

Me & My Friends

Child Care and Learning Center



Center Information

PROGRAM POLICIES

In order to provide your family with the best possible care, we have implemented the following policies. Please read them carefully and contact us with any questions.

HOURS OF OPERATION:

Me & My Friends is open year round Monday through Friday from 6:30am until 6:30pm, observing the following holidays:

- New Year's Eve ~ ½ Day Center closes at 3 p.m.
- New Year's Day ~ January 1st
- Memorial Day ~ Last Monday in May
- Independence Day ~ July 4th
- Victory Day ~ Second Monday in August
- Labor Day ~ First Monday in September
- Columbus Day ~ Second Monday in October
- Veterans' Day ~ November 11th
- Thanksgiving Day ~ Fourth Thursday in November
- "Black" Friday ~ Friday after Thanksgiving
- Christmas Eve ~ December 24th
- Christmas Day ~ December 25th

WHAT TO BRING:

Although we make every attempt to be fully stocked for every child's need, there are a few provisions we ask each parent to provide.

Children's Personal Belongings: Each child should have a change of clothes (shirt, pants, underwear, socks) that will be kept in their own personal cubbies. All items should be marked with the child's first and last name (to avoid confusion). Every child should be dressed appropriate according to the weather for outside play.

Sleep time: Each child may bring a small pillow, a cuddle pet, a pack & play sheet or crib sheet, and a small blanket for their cot.

Diaper Procedure: If necessary, please provide a daily supply of diapers, formula and wipes. You may also contribute a package of wipes and diapers once a month if easier. We will notify you when your supply is low.

If your child has diaper rash or any other condition that requires the use of a medication, written permission is needed. If a child is learning to use the potty, please inform the center's staff of your child's training routine and we will be happy to work with you.

Toys: We request that your child does not bring his/her own toys unless it is their show and tell day. A naptime cuddler may be brought for naptime only.

Snacks & Lunches: We ask that each child bring a full healthy, nutritious lunch & snack* and each lunch box/bag be clearly marked with your child's name (first & last to avoid confusion). If needed, the lunch will be placed in the refrigerator. A healthy drink of milk or water IS provided by the center for lunch & snack times. If you prefer to pack your child his/her own drink, please feel free to do so; however each snack must be a nutritional snack which consists of, but are not limited to fruits, vegetables with dip, pretzels, raisins, yogurt, fruit cups, goldfish and healthy crackers. In accordance with DCYF regulations, if a healthy snack is not provided, the center will not allow the child to eat it.

*the center will provide snacks and drinks for each student – one for the morning and one for the afternoon. If your child has a special diet or allergies, it is important to let us know.

EDUCATIONAL ACTIVITIES:

Each day, there is a curriculum that will be implemented for each group. We will constantly work on broadening your child's learning with colors, numbers, letters and socialization. Our general curriculum areas are:

Art: Using a variety of materials, your child will expand his/her own artistic ability through cutting, gluing, coloring and painting. We will also use art to identify shapes, colors and how to follow directions.

Science: Exploring nature and performing various experiments will encourage curiosity and helps the child become more aware of his/her surroundings.

Music: We use cd's, mp3, rhythm instruments, singing, clapping & body movement to enable each child to express their own musical creativity.

Circle time: A period of 30 minutes which serves as a vehicle for teaching the "theme of the day". Each theme includes, but is not limited to, the weather, calendar, shapes, numbers, animals and colors.

End of day sharing: At the end of each day, we will have a final circle time and encourage the children to share what they enjoyed and learned about the day. We also take this time to introduce what the children have to look forward to on the next day.

PARENT-TEACHER COMMUNICATION SYSTEMS:

Here at Me & My Friends, we have many forms of communicating with the parents. Our open-door policy enables us to have an approachable and welcoming atmosphere. Listed below are only a few of the ways the teachers, director and parents can be in communication with each other.

Initial meeting with parents & Pre-enrollment conference: Prior to enrollment, you and your child are encouraged to take a tour of the facility. The tour will give you the opportunity to ask any questions you may have, meet your child's teacher, the director and become familiar with his/her room.

Parent-teacher conference: There will be a conference scheduled in the fall and one in the spring.

Parent Meetings: Parents may request a meeting with the director and teacher at any time to discuss any questions and concerns they may have. The meeting may take place either at the facility or we can arrange a telephone conference.

Monthly lesson plan sheet: A monthly lesson plan will be posted on the "Parent's Board" located at the front of the center as well as sent home with each child.

Daily folders: Every child will have his/her own folder which will contain daily art projects, worksheets and notifications. Parents should check these folders daily. Parents may also leave notes in their child's folder with any special daily instructions. Folders are checked by a staff member every morning after attendance.

Me & My Friends "Chit Chat" Letter: Our monthly newsletter will contain information about what is going on at the center along with fun activities and recipes. The newsletter will be left in your child's daily folder.

It is important to let us know if your child.....has had a bad night's sleep – he/she was ill recently – something upsetting, fun or exciting happened – if he/she has been exposed to a contagious disease – your child verbalizes feelings about the center or staff – if your child's behavior or mood is different than usual.

We will let you know.....if your child becomes ill or had an injury - about your child's play – if your child didn't eat normally – didn't sleep well - has had any unusual behavior – if he/she got upset about something – or anything else we feel you will want to know about your child's day.

Behavior Guidance:

Your child is our top priority here at Me & My Friends. Given the opportunity, your child will thrive emotionally, intellectually, socially and creatively. With that said, our staff will:

- model positive, acceptable behavior
- redirect children away from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- provide immediate guidance/direction if a child's behavior is unacceptable
- recognize the age appropriate development of the child
- children who act in a manner which will endanger themselves, another child or the staff will be removed from the group and consoled. In the event a child becomes inconsolable and every effort has been attempted and failed by the staff, the parent or authorized person will be notified to come pick the child up.

We have a Zero-tolerance for the following involving staff members:

- subjection of a child to emotional or physical abuse
- punishment for lapses in toilet training
- withholding food, light, warmth, clothing or medical care as a punishment for unacceptable behavior
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect him/her or others from harm

Separation occurs when a child is removed from the group and is temporarily unable to participate in the programs activity. No child will be separated from the group unless the child's behavior threatens the well-being of the child, other children or staff in the center. All separations from the group must be noted on a daily log. The staff person making the note will state what methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child, staff or other children in care. If the child is separated from the group three times or more in one day, the child's parent will be notified.

EMERGENCY PROCEDURES

ACCIDENTS:

Every morning, there will be a thorough inspection to correct any potential hazards. In the event a child becomes injured at the center, the staff member in charge will administer appropriate first aid. An injury report will be filled out for the parent, the center, and the child's file. If the injury requires the services of a doctor, the following procedure will be followed:

For very serious injuries 911 will be contacted and have the child taken to an emergency hospital with a staff person accompanying the paramedics, van or ambulance, then.....

Parent or guardian is notified

If parent or guardian is not available, we will call each person listed on the emergency contact card following in order until someone is reached

For less serious injuries.....

Parent or guardian is notified

If parent or guardian is not available, we will call each person listed on the emergency contact card following in order until someone is reached

The child's physician will be contacted for his/her advice

PLEASE NOTE: Parents/Guardians are responsible for any expenses incurred for emergency response situations.

FIRE PREVENTION & PROCEDURES:

- Monthly fire drill will be conducted and a log is kept for licensing
- All exits are clearly marked
- Emergency exit procedures are posted in every room
- 911 will be called if needed
- Fire extinguishers are in each room
- All staff are trained in fire procedures

UNAUTHORIZED PICK UP OF A CHILD:

If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. The center will pull the emergency contact information and contact someone authorized to pick up the child. If the person attempts to use force, 911 will be called.

MISSING CHILD:

In the event a child is missing, the center will go to "lock down" and all available staff will conduct a search for the child. If the child is not found within 5 minutes, both 911 & the parents/guardian will be contacted.

MISSING PARENT:

If a child is not picked up by a parent/guardian, a staff member will make attempts to reach them through the telephone numbers given and the contact persons authorized to pick up the child. If the staff member is unable to contact anyone listed on the registration forms, and every attempt has been made multiple times to contact an authorized person, we will have no choice but to contact Child Protection. A note will be left on the center door, telling where the child was taken and how to reach Child Protection.

ABUSE/NEGLECT OF A CHILD:

The center is legally required to report any suspected abuse or neglect to Child Protection within 24 hours of suspected abuse or neglect. All reports of suspected abuse or neglect of children occurring in a licensed facility should be made to the RI Department of Children Youth & Families at (800) 742.4453.

SICKNESS:

In effort to keep everyone healthy, we ask that a child does not come to the center when he/she is displaying sickness or has a fever. If your child has listlessness, diarrhea, fever or has thrown up more than 2x that morning, please wait at least 24 hours before sending him/her back to the center.

IF YOUR CHILD BECOMES SICK WHILE AT THE CENTER:

We will provide proper care for an ill child and separate him/her from the other children until he/she is picked up from an authorized person. If the ill child has a condition that is contagious, this will be reported to all parents by the Director in the form of a sick note and placed in each child's daily folder.

If the child becomes sick while at the center, the child must be isolated from other children and the parent/guardian called immediately. The Director must exclude a child if he/she:

- has an illness or condition that is contagious (please inform the center within 24 hours of diagnosis so other parents/guardians can be notified)
- vomited more than 2 times in the same day
- has had 2 or more abnormal loose stools in the same day
- has contagious conjunctivitis or pus draining from the eye (pink eye)
- has a bacterial infection and has not completed 24 hours of antibiotics
- has unexplained lethargy and unable to participate in regular activities
- has a fever of 100 degrees or more
- has an undiagnosed rash
- require more care than the teacher can provide without compromising the health and safety of other children

Distribution of Medication:

Although the center requests that all medication be given before attending for the day, we understand there may be instances where we will need to provide medication to your child. In the event a child requires the center to administer medication to any child, the following regulations must be completed prior to any medication distribution. These are DCYF regulations and have been taken directly from the licensure Section II – Part III Regulations for Licensure:

Neither prescribed or non-prescribed medications shall be administered to a child without written parental authorization. These written instructions shall include the name of the medication, circumstances under which it may be administered, dosage, and frequency of administration. Prescription medication shall not be administered to a child without written order of a licensed physician (which may include the label on the medication) which indicates that the medicine is for a specified child and is in the original container.

All medications shall be administered by the center director or his/her designee.

The center shall maintain, on a daily basis, a written record of every medication administered. This record shall include:

- the child's name
- the name and dosage of medication administered
- the date and time administered
- the name and signature of the person who administered the medication
- the name of the licensed physician prescribing the medication

In the event of an emergency, the daily log shall be transported with the child to the emergency treatment facility.

ENROLLMENT:

In order to make the enrollment procedure as smooth as possible, we ask that you please complete the enrollment package in full prior to your child's first day. Your enrollment packet will include the following:

- Emergency contact information sheet (2)
- Pick-up permission and release form (2)
- A signed copy of Me & My Friends Enrollment Agreement
- *any other documentation requested at time of tour/visit

CHILD TO STAFF RATIO:

In accordance with DCYF regulations, the following child to staff ratio will be followed:

<u>Age</u>	<u>Staff/Child Ratio</u>	<u>Maximum Group Size</u>
6 weeks to 18 months	1 to 4	8
18 months to 3 years	1 to 6	12
3 years	1 to 9	18
4 years	1 to 10	20
5 years	1 to 12	24

Children 18 months and older may be intermixed with varied age groups. The child/staff ratio will meet the age of the youngest child for children 3 and under. The child/staff ratio of children ages 4 and up will be based on the majority age of the children. Age groups will be intermixed in the mornings and late afternoons when ratios are low.

CHILD CAREGIVER:

Your child will remain with the same caregiver throughout most of the day in order to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

If the director decides prior to opening hours not to open the facility, families will be notified by telephone, e-mail, radio or television broadcast. If the facility must close during operating hours because of snow or storm, the Director will notify families by telephone.

REGISTRATION FEE AND TUITION:

A non-refundable registration fee is charged each year to cover the paper work and other costs involved in registering each child. The current registration fee is \$25.00 for each year enrolled.

CHILDCARE SERVICES AND PAYMENT CONTRACT:

Our billing period is from Monday through Friday. Billing is completed on Monday through Friday. Billing is completed on Monday for the previous week. Payment is expected in full by the end of business on Tuesday. A late fee of \$5.00 will be charged to accounts not paid by end of business of Wednesday of that same week.

Here at Me & My Friends, we are very sympathetic to the struggles families are faced with today's economy. We make every attempt to keep tuition affordable with no surprises and hidden costs. We will be happy to discuss availability and tuition rates over the phone.

I have read and understand the Parent Packet provided to me by Me & My Friends. I agree to comply with the center's policies and procedures.

Parent/Guardian Name (please print)

(Date)

Parent/Guardian Signature

(Date)

Director Name (please print)

(Date)

Director Signature

(Date)