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# PARENT HANDBOOK

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## Registration Checklist

Children may be enrolled from one year through twelve years of age, regardless of race, creed, or religious beliefs. The following forms are required by Haven of Major Expectations (HOME) Preschool and need to be read, completed and/or signed prior to enrollment:

1. Parent Handbook (read)
2. Child Enrollment Form (complete/sign)
3. Transportation Request Form (complete/sign)
4. Immunization Record (complete/supply)
5. Physical Record (complete/supply)
6. Access to Child's File (complete/sign)
7. Tuition Schedule (read)
8. Uniform Policy (read/sign)
9. VPK Attendance Policy (read/sign, if applicable)
10. Drop-in Service (complete/sign, if applicable)
11. Holiday List (read)
12. Parent's Supplies List (complete/sign, if applicable)
13. Parent Responsibilities (complete/sign)
14. Transportation Parent Responsibilities (read/sign, if applicable)
15. Bus Card Policy (read/sign, if applicable)
16. Behavior Management & Discipline Policy (complete/sign)
17. Suspension and Expulsion policy (read/sign)
18. Physical Activity Policy (read/sign)
19. Infant/Toddler Safe Sleep Policy
20. Consent for Emergency Medical Treatment (complete/sign)
21. Food Program Application (complete/sign)
22. Food Consumption Form (complete/sign)
23. Photo Release Form (complete/sign)
24. Know Your Facility (read/sign)

## Definitions

- **Full time childcare:** Limited to 4-5 days, Monday through Friday, anytime between the hours of 6:30 a.m. and 7:00 p.m.
- **Part time childcare:** Limited to 3 days, Monday through Friday, anytime between the hours of 6:30 a.m. and 7:00 p.m.
- **Drop-in childcare:** Any random day of the week, Monday through Friday, anytime between the hours of 6:30 a.m. and 7:00 p.m.

## State Licensing Requirements

Haven of Major Expectations (HOME) Preschool is licensed and complies with all applicable licensing regulations and standards. These standards relate to our center, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our center is subject to inspection by state and city health, fire, and licensing officials.

## Preschool Hours

The preschool business hours are Monday through Friday **6:30 a.m. to 7:00 p.m.**

The list of days we recognize as holidays are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Post-Thanksgiving Day (Friday only)
- Christmas Day

## Registration Fee

**A non-refundable registration fee is due at time of enrollment.** Your child's spot is not secured until we have received both the registration fee and the signed Parent-Provider Contract/Enrollment application.

## Payment Policy

Payment is due on Monday of each week or on the first day of care. If payment is received after Tuesday of each week, a \$20 late fee will be charged. After three (3) late payments, fees may be required two (2) weeks in advance or service may be suspended. Accounts one (1) week past due may be suspended until fees are paid and account brought up-to-date. **It must be understood that to hold your child's space, payment must be made whether your child attends or not. Payment is based on contract, not attendance.**

**For ELC parents only.** If the ELC reimbursement rate does not cover the full tuition rate, you will be responsible to pay the difference.

## *Methods of Payment*

For your convenience, we accept the following method of payments:

- ✓ Debit/credit card (Visa, MasterCard, and Discover)
- ✓ Cash and
- ✓ Checks – all checks should be made payable to HOME Preschool

## Fees

- There are no fees associated with the use of a debit card if payments are made in office



- \$3 will be charged for all credit card and phone payments
- \$30 will be charged for ACH returns
- \$35 will be charged for NSF checks

***Non-Sufficient Checks and ACH Returns***

Due to the inconvenience of NSF checks and ACH returns, after two (2) incidents, tuition may be required two (2) weeks in advance and can only be paid with credit/debit card (depending on type of incident) or cash, or service may be suspended.

**Uniform Policy**

The learning environment of any school is significantly influenced by student’s attire. The purpose of H.O.M.E Preschool’s Uniform Policy is to promote school unity and pride, and minimize distractions and disruptions that some clothing may attract while establishing habits of neatness, good grooming and cleanliness. All students are expected to dress appropriately at all times on school premises or at any school sponsored activity, unless otherwise specified. Enrollment in H.O.M.E Preschool constitutes acceptance of this Policy, agreement to adhere to it, and acknowledgement of discipline of noncompliance.

H.O.M.E Preschool requires every student age 2 - Pre-K to wear an approved uniform.

**Required Uniform Items**

<u>Boys</u>	<u>Girls</u>
<ul style="list-style-type: none"><li>• Khaki pants or shorts</li><li>• Navy pants or shorts</li><li>• Yellow, light blue or red short sleeve polo shirt with H.O.M.E Preschool’s logo</li><li>• Red short sleeve t-shirt with H.O.M.E Preschool’s logo (Fridays and holidays only (i.e. Thanksgiving, winter break, spring break, and summer))</li><li>• NO cargo pants or shorts</li></ul>	<ul style="list-style-type: none"><li>• Khaki bottom (pants, skorts, shorts)</li><li>• Navy bottom (pants, skorts, shorts)</li><li>• Yellow, light blue or red short sleeve polo shirt with H.O.M.E Preschool’s logo</li><li>• Red short sleeve t-shirt with H.O.M.E Preschool’s logo (Fridays and holidays only (i.e. Thanksgiving, winter break, spring break, and summer))</li><li>• NO skirts or dresses are allowed</li></ul>

	<ul style="list-style-type: none"> <li>• NO cargo pants or shorts</li> </ul>
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## Tops and Bottoms

- Polo shirts and bottoms may be purchased from any vendor who carries our specific uniform line.
- Only polo shirts with H.O.M.E Preschool's logo can be worn.
- Bottoms that can be managed unassisted are encouraged (i.e., elastic waistbands).
- All bottoms that are not pants (i.e., skorts and shorts) must be knee length or longer and must not be shorter than fingertip length when the arm is at the side.
- Excessively ripped or distressed styles, sagging bottoms, or exposed undergarments are prohibited.
- If a uniform item is not listed above, it may not be worn.
  - During colder months ONLY:
    - Students may wear a plain long sleeve shirt under the uniform polo shirt.
    - Sweaters are allowed.
    - Leggings are permitted under uniform bottoms.

## Shoes

Shoes need to be appropriate for outdoor daily physical activities. They need to be enclosed and fastened securely.

- ONLY closed shoes are allowed.
- NO open shoes, flip flops, crocs, sandals are allowed.
- Socks should always be worn.
  - During colder months, boots may be permitted as long as it doesn't hinder your child's comfort.

### Dress Code:

- Hair: All students, both girls and boys, hair should always be well groomed. NO beads, shells or hair accessories that tend to become loose are not allowed. Hair coloring or colored extension is not allowed.
- Make-up: Make-up of any description including nail polish is not acceptable or to be worn.
- Jewelry: Studs and small loops are the only earrings allowed for health and safety reasons. Necklaces, rings and bracelets are not allowed.
- Book Bag: Your child will be given homework, materials and/or textbooks on a daily or weekly basis; therefore, your child should be equipped with a reasonable sized book bag that can accommodate letter sized paper/folder.
- Tattoos: Tattoos or any form of body markings are not allowed.

### School-age and Drop-in Students

- School-age students must adhere to the school's uniform requirements described in this policy.
- Children should be dressed appropriately for school. No short shorts or mini skirt. If a skirt or dress is being worn, shorts must be worn under it. Only closed shoes allowed.

### Non-compliance and Disciplinary Actions

- If a child is not in uniform upon attendance, a uniform shirt (size may vary depending on availability) may be provided and parent will be responsible for the associated cost which should be paid the day of attendance. If parent does not agree to this additional cost, the child will need to go home and change or will not be accepted without uniform.

- If there are multiple instances of non-compliance or if parent refuses to adhere to this policy, your services may result in termination of services.
- Reasonable accommodations may be made to the uniform policy based on a student's religion, disability or medical condition.
- Any uniform issues not addressed in this policy will be resolved at the discretion of Administration.

### **Attendance Policy**

All children must be signed in and out by a responsible adult of 18 years old or older daily. Proper I.D. is required. Our center will not release a child to anyone who is believed to be intoxicated or impaired or who is not on the authorized list, unless parent/guardian notified our center of such person.

Parents are expected to drop-off child(ren) no later than 9:00 a.m., and pick up no later than 7:00 p.m. If parents are late to pick up child(ren), a late fee of \$5 (Five Dollar) per minute – which is due at pick up – up to an hour as long as there is communication with the parent as to their whereabouts. After an hour grace period, we will be forced to contact the Police Department and/or Department of Children and Families (DCF).

In the event of an emergency and a parent may be late for drop off or pick up, we request a courtesy call. If a parent has not dropped off child(ren) by the time specified above and have not called, the child(ren) will be considered absent for the day and will not be accepted after the specified time.

Daily attendance is necessary for optimal learning and getting children on a routine/schedule which promotes proper behavior; however, you will be allowed three (3) absences per month. Any absences beyond those require a written note from the parent for one of the following reasons:

- Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
- Physician or dentist appointment;
- Infectious disease or parasitic infestation;
- Funeral service, memorial service, or bereavement upon the death of the child's family member;
- Compliance with a court order (e.g. visitation, subpoena);
- Special education or related services for the child's disability;
- Observance of a religious holiday or service;
- Family vacation

If there is no just cause or proper documentation cannot be provided for absences; absences exceeding three (3) days per month can be cause for termination.

All preschool students are expected to be in class no later than 9:00 a.m. Arrivals after 9:00 a.m. are disruptive to the class in progress and difficult for the arriving child as well. We understand that it is occasionally unavoidable to be "running late", but more than twice a month will not be acceptable and can be cause for termination. However, if you have a medical appointment, you are allowed an extension to 11:00 a.m. with a doctor's note.

**Note:** If a child(ren) is absent for three (3) or more consecutive days with no notice or call from parent/guardian, it will be determined that the service is no longer needed and the child(ren) space is not guaranteed.

## **Advance Notice**

If it is predetermined that a child will be absent, we require a day notice or whenever possible even more notice is better. This helps us maintain staffing, and unlike other childcare centers we offer drop-in services and can only care for a limited number of children. So, if we have advance notice of absentees, then it is possible for us make arrangements with other family's inquiring about drop-in care for their child. This helps to keep our open spots fluctuation to a minimum, and help us be able to focus more on being the best childcare providers we can be.

## **Drop-in Policy**

Parents are able to book same day drop-in service and, in some cases, schedule this service. Parents are expected to drop-off their child(ren) no later than 11:00 a.m., or between the hours of 2:00 p.m. and no later than 7:00 p.m. All children enrolled should not exceed twelve (12) hours of care; however, if parents are late to pick up child(ren), a late fee of \$5 (Five Dollar) per minute will be charged and due at pick up.

## **Vacation Policy**

At H.O.M.E Preschool, we understand the importance of taking quality time off with your family. To ensure a smooth process and fair treatment for all families, we have established the following vacation policy:

### ***Eligibility and Duration:***

- Private pay parents and their children are eligible for up to two (2) weeks of vacation per year after ninety days of enrollment.
- ELC funded parents and their children are eligible for one (1) week of vacation per year after ninety (90) days of enrollment. Please note that we are still required to submit monthly attendance records to maintain

compliance with our regulations, regardless of vacation requests.

***Vacation Duration:***

Vacations can only be taken in weekly increments. If your child attends school for even one (1) day of the week, you will be responsible for full tuition payment for that week.

***Vacation Request Process:***

Vacation requests must be made at least one (1) month in advance. Failure to submit requests in advance may result in you being responsible for the full tuition for the period of absence. Requests will be approved on a first-come, first-served basis. Therefore, a maximum of three (3) vacation requests for private pay parents and two (2) requests for ELC funded parents will be approved per month without additional payment. Any additional requests received beyond the allocated limit will require full tuition payment.

We appreciate your cooperation and understanding as we implement this vacation policy to provide fair opportunities for all families while ensuring the smooth operation of our preschool.

**Transportation Policy**

At H.O.M.E Preschool, we provide convenient transportation to and from home for your child. We have designated, labeled and certified bus(es) to transport your child safely to his/her final destination. H.O.M.E Preschool complies with the health and safety standards to ensure the well-being of children in our care that are being transported.

***Driver Requirements***

The driver of our vehicle will have the following:



- a. A valid Florida driver's license including the proper endorsement;
- b. An annual physical examination which grants medical approval to drive;
- c. Valid certificate(s) of course completion for first aid training and pediatric cardiopulmonary resuscitation (CPR) procedures.

### ***Seat Belt/Child Restraints***

Each child, when transported, must be seated in a back seat in an individual factory installed seat belt or federally approved child safety restraint. The child safety restraint must be installed, secured and used in accordance with the manufacturer's instructions.

- Children aged one through 3 years, such restraint device must be a separate carrier or a vehicle built-in child seat **which should be provided by parent.**
- Children aged 4 years; a child booster seat will be used with appropriate seat belt.
- Children aged 5 years and older will be in seat belts.

### ***Transportation Log***

A log will be maintained for all children being transported in our vehicle(s). The log will include:

- a) Each child's name,
- b) The date and time of departure,
- c) Time of arrival at the destination,
- d) The signature of the driver
- e) The signature of a second child care personnel or person(s) authorized by the provider to verify the transportation log and that all children have arrived safely and left the vehicle (if applicable).

## ***Transportation Procedures***

Prior to transporting children by vehicle, the transportation log must be recorded with each child's name, and the date and time of departure.

### ***Upon arrival at the destination, the driver of the vehicle will:***

- 1) Mark each child on the log as the child enters/departs the vehicle;
  - a. If a child is being dropped off at home, our center will not release a child to anyone who is believed to be intoxicated or impaired or who is not on the authorized list, unless parent/guardian notified our center of such person.
- 2) Ensure/assists each child in sitting securely within a seatbelt or child restraint;
- 3) Conduct a physical inspection and visual sweep of the vehicle interior to ensure that no child is left in the vehicle;
- 4) Record, sign, and date the transportation log immediately, verifying that all children were accounted for, and that the visual sweep was conducted.
- 5) Ensure that second child care personnel conduct a second visual sweep, signs and dates the transportation log verifying that all children were accounted for, and that the log is complete.

## ***Before & After School Care Arrival & Pick-Up***

### ***Before School Care***

To ensure meeting school bell times, the following procedure is as followed:

- Families are asked to ensure their child(ren) are ready for pickup or arrive at H.O.M.E Preschool no later than 7:15 a.m.
  - To report your child absent please call the office before 7 a.m. or before 6 p.m. the day before.

- If the driver anticipates a late drop-off in the morning (more than 5 minutes after the school bell) s/he will call the school to notify them.

### After School Care

Each child will be instructed on the pick-up spot which will be inside the school grounds or as per his/her school rules, to meet the driver. The driver does not collect children from classrooms unless it is a specific request from a parent and can be accommodated.

If the driver anticipates a late pick-up at the end of the day, the school will be called to notify them, and ask that the children wait at the office for safe pickup.

### Missing Child

At afternoon pick-up, if the driver finds a child missing from the meeting spot, s/he will (bringing all the children with them):

- 1) Go to the school office and check if the child attended school that day.
  - a. If so, the school will immediately page the child over the PA
    - i. If the child does not respond to the page and come to the office, the driver will call the parents.
    - ii. If the child is still missing after contacting the family, the police will be called.
  - b. If a child is being held back by the teacher the driver will (bringing all the children):
    - i. Go to the child's classroom to pick him/her up.
    - ii. If the teacher does not release him/her, the driver will communicate that s/he will be back at approx. 3:30pm to collect him/her from the school office.

**Follow Up:** the family will be asked to speak to their school teacher to prevent this from happening again, as it disrupts the flow of other school pick-ups and children spending time in the van.

### **Physical Activity Policy**

The center shall assure that each age group or class must have a written and followed plan of scheduled daily activities. The plan shall be posted in a conspicuous location accessible to parents. The written plan must meet the needs of the children being served, and must include alternative activities in case of inclement weather, and include scheduled activities that:

- 1) Promote emotional, social, intellectual and physical growth.
- 2) Shall include a minimum of forty (40) minutes of combined indoor and outdoor physical activity for every three (3) hours in care for children one (1) year of age up to four (4) years of age.
- 3) Shall include a minimum of forty (40) minutes of outdoor physical activity for every three (3) hours in care for children enrolled in after school child care programs.
- 4) Include but not limited to playground equipment, ball games, teacher lead small group games, and teacher directed large group games. In the event of inclement weather, a rainy-day activity schedule shall be followed.
- 5) Children's clothing and shoes must be appropriate for the activity schedule; i.e. sneakers or closed toe shoes, jackets, pants or short pants etc. No flip flops or sandals are allowed.

## **Infant/Toddler Safe Sleep Policy**

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the infant died, and a review of the infant's medical history.

We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and child care providers can work together to provide a safe sleep environment. At H.O.M.E Preschool we will implement the following safe sleep practices:

### **Safe Sleep Practices**

- 1) All child care staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
- 2) Infants will always be placed on their backs to sleep, unless there is a signed Alternate Sleep Position Waiver-Health Care Professional Recommendation in the infant's file. A waiver notice will be posted at the infant's crib. This facility does not accept Alternate Sleep Position Waiver – Parent Request. Waivers will be retained in the children's record as long as they are enrolled.
- 3) When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.

- 4) Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on each child's Information Report. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care. We will check the infant for:
  - a. Normal skin color
  - b. Normal breathing by watching the rise and fall of the chest
  - c. His or her level of sleep
  - d. Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
- 5) Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.
- 6) All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.
- 7) The temperature in the room where the infant(s) sleep will be kept between 68-75°F and monitored by the thermometer kept in the infant sleeping room.
- 8) To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

## **Safe Sleep Environment**

- 1) Infants' heads will not be covered with blankets or bedding.
- 2) Infants' cribs will not be covered with blankets or bedding.
- 3) No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.

- 4) Toys and stuffed animals will be removed from the crib when the infant is sleeping.
- 5) Pacifiers will be allowed in infants' cribs while they sleep.
- 6) When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth. The pacifier is the only object we will allow in a crib.
- 7) A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
- 8) Each infant will sleep have his or her own crib. Only one infant will be in a crib at time, unless we are evacuating infants in an emergency.
- 9) No smoking is permitted in the infant room or on the premises.

*Distribution:* Parents and staff will review the policy and be informed of changes. A signed copy by parent(s)/guardian(s) will be kept in child's facility record.

## **Prevention of Shaken Baby Syndrome and Abusive Head Trauma**

### **Belief Statement**

H.O.M.E Preschool believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

### **Background**

Shaken Baby Syndrome and Abusive Head Trauma (SBS/AHT) is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

## Procedure/Practice

### *Recognizing:*

Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

### *Responding to:*

If SBS/ABT is suspected, staff will:

- ✓ Call 911 immediately upon suspecting SBS/AHT.
- ✓ Call the parents/guardians.
- ✓ If the child has stopped breathing, trained staff will begin pediatric CPR.

### *Reporting:*

Instances of suspected child maltreatment in child care in Florida are reported to: Florida Department of Children and Families' Florida Abuse Hotline. An online abuse hotline is available for professionally- mandated reporters to report suspected cases of abuse, neglect, abandonment, or exploitation of children or vulnerable adults at <https://reportabuse.dcf.state.fl.us/> or you can call 1-800-96-ABUSE

### *Prevention strategies to assist staff in coping with a crying, fussing, or distraught child:*

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.



- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, we will:

- Allow breaks for staff who feel they may lose control to have a short, but relatively immediate break away from the child.
- Provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

#### *Prohibited behaviors:*

Behaviors that are prohibited include (but are not limited to):

- ⊗ shaking or jerking a child
- ⊗ tossing a child into the air or into a crib, chair, or car seat
- ⊗ pushing a child into walls, doors, or furniture

#### *Training Required:*

- All staff will have shaken baby syndrome training
- All staff will have safe sleep training.
- All staff will have training on recognizing, responding to, and reporting child abuse, neglect or maltreatment as well as brain development of children up to five years of age.
- All staff will be informed of the policy and consequences of not following it.
- Web site resources will be available to all staff as additional training.

## Storage, Handling, and Preparation of Breast Milk

H.O.M.E Preschool follows recommended storage and preparation steps to maintain the safety and quality of expressed breast milk for the children in our care. See below for general breast milk storage guidelines and best practices for storing and preparing milk safely in our setting.

### *Storage Location and Temperatures*

<b>Type of Breast Milk</b>	<b>Countertop 77°F (25°C) or colder (room temperature)</b>	<b>Refrigerator 40°F (4°C)</b>	<b>Freezer 0°F (-18°C) or colder</b>
Freshly Expressed or pumped	Up to 4 Hours	Up to 4 Days	Within 6 months is best. Up to 12 months is acceptable
Thawed, Previously Frozen	1–2 Hours	Up to 1 Day (24 hours)	NEVER refreeze human milk after it has been thawed
Leftover from a Feeding (baby did not finish the bottle)	Use within 2 hours after the baby is finished feeding	Use within 2 hours after the baby is finished feeding	Use within 2 hours after the baby is finished feeding

### *Storing Breast Milk*

- Families may bring in prepared bottles of freshly expressed or pumped milk or thawed (previously frozen) milk.

- Encourage families to provide milk in small amounts of 2 to 4 ounces to minimize wasting milk if the child does not finish a bottle.
- Bottles should be labeled with today's date and the child's name.
- Bottles should have a cap over the nipple to keep it clean.
- Store milk immediately in a refrigerator.
- Breast milk can also be stored in an insulated cooler with frozen ice packs for up to 24 hours.
- Keep an appliance thermometer in the refrigerator and check it regularly. The refrigerator should be 40°F or below.

### ***Feeding Breast Milk***

- Wash hands with soap and water.
- Breast milk can be served cold, room temperature, or warm. It can be served in a bottle or cup.
- To heat refrigerated milk, place the sealed bottle into a bowl of warm water.
- Do not heat milk directly on the stove or in the microwave. Microwaving creates hot spots, which can burn a child's mouth.
- To avoid burning the child's mouth, test the temperature before feeding it to the child. Put a few drops on your wrist. It should feel warm, not hot.
- Swirl the milk to mix the fat, which may have separated.
- Provide families with a daily record of feeding times and the amount of milk the child drank.
- Use leftover milk within 2 hours after the child stopped feeding

### ***Storing, Thawing, and Feeding Frozen Breast Milk***

- If families bring frozen milk to store in the freezer, it
- should be labeled with the date the milk was expressed and the child's name.

- Always thaw the oldest milk first.
- Thaw milk in the refrigerator, or in a container of warm water. Do not microwave. Store thawed milk in the refrigerator until ready to use.
- Use thawed milk within 2 hours of bringing to room temperature or warming.
- Thawed milk should be fed to the child that day or sent home. Inform families if any of the
- unused milk being sent home was thawed that day so they know to keep it cold and use it within 24 hours.
- Never refreeze thawed milk.
- Store frozen milk in the freezer until needed. Return unused frozen milk to families within 6 months from the date it was expressed.
- Keep an appliance thermometer in the freezer and check it regularly. The freezer should be 0°F or below.

### **Best practices for unused breast milk**

Unused milk stored in a refrigerator or cooler should be sent home daily.

Because prepared bottles of milk will be labeled with today's date, we may not know if the milk is fresh (never been frozen) or thawed (previously frozen) but the family will know. Fresh milk can be stored in the refrigerator for up to 4 days, but thawed, previously frozen milk needs to be used within 24 hours of thawing. Sending unused milk home daily allows families to better manage their available milk supply.

### **Sick days**

As strong as our immune system has become over the years, children unfortunately still get sick from time to time. If a child has to be out due to illness for more than three (3) days, we require a doctor's note stating the illness in question is not

contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

### **Health Matters**

For the health and safety of your child and all of the children in our care, **please do not bring your child to school sick.** We can only care for children with mild cold-like symptoms that are otherwise feeling and acting well. Mild cold-like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to school, then please call and check with us. If a child becomes ill during school hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

**Note:** Once the child is removed from school due to illness, **they may not return to school until symptoms causing removal are no longer present.** The child must also be void of any contagious disease, and accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

### **Guidelines for Children Requiring Exclusion from School**

A child with any of the following illnesses must be completely free of any symptoms before returning to school. If the child is taking antibiotics for an illness, the child may return to school after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight),

difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend school.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

**Note:** A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. **However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from school.**

## **Medication**

**At Haven of Major Expectations (HOME) Preschool, we do not give medications to the children.** If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend school. We will however give certain doctor prescribed medications to the children, given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections etc. and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

## Medical and Dental Emergency Procedures

Emergency information is kept on file at the school. In case of illness or injury this information will be used to notify the parent or guardian of the child's status. If the child is injured while at the school, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact the parent or the doctor chosen to treat the child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure the child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

**Note:** In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

- 1) A phone call to 911 is made.
- 2) Child's parents (or emergency contacts) are called.
- 3) Child is separated from the other children and appropriately cared for.
- 4) Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

## Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

## Evacuation Procedures

Haven of Major Expectations (HOME) Preschool has written policies and procedures for dealing with emergencies and natural disasters (see Emergency Preparedness Plan Handbook).

Evacuation plans are posted in the school. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. A notice will be posted at the school with all information on the alternative site.

## Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. **It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream.** Each child has his or her own clearly labeled diaper bin. Diapers are checked frequently, and changed every three (3) hours or more often if required. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

## Toilet Training

We strive to support your efforts of potty training at home right through the day at school. However, there are some key signs to look for before we are able to help you train your child at the center. The key signs of readiness for potty training include:

- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day



- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go

We start potty training at age 2; therefore, parents will be required to supply pull-ups and wipes when their child is 2 years of age. Communication between parents and the childcare provider is imperative for a successful transition from diapers to toilet.

## Toys

We have well organized, separate, age-appropriate toys for all classes. Toddlers will not be allowed to be around or play with small objects and toys. **Please do not bring your child's toys to school except on designated sharing/show and tell days.** As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children.

## Open Door Policy

Please feel free to come and go anytime throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc.) would like to come and visit or play with the child for an **extended period of time**, we ask that you take the child in question to places such as home, a park, or on a walk, etc., after which, feel free to bring the child back to our preschool.

## **Code of Conduct**

We understand that all behaviors, positive and negative, have a function. Students exhibiting inappropriate behaviors are usually trying to escape something (i.e., an activity such as circle time) or to obtain something (i.e., a toy or attention from a classmate or teacher). It is important to our teaching staff that we determine the reason for a child's behavior so that we can teach an appropriate replacement skill to help the child get his/her desired result.

Our early childhood teachers will take the time to speak with students about their feelings that led to the inappropriate behavior. Students will be encouraged to use their words to express their feelings and solve their problems. Staff will help students verbalize their feelings and facilitate conflict resolution and problem-solving when necessary.

Our staff use a variety of age-appropriate, research-based behavior intervention strategies including:

- Maintaining realistic expectations of children.
- Providing clear and simple limits.
- Preventive practices.
- Modeling appropriate behaviors.
- Positive redirection.
- Teaching of replacement skills.
- Conflict resolution/Problem-solving techniques.
- Providing logical and natural consequences for children's actions.
- Removing children from the situation until individual counseling is possible.

Our staff strive to maintain consistent and open communication with families regarding the progress of their students. You may be notified of minor behavioral incidents in the following ways: email, telephone, written communication or in person. A

disciplinary report will be required for more serious incidents. In this case, you may be asked to come in and discuss the incident with your child's teacher and the Director. The connection between home and school is very important, and children must understand that we are all communicating and working together.

Should a child's behavior become a consistent problem, the parents/guardians will be contacted to schedule a conference. Referral to external resources for further assistance and intervention strategies may be required.

Extreme behavioral situations that continue, despite all efforts, will be handled on a case-by-case basis and may be subjected to suspension and/or expulsion.

### **Behavior Management & Discipline**

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The rules of the center are explained to the children frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used:

- 1) **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- 2) **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- 3) **Quiet Time:** The child is separated from the group for an age-appropriate amount of time (one minute per one year

of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

- 4) **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problem cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.
- 5) Children shall NOT be subjected to discipline that is severe, humiliating, or frightening.
- 6) No cruel, harsh, physical, or unusual punishments shall be permitted.
- 7) No child shall be delegated or permitted to discipline another child.
- 8) No physical restraints, equipment, devices, or furniture shall be used to confine a child, including, without limitation, swings, walkers, and spinners.
- 9) No child shall be confined in an enclosed area, such as a closet, locked room, box, or bathroom.
- 10) No child shall be subjected to profane language, threats, derogatory remarks, or other verbal abuse.
- 11) No child shall be punished for failure to eat or sleep, or for toileting accidents.
- 12) No child shall be punished by with-holding food, rest, or use of the toilet.
- 13) No physical punishment shall be used, such as, but not limited to, spanking, hitting, striking, biting, or pinching.
- 14) No child shall be threatened with any punishment that is prohibited by this policy.

**Note:** Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up

times) a child may forget the rules and test the boundaries. **Please help show your child that you respect us, the rules of our center, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

### **Suspension and Expulsion Policy**

H.O.M.E Preschool recognizes that exclusion from the early childhood educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. This policy shall define and publish the types of offenses that would lead to exclusion from school.

#### ***Trial Period***

The first thirty (30) days will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first thirty (30) days of enrollment, a minimum of fourteen (14) days written notice from parent is required to terminate the contract;** however, Administration is reserved the right to disenroll a student for any purpose or reason at any time. If fourteen (14) days written notice is not given, parents may be asked to pay for the remaining time.

#### ***What is suspension?***

Suspension from school means that a student is not permitted to attend school for a period of time. Suspensions are considered a short-term removal from school for a period of one (1) to ten (10) consecutive school days.

#### ***What is expulsion and how is it different from suspension?***

Expulsion is long-term removal of a student from attending school.

### ***Procedure***

The Director may suspend and or expel any student for disobedience or misconduct, and shall immediately notify the parent/guardian in writing when the student is suspended.

No student may be suspended or expelled without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten (10) school day period.

When a suspension exceeds three (3) school days or in the case of expulsion, the student and parent/guardian shall be given the opportunity for an informal hearing with the Director or his/her designee. Such hearing shall take place as soon as possible after the suspension/expulsion, and H.O.M.E Preschool shall offer to hold it within the first five (5) days of the suspension.

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show s/he should not be suspended, and to discuss ways to avoid future offenses.

### ***Due Process – Informal Hearing***

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student and parent/guardian may question any witnesses present at the informal hearing.
4. The student and parent/guardian may speak and produce witnesses who may speak at the informal hearing.
5. The school shall offer to hold the informal hearing within five (5) days of the suspension.

### ***Grounds for suspension or expulsion***

If the following types of conduct occur by student or parent at school, on school grounds, or in vehicles owned by the school then they are grounds for suspension or expulsion.

- Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal school's or another person's property, or repeated damage or theft involving property;
- Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect oneself or some other person shall not constitute a violation of this subdivision;
- Uncontrollable behavioral issues including but not limited to tantrums, hitting, biting, throwing items, non-compliance etc.
- H.O.M.E Preschool's Uniform Policy is to provide students with an environment where they feel confident and successful. Continuous disregard of our uniform policy may constitute the need for suspension or expulsion.
- In cases of non-payment, parents will be given a two (2) weeks grace period from initial non-payment. If payment is not received and account brought up to date, the account will be terminated, and parents will have to source alternate care for their child(ren).