

# Staff and Parent Handbook

For

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(Facility Name)

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(Date)

Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility MDH License Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_     Emergency Telephone: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_     Fax: (     ) \_\_\_\_\_

Sponsoring Organization (if any): \_\_\_\_\_

Director's Name: \_\_\_\_\_

Holiday Closings: \_\_\_\_\_

Staff Professional Day Closings: \_\_\_\_\_

Facility Name: \_\_\_\_\_  
 Facility MDH License Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

Service	Tuition
<input type="checkbox"/> Daytime Child Care	
_____ (circle one) A.M. / P.M. to _____ (circle one) A.M. / P.M.	
<input type="checkbox"/> Infants	\$ _____
<input type="checkbox"/> Toddlers	\$ _____
<input type="checkbox"/> Three- and Four-Year-Olds	\$ _____
<input type="checkbox"/> School-Age Children	\$ _____
 <input type="checkbox"/> Evening Child Care	
_____ (circle one) A.M. / P.M. to _____ (circle one) A.M. / P.M.	
<input type="checkbox"/> Infants	\$ _____
<input type="checkbox"/> Toddlers	\$ _____
<input type="checkbox"/> Three- and Four-Year-Olds	\$ _____
<input type="checkbox"/> School-Age Children	\$ _____
 <input type="checkbox"/> Overnight Child Care	
_____ (circle one) A.M. / P.M. to _____ (circle one) A.M. / P.M.	
<input type="checkbox"/> Infants	\$ _____
<input type="checkbox"/> Toddlers	\$ _____
<input type="checkbox"/> Three- and Four-Year-Olds	\$ _____
<input type="checkbox"/> School-Age Children	\$ _____

<b>Service</b>	<b>Tuition</b>
<input type="checkbox"/> Sick Child Care	
_____ (circle one) A.M. / P.M. to _____ (circle one) A.M. / P.M.	
<input type="checkbox"/> Infants	\$ _____
<input type="checkbox"/> Toddlers	\$ _____
<input type="checkbox"/> Three- and Four-Year-Olds	\$ _____
<input type="checkbox"/> School-Age Children	\$ _____
<input type="checkbox"/> Drop-In Child Care	
_____ (circle one) A.M. / P.M. to _____ (circle one) A.M. / P.M.	
<input type="checkbox"/> Infants	\$ _____
<input type="checkbox"/> Toddlers	\$ _____
<input type="checkbox"/> Three- and Four-Year-Olds	\$ _____
<input type="checkbox"/> School-Age Children	\$ _____
<input type="checkbox"/> Other Expenses	
<input type="checkbox"/> Infants	\$ _____
<input type="checkbox"/> Toddlers	\$ _____
<input type="checkbox"/> Three- and Four-Year-Olds	\$ _____
<input type="checkbox"/> School-Age Children	\$ _____

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**Hours of Operation**

Monday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.  
 Tuesday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.  
 Wednesday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.  
 Thursday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.  
 Friday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.  
 Saturday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.  
 Sunday: \_\_\_\_\_ (circle one) A.M. / P.M. to \_\_\_\_\_ (circle one) A.M. / P.M.

**Holidays**

The center is closed on the following holidays:

- New Year's Day
- Dr. Martin Luther King, Jr., Day
- Memorial Day
- Fourth of July
- Labor Day
- Rosh Hashanah
- Yom Kippur
- Thanksgiving and the following day
- Kwaanzza
- Christmas Eve
- Christmas Day
- Laylat al-Qadr
- Eid al-Fitr
- Day of Arafat
- Eid al-Adha
- Other(s):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

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Facility MDH License Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Tuition Payments**

Tuition is due every:

Week

Month

Semester

Tuition covers accident insurance for children

Facility does not have liability insurance

Individual children can attend a maximum of \_\_\_\_\_ hours per week.

Additional Policies:

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Date: \_\_\_\_\_

### How We Help Children Learn

At \_\_\_\_\_ (child care facility), we strive to maintain positive, supportive relationships with all children.

We base our educational program on the knowledge that young children learn:

As total persons – emotionally, socially, physically, and intellectually

Through a sequence of stages of development, but at individual rates

Through all of their senses

Through active involvement

Through experiences, including play (Mississippi Department of Education, 2004).

We maintain an environment of pleasant conversation, laughter, and excitement, rather than harsh, stressful noise or enforced quiet.

We interact frequently with individual children. We express respect and affection for children by smiling, touching, holding, and speaking to children at their eye level throughout the day, and particularly on arrival and departure and when diapering and feeding very young children.

We strive to be available and responsive to children. We encourage children to share their experiences, ideas, and feelings. We listen to children with attention and respect.

We speak with children in a friendly, positive, courteous manner. We talk frequently with children. We ask open-ended questions. Most of the time, we speak with individual children, instead of to groups of children.

We treat children of all cultures, religions, and ethnic groups with respect and consideration. We provide boys and girls with equal opportunities to take part in all activities.

We encourage age-appropriate independence in children in many ways. We encourage children to select and pick up toys, wipe up spills, wash their hands, and learn to use the toilet.

We support children in handling changes throughout the day, such as going from play time to naptime, by reminding them that it will soon be time to change activities.

We encourage positive behavior by re-directing children from inappropriate or unsafe activities to appropriate activities. We strive to anticipate and "head off" behavior management problems. We use positive reinforcement. We encourage children. We do not compare or criticize children.

We use clear and consistent rules.

We do not use corporal punishment frightening discipline techniques, or "put-downs."

**Reference**

Mississippi Department of Education. (2004). *Mississippi pre-kindergarten curriculum guidelines for three year old children*. Jackson, MS: Author. Retrieved Oct. 16, 2007, from <http://www.mde.k12.ms.us/ACAD/ID/Curriculum/LAER/earlylearning.html>

Additional Policies:

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### Behavior Guidance Policies

Behavior guidance for individual children can include the following measures:

- Positive guidance in the form of encouragement, such as "Ride around the table" instead of "Don't bump into the table."
- Positive guidance in the form of choices for children, such as "Would you like to go to the block center or the art table?"
- Positive guidance through directions that are brief, such as "Toilet time now" rather than "Well, you've played a long time; you should go to the toilet. Come on! We'd better hurry."
- Positive guidance through a quiet, confident voice rather than a raised voice
- Positive guidance through encouragement rather than comparison of individual children, such as "Let's try to pick up the blocks together" instead of "Johnny, can you pick up more blocks than Mary?"
- Positive guidance through the redirection of children to give them ways to play appropriately with others
- Positive guidance in the form of a few clearly stated class rules that are consistently enforced
- Informal discussion with parent or guardian about ways to encourage positive behavior at home
- Informal discussion with parent or guardian and child about positive and negative behavior
- Formal conference with parent or guardian

We will try all means to work with you and your child to encourage positive behavior and to protect the safety of your child and others. If any child's behavior endangers the child or others, we will institute the following:

- Three or more documented incidents of violence toward other children
- Three or more documented incidents of violence toward adults
- Three or more documented incidents of self-endangerment behavior
- Written notification to parent, at the time of each incident, of at least three incidents in one category (above)
- Written request to parent of mandatory meeting with teacher and director to discuss referral to First Steps Early Intervention Program
- Written record of meeting with teacher and director

- Development and implementation of individual family or child plan through First Steps and center staff based on the results of the assessment
- Written notice to parent, signed by teacher and director, of recommendation for transfer to an early intervention program or for an early interventionist to work at the facility with the child
- A minimum of (circle one) one / two / three week(s) notice to parent before transfer takes effect

Additional Policies:

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**Drop-Off and Pick-Up Procedures**

An authorized parent or guardian must sign each child in and out each day.

An authorization form for any adult other than a custodial parent or guardian must be on file, with a photocopy of the individual's picture ID, for permission to pick up a child. The child's parent or guardian must notify center staff at least two hours before pick-up time if an authorized substitute will pick up the child.

The parent or guardian is responsible for guarding the child during arrival and departure, including street and parking lot crossings.

Children (circle one) may / may not be picked up by non-center employees, such as van drivers for athletic programs or arts classes, with / without written authorization by the parent or guardian.

Transportation to off-site activities such as swimming lessons or field trips will be by center employees and authorized parent / guardian volunteers only.

The authorized and designated back-up parent or guardian will be called to pick up any child at 30 minutes after closing time for the center.

A late pick-up fee of \_\_\_\_\_ / (circle one) 15 minute / 30 minute / 60 minute interval will be applied to the next tuition payment.

Additional Policies:

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**Child Health and Safety Practices**

Children have adult supervision at all times.

No photographs will be made of a child, except by center staff for instructional or public relations purposes, without written authorization by the parent or guardian.

Parents must supply sun block for use during outdoor play on extremely sunny days.

Staff members will distribute medications provided by parents or guardians for individual children according to regulations of the Mississippi Department of Health.

The center will comply with all applicable state and federal laws regarding suspected abuse and neglect of a child.

Center staff will not divulge information about the health, development, residence, or family of a child to any non-center employees without the permission of the parent or guardian.

Any food allergies must be noted on health records supplied by the parents to the director. All immunization policies of the Mississippi Department of Health are strictly enforced.

Additional Policies:

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**Toileting Practices**

At \_\_\_\_\_ (child care facility), we know that toilet accidents are natural events in the lives of young children.

We never criticize or punish children for toilet accidents.

We help children with toileting and toilet accidents without talking about the accidents. For example, we might say "Johnny, let's get some dry clothes now," instead of "Johnny, you've wet your pants! We have to change your pants right now!"

Parents must provide a complete set of clean clothes for children to use in case of accidents. In the event of an accident, we will send the soiled clothes home in a plastic bag. Parents must bring a new complete set of clean clothes, to keep at the center, the following day.

When children have toilet accidents, we help them change their clothes in the same way we do at other times, by demonstrating and providing as much help as needed: "Here's how to get your hand in the sleeve" and "Take your time; you can do it."

Additional Policies:

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