



FAMILY HANDBOOK

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Welcome to Salem Fields Learning Center

We welcome you and your child to The Learning Center at Salem Fields. We look forward to a long and rewarding relationship. When you cannot be with your child, we will provide a safe and loving environment, where, under the guidance of trained professionals, your child will have the opportunity to grow academically, socially, emotionally and spiritually. We believe this environment is best achieved through partnership with families. Our open-door policy welcomes you at any time. We hope to see you often!

Your handbook contains important information about our policies and programs. Please read it carefully and feel free to ask any questions.

Sincerely,
Salem Fields Learning Center Staff

MISSION STATEMENT

Salem Fields Learning Center is a faith based childcare center. It is at the heart of our vision to offer a program that addresses the whole child. The mission of our childcare center is to provide a safe, loving, and encouraging environment that not only meets children's developmental and academic needs, but also their spiritual needs. It is our mission to instill confidence, self-worth, and Christian morals in every child. The center will provide a faith-based curriculum with an emphasis on creative learning and development through various activities. We strive to offer every child a "bright beginning for a successful future."

PHILOSOPHY AND GOALS

SFLC values a philosophy of child development that motivates a child to experience a variety of developmentally appropriate activities, promotes family involvement and supports the child and caregiver relationship. The following goals reflect our philosophy:

- To provide a safe, loving, and child-oriented environment,
- To help each family maintain their child's good health and promote physical development.
- To foster spiritual, social, emotional and cognitive development through hands on activities and learning experiences that are appropriate to each child's ability.
- To assist families in managing the challenges of family needs and the workplace.
- To help children learn and grow in their relationship with God.

EDUCATION

Our curriculum is designed to support the expertise of professional educators on what qualifies as a high- quality Early Childhood Program, as established by the Virginia Star Quality Initiative Program. We recognize that the growth of a child is a gradual developmental process unique to everyone. Our programs are designed to support each child's natural curiosity for learning. Young children learn by doing and are motivated by their own desire to make sense of their world. At our center, your child will have the opportunity to choose from a variety of hands-on activities which are designed to support social, emotional, spiritual, and cognitive development. Our teachers closely observe to see what each child understands and then pose additional challenges to push their thinking further. Thus, our learning environment is child directed and teacher supported with children learning information in meaningful context rather than through drill exercise or rote memorization.

As a faith-based learning center, we incorporate Christian/Biblical principles and stories into our weekly lessons. We believe in helping children build a foundational relationship with God and continue to nurture that relationship as the child grows. The curriculum is taught in both a large group setting and classroom setting with various daily activities, games, and small group time.

OUR CLASSROOMS

Our classrooms are grouped by age and developmental level. We pride ourselves on providing clean, safe and comfortable classrooms where your child can feel secure. Our large activity centers offer Home Living/ Dramatic Play, Block Play, Science, Art, Quiet Areas for reading and a variety of manipulative for exploration and problem solving. Your child will be encouraged to work independently, in small groups, and in large groups and will learn by doing. Daily Reports will be available to parents through our electronic reporting system on My Kidz Day app. Please see your registration packet to learn how to download and access information on the app. Each classroom has a Family Information Board with weekly and/or monthly information.

ADJUSTING TO A NEW ENVIRONMENT

Adjusting to a new environment can involve anxiety for your child, and subsequently, for you as a parent/guardian. Our staff is sensitive to these feelings and will make every effort to facilitate a smooth transition into the Center. As a parent/guardian, you can help your child in the following ways:

- Because your manner affects your child's behavior, take time to familiarize yourself with the center, staff and your child's classroom so you feel comfortable when dropping your child off.
- Encourage excitement by talking to your child about making new friends and all of the things he/she will be doing at the Center.
- We recommend keeping goodbyes short, "Good-bye, I will be back later to pick you up. I know you will have a good day." Although it may seem cruel to leave a crying child, this method helps to minimize separation anxiety. You can always call to check on your child at any time during the day.
- Separation anxiety may re-occur after vacations or long weekends away from the Center. Your consistency with drop off procedures will ease these transitions.

HOURS

The operating hours of the center is as follows:

- 5:30am – 7:00pm

YEARLY CALENDAR

We at the center try to plan a fun and engaging calendar for our students and their families. We have several events planned throughout the year for our students as well as several family events. Dates and times of events will be shared with families monthly through email and our MyKidzDay App Calendar.

HOLIDAY CLOSINGS

The center strives to be open as much as possible for our families. However, we also believe it is important for our staff and our families to have time together for the holidays. Therefore, there are some days throughout the year where the center will be closed.

Below are the holidays that we are closed for the year.

The Center will be closed on the following days:

New Year's Day	Closed
Good Friday	Close at 5:00pm
In-Service Day – May TBA	Close at 5:00pm
Memorial Day	Closed
Independence Day	Closed
In-Service Day – Aug TBA	Closed
Labor Day	Closed
Thanksgiving	Closed
Thanksgiving	Closed
Christmas Eve	Closed
Christmas	Closed
New Year's Eve	Close at 5:00pm
New Year's Day	Closed

When Christmas, New Year's Day or 4th of July fall on a Saturday the center will be closed the Friday before the holiday and if either of those holidays fall on a Sunday the center will be closed the Monday after the holiday.

Please note there will be one in-service day the Friday before Spotsylvania County schools open for the school year where the center will be closed for the day. The date for this in-service day will change per the Spotsylvania County school calendar.

Full payment is expected if a holiday falls on your child's scheduled day to be at the center.

ENROLLING YOUR CHILD

The following is required for a child to be enrolled at SFLC.

- Completed enrollment forms
- Non-refundable registration fee
- Certified copy of your child's birth certificate
- Current shot record
- Most recent Virginia state physical form and or Wellness Check
- Signature Page of the Family Handbook
- Custody paperwork if applicable

The center requires that court copies of legal custody papers be on file for us to comply with any court ordered custody and/or pick-up arrangements. **Please know if custody/visitation paperwork has not been provided and a parent is listed on the child's enrollment form as a parent/payee, the center is not allowed to deny pick-up of the child. Also, know any requests to not allow a parent to pick up his/her own child that are not specifically listed in custody paperwork are not able to be followed.**

IMMUNIZATIONS AND PHYSICALS

In compliance with the county and state licensing regulations, your child must have a physical examination and be current on all immunizations prior to enrollment. **In order to protect the health and safety of our students and staff, we do not accept children who are not up to date on their vaccinations.** Proper documentation of your child's medical records must be provided at the time of enrollment. After enrollment, you are responsible for updating your child's health files to reflect new immunizations.

Updated information is required once every six months for children under two, and once between each child's fourth and sixth birthday. The return of this information in a timely manner is greatly appreciated.

CHANGE OF ADDRESS AND PHONE NUMBER

Please notify us immediately of any changes in your address, home, work, cell phone numbers or those of your emergency contacts. If we do not have your current address and phone number, it is difficult to notify you in the event of an emergency. If you will not be at your regular phone number for a particular day or period of time, please leave a temporary number where you can be reached.

Please provide us with an email address so that you can receive information electronically. You may also update your phone numbers, address, and other important information via myprocare.com.

WITHDRAWAL POLICY

Parents may terminate service by giving two weeks' notice in writing. Earlier notice, if known, would be appreciated. **Parent/guardians are expected and agree to pay for the two weeks' notice period even if the child is not in attendance.**

TUITION FEES/ LATE CHARGES

We accept payment through Electronic Funds Transfer (EFT)/Automatic Draft. Each family is therefore required to have an account on file which can be used for payments. **Tuition fee is payable on a weekly basis, due each Thursday in advance of the week of attendance.** There is a \$50.00 per week late fee added for payments received after the Friday prior to the week of service. Unpaid accounts are subject to a **\$50 late fee** for each week of delinquency. After two (2) weeks of delinquency in payment, services may be terminated, and your account may be turned over to our collection agency. Services may be re-established, space permitting, when your account is paid in full, along with one week's advance payment. **Post-dated checks are not accepted.**

RETURNED PAYMENTS AND/OR CHECKS

In the event a payment is returned (check or electronic) please know all returned payments are subject to a **\$50.00** Return Payment Fee. In the event of a returned check, our policy states that only two returned checks will be accepted per calendar year. We will resubmit the check **only** if you want us to. If that check is returned again, another **\$50.00** Return Check Fee will be incurred. After a second returned check, you will be required to pay by **money order or cash.**

ANNUAL FEES

The following are annual fees for each child at the center

- Registration fee
 - \$125.00 for the first child and \$100 for all other children registering
 - To be paid at the time of registering
 - Registration fee will also be paid once a year after enrollment each August if re-enrolling for the upcoming school year
- Quarterly Activity Fee
 - \$25 per child (other than preschool)
 - The activity fee is to be paid in the following months: September, December and March
 - A quarterly activity fee will not be due in May as there will be a different fee for children participating in our program for the summer due to additional summer activities as well as swimming and field trips for eligible children.
- Preschool Quarterly Activity Fee
 - \$35 per child that is enrolled in our preschool class
 - The activity fee is to be paid in the following months: September, December and March
 - The fee helps cover the costs of activities provided including all field trips for the school year
 - A quarterly activity fee will not be due in May as there will be a different fee for children participating in our program for the summer due to additional summer activities as well as swimming and field trips for eligible children.
- Technology Fee
 - \$25 per child
 - Fee is due once a year in January

- The fee helps cover the costs such as the MyKids App and other technology added to classrooms each year.
- Summer Activity Fee
 - Summer Activity Fees may vary each year and will be announced before each summer for those wishing to attend the center for the summer and participate in our summer programs
 - The fee helps cover additional summer activities that are provided to each classroom and swimming and field trips for eligible students.

LATE PICK UP

If a child is not picked up within ten minutes after closing, you will be charged **\$3.00 per minute per child that you are late**. After thirty minutes, if we have not heard from you and have not been able to reach an emergency contact, we are obligated to call Child Protective Services to come and pick up your child. Please be considerate of the Center's hours of operation. **These late fees are due when you pick up your child.**

CLOCKING IN AND OUT

Upon enrollment, each Parent/guardian will be given a four digit PIN number to be used for clocking their child in and out using the keypad located at the front door. **All children must be clocked in upon arrival and clocked out upon departure from the center.**

DROP OFF PROCEDURES

Upon arrival at the center, please park in front of the building in the designated parking area and turn your car all the way off to drop off your child. All people entering or exiting the building must do so through the front door using the security keypad.

Please do not pull up to or park directly in the front of the building doors to drop your child off. Also, please do not leave other younger/small children in the car while dropping or picking up your child.

Parent/guardians are required to accompany their children from the parking area, to sign them in, and accompany them to the classroom. Contact with the teacher should be made at this time so that information regarding the child can be shared and the teacher can be aware of any changes or special needs.

Please note that your child must be dropped off to the center before 11:00am. After, this time children have been fed lunch and/or their lunch is already being prepared as well as children are getting ready for nap. Therefore, it is not productive to our classroom's learning environment for children to be dropped off after 11:00 am.

PICKING UP YOUR CHILD

Upon arrival at the center, please park in front of the building in the designated parking area and turn your car all the way off to drop off your child. All people entering or exiting the building must do so through the front door using the security key-pad.

Please do not pull up to or park directly in the front of the building doors to drop off or pick up your child. Also, please do not leave other younger/small children in the car while dropping or picking up your child.

When picking up your child please make sure their teacher knows you are picking them up. Also, please check your child's cubby and classroom closet each day to make sure you have all their items that need to go home for that day.

Children will only be released to custodial parents or guardians or those people listed on the enrollment form as authorized to pick up the child. All authorized people must have proper photo identification with them and be at least 18 years of age or the child will not be released. **CHILDREN WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON.** If an unauthorized person attempts to pick up your child, you will be notified immediately.

SAMPLE DAILY SCHEDULE

(Schedules may vary slightly depending on age group of children)

- 5:30 – 6:30 Free Play with age appropriate toys available
- 6:30 – 9:00 Welcome! Interactive Play/All Centers Available
- 8:00 – 8:30 Breakfast
- 9:00 – 11:00 Morning Instructional Activities including outside time
- 11:00 – 12:00 Lunch (See Nutrition section for class lunch times)
- 1:00 – 3:00 Nap
- 3:00 – 3:30 Clean up from nap and wash hands for snack
- 3:30 – 4:00 Snack
- 4:00 – 6:00 Afternoon Instructional activities and outside time
- 6:00 – 6:30 Evening Snack
- 6:30 – 7:00 Free Play with age appropriate toys available

TRANSITIONING TO A NEW CLASS

The children are grouped according to their birth date rather than their general age. They are with other children who are in the same developmental stage and who will be starting Kindergarten with them. We've used the guidelines like those used by Fredericksburg and Spotsylvania County standards for public school. Grouping this way is of tremendous benefit. The children will remain with the same teacher, from 2 years of age on, in a class from August to June and then move up with those classmates when a new school year begins. This will allow the children to consistently move up

with the friends they have made in their class as well as allowing them to become familiar and comfortable with the schedule, structure, environment and teachers for the entire school year.

We move the infants and toddlers according to where they are in their developmental stages. We will absolutely discuss every transition with you, the families, to make sure that you are aware of the transition.

OUTDOOR PLAY

Your child's day will be balanced between indoor activities and the opportunity for rigorous play outdoors. Our playgrounds provide a variety of equipment and surfaces that encourage gross motor skill development and physical health. State licensing requires that we include outdoor time each day as weather permits. Consequently, children who are well enough to attend our center are expected to participate in all activities including outside time. Please be sure your child has appropriate outdoor clothing each day. Closed toed shoes are required for outdoor play. Children will not go out during rainy weather or if temperatures are dangerously hot or cold.

REQUIRED ITEMS AND ITEMS FROM HOME

Many of our classes require children to bring items from home such as bottles, crib sheet and blanket, extra set of clothes and shoes etc. Please make sure you receive your child's supply list when you register so that your child can have the items they need each day.

Because of the wide variety of activities, it is **REQUIRED** that the children be dressed in washable, comfortable and weather appropriate clothing. Protective wear is available for art. **Closed toed shoes are required every day for you child at the center as they are the safest shoes for indoor and outdoor play.** You may also want to send in an extra pair of closed toed shoes to keep in your child's cubby in case of an accident.

All extra clothing should be marked with the child's name. Spare clothes borrowed from the center must be washed and returned the next day.

Please also make sure you child has a jacket at the center during cooler and colder months as we try to take the children outside as much as possible throughout the whole year.

Please note that for children 16 months and up we do not allow children to bring in Sippy Cups or bottles as we teach them how to use a cup at this age.

Please note that for children 12 months to 16 months old we ask that parents not send in bottles or cups with milk in them as the center will provide all milk and/or other drinks needed during the day.

The Center cannot assume responsibility for the loss or damage of personal belongings. **We have plenty of toys and educational materials and we strongly discourage children from bringing their personal items from home (except for Nap Time accessories).** Please help us with the enforcement of this policy.

If your child has lost anything, please notify us as soon as possible. We do have a lost and found and will be happy to look for the item. Labeling items with your child's name increase the possibility that the item will be found or returned. Unclaimed property is donated to charity after a reasonable period of time.

NUTRITION AND MEAL TIMES

Here at Salem Fields we are committed to good nutrition. Meal and snack times are used as educational opportunities and social occasions, supervised by staff that encourages healthy eating habits through positive role modeling, group discussions, etc.

Copies of our menu are available. It is your responsibility to notify us of any food intolerance, allergies, or special dietary needs your child may have. Notification should be given in writing at the time of enrollment. **If your child has a doctor diagnosed allergy (food and non-food related) we will need an allergy action plan from your child's doctor.**

Parent/guardians may substitute food items as long as they do not require preparation. Please label all food from home and do not send any nut or peanut products in your child's lunch or any candy or gum to the Center unless otherwise notified. **All food brought from home must be turned in to the Front Desk and not dropped off directly in the child's classroom.**

For infants all bottles must be provided (breastmilk or formula), you need to supply enough filled and/or pre-mixed bottles each day as well as an emergency supply of formula. Also, please supply all baby food needed once the child is eating baby food or cereal. Once the child is ready to eat center food we will provide the child with center food.

Our meals are served at the following times. Please note that if your child arrives after a designate mealtime, they will not be served that meal.

- Breakfast
 - School Age during the school year: 7:15 – 7:45am
 - Rest of Center – 8:00 – 8:30am
- Lunch
 - Infants and Toddlers: 11:00 – 11:30
 - Two Year Old's: 11:30 – 12:00
 - Three Year Old's and Pre-K: 11:30 – 12:00
 - School Age (when school is out): 12:00 – 12:30 – time may vary depending on field trips
- Afternoon Snack
 - Infants – Two Year Old's: 3:00 – 3:30
 - Three Year Old's and Pre-K: 3:30 – 4:00
 - School Age during school: 4:00 – 4:30

- School Age during summer: 3:30 – 4:00
- Evening Snack
 - 6:00 – 6:30

INFECTION CONTROL

It is inevitable that children will get sick, no matter where they are. As children begin to have contact with the world outside that of their own families, they come into contact with germs and bacteria that are foreign to their bodies. This is the way they build immunities. We cannot, nor would we want to, shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and a simple cold would become a serious illness. We do, however, want to protect a child from an unusually high exposure to germs all at once.

In a childcare setting, children encounter groups of other children from outside their families. It is in this situation that the illness from one child can spread rapidly through the group of children and staff members if stringent measures to prevent this spread are not taken. The staff at the Center will take constant precautions to prevent the spread of illness.

Many common childhood illnesses are contagious. Therefore, if your child exhibits the following symptoms, you will need to make arrangements for he/she to be picked up from the Center within 2 hours of being notified:

- Fever – 101.0 or higher child may not return until fever free for 24 hours
- Vomiting - child may not return to the center until 24 hours without vomiting
- 3 episodes of diarrhea – child may not return to the center until 24 hours without diarrhea
- Pink eye – tears, redness of eyelid lining, followed by swelling and discharge of pus. (Child may not return for 24 hours, unless there is a doctor’s note stating that the child is not contagious.)
- Unusual spots or rashes - child may not return until the rash is gone or a doctor’s note stating the rash is not contagious and the child can return to the center.
- Severe coughing – child gets red or blue in the face, child makes high-pitched croup or whooping sounds after coughs
- Lice or lice eggs identified in the child’s hair or scalp – child may not return to center until all lice and nits have been removed from hair

If your child is sent home from the center, he/she must be symptom free for 24 hours before returning to the center or have a doctor’s note stating that the condition is not contagious. **In the event that your child has contracted a communicable infection, please notify the center immediately.** Notes will be posted informing parent/guardians of any communicable diseases to which their children may have been exposed.

Please note that even if your child is out sick you are still responsible for your child’s tuition each week.

MEDICATION

If your child needs a medication administered, please see the Front Desk Staff. The center follows all Virginia State requirements when it comes to administering medications.

All medications MUST be kept in a locked box at the Front Desk as no medication is to be kept in the classrooms.

- Medications must be given to the front desk in their original box/container including over the counter medications with the label clearly showing the date, child's name, dosage and time of administration instructions.

For the center to administer **ANY** medications, including diaper rash cream and sunscreen, a form must be completed by the Parents/Guardians authorizing the administration of medication.

- Over the counter diaper rash cream and sunscreen form is good for one year
- Forms for other medications and most prescription medications are good for 10 days – if the medication is needed for longer than 10 days the parent/guardian will have to complete a new form every 10 days
- Please note certain medications such nebulizers require both parent and doctor authorization.
- In cases of permanent long-term medications such as inhalers and epi-pens the parent must provide a copy of an Allergy or Asthma Action plan signed by both the doctor and the parent. This form/plan is good for one year and must be updated each year.
- Forms can be faxed to us at (540-548-5129)

Expired medications will not be accepted and any that expire while at the center will be returned to the parent/guardian as soon as they are expired. No expired medications will be given to a child at any time.

If you have any questions about specific medication authorization requirements, please see the front desk.

INJURIES

Although we make every effort to keep your child safe, children injuries sometimes do occur. Depending on the degree of injury, you will be notified by phone or at the end of the day by the way of an Injury Report. Parents will be notified by phone for any head, face, or bite injury that breaks the skin. Parents/guardians should sign this report acknowledging that it has been read.

If it is our opinion that your child's injury (or illness) requires immediate emergency treatment, the Rescue Squad may be called, and your child will be taken to the nearest emergency room or clinic. You (or those listed on the emergency form) will be notified as soon as possible. Parents/guardians will be responsible for the costs incurred due to emergency treatment.

VACATION

Each family may use one week of vacation at half the regular tuition rate for the school year (September – May) and if enrolled for the summer they may use one week of vacation at half the child's regular tuition rate for the summer (June – August).

The family must notify the center's administrative staff in writing (email or vacation request form) two weeks prior for a vacation week to be used. **If the center is not given two weeks' notice, the vacation week may not be used.**

INCLEMENT WEATHER

The following is our inclement weather policy

- **If the Spotsylvania General District Court is closed due to inclement weather, then the center will be closed as well.**
- **There may be times the center is closed, and the Spotsylvania General District Court is not – this would only be due to parking lot and/or building/power issues due to snow and ice – please always double check closing information sources when inclement weather occurs.**
- The decision to delay opening will still be made through the supervisory staff of the center.
- When the decision has been made to delay opening or close the center for the day due to inclement weather information will be sent out to families in the following way:
 - Email from Miss Michele or Miss Dominique
 - Post on the SFLC Facebook page
 - It will be added to fredericksburg.com Closings and Delays Page
- We will try our best to get the information out to families as soon as possible

In the event the center is closed early due to occurring bad weather, parent/guardians may be called to pick up children as quickly as possible. The safety of our families and teachers are primary considerations.

Please know, we will try to open or remain open whenever practical and safe, but we will consider road conditions regarding staff and child travel to and from the Center.

Please note that families are still responsible for tuition payment even when the center is closed due to inclement weather.

SCHOOL CLOSINGS

An additional \$20 per day is charged for school age children who attend the center during school closings (snow days, teacher workdays, holidays, etc.). An additional \$10 a day will be charged for school age children for early dismissals.

BIRTHDAYS AND SPECIAL OCCASIONS

Parent/guardians are welcome to send store bought cookies, cupcakes or cakes to share with their child's friends on birthdays or special occasions. Please let your child's teacher know in advance that you will bring a treat. Please remember that we are a peanut and nut free center.

FIELD TRIPS

Fieldtrips are considered part of our educational program once children reach the appropriate age to participate in field trips. The center will provide adequate, responsible adult supervision for field trip. Your permission for your child to participate in field trips is a part of your enrollment agreement. We will provide you with adequate notice and require a permission slip to be signed for each field trip. Please let us know in writing if you do not want your child to attend a particular trip. Also, please know if a child is not exhibiting appropriate behavior the day of or on a field trip, they may not be allowed to participate in the field trip and/or upcoming field trips.

SWIMMING POOL

Our facility has a swimming pool on the premises for use in our Summer Camp Program. We have an experienced, certified lifeguard on location during pool activities. Virginia state standards require that a child must be 3 years old and fully potty trained in order to participate in our swimming pool activities. Children who do not meet this requirement will be provided with other age appropriate water play activities throughout the summer. No child will be permitted into the pool without consent. Due to the extra maintenance and care for the pool, there is a pool fee that is charged annually and may be included in Summer Camp Registration fees.

HIRING STAFF TO BABYSIT

In order to avoid any conflict of interest and to ensure confidentiality and professionalism, it is recommended that staff members not babysit or work for parents/guardians of children from the center. The Center does not authorize or take responsibility for any services our employees may provide outside of their scheduled work hours with us.

CHILD ABUSE

The Center is required by law to report evidence or suspicion of child abuse or neglect. People found guilty of failure to report abuse or neglect may be subject to a fine or prosecution by the authorities. Anyone reporting suspicion of abuse or neglect is protected under the Center's Confidentiality Agreement from disclosure of his or her name or the nature of his or her report.

NO SMOKING

A smoke free environment promotes health and reduces fire hazards. Our center is a smoke free center. This includes the parking lot and outdoor grounds.

PHOTOGRAPHS AND PUBLICITY

Photographs of the children participating in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, on our website, and other publicity materials. Your permission for photographs including your child to be used without compensation is a part of your enrollment agreement. Also, please know that media release section on your child's enrollment form will be checked before your child's photograph is used publicly.

MY KIDS APP

We know that parents want to be informed on how their child's day has been while at the center. Children's daily reports and other important information is provided to parents through MyKids App. MyKids App is an app that can be downloaded to all I-phones and Andriods for free. Parents will be able to access daily reports, updates, items needed for their children, calendar information for center events, pictures of their child and more through this app. The front desk will provide information on how to download and access the information on the app when you register your child.

SALEM FIELDS LEARNING CENTER
CODE OF CONDUCT

POSITIVE GUIDANCE

Most discipline problems are avoided by keeping children engaged in challenging and interesting activities. However, part of growing up involves self-control and learning the boundaries of appropriate behavior. When problems arise, our teachers are ready with solution-oriented guidance based on clear, consistent and age-appropriate behavior expectations. Our goal is to teach children to be responsible for their own behavior. Inappropriate behavior is explained, and children are encouraged to explore their own ideas on how to modify such behavior. When minor incidents occur, our teachers redirect children to avoid further problems. At no time will a teacher use physical punishment or punishment related to food, bathroom or naps. Our teachers never ridicule, embarrass or humiliate children.

Our ground rules for behavior are:

- Children must respect the physical safety of themselves and others.
- Children must respect their work and the work of others.
- Children must respect Center property and equipment.
- All children must respect the personal belongings of others.
- All children must interact respectfully with teachers and other staff.

There are certain types of behavior that are deemed inappropriate at any time. Physical or verbal abuse, such as hitting, biting, kicking, throwing furniture or toys, and cursing are considered serious in nature and will be dealt with immediately and appropriately. Please see our specific behavior policies below.

Biting

While it is considered normal behavior for young children to bite, we recognize that biting is a serious concern. We carefully document each event as it occurs. Parents will be notified by incident report any time their child bites or is bitten. They will also be notified by phone any time their child gives or receives a bite that breaks the skin.

When a child uses biting on a continual basis, a plan is implemented.

The plan will include:

- “Shadowing”
- Record keeping for review to determine a cause for repetitive biting
- Evaluation of plan and meetings between parent, teacher, and director

If repeated biting occurs the following course of action will be taken:

- If a child bites and breaks skin two times in the same day the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up.
- If a child bites three times in one day (breaking skin or not) the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up.
- If a child is sent home three times for biting, their services at the center may be terminated.

Inappropriate/Disruptive/Unsafe Behavior

The children at our Center are taught to respect themselves, others, physical space and materials. On some occasions, children who are disruptive or continuously aggressive may need a behavioral plan to be put in place. SFLC does not tolerate disruptive or aggressive behavior by children of any age.

The following processes will be followed if a child's behavior continuously takes away from the care and safety of others.

- Meetings with the parent, teacher and Director to discuss a plan of action to increase positive behavior.
- Aggressive/inappropriate behavior including but not limited to will not be tolerated:
 - Injury causing behaviors such as repeated intentional kicking/hitting of students or staff
 - Repeated flipping/throwing of items such as toy buckets, chairs and other classroom items
 - Tantrums that cannot be deterred (within 15 minutes) occurs two times in the same day
 - Repeated inappropriate or vulgar language
- If the above mentioned aggressive/inappropriate behavior occurs the following will occur:
 - The child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. **If the child cannot be picked up within 2 hours the child may be suspended for the following day as well.**
 - Depending on severity of behavior other days of suspension may be necessary.
 - If intolerable behavior occurs a twice in the same week, the child must be picked up immediately and will be suspended the following day.
 - If the child is sent home more than three times for the above-mentioned behaviors their services at the center may be terminated

The Center reserves the right to re-evaluate any child's continued participation in the program while considering the health and welfare of the staff and children at the center. Unless the child is in immediate danger to their self or others, two weeks' notice will be given should the center require withdrawal of the child from the program.

**Acknowledgement and Receipt of
Parent Handbook**

I acknowledge that I have received a copy of Salem Fields Learning Center Parent Handbook. I understand that it contains important information about the daycare center general policies. I understand that this parent handbook is not intended to cover every situation that may arise, but simply is a general guide to the center's policies. I understand that it is my responsibility to familiarize myself with the materials and that I agree with the provisions and any other policies or rules of the center. By signing below, I am agreeing to follow the policies and procedures laid out in this Parent Handbook.

Child's Name

Parent's or Guardian's Signature

Date
