

Parent Handbook

Age of Children Served

Smart Start Learning Home proposed age range of children to be served from 6 week through 12 years.

Months of Operation

Smart Start Learning Home proposed to operation January through December.

Days of Operation

Smart Start Learning Home proposed to operation Monday through Friday.

Hours of Operation

Smart Start Learning Home proposed to operation at 6 a.m. to 6:30 pm.

Transportation/Field trips

Smart Start Learning Home will not transport or offer field trips. The public school bus may pick up and drop off at the facility.

Parent Access

The parents/guardians of a child shall be permitted access to all the child care areas of the facility at all times a child is in attendance.

Nondiscrimination

Smart,Start Learning Home shall not discriminate on the basis of race, color, religion (creed), gender, and gender expression age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of staff, selection of volunteers, clients.

Safe Sleep Policy

It's requiring that an infant sleep on its back unless a written statement from a physician that state authoring another sleep position for particular infant. Infant shall be place on a firm, tight-fitting mattress in a sturdy and safe crib.

Diapering

Diapers shall be changed in the child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change. Soiled diaper and linens shall be disposed of in a closed container person shall wash their hands with soap and running water immediately after each diaper. The child hands must be wash also.

Infants/Toddlers Feeding

Infant, under six months of age and older children who cannot hold their own bottles or sit alone shall be feeding, baby bottles shall never be propped and the infant's head shall be elevated while feeding. The infant bottles shall be labeled and date for the day any unused formula or milk shall be discarded or return to the parent. The infant feeding formula and feeding plan should be completed for children less than 1 year of age.

Meals and snacks with serving sizes dependent upon the age of the children shall be nutritious, well balanced, all meals should be consist of vegetables, fruit or both; meat, poultry, fish, cheese, eggs, or protein.

Emergency Medical Care

Smart Start Learning Home will contact the local 911 and request an ambulance. Call the parents, to meet at the local hospital. If the child fever of 102 degrees the child will be remove from the classroom into the office then 911 will be contacted and request for an ambulance , call the parent to meet at the local hospital.

Communicable Disease

Smart Start Learning Home will inform its clients of an exposed communicable disease through a letter.

Noticeable Reactions to Prescribed Medication

Smart Start Learning Home do not give medication.

Communication

Good communication is of the utmost importance. When a family is accepted into our center, we have an open door policy about any concerns or questions that may arise. It is important that there is a similar child care philosophy between the center and the parents. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child(ren). Sensitive issues will be discussed in private at a mutually beneficial time.

Enrollment Policy

There are several forms that make up the Smart Start Learning Home enrollment packet. This enrollment packet must be completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and comply with record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records please.

If you have any questions regarding the completion of these forms, please feel free to ask the director.

Registration Fee: There is a \$65 Non-Refundable registration fee annually per child at time of enrollment. If you terminate childcare services and are gone more than 60/ 90 days and wish to return to Smart Start Learning Home , you must pay a \$65 re-application fee. Last week security deposit Each parent when enrolling must pay an amount equal to one week's childcare as a last week of care security deposit. This payment may be made in installments but **must** be paid in full within 30 days of enrolling.

Tuition / Payment Procedures

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is due on Monday for the week of no later than your pick up time on Tuesday each week for that particular week's daycare, unless another arrangement has been agreed upon in writing. Payment may be made by cash only. If you are constantly late paying then Repeated late payments may be grounds for termination and parents who are more than 2 weeks late on payment will be denied childcare until account is made current. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed?

The success of our center depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
- Outside play equipment
- Employees' continuing education
- Employee wages and benefits
- Building rent, heat, electricity, telephone, maintenance

- Additional time spent, each day, on record keeping, parent-provider communication; clean up from day care, and shopping trips for food and supplies

Parent Vacation: You must continue to pay your tuition on your vacation to hold your daycare spot.

Maternity Leave: To hold a spot you must continue to pay while you are on maternity leave.

Checks

Smart Start Learning home will not accept checks at this time.

Late Fees

For every 30 minute late pick up a flat fee will be assessed for all children picked up of \$ 5.00. However, if tardiness continues this must be paid in cash at the time of pickup, or before the child's next regularly scheduled day. This will be strictly enforced, and habitual tardiness may result in termination of services.

Hours of Operation

Add-ons or schedule changes may be accepted to our daily schedule only if there is a position open for that day, and they will be accepted on a first come, first served basis. Please remember that schedule changes of this nature create some disruption to our normal schedule. We would appreciate as much notice as possible, so that we can plan for meals, sleeping arrangements, and any changes in activities that may occur.

We maintain an open door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate your taking into consideration our schedule when dropping in or calling, and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible.

Arrival and Departures

Children are to arrive clean and fed (unless arriving just before a meal time) and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or crying when dropping off there is an adjustment time during this process. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. Children are quick to get involved in play or activities as soon as parents are gone.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **not** release your child. Please inform emergency contacts, or people designated to pick up your child,

that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

Sign In / Out

It is required by state law that all parents sign their child in and out each day. For your convenience, a sign in/out sheet, pen, and a clock are located by the door, this gives us a written record of the child's attendance, hours, and the person who brought/picked up the child each day.

Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

Holidays / Vacations

The following is a list of the holidays that Smart Start Learning Home will be closed:

- New Year's Day
- New Year's Eve at noon
- Memorial Day
- Patriot's Day (Staff Training Day)
- Independence Day
- Labor Day
- Columbus Day (Staff Training Day)
- The day before Thanksgiving at noon
- Thanksgiving Day and the day after
- Christmas Eve at 12
- Christmas Day

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday. Also a notice will be given at least 14 days in advance of any other holidays.

Clothing / Attire

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

Personal Belongings

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). Little ones have a difficult time sharing with others, and it is even harder with their own special toys. Exceptions may be made for toys brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name. No jewelry is to be worn.

Supplies

Parents must supply the following items to be kept in their cubby:

Diapers, wipes, pull-ups, powders/ointments, binkie , bottles, bibs, and a complete change of clothes (replace when soiled), sunscreen & bug spray.

All personal belongings should be marked with your child's name.

Eating utensils, cups and dishes will be supplied. All personal belongings be marked with your child's name

We will be doing fundraisers to offset cost.

Infants and Toddlers

Infants and toddlers will have a schedule to follow. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, and various comments about the child's day.

Schedule

Infant, Toddlers and Preschoolers and school kids enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly and allows the children to anticipate upcoming events. We will adhere to our written schedule to the best of our ability. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly

until the rest period is over.

We thank you for the information you filled out for us regarding your child's individual needs and schedule. It will help us get to know your child better.

Meals

We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility.

As long as Smart Start Learning Home participates in the USDA Food Program, all meals will be provided at no extra cost. Meals will consist of breakfast, a.m. snack, lunch and afternoon .p.m. snack. Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board just inside the door of our classroom. Copies of the menu are provided to parents upon request. We prefer that children do not bring food, drinks, etc. from home . Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the Smart Start Learning Home can substitute any objectionable item.

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. **We will need to have a physician's written instructions describing any foods the child is not permitted to eat.** An appropriate substitution will be made, if possible.

We never force a child to finish what is on his/her plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like! All eating patterns will be communicated to the parents.

Cleanliness / Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently and also use antibacterial gel.

Infants sleep in separate cribs, with clean sheets used only by them. Beginning at toddler age, washable nap mats are used. Each child has a separate nap mat; with a sheet and a blanket that are washed weekly (unless soiled, then they are washed as often as necessary) and mats are wiped with disinfectant weekly.

Children use separate cups, plates, bowls and eating utensils. High

chair trays, etc. are disinfected after each use. We disinfect toilet seats and clean potty chairs between each use.

Fire Drills

We are required by state law to do 1 fire drill per month at each. We vary the time of day to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 20 degrees or above 85 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

Toilet Training

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and

will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement.

Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!).

During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

Nap / Quiet Time

There will be a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will

attempt to put them on the scheduled nap/rest period.

Special Needs

Smart Start Learning Home will make all reasonable modifications to our policies and practices to accommodate children with special needs, unless to do so would be a fundamental alteration of our existing program.

Parental Involvement

There will be times and ways you can get involved in your child's daycare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletter)
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

Activities / Curriculum

Our main objective is to have fun, improve social skills, and encourage creative expression. We will utilize a variety of activities to accomplish this goal. Free play, computer programs, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos are just some of the activities we will be doing.

Music helps to develop young brains and will play a strong role in day-to-day activities. We may have special music activities and may also play music during other activities, for example, during arts and crafts or meal times. Some of the music we will be using may include, classical, children's songs (by a variety of artists), foreign language tapes and others.

Television will be used as a tool to help children unwind and relax. We usually watch no more than one hour of television per day, and some days none at all. The exception may be on rainy days, or if we are having a particularly difficult day. Viewing will be limited to PBS and child-friendly, educational-style videos, such as Barney, Richard Scarry, Wee Sing, etc. We carefully screen everything the children watch and watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing.

Children of all ages will be taught age appropriate curriculum daily. Our educational program is one of the creative learning programs.

Center Rules

There are certain center rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. In addition we realize that we must expect a certain amount of wear and tear where children are concerned, we do not want to have our center "demolished".

There will be no running permitted in the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed. No standing or climbing on chairs or tables. There will be no use of obscene, derogatory or disrespectful language.

Children may not walk around the center with food, cups or bottles. Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules, in order to create a better environment for all (see Departure and Arrival).

No smoking is permitted on the premises as state law; this included parents and staff.

Recognizing and Reporting Child Abuse

As a child care center we are mandated reporters to the

Department of Human Services if we feel a child is being abused or neglected. Always be sure to let the director know when you drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file. If you desire a copy of the state licensing guidelines, we will be happy to supply you one. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws. We pride ourselves in running one of the safest child care centers in Quitman.

Indoor / Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in

summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

Discipline

We maintain a positive discipline policy, which focuses on prevention, redirection, love, consistency and setting clear-cut limits that foster the child ability to become self-disciplined. Under no circumstances will there be any spanking, Physical abuse, verbal abuse, name calling or isolation. Discipline shall be explained to the child before and at time of any disciplinary action.

Illness

Smart Start Learning Home is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE), or is unable to participate in the normal routine and regular day

care program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

If your child is unable to participate in the normal activities of the daycare (including being able to play outside), then your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48

hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call the director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms requiring removal of child from day care:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other

- spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Just a note: Many times our child care may get blamed for the illness of a child, meaning that we have "allowed" sick children to come here. Parents may not stop to think that when sick children are brought to our center, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We STRESS this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make

sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners Tabatha Gascot DBA Smart Start Learning Home, will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to

terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks' notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to the courts and both parties will handle any debt that is obtained in court.

Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

Sign _____

Date _____

First day transition

In the beginning of the year or the child first time in child care normally it takes several days to at least two weeks. It all depends on the child and their temperament, age and if they have ever attended child care or been around any other children. During the child's first visit the director will ask questions about the child's sleep habits and eating habits and anything that can be used to make the child feel comfortable. I will explain in detail about child care and how transitioning between home and child care will be for the child.

Children who have been in child care usually transition very easy. Children who haven't tend to take a little longer getting use to the childcare setting and sometimes they just fit right in with the rest of the kids. Here at Smart Start we nurture and take the time to comfort the child until they get use to the idea of being in a different setting. We reassure the child that mom and dad are coming back and once they see that mom and dad will come back they seem to be ok with their surroundings.

Transition from home to center

On your first day at Smart Start you will have an opportunity to tour our family childcare. At this time, you should voice any concerns and share all forms of communication methods that I can use to reach you at anytime needed.

Family Conferences

Here at Smart Start we will keep families up to date on their child's day to day progress and interest during informal conversations during drop off and pick up times. Once a

month Smart Start will send a newsletter home for parents to share the progress of their child's skills and readiness to move to the next level in our child care setting. We appreciate your willingness and involvement in your child's education while here at Smart Start. Our main goal is to treat each child and family with understanding respect while being responsive to your individual needs and expectation. We will have a conference with each family of the child or children that attend Smart Start twice a year.

Inclusion

Smart Start Learning Home will make all reasonable modifications to our policies and practices to accommodate children with special needs, I believe that children of all ability levels are entitled to the same opportunities and participation and acceptance and feeling like they belong in child care.

Non-Discrimination

Smart Start Learning Home equal opportunities are available to all children. Smart Start shall not discriminate based on race, color, religion (creed), ethnicity, gender, and gender expression age, national origin (ancestry), disability, marital status, sexual orientation or special needs, or parent/provider political beliefs, or military status, or any other considerations made unlawful by federal, state or local laws, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for the families that attend Smart Start Learning home.

Confidentiality

Smart Start will not release any information about any of our children or clients unless we receive written consent to release information except for regulatory and partnering agencies. All records kept at Smart Start are confidential.

Family Activities

Each family is a child's first Teacher. Here at Smart Start we encourage our parents to get involved with your child's education experience. There will be time and ways you can get involved in your child's day to day activities in child care. We encourage the

parents to share their day to day activities that they do on their jobs. We have show and tell and the parents can get involved with that. We also have different activities that are going on from month to month the parents can come in and talk about that subject. We also have story time we encourage parents to come to their child's class to read a book from time to time. We also encourage parents to give us feedback on our program.

Open Door Policy

Here at Smart Start we maintain an open-door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children.

Open door policy does not mean the doors will be unlocked. Here at Smart Start the doors are locked during daycare hours for the safety of the staff and children.

We will do our best to speak with you during those hours but if the conversation will take longer than expected then we will set up a meeting during hours that children will not be present at Smart Start.

TRANSPORTATION

A transportation form must be signed for pick up and drop off and other times children will be transported, such as for field trips, or other activities away from the home. Parent will be notified before children are transported.

ADMINISTRATION OF MEDICATION

No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Permission to Administer Medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy.