

**ABC Children's Academy and Developmental Center Inc.
Dana Warren – Owner**

Welcome to ABC Children's Academy and Developmental Center, Inc. We are happy to share with you and your child a positive learning experience. This handbook will provide you with a copy of our policies and procedures to help with a smooth transition into our center. Again, we say, "Welcome". Our doors are always open for visits to authorized guests.

Mission Statement

ABC Children's Academy is committed to providing quality educational services to your children. With parents as partners in Early Childhood Education, we can change the world one student at a time.

Vision

ABC Children's Academy and Developmental Center, Inc. will provide a strong, effective, outcome-oriented program that is child-driven with hands-on experiences and structure to maximize kindergarten readiness. We are committed to enhancing development through experiences that encourage learning, honor diversity and respect for the whole person and their relationship with the world.

We believe our work with Early Childhood Education in young children is an investment in the future of America. With parents as partners in research, education and health our children will achieve higher goals in learning, and positive interaction with their peers and the world in which they live. We strive to create a program with integrity that is dedicated to diversity, caring, professionalism, and an appreciation of the beauty of knowledge.

Purpose

Our purpose is to provide a **safe, caring, healthy environment** for young children with a balance of activities, which are conducive to the individual growth and needs of each child. The center will strive to promote the social, emotional and physical health and well being of each child through are professional staff and our daily early educational programs.

Hours of operation: Our main centers are open Monday – Friday 6:30 AM to 6:00 PM for Russellville and Dardanelle Facilities. Our smaller sites have different operational hours that will be defined upon enrollment.

Our curriculum is designed to:

1. Enhance children's healthy growth and development
2. Strengthen families as the primary nurturer of their children
3. Provide children with educational, health and nutritional services, with emphasis on early literacy, math & science
4. Link children and families to needed community services
5. Ensure a well-managed program that promotes the educational, physical & social development of the child and involves parents in decision-making.

For Day to Day Operations:

Pope County Director = Sarah Palmer

- Phone = 479-968-5048
- Fax = 479-968-1498

Yell County Director = Yolanda Ceballos

- Phone = 479-229-2000
- Fax = 479-229-2003

Admission: To enroll a child in the center you may be asked to meet with the Director to discuss your childcare needs and to view the center. You will need to complete all required forms and provide a current immunization record.

*****The parent that enrolls the child has official and final say regarding the actions involving that child at our center. This includes but not limited to...an authorize person to pick up child.**

- Please note that a biological parent can **ONLY** be denied access to their child if a Restraining order exists between the Parent and Child. Our Preschool cannot control parent's visitation of child as parental rights exceed our rights unless the visitation causes a risk or disrupts the structure of the school day.
 - Risks would include but are not limited too...disagreements of court papers, kidnapping risks or accusations, stated visitation conflicts or need for our staff to supervise visitation – as our staff do not have skilled training in this area.

Age requirements: Children must be 6 months to 12 years of age to attend our Russellville Facilities; however, Dardanelle Facilities can offer services from 6 weeks to 12 years of age. Each child must be free of contagious diseases, in good general health and current on all required immunizations. We do offer an after-school and summer program for children up-to age 12. School age children are not required to have shot records in their files.

ALLERGIES/FOOD SUBSTITUTIONS: A statement from a doctor on letterhead or prescription pad stating a child's allergies is required in order for our nutrition staff to alter servings.

- Our center makes every attempt to be peanut and tree nut free in that we do not serve products with actual chunks or pieces of nuts in them; however, some of our products are made in factories where other products containing nuts may be manufactured such that "traces" of nuts and or bi-products may be on the labels of our products as a disclaimer. It is important to ABCCA that our parents are aware of this disclaimer as well.

ARKIDS FIRST Information: ABC Children's Academy provides information and applications concerning the ARKIDS First Program. For your convenience, applications are located in the Parent Center.

Arrival and departure: For the safety of your child a responsible adult will escort the child to and from the center. When you arrive, our Procure system will ask you to sign your child by using a fingerprint scan or PIN Id. Your Director will make sure this procedure is set up as part of enrollment. Dropping your child off or Picking your child up without using our Procure electronic signing in and out system is prohibited. At the end of the day, sign your child out and make sure the teacher knows you are leaving with your child. Never allow your child to leave the building without an adult or to run around the driveway alone. Never take a child out over or through the fence. Always enter the playground through the building. This is for the SAFETY of all children!

Attendance: A child needs to be present 5 days a week. An average daily attendance of 85 percent is required. No child shall be at the center more than 10 hours a day. If your child will be absent, please notify the center. Children learn and thrive when well rested and well fed. When children arrive late they have

trouble sleeping or napping during the center's schedule nap time - anywhere from 11:30 - 2:00pm depending on your child's room. Please make plans to arrive to school prior to 9:00am so we can get an accurate lunch count and children will be able to rest and not disturb the rest of the class.

Open Door Policy: We always encourage authorized Parents and family members to come visit as much as they want provided the visit is not disruptive to scheduled routines or the visit does not cause your child to not transition well the rest of the day in hopes of parents return. This can be addressed on an individual basis and a relationship of trust and safety to all children is addressed.

Biting Policy: Biting is approached seriously by the center, but we also understand that biting can be a normal process of development. However, biting could be an anti-social behavior caused by reason such as 1) development stages 2) emotional difficulty 3) teething or 4) other illnesses. When a child bites, the reason for biting should be identified so that a behavioral plan can be created. (The co-op has a great model for intervention to go by). Possible corrective measures could be, but not limited to medication for teeth and gums, oral sensory input ideas needed from therapy services, moving the child up to a more age appropriate group, physician check for illnesses or dental problems, or redirection to another activity. Employees shall document a child incident/accident form each time a child bites for each child (the biter and the one who was bitten) for each parent to sign respectively. We are careful not to disclose who bit or was bitten. We use phrases like..."was bitten by another child..." ("bit another child today, please discuss with him/her about biting) After a child has bitten 3 occasions, a conference will be scheduled for the parent of the child that bit, for the teacher and director to discuss corrective measures to take which may include a recommendation for Doctor's visit to rule out ear infection and/or a referral for special ideas from a Occupational Therapist. A child may be sent home not as punishment but to take a break from situation if biting is aggressive and severely injuring other children. After the behavioral plan is implemented, and the biting does not cease or improve within three weeks time, dismissal will be considered.

Charges: Our Center's charges both weekly and daily shall be posted on our parent board. They may change with the fluctuating economy. Please pay the Monday of the week your child attends to avoid pending balances. Financial Contracts must be signed and filed for attendance whether your funding source is privately paid or paid by the state as nominal fees may occur for registration or field trips. These fees shall be fully disclosed on our parent boards. ABCCA requires Direct Draft of Childcare fees through Tuition Express as the method of payment for enrollment.

Community Involvement: ABCCA has a Community Involvement Plan posted on our Parent Board which incorporates at least one Activity per month that creates educational bonds between Children and their Community. Each Facility has the Community activity of the month posted on the front door of the center and encourages Parent and family participation. Exploring the world around us is a strong form of social acceptance and early education.

- Fieldtrips require an added level of safety and supervision such that if a child is in need of extra supervision that is not available by Preschool staff, their parent or guardian will be asked to attend fieldtrip with the child to prevent any injury or incident from occurring and allowing the child to participate in the community outing as well. Some examples of safety concerns are running from the teacher trying to escape areas, unfastening seatbelts or making attempts or open van doors, unable to transition in line without leaving the line to hide or hitting and/or physical harm to teachers or peers when asked to follow safety directions to name a few examples. Should the extra staff or parent not be able to attend, unfortunately, the child for their own safety and well being will have to remain at the center in an alternate classroom which usually is a fun and exciting treat as well.

CONFIDENTIALTY: We uphold the respect for other's privacy with high regard. The hallways and classroom doorways are not always private but if you need to conference in a private area – one will be provided for you.

ABCCA would like to disclose that your child's medical or confidential information will only be shared with relevant staff or contracted agencies for the purpose of safe programming operations, therapy services needed, increasing developmental and cognitive education and/ or payment of services if indicated.

Diaper Bags: For safety reasons, Licensure has recommended we discontinue the use of Diaper Bags which could potential hide hazardous materials. Please bring enough diaper and wipes as well as a change of clothes for your child. Those items will be stored in a cubby or on a shelf designated for your child.

Discipline: Love and understanding are the best forms of discipline, however, the safety and well being of each child requires a degree of order. When misbehavior occurs, we consider the social, emotional, and physical development of the child and use appropriate techniques that may include positive intervention, redirection, restriction from certain play areas, and/or time to sit in the comfort zone to allow a child to gain control of their behaviors. (A Comfort Zone area/chair may be used for children 2 and up and will not exceed one minute per year of age of child.) Continued problems may require a conference with the parent to decide a course of action. Cooperation and a supportive attitude between parents and the Center can usually redirect behaviors not acceptable in group care.

*In cases of extreme behaviors that cause social emotional and/or physical harm from one student to another, the director reserves the right to invoke a 1 to 3 day suspension for the student to develop a plan for the safe care of all parties involved. The plan may range from parent meetings to behavioral referrals to dismissal depending on the severity of the action.

**Reminder that corporal punishment to include spanking or swatting of hands is NOT allowed in a childcare center per State regulations. This action is prohibited by parent or staff.

Discharge of Child: Reasons a child may be discharged from the center are; 1. ongoing behavioral problems that are disruptive to the program. 2. Childs continued disrespectfulness to teachers and, or other children. 3. A parent's rudeness or disrespectfulness to a child or a teacher. 4. Behavior that is harmful to other children, teachers or him or herself. (including custodial battles) 5. Non-payment of fees and charges. 6. Family's refusal to follow Center Policies. 6. Legal threats to center in attempt to bully or manipulate staff.

Dress Code: Dress your child in comfortable weather appropriate play clothes that are easily managed by your child for their toileting needs. Overalls and one-piece jump suits are difficult for children to manage and not recommended. No belts unless your child can unfasten and fasten it by without help. It is a requirement to put shorts under skirts because there is a lot of tumbling and floor play that occurs in childcare. Each child needs a change of clothing clearly marked with your child's name and placed in a small paper bag to be kept at the center. ABC Children's Academy requires children who are not potty-trained to bring diapers or pull-ups to avoid unsanitary conditions for other children. Our Center cannot be responsible for Lost items.

Driveway: Please enter the driveway with as much caution as possible. Please do not stop in the entrance of the drive, pull forward and walk back. Be courteous to one another. Each center may have a drop off and pick up line available during the school year. Car-rider lines will be posted at each center. If you are using the drop off and pick up line, you will still be asked to sign a clipboard so we have the most accurate count of person(s) dropping off and picking up children.

Equal Rights and Opportunity Disclosure Statement: _ABC Children's Academy, and Developmental Center, Inc. does not discriminate (employee, child or family) against race, color, religious creed, sex, age, handicap, or other factors not related to enrollment or the needs of job performance. Each employee and family will be treated on his or her own merits.

Emergencies: In the case of an Emergency or Accident, our Director's will call 911 if they feel your child is in danger. We will also call the parents. If there is a question as to the severity of the Incident, our Director's are authorized to err on the side of your child's safety. If an Ambulance responds and the Paramedics do not feel it is an immediate crisis, they usually wait until parents arrive to transport the child. Our insurance will pick up additional coverage after the child's insurance is filed if the incident is a result of an accident on our premises only.

Enrollment: Each child must have one and only one enrolling parent or caregiver that is the foundation for decisions about the child's account and other related matters. Should the family be divorced, it is the responsibility of the enrolling individual to pay for childcare services and then in turn collect from the non-custodial individual. Children only have one financial account. Likewise, unless there is an ex parte order in place restricting visitation from one biological parent to the specific child – each biological parent should not place restrictions on pick up and drop off or visiting the child at preschool. The daycare teachers cannot be mediators for children. Disgruntle domestic disputes involving the preschool and the children will be discussed with the Director in order to facilitate a peaceful and safe place for all families.

Evacuations: In the case of an onsite emergency – your child will be transported to a safe location and you will be contacted on the numbers indicated on your application. A note will be posted on the door with the address and number of where your child was taken. If there is a risk of health concerns, your child will be transported in our staff's personal vehicles and may not have proper car seats based on urgency to evacuate. In these cases, the owner/director attempts to obtain a police escort for safety of transport.

Field Trips: Each field trip will be posted indicating place, day, time and money needed if any. Parents will be asked to sign a field trip roster giving permission for your child to participate in the activity. Children will be transported in the center's vans in car seats buckled in a seat belt, accompanied by adequate staff. A roster of the children in each van will be kept. Due to seatbelt guidelines from the National Highway of Transportation and Safety Assoc. – a child must be 4 years of age in order to be transported by our booster seats. We will have in-house community activities for our children 3 years of age and younger.

Health policy: To control the spread of communicable illnesses among children and staff, health policies are necessary. The teacher in each classroom will perform the daily health check.

1. Children must be current on their immunizations upon enrollment and maintain current immunizations. Your child's immunization record may be checked on the national registry.
2. On arrival, your child will have a daily health check for obvious signs of illness. Greet his/her teacher so you can report any symptoms of illness your child may have had and any medication you have given or are bringing to the center. For the safety of all our children, medications must be given directly to the teacher.
3. The teacher shall make sure Parent signs a Medicine Slip and locks up Medicine if a child is on Prescription Medication.
4. The Director shall administer Medication with Teacher as a Witness for safety.
5. Medication can be given at the center if absolutely necessary. Please ask your doctor to prescribe once or twice a day treatments if possible. The medication must be in the original container and you must complete a medication form. Only prescription medicines that are to be given 3 times a day are allowed to be given at school. Teachers are not allowed to administer any non-prescribed medicines. Medications that are not administered at school should not be transported from one family to another using the childcare center as a mode of transportation.
6. Parents are required to notify the staff if their child has been exposed to a communicable illness. This allows the teacher to watch for your child's health and may prevent exposing other children to the illness.

7. If your child is sent home for a contagious illness or rash, they cannot return for 24 hours after medication starts.
8. Our center shall administer non-prescription medication such as Tylenol or fever-reducing medicines only at Parent's approval and/or Registered Nursing discretion. Tylenol cannot be freely administered by non-approved staff as this practice may potentially mask contagious illnesses.

Holidays: The center is closed for our Tuition Based program; 1. New Years Day - 2. Memorial Day - 3. July Fourth - 4. Labor Day - 5. Thanksgiving Day - 6. Friday after Thanksgiving - 7. Christmas Eve - 8. Christmas Day. 9. The Day after Christmas (or the day of observance thereof) 10. Also the first Friday of each August and April for Training. Holidays/ Snow Days / Public School Breaks / Training days are not exempt from payment but you can apply your vacation days if parents would like. Vacation days are outlined in the Financial Contracts. Rates may vary on these weeks of care based on your routine payment verses needs for care as regulated by public school closings.

Inclement Weather: If the public school closes due to hazardous road conditions in winter weather, our Arkansas Better Chance program will close as well. Our Tuition Based program will open at 9:00am for those parent's that need services for work that day unless the roads are so hazardous that it would endanger employees to travel. Please call the center before you make a trip to town to make sure staff was able to make it to work with the winter roads to travel. Inclement weather days are not excluded from payment as they are not predictable and center will make every attempt to open.

Infant Feeding: Parents must bring in at least four bottles each morning that are clean and ready to be used. Should your infant need additional feeding, our ABCCA staff will sterilize your child's bottle for another use. All bottles should be taken home every day and washed at home and sent back to school clean for the next day. If you forget the bottles, we will need Parents to make arrangements for bottles to be brought to school immediately. Storing of Bottles at school may lead to increased contamination verses washed daily at home.

Illness: The center lacks facilities to care for sick children. If a child shows signs of illness such as a fever over 101 degrees, vomiting, diarrhea, head lice, impetigo, pink eye, strep throat, etc, he/she may not attend the center. If a child becomes ill while at the center the parent will be called and must pick the child up within 30 minutes. After thirty minutes, staff will begin calling the emergency pick up numbers on your call sheets. Please arrange emergency personnel if your job does not allow you the benefit of taking off to pick up your sick child without penalty. This protects all the children and staff in the center.

- ABCCA as county nurses that may assess your child's health care needs. A doctor's note may be required to return to school should symptoms show contagious factors or our staff need clarification on doctor's orders.

Kindergarten Readiness and Transitions: Each center has a Kindergarten Readiness and Transition Plan posted on the Parent Board. At least four times a year, ABCCA presents our children and families with an activity that makes a smoother transition to Kindergarten. Activities include familiarizing children with actual experiences at a Kindergarten building including but not limited to: library, cafeteria trays, milk cartons, large hallways, standing in line or meeting the teachers.

Late Charges: A charge of \$5.00 for any part of 10 minutes will be due for time after 6:00 unless prior arrangements have been made. A late charge will also be applied for children that attend greater than 10 hours a day.

Meals: This center participates in the Federally Funded Child Nutrition Program and we provide balanced meals and snacks for your child daily. No food may be brought to the center unless prior arrangements are

made with the Director. This is to protect other children who have allergies and to maintain compliance with CACFP that all children receive a well-balanced meal. Enrollment into this facility is agreement of this meal policy.

Allergies: A list of your child's allergies shall be kept in the classroom as well as with the Nutrition staff, under a cover sheet. We make sure outside food is not accepted to protect those children with allergies. Exclusion or Segregation of Students shall not occur for children with allergies. A Medical Need must be described on Doctor's Note to exclude foods from children's meals.

Peanut Butter: Due to the large amount of Peanut Allergies, we are not allowing Peanut Butter in the Buildings. However, Families should be aware that we may have products with Peanut oils in them.

Outdoor play: The children will play outside morning and afternoon weather permitting. Our normal recess times will be implemented always if temperatures are between 38 degrees and 98 degrees. If it is under or over those temperatures, teachers will use their discretion and recess may be only be 5-10 minutes long. ABCCA has limited availability for extra staff as our staff has to stay with the children as a group. If your child cannot play outside for the day due to illness or preference, it may be best for the child to stay home that day so that we can safely monitor all children at play. Please dress your child in play clothes and the appropriate outerwear. (Sweater, Jacket, Coat) Outdoor play consists of running, jumping, climbing, sweating digging in the sand and dirt and many other creative things children think of to do outside. We do wash our hands and faces when we come in from recess and we wash many other times of the day. At times, a child may look a little grubby by the end of the day because they have played hard and had fun. Remember PLAY is a child's WORK. ABC Children's Academy places emphasis on keeping hands and faces wash to prevent the spread of germs.

Parent Advisory Board: Each County Director is responsible for locating, encouraging and facilitating a Parent from their County that would meet at least twice a year and present the county Directors with ideas, theories or needs for training areas that ABCCA could sponsor for our Parents. A sign in sheet should be logged for parent meetings. WE LOVE OUR PARENTS and hope we can establish an Advisory Board that will use our facilities in the evenings so ABCCA can better serve your specific needs.

Parent Involvement: ABCCA has a Parent Involvement Plan posted on our Parent Board which incorporates at least one Activity per month that creates educational bonds between Children and their Parents and/or Extended Involvement. Each Facility has the parent activity of the month posted on the front door of the center.

Payment of fees: Fees are posted on parent boards. The annual enrollment fee of \$ 35.00 is paid upon enrollment and renewed each September to cover costs of supplies. The weekly fee is set upon enrollment according to the type of childcare and the days requested. Childcare fees must be paid each week regardless of absenteeism. Childcare fees will be paid on Monday. If payment is not processed by Friday morning of that week, the child may not return until payment has been processed. Payments can be made by Debit or Credit Cards, and Money Orders. NO CASH OR CHECKS ACCEPTED.

Personal Items: Please be advised that ABC shall not be held responsible for children's or families personal items lost at school. Valuables should not be sent to school because there are not locked areas for children's valuables. Medical Equipment shall be maintained to the best of our ability but we are not a Medical facility. We shall not be responsible for replacement of Medical equipment or lost or stolen personal items. We ask that clothing and jackets be labeled and do our best to make sure that items are sent home with correct families.

PICKING UP CHILDREN: The charges for aftercare will be posted on parent board which is also stated in the financial agreement in the enrollment packet.

a. **LATE CHARGES:** A charge of \$5 of any part of 10 minutes after 6:00pm will be added to your fee. We do not want to charge this fee so PLEASE don't be late.

b. **METHOD OF PAYMENT MAY BE:** Credit card or money order. **Cash and Checks are not accepted.**

If an EMERGENCY situation prevents the parent from picking up the child on time, it is the parent's responsibility to contact the center prior to the close of the classroom hours to make the staff aware of the situation and the approximate time the child will be picked up. A written note will need to be faxed to the center. ABCCA prefers not to deny access to a biological parent – such that both biological parents need have permission to pick up the child unless there is an exparte or restraining order. If parents cause disputes over pick up related to custody, we will have to petition for dismissal of your child's enrollment.

Photos: Please be advised that only Photos of your child can be taken with your personal cameras. ABC cannot allow Parents to photograph other children at anytime. Also for privacy and security reasons pictures taken at the center cannot be posted in the internet.

RELIGIOUS PRACTICES: The US Constitution mandates a separation of Church and State. ABC Children's Academy assures parents that no religious activity is paid for by our State Arkansas Better Chance funds. Likewise, because we operate an Arkansas Better Chance State funded program in all of our facilities to some capacity – all religious teaching is prohibited regardless of the funding source. Our ABCSS program provides non-religious instruction and activities during the ABC day. Celebration of Holidays may occur at a secular level only and not teach or promote a religious theme as that is a protected right reserved for families outside of our facilities. ABC Children's Academy and Developmental Center, Inc. upholds the First Amendment to the US Constitution and instructs and implements non-religious educational programs.

Rest Period: All children rest after lunch. The Toddler room rests from 11:45 to 1:45 and the preschool rooms rest from 12:30 – 2:00. Children are not forced to sleep or criticized for not sleeping. We do require the child rest quietly so other children can rest as well. We provide a state approved plastic foam filled rest mat, 24 x 48 inches by 2 inches for each child. As well as a blanket and cover sheet. For risk management purposes, children keep their shoes on at naptime in case of need for evacuation.

****Mid Day Drop Off policy:** We welcome all our Parents and Families. We do our utmost to make sure all children have the best day possible. We are having difficulties with children who are allowed to sleep in late in the mornings and being dropped off in mid-day or mid-nap are disrupting the other children's naptime routine. If you choose to allow your child to sleep in past 9 am in the morning - Please respect our naptime and the other children's need for routine and structure by waiting to drop your child off after 1:30 pm when children start to arise from nap.

Special Occasions: We are happy to celebrate special days with you and your child. All events must be coordinated with the director and she will provide a list of appropriate foods for your child's room.

Shoes: TENNIS SHOES ARE THE BEST. We are active and shoes are important. Comfortable shoes good for running, jumping and climbing are necessary. Slick bottom shoes are dangerous. Sandals without a strap around the heel and rubber flip-flops are not allowed. Cowboy boots are allowed unless a child kicks another child.

Scissor Policy: The use of Scissors is an important piece of a child's development. We want Parents to be aware that although we will do our best to monitor safety with our blunt-nosed scissors that an inherent risk of hair cutting is possible. We ask that our teachers put scissors up and replace them with hole-punches during center time unless a controlled environment of scissor use is possible. However, even with a controlled situation, in an instance, a child may turn and cut hair of another child. We discuss scissor safety and monitor closely; however, we wanted to provide an extra reminder to parents that we use Scissors in our facility in our art centers and that hair cutting is a risk.

Screening: Our program screens all children and will send parents notification of any indicators suggesting developmental delays of any type. Parents are notified of results. Special Services such as Physical Therapy, Occupational Therapy and Speech Therapy may be offered based on your child's results and Parents approval. If Behavioral Services through the County Co-op is recommended, your child's enrollment will be contingent on the child participating in Behavioral Services. PT, OT and Speech are not deemed Medical Necessary for the Safety of the child and thus can be refused by families; however, if Behavioral Services are needed, the Parent will be required to Participate in the implementation of a Behavioral Plan to protect child and others from harm.

Special Needs: Our program accepts all children. No child is denied enrollment due to special medical, health, or developmental needs. We will work with special services providers to ensure that your child has the supports needed to foster development.

Supplies: all families will receive a supply list each August to begin the new term. All Blankets and Crib Sheets will be provided by the facility and laundered at the center as well to ensure cleanliness and convenience to parents. There is no need to bring big bulky quilts from home as the classrooms have no storage available for large blankets and pillows.

Termination of services: **To terminate Childcare services, you must submit a written notice one week in advance. Failure to give notice will result in billing for one-week fees. A one-week payment may be made in lieu of the required notice. If your child does not attend the center for 3 days and you do not notify us as to the reason for absence your child will be dropped from the roll and you will be responsible for that weeks payment.**

Toddlers: Each child needs no less than 5 diapers or underpants if toilet training, a zip lock baggie of wipes and one or two changes of clothing. These items will be kept in their personal cubbies in their classrooms.

Toileting: We strive to progress children in all areas and potty-training is one of them no matter your child's age. For the health and sanitary reasons, if your child is not yet potty trained, Pull-ups that velcro on the sides must be sent to school daily as a tool to help children in toileting in a safe and manageable way. If a child has two or more accidents per day (not at naptime) for more than 3 consecutive days, a pull up will be necessary during the day to keep room sanitary. Our teachers will continue to work with your child in the Velcro pull-ups to potty train as needed daily. This regulation is to preserve the health and sanitary of our floors, carpets and materials – as well as making sure supervision ratios are well maintained. Thank you for your understanding.

Toys: The center carefully selects toys and games designed to complement your child's growth and development. Safety is also a major concern in this selection. Please do not send or bring **toys, money, gum or candy**. Books and "G" rated tapes are permitted and should be labeled with your child's name. Special "Toy Days" are posted from time to time and your child will be able to bring a safe toy from home.

School Age: Many School-Agers ask to bring their electronic devices in the summer. However, those articles are brought with the inherent risk that others may want to play with them or that the electronic

devices may be damaged or stolen. Electronic devices that take pictures will need to not be utilized in the center for privacy reasons of other families.

Visitors / Volunteers: ABC always encourages Parental support and interaction. We have an open door policy and do not deny access parental access to children. Parents that have regimented visits may be asked to fill out background checks for the protection of all children and families. Parents or Observers that wish to stay all day or lengths of time that impair daily routine is disallowed for risk management and program integrity. Please trust that we are regulating often by several governing bodies and our staff are well-trained in the care of your children. Feel free to come visit briefly as much as you need; however, ABC Children's Academy and Developmental Center has a direct policy prohibiting all day observations.

Voucher Program: Arkansas Department of Human Services (DHS) has child care assistance available for income eligible families. An application for childcare vouchers is included in the enrollment packet. We are available to give you information and assist you in any way possible at any time. Registration and Field trip fees are charged to parents even if they are on 100% vouchers unless the funding is from the TEA program. Voucher covers only a few days per year of absentee such that families need to maintain child's enrollment throughout the month. Parent's shall be responsible for monthly fees not covered by vouchers due to absenteeism. There are cases of extenuating circumstances such as medical leave or summer visitation by which vouchers can be placed on hold , but enrolling families must get this pre-approved with State Case Worker.

Parent's who do not have 100% vouchers, will be charged the difference weekly.

Voucher cont...(Absenteeism):

- The Voucher Program offers absentee days on a month to month basis not exceeding 40 days as outlined in our Financial Contract. PLEASE READ FINANCIAL CONTRACT CAREFULLY
- Families who have extenuating circumstances such as a medical need or possible summer visitation with non-custodial parent will be required to contact their voucher case worker to obtain approval from State Administrator to place childcare vouchers on hold. The center must have approval from State before this placing the vouchers "on hold" can occur.
- Enrolling families will be charged a \$30 / week holding fee for each week vouchers are on hold up to 6 weeks as this spot cannot be assigned to another family.

Welfare of all Children: Please be advised that: 1.State law to report suspected cases of child abuse and neglect mandates all employees of ABC Children's Academy. 2. Children are subject to be interviewed by Child Care licensing, DHFS Special Investigations and Law Enforcement for investigative purposes at any time.

*In cases of extreme behaviors that cause social emotional and/or physical harm from one student to another, the director reserves the right to invoke a 1 to 3 day suspension for the student to develop a plan for the safe care of all parties involved. The plan may range from parent meetings to behavioral referrals to dismissal depending on the severity of the action.

Commitment: We are here for your children--The Owner, Dana Warren, is always open to discuss concerns. Feel free to call at 479-968-5048 for Russellville facilities or 479-229-2000 for Dardanelle facilities or 479-331-1450 for Dover facilities.