



# PARENT HANDBOOK

**Revised: March 2022**

## **Mission Statement**

The mission of Small World Daycare & Learning Center is to provide quality child care and learning experiences for children in a safe and caring environment, helping them develop socially, creatively, emotionally, physically and intellectually.

We take pride in our highly qualified teachers and in our communications throughout the center. We strive to provide a safe and nurturing environment where children can express their individuality, while we provide them with a variety of experiences and enhance their development. Small World Daycare & Learning Center takes pride in its reputation and strives to uphold and promote values and principles, which encompass fairness and honesty.

## **Philosophy Statement**

We believe in the value of human diversity and the fair treatment of all people. It is our number one goal to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, responsible, well rounded, self-directed adults who can make decisions for themselves. Our desire is for excellence in meeting the needs of children and their families for nurturing, growth and development, relationships and understanding. Our values and beliefs about children are deeply rooted in the history of Early Childhood Education.

**We believe** All children have the right to feel good about themselves and it is the responsibility of all teachers to nurture the child's self-esteem.

**We believe** The home is the most important factor in a child's development. We will always strive to support and complement the family in order to promote the healthy development of children and parents.

**We believe** Loving, trusting and respecting each child enables that child to love, trust and respect others. Each child and family are due the respect for personal privacy demanded by professional ethics.

**We believe** It is important to meet each child's needs for physical, social, emotional and intellectual growth by providing diverse experiences in a supportive environment.

**We believe** Each person is a unique individual and has his or her own needs. Each person has a right to meet this need their own way and in their own time. However, one of the responsibilities of having rights is recognizing and respecting the rights of other.

**We believe** Children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models. Our educational and guidance decisions must be based on our knowledge of child development.

## **Ownership**

**Small World Daycare & Learning Center** is a for-profit organization whose operation is owned and operated as SWDC of Florida, Inc. This operation is owned by Russell J Scoates. If you have any questions or concerns, please feel free to stop by the office in person or email me at [russell@swdc.co](mailto:russell@swdc.co)

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## **ADMISSION POLICY**

### **Admission to Small World Daycare & Learning Center**

Hours of Operation: Small World Daycare & Learning Center is open year-round, Monday- Friday, from 6:30am to 6.00pm. The center is closed for major holidays. Small World Daycare & Learning Center will reserve the right to open with the first scheduled child and close with the last scheduled child's departure.

A posting will accompany opening times that differ from 6:00 am.

Any child two weeks through twelve years of age may enroll at Small World Daycare & Learning Center. Small World Daycare & Learning Center has a licensed capacity of 200 children.

All children are welcome into our program regardless of race, sex, handicap, color, national origin, or age. The child must be emotionally capable for participation in an all-day program.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care, in accordance with Title III of the ADA (Americans with Disabilities Act).

Each child will be enrolled on a 30-day trial basis to assure a happy adjustment for all concerned. If the Small World Daycare & Learning Center staff and administration determine at any time that placement is inappropriate, the child will be dismissed.

### **How to Enroll**

Enrollment **WILL NOT** be accepted over the telephone. Prior to the child's first day, the parents are required to meet the Administrator / Program Director to tour the Center, obtain required forms, and discuss the philosophy and program of the Center. At this time, all policies are discussed and fee schedules explained to the parents. We ask that parents bring their child in prior to his/her first day, just to "look around" and get acquainted with the Center.

### **Enrollment Forms**

Child Care Enrollment form and Health History & Emergency Care Plan must be completed prior to attending Small World Daycare & Learning Center. The Child Health Report and the Day Care Immunization Record must be completed within 15 actual days of your starting date at Small World Daycare & Learning Center. Any change of address, telephone number (work or home), or other pertinent information must be shared with the Administrator as soon as the change occurs.

Florida state law requires every child to have a physical examination form signed by a doctor. Subsequent physical exams will be required every two years thereafter. An immunization form indicating dates of all shots is also required. It is the parent's responsibility to keep the immunizations updated and inform the Center as additional immunizations occur.

## **ENROLLMENT INFORMATION AND FEES**

### **Enrollment Fee and Policies**

A child is considered enrolled once the enrollment paperwork is completed, the appropriate fees paid and the school administration assigns your child a classroom space. You are paying for the space that the child is assigned in the classroom, not the child's attendance.

A child will be un-enrolled once the family has given 14 days official notification of withdrawal from the center to the Administrator/Program Director or Administrator/Program Director has officially determined that the child will no longer attend.

Accounts are billed weekly in advance and payment is due by Monday. If a child is late in getting picked up after closing time (6:00 pm) a \$1.00 per child/per minute late fee will be charged. There is no "credit" for sick or missed days.

School-Agers will be charged for School Vacation Days if they participate in the Before/After School Care program at Small World Daycare & Learning Center.

The parent/guardian must notify Small World Daycare & Learning Center if your child will not be attending that day. Small World Daycare & Learning Center staff will attempt to contact the parent/guardian if a child is not in attendance if notification is not received. Repeated failure to report absences may result in dismissal from Small World Daycare & Learning Center.

The Center is closed 12 days per year which is typically on the following days: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A full schedule of closures is posted in reception and on the school website.

### **Check-in and Dismissal Procedures**

All children must be signed in and out through the electronic sign in system in reception. Using fingerprints, only authorized people are able to sign children in or out. This is to prevent unauthorized access to the children.

Parents should bring their child directly to his/her classroom, or cafeteria if breakfast is being served and make sure that the teacher is aware of the child's arrival. This is often a busy time within the school. Please allow extra time to ensure that this transition is a positive one.

The safety of your child is paramount, so Small World Daycare & Learning Center will only allow the persons authorized through written instructions to pick their child from Small World Daycare & Learning Center. Only the people listed on the enrollment form will be allowed to pick the child unless the school receives written permission from the parent before the time of pick up for a non-listed person.

If the individual designated to pick up the child is someone whom we have not met, they will be required to provide the center with identification for the child's release or the child will not be permitted to leave the center. Small World Daycare & Learning Center staff has the right to ask any person to present positive identification before permitting a child to leave. Small World Daycare & Learning Center will contact the Gainesville Police Department to report any person who fails to display an ID at the request of any Small World Daycare & Learning Center Staff.

Small World Daycare & Learning Center cannot refuse the right of a parent or legal guardian to pick up their child/children unless there is a court order in effect that prohibits such contact. If a court order prohibits a parent or other individual from having contact with the child/children, you must provide a copy of the order to the administrator. Verbal notification alone is not sufficient. If the party who is prohibited from having contact with the child/children arrives at the center, our staff will notify you immediately.

**Fee Schedule Rates**

Refer to Fees for Small World Daycare & Learning Center (separate attachment). Your weekly billing rate will be determined by your child's age or the rate set by any third party contracting agency, plus any additional hours or fees. These rates are subject to change. Additional copies or replacements may be requested from the Administrator or Program Director and are also posted on our website.

### **Late Charges/Delinquent Accounts**

There will be a \$5.00 late fee charge added to your child care account if full payment is not made by each Tuesday. If your account is not kept current, your child's spot may be forfeited. Small World Daycare & Learning Center will pass any costs of debt collection, such as attorney fees, debt collection agencies or court costs to the parent in addition to the outstanding fees.

## **GENERAL POLICIES**

### **Confidentiality**

All the forms and information contained in your child's file, as well as other personal information about your child, whether written documents, or Small World Daycare & Learning Center employee observations and perceptions, is confidential information and will be accessible only to the parent(s), legal guardian or custodian, Administrator, child care employees (on a need to know basis), or any local, state or federal agencies we are required by law to disclose this information too. Information will not be given to others without the consent of at least one parent.

A parent, legal guardian or legal custodian, upon request, has access to all records and reports maintained on his or her child and may obtain further information regarding the child's progress with an appropriate Small World Daycare & Learning Center employee in the presence of the Small World Daycare & Learning Center Director or other designated Small World Daycare & Learning Center official. Any parent, legal guardian or legal custodian or person or agency authorized in writing by the parent, requesting to review a child's file may contact the Administrator for an appointment to view the records or meet with the appropriate Small World Daycare & Learning Center employee as set forth herein. Such records and information shall be provided to the parent within a reasonable time, not to exceed five (5) working days. If Small World Daycare & Learning Center has not already confirmed the identity and status of the person requesting the information, such identification shall be presented to Small World Daycare & Learning Center prior to any records other information being provided.

Small World Daycare & Learning Center shall permit parents, legal guardians or legal custodians to visit and observe their child's class at any time during Small World Daycare & Learning Center hours of operation, unless access is prohibited or restricted by court order. A copy of such court order must be on file with Small World Daycare & Learning Center.

All records required by the Department for licensing purposes are available to the appropriate licensing representative and those agencies authorized above.

Any original paper record may not be removed from the premises of the Small World Daycare & Learning Center site, except in response to a court order or subpoena specifically requesting such document. A charge of \$0.25 per page for photocopies of your child's records will be payable at the time of the request.

### **Arriving at school**

As required by State Law, every child must wash their hands before join in any activities or eating. Hand washing basins are located in every room and in the cafeteria. Please direct your child to a wash basin before doing anything else.

**We open at 6.00am and close at 6.30pm, Monday to Friday.**

**You are allowed up to 10 hours of care per day.**

*(Additional hours can be purchased if needed, in advance)*

Each time a person comes into the classroom when the children are engaged in a learning activity, this disrupts their concentration and focus. It is our intention to educate your child to the best of our abilities and to do this, we need your help.

**All children must be in class by 10.00am.**

**If you have a Doctor/Dentist appointment or similar, we will accept children after 10.00am as long as you notify the office in advance.**

**If you need to collect your child from school and bring them back, please let the office know in advance.**

**No children will be accepted back in school after 12.00pm.**

*(Elementary aged children will be accepted when their school finishes for the day)*

### **Observation**

Upon arrival, each child shall be observed by a staff member for symptoms of illness. Any evidence of unusual bruises, cuts, or burns shall be noted in the Log Book and reported immediately to the Administrator. Food allergies and other allergies of specific children shall be made known to the Administrator, staff members, and substitutes having direct contact with these children.

### **Ill Child Procedure**

When an apparently ill child is observed in the Center, the following procedures shall apply:

All universal or standard precautions will be taken. Vinyl gloves are available when handling bodily secretions. Soiled garments/bedding will be stored in plastic bags. Children will be supplied clean articles if necessary. All staff and children will practice proper hand washing procedures. Toys, equipment and areas will be cleaned and sanitized.

Children with a sore throat, inflammation of the eyes, fever of 101 degrees or higher, rash, vomiting, diarrhea, lice, ring worm, or other illness or condition shall be isolated and the parents will be contacted. Any child removed from the center due to illness will not be readmitted within 24 hours and may be subjected to policy regarding communicable diseases. When a child shows signs of being uncomfortable or fussy, Small World Daycare & Learning Center has the right to ask the parent to pick up the child if the symptoms do not subside after a 2-hour period.

The child shall be provided with a sleeping cot with a staff member within sight and hearing of the child. If the area is not a separate room, it shall be a space separated from other children by a partition, screen, or other means. Isolation shall be used until the child can be removed from the center. Parents should remove the child from the center no longer than one hour after notification. If you cannot pick up your child within one hour after you are called, you are responsible to have another emergency person come for your child. If you cannot be reached first, an emergency contact person will be called to pick your child up.

The child's parent, or a designated person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Arrangements shall be made for removing the child from the center. Any child who attends the center shall be considered well enough to participate in indoor and outdoor activities.

When a child is diagnosed with having a communicable disease, the center should be notified immediately so that other parents can be notified. A child may be readmitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period for the disease. Small World Daycare & Learning Center reserves the right to have a doctor's written permission for a child to be readmitted. Small World Daycare & Learning Center will report any reportable communicable diseases to the Alachua County Health Department. A notice will be posted if a communicable disease occurs in a child at the center. Please notify us if your child is exposed to or develops any communicable disease.

### **Medication**

No prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, cough medicine, or nose drops may be given to a child except under the following conditions:

- A signed, dated, written authorization of the parent is on file.
- Prescription medication is in the original container and pharmacy label with the child's name, name of drug, dosage, and directions for administering, date, and physician's name. Dosage amounts and times cannot be changed without a doctor's written permission given to the staff.

A written report, including type of medication given, dosage, time, date, and the name of the person administering medication shall be kept in the center medical log.

Medication shall be kept inaccessible to children, by means of a labeled container. Medication can only be kept at the Center for the amount of time it is to be given. Medication requiring refrigeration shall be kept in a designated separate covered container, clearly labeled, "medication".

## **Accident or Injury**

Small World Daycare & Learning Center staff will take whatever steps may be necessary to obtain medical care. These include, but are not limited to the following:

Injury to a child procedure:

### ***(If the injury requires no outside attention)***

- All universal or standard precautions will be taken. Gloves are available.
- Standard first aid procedures will be used. Treatment of minor injuries will consist of: washing the injury with soap and water and cover with a band-aid if needed, apply ice.
- Parents will be notified of the injury when the child is picked up from the Center and will be required to sign an incident report acknowledging their notification. A parent copy can be provided upon request.

## **Emergency Medical Procedure:**

If a medical emergency arises, the administrator in charge will first attempt to contact the child's parent/s, and then, if parent/s cannot be reached, will attempt to contact the child's designated emergency contact persons. If contact is unsuccessful, and immediate medical attention is necessary, the Administrator/designated staff member may dial, 911, and an ambulance will be called. The Center will continue to try to contact the parent/s or emergency contact person. Off premises injuries will be handled in the same manner.

The Parent/s will be held responsible for all incurred fees related to the injury requiring any outside attention.

Every precaution is taken at Small World Daycare & Learning Center, to assure the safety of the children. If, however, a child should be injured and medical attention is required, please file any expenses incurred with your medical insurance carrier. The Small World Daycare & Learning Center insurance policy has a liability insurance policy which only covers personal injuries for which Small World Daycare & Learning Center is legally liable. It does not pay for injuries that are the result of accidents.

## **Child Guidance Policy**

It is the teacher's responsibility to, as much as possible; prevent discipline problems through behavior guidance that helps the child to acquire a positive self-concept. They will model appropriate behavior through vocal tone and actions.

Activities should be interesting and stimulating to encourage child participation. Dividers will be used to enhance and assist grouping of children as necessary.

Positive reinforcement in the forms of praise or tangible rewards, such as stickers, will be used to encourage cooperation and achievement. When necessary, redirection, setting clear limits, and time-away will be used to remove an uncooperative child from a situation. In the event that time-away is used, a staff member will always be within sight and hearing of the child.

A time-away will be used when a child is in danger of causing injury to him/herself or to others or is not following safe direction. When spitting, hitting, kicking, and biting happen, it will be discussed, time-away will be used and both children will be given an opportunity to express their feelings. The maximum time allowed for a time-away will be one minutes for each age of the child.

Discipline and behavior guidance used by each caregiver will, at all times, be constructive, positive, and suited to the age of the child. Prohibited punishment for misbehavior include, but are not limited to: Spanking, hitting or other corporal punishment; verbal abuse or derogatory remarks; tying, binding or confining; withholding or forcing foods or naps; punishing for lapses in toilet training, even at the request of the parent.

For recurring and/or severe behavior problems, parent/s must meet with the administrator and teacher to discuss the problem and possible solutions. Parent/s, teacher, and administrator will sign a form outlining the problem and the steps to be taken in the future. If the behavior problem still cannot be resolved, other actions can be taken or the child may be dismissed from the center as decided by the administrator.

### **Nutrition Program**

A weekly menu is posted near the kitchen area. Meals are included as Small World Daycare & Learning Center participates in the USDA Child Care Food Program and will provide a nutritionally balanced breakfast, lunch and snack to the children as established by the USDA. To maintain our standards of nutrition at the Center, children are not allowed to bring in food, unless for special occasions (see section Birthdays and Special Occasions).

Staff sit and eat with the children and encourage good table manners. Children are to sample new foods. In addition, opportunities for water are offered throughout the day.

For children less than one year of age formula and rice/oatmeal cereal is offered by the center. Foods from the menu may be ground or chopped to assist with the transition to table foods. Parents reserve the right to bring in breast milk, alternate formula or baby food.

Special dietary meals are available upon request as approved by a physician. If your child requires a special diet, please discuss the situation with the Administrator. The Administrator is responsible for making sure that all staff are aware of the special diet request. A substitute food will be provided under physician's instructions by the center. Confidentiality will be considered in all cases. The Center must be notified of any food allergies.

The USDA Child Care Food Program is operated in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Food Allergy Policy**

When a child with an identified food allergy enrolls/attends Small World Daycare & Learning Center, the Administrator will provide the family with the Food Allergy Action Plan to be filled out by the child's health care provider. This action plan must be filled out and returned to the Administrator.

Based on the child's Food Allergy Action Plan, caregivers will receive training and put into practice:

Preventing exposure to specific food(s) that trigger allergy

Recognize symptoms of allergic reaction

Treating allergic reaction

Parents and staff shall arrange for setting to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while in school.

The child's assigned teacher(s) will promptly take proper steps outlined in Action Plan if a reaction occurs in child care.

- They will notify emergency medical personal if epinephrine has been given.
- They will notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.
- They will take the Action Plan and medication on field trips and off-campus activities.

Individual child's food allergies will be posted prominently in classroom and/or wherever food is prepared (care will be given to confidentiality issues).

### **Birthdays and Special Occasions**

Birthday parties are welcome if you wish to share this event with your child's class. We ask that enough food is brought for the entire class to participate. Try to think healthy foods (apple wedges, orange wedges, pretzels etc go with Birthday cake). In addition, please give us at least 3 days notice of your intent to host a Birthday party at the school so we can inform other parents.

### **General Food Information**

Unless your child is on a restricted diet, please do not send food with your child. Gum is not allowed in Small World Daycare & Learning Center and candy will only be allowed on certain occasions such as birthdays or special occasions where the entire class can participate.

**In regards to allergies or special diet requirements, treats will not be distributed to children unless they have met prior approval from the center administrator.**

We like using food in the classrooms as a teaching activity. This can include, but not limited to, gluing pasta on paper, using food to paint with, mixing and cooking ingredients, all of which we believe are important to the growth of your child. We are required to inform you that we use food in this way and consider this your advanced notice. If you object, please let the administrator know in writing.

### **Off Premise Injury**

If a child is injured and requires medical attention while off Small World Daycare & Learning Center premises, the lead teacher or designated staff member will go to the nearest available telephone and call Small World Daycare & Learning Center. The Administrator or designated staff will go the site to help provide medical attention or to help transport the child back to Small World Daycare & Learning Center or the UF Health System (Shands) Emergency Room. A designated staff person at Small World Daycare & Learning Center will try to contact the parent/s or emergency contact person. The other on-site staff shall stay with the other children.

### **Locating a Missing Child**

All teachers, aides, and adults, in the Small World Daycare & Learning Center building will be questioned as to the last sight of the missing child. The Administrator and a designated staff person will search the building and the outside premises. If the child is not located the Administrator will contact the parents. The Gainesville Police Department will be notified if the child is not located.

### **Toilet Learning**

Once your child is 30 months old the staff of Small World Daycare & Learning Center are willing to work cooperatively with you on toilet learning. When you and your child are ready to begin training, please let your child's teacher know what routine and procedures you wish to have followed. Be sure to bring in extra clothing

during this transitional period. Soiled articles will be stored in a plastic bag for parents to take home to launder. We strive to make the transition into undergarments a positive learning experience through the use of encouragement and praise. We request that transitional diapers are not used, as they inhibit the child's natural response to wetness.

### **Cultural Diversity**

Small World Daycare & Learning Center staff strives to provide the children with a wide range of cultural diversity. We provide this by the use of items such as toys, equipment, books, songs, and posters. We stress to the children that we are all unique and special.

### **Rest/Nap Time**

In compliance with State regulations, children shall have a nap or rest period. Child care workers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities which will not disturb other children, typically book reading. The children do not have to sleep but are encouraged to lie quietly and relax.

Children under one year old will sleep in cribs and we supply all the bedding required.

Children over the age of one are required to bring two sheets, one to lie on and one to cover themselves up during nap time and a small pillow. Pillows and blankets must remain in your child's cubby so size appropriate items are required. Please be certain your child's sleeping ware is clearly labeled with his/her name. Sheets and blankets are washed at the center each week.

In accordance with safety regulations, Small World daycare & Learning Center is equipped with Emergency Back-up Lighting. Staff will receive training in evacuating sleeping children in an emergency situation and should the power remain off for over 60 minutes, we are required to notify you that the school will be closed and children will be required to be picked up. Please remember that we are unable to run the AC units without power and the school will become too hot for children and staff.

### **Sudden Infant Death Syndrome**

In order to reduce the risks of Sudden Infant Death Syndrome all employees and volunteers working at Small World Daycare & Learning Center with children receive training on the steps taken to reduce SIDS prior to working with children.

Place infants under 12 months of age on their backs in a crib to sleep (some infants might have health conditions that might require them to sleep on their tummy or side as specified by the child's physician due to breathing, lung, or heart problems or other medical problem). A health professionals documentation must be on file to allow this.

Use a safe crib – babies should sleep in a crib on a firm tight-fitting mattress and there should be no soft blankets or comforters under the baby. Remove pillows, quilts, comforters, stuffed toys, bumper pads and other soft items from the crib.

If a blanket is used, the infant should be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. Keep the infant's head uncovered during sleep. Do not place the baby to sleep on a soft surface such as a waterbed, sheepskin, pillows, sofa, or other soft surface. Soft toys should not be kept in the crib.

Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping. When infants can easily turn from supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. Unless a doctor specifies the need for a positioning device that restricts movement with the children's crib, such devices shall not be used.

### **Shaken Baby Syndrome**

Shaken Baby Syndrome Prevention Training is required for all employees and volunteers prior to beginning employment with Small World Daycare & Learning Center, Inc.

Shaken Baby Syndrome (SBS) occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby's large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain.

Have a plan to cope with your baby's crying. Crying is how babies communicate their need of hunger, attention, discomfort, frustration, sleepiness, boredom or sickness.

Have a plan to reduce your stress. Proper diet, exercise and rest, along with a good support system will help minimize stress levels. Talk with everyone that cares for your baby and make sure they know the dangers of shaking a baby. Tell them how to cope with your baby when he/she cries.

And remember to ask for help when you feel frustrated or need a break. Never shake your baby.

### **Child Abuse or Neglect**

Any staff member or employee who knows or has reasonable cause to suspect that a child has been abused or neglected, as defined in S. 48.981 (1), Stats, shall immediately take steps to notify the county welfare agency, or local law enforcement agency in compliance with S. 48.98 1, Stats. It is requested that staff members inform the Administrator and/or Program Director about the incident to ensure good communication. Staff members will log all suspected signs in the medical logbooks.

### **Sunscreen Policy**

Small World Daycare & Learning Center will apply your provided sunscreen protection with (SPF 30 or higher requested) for each child in attendance at Small World Daycare & Learning Center with a signed written permission form. This authorization will be kept on file and updated annually. Specific information regarding the product will be listed on the authorization form.

### **Insect Repellent Policy**

Small World Daycare & Learning Center will apply your supplied insect repellent for each child in attendance at Small World Daycare & Learning Center with a signed permission form. Parents must provide their own sunscreen protection with a signed permission form. This authorization will be kept on file and updated annually. Specific information regarding the product will be listed on the authorization form.

## **Field trip and Transportation Policy**

Parents are responsible for providing transportation to and from the Center. Small World Daycare & Learning Center operates a limited pick up and drop off service (with fee payable). If you are interested, please speak to an Administrator. Small World Daycare & Learning Center participates in field trips by walking and bussing. The teachers will take the Attendance Sheet and the Emergency Information with them to account for each child present during all off-campus events. Roll call will be done by name and sight. At no time will the children be left in the vehicle unattended.

Children may participate in fieldtrips arranged through Small World Daycare & Learning Center if the child has a signed field trip permission form on file. Small World Daycare & Learning Center Administrator and assigned staff will have a copy of the children's attendance sheet during the duration of each field trip. Small World Daycare & Learning Center staff will take attendance by both name and sight at all points of transition when on a field trip. We work to ensure the safety and accountability for all children scheduled for attendance with proper field trip permission forms on file.

Small World Daycare & Learning Center discourages parents from joining field trips in progress or picking up your child during an arranged field trip. However, if a parent must intercede during a field trip, a written note must be presented to the Small World Daycare & Learning Center staff in charge of the field trip and the Administrator must be notified. Parents must also inform Small World Daycare & Learning Center staff at the time the child is leaving with the parent to ensure proper dismissal procedures.

Field trips are an exciting, enriching part of an early childhood program. A release for field trips form needs to be signed prior to participating in field trips. Destinations and dates will be announced in advance of such trips.

## **Child Car Seat**

State law requires all children under the age of eight or 80 pounds or 57 inches must be in appropriate car seats according to their age, weight and size. Small World Daycare & Learning Center Staff will notify parents if they view inappropriate car seat requirements and/or may reserve the right to contact authorities.

## **EMERGENCY EVACUATION PLAN**

### **Fire**

If a fire breaks out, the fire alarm sirens emit an alarm signal that is both audible and visual. When the alarm is sounded, children have been instructed to stop what they are doing and meet the teacher for guidance to the nearest emergency exit.

The teachers will take the attendance sheets and the emergency information with them prior to evacuating the room with the children. Teachers and children will exit single file to the nearest exit. Maps of the most efficient fire exit routes are posted in each room. All staff members will be oriented in the designated fire exit procedure from each location.

Children will remain as a group with their assigned teacher as they exit the building. The teacher's attendance sheets will be used to account for each child present by name and sight. Once all children are accounted for outside the building, the group will stay in the playgrounds nearest the car parks until further instruction by the Administrator. Should the site need to be evacuated, the children will be taken to Ignite Life Center, 404 Northwest 14th Avenue. This is the church located directly North of our building. The children will not re-enter the building without the proper approval from the fire department.

Small World Daycare & Learning Center staff will call the parent/s of the children. Parent/s are required to pick their child/children up immediately after being notified. When picking up your child please use the church main entrance, as you will then be assisted/directed to a designated area for your child.

## **Tornado**

When the alert monitor is sounded and tornado warning issued, Administration will alert all rooms. Teachers and children will move single file to the following areas:

Infant (Room 1), Toddler B (Room 2), Preschool A (Room 3), Preschool B (Room 0)

- **The hallway located between Infant/Preschool rooms**

Two's A (Room 4), Toddler A (Room 5), Two's (Room 6), Afterschool (Room 7), VPK

- **The hallway located by the adult bathroom and staff resource area.**

The children will assume the tornado drill position (crouched, arms covering heads). The teacher's attendance sheets/emergency information will be used to account for each child present by name and sight.

A battery operated radio will remain tuned to the local station to receive storm or tornado watches or warnings. Flashlights and extra batteries will be kept in the center as well as walkie talkies to enable the Administrator to communicate with each other.

In the event that Small World Daycare & Learning Center was destroyed by a tornado, staff and children will evacuate to Ignite Life Center, 404 Northwest 14th Avenue. This is the church located directly North of our building. Parents will then be contacted and told where to pick up their child/children. It will also be announced on WCJB TV and 101.3 Radio.

## **Severe Weather**

Inclement weather may close the center and each instance is evaluated on a per case basis. If it is unsafe for children, parents and/or staff to get to and from Small World Daycare & Learning Center, a notification will be emailed and displayed on noticeboards in reception. Additionally, a message will be left on the voicemail system at the school which still operates even during a power outage.

## **No Heat, No Water, National Emergency**

In the event that Small World Daycare & Learning Center was to lose water and/or heat, or a National Emergency was declared staff and children will evacuate to Ignite Life Center, 404 Northwest 14th Avenue. This is the church located directly North of our building. Parents will then be contacted and told where to pick up their child/children.

## **DAILY ROUTINE AND DRESS**

### **Infant Routine**

When an infant enters the classroom, the teacher is required to wash their hands before starting any activity. Each child shall be allowed to follow the child's own pattern of sleeping and waking periods. Emphasis in activities shall be given to play as a learning and growth experience. Throughout the day, each infant and toddler shall be held, rocked, talked to and sung to. Routines such as bedtime, feeding, cleanliness and diapering shall be used as opportunities for language development and other learning experience. While a non-walking child is awake, the child's position and location shall be changed several times. A daily care report is also sent home with the child each day to indicate feedings, nap times, diaper changes, and other information. Food and formula brought from home shall be labeled with the child's name and dated. A child unable to hold a bottle shall be held whenever a bottle is given. Baby food containers that are opened in the center, shall be covered and dated. If not used within 24 hours, leftover food shall be discarded (excludes baby formula). A child too young to sit in a high chair or feeding table shall be held or placed in an infant seat while being fed. Infants shall be encouraged to experiment with self-feeding with hand and spoons. Eating utensils and cups shall be scaled to the size and developmental level of the infants and toddlers.

The application of lotions, powders or salves to the child during diapering may be done only at the specific written directions of the parent or physician. These directions shall be recorded in the child's file and posted in the diapering area in accordance with HIPPA requirements. Wet or soiled clothes and blankets will be placed in a plastic bag and sent home with the child or laundered.

### **Age Appropriate Activities**

Developmentally appropriate programs are both age appropriate and individually appropriate. Programs designated for a specific age group are based on the knowledge of how children learn, with attention to the needs and differences of the individual child. Lesson plans are based on motor skills, cognitive, social emotional and language developments, art, science, and math exploration.

Children are taken outdoors every day except when it's raining or the temperature is too cold. We have many sand toys, trucks, and large climbing activities. There is a flexible balance of indoor/outdoor; active/quiete; group/individual participation.

### **Suggested Dress / Attire**

Children should dress comfortably, simply and suitably for the weather. We do engage in a number of "messy" activities that, despite smocks, can get clothes dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable old clothes that they can play in without hesitation. Remember that children will be playing outdoors, so be sure their clothing is sturdy and durable. Dress in layers on cold days! An extra set of clothing (well labeled) including underwear, socks, pants and shirt must be left at the center permanently in case of accidents. Proper shoes are comprised of closed-toe, clean and in good repair that are appropriate for walking and running.

**\*\*\*LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S NAME.\*\*\***

Parents will be asked to provide the following:

- bottles, formula, and baby food (if you choose not to accept center provided formula/food)
- diapers and baby wipes
- appropriate attire for outdoor activities for each day
- an extra set of clothing, including underwear and socks
- back pack to take home child's projects
- Cot sheet and blanket (age 1 and older)

Small World Daycare & Learning Center does not substitute center diapers for any child that is out of diapers. Some children have experienced sensitivity to certain brands of diapers and Small World Daycare & Learning Center does not purchase diapers for the children at the center. On occasion we have had a supply of diapers left from an existing family, however that supply cannot be reliable and/or guaranteed that no allergic reaction will result.

Parents will be notified in writing and verbally at pick-up times concerning the “stock” of their child’s diapers. Parents are responsible for maintaining an adequate supply at all times. If a child is out of diapers, and is in need of a diaper change, the parent will be contacted to either deliver diapers at that point or pick their child up. Diaper substitution is no longer an option. Please plan accordingly.

Also, if there is a discrepancy regarding diaper usage and diaper changes recorded on your child’s daily sheet, please bring that to the attention of your child's teacher or Administrator immediately. It is the responsibility of Small World Daycare & Learning Center staff to properly record all diaper changes.

**Personal Belongings**

Children are welcome to bring things from home to share at show and tell times. However, the Center cannot assume responsibility for loss or damage to these items. Parents are asked to help the child understand that it is not wise to bring toys that he/she may not want to share. There may be certain times when your child has something special to show on a certain day. Please talk to your child's teacher before doing so.

**PROGRAM DESCRIPTIONS**

**Inclusive Child Care Program**

Small World Daycare & Learning Center is designed for children two weeks through twelve years of age. The children are cared for through programs designed to provide for developmentally appropriate care and learning experiences.

A positive experience is the result of careful attention to the child's physical environment, to the activities available, and to the ways teachers interacts with the child. The physical environment is structured to encourage experimentation, exploration and expression by providing daily opportunity for active and quiet activities, group and individual activities, and indoor and outdoor activities. In providing these opportunities, the child will be allowed time or free selection, be protected from fatigue and over stimulation, and be given the freedom to progress at his/her own rate. In promoting the above opportunities, examples of activities that will be incorporated into the daily schedule are: self-esteem and positive self-image, social interaction, self-expression, large and small muscle growth and intellectual growth. This growth will be assisted by trained staff using a variety of preschool curricula.

Our day care program is designed for children's growth and development. It includes programs and activities to help children develop socially, creatively, emotionally, physically and intellectually. Each child's development is recorded and shared with the parents during conferences and when requested by parents.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from care for the other children in class. Small World Daycare & Learning Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **Infant/Toddler Program**

Infant/Toddler Program is designed for children two weeks to 24 months. Infants develop and learn at their own rate but they need an environment that allows them to practice these skills. Our program not only cares for the basic needs of an infant like eating, changing and sleeping but it also helps an infant to begin to crawl, walk, roll over, sit up, and talk. The teachers plan activities based on the child's needs and abilities. Some activities include singing, reading stories, playing peek-a-boo, and rolling a ball.

Small World Daycare & Learning Center offers in accordance with USDA Child Care Food Program nutrition guidelines; Similac milk based infant formula, Enfamil ProSobee Soy based infant formula, Rice and Oatmeal Baby Cereals, and pureed fruits and vegetables. Parents must complete an Infant Meal food form. These forms will provide staff with information specific for each child feeding and care.

### **Small World Daycare & Learning Center Preschool Programs**

Small World Daycare & Learning Center Preschool Program is designed to promote skills associated with socializing, structuring and transitioning. The Preschool Program is purposely flexible so each child may grow and develop at his or her own pace. Care is taken in choosing equipment and planning curriculum to provide a wide variety of activities and experiences for your child designed to meet his/her physical, emotional, social, and intellectual needs. Trained staff will introduce your child to structured environments, work stations, name recognition, color awareness, geometrical shapes, and phonics. A child-centered learning process respects individual differences and fosters self motivation.

Small World Daycare & Learning Center offers full time child care consisting of up to 10 hours of care per day. Educational curriculum and learning environments are available Monday – Friday to meet all your child's needs.

## **Small World Daycare & Learning Center Before/After-School Programs**

Before School Program is designed for children who are in school all day and need a secure environment before school hours, 6:00 a.m. to 7:00 a.m., while their parents are at work. The Before School Program is able to offer breakfast. The children will be allowed to relax or play games before the school bus takes them to school. All students are supervised to the bus and boarding the bus.

The After-School Program is designed for children who are in school all day and need a secure environment after school hours. The After-School Program provides childcare from 2:00 p.m. to 6:30 p.m., Monday through Friday, only on the days school is in session. Homework assistance is offered, with free choice options available after homework is completed.

## **FACILITY POLICY AND INFORMATION**

### **Where to Find Information**

There are bulletin boards in the main entrance of the center where you can find information and hallway leading to the cafeteria. A copy of the Licensing Rules for Group Child Care Centers and Small World Daycare & Learning Center Parent Handbook are available, please contact the office for assistance. You will also be informed of field trips, menus, upcoming events, parent resources, child illnesses, and other important news. Your child's classroom will have information on a daily basis as well. Terms of our license and results from the most recent licensing visit are also posted in the reception bulletin board.

Cubbies, charts, messages on doors or bulletin boards, and children's daily sheets are also to be checked daily. Artwork is sent home each Friday.

### **Open Door Policy**

The open-door policy allows for parents to visit at any time without notice. We encourage parent participation and involvement in their child's experience.

### **Parent to teacher communication**

The staff at Small World Daycare & Learning Center work to communicate information about every aspect of your child's day. The use of electronic messaging through our HiMama application is provided to all parents at no additional cost which has the ability for two-way communication direct to the classroom, updates on your child's mood, activities, toileting activities, food consumption as well as pictures and videos. Telephones are located in each classroom so you are able to call and speak directly to your child's teacher, although we respectfully ask this be kept for important inquiries only as this leads to the teacher being away from the children. We welcome opportunities to discuss your child with you and conferences are available upon request.

### **Parent Involvement**

We encourage parents to become involved in the Center. We hope you will visit your child's room and get to know the teachers. Feel free to come in and observe the center at any time. Volunteers are welcome. Talent sharing is welcome, also. If you have any items you would like to donate, the teachers would appreciate any items to share with the children. Parent meetings may be called at any time by the teacher, administrator, or parent/s. However, formal parent teacher conferences will be offered each year for all parents who wish to discuss their child's development. We ask that each parent tries to volunteer 4 hours per year at the school. Volunteering can consist of sharing your stories and experiences with the children, helping

around the school (painting, cleaning etc), or participating at a school event (BBQ, Christmas Parties, VPK Graduation). This allows us to get to know each other better.

Parents are encouraged to chaperone field trips. The children love having their parent/s come along on trips. We take pride in our communication with our parents and our commitment to children. Your input and feedback is what will constantly help us grow and become the best we can for your child/children. Suggestions are always welcome! A suggestion box is located next to the parent coffee area. Thank you for letting us share a special part of your child's day!

### Security Cameras and Our Childcare Center Video Surveillance Policy.

To ensure the safety and security of all children, staffs, parents, and visitors, as well as the security of our daycare facility, Small World Daycare & Learning Center is equipped with 24-hour video surveillance system and security cameras are installed in all classrooms, hallways, kitchen area, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms and that video/security cameras will be positioned in appropriate places within and around our facility and used in order to help promote the safety and security of people and property. The following are just some of the many benefits of having security cameras installed in daycare centers.

- \* Security cameras keep children & staff safe & are very effective deterrent of any crime.
- \* People tend to behave/perform better when there are security cameras around.
- \* Owners / Directors can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- \* They provide peace of mind to our parents & staff. Because we respect the privacy of all children, parents, and staff in our daycare center, our 24-hour video surveillance system/ security cameras are for internal purposes only.

**ONLY the Office Staff and / or the owners are allowed to view our security cameras / video footage either at the Main office at the site OR live video footage may be viewed remotely from owner's other office at a different location.**

### **Termination of Enrollment**

A two week written request to terminate enrollment is required from the parent/guardian and submitted to the Administrator. Failure to notify the Administrator may result in further charges (see Weekly Fee Schedule). You will be held responsible for all charges to your account (see Late Charges/Delinquent Accounts).

The administration must be notified if a child is to be removed from the center. Any absence exceeding one week without notice shall be considered withdrawal, and another applicant will fill the child's slot. Parents are responsible for incurred day care bills. No notification is needed if a mutual decision between parent and the center has been reached and found that placement is inappropriate. Small World Daycare & Learning Center holds the right to dismiss a child from Small World Daycare & Learning Center.

### **Complaint Procedure**

In addition to those constitutional rights offered to all citizens of the United States, children and families of Small World Daycare & Learning Center are contractually entitled to additional rights and services. If for any reason a child or family feels he/she/they are not receiving the considerations due them or are treated in such a way that is abusive in nature, such circumstances should be immediately brought to the attention of the Administrator.

### **Suspected Intoxication of a Parent/Authorized Person**

If an authorized pick up person arrives at Small World Daycare & Learning Center and appears to be under the influence of alcohol or a controlled substance Small World Daycare & Learning Center staff will offer to contact someone else to come in and pick up the child/children. If the offer is denied, Small World Daycare & Learning Center cannot refuse the right of a parent or legal guardian to pick up their child/children, and the staff member is to obtain the license plate number of the vehicle and will immediately call the Gainesville Police Department with the information.

### **Smoking Policy**

There is a policy of no smoking within the Small World Daycare & Learning Center building and on the facility grounds. This policy is in accordance with the Department of Children and Families Child Care licensing regulations.

### **Conceal & Carry Policy:**

Florida Statute 790.06 (12) (a) and Florida Administrative Code, Chapter 65C-22.002 (g) prohibits the possession of a firearm or weapon on the premises of a child care facility.

Florida Statute 790.06 (12) (a) and Florida Administrative Code, Chapter 65C-22.002 (g) code does not apply to law enforcement officers while engaged in their official capacity.

### **Visitor Policy**

All visitors are to report to the Office. All visitors must have written authorization from a parent/guardian prior to a schedule visit. Unscheduled visitors will be detained in the office area while a parent/guardian is contacted. If no contact can be made, the visitor will be asked to leave. Proper identification must be presented upon request.

**Staff / Teacher's Education**

All teachers are certified or in process of certification in Early Childhood Education and are highly qualified individuals. They are required to be certified in CPR and First Aid. Staff will receive training in Sudden Infant Death Syndrome (SIDS), Shaken Baby Syndrome (SBS) and Child Abuse/Neglect (CAN). They are also required to obtain 25 hours annually of continuing education through classes, seminars, workshops, conferences, and other related early childhood events. Monthly staff meetings are mandatory. The teachers strive to create a warm, fun-loving atmosphere for each child enrolled at Small World Daycare & Learning Center.

**Pets**

Parents will be informed of the number of pets in their child's class and their degree of contact with enrolled children. If pets are added after a child is enrolled, parents shall be notified in prior to the pet's addition to the class.

Please see the parent info board in your child's class for more information.

## Please return this page to Small World:

Small World Daycare & Learning Center Child Care & Preschool Parent Handbook

I have read this handbook and agree to uphold the policies as stated in the Handbook. No reply received will be regarded as full acceptance to all terms herein stated.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for choosing Small World Daycare & Learning Center as your child care provider. Please contact the office if you have any questions regarding the policies or services offered*