

FAITH & FAMILY EARLY LEARNING CENTER



PARENT HANDBOOK

January 2023

Owner : Raegen Kubacak
Directors: Hannah Lau & Melanie Green

(979) 774-5300
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Dear Parents:

I would like to extend a warm welcome to Faith & Family Early Learning Center. Our program exists for your families and children. We strive to provide loving care and guidance for your child's needs as he/she grows and develops. This is a place where your child will be loved and accepted. Faith & Family is a place where laughter and play are cherished and where learning is fun. We meet and exceed the minimum standards set forth by the Texas Department of Family and Protective Services by which Faith & Family is licensed.

As parents, you play a vital role in our care of your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions and make suggestions. Cooperation and communication between parents and staff will contribute to a successful experience for your child. We value children and believe in families.

This handbook has been prepared so that you may know our school's policies and better understand the program as we work together to help your child.

Thank you for entrusting us with your child,

Hannah Lau
Melanie Green
Co-Directors

Raegan Kubacak
Owner

Faith & Family Early Learning Center Parent Policy Handbook

Mission Statement: The staff at Faith & Family Early Learning Center cares for and teaches young children in a safe and Christian based environment.

We strive to meet the needs of the whole child in all developmental domains: the spiritual, mental, physical, emotional, and social. The Bible says in Luke 2:52 “And Jesus increased in wisdom (mental) and stature (physical), and in favor with God (spiritual and emotional) and man (emotional and social).” From the curriculum to the way the teaching staff responds and interacts with the children, the Bible is the basis of our program. We offer a wonderful combination of early education curriculum called Frog Street Curriculum. Frog Street is a comprehensive, dual-language program designed to meet the needs of diverse learners while supporting developmental learning domains.

Faith & Family does not discriminate against any child based on race, color, national origin, sex, or religion. “But Jesus asked the children to come to him. ‘Let the little children come to me,’ he said. ‘Don’t keep them away. God’s kingdom belongs to people like them.’” Luke 18:16 NIV.

Staff Expectations: **[746.501 (25 a,b,c,d,e)27]**

We select our staff carefully to provide the best possible care and education for your child. We employ people who are warm and nurturing, who understand child-development, and who can apply their knowledge in the classroom. Our staff respects each child as an individual and recognizes that God has uniquely made each one. They value working as a team with parents, colleagues, and volunteers. Continuing education is an important part of working at Faith & Family. Each staff member attends training in first aid, CPR, child development, teaching methods, and various other classes that help them learn and grow as a childcare provider. We require Child Protection Training, and Sudden Infant Death Syndrome/Shaken Baby Syndrome/Early Brain Development classes annually which cover: the prevention and response to child abuse or neglect, including warning signs a child may display. We coordinate with local authorities including Scotty’s House in providing care and cooperate with CPS investigations. We encourage staff as well as parents in seeking proper intervention in obtaining assistance in a case of suspected or reported abuse or neglect.

Employee Training

746.501 (25)]

- Staff is required to have CPR and First Aid training. The directors, Hannah and Melanie, are authorized to administer medication.
- Employees are trained upon hiring in all emergency procedures. Staff are trained that their first responsibility is to move children to the designated safe area and their primary responsibility is the safety and well-being of the children.
- Training is repeated; it familiarizes the staff with fire alarm and evacuation signals, assigned duties, evacuation routes, areas of refuge, correct procedures for evacuation, and equips staff to respond to fire, medical emergencies, bomb threats, suspicious packages, hazardous substances, volatile people, tornadoes, and severe weather situations.

Hours and Operations & Enrollment:

Faith and Family Early Learning Center is open year-round, Monday–Friday 7:00AM to 5:45PM. We provide a printed list of holidays and dates we are closed on our information table and post a sign on the front doors a week prior to dates closed.

Here at Faith & Family, we offer care to children ages 6 weeks through Pre-Kindergarten, as space is available. Children will be placed in a group of peers based on age, development, and specific needs.

• Checklist for Enrollment:

- Pay enrollment fee- this is a non-refundable fee that is required when a child is enrolled into our program.
- Parents must complete all enrollment paperwork that is required(i.e., vaccination records, parent/doctor health statement, and any other forms given)
- Sign and turn in parent agreement form(in the Parent Handbook).
- All parents **WILL BE** notified in writing if any written policies change. Your signature is required to acknowledge you have received updated policy and will be kept on file.
- It is the parent's responsibility to inform the our office of any changes in the child's information including: address, phone numbers, immunizations, hospitalizations, and major issues. We reserve the right to bill you a second enrollment fee if we do not receive updated information in 30 days.
- It is Faith & Family's responsibility to review the child's information with a parent or guardian upon enrollment. Once a child is enrolled, we will ask parents to update the file annually during the child's anniversary date of enrollment.

Tuition:

We calculate our monthly tuition using a daily rate, and the total number of days we are in operation for the year, therefore no tuition will be adjusted for holidays or vacations.

- Tuition is a monthly flat rate based on your child's age. Tuition reserves your child's place and is not for periods of attendance.
- Tuition is due the first working day of the month.
- If you have not paid tuition by the 5th of each month, a late fee of \$25 will be added to your account. If you fail to pay by the 15th, you will not have childcare or be allowed to drop off your child, until the balance is paid in full. We understand that things happen, we ask that you communicate with us.
- Tuition should be paid by money order, cash, credit card, debit card or check (a returned check fee is charged on all returned checks). These payments should be given to the Directors.

Other Fees:

- A late fee of \$1/per minute will be assessed per child if they are picked up 5 minutes after the school day ends. In case of an emergency, contact Faith & Family at 979-774-5300.
- If you want to withdraw your child from the program, a 30-day written notice is required. There is a form available at the Faith & Family office. If 30-day notice is not submitted, you will be subject to a fine equal to one month's tuition rate.
- If you withdraw your child from the program and wish to re-enroll your child within a 6-month period of time from disenrollment, the re-enrollment fee will be equal to one month's tuition.

CCS Statement:

We are a CCS provider. CCS is a childcare assistance program through the government, to register visit the Texas Workforce Solutions or ask the front desk for more information. However, we are a self arranged provider, meaning that as a parent you are responsible for the difference in cost of care. Exceptions to this, are parents with a \$0 parent fee.

Required Forms:

[746.501 (12, 9, 11, 26)]

- Parents /guardians shall provide these completed forms **before the child's first day of attendance:**
 - Enrollment Forms
 - Immunization Records - If your doctor decides to postpone an immunization for any reason, we need written documentation from the doctor.
 - Documentation of a vision and hearing screening performed by a health care professional **by the age of four.**
 - Signed parent agreement given with other enrollment forms.
- Parents or guardians shall update information as needed.
- End-of-year payment summaries are available upon written request.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
0 through 2 months						The following immunizations are required by the state of Texas: For more information go to: http://www.dshs.state.tx.us/immunize/Schedule/schedule_child.shtml ,		
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

Procedure for updating contact information:

Parents can update their contact information and pickup information at any time by calling or emailing us. We have parents update their child(s) file annually to ensure we have correct information and can reach parents/guardians.

Arrival

[746.501(3)]

1. Faith & Family Early Learning Center hours of operation are Monday-Friday, 7:00AM– 5:45PM. We cannot accept early drop-offs and late arrivals. All children need to be dropped off by 9:45. The only exception is if your child has a doctors or other appointment, please bring a doctors note and they will be allowed to attend.
2. Children must be escorted to a Faith & Family staff member by a parent or guardian and left in the care of a staff member.
3. Every child must be signed in upon arrival.
4. Special instructions for the day should be written down and given to the teaching staff.
5. ALL children should arrive at Faith & Family fully clothed (shoes, proper attire for weather)
6. Children should arrive free from illness. Teaching staff cannot administer medication. Children should be able to participate comfortably in activities and will need no greater care than the staff would normally provide, without compromising the health, safety, and supervision of the other children.

Dismissal:

[746.501(2)]

- Persons picking up your child should be listed on the child's sign in/out sheet.
- If someone else must pick up the child, Faith & Family must be informed in advance. That person's driver's license must be provided and will be checked.
- Parents, please notify Faith & Family if your child is to be picked up early.
- Parents or designated adults must sign their child out at the front desk.
- Children will not be released to minors.
- Do not leave a child unattended in a parked vehicle.
- Do not leave unattended vehicles running.
- We will not release children to persons who are under the influence of alcohol or drugs.

Absences, Mid-Month Enrollment and Early Withdrawal

[746.501(12)]

- If your child is enrolling in Faith & Family for the first time after the month has begun, we will prorate tuition based on the number of days attended.
- You must submit written notice to the director 30 days in advance of withdrawing your child. There is a form available on our web site as well as the Faith & Family office. If 30 day written notice is not submitted, you will be subject to a fine equal to a month's tuition rate.
- We care about your child! Please call, email, or tell us if your child is ill or will not be attending.

Calendar:

- A Faith & Family monthly calendar will be posted and will contain snack information, planned events, etc. A yearly calendar is available from the office, it contains the days we are closed.
- Faith & Family is open Monday through Friday. We are closed for most holidays-- you can find a list of those dates are located at the front.
- A note or newsletter will announce special events such as: parties, or other class events.

Transportation

[746.501(13)]

Faith & Family will not transport your child. In case of emergency, your child may be transported in an emergency vehicle, or with a person whom you have authorized to pick up the child.

Field trips

[746.501(15)]

Faith & Family does not plan or provide field trips at this time. The only reason we would leave the school property is for emergency situations and parents will be notified.

Animals

[746.501(16)]

Animals, such as class pets, may be present at Faith & Family. You will be notified in writing about animals visiting for special occasions before the animals are on the premises.

Water activities

[746.501(14)]

For your child to participate in outdoor water activities, a signed permission on the enrollment form must be on file. We are limited in the kind of water activities we provide. The water play we do provide is: water tables in the classroom/outside and sprinkler play.

Clothing:

- Please dress your child in washable play clothes so that your child can actively participate in messy (paint, water, etc) activities and outdoor play.
- Please bring 2 full sets of extra clothing in case of accidents, emergencies or messy activities.
- Please bring 5 full sets of extra clothing if potty training.
- Label all jackets, hats, gloves, extra clothes, and backpacks.

Rest Time:

- All children are expected to have a rest time appropriate for their age and development.
- Children not requiring sleep are expected to rest quietly for at least one hour and then may choose a quiet activity.
- Once children in a class are transitioned out of sleeping in cribs and pack 'n' plays, parents can provide a small pillow and blanket for their child to sleep on their cot. Label all items with your child's name

Physical Activity:

[746.501(18)]

Outdoor play helps children grow socially, helping them to develop healthy ways of forming friendships, responding to physical interaction, and using their imaginations to entertain each other. At our center, each age group has scheduled outdoor playtime throughout the day totaling to 2-2.5 hours per group. They also have 1 hour of indoor physical activity– brain breaks that include: dancing, yoga, and singing. The children also participate in centers where they rotate through several activities. This is considered unstructured play time because the children are able to be creative and use their imaginations. We recommend that your child comes to school in closed toe shoes that are easy for them to put on and take off independently. One days that there is extreme weather such as: heat advisory, storms, etc. we have the children participate in physical activities in their classroom or in the cafeteria and give them additional time to move and play. In addition, we offer two extracurricular programs at our center that involve physical activity. TOTs(Teams of Tomorrow) is a program that allows children to learn academics through basketball and agility skills for ages 3-5. Soccer Shot is a children’s soccer program that focuses on character development for ages 2-5. Both of these programs are an additional cost.

Bug Spray and Sunscreen:

We will apply bug spray/sunscreen when necessary. We ask that parents provide one SPRAY can of bug spray and sunscreen to be used by the entire class (brands may vary.) If your child needs a specific brand please let office and teachers know and provide that type.

Screen Time Policy:

Children can participate in 1 hour of screen time a day. Screen time is only allowed for children above the age of 2. Screen time is a supplemental activity and should not be used to replace any planned activity. Screen time activities should be related to planned activities and should be age-appropriate. There should be no screen time offered during meal time, snack time, nap time, or rest time. Anything shown should not promote violence and should be turned off if it is not being used.

Emergency Response Plan

[746.501(23)]

Emergencies happen without warning. In the event of an emergency, preparedness is necessary for the children of the Faith & Family as well as the staff. The emergency plan describes the procedures that will be used by Faith & Family to provide temporary measures to ensure the well being of the children in our care. A full plan can be viewed or printed at the Faith & Family office.

- **Legal Requirements**
 - We conduct a fire drill monthly with the staff and children.
 - A severe weather drill will be practiced once every three months.
 - Volatile person drills will be practiced once every three months.
 - A record of the dates, times, and length of time for the evacuation or relocation are kept on a bulletin board by the administrative office.
 - Emergency evacuation procedures are posted in each classroom.
 - A fire inspection is performed by the Bryan Fire Marshall annually, with documentation kept in the Faith & Family office.
- **Emergency Contacts/ Emergency Notification of Parents [746.501(6)]**
 - Should the phone system of the school be unusable, you can contact Hannah or Melanie, Faith & Family Director, via the Procure app.
 - Parent notification of emergency closures, evacuations, and/or other emergencies will be made by the decision of the director or the director designee.
 - The number you give for first contact will be the number we call.
 - We may contact the local news and/or send out emails to expedite things as these are forms of mass communication and calling parents must be done one at a time.
- **Emergency Off-Site Evacuation [746.501(23)]**
 - Hillcrest Baptist Church is our choice for relocating. 4220 Boonville Road, Bryan, TX 77802. Their phone number is 979-776-5731.
 - Parents will be notified of the need to relocate as soon as the person in charge is notified of this evacuation. Parents will be given a set amount of time (per the emergency) to arrive at the child care facility to pick up their children. Parents will be contacted via phone, text, or Procure by the person in charge.
 - Once at the relocation site parents will again be contacted by the director or person in charge. The director or other person in charge will contact CCL after settling all the children at the relocation site. The person in charge or the director will also notify law enforcement, if deemed necessary, via telephone upon notification of the need to evacuate the child care center.
 - Children will stay at the site until the parent can be notified and pick up arranged. Notification will be made using the emergency notification procedure as written above. Children will be moved to the location by foot, stroller, wagon, Bye-bye Buggy, etc.
 - First aid kits are carried with the children when transitioning from the classroom to the playground, during emergency drills, and during any other transition, including off site evacuations. A face-to-name check is performed upon arrival to new destination (including evacuations). The office staff will transport life saving medication, emergency contact numbers, authorization for emergency care, and an emergency evacuation kit in event of emergency evacuation.
- **Medical Emergency, Allergic Reactions and Food action plans:**
 - Call for the director or director designee.
 - Follow emergency plan.
 - Call for help from a coworker
 - Call 911, if needed.
 - Administer First Aid, CPR or epinephrine pen (if prescribed)
 - Complete incident report

Illness

[746.501 (3,4)]

Your child **cannot** be admitted for care if:

1. Child will not be able to participate comfortably in activities and need greater care than the staff would normally provide, without compromising the health, safety and supervision of the other children.
2. Child has an oral temperature of 101 degrees or greater (100 under the arm), he/she should not attend school. To keep all the children in our care as safe and healthy as possible, if your child develops a temperature of 100 under the arm while at Faith & Family Early Learning Center, we will call you and you must come pick up your child **within 20 minutes of the call**.
3. Child must be free of illness; stomach upset (diarrhea, vomiting) not having 2 or more episodes in the last 24 hours. To keep all the children in our care as well as possible, if your child **has 2 or more** episodes of vomiting or diarrhea while at Faith & Family Early Learning Center, we will call you and you must come pick up your child **within 20 minutes of the call**.
4. Child must be free of communicable disease (chicken pox, conjunctivitis, head lice, strep throat, impetigo, flu, etc.). Your child may return when fever has subsided independent of fever reducing medication and is free of fever for 24 hours. If your child is recovering from a communicable disease the child may return after taking antibiotics **upon written approval of the child's physician**.
5. Child has been to a health care professional for a communicable disease, **a note is required** upon their return to Faith & Family to keep on his or her file.

Medication

Faith & Family office staff or someone trained in the administration procedures will administer medication.

1. If your child needs medication due to a chronic condition (such as an inhaler for asthma or an Epi-pin for allergy, etc.) you must keep the medication in the Faith & Family office. A FARE (Food Allergy & Anaphylaxis Emergency Care Plan) form must be completed. Doctor instructions must be on file for seizure medications and any medical equipment the child will be using while at Faith & Family.
2. Parents must sign an authorization form that includes times for medication to be administered.
3. These directions must comply with label directions. All medication must be in the original container. Children under 2 years of age must have a document from the doctor giving us the exact dosage of acetaminophen or ibuprofen.
4. All medication must be labeled with the child's first and last name and dated. No expired medicine will be dispensed.
5. If the medication is prescription, we will only administer it to the child whose name is on the prescription.
6. A record of dates, times, name of medication, dosage, and who administered will be kept with the medication in the Faith & Family office.

If your child requires specialized medical assistance (for example, a protective helmet, leg brace, etc.), we must have directions from the child's health care professional to keep in your child's file.

Parents should notify us if their child has been exposed to a contagious disease. We are also responsible for notifying parents if there are any contagious diseases spreading around our center.

Lunches and Snacks

[746.501(8, 24)]

1. Twice a day, we will provide store bought prepared snacks that are as healthy as possible.
2. Parents should provide food and drinks (include straws, spoons, napkins, etc) for their children's lunch.
3. Send a lunch for the day in a lunch box with an ice pack or in a thermos or thermos-like container that will keep it at a safely warm temperature.
4. Faith & Family is not responsible for your child's daily nutritional food needs. Lunch must be well balanced and healthy, some suggested choices of food: cheese, yogurt, meat, chicken, turkey, ham, egg, vegetables, fruit (fresh or canned), apple sauce, bread, dry cereal, rice, noodles, crackers, tortillas, bagels, English muffins, 100% juice, milk.
5. Parents are responsible for providing all food and drinks for children who cannot eat the supplied Faith & Family snack due to allergy or inability to eat solid food. Include bottles or cups. We welcome both formula and breast milk. Nursing mothers are welcome to breastfeed. There are chairs in the classroom if mothers are comfortable there and mothers are welcome to use the owners office, if she is not comfortable in the classroom. A clean bottle must be provided for each feeding.
6. Hot dogs, grapes, popcorn and other choking hazards **MUST BE** cut into small pieces or not sent.
7. Please **do not send gum or candy** to Faith & Family. The following should be omitted or limited; sugar coated cereal, candy, doughnuts, fruit flavored drinks, coffee, tea, soft drinks, brownies, and cookies with icing.
8. Please do not send any food that must be prepared, including food that must be cut, peeled, opened with a can opener, or heated.
9. If Faith & Family plans to serve a snack your child is allergic to, you must provide an alternate snack. Parents may ask teachers for information on snacks being served.
10. Parents may send a special treat for their child's birthday to be served at snack time. If you intend to send a snack for the class, please communicate with your child's teacher at least 48 hours in advance.

Parties

1. Faith & Family celebrates Thanksgiving, Christmas (with a focus on the birth of Christ), Valentines, Easter (we focus on the newness of spring and the new life we can have in Christ), and the End of School. **If parents attend a party, they will be required to take their child home after.**
2. Teachers will give parents the opportunity to provide party items and a list of items that all children in the classroom can enjoy.
3. Check with your child's teacher before handing out anything to other children at Faith & Family.
4. We prefer to accept food that has been prepared in a kitchen with a food preparation license, we also ask the food not have artificial dyes.

Parent Involvement

[746.501 (17, 18, 19, 20, 21, 24)]

1. Faith & Family plans special events throughout the year that include both the children and their parents. You will receive information about these events from your child's teacher.
2. Parents may be asked to sign up to help with the parties in their child's class throughout the year as some classes have age appropriate parties for Thanksgiving, Christmas, Valentines, Easter, and End of School.
3. As a parent, you are always welcome at Faith & Family. Please be sensitive not only to your child's needs to adjust to separating from you, but also to his or her classmates' need to adjust to their parents' departure. You are welcome to call or come by Faith & Family and check on your child's well-being at any time.
4. Parents will receive daily communication about their child's day. Any concerns will be brought to your attention. We try to verbally communicate everything, but please check your child's daily folder or Procure for all information.
5. Breastfeeding mothers are welcome at our center, mothers may choose to use rocking chairs in the infant classrooms or one of our offices to feed their infants.
6. Faith & Family Early Learning Center is licensed by the Texas Department of Family and Protective Services. You are welcome to bring any concerns or comments to your child's teacher's attention. If your concern is not resolved by the teaching staff, you may bring this matter to the director's attention. If you feel the need to contact the Bryan Regulatory office, the phone number is 979-776-3637. You may anonymously contact The Child Abuse Hotline at 1-800-252-5400. You may view our compliance record at www.dfps.state.tx.us/Child_Care.
7. To find a copy of the Minimum Standard Rules for Licensed Child Care Centers, look in the Faith & Family director's office or at www.dfps.state.tx.us/Child_Care.

We will have **parent-teacher conferences twice a year**: once in the fall and once in the spring. This will allow teachers and parents to address any concerns they might have in a courteous, respectful manner and allow us to best meet each child's needs.

Gang-Free Zone

[746.501(22)]

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code. House Bill 2086, passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009, states that we must provide you with this information.

Discipline

[746.501(7)]

At Faith & Family, it is our belief that the word discipline means to teach or to train. In an effort to teach children to change their own inappropriate behavior, we will do everything we can to be effective, reasonable, and compassionate in every aspect of this ministry. While we retain the right to remove a child Faith & Family, our goal is to teach the child to change his or her behavior at Faith & Family. Removing a child from Faith & Family for disruptive or harmful behavior will be our last resort after attempting to change a behavior, provided the parents and the school are working cooperatively. The following is the guide to discipline set forth by the Texas Department of Family and Protective Services, which licenses us.

1. Discipline will be:
 - a. Individualized and consistent for each child.
 - b. Appropriate to the child's level of understanding; and
 - c. Directed toward teaching the child acceptable behavior and self-control.
2. A caregiver will use positive methods of discipline and guidance that encourages self-control and re-direction, which include at least the following:
 - a. Using praise and encouragement of good behavior;
 - b. Reminding a child of behavior expectations daily by using clear communication;
 - c. Redirecting behavior ; and
 - d. Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
3. There will be no harsh, cruel, or unusual treatment of any child by staff or by parents on the premises.
4. The following types of discipline and guidance are prohibited:
 - a. Corporal punishment or threats of corporal punishment;
 - b. Punishment associated with food, naps, or toilet training;
 - c. Pinching, shaking, or biting a child;
 - d. Hitting a child with a hand or instrument;
 - e. Putting anything in or on a child's mouth;
 - f. Humiliating, ridiculing, rejecting, or yelling at a child;
 - g. Subjecting a child to harsh, abusive, or profane language;
 - h. Placing a child in a locked or dark room, bathroom, or closet with the door closed;
 - i. Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.
5. In cases where a child's behavior is harming themselves, others, or property they will be supervised away from other children.
6. In some cases, conferences with parents may be necessary.
7. Children who continue to disrupt after parent and director involvement may be asked to leave the program until improvement is shown.

If your child destroys Faith and Family property or toys, you as the parent will be responsible for providing money to help replace the broken item(s). If it is below \$50, you will be ask to cover the cost in full. We ask that anything over \$50 the parent covers half of the amount and we will cover the remainder.

Biting Policy –

Biting is a behavior that is age appropriate for children under the age of 3 years. Even in settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident are handled in a way that respects both families involved in the incident.

We handle biting incidents as follows:

The child who is bitten is attended to immediately. The child is comforted and the bite is cleaned and ice is applied to prevent swelling. If the skin is broken and depending upon the severity of the bite, the child's parents may be contacted to let them decide if they wish to seek medical consultation. The parent(s) of the bitten child will be informed of the incident which is documented at the child care center. With respect to confidentiality we do not share the name of the biter with the parent(s) of the child who was bitten.

After the child that is bitten is taken care of, we focus on the **biter**. The parent(s) of the biter will be informed of the biting incident and due to confidentiality will not be told the name of the child that was bitten. Removing the child from the area of play to another area and communicate that biting hurts and we need to be gentle. If the incident happens repeatedly with the biter, attention given to the child will vary to avoid establishing a predictable and routine pattern, which may become positive reinforcement for the biter.

The child care center director will consult with the parent (s) of a habitual biter to develop strategies that can be used at the center and in the home, so that we are working together. The director will continue communicating on the status of the biting via e-mails, phone calls and/or meetings.

1. If your child bites **2 times (if skin is not broken)** on any one day, then you will be called to pick up your child.
2. **If at any time the skin is broken, you will be asked to pick up your child immediately.**
3. If biting continues and your child is being sent home daily or is adding undue stress on other children, it will become **necessary to terminate the child's care.**

After all steps, have been taken to address the biting behavior, and it is deemed in the best interest of the child and other children attending the child care center, then the child will be removed from the center.

Some of the strategies that the staff may use to help prevent biting incidents from happening are the following:

- We give children wet wash cloths or biting rings for biting on. This reduces the sensitivity to their teeth and gums, satisfies their biting needs and reduces the likelihood that they will bite other children.
- We encourage children to use simple words to communicate their wants and needs. Each time there is a conflict, we remind the child to use their words.
- We stay close to children who are in a "biting phase" and try to be ready to intervene quickly before a biting incident occurs.
- We provide a generous variety of toys and materials that encourage children to stay involved. Since a large majority of incidents occur when children want the same toy or object. We try to provide duplicates of favorite toys so children will not be tempted to have a tug of war with the toys.
- We use lots of positive reinforcement and redirection, praising children when they are playing cooperatively, sharing and being kind to each other

Retain a copy of your Agreement/Contract with Faith & Family Early Learning Center

I, _____, whose child, _____, is enrolled Monday-Friday, anticipate bringing my child at _____a.m. and picking up my child at _____p.m.

Initial the following:

_____ I understand I have access to a copy of the Parent's Handbook; have read and understood the policies and guidelines, including those for discipline and guidance, biting, and infant sleep policy, as described in the Handbook; and agree to abide by them.

_____ I understand that my child will go outside every day, weather permitting. "Weather permitting" does not preclude heat and cold.

_____ I understand state law and policy state that all children's items must be labeled with the child's first name and last initial. I will label and re-label my child's things and understand staff may also label my child's things.

_____ I understand tuition payment is due on the first of each month. If I have not paid in full by the 5th of the month, I understand my child will be withdrawn from the program. I understand an enrollment fee upon re- enrollment may be paid.

_____ I understand that I am responsible to meet my child's nutrition needs, and Faith & Family is not.

_____ I understand if I withdraw my child for any reason I will provide a written notice one month in advance. Failure to give proper notice will result in fees that will be billed to me and payment for these fees is expected.

_____ I understand I have access to a monthly as well as yearly calendar on the web site. If I do not have access to the web, it is my responsibility to get a paper copy of the calendar from the Faith & Family office.

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Parent Signature

Date

Parent Signature

Date

Faith & Family Early Learning Center has agreed to provide quality Christian early education for your child and to minister to your family the best I can. Faith & Family Early Learning Center reserves the right to change and/or update our policies; you will be notified in writing of any changes.

Signature of director

Date