



TheSonsChildren.com

602-956-7370

**2030 N 36th Street
Phoenix AZ 85008**

Building B Reception Area
Building B Infant to 2's / 3's Classrooms
Building E 3's to School Age Classrooms
Building B, E & Gym Play Areas & Playgrounds
Building G Admin Offices & Staff Break Area

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Dear Parent,

Thank you for choosing The Son's Children Learning Center. We hope to receive every child to our center in a way that honors your family and inspires dreams for tomorrow.

Each child deserves special attention, compassion, and development. To meet the needs of both our children and parents, we believe our entire staff must passionately believe in our 3-word Mission Statement:



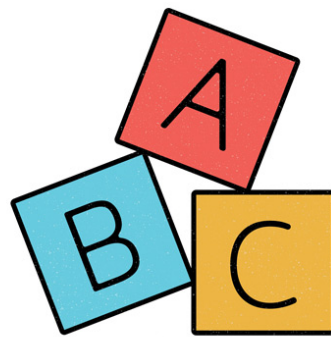
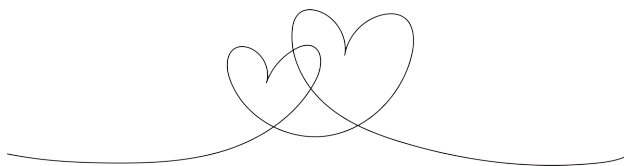
We believe that when we SERVE well, we listen and take action to help each child right where they are at with us. We LOVE, because it is the Jesus way and it helps build trust, safety, strength and worth in every child we serve. We GROW, by first continually investing in the education of our staff, so that they can then model learning in the classroom. Flourishing growth in a child, happens best when we partner well with you.

We believe in the truth found in the Bible and desire to see God's love and kindness shown to all our children and their families. Our hope is to help develop the character, intellect, and potential of every child within our care.

Our hearts desire is to see every child's potential get off the launching pad and take off into a beautiful lifelong adventure!

With earnest respect and love,

Austin Willard
Executive Director



SECTION 1:.....ABOUT THE SON'S CHILDREN

Leadership Team

Austin Willard, Executive Director
Nichole Willard, Business Development Director
Perla Baker, Development & Admin Director
Maddy Genteman, Site Director
Sarah Archibald, Training & Special Care Director
Estefany Zavala, Supervisor

Our Mission

SERVE



LOVE



GROW



Our Team Works Together For Your Child's Good



The Son's Children Learning Center serves infants (6 weeks old) to 12 years old age. Our center is licensed to operate as a childcare facility in the state of Arizona and is regulated by:

**Childcare Licensing Service Division
The Arizona Department of Health Services (DHS)**

150 N. 18th Ave, Phoenix, AZ 85007

Ph: (602) 364-2539



DES Certified



Arizona Quality First Participant

**We receive a team of coaches to help our teachers & child from
Southwest Human Development**



Days & Hours of Operation

Monday through Friday

6am-6pm, Year Round

Holiday Closure

New Year's Day, Memorial Day, 4th of July, Labor Day,
Thanksgiving Day, Christmas Day

Professional Development Days:

Every fourth Wednesday of the month, the center will close at 4pm. Children must be picked up no later than 4pm.

Days Closed Early (1pm):

Good Friday, Thanksgiving Eve, Black Friday, Christmas Eve, & New Years Eve

SECTION 2:..... ELIGIBILITY, ENROLLMENT, & ATTENDANCE

Eligibility

- Admission is open to children ages 6 weeks through 12 years of age.
- Our school age children must attend one of the seven elementary schools we serve within the Creighton School District. These seven include: [Monte Vista](#), [Biltmore Prep](#), [Papago](#), [Creighton Academy](#), [Kennedy](#) and [Gateway](#). The reason for this requirement is because our staff size is limited and we cannot accommodate full childcare day schedules at our center that do not match the Creighton School District schedule for Summer, Fall, Winter, and Spring breaks.
- We provide transportation by commercial van to seven schools in the Creighton school district. Children must meet the state's minimum age/size/weight requirements for the use of a safety seat belt.

Enrollment

Enrollment packet forms must be filled out with requested documents and a registration payment must be submitted before your child's first day of care.

Enrollment packet includes the following forms:

REQUIRED DOCUMENTS:

1. [Parent Handbook – Last Page – With Parent/Guardian signature.](#)
2. [Emergency, Information and Immunization Record Card](#)
3. [CACFP Meal Benefit Income Eligibility](#)
4. [Admission Agreement](#)
5. [Digital Media Release Form](#)
6. [About Me Questionnaire](#)

If applicable (based on child's age/development), the following may be required:

7. [Infant - Feeding Preference Form](#)
 8. [School Age Children - Transportation Authorization](#)
- ⇒ [Additional records to help us understand your child may include:](#)
- [Individualized Education Plan \(IEP\) or Individualized Service Family Plan \(ISFP\)](#)

THE FINAL STEP before a child starts in the classroom is reviewing and signing the appropriate document below:

- ⇒ [Parent Contract or Provider/Parent/Guardian's Agreement \(DES Form\)](#)

Attendance

- At arrival, children may be dropped off between 6:00-9:30 AM. Any child that arrives after 9:30, will not be allowed to attend that day. Exceptions include a child that has a scheduled appointment. In that case, the parent or authorized adult must provide at least a 24-hour notice to inform us of the child's appointment for approval to arrive after the 9:30 AM cut-off time.
- We are a Full Time Learning Center, this means that we enroll children with the expectation that they are attending our center daily, Monday through Friday. If a parent pays full time tuition each week, then they can decide the children's schedule. For government subsidized (DES) families, our attendance policy standard is full time, which TSC defines as at least 4 days per week, thus if a child is averaging less than 16 days in a month this situation will face disenrollment. The exceptions, to our Full-Time attendance policy, would be in the cases of illness (which must include a medical document) or predefined vacations (an email needs to be sent ahead of the vacation, see policy specifics, 3 bullets below). We have limited space in our classrooms; therefore, we want to serve the working families in our area; one of the primary intents of government subsidized child care is to provide help for working families in need of financial assistance.
- Parents or authorized adults must sign-in a child, and then make the classroom staff aware of the child's presence before leaving the child at arrival time.
- Please notify our center if your child will be absent for the day.
- If a child will be on vacation for two weeks or more, a notice must be provided one week prior to the child's absence. Once we receive notification, we will pause the tuition invoice for the period indicated. All other absences will be subject to weekly tuition payment to retain the child's spot in the classroom.
- If a child does not attend for a prolonged period of 2 weeks, we have the right to terminate our childcare agreement with the parent.
- Transportation of our school age children involves two van drivers that take the safety and counting of children seriously. These van drivers coordinate with 5 schools to pick up our children throughout the school year. We are asking that our parents notify us by 11am, if they will be picking up their child on a given school day. If a parent fails to notify us by 11am, 3 times, then a charge of \$45 will be charged moving forward for each incident. This transportation charge will be added to a child's account and must be paid before transportation to or from school continues.

SECTION 3:..... PAYMENT OF TUITION & OTHER CHARGES

Weekly Tuition (Effective through October 2025)

<u>Age</u>	<u>* Autopay Weekly</u>
Infant Room\$331 (0 – 12 months)	
Toddler Rooms \$254 (1- & 2-year-olds)	
Preschool Rooms \$220 (3 – 5-year-olds)	
School Age Rooms \$135 (6 – 12-years old)	

***Autopay** - Costs continue to escalate within the childcare industry. The largest portion of our costs relate to labor. We are looking for ways to keep our costs down for parents. Autopay eliminates staff time collecting tuition and copays.

⇒ *Autopay for government assisted accounts (through DES) will continue to pay the copay amounts reflected in their parent contract.*

Potential Additional Charges

****Self-pay** - *If a parent does not agree to the streamlined auto-pay format offered through our Procure app, then a 10% fee will be added to the weekly rate for staff time to collect.*

⇒ *Self-pay for government assisted accounts (DES), will be a flat rate of \$5 per week per child (for staff time to collect), the line item will be outlined in the DES Provider/Parent/Guardian Agreement for Child Care Charges, under Additional Fees.*

Food & Beverages - *During registration and then every subsequent July, all parents/guardians are required to complete a federal CACFP food subsidy form. Based on the form, if a child (beyond infant age) does not qualify for financial assistance, then the family will pay \$15 per week for food and beverages.*

*****School Age Rooms** - *Throughout the school session, we offer transportation to 7 elementary schools in the area. Further, during the summer and school year breaks, we provide robust programs to meet family needs that may require additional program fees*

⇒ *We transport our school age children, therefore there is an \$8 per week **Transportation Fee** for each child. As a courtesy to our parents, we will give a 2-month advance notice, before raising the transportation fee any further fee.*

Rate Considerations

- We are **DES approved** and make full use of their contracts (CCA-208A).
- Single parents, military or family scholarships may be available to those who are not receiving government subsidies. *Scholarships are room dependent.*

Drop-Ins

- We welcome drop-ins on a space available basis. The daily rate for drop-ins is \$70 unless there is a DES contract in place for the child. Parents should contact the center 24 hours in advance to verify space availability.

Registration Charges & Admission Agreement

Registration charges and the Admission Agreement are due before a child can start at our Center. Each anniversary of enrollment, there is a review of all child/family important documentation (immunization records, health concerns, allergy lists, parent documentation and child development), thus there is an annual registration charge due and a new Admission Agreement to sign.

- \$100 One Child - \$125.00 Two Children - \$150 Three Plus Children

Sign In-Out (SISO) Policy & Charges

The Arizona Department of Economic Security (AZDES) requires childcare centers to retain child Sign-In and Sign-Out (SISO) records for 5 years. AZDES recordkeeping requirements for SISO is based on both child safety and responsible financial documentation.

AZDES Subsidized Parents – Important understanding in section below:

The move to entirely electronic SISO through Procure (effective 12/1/23) has raised the standards to 100% daily participation by parents who receives government subsidies from AZDES. AZDES will not help pay for childcare services on any day that a parent does not provide complete electronic SISO through Procure. Thus, the parent who does not perform both electronic sign-in and sign-out on any particular day, will not only cover their copay cost for the day, but must cover the cost of care subsidized by DES for that unsigned date. The daily cost of care subsidized by DES is found in the DES Contract, which is signed by every parent/guardian who receives funding from this state agency. The unsigned SISO fee is due two days after the incident; thus, without the payment of this fee a parent/guardian cannot bring their child back to the center.

3 Child SISO not performed on the day of attendance, within a 30-day period will result in family (parent/child) termination from our program.

Vacation & Sick Days

Vacation or sick days are available to use after the child has attended 6 months. If notice is given for withdrawal or the child is dis-enrolled by The Son's Children, vacation/sick days may not be redeemed.

Late Pick-up Policy & Charges

There is a late pick-up charge of \$3 per minute for each child picked up after 6:00pm (for our normal operating schedule). Additionally, late pick-up charges accumulate at a rate of \$3 per minutes on predefined dates we close early (Parents are notified in advance through signs & message notification). The late pick-up time is calculated based on the sign-out in Procure (Our interactive childcare app). The parent may not return to the center with the enrolled child, until charges are paid. Further, we will not pick up a school age child from an elementary school if the late fee has been paid.

The Department of Child Safety will be called on the behalf of any child not picked up by 6:30pm.

Because the health and well-being of our staff is important to our community, we will not tolerate repeated after hours pick up of children. If a parent is late more that 4 times, during any 60-day span then The Son's Children has both right and the obligation to terminate any working relationship with the family of a regularly tardy parent.

Payment Policy

1. Payment is due the week prior to service. Thus, childcare services are paid in advance. The next week's invoice is sent out each Monday and is expected to be paid by Friday (the due date). Autopay is the standard payment method at TSC to avoid late fees. If a parent is on Self-pay and makes a payment after the due date, there will be a late fee of \$10 charged to the account. The account will be placed on hold at 5 business days delinquent (past the due date).
2. If tuition is outstanding (unpaid) for 30 days, services will be terminated. After termination, a family will be eligible for returning to our center, when the balance is brought to zero, and TSC has space available in the classroom.
3. There will be no refunds.
4. Late pick-up charges start at 6pm (for our normal operating schedule) and accumulate at a rate of \$3 per minute, per child. Additionally, late pick-up charges accumulate at a rate of \$3 per minutes on predefined dates we close early (Parents are notified in advance through signs & message notification). The late pick-up time is calculated based on the sign-out in Procure (Our interactive childcare app). A parent must pay their late charge the day after the occurrence. If the late fee is not paid, then a parent cannot bring their child back to center until their balance is zero. Further, we will not pick up a school age child from an elementary school if the late fee has not been paid.
5. The AZDES subsidized parent/guardian who does not perform both the electronic sign-in and sign-out on any particular day, will not only cover their copay cost for the day, but must cover the cost of care subsidized by DES for that unsigned date. The daily cost of care subsidized by DES is found in the DES Contract (CCA-0208A)
6. Vacations are a normal part of family life, and we want to honor that time. Thus, if a child is leaving on an extended vacation of two weeks or more, we will pause tuition invoices, if we receive a typed notice sent to our leadership team one week before time off is taken. All other vacations are subject to weekly tuition invoice payment to retain your child's place in a classroom. Please communicate your needs ahead of time, we want to be understanding.

Summer Program

During the summer, we only offer one option for School Age children and that is to enroll in our Summer Program. If a parent would like their school age child to be part of a full time Program, then they will need to read, initial and sign the Summer Program Agreement.

QF Scholarships

Quality First (QF) is a program of First Things First, Arizona's early childhood agency. Created by voters and funded through tobacco revenues, First Things First supports the healthy development and learning of Arizona's youngest children. QF scholarship support children's development from birth through age 5, not yet attending or eligible for Kindergarten. A scholarship may not cover all charges; review co-pay amounts with TSC before enrollment (if applicable). [Additionally, if there are 5 weeks in a month, then a small portion of the 5th week may be charged.](#)

TSC has been granted a few scholarships by QF for families that fall within a financial range of need. TSC works with QF to qualify each opportunity. TSC reserves the right to end a scholarship for the following reasons:

1. Monthly attendance is a critical component for retaining a scholarship. Full scholarship includes attending at least 8 days and 93 hours per month, at a minimum. Excessive absences and not reaching the monthly minimums, will result in the loss of a QF scholarship.
2. Communication between a child's family and TSC is critical to a child's growth. Therefore, if a parent/guardian does not respond to a phone call or email message from TSC within an 8-day time period, TSC has the right to end a QF scholarship.
3. If a QF scholarship recipient receives 4 progressive suspensions (1 day, to 2 days, to 3 days, to 5 days) within a 90-day period, because of classroom safety concerns, TSC has the right to end a QF scholarship.
4. If a former employee, ends employment at TSC in a harmful way, then TSC has the right to end a QF scholarship, by provided a 30-day termination notice (in email format to the scholarship recipients family). Ending employment with TSC in a harmful way can be the result of either of the following two reasons: 1) Termination of employment due to a safety concern in the classroom or on campus. 2) Not providing 2 weeks' notice regarding leaving employment (thus leaving TSC in a challenging situation, regarding operations and child safety).

SECTION 4:..... EARLY CHILDHOOD DEVELOPMENT

Inclusive Environment

Every effort will be made to include children with special needs in the most integrated setting appropriate to their needs and in compliance with the Americans with Disabilities Act (ADA). Our goal is to enroll infants, toddlers, and young children with and without disabilities who will play, develop, and learn together in our center-based settings.

Children suspected and/or diagnosed with special needs will be accommodated based on their (1) Individualized Education Plan (IEP), (2) Individualized Family Support Plan (IFSP), and/or (3) specialized evaluation. If a member of The Son's Children (TSC) leadership team communicates verbally and/or in a typed-up message, requesting that one of the three evaluations listed above be performed and a parent does not address our requests within 30 days, then TSC has the right to dis-enroll this child for not partnering with TSC to help this child. TSC requires documentation (Such as, appointments, summary of visits, contact information) from the parent that this process is moving forward inside the 30-day window.

Parents are encouraged to disclose information regarding their child's disabilities or special needs for The Son's Children to determine the most appropriate method to accommodate their needs. On rare occasions, a child may require accommodations that are not considered to be within reasonable means for The Son's Children in the least restrictive environment. What is reasonable will vary. However, there are three most important variables that are generally taken in consideration: (1) the needs of a child with a disability, (2) the accommodations requested and (3) the resources available to our center. All accommodations must be based on the individualized assessments of the child's needs and the program's ability to make the necessary accommodations. If during the first two weeks of enrollment, we discover that our limited resources cannot accommodate a child's needs, we reserve the right to not continue child care services and to point the parent to the appropriate program/services that can provide the necessary resources to meet the developmental needs of the child.

At the present time, we do not have the resources in place to accommodate a child who is not potty-trained by the age of 4.

Developmental Assessment

The Son's Children uses the Ages and Stages Questionnaire screening tool (ASQ-3) to provide a quick and helpful look at how your child is doing in important areas like communication, social skills, motor skills, and problem-solving skills. This screening

can identify your child's strengths, uncover new milestones to celebrate, and reveal any areas where your child may need support. It helps you and our teachers understand your child's development and know what to look for next. *If we discover in the first 60 days of working with a child, that there is a concern for the child's development*, then we would like to utilize the ASQ-3 test results to determine if your child falls within a range that we have the resources to accommodate. If a child ASQ-3 test results fall outside of a range that we have the resources to handle, then we reserve the right to not continue child care services and to point the parent to the appropriate program/services that can help their child grow and develop.

Guidance and Discipline

We believe that all domains of learning are supported during play and through nourishing, positive, interactions with adults and peers. One of the fundamental responsibilities of our center is to further the social and emotional development of children in our care. The early childhood age is a crucial time for children to learn how to regulate social and emotional skills, such as feelings, thoughts, attention, and behavior. Part of children's social development is learning how to interact with their peers and adults. We encourage interactions between children and their teachers to help them learn to form relationships.

We know that when children are provided opportunities and guidance to develop, learn, and practice self-control, and other social and emotional skills, it gives them the foundation necessary for academic and life success. Developing social and emotional skills requires communication between providers and parents/guardians in how to support the child in their learning process. We support children's development and work diligently to prevent expulsion.

Early Childhood Mental Health - Smart Support

Southwest Human Development smart support consultants' partner with The Son's Children to promote the social and emotional development of children in our care from ages birth to five years. Our smart support consultant helps our staff respond to children's behavioral challenges by providing coaching and training to implement effective classroom strategies, resources, and referrals for specific children or situations. A signed consent form is required to be filled out and signed by a parent or guardian for our smart support consultant to observe a specific child in a classroom. This form is in the enrollment packet.

Biting

Infants, toddlers and two-year olds are often unable to communicate effectively with words and may sometimes bite another child. Staff makes every attempt to prevent this from happening. However, at some point your child may be bitten or bite another child. Staff will treat the wound and notify you on the Incident Report form. Child

suspension will occur if two biting incidents of other children, occur within any 30-day period. The first suspension will be 1 day, then 3 days, then 5 days if the biting continues.

Expulsion Prevention Policy

We believe that all domains of learning are supported during play and through nourishing, positive, interactions with adults and peers. One of the fundamental responsibilities of our program is to further the social and emotional development of children in our care. The preschool age is a crucial time for children to learn how to regulate social and emotional skills, such as feelings, thoughts, attention, and behavior. Part of children's social development is learning how to interact with their peers and other adults. We encourage interactions between children and their teachers to help them learn to form relationships.

We know that when children are provided opportunities and guidance to develop, learn, and practice self-control and other social and emotional skills, it gives them the foundation necessary for academic and life success. Developing social and emotional skills also requires communication between providers and caregivers in how to support the child in their learning process.

We support children's development and work diligently to prevent expulsion through:

Our Environment

- Staff regularly observe the classroom environment and the children as they interact in it to ensure it promotes healthy social interactions (ex. activities are made available long enough for all children to participate)
- We develop schedules that meet the needs of children to ensure transitions throughout the day are smooth and to avoid long periods of wait time.
- We are flexible in our schedule and follow the interests of the children's cognitive, physical, and biological needs.
- We provide children with materials and engage them in activities that are appropriate for their age and respectful to them as individuals.

Our Teachers

- Teachers make an effort to communicate daily or weekly (in-person, phone, email, etc.) to parents on their child's development, in particular to identify & address any social, emotional, behavioral, or health issues that may arise.
- Encourage peer relationships by creating social opportunities and working with children to resolve conflict.
- Assist children to put words to their emotions (ex. "Emily, I can tell you were mad when James took your block.")
- Use positive methods of support and redirect the child's behavior by providing alternative actions and behaviors that are acceptable.

Our Families

- Communicate regularly with staff to ensure consistency in guidance between home and school
- Partners with us and allow us time to work with all children, including those needing higher levels of support
- Understand and acknowledge that we do not expel children as they are learning skills, and understand that we strive to serve individual needs while ensuring the safety of young children

- When applicable, partner with experts in social & emotional skill development to help give a child the best foundation for academic & life success

Our Children

- Develop confidence and self-efficacy
- Develop skills to help them regulate their behaviors and emotions
- Participate in play and activities to learn social and emotional skills
- Learn how to resolve conflict in a healthy manner (using appropriate words instead of physical harm)

Thank you for choosing to allow our staff to support your child's development. We are committed to each child's development and success, and we do not exclude or dismiss children from our program because of concerns with behavior.

Behavior concerns tell us that children need more time, support and practice to develop their social and emotional skills. When serious concerns arise, we will partner with professionals who specialize in supporting children's social and emotional health. On rare occasions, we may work with families to seek the best care for their child if all parties agree that our program can no longer meet the needs of an individual child.

Suspension Guidelines

TSC will suspend immediately if harm has taken place. Harm can be intended physical harm (classmates or teacher). Harm can be verbal (racial slurs or bombardment of abusive/swearing language). For all behavior issues with our children, TSC perseveres to following the suspension prevention guidelines below:

- TSC staff will fill out an Action Plan
- The Action Plan will be reviewed with TSC leadership to determine other potential partners needed to help grow and develop a child's responsiveness to various situations. These partners may include Quality First Coaches, Creighton School District, or an AZ Steps Resource Consultant.
- Initial parent meeting – TSC leadership review Action Plan documentation
- Follow up parent meeting - Parent provides feedback to TSC leadership on their strategies for decreasing the challenging behavior identified in their child.
- Suspension can occur if no progress has been made in the above steps that are designed to prevent suspension.

SECTION 5:.....HEALTH AND SAFETY

Parental Notification (illness, injury, communicable disease)

Parents will be notified by phone and Procure when professional medical attention is required or the child experiences symptoms of a fever, persistent cough, shortness of breath, vomiting or diarrhea. Staff will contact parents to pick up the child immediately (within 1 hour of the phone call). If the parent cannot be reached, we will continue to notify all emergency contacts provided by the parent until the child is picked up.

The Son's Children is required to report any serious illness or injury requiring hospitalization or professional medical attention to the center's licensing agency and/or the Public Health Department. Center staff will document these incidents on an Incident Form.

Illness & COVID

As required by the Arizona Department of Health Services, a center shall not permit a child to remain at the center if a staff member makes the determination that the child shows signs of illness or infestation. If a child develops symptoms while at the center, personnel shall notify the child's parents or guardian immediately.

A child exhibiting any of the following symptoms should not be brought to school:

- A fever over 101 degrees within the last 24 hours
- Diarrhea within the last 24-hour period.
- Vomiting during the night or the morning before school.
- Persistent coughing
- An unexplained or undiagnosed rash.
- Pinkeye/Conjunctivitis- pink to red, itchy eyes with a discharge in the morning.
- The presence of head lice.

If a child is brought to our center with a fever, this may result in both a fine of \$50 and you won't be able to bring the child back to the center for 48 hours. The fine and time return to the center are determined by a temperature reading (above 100 degrees) within the first hour of a child's sign in time. The goal is that parents do not bring a sick child to the center for the overall health of the daycare learning center.

COVID is still a part of our respiratory illness mix. Right there with things like RSV and the flu. However, the U.S. Centers for Disease Control and Prevention (CDC) states that more than 98% of the US population has some degree of immunity from COVID.

While COVID still poses a significant health threat to people at higher risk, its health impacts are now similar to those of other respiratory viruses, like flu, which are also important causes of severe illness, especially for people at higher risk. As a result, this

is the right time to issue unified Respiratory Virus Guidance rather than additional guidance for each specific virus.

When people get sick with a respiratory virus, the updated guidance recommends staying home and away from others. Treatment is available for people with COVID and influenza, which can lessen symptoms and lower the risk of severe illness.

The CDC recommends returning to normal activities when COVID symptoms have improved for at least 24 hours. If a fever is present, it has to be gone without using a fever-reducing medication. TSC extends the CDC symptom free guidelines from 24 hours to 48 hours, with the additional requirement of receiving proof of a negative test result (if a child has tested positive for COVID)

Hazardous Items

Children are not permitted to wear scarves, necklaces, pacifiers, or other items around their necks. In addition, pacifiers may not be attached to clothing. Beads, small rubber bands and small hair bows cannot be worn for hair adornment because they pose a choking threat if they become loose. Balloons are not allowed in the center. Necklaces and small beads are a safety risk for young children and may not be worn at the center.

Handling Emergency Procedures

When a medical emergency arises involving a child, either at the center or on a field trip, the center staff will seek prompt emergency medical treatment and provide any certified or licensed emergency medical personnel with immediate access to the child. In the case of a serious accident, the closest staff member with first aid training will render first aid and a member of the center management team will call 911 in addition to contacting the parent. The designated hospital for each location is posted in the center. If rescue medication is used while the child is in our care, staff will contact the parent and call 911 according to the action plan. In the event of a lost child, either at the center or on a field trip, the center staff will initiate a search, designate a teacher to oversee the group, and then notify the center management team, who will take any other necessary steps to locate the child.

In case of severe weather, loss of electrical power or water, death or serious injury at the center, staff will contact parents immediately and follow operational procedures. No center personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

Staff Training in Emergency Procedures

Center staff is trained and certified in emergency first aid procedures and CPR. When minor incidents (bumps, scrapes, and scratches) occur, we will treat the injury. A written incident report form will be provided on the day of the incident. Parents will be immediately notified of head injuries.

Administration of Medication

A Medication Consent Form must be completed for any medicine to be administered at the center. Below are procedures and guidelines that must be followed for our staff to administer the medication to your child.

- A Medication Consent Form must be completely filled out with the following information in order for our staff to administer medication to your child.
 - a. First & last name of child
 - b. Type/name of medication
 - c. Prescription number
 - d. Instructions for administration specifying the:
 - Dosage and route of administration.
 - If indicated, starting, and ending dates of the dosage period; and
 - Times and frequency of administration.
 - e. Reason for medication; and
 - f. Date of authorization
- A prescription medication must be provided by a parent only from a container that is dispensed by a pharmacy.
- Our staff will not administer medication that has been transferred from one container to another.
- Our staff will not administer medication to a child that is inconsistent with the instructions on the medication label, unless we receive written authorization from the child's health care provider.

Accidents Happen – Learning, Language, & Love

Children explore and play every day. We know that accidents happen. We want to work with our parents to better understand any bruise, cut or bump that occurs. We will notify our parents about accidents through Procure. If there is something noticeable with your child, when you get home that you are concerned with that you believe happened at the child care center, please call us or notify us through Procure. Additionally, when children play with each other and a child causes the other child to experience pain, then poor language outbursts can happen. When poor language is used by children, our teachers will look to address the choice of words. We work with our teachers to respond in love to mishaps in the classroom and on the playground.

We want to work through any concern you may have with your child. If needed, we can typically review video footage in the classroom for 2 to 3 days before the memory is overwritten with new video footage. Our aim is for us to learn together how to better support and teach the children we serve.

SECTION 6:..... NUTRITION

Meals and Snacks

The Son's Children provides breakfast, lunch, and a morning and afternoon snack. We provide food that helps to meet a child's daily nutritional requirements. No outside food or drinks are allowed. Menus are posted weekly in our office, classrooms., As a program participant in the Child and Adult Care Food Program (CACFP), our center ensures that children are receiving a variety of healthy meals and snacks. Children are encouraged to taste each new food. Special consideration is given to those children requiring special diets and feeding equipment.

Parents with children that require special diets must have their pediatrician complete an Individual Nutrition Care Plan (Including food allergies) and submit this to TSC leadership. Notify the Family Support Coach if your child has any known food allergies or special dietary requirements. If your child has severe food allergies and/or requires an Epi-pen, parents are required to meet with staff prior to the child's first day of school.

Snacks & Mealtimes

Breakfast: 7:00am - 8:30am

Morning Snack: 9:30am - 10:30am

Lunch: 11:00am - 1:00pm

Afternoon Snack: 3:00pm - 4:00pm

SECTION 7:.....PARENT ENGAGEMENT & RESPONSIBILITIES

Wipes, Diapers and Pull-Ups

Parents of children in diapers are required to provide enough wipes and diapers for the week. If they do not have an adequate number of diapers and wipes, they will not be permitted to attend until they have sufficient diapers and wipes. For best practice, our staff is expected to check diapers and change them when needed, every 2 hours.

We understand that toilet training is an important learning experience for every child. During toilet training, parents are required to bring a minimum of six pairs of plastic covered training pants or pull-ups. Children who are toilet training must have 2-3 changes of clothes, especially shoes, socks, and underwear.

Clothing and Personal Belongings

Teachers plan a variety of educational, hands-on learning activities for your child. Sometimes your child's clothing may become soiled or dirty so please consider this when dressing your child for school. We recommend comfortable, inexpensive clothing. The center is NOT responsible for lost or damaged clothing and shoes.

Please label your child's clothing with your child's full name. Each child must have 2 extra changes of clothing, including underwear for emergencies. Parents should check their child's change of clothes frequently so that appropriate clothing based on both growth and the seasons as needed.

Children must wear shoes with a heel strap. Rubber soled shoes are best for running and climbing. Open toe shoes, sandals, flip-flops, wedges, shoes with high heels or rollers may not be worn.

Items to be Kept at the Center

You are asked to keep the following items in your child's cubby:

- 2 changes of clothes (shirt, pants, socks, underwear)
- Appropriate outdoor clothing for season
- Diapers, wipes, creams (notes will be sent home as needed after)
- Plush sleep toy and/or blanket for naptime (if desired). These items must fit in the designated space within each classroom
- Water Bottle (This must be taken home to be washed daily)

If your child does not have the above-mentioned items here each day and they require any of the above parents will be contacted and expected to bring the needed item to the center as quickly as possible. It is a parent's responsibility to ensure children have everything they need for a successful day at school each day.

Parents must **label their child's belongings**. We will make every effort to ensure that all items are returned to you, but when items are not properly labelled this becomes difficult.

The significance of water bottles in Arizona, cannot be overstated. We expect parents to keep supplying water bottles for their child at our center. If a parent does not supply clean water bottles for a child, The Son's Children will graciously supply two water bottles. Each water bottle supplied by TSC after the first two, will cost \$5 a piece. If TSC must charge the parent at least 3 times within a 3-month period then we will have no other choice, but to suspend a child for parent apathy.

Child Security Items

Children may temporarily bring a security item, if needed, for a smooth home to center transition. This item must be approved by the Director. Please do not allow children to bring toys, games, or other items to the center. Our center is not responsible for lost or broken items.

Cell Phones and Electronic Devices

Children are not permitted to use personal cell phones or electronic devices in classrooms. This policy has been put in place to promote safety, protection from content and education within the classroom. Any child caught using their phone will first have it taken away, then if there are additional incidents, the child will be suspension utilizing our progressive 3 step protocol.

Hazardous Items

Children are not permitted to wear scarves, necklaces, pacifiers, or other items around their necks. In addition, pacifiers may not be attached to clothing. Beads, small rubber bands and small hair bows cannot be worn for hair adornment with a child who is under the age of 3, because they pose a choking threat if they become loose. Balloons are not allowed in the center. Necklaces and small beads are a safety risk for young children and may not be worn at the center.

Communication

Procare is our primary communication tool, between Teachers and Parents, regarding children.

- Teachers will respond to parents during naptime between the hours of 12-2pm. If a message is urgent, expect a reply from the administration team within 1-2 hours.
- Photos of children's activities will be provided through the Procare app, within a reasonable time frame and if staff resources are available.

- Issues or concerns that need to be discussed, please schedule a time to meet with the director. Teachers are busy while in the classroom and need to be attentive to all the children that are present.

Parent communication messages are:

- Sent through ProCare parent engagement app.
- Posted on classroom bulletin boards.
- Shared on Parent Curriculum Involvement forms.
- Shared in newsletters for parents that may be distributed each month.
- Shared with staff by talking daily.
- Discussed during a scheduled appointment with staff.
- Through email.

Confidentiality

All family information is confidential and is not provided to any other agency or individual without written parental consent. Access to a child's file is limited in order to protect the privacy of children and parents. Relevant documentation may be released to state and federal licensing agencies upon request. Relevant information may also be released to a hospital and/or physician in an emergency. Parents are asked to sign a release authorizing the center to obtain medical assistance in an emergency when parents cannot be reached.

Reasons for Dis-Enrollment

- Parent disruption of the program – gossip, negative, abusive, profane, or loud inappropriate language and threatening behavior by adults that are harmful to children, staff, other parents, volunteers, self, or the center. Applies to child as well.
- Non-compliance with the Agreements signed at enrollment.
- Failure to provide necessary documents – parents who do not provide the required documentation within the proper timelines.
- Failure to provide necessary items for children such as diapers, wipes, extra clothing, and bottles.
- 4 late (after hours) pickups within any 60-day period.
- 3 Child SISO not performed on the day of attendance, within a 30-day period.
- *Unsigned current year, Annual Admission Agreement.*

- If there is no parent contact with The Son's Children, regarding a child's attendance at the childcare center, for 10 days or more.
- If a child is not potty trained by the age of 4. This is because, we currently do not have a diaper changing table in the 4's room.
- If a member of The Son's Children (TSC) leadership team communicates verbally and/or in a typed-up message, requesting that one of three evaluations (1. Individualized Education Plan (IEP), 2. Individualized Family Support Plan (IFSP), and/or 3. specialized evaluation) be performed and a parent does not address our requests within 30 days, then TSC has the right to dis-enroll this child for not partnering with TSC to help this child. TSC requires documentation (Such as, appointments, summary of visits, contact information) from the parent that this process is moving forward inside the 30-day window, to prevent dis-enrollment.
- We are a Full Time Learning Center, this means that we enroll children with the expectation that they are attending our center daily, Monday through Friday. If a parent pays full time tuition each week, then they can decide the children's schedule. For government subsidized (DES) families, our attendance policy standard is full time, which TSC defines as at least 4 days per week, thus if a child is averaging less than 16 days in a month this situation will face disenrollment.

The Son's Children staff may schedule conferences with parents to discuss concerns about a child's behavior in efforts to gain their understanding and support of ways to work better with the child. Our goal is to work in partnership with parents. When persistent behaviors make it difficult for a child or other children to benefit from classroom activities, staff will develop a written plan to help the child. The plan will involve parents, teachers, management team staff, and community resources. If after diligent efforts to include the child in group care, the child poses a threat to him/herself or others it may be necessary to dis-enroll the child.

Child Safety Reminders

- No children shall be left unattended in vehicles while on The Son's Children property.
- No children shall be left unattended by a parent anywhere on The Son's Children campus.
- Please do not speed in the parking lot.
- All children must be securely buckled into the proper safety seats, when arriving and departing on center property.
- Physical punishment or verbal abuse by any adult, including parents, is not allowed on center property.

Withdrawal

If a parent/guardian chooses to withdraw a child from the program, two-weeks written notice is required. If the parent/guardian fails to provide notice, those two weeks will be charged for payment.

Family-Centered Practice

Without family engagement, the care and education we offer children is not as effective or long lasting. Quality childcare must include family engagement and support, or it cannot be quality. In the first five years of a child's life, the personality develops, and the child learns patterns of behavior that follow them throughout life. By caring for the child in the context of their family, we influence the home environment, strengthening and building a strong family unit. We believe that parents are the child's first and most important teachers and our goal is to arm you with the best information and resources possible.

NOTE TO PARENT / GUARDIAN,
PLEASE RETURN THIS PAGE (PAGE 24),
BACK TO THE TSC OFFICE WITH YOUR SIGNATURE.

Parent / Guardian Signature

By providing a signature below, the parent and/or guardian acknowledges reading through this Parent Handbook and agreeing to all its content.

Print Name – Parent/Guardian

Signature – Parent/Guardian

Date