



FAMILY HANDBOOK

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Welcome to Salem Fields Learning Center

We welcome you and your child to Salem Fields Learning Center. 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!

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 a 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 hands on experiences. Daily Reports will be available to parents through our electronic reporting system on our Brighwheel App. Once you have completed the enrollment paperwork, we will send you a link to access Brightwheel. 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 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:

- Monday-Friday 6:00am – 6:30pm

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 Brightwheel App and Calendar.

HOLIDAY CLOSINGS

The center strives to be open as much as possible to 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 when the center will be closed.

Please request the Holiday schedule from the administration team.

When the 4th of July, or any other major Holiday that falls 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: that we will be closed for the week of Christmas.

Please note there will be three in-service days on the Friday before Spotsylvania County schools open and the Friday before Spotsylvania County schools closed for the school year that the center will be closed. The dates for this in-service day will change per the Spotsylvania County school calendar expect for the second Friday in February.

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 prior to enrolling at SFLC.

- Completed enrollment forms
- Non-refundable registration fee
- Certified copy of your child's birth certificate
- Current shot record- must be either stamped or signed by the dr's office
- Most recent Virginia state physical form and or Wellness Check- must be either stamped or signed by the dr's office
- CACFP Enrollment form and Parent Choice Form for Infants
- Signature Page of the Family Handbook
- Signature Page of Surveillance Video
- Copy of enrolling parent and/or guardian's ID
- 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 or updated and a parent is listed on the child's enrollment form as a parent, the center is not allowed to deny pick-up of the child. Also, any requests to not allow a parent to pick up his/her 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 or religiously exempt form prior to enrollment. Proper documentation on 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 two to 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 management 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 reached on your regular phone number for a particular day or period of time, please leave a temporary number where you can be reached. We also require an annual enrollment form review. If all the information on your enrollment form is current, you will need to sign and date the update. If any changes need to be made, you will need to complete the first page of the enrollment form only.

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 Brightwheel.

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.**

The Center has a right to withdrawal a family at any time and reserves the right to waive a 2-week notice provided by the parent/guardian.

TUITION FEES/ LATE CHARGES

We accept payments through Brightwheel Automatic Draft. Each family is therefore required to have an account on file which can be used for payments. **Tuition fees will be billed on a weekly basis. Salem Fields Learning Center charges accounts on Monday mornings for the upcoming week. Payments are due by the end of the day each Tuesday. Tuition reminders are sent five days prior to the Tuesday due date.** There is a \$50.00 Late Fee per week that will be added to accounts on Friday if there is a remaining balance to your account. After two (2) weeks of delinquency in payment, services may be terminated, and your account will 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.

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 not resubmit a returned check. After a second returned check, you will be required to pay by **ACH**.

ANNUAL FEES

The following are annual fees for each child at the center

- Registration fee
 - \$195.00 per child.
 - 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.
- 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 five minutes after closing, you will be charged **\$5.00 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 required 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. This is important to our attendance keeping records we must submit to state licensing during inspections.**

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 make sure to check your child in and out on either the keypad at the door and through the Brightwheel App.

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

Parent/guardians are required to accompany their children to the building, 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 at the center before 9:30am. After this time lunch is already being prepared. Therefore, it is not productive to our classroom's learning environment for children to be dropped off after 9:30am.

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 keypad.

Please make sure to check your child in and out through the Brightwheel App.

Please do not pull up to or park directly in 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, guardians or those 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. If any adjustments are needed for authorized pickup. You must either send an email that we have on file, or in-person note with date and signature. **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)

- 6:00 – 7:00 Free Play with age-appropriate toys available
- 6:30 – 8:30 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 Table top toys

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 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 the weather permits. Children are required to have at least 1 hour of outside time daily. We break this up in a day by providing 30 minutes of outside time in the morning and 30 minutes in the afternoon. Please ensure your child has weather appropriate clothing for outside play each day. Closed-toed shoes are required for outdoor play. Children will not go out during rainy weather, too cold, or if outside temperatures are code red.

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 will 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 your 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 your 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 2 years old 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 your child's teacher or management 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

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

Meal Program

Here at SFLC we participate in the United States Department of Agriculture Child and Adult Care Food Program (CACFP). We work with Hub of Hope, to consistently meet the expectations of the

USDA and CACFP procedures policies. They follow all the CACFP guidelines to ensure our students are eating healthy and well-balanced meals and snacks each day.

Completion of the CACFP Forms at enrollment is required for them/us to provide your child with meals and snacks. Also, a CACFP Infant Parent Choice Form is required at the time of enrollment for any infant students who are not ready to eat center food at the time of enrollment.

Copies of our menu are available. It is your responsibility to notify management 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 or heating. 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

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 designated 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
 - 11:00 – 1:00pm
- Afternoon Snack
 - Infants – Pre-K: 3:00 – 3:30
 - School Age during school year: 4:00 – 4:30
 - School Age during summer: 3:00 – 4:00

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov

PREVENTION OF SHAKEN BABY SYNDROME, SIDS, ABUSIVE HEAD TRAUMA, and SAFE SLEEP PRACTICES AND POLICY

It is important to provide infants with a safe place to grow and learn. We have established this policy to prevent, recognize, respond to and report shaken baby syndrome and abusive head trauma (SBS/AHT), and Sudden Infant Death Syndrome as well as implement safe sleep practices. As a childcare provider, we understand the importance of ensuring the health and safety of children, providing quality care, and educating families.

Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT)

Procedure Recognizing SBS/AHT:

- All staff will receive training on Shaken Baby Syndrome and Abusive Head Trauma
- Children will be observed for signs of abusive head trauma including
 - irritability and/or high-pitched crying
 - difficulty staying awake
 - loss of consciousness
 - difficulty breathing
 - inability to lift the head
 - seizures, lack of appetite
 - vomiting, bruising
 - poor feeding or sucking
 - no smiling or vocalization
 - inability of eyes to track
 - decreased muscle tone.

Responding to SBS/AHT:

- If SBS/AHT is suspected, the provider and/or assistant will:
 - Call 911 immediately upon suspecting SBS/AHT.
 - Call the parents or guardians.

- If the child has stopped breathing, a trained staff will begin pediatric CPR.

Reporting SBH/AHT:

- Instances of suspected maltreatment of a child are reported to Spotsylvania County Child Protective Services or by calling the toll-free number of the Child Abuse and Neglect hotline at 1-800-552-7096.

Prevention Strategies for Caregivers to Cope with a Crying Child

- Check the child to determine if they are hungry, tired, sick or need a diaper change.
- Rock the child, hold the child close or walk with the child.
- Sing or talk to the child in a soothing voice.
- Rub the child's back, chest, or tummy gently.
- Provide the child with a pacifier, rattle or toy.
- Take the child for a ride in a stroller
- Play soft music

In addition, SFLC will:

- Allow caregivers who feel they may lose control to have a short break away from the children.
- Provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Safe Sleep Practices

Safe sleeping practices and prevention strategies for sudden infant death syndrome:

- All childcare staff will receive training on our SIDS, Safe Sleep Practices, and our Infant Safe Sleep Policy.
- Each infant will be provided with an individual crib.
- Only one infant will be in a crib at a time unless we are evacuating infants in an emergency.
- Consumer Product Safety Commission (CPSC) safety-approved cribs will only be used for infants.
- Infants will be placed flat on their backs to sleep unless otherwise ordered by a written statement signed by the child's physician.
 - In that case, a notice will be posted on the infant's crib
- A firm surface, such as a mattress, will be used for infant sleeping. The mattress will fit snugly to the crib and will be covered with a fitted sheet.
- Soft bedding, such as pillows, quilts, and comforters will not be used in the infant's sleeping area.
- We are a "blanket free" infant room and will not use blankets in cribs. If a parent wishes to provide a "sleep sack" for their baby, they may.
- Steps will be taken to keep babies from becoming too warm or overheated by regulating the room temperature and by not over-dressing the baby.

- Crib sides will always be up with the fastenings secured when occupied.
- An infant who falls asleep in a play space other than their crib, will be moved promptly to their designated sleeping space.
- Smoking is not permitted in the SFLC building
- Crib bumper pads will not be used.
- Infants older than four months and/or able to roll over on their own will not be swaddled
- Pacifiers may be used in cribs.
- Pacifiers with a stuffed animal attached are NOT PERMITTED.
- Infants will not be left in a rocker, bouncer, highchair or similar item to sleep.
- A written copy of this Infant/Toddler Safe Sleep Policy will be provided to infant room parents/guardians prior to enrollment.

Supervision of sleeping infants:

- Sleeping infants will be placed in cribs within sight and hearing supervision of the provider or staff at all times.
- Infants will spend limited time confined in a crib, play pen, highchair or other confining piece of equipment.

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 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 1 hour of being notified:

- Fever – 100.4 or higher child may not return until fever free for 24 hours without the aid of a fever reducer or after 24 hours of the first dose of antibiotics.
- 2 episodes of Vomiting – a 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 after the first dose of antibiotics, 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 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. The Center has a right to refuse to administer any over the counter medication to include: Tylenol, Motrin, or any other fever reducer, teething tablets, Orajel, etc. This will assist in the prevention of masking a possible illness, anything that will numb the mouth of a child, which may cause injury, etc.

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, insect repellent, 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 and doctor's office will have to fill out an additional medication form. This form is considered long-term and is good for 12 months from the completion date.
- 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.

Expired medications will not be accepted and any that expires 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 of any head, face, or bite injury that breaks the skin. Parents/guardians should sign and date the 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 two weeks 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 County Government or Court are closed due to inclement weather, then the center will be closed as well.**
- **There may be times the center is closed, and the Spotsylvania County Government and Courts are not – this would only be due to parking lot and/or building/power issues due to snow and ice or possibly preventing the safety of travels for parents and staff – 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 closing the center for the day due to inclement weather information will be sent out to families in the following way:
 - Email from Ms. Christin or Ms. Frances
 - Message through the Brightwheel App

❖ 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 bad weather, parent/guardians may be called to pick up children as quickly as possible. The safety of our families and teachers are our primary considerations. If the center decides to close early due to inclement weather, late pickup fees will apply to any parent, guardian, and/or emergency contact who arrives 5 minutes past the closure time. After thirty minutes, if we have not heard from you and have not been able to reach an emergency contact, we are required to call Child Protective Services to come and pick up your child.

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 payments even when the center is closed due to inclement weather.

SCHOOL CLOSINGS

An additional \$35 per day is charged for school age children who attend the center during school closings (snow days, teacher workdays, holidays, etc.). No additional fee for school age children in the event of 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.

SCHOOL YEAR TRANSPORTATION

Children who are transported to and from the center during the school year must depart directly from the center to their assigned school.

- All school-age children must arrive at the center **no later than 7:45 AM** to ensure timely transportation to their elementary school.
- Children may **not** be transported by a parent to school and then placed on the center's bus.
- If your child(ren) will **not** require afternoon pick-up from school, please notify the center **by 2:15 PM**. This allows proper communication with our bus drivers and helps ensure timely arrival at other schools on their route.

FIELD TRIP TRANSPORTATION

- On field trip days, children must be dropped off at the center **by the designated time provided in advance** to participate.
- All children must be transported **to the field trip location by the center**. In the event of a doctor's appointment, emergency, chaperoning and you would like to provide transportation home from a field trip, you must complete a form with your child's teacher to properly sign them out. It is essential that attendance counts remain consistent when departing and returning to the center for safety and accountability.
- Children who arrive late on a field trip day will **not be permitted to attend** the trip nor being able to stay at the 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 trips. 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.

EMERGENCY COMMUNICATION POLICY

The safety and well-being of all children in our care is our highest priority. In the event of an emergency, Salem Fields Learning Center is committed to providing timely, accurate, and clear communication to families.

Definition of an Emergency

An emergency may include, but is not limited to: severe weather, fire, lockdown, medical emergencies, power outages, or any situation that may impact the safety of children and staff.

Communication Procedures

- The center will notify parents/guardians as soon as it is safe and practical to do so.
- Communication methods may include phone calls, text messages, email, or parent Brightwheel app.
- In urgent situations, families may receive a brief initial notification, followed by updates as more information becomes available.
- Please ensure that all contact information on file is current and accurate at all times.

Emergency Response Actions

- Staff will follow established emergency procedures, including evacuation, shelter-in-place, or lockdown protocols as necessary.
- Children will remain under the supervision of trained staff at all times.
- If relocation is required, parents will be notified of the alternate location and reunification procedures.

Parent Responsibilities

- Parents/guardians should remain available by phone during operating hours.
- Please do not come to the center immediately unless instructed to do so, as this may interfere with emergency response efforts.
- Follow all instructions provided by the center regarding pick-up or reunification.

Reunification Process

- Children will only be released to individuals authorized on the child's emergency contact list.
- A valid photo ID will be required at the time of pick-up.

Salem Fields Learning Center is committed to maintaining a safe environment and ensuring that families are informed and supported during any emergency situation.

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 to enter our swimming pool. Children who do not meet this requirement will be provided with other age-appropriate water play activities. No child will be permitted into the pool without consent or swim ability form completed. Due to the extra maintenance and care for the pool, there is a pool fee that is charged annually and is included in Summer Camp Activity 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 do 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.

Brightwheel 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 Brightwheel App. Brightwheel App 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.

PARENT AND TEACHER COMMUNICATION

While we value Parent-Teacher relationships at SFLC we advise that all communication relating to SFLC, SFLC children's direct care, and SFLC students between parents and teachers is done either through the Brightwheel App and/or through an SFLC email. Communication through text and social media is highly discouraged. All staff are required to sign a policy stating communication with parents about SFLC, SFLC children's direct care, and SFLC students will be done through our Brightwheel App or SFLC email and may face disciplinary action if they fail to follow the policy. We appreciate our parents' cooperation in respecting this policy to maintain the professionalism of the center and the safety and confidentiality of our students and their families.

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 plans and meetings between parent, teacher, and a member of the management team.

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

- If a child bites and breaks skin one time 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 or within the week (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 biting continues, we will contact our Virginia Infant and Toddler Specialist to assist with redirecting the behavior. **Full parent involvement is required.**
- The center will do its absolute best to attempt to re-direct the biting behavior. If biting continues or worsens. A meeting will be scheduled with the parent or guardian. A behavior plan will be put in place.
- If no improvement in biting is evident, 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 a member of the management team 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) occur 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 1 hour 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 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 themselves or others, either an immediate withdrawal or a two weeks' notice will be given should the center require withdrawal from the program.

Salem Fields Learning Center Camera Surveillance

Purpose of Surveillance System

Salem Fields Learning Center has installed a 38-unit camera surveillance system to enhance the safety, security, and quality of care provided at our center. This system supports administrative efforts to monitor classrooms, ensure high-quality service, and maintain a secure environment for children and staff.

Acknowledgment of Surveillance System

By enrolling your child at Salem Fields Learning Center, you acknowledge and consent to the use of this surveillance system as outlined below:

1. Limited Access to Footage:

- Parents and guardians do not have unrestricted access to surveillance footage.
- Requests to view footage will be considered on a case-by-case basis and approved only under specific circumstances.
- Approved requests will result in a scheduled, supervised viewing session facilitated by the center's administration.

2. Purpose of Footage Use:

- The footage is intended for use in the center's administrative and operational activities, including but not limited to:
 - Monitoring classroom interactions.
 - Investigating incidents or concerns related to safety, security, or quality of care.
 - Ensuring compliance with state childcare regulations.

3. Privacy and Confidentiality:

- The footage is securely stored and accessible only to authorized personnel:
 - Any unauthorized access, sharing, or distribution of surveillance footage is strictly prohibited.

- Parents, guardians, and other third parties will not be permitted to record or copy footage during viewing sessions.

4. State Compliance:

- This surveillance system complies with all applicable state laws and regulations governing the use of video monitoring in childcare facilities.

5. Waiver of Liability:

By signing this agreement, you acknowledge and agree that the use of the surveillance system is intended to enhance the safety and quality of care at Salem Fields Learning Center.

- The center is not liable for any perceived misuse or misinterpretation of footage when used appropriately and within the bounds of this agreement.

Requesting Footage Access

- To request a viewing session:
 - Submit a written request to the center's administration specifying the date, time, and reason for the request.
 - The administration will review the request and notify you of its decision within 1-2 business days.

Acknowledgment and Consent

By signing below, I acknowledge that I have read, understood, and agree to the terms of the Salem Fields Learning Center Camera Surveillance Consent Agreement.

Child/ren Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

This agreement ensures transparency, compliance with state laws, and protection of all parties involved.

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 agree to follow the policies and procedures laid out in this Parent Handbook.

Child's Name

Parent's or Guardian's Signature

Date
