when public school is in session. The all day tuition will be charged when public school is not in session. Tuition will be adjusted for combination weeks with a minimum before and after school rate whether or not the child is in attendance. During the summer months, tuition will apply for school-age children only when the child is in attendance. All other times, payment of the full tuition is required to maintain placement in our program.

The current Tuition and Registration Fee Schedule reflects current rates and payment information and is available in the Administrative office or on our website at www.ourhousecdc.com.

PAYMENT POLICIES AND PROCEDURES

Weekly fees are due in advance on Monday. There will be a 10% late fee added if the account is not paid by the close of business on Friday. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Executive Director. There will be an additional fee added on all returned checks. After two NSF checks are received by the center, payment will be required by cash, cashiers check or money order. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Clients may pay by cash, check, cashiers check, or Money Order. All payments will be payable to Our House Child Development Center.

Payments may be given directly to the Administrative office or may be placed in the payment box located outside the Administrative office. Cash payments will be accepted in the Administrative office only. No cash payments should be placed in the payment box. All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including the two weeks notice. See the “Refunds” section. Registration fees are non-refundable. Our House Child Development Center may seek collection of fees due and clients may be required to pay a two week termination fee, and any collection costs and attorney’s fees incurred by Our House Child Development Center to collect this amount. If Our House Child Development Center elects, it may immediately terminate all services provided by it including but not limited to the immediate dismissal of the children from its facility.

TUITION EXPRESS

We offer you the convenience of automatic tuition payments through Tuition Express. Your account will be safely and securely debited, giving you peace of mind, knowing your tuition is being paid when it is due. It is easy to enroll and even easier to participate.





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If you are interested in signing up for Tuition Express, the necessary forms are available in the Administrative office. Simply complete the “Payment Authorization” form and return to the Administrative office.

CCCS/ STATE PAID TUITION CLIENTS

Our House Child Development Center is authorized to receive payments from CCCS and other Federal/State daycare assistance programs. If you qualify for free or reduced meals at a public school you might be eligible to receive help through CCCS. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use CCCS assistance must make these arrangements on their own and list us as their CCCS childcare provider. You may enroll in the program as a CCCS client once the Administrative office has received a letter of authorization from CCCS, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to a CCCS client must come to the Administrative office. The annual registration fee is the responsibility of the client and not that of CCCS. Our House Child Development Center also requires that all CCCS clients to pay the difference between our private pay rates and the rates that CCCS has established. All “Payment Policies and Procedures” for self billed clients will also apply to CCCS clients.

DISCOUNTS

Our House Child Development Center is pleased to offer a 10% discount per week for each additional sibling currently enrolled full time in the program and are being charged weekly fees after the full price of the full time youngest child is paid. School-age children are not considered full time.

REFUNDS

We do not issue refunds. In the event you have overpaid, the credit will be applied to your next week’s tuition. In the event you have a balance after your child’s last day, all applicable fees including the two weeks notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS

Receipts are available upon request. Annual statements for tax and accounting purposes are provided to currently enrolled students and available upon request for all students not currently enrolled on accounts with a zero balance.

LATE PICK-UP FEE

There will be an additional fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more





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than 5 minutes late. Parents notified that a child is ill and needs to leave the center for the day is given a “reasonable period of time” to pick-up the child. If the child is not picked up by the parent or emergency contact within 30 minutes, the late pick up fee will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. If attempts to contact parent or emergency contact are successful, an additional 15 to 30 minutes may be granted to allow for pick up, however the late pick up fee will apply. If attempts to contact parent or emergency contact are unsuccessful, children left at the center later than 30 minutes past closing will be considered neglected or abandoned and are mandated by law to be reported. (See “Mandatory Reporting and Child Abuse Policy”.)

VACATIONS, ABSENCES AND WITHDRAWAL

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the Administrative Office prior to or the day of the absence. We require a **two week written notice** prior to your child leaving the center. Fees for two weeks will be added if a two week written notice is not given prior to your child leaving the center. Failure to notify the center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. A Notice of Withdrawal form is available for your use when giving a two week written notice of withdrawal. The center reserves the right to require the dis-enrollment of a child according to our Discipline Policy and/or the Behavior Intervention Policy. The center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the center or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, its policies or its staff.





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QUIET TIME

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.





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CHILD ABUSE REPORTING

The State of Florida requires that Our House Child Development Center and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Our House Child Development Center, our facility and staff are mandatory reporters of child abuse. All incidents or suspected incidents are reported using the Florida Abuse Hotline Information System for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment. (See “Mandatory Reporting and Child Abuse Policy”.)

TRANSPORTATION

Parents are responsible for their child’s transportation to the center and for arranging their own car pools. Our House Child Development Center will provide transportation for school aged children to and from school at the locations that this service is offered. Our House Child Development Center will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care center. (See “Field Trip Policy” and “Transportation Policy”.)

INSURANCE REQUIREMENTS

Our House Child Development Center complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see the Executive Director.

ADDITIONS AND CHANGES

Our House Child Development Center reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.





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A- DISCIPLINE POLICY

We believe it is important for young children to have predictable routines and a structured environment, and rules are a necessary part of this structure. Rules help children feel comfortable, safe, and free to explore, knowing they will be protected by limits.

We also believe that it is important for preschool children to learn how to become a good classroom citizen. They need to know how to act, react, and interact appropriately. Children learn social skills much the same way they learn to read and write – with practice and more practice. To develop social skills, children need structure and clearly defined expectations as to how they are supposed to behave. Classroom rules and procedures define these expected behaviors, help children develop self-control, keep children safe, and teach responsibility for actions. Finally, rules serve as the foundation for an environment where learning can take place.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At Our House Child Development Center we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum.

If inappropriate behavior does occur, we begin with a positive approach. We use **Conscious Discipline**, a technique based on positive guidance, to address inappropriate behavior. When misbehavior occurs, we take the following steps:

- Ask **questions** (Are you doing the right thing?) to allow child to fix the mistake.
- **Review** rules and **redirect** (You need to...) if child needs help deciding what to do.
- **Review** rules and give child a **choice** (You can keep hands to yourself or do a puzzle alone) if misbehavior continues.
- **“Break Time”** to think about making better choices if misbehavior still continues. Child will not be sent out of the room unless behavior endangers self or others.
- **Informal conference** with parent to enlist help with continuous misbehavior.
- **Formal conference** with parents if referral for intervention is deemed necessary.

According to Florida Administrative Code Child Care Chapter 65C-22.001(8)(b) regarding Child Discipline, all child care personnel must comply with the facility’s written disciplinary policy. Such policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.





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B- BEHAVIOR INTERVENTION POLICY

At Our House Child Development Center, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At Our House Child Development Center we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. The key to effective discipline is consistency. If inappropriate behavior does occur, we begin with a positive approach.

If a child's behavior continues in the inappropriate behavior or the severity denotes an un-resolved problem, an Incident Report will be completed.

When a child becomes out of control and/or when the child fails to respond to the measures taken by Our House Child Development Center the child will be sent home at the discretion of the Executive Director.

A formal conference or Behavior Intervention Meeting may be requested if referral for intervention is deemed necessary.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or Executive Director may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Incident Report.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third Incident Report. Our first goal will be to





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determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report or Incident Report. A copy will be kept on file.
2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any staff member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the Executive Director for filing.
3. Incident Report - The original is filed in the child's file and the copy is given to the parent. These are preapproved by the Executive Director.

The Behavior Intervention Policy's purpose is to establish procedures for the parents and staff to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior.

Our House Child Development Center expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met. We consider this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or staff members and that threat cannot be eliminated.





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C- BITING POLICY

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our preemptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten, however in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves shadowing and carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.





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D- FIRST AID/MEDICATION POLICY

Our House Child Development Center daily designates someone to be the First Aid/Medication staff. The First Aid/Medication staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid kits and area in order and well stocked. The First Aid/Medication staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child. If the 30 minute time frame is exceeded, the late pick-up charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 101°F. or higher.
4. A judgment call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using soap and warm water.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.





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Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with soap and warm water.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the on-site supervisor.
2. Instruct a team member to call 911, as well as the child's parents. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this at home as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the center.
6. It is the parent's responsibility to present the child to a staff member or the First Aid/Medication person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.





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Contagious Disease

1. Parents are required to notify the center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the center was notified, and the date that it was posted.
4. The child may return to the center as stated by the health alert.





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MEDICATION

Receiving and Storing Medication

1. A Medication Authorization form, filled out in its entirety, must accompany all medication received by the center. A new form must be completed each week.
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child's first and last name and the date that it was received.
5. Non-prescription medication requiring administration must have a doctor's consent via handwritten prescription to include the length of use. That note may be good for a maximum of six months.
6. We must have a doctor's note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

Administering Medications

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the Medication Authorization form to confirm proper administration and to insure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.
4. Right Time – Refer to the Medication Authorization form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.





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Disposing of Medication

1. When the duration for administration of medication is up, as noted on the Medication Authorization form, the empty bottle should stay in the First Aid room and a note sent to the parents.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

Recording Information

1. All incidents must be recorded on the correct forms as needed, i.e. Medication Authorization, Accident/Incident Report.
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. $\frac{3}{4}$ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an Accident/Incident report. The report will be complete with all information surrounding the injury. The report will remain in the child's classroom for signature and then filed in the Administrative office.





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Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

- Fever Free:** Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
- Vomit Free:** Must not have vomited for 24 hours.
- Uncontrolled Diarrhea:** Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the center at that time (if it is determined this is the cause of the diarrhea).
- Conjunctivitis (Pink Eye):** 24 hours after documented treatment for conjunctivitis has begun.
- Mouth Sores:** Must have a doctor's note stating that the child is non-infectious.
- Rash:** With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
- Infestations (e.g. head lice, scabies):** Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Medicine person before re-entering.
- Tuberculosis:** Must have a doctor's note stating that the child is non-infectious.
- Impetigo:** Cannot return until 48 hours after treatment has begun.
- Strep Throat:** 24 hours after documented treatment has been initiated.





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Varicella (Chicken Pox):

Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.

Shingles:

Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.

Whooping Cough:

Cannot return until 5 days of appropriate treatment has been started.

Mumps:

Cannot return until 9 days after onset of swelling of glands near the ear.

Hepatitis A:

Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.

Measles:

Cannot return until 6 days after the rash appears.

Rubella:

Cannot return until 6 days after the rash appears.

Ringworm:

Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.





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E- MANDATORY REPORTING AND CHILD ABUSE POLICY

REPORTING REQUIREMENT

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes.

“Child Abuse or Neglect” is defined in s.39.01(2), F.A.S., as “harm or threatened harm” to a child’s mental or physical health or welfare by the acts or missions of a parent, adult household member, or other person responsible for the child’s welfare, or for purposes of reporting requirements by any person.

Categories include:

- Physical Abuse (i.e. unexplained bruises, burns, marks . . .)
- Physical Neglect (i.e. hunger, poor hygiene, lack of supervision . . .)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms . . .)
- Mental Injury (i.e. impairment in the ability to function, depression . . .)

Reports must be made immediately to the centralized Florida Abuse Hotline Information System at 1-800-962-2873.

All reports are confidential. However, persons who are mandated reporters (child care personnel) are required to give their name when making a report.

It is important to give as much identifying and factual information as possible when making a report.

Any person, when acting in good faith, is immune from liability in accordance with s.39.203(1)(a), F.S.

Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect.

POLICY AND PROCEDURE

Upon employment at Our House Child Development Center, all staff members will be required to read, understand and sign the Child Abuse & Neglect Reporting Requirements Acknowledgement which will be maintained in the personnel file.





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Staff members of Our House Child Development Center should take any concerns or suspicions of child abuse, neglect or abandonment to the Executive Director and should not discuss concerns/suspicions with anyone except the Executive Director.

Staff members of Our House Child Development Center should direct any questions regarding child abuse or neglect and/or reporting to the Executive Director.

ACCUSED STAFF MEMBER

In the event a staff member of Our House Child Development Center is accused of child abuse or neglect, the Executive Director must be notified immediately.

The staff member will give a full report to the Executive Director of any known details regarding the accusation. The staff member must also cooperate with appropriate authorities.

The staff members of Our House Child Development Center should not discuss any accusations of child abuse or neglect with anyone except the Executive Director.

Convictions of child abuse or neglect will result in termination of employment with Our House Child Development Center.





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F- FIELD TRIP POLICY

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure as well as to insure the safety of our students.

PERMISSION SLIPS

Parents must fill out permission slips in order for the children to be released to participate in the field trip. The permission slip will include the date and purpose of the field trip; the times of departure from and return to the facility; the name, street address and telephone number of the field trip destination; and, if applicable, the cost.

WRITTEN FIELD TRIP PLAN

The staff member in charge of planning the field trip will write a field trip plan that will include the name of each participating child, staff member, and other individuals on the field trip; the times of departure from and return to the facility; the license plate number of any motor vehicle used on the field trip; and the name, street address and telephone number of the field trip destination.

RATIOS

The staff member in charge of planning the field trip will request approval from the Administrative office at least one month prior to the field trip to ensure extra team members are scheduled to aid in the ratios. The ratios established and used for each class and age group shall be exceeded by at least one qualifying team member. Parents and volunteers may only be used in the ratio if they have gone through the screening process. Before leaving the center, students will be divided into ratio groupings. This shall be done at the direction and discretion of the Administrative office. Each staff member and volunteer used in the ratio shall be responsible for specific children and be made aware of this prior to leaving the facility. Each staff member shall ensure that each child on the list is present at all times and place a checkmark next to the name of each child present at the following times: 1) At the beginning of the field trip or when boarding the motor vehicle, 2) Upon arrival and each hour while at the field trip destination, 3) When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility, and 4) When reentering the facility at the conclusion of the field trip.





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CONTAINMENT AREAS

In some limited types of field trip outings, it may be advantageous to set up a “zone-defense” type of containment area rather than to continue “man to man” ratio style containment. “Zone-defense” is defined as a pre-determined area which each staff member will be responsible for. We use a team concept, where the team leaders are responsible to set up containment areas. The team leader is required to assign “zone-defense” positions and parameters such as: no grouping of staff members and no sitting on picnic tables. The team leader will decide which system will provide adequate safety for the children. This containment area shall be specific and each team member is to be given a specific assignment. When the containment area is closed down, each child shall return to the team member’s care that was assigned to each of them prior to leaving our facility.

EMERGENCY PLANS

In case of an emergency while on a field trip:

- * We will make sure that all of the children are kept together in a safe place.
- * We will take a head count and keep all of the children calm.
- * Staff members will use cell phones or radios to contact the center, and then 911, if necessary. They will also contact the child(ren)’s parent, if necessary.
- * Staff member will follow the directions given by the Administrative office or 911.
- * The Administrative office will arrange for alternate transportation arrangements in the event the vehicle is disabled. Depending on the circumstances,
 - * emergency roadside assistance may be called,
 - * a rental vehicle may be arranged to pick up the staff and children, or
 - * parents may be called to pick up their children.

PARENTAL HELP/VOLUNTEER

Volunteers must be approved by the Administrative office and must be under direct and constant supervision of a staff member and may not be left alone or in charge of any group of children. Volunteers are required to sign an “Affidavit of Volunteers”. This process must be completed prior to the date of the field trip.

EXPENSES

All field trips should be kept to a minimal expense. Parents will cover the expense of their child attending the field trip. Staff shall endeavor to round the cost of the outing to





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the nearest even dollar. In the planning stage, staff endeavors to ensure the funds charged to the parents cover the cost of the team members accompanying the students on the trip.

Payment for all field trips must be paid for separately from tuition payments. No refunds will be given if your child is unable to go on the field trip for any reason.

LEAVING THE FACILITY

Before leaving the facility, staff members must make sure they have notified the Administrative office of the time they left and the time they will return. Also, staff members must have the following items with them: first aid kits, medicines (if needed), a copy of each child's emergency card and a cell phone or radio. Staff members are required to make sure the Administrative office knows which form of communication they have. Water in an amount sufficient for each participating child during the field trip should also be taken in water cooler and cups for drinking. If the field trip spans a snack and/or lunch time staff members are responsible to take the snack/lunch with them. If something special is needed in the way of supplies or food, the staff member planning the field trip must notify the Administrative office team at least two weeks prior to the field trip. Children must be wearing an Our House t-shirt stating the facility's name, address, and telephone number. Our House t-shirts are available for purchase prior to the scheduled field trip. Children must also be wearing a written identification stating the child's first and last name. This identification must be out of view. Children are also encouraged to wear shoes and socks unless otherwise noted.





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G- EMERGENCY PLANS

PREVENTIVE PLANS

Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, and the address and directions to our facility, are posted on or near all facility telephones and shall be used as necessary to protect the health, safety and well-being of all children in our care.

Staff members with current and valid First Aid and CPR certifications are present at all times.

The facility is equipped with marked exits, smoke detectors, and fire extinguishers and maintains regular inspections.

Emergency Plans and Emergency evacuation routes are posted and accessible in all facility areas.

Evacuation procedures are practiced at a minimum of monthly to ensure that all children will be as prepared as possible in the event of a real emergency.

All staff participates in mandatory trainings regarding procedures and primary/secondary exit routes.

The primary evacuation route is the classroom exit door to outside the building. The children should be directed to move as far away from the building as possible to maintain a safe distance.

The secondary evacuation route is through the interior classroom doors to either the front entrance of the building or the rear exit of the building depending on the type and location of the emergency. The children should then be directed to move as far away from the building as possible to maintain a safe distance.

MEDICAL EMERGENCY PROCEDURE

In the event of a minor injury, basic first-aid supplies are available in each classroom. A complete first-aid kit is located in the Administrative office, kitchen, and staff lounge.

In the event of a medical emergency, notify the Executive Director immediately or call 911, depending on the severity of the injury or emergency.





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The Executive Director will immediately contact the parent(s) by telephone to inform them of the injury or emergency.

If instructed by the parent(s), the child will be transported to the preferred hospital indicated by the parent on the Application for Enrollment form or nearest hospital, South Lake Hospital, depending on the severity of the injury or emergency.

All staff is reminded to follow universal precautions to prevent transmission of blood-borne diseases.

An Accident/Incident Report must be completed by the staff member witnessing the accident/incident or the staff member in charge of the child as soon as feasible after the accident/incident occurred and presented to the Executive Director for review. The completed report must be signed by the parent the day of the accident/incident and submitted to the Administrative office.

FIRE AND BOMB THREAT EVACUATION PROCEDURE

The fire alarm will be activated. Children will be evacuated according to the diagram posted in each classroom or as directed by the police or fire department.

In the case of an actual fire or bomb threat, staff will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until it is deemed safe for the children to return to the classroom or are released to their parents. Once the children are in a secure place, the Executive Director will assign emergency contact lists to staff members who possess a cellular telephone. Parents will be notified by telephone of the situation and be asked to pick up their child or children, if this is deemed necessary. If it is deemed unsafe for the children to return to the building and are not released to their parents for an extended period of time, the children will be evacuated to the designated evacuation site, The City of Minneola, according to the procedures outlined in the Transportation Policy. In the absence of the Executive Director, Administrative Personnel will assume authority and take appropriate action.

SEVERE WEATHER OR NATURAL DISASTERS PROCEDURE

Notification of severe weather or natural disaster will be made through the intercom. The facility keeps a weather radio on alert at all times. Children will be directed out of the classrooms and into the common area. In the case of actual severe weather or natural disaster, staff will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to return to the classroom or are released to their parents. Once the children are in a secure place away from doors and windows, the Executive Director will assign emergency contact lists to staff members who possess a





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cellular telephone. Parents will be notified by telephone of the situation and be asked to pick up their child or children, if this is deemed necessary. If there is structural damage to the building or it is deemed unsafe for the children to remain in the building, the children will be evacuated to the designated evacuation site, The City of Minneola, according to the procedures outlined in the Transportation Policy. In the absence of the Executive Director, Administrative Personnel will assume authority and take appropriate action.

In the event parents are required to come as quickly and safely as possible to pick up their children, as ratios allow, Our House Child Development Center will start sending members of the staff home according to those that lives the farthest away. Until the parents come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children. The team will provide activities for the children to participate in until their parents arrive.

If the public schools are closed for the day due to severe weather or natural disasters, Our House Child Development Center may or may not also close. Parents should call the center prior to dropping off their children. If the public schools dismiss early due to severe weather or natural disasters, parents should call the center to determine the status of Our House Child Development Center.

POWER FAILURE PROCEDURE

In the event of a power failure, the Administrative office will determine if the issue is temporary or permanent. We will make every effort to remain open however the decision to close will be based on the following factors:

- the amount of natural light is diminished to the point where staff and children are at risk
- the temperature on the thermostats register below 64 degrees or above 85 for one hour with no expectation of restoration in the next one to two hours, and/or the room conditions prevent adequate ventilation and breathing
- the main phone line is inoperable and no auxiliary cellular phones are available
- the nutritional needs of children cannot be met
- live wires require the immediate closing
- loss of water that disrupts appropriate hand washing and toileting with clean running water for more than one hour.

In the case that the above factors exist, Our House Child Development Center will notify the parents and ask them to pick up their children as quickly as possible.





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CHEMICAL SPILL EVACUATION PROCEDURE

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into the center buses and in staff members' vehicles and take them to an area deemed safe by the authorities.

INTOXICATED PARENT PROCEDURE

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If the center staff is unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident. If the parent becomes agitated and/or confrontational, we will immediately call 911.

INTRUDER PROCEDURE

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible and deemed necessary, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff members in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

LOST OR ABDUCTED CHILDREN PROCEDURE

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.

The children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building. In every procedure, on-site





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PARENT HANDBOOK

supervisor will print a report listing all of the children who were signed in as of that time. This information can be printed in the Administrative office.

IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-ABULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STOLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.





OUR HOUSE CHILD DEVELOPMENT CENTER PARENT HANDBOOK

H- TRANSPORTATION POLICY

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by state law.

WE WILL INSURE THAT:

OUR VEHICLES

- 1) All vehicles used to transport children are registered by the Florida Department of Transportation and have been approved by the state for transportation.
- 2) All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
- 3) The motor vehicle shall have a working heater and air conditioner that can maintain a temperature between 60° F and 86° F.
- 4) The motor vehicle will include a fire extinguisher, emergency reflective triangles, and a first aid kit.
- 5) Our vehicles shall be kept clean and mechanically safe and inspected annually.
- 6) All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months and shall be available for inspection.

OUR STAFF

- 1) All drivers shall be at least 21 years of age and shall hold a valid Florida CDL driver's license; they shall also meet all standards set by Florida law concerning the class of vehicle being driven.
- 2) All drivers and those accompanying the children while in the vehicle shall receive adequate training in use of the passenger log and all transportation rules of the center and the state of Florida. This training shall include periodic practice of the emergency exiting procedures. The documentation of this training is kept in each staff member's employment file.
- 3) All drivers shall comply with all state of Florida health requirements.
- 4) All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.
- 5) All drivers shall have a cell phone with them at all times.

SAFETY

- 1) All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.





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- 2) All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school busses)
- 3) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- 4) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
- 5) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
- 6) All children shall not be allowed to open or close any door or window of the vehicle.
- 7) The emergency parking brake shall be set and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
- 8) All doors of the vehicles shall be locked whenever the vehicle is in motion.
- 9) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
- 10) In the case of an accident while transporting children, the Executive Director will be notified immediately so that the appropriate measures can be taken.

PROCEDURES

- 1) A copy of each child's emergency information and immunization record cards shall be carried in the vehicle in addition to a Bus Log stating the name of each enrolled child being transported.
- 2) Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- 3) The Bus Log shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- 4) Upon unloading the children from the vehicle, the Bus Log shall be transferred to the person designated by the center who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- 5) All Bus Logs shall include the names of the persons who complete the Bus Log and a separate attendance record of that event. These records shall be kept at the center for a minimum of four (4) months.
- 6) After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.
- 7) All children who are picked up by parents during field trips or will be transported by parents shall be checked out according to the center's policy concerning drop off and pick up.
- 8) All children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on





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- and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- 9) No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
 - 10) We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this we will get prior written permission for each instance)
 - 11) We will, at a minimum, one additional adult to children ratio on all field trips.

We will maintain acceptable adult to children ratios when transporting children who are school age.





OUR HOUSE CHILD DEVELOPMENT CENTER PARENT HANDBOOK

I- RISK MANAGEMENT

UNIVERSAL PRECAUTIONS

Staff must be trained in Universal Precautions. Staff First Aid/CPR training also includes precautions for blood borne pathogens.

Latex gloves are always available and used for blood, vomit, diaper changing, when treating a wound and whenever deemed necessary.

Previous and/or subsequent proper hand washing procedures to be followed as well.

HAND WASHING

Staff Hand Washing:

1. Upon arrival at center
2. After using the bathroom or assisting child to use bathroom
3. After changing a diaper
4. After wiping/blowing nose or assisting child to do so
5. After handling items soiled with body fluids or waste with gloves
6. After handling pets or other animals
7. After handling or caring for an ill child
8. Before & after eating
9. Before preparing, handling, or serving food
10. Before dispensing medicine
11. Before administering first aid; and
12. When changing rooms or caring for a different group of children

Children Hand Washing:

1. Upon arrival at the center
2. Before & after each meal
3. After using the toilet or being diapered
4. After handling pet or animals
5. After wiping or blowing his/her nose
6. After touching items soiled with body fluids or waste
7. Before and after cooking or other food experience
8. After outdoor time
9. Before and after using the water table





OUR HOUSE CHILD DEVELOPMENT CENTER PARENT HANDBOOK

MAINTENANCE OF BUILDING/VEHICLES

Building

Building entrances are secured from public for children's safety, however kept accessible to exit and clear of debris at all times.

Playground gates are child safety locked at all times when children are playing outside.

Electrical outlets within reach of children are covered.

The building and indoor space is maintained in good repair and provides a safe, comfortable environment for the children.

Routine daily inspections of the building and program rooms are performed every morning prior to children arrival and/or use.

If any area inspected is found to be unsafe, staff will report problem, area will remain restricted to children, and maintenance persons dispatched to repair immediately.

Vehicle

Vehicles used by the center to transport children are maintained in mechanically safe condition at all times.

The driver inspects the vehicle, both internally and externally, including all safety equipment and possible hazards, and ensure that the headlights, turn signals, stop arms, and windshield wipers are in sound operating condition, that the tires are inflated to correct pressure and that the vehicle has more than adequate supply of fuel for transportation that day.

Routine checks and maintenance (oil changes, brakes, tires, etc.) of vehicle are administered, documented and filed in administrative capacity.





OUR HOUSE CHILD DEVELOPMENT CENTER PARENT HANDBOOK

MAINTENANCE/STORAGE/SANITATION OF FOOD SERVICE AND MAINTENANCE OF EQUIPMENT/CHEMICALS/SUPPLIES

Food Service

Food Handling is and shall be in compliance with the Florida Department of Public Health's Food Service Sanitation Code.

Routine food service is operated in the kitchen which is clean and equipped for preservation, storage, preparation and serving food.

Hot foods are and shall be maintained at a temperature of 140 degrees F or above and cold foods at 40 degrees F or below. All foods are stored in separate and appropriate containers in the area designated for storage.

Dishes/surfaces are and shall be routinely cleaned & sanitized.

Equipment

Routine daily safety inspections of equipment are performed every morning prior to children arrival and/or use.

If inspected equipment is found to be unsafe, staff will report problem, area will remain restricted to children, and maintenance persons dispatched to repair immediately.

Chemicals/Supplies

All chemicals, cleaning compounds, pesticides, fertilizers and other potentially hazardous or explosive compounds or agents are stores in original containers with legible labels in locked area inaccessible to children.

Supplies are stored only in their designated area for safety precautions.





OUR HOUSE CHILD DEVELOPMENT CENTER PARENT HANDBOOK

SELECTION/MAINTENANCE/SUPERVISION OF EDUCATION MATERIALS, TOYS, PETS, AND PLAYGROUND EQUIPMENT

Education Materials

Education material are selected under the direction and supervision of the Executive Director and/or Curriculum Administrator of the center who is qualified to make such decisions of curriculum age appropriateness, and programming requirements that promote children's growth and well-being and the development of self-help and communication skills, social competence, and positive self-identity.

The materials shall be maintained and supervised directly by the staff for accessibility purposes.

Toys

Toys are selected by under the direction and supervision of the Executive Director and/or Curriculum Administrator of the center who is qualified to make such decisions of curriculum age appropriateness, and programming requirements that promote children's growth and well-being and the development of self-help and communication skills, social competence, and positive self-identity.

The toys are maintained and supervised directly by the staff for safety purposes.

Routine daily safety inspections of toys are performed by staff every morning prior to children arrival and/or use.

If inspected toy is found to be unsafe, staff will remove toy, report to Executive Director and/or Curriculum Administrator and will replace item immediately for compliance requirements.

Pets

No pets will be allowed in the center (with the exception of small fish bowl) without the direct approval of the Executive Director.

Pets approved for entrance will be healthy household pets that present no danger to children with updated inoculations by a licensed veterinarian.

Playground Equipment

Routine daily inspections of the playground equipment are performed every morning prior to children arrival and/or use.





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PARENT HANDBOOK

If any area inspected is found to be unsafe, staff will report problem, area will remain restricted to children, and maintenance persons dispatched to repair immediately.

CLEANLINESS OF BUILDING AND GROUNDS

The building and indoor space shall be maintained in good repair and shall provide a safe, comfortable environment for the children.

Building and grounds is and shall be clear of debris at all times.





OUR HOUSE CHILD DEVELOPMENT CENTER
APPLICATION FOR ENROLLMENT

Student Information:

For Before/After School Care Only:
Elementary School: _____

Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Child's Full Name: _____
Last First Middle Nickname

Child's Address: _____

Family Information:

Please indicate below the individuals who are legally responsible for child:

Name: _____ Name: _____

Relationship to child: _____ Relationship to child: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Address: _____ Address: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Custody: Mother Father Both Other (specify): _____

Child Lives With: _____

Medical Information: I hereby grant permission for the staff of Our House to contact the following medical personnel to obtain emergency care if warranted.

Doctor: _____ Address: _____

Phone: _____





OUR HOUSE CHILD DEVELOPMENT CENTER
APPLICATION FOR ENROLLMENT

Dentists: _____ Address: _____

Phone: _____

Hospital Preference: _____

Current Health Insurance Information:

Insurance Carrier: _____

Policy Number: _____ Name of Insured: _____

No Insurance Parental Refusal to provide information

Please list special health needs such as allergies, special dietary or feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes, or other areas of concern with any applicable instructions:

Do you wish this information to remain confidential? Yes No

Please understand that members of the Our House staff assigned responsibility for the care and education of your child are still authorized to access health information.

NOTE: Physician's individual care plan (i.e. note from doctor) is needed for children with special health needs, food allergies, or special nutritional needs because of medical conditions.

Contacts: Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from Our House in case of illness, accident, or emergency, if for some reason the custodial parent or legal guardian cannot be reached:

Name/Relationship Address Work # Home #

Name/Relationship Address Work # Home #

Name/Relationship Address Work # Home #





OUR HOUSE CHILD DEVELOPMENT CENTER
FAMILY NEEDS ASSESSMENT

CONFIDENTIAL

Child's name: _____ Date completed: _____

Completion of the need assessment will provide valuable information to address your family's needs. This information will be incorporated into your child's care, interactions, and educational instruction. All information on this form will be kept confidential.

Part I. Parent Information

1. Mother's name and address: _____
_____ Phone: _____
Date of Birth: _____ Highest grade completed: _____
Place of employment and phone: _____
2. Father's name and address: _____
_____ Phone: _____
Date of Birth: _____ Highest grade completed: _____
Place of employment and phone: _____
3. Describe ways that your workplace might be of interest to your child's class:

4. Are you available for visitation to share information about your place of employment, career, or other work-related information? ___ Yes ___ No
5. Is your place of employment a possible site for a field trip? ___ Yes ___ No
6. Explain anything about your work that would affect your schedule or preferred times for parent meetings, parent-teacher conferences, or other events involving parents: _____

7. Special interests, hobbies or talents: _____

8. Any other relevant information: _____





OUR HOUSE CHILD DEVELOPMENT CENTER
FAMILY NEEDS ASSESSMENT

Part II. Sibling Information

- List your child's brothers and sisters:
Name Age School or Child Care Attended

- Describe your child's relationship with his or her siblings, especially those Brothers and sisters with whom he or she seems to have an especially close or difficult relationship: _____

- What, if any, information would you like the teacher to be aware of related to these siblings? _____

Part III. Family Information

Use the space provided below for information you would like the teacher to know about your family structure, preferred child-rearing practices, and information you wish to share about your socioeconomic, linguistic, racial, religious, and cultural background.

Use the space provided below for information about any special events or celebrations from your background or culture that you would like to see our facility observe.





OUR HOUSE CHILD DEVELOPMENT CENTER
FAMILY NEEDS ASSESSMENT

Part IV. General Information

1. Explain any issues or concerns you have about your child in terms of his or her performance and adjustments to the classroom setting:

2. In terms of your own family and parenting situation, identify and explain any issues or concerns that you would like addressed during enrollment:

3. Other comments: _____

Part V. Parent and Family Program Preferences

Place an X by those items that reflect your preference in terms of scheduling activities and events for parent and family involvement during her enrollment:

- _____ I would like to receive regular newsletters about classroom and activities.
- _____ I would enjoy attending breakfasts that provide me with more information about my child's classroom performance, parent information, and opportunities to learn more about Our House.
- _____ Evening meetings are usually easier for me to attend, if I am given at least a week's notice.
- _____ I appreciate receiving telephone calls regarding special events, concerns about my child, or other related information.
- _____ I am interested in having a parent-teacher conference several times during enrollment so that I can discuss issues about my child, observe his or her work in the classroom, and learn about assessment and evaluation information gathered on my child in the classroom setting.
- _____ I enjoy attending meetings that assist me with my role as a parent. Topics I would enjoy learning more about include:
- _____ Technology in the home
 - _____ Child discipline and setting limits
 - _____ Nutrition and making good choices about food
 - _____ Sibling relationships
 - _____ Family communication strategies
 - _____ Identifying special needs of my child
 - _____ Divorce and remarriage
 - _____ Stepparents and blended families





OUR HOUSE CHILD DEVELOPMENT CENTER
FAMILY NEEDS ASSESSMENT

- _____ Good study habits and skills
- _____ Conflict resolution
- _____ Budgeting, allowance, and managing money
- _____ Inclusion and understanding disabilities
- _____ Intergenerational family issues and relationships
- _____ Strengthening a sense of family history and identity

Other topics of interest to me: _____

- _____ I would be interested in volunteering in my child's classroom on a regular or occasional basis.
- _____ I would enjoy going on field trips and assisting with special events in the classroom.
- _____ I would be interested in serving as a parent committee chair or facilitator.
- _____ I would be interested in assisting with making telephone calls or writing newsletters to inform other parents/families about classroom events.
- _____ I would be interested in assisting with securing guest speakers and developing programs for parents and families to attend at Our House.
- _____ I would be interested in communicating with my child's classroom via the internet or e-mail system.





OUR HOUSE CHILD DEVELOPMENT CENTER MEDICATION AUTHORIZATION

No medication shall be given by child care personnel without the signed permission of the parent or legal guardian. All medication must be in the original container with the child's name, name of the physician, medication name, and medication directions written on the label.

Non-prescription medication must also be labeled with the date that it was received and a doctor's consent via hand written prescription.

Medication which has expired or is no longer being administered shall be returned to the parent or legal guardian.

Child's Name _____ Age: _____

- Medication Name: _____
Amount to be Given: _____
Time to be Given: _____
- Medication Name: _____
Amount to be Given: _____
Time to be Given: _____

Record of Medications Given

1. Medication Name:	_____	
Date & Time	Amount	Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Medication Name:	_____	
Date & Time	Amount	Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby authorize the staff of Our House Child Development Center to dispense the medication(s) listed above in accordance with the written directions on the prescription label or printed manufacturer's label.

Signature of Parent or Guardian

Date





OUR HOUSE CHILD DEVELOPMENT CENTER
PARENT HANDBOOK ACKNOWLEDGMENT

Chapter 65C022.006(2), Florida Administrative Code, requires a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.

Section 402.3125(5), Florida Statutes, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Center".

Chapter 65C-22.006(4)(c)2., Florida Administrative Code, requires that parents are notified in writing of the disciplinary practices used by the child care facility.

I understand that the Parent Handbook is available at www.ourhousecdc.com and contains policies and information that apply to my family. I further understand it may be amended at any time. In that case, changes will be communicated to me.

I have also reviewed the Tuition and Registration Fee Schedule and understand that weekly tuition is payable in advance and is due prior to closing each Monday, there is a 10% late fee for all payments received after Friday, and a two week written notice is required to withdraw my child from Our House and if not given, I will be responsible for tuition for that time period.

I do hereby authorize Our House to include my child in group or individual photos, video footage, digital imagery, etc. taken of the children. I acknowledge that the photos, video footage, digital imagery, etc. of my child may be used for public viewing or any form of publication (brochures, websites, advertising material, etc.) and at no time will the child's name or address be included with the exception of the use of names in the annually published yearbook.

If my child/children are enrolled in the school-age program, I hereby authorize the staff of Our House to transport my child/children to and from the designated school.

By signing below, I verify that I have received the above items and that all information on the Application for Enrollment is complete and accurate.

Signature of Parent/Guardian

Date





OUR HOUSE CHILD DEVELOPMENT CENTER
NOTICE OF WITHDRAWAL

Name: _____ Date: _____

Street Address: _____

City & Zip: _____ Phone # _____

Child(ren)'s Names: _____

Child's (children's) position at Our House Child Development Center will be/has been terminated effective as of _____. (Month/date/year)

Our reasons for termination are: _____

I will pay the final two weeks but my child will not attend

My child will be in attendance the final two weeks

My Child will be returning on _____. (Month/date/year)

Additional Comments: _____

I understand that Our House Child Development Center requires a two week written notice prior to a child leaving the center. I further understand that the center will add fees for these two weeks and/or for the weekly fees as long as my child(ren) are in attendance at the center – whichever is greater.

Parent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____





OUR HOUSE CHILD DEVELOPMENT CENTER
ACCIDENT/INCIDENT REPORT

Child's Name: _____ Age: _____

Date & Time of Accident/Incident: _____

Place of Accident/Incident: _____

Describe Accident/Incident: _____

Describe Nature of Injury: _____

Witness(es) to Accident/Incident: _____

What Action Was Taken? _____

Was Parent/Guardian Contacted? _____ Time: _____ How? _____

Other Person Contacted: _____

Describe Medical Treatment/First Aid: _____

Signature of Staff Competing Form Date/Time

Parent/Guardian Signature Date/Time

Director/Person in Charge Date/Time

