

Parent Handbook



Fairwinds Early Learning Center

your child is our priority

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Welcome to Fairwinds Early Learning Center!

At Fairwinds Early Learning Center, we believe every child is a precious gift from God—uniquely created and deeply loved. Our mission is to provide a Christ-centered, nurturing environment where children can grow academically, socially, and spiritually while discovering God’s love and purpose for their lives.

With over 25 years of experience in Christian early education leadership, our director and staff guide children through hands-on learning, prayer, and biblical truth woven into daily lessons. Each classroom encourages curiosity, creativity, and confidence—laying a strong foundation for lifelong learning and faith.

Our daily schedule is thoughtfully designed to promote balance, growth, and joy in every child’s day. Children participate in:

- **Breakfast, lunch, and afternoon snack** times (meals provided by families)
- **Nap time** for rest and rejuvenation
- **Large and small group activities** that stimulate cognitive growth and creativity
- **Outdoor play** that strengthens both large and small motor skills

Fairwinds Early Learning Center is licensed by the State of Delaware’s Office of Child Care Licensing. To maintain our license, a licensing specialist conducts an annual unannounced compliance review to ensure we meet the DELACARE: Regulations for Early Care and Education and School-Age Centers. Additional visits may occur in response to any reported concerns. Families are welcome to review these regulations or our most recent compliance reports by speaking with our Administrator.

As a ministry of Fairwinds Baptist Christian School, we are blessed to partner with families to help each child grow in wisdom, confidence, and faith. We invite you to tour our center, meet our teachers, and experience the caring, faith-filled community that makes Fairwinds Early Learning Center such a special place to learn and grow.

We look forward to welcoming your family to ours!

With warm regards and blessings,

Charlotte McGarry

Director

302-328-3388

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PURPOSE OF FAIRWINDS EARLY LEARNING CENTER

- To provide quality childcare and education in a nurturing environment
- To promote social, physical, intellectual, and emotional growth of children
- Intended to be an extension of a godly and Christian home
- An arm of Fairwinds Baptist Church and Christian School
- Diligently teach our children how to know and love God with all their heart, soul, and strength
- Our desire for each child is that they:
 - Learn about Jesus and His love for them
 - Learn about the Bible
 - Aid in overall development of each child
 - Thinks of FLF as a safe and happy place
 - Make new friends

PHILOSOPHY OF FAIRWINDS EARLY LEARNING CENTER

Fairwinds Early Learning Center's philosophy is based upon the Word of God. The primary objective and purpose of the Learning Center is to train the children in the way of life presented in the Scriptures while giving them the opportunity to learn through play and learning experiences. We believe that "the fear of the Lord is the beginning of knowledge", and that all knowledge has its foundation in the Word of God. We believe the Bible is God's inspired Word, and we teach it as such, helping children to know and obey God as revealed in the Scriptures.

Children between the ages of birth to 6 years old experience their world through their sense of touch, taste, sight, hearing, and smell. Our goal is to provide children with a sense of security and opportunities to learn and grow by exploring, asking questions, working independently, within groups, and with adults to develop and build their physical and social skills. We guide the children in our care with consistency, by redirection, and with positive reinforcement.

Play is an important tool for learning. It allows children to formulate healthy experiences. Play is work to children. In play time, children learn the rules for sharing, getting along with others, how to help others, how to recognize emotions, how to handle those emotions and conflicts, and how to appropriately interact with others. They also learn to foster imagination and creativity through play. A large portion of the day is spent in teacher guided, free choice play as well as teacher directed activities.

Character training is an important element in Fairwinds Early Learning Center. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self discipline. Character training is essential to the emotional, physical, social, and spiritual wellbeing of the children.

The teacher is the authority in the classroom. Discipline is administered firmly but fairly. Children are taught what it is to be loving, hard-working, thoughtful, kind, patient, and gracious. These attributes are emphasized and revealed through stories, songs, Bible time, and daily classroom interaction. In addition to achieving academic excellence, your child will gain knowledge, confidence and self-esteem as a result of learning these basic Christian principles. We strive to teach the whole child by providing quality Christian education in a nurturing atmosphere.

Character building takes place throughout our day, via every teaching method, and in every attitude. Any action of a student or teacher can create a teaching moment for training character. During these early years of development when your child's character is being formed, we intentionally strive to instill the following positive values:

1. Respect authority
2. Pay attention
3. Obey willingly
4. Apply yourself to the task at hand
5. Learn rules and apply them
6. Do your best
7. Learn to work hard
8. Develop positive habits

A list of the habits that we emphasize includes, but is not limited to orderliness, carefulness, obedience, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline, endurance, helpfulness, neatness, patience, good judgment, and respect.

Any behavior or display of attitude that is in opposition to the basic principles and purpose of the Learning Center, or which restrict the spiritual or academic atmosphere of the Learning Center, is strongly discouraged. While not comprehensive, the following is a general list of unacceptable behaviors which will not be tolerated:

- Being disrespectful to the teachers or other persons.
- Lying, cheating, stealing, using profanity, or other immorality.
- Fighting, excessive noise, disorderly conduct anywhere on the church/school campus or while in the care of FLF Preschool staff.
- Tampering with school or church equipment or destroying another individual's property in any manner. (Parents may be financially responsible for damages.)

Praise and positive reinforcement are effective methods of behavior management of young children. When children receive positive, non-violent, understanding interactions from adults and others, they develop good concepts of problem-solving, self-value, and self-discipline. Based on this belief on how children develop values, FLF will provide the following discipline management policy:

We DO:

- Praise, reward, and encourage children
- Set limits for the children
- Model appropriate behavior for the children
- Modify the classroom environment in the attempt to prevent problems before they occur
- Listen to the children
- Provide alternatives for inappropriate behavior to the children
- Provide the children with natural and logical consequences of their behavior
- Treat the children as people, and respect their needs, desires, and feelings
- Explain things to children on their level
- Use short, supervised periods of time out
- Strive to be consistent in our behavior management program



We DO NOT:

- Spank, shake, bite, pinch, pull, slap or otherwise physically punish children
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or verbally abusive language to the children
- Shame or punish the children when bathroom accidents occur
- Deny food or rest as punishment
- Relate discipline to eating, resting, or sleeping
- Leave the children alone, unattended or without supervision
- Allow discipline of children by children
- Criticize, make fun of or otherwise belittle children's parents, families or ethnic groups.

NON-DISCRIMINATION POLICY:

Fairwinds Early Learning Center admits children of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally agreed or made available to students in the Learning Center. FLE does not discriminate on the basis of race, color, gender (given by God at birth), and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and other school – administered programs. FELC does not discriminate based on race, color, gender (given by God at birth), and national or ethnic origin in its employment of staff/faculty, paid and or voluntary.

DOCTRINAL STATEMENT OF FAIRWINDS EARLY LEARNING CENTER

- We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages. Students must use the King James Bible in school and for all school activities when a Bible is needed.
- We believe in God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; I Corinthians 8:6; John 1:1,14; Colossians 2:9; I John 5:7-8)
- We believe in the Deity and Virgin Birth of Jesus Christ. (John 1:1-3; Colossians 1:15-16; John 10:30; 17:11,22 / Genesis 3:15; Isaiah 7:14; Matthew 1:23; Luke 1:26-35)
- We believe that salvation is "by grace" plus nothing, and minus nothing. The conditions to salvation are repentance and faith in Jesus Christ. (Romans 3:24; Ephesians 2:5,8-9; 2 Timothy 1:9)
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. (Romans 3:20,24,28; 5:1)
- We believe in the visible, personal, and premillennial return of Jesus Christ. (I Corinthians 15:20-23, 51-52; I Thessalonians 4:16-18)



- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (John 14:1-6; 2 Corinthians 5:8; Revelation 21:2,3 / Luke 16:23; Matthew 8:12; Mark 9:43-48; Revelation 20:15)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

GENERAL POLICIES

******Fairwinds Early Learning Center is a Ministry of Fairwinds Christian School. However, our center policies, rules, and fees pertain solely to the early learning center. Any center related questions or concerns should be directed to our center director. You may reach us at 302-328-3388.***

HOURS OF OPERATION: FELC will be open Monday-Friday from 6:30 AM to 5:30 PM, unless otherwise noted. Parents are welcome to stop by at any time during hours of operation, but please consider calling ahead to schedule a time if you wish to meet with the child's teacher or director for a specific question or concern that cannot be addressed via email or telephone. This will allow us to avoid schedule conflicts and classroom coverage, so we can continue to care for our children while you get the full attention you need.

HOLIDAYS: Full payment is due for the week even if it includes a holiday. The center will be closed on the following holidays: Good Friday, Easter Monday, Memorial Day, Fourth of July (depending on what day of the week it falls), Labor Day, Thanksgiving Eve (closing at noon), Thanksgiving Day, Black Friday, Christmas Eve (closing at noon depending on what day of the week it falls), Christmas Day (depending on what day of the week it falls), December 26 (depending on what day of the week it falls), New Year's Eve (closing at 3:00 PM) (depending on what day of the week it falls), and New Year's Day.

STATE OF EMERGENCY: Fairwinds Early Learning Center will be closed for all "State of Emergencies".

IN SERVICE DAYS: We set aside a day once quarterly for staff training and deep cleaning. Please note these days on your monthly calendar. If we have other "in service days" throughout the year, prior notice will be given, at least 30 days in advance.

SNOW DAYS: If Fairwinds Christian School is closed for inclement weather, the Early Learning Center will also be closed. Please check radio storm watches and the local television stations for school closings. You will want to check for "Fairwinds Christian School" (New Castle County, DE). A discount will be given if the center is closed 3 or more days.



MANDATED REPORTERS OF CHILD ABUSE & NEGLECT: We are required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for Children, Youth and Their Families. Our first priority is to make sure your child is safe and his or her needs are met. Our staff members have each been trained to recognize signs and symptoms of child abuse and neglect.

SIGNING IN/OUT: All children are to be checked in and out using the parent iPad via the Brightwheel app. Each parent has a unique code specific for their child/children. (See *COMMUNICATION* for other uses of this app in our center.)

DROP-OFF TIME/ DOCTOR'S APPOINTMENTS: Drop-off time begins at 6:30 AM and ends at 9:00 AM. Our learning activities start at 9:00 and it is disruptive to our learning environment when a child comes in late. If you have a doctor's appointment, he/she will need a note saying so, please ensure that all drop-offs from doctor's appointments are made by no later than 10:00 AM. Please let us know of all doctors' appointments at least 24 hours in advance so that we can be sure to have the proper staffing on hand, as well as accommodate our schedule to accept incoming children. If your child has a doctor's appointment later in the day, please be aware that once you pick up you will not be allowed to drop them back off that day.

PICK-UP TIME: Children must be picked up by 5:30 PM. Failure to pick your child up by 5:30 PM will result in a late fee (see *FEES*). We understand that you may want to discuss your child's day at pick-up time, however we ask that any discussion should be kept to a minimum. We will be glad to set up a time for you and the teacher to discuss any issues that you may have with our director. Please be responsible for your child's actions while they are with you as we must continue to give the other children our attention and maintain a calm, safe atmosphere.

RELEASE OF CHILDREN

- Your child will only be released to the people you authorized. If someone who is not authorized attempts to pick up the child, a parent/guardian and the police will be contacted.
- In the event of an emergency, a person who was not previously authorized may be able to pick up your child, if you or another parent/guardian contacts the center and provides the person's name. Before the release of your child, we will check the person's state-issued identification card and take a picture of the card for our records.
- If someone is authorized to pick up your child and unknown to our staff, he or she will be required to show a state-issued identification card before the release of your child. A picture of the card will be taken and kept for our records.
- Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided. If a non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted.
- If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

COMMUNICATION: We are currently using an app-based program called Brightwheel to communicate with parents about their child's day (i.e. diaper changes, naps, food and bottles etc.). This program allows you to download an application from your smart phone or tablet device and once you have received a unique code associated with your child, you will be able to open the app and see how your child's day is going. We can also use this app to post pictures



of your child as well as keeping you up to date on any supplies they may be running low on. Brightwheel also allows our director to quickly communicate with all our families at one time using the messaging system on the app. We will also be putting a monthly calendar together and posting it on Brightwheel, on classroom bulletin boards, and in your child's cubby to take home. This calendar will indicate any special events and days that we may be closed or closing early.

PHOTOGRAPHS & VIDEOS: We take photographs regularly and all our special events are recorded. These pictures may be posted in the center, displayed on our website, or used to chronicle your child's development or to illustrate the daily curriculum. We require written parent/guardian permission to disseminate photographs or videos of your child or if your child will participate in special events.

CONFIDENTIALITY: We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use.

MEALS & SNACKS: Meals and a healthy afternoon snack need to be supplied by the parents. Parents will also need to supply formula, bottles, and baby food. Breakfast for the Toddlers and Preschoolers is from 7:30 AM. until 8:30 AM. If you are dropping your child off at 8:30 or later, please be sure they eat prior to arrival. We are not able to serve breakfast after 8:30 AM. Lunch is served between 11:00 AM until 12:00 PM (see classroom schedules for more detailed time information).

WE ARE A PEANUT FREE FACILITY

Some suggestions when packing your child's lunch may include, but are not limited to:

- A. Breakfast: milk, fruit, Pop-Tarts, French Toast sticks, mini pancakes, yogurt
- B. Lunch: milk, fruit, vegetables, fish sticks, chicken nuggets, macaroni & cheese, hot dogs, leftovers
- C. When using a thermos please remember to use hot water in the thermos prior to adding food to keep food warm.

INFANT FEEDING: Infants will be fed according to their own schedule to maintain consistency from home to our center. You must complete a feeding schedule that includes the formula, breastmilk, or foods and their portions before your infant begins care and complete the Infant Feeding Schedule monthly. If your child experiences any feeding problems throughout the day, we will discuss it with you before your child leaves for the day.

All prepared bottles of formula and breastmilk from home must be capped and labeled with your child's name and placed in our refrigerator upon arrival. We recommend that you provide formula from a sealed container that is kept onsite and used exclusively for your child. Any prepared formula that is not used within 48 hours is discarded. Any unused breastmilk that was never frozen will be returned to you if not used within 48 hours.



Microwave ovens are not used to heat infants' bottles or food because uneven heating may lead to the risk of your child being burned. Please note all meals and snacks served will follow the nutritional guidelines set forth by the Child and Adult Food Program (CACFP) as noted in Delacare. We will not add or mix cereal or anything else in your child's bottle without written permission from your child's doctor.

PHONE CALLS: Please keep phone calls to teachers to a minimum during class times as we are busy learning and the staff needs to be able to focus on the children. Of course, if you must get in touch with us, you may call at any time and the director will be available to take calls and can pass on messages at any time to teachers. Brightwheel is a great way to get in touch with your child's teacher for non-urgent matters.

TRANSITIONING: When it comes time for your little one to move up into the next room, we will start transitioning over a week time span. We will discuss with parents when to begin that transition. On the Monday morning of the transition, your little one will spend about an hour to an hour and a half with their new class. They will gradually increase the amount of time spent in their new room over a week period. They will be completely transitioned over by that Friday. We will be in communication as necessary with our parents during this transition time.

BEHAVIOR MANAGEMENT: In the event that the director or administrator calls and ask you to pick up your child due to extreme acts of aggression or for the safety of your child or the other children, you have one hour to either arrive to pick up, have communicated that you are on your way, or have communicated that you are sending someone. After that we will begin calling emergency contacts. In most cases when we send your child home they will be allowed to return the following day if that is not the case, we will communicate this at pick up and let you know what day your child can return to Learning Center. Decisions regarding termination will be made based on continued behavior patterns. While we make every effort to keep your child in our care, we also have to consider the safety of the other children and the safety of the staff.

PAYMENTS & ADDITIONAL FEES

Payment/Late Payment Fee: There will be a late fee of \$10.00 per day for each day your payment is late. Late payment is cause for termination. Payment is due on the morning drop-off on Monday or the first day they attend for the week. The late payment fee begins after drop-off and continues for each day the payment is late. A \$40.00 fee will be charged for a return check and payment will be required by Brightwheel thereafter. We except checks or payment through Brightwheel.

Late Pick-up Fee: A late fee of \$25.00 per child, for the first 15 minutes or any part thereof will be charged for all pickups after 5:30 PM or days that we close early. Starting at 5:45pm, two dollars per minute will be charged per child.

Sick/Absent Days: Payment is required for ALL DAYS a child is absent when the child is scheduled to be in Learning Center.

Leave of Absence: If you expect your child to be out of Learning Center (for reason of illness or non-illness) for a prolonged period of time (over 4 weeks), you must notify the director, in writing, at least two weeks prior to your scheduled leave of absence to qualify for the reduced rates of 50% off your current tuition rate. The director will



hold the spot until the agreed date. If you do not return or contact the director to make different arrangements by the agreed upon date you will be considered withdrawn, and you may lose your spot. You will have to follow the enrollment process if you decide to return after that point, as you will be considered withdrawn.

Scheduled Vacation Discount Policy: After your child has been enrolled full time in our center for 3 months or more, you may qualify for a scheduled vacation rate. You must notify the director, in writing, at least two weeks prior to your scheduled vacation dates to qualify for the reduced rates of 50% off your current tuition rate. A scheduled vacation must be covered within a normal, consecutive Monday through Friday week. Pro-rated weeks will not be considered a vacation week. If you attend any day within that week, you will be required to pay your regular full tuition rate for that week.

There will be an automatic review of the contract with the possibility of a rate increase and/or contract revision on a yearly basis. There will be 30-day notice before any increases will go into effect.

SICKNESS POLICIES

HEALTH EXCLUSIONS: Ensuring children's health is of primary importance to our staff. Therefore, if your child exhibits any of the following symptoms or illnesses he or she will be unable to be in care unless the symptoms are gone or your child's doctor provides documentation stating the child has been diagnosed and the illness poses no serious health risk to your child or other children:

Communicable/Contagious Disease or Condition Policy: Children with a reportable communicable disease will not be admitted for care, unless your child's doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or the Division of Public Health (DPH) has advised me that your child presents no risk to others. For information regarding reportable communicable disease, please view DPH's website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child's doctor states your child may return but DPH states that your child may not, our staff will follow DPH's instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

Please respect any Fairwinds Early Learning Center decisions. If we think your child is too ill to remain in Learning Center, or if a child develops any one of these symptoms while at Learning Center, we agree to notify the parent(s) or legal guardian, and the parent(s) or legal guardian agrees to pick up the child within an hour and take the child home until there are no symptoms present. If you do not arrive within one hour we will begin reaching out to the emergency contacts that you provide.

Medication Policy: There are staff members who are certified by the Office of Child Care Licensing (OCCL) to always administer medication on site. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's

name. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

To comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodation, please speak with our administrator to discuss your request.

Symptoms of Illness for Exclusion Includes:	
• Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;	
• Temperature of 100.4°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;	
• Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;	
• Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;	
• Blood in stools not due to change in diet, medication, or hard stools;	
• Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;	
• Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;	
• Mouth sores with drooling;	
• Rash with fever or behavior change;	
• Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;	
• Scabies, until 24 hours after starting treatment;	
• Pediculosis “head lice” or nits, until 24 hours after starting treatment;	
• Tuberculosis, as directed by DPH;	
• Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;	
• Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;	
• Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);	
• Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;	
• Pertussis, until completing five days of antibiotic treatment;	
• Mumps, until five days after onset of glandular swelling;	
• Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;	
• Measles, until four days after arrival of rash;	

<ul style="list-style-type: none"> • Rubella, until seven days after arrival of rash;
<ul style="list-style-type: none"> • Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
<ul style="list-style-type: none"> • Unspecified short-term illness, not chronic illness if your child is unable to participate in activities or our staff cannot provide care for your child and the other children.

ACCIDENTS, INJURIES, AND SERIOUS INCIDENTS

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.
- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child’s head. Therefore, if your child falls and bumps his or head, lips, mouth, or face you will be notified immediately.
- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child’s file.
- You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report.
- You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

GENERAL INFORMATION

All our staff at Fairwinds Early Learning Center have been CPR and First Aid trained and certified.

Birthdays are important at the center. If you would like to send cupcakes or goodies with your child to share with the other children, you may as long as you stay within our peanut free policy.

Maintain a consistent bedtime schedule for your child. An unhappy child can disrupt everyone’s day.

Rest is a very important part of a growing child’s routine. A well-rested child is happier and easier to get along with. Nap time is between 12:00 P.M. to 3:00 P.M. Please let us know if you plan to pick up your child during this time so we can keep from disturbing the other children.

We enjoy playing outdoors and can get very dirty. Please make sure clothes are loose-fitting and easy to remove, especially for children being potty-trained. Please ensure that your child has at least once full change of clothes at the center if they get dirty outside.

Please do not send candy to Learning Center with your child.



Please DO NOT send toys to the Learning Center with your child unless it is a special day activity or for show and tell activities. The Learning Center will not be responsible for lost or damaged items.

Each person is treated with dignity and respect. Feelings are recognized and addressed and appropriate methods of expression are taught.

Cooperation is another valuable skill developed in Fairwinds Early Learning Center. Everyone is responsible for clean-up. Older children learn to help younger children and each other in a variety of ways.

Please label all your child's extra clothes, jackets, lunch bags, bottle bags and diaper bags. This will help us to get your lost item back to you.

SUSPENSION & EXPULSION: Our staff members have completed many trainings to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These training courses included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. They complete training each year to help them understand children who have challenging behavior.

We work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, our staff members will work with you to help your child change his or her behavior and you may need to seek professional services for your child. We will use interventions to help your child learn to manage his or her behavior. If a therapist is involved, we will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

Your child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to himself/herself or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for services, as stated in the contract.

POSITIVE BEHAVIOR MANAGEMENT: Our center has rules to keep all children safe. If your child breaks a rule, he or she will be redirected and a staff member will explain the importance of following the rule so the child may understand. If breaking rules becomes a persistent problem, a parent or guardian will be notified so we may discuss ways to handle the problem together. If your child has a special need or an emotional disability, our staff will work with you and professionals, if needed, to create effective ways to manage your child's behavior.



Our staff members teach by example and use positive reinforcement techniques by praising a child when he or she is behaving. Throughout the day, our staff members will offer praise, attention, compliments, and rewards to your child. The rewards are typically stickers of popular characters. We find these techniques work best to encourage good behavior.

Occasionally, a child, ages 3 and older, who is misbehaving may be asked to take a break. This involves the child going to a quieter area of the classroom with a staff member so he or she can take some deep breaths and let off some steam. Our staff members are trained on positive behavior management techniques. They do not use any physical punishment or use any act that is prohibited by licensing regulations. Our administrator routinely steps into classrooms to observe the staff members interactions with children. In addition, staff members are asked to bring any concerns regarding another staff member's behavior/interactions to the

Fairwinds Early Learning Center is an extension of the home and therefore we wish to work with the parents in training their children in the way of the Lord. We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of the conflict.

We encourage children to empathize with one another's feelings and see the results of their actions. We discourage inappropriate behavior. We use "Time Out" as our last resort. Any child that is put in time out is always supervised by a teacher and shall remain in time out only 1 minute per age of the child. When time out is over, it is explained to the child why time out occurred and what correct behavior is expected. No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest, or toileting.

Positive Guidance Techniques

- Redirection
- Ignoring the behavior
- Verbal Intervention
- Logical and Natural Consequences
- Taking a break

Giving positive verbal rewards will encourage the child to continue toward acceptable behavior. It reinforces the child's good feeling about his/her behavior and serves as an example to the other children to act in such a way to receive equal praise.

Our goal is to never humiliate or embarrass a child. We want to respect the children and let them know that whatever they are feeling is okay – but it is the way they express their feelings is what we want to help them control. Punishment that is humiliating or frightening to a child, such as hitting, spanking, pinching, shaking, pulling hair or arms, yelling or screaming, jerking, verbal or sexual abuse, withholding or forcing food, etc. is PROHIBITED.



TERMINATION OF SERVICE

Enrollment with Fairwinds Early Learning Center can be terminated for voluntary or involuntary reasons.

For voluntary withdrawal, families must provide a written intent to withdraw to the director two weeks prior to your intended last day of care.

For involuntary withdrawal, Fairwinds Early Learning Center can initiate termination with or without notice for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up child
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Behavior management*
- Our inability to meet a child's needs
- Lack of compliance with handbook regulations

We will give two weeks' notice of termination, when circumstances allow, for which full tuition is due. Fairwinds Early Learning Center reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the center, the staff or the other children in attendance.

SUPPLY LISTS

Infants

- Diapers
- 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
- Diaper Rash Cream/Powder (if desired) – MARs form must be provided when needed
- Crib sheet
- Swaddle/blanket sleeper, if desired (Blanket use is prohibited in cribs) – Swaddle Permission Form must be provided
- 2 Extra full changes of clothing
- Pacifier (if desired)

One Year Olds

- Diapers
- 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
- Diaper Rash Cream/Powder (if desired) – MARs form must be provided when needed
- 1 Blanket for naptime and a crib sheet
- 2 Extra full changes of clothing

Two Year Olds

- Diapers/Pull-Ups (side of pull-up must be able to be torn and re-attached)
- 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
- Diaper Rash Cream/Powder (if desired) – MARs form must be provided when needed
- Nap Pad for nap time (a crib sheet and small pillow, if desired)
- 2 Extra full changes of clothing

Three Year Olds

- Pull-ups for children not completely potty-trained (The side of the pull-up must be able to be torn and re-attached.)
- 3 full sets of – underwear, pants, shirts, socks, and undershirts if desired, as well as one spare pair of shoes (for all underwear wearing children)
- 1 Container of baby wipes (you will be asked to provide wipes as needed for your child)
- Nap Pad for nap time (a crib sheet and small pillow, if desired)

Pre-Kindergarten

- 1 Extra full change of clothes
- Crib sheet and small pillow for nap time
- Small backpack

Daily Supplies and Tips

Please be sure to label all of your child's belongings (clothing, bibs, cups, lunch box, etc.)

- A Lunch box with an ice pack
- **All dishes and silverware needed for the day. We do NOT have silverware readily available, nor do we have a kitchen sink available for washing dishes.**
- A spill proof cup with a stopper (PLEASE do not send cups that will leak or spill)
- An afternoon snack
- **All blankets and sheets must be taken home each Friday to be washed and returned Monday morning.**
- Unless there is a special day, please do not send in toys or stuffed animals for the children to play with during the day. All toys and stuffed animals that are brought in will be kept in your child's cubby. They will not be allowed to play with them during the day as we are not responsible for any lost or broken items.



Infants' Schedule **(8 weeks to 12 months)**

6:30 AM – 8:30 AM – Arrival & Breakfast Time

9:00 AM – 9:30 AM – Diaper Changes

9:30 AM – 9:45 AM – Baby Circle Time (*Bible, Literature, Tummy time activities*)

9:45 AM – 10:15 AM – Play time/Outside time (weather permitting)

10:15 AM – 11:00 AM – Morning Naps (as needed)

11:00 AM – 11:30 AM – Diaper Changes and Play & Explore

11:30 AM – 12:30 PM – Lunch Time

12:30 PM – 12:45 PM – Diaper Changes

12:45 PM – 1:00 PM – Creative Play (*Art Projects, Music and Movement*)

1:00 PM – 3:00 PM – Afternoon Nap Time

3:00 PM – 3:15 PM – Diaper Changes

3:15 PM – 3:45 PM – Snack Time

3:45 PM – 4:30 PM – Guided Activity Time (*Large and Small Motor Skills Focus*)

4:30 PM – 4:45 PM – Diaper Changes

4:45 PM – 5:30PM – Free Play Time

**** PLEASE NOTE**** This is a general guideline of your child's activities; each infant has their own schedule, but we make every attempt to fit in all the above activities into your child's day per their developmental level. Bottles, diaper changes, and naps are given according to their individual schedule or as needed.

1-Year-Old Daily Schedule

6:30 AM – 8:30 AM – Arrival & Breakfast Time (We do not serve breakfast after 8:30 AM. If your child is coming in after 8:30 AM, please give them breakfast prior to arrival.)

8:30 AM – 8:45 AM – Circle Time (*morning routine, songs*)

8:45 AM – 9:00 AM – Diaper Changes & Free Play

9:00 AM – 9:30 AM – Learning Activities (*large group*)

9:30 AM – 10:00 AM – Physical Activity/Outside time (weather permitting)

10:00 AM – 10:15 AM – Bible (*story, songs*)

10:15 AM – 10:30 AM – Diaper Changes

10:30 AM – 11:00 AM – Learning & Art Activities (*large & small group*)

11:00 AM – 11:30 AM – Lunch Time

11:30 PM – 12:00 PM – Diaper Changes

12:00 PM – 2:30 PM – Nap Time

2:00 PM – 2:45 PM – Diaper Changes (*As children wake up from nap*)

2:30 PM – 3:00 PM – Snack Time (parents provide the snack)

3:00 PM – 3:30 PM – Physical Activity/Outside time (weather permitting)

3:30 PM – 4:00 PM – Learning Play Centers

4:00 PM – 4:30 PM – Diaper Changes

4:30 PM – 5:30PM – Free Play Time/Pick up

**** PLEASE NOTE**** This is a general guideline of your child's activities; our schedule may vary at teacher's discretion due to special activities, school schedule or a sick child, etc. Bottles are given to the children according to their schedule at home or as needed.

2-Year-Old Daily Schedule

6:30 AM – 8:30 AM – Arrival & Breakfast time (We do not serve breakfast after 8:30 AM. If your child is coming in after 8:30 AM, please give them breakfast prior to arrival.)

8:30 AM – 8:45 AM – Circle Time (*morning routine, songs*)

8:45 AM – 9:00 AM – Diaper Changes/Potty Time

9:00 AM – 9:30 AM – Learning Activities (*large & small groups*)

9:30 AM – 10:15 AM – Learning Play Centers

10:15 AM – 10:45 AM – Physical Activity/Outside Play (weather permitting)

10:45 AM – 11:00 AM – Bible (*story, songs, craft*)

11:00 AM – 11:15 AM – Diaper Changes/Potty Time

11:15 AM – 11:45 AM – Lunch Time

11:45 AM – 12:00 AM – Story Time

12:00 PM – 2:30 PM – Nap Time

2:30 PM – 2:45 PM – Diaper Changes/Potty Time & Clean Up from Nap Time

2:45 PM – 3:15 PM – Snack Time (parents provide the snack)

3:15 PM – 4:00 PM – Free Play/Outdoor Play (weather permitting)

4:00 PM – 4:15 PM – Diaper Changes/Potty Time

4:15 PM – 5:30 PM – Free Play

**** PLEASE NOTE**** This is a general guideline of your child's activities; our schedule may vary at the teacher's discretion due to special activities, school schedule or a sick child, etc.

3-Year-Old Daily Schedule

6:30 AM – 8:30 AM – Arrival & Breakfast time (We do not serve breakfast after 8:30 AM. If your child is coming in after 8:30 AM, please give them breakfast prior to arrival.)

8:30 AM - 9:00 AM – Circle Time (*morning routine, songs*)

9:00 AM – 9:15 AM – Bathroom Break

9:15 AM – 9:45 AM – Bible (*story, songs, craft, Spanish*)

9:45 AM – 10:15 AM – Lesson Time (large & small groups)

10:15 AM – 10:45 AM – Physical Activity/ Outdoor play (weather permitting)]

10:45 AM – 11:15AM – Bathroom Break

11:15 AM – 11:45 AM – Lunch Time

11:45 AM – 12:00 PM – Bathroom Break

12:00 PM – 12:15 PM – Story Time

12:15 PM – 2:45 PM – Nap Time

2:45 PM – 3:00 PM – Bathroom Break

3:00 PM - 3:30 PM – Snack Time (parents provide the snack)

3:30 PM – 4:00 PM – Free Play/Outdoor Play (weather permitting)

4:00 PM – 4:15 PM – Bathroom Break

4:15 PM – 5:00 – Learning Centers

5:00 PM – 5:30 – Free Play & pick Up



Pre-Kindergarten Daily Schedule *4- & 5-year-olds*

6:30 AM – 8:30 AM – Arrival & Breakfast Time (We do not serve breakfast after 8:30 AM. If your child is coming in after 8:30 AM, please give them breakfast prior to arrival.)

8:30 AM - 8:45 AM – Bathroom Break

8:45 AM – 9:15 AM – Circle Time (*daily routine, songs, Spanish*)

9:15 AM – 10:15 AM – Lesson Time (large & small groups)

10:15 AM – 10:30 AM – Bathroom Break

10:30 AM – 11:00 AM – Bible (*story, songs, craft*)

11:00 AM – 11:15 AM – Bathroom Break

11:15 AM – 12:00 PM – Physical Activity/Outdoor Play (weather permitting)/Photography

12:00 PM – 12:15 AM – Bathroom Break

12:15 PM – 12:45 PM – Lunch Time

12:45 PM – 1:00 PM – Bathroom Break

1:00 PM – 2:30 PM – Nap Time

2:30 PM – 2:45 PM – Bathroom Break

2:45 PM - 3:00 PM – Story & Snack Time (parents provide the snack)

3:00 PM – 3:45 PM – Free Play/Outdoor Play (weather permitting)

3:45 PM – 4:00 PM – Bathroom Break

4:00 PM – 5:00 – Learning Centers

5:00 PM – 5:30 – Free Play & pick Up

2- AND 3-YEAR-OLD POTTY TRAINING TIPS

We are so excited that your child is showing interest in the potty! We are ready to partner with you during this exciting time in your child's growth experience. We will help your child learn how to pull up and down their own clothing, as well as wipe their bottom, flush the toilet and wash their hands. We encourage you to also do these things at home. This will ensure a good routine for your child while on their potty-training journey.

Here are some helpful tips that will help make "potty time" easier for your child, as well as develop their motor skills:

- **Send your child to Learning Center with clothing that will be easy for your child to pull up or down.**
- **Do not send your child in onesies, overalls, suspenders, a belt, long skirts or dresses. These make potty training very difficult and may hinder your child's progress.**
- **Please make sure that your child wears re-sealable pull-ups. This makes accidents easier to clean up.**
- **Please make sure that your child has at least three full changes of clothes as well as one spare pair of shoes at Learning Center should your child have any accidents.**

You and your child's teacher will work together to see when he/she is ready for big kid underwear. If your child has three or more accidents within a week's time, we will ask that your child wait just a little longer for big kid underwear and return to wearing pull-ups.

If you have any questions, please feel free to speak to your child's teacher.



Fairwinds Early Learning Center

your child is our priority