



# PARENT HANDBOOK

## **Governing Body**

Above and Beyond Early Learning Center is responsible for and has authority over the operation of the Center. The designated person that oversees the childcare facility is the Early Childhood School-Age Administrator-Director. If an audience with the owner (s) is requested, the center administrative staff will provide you with the information needed. The administrator may also choose to have the owner contact you.

## **Inclusion and Non-discrimination Policy**

Above & Beyond Early Learning Center provides opportunities for all children to actively participate in all aspects of the early childcare development program. Children with special needs, development delays, or disabilities and children who are developing typically will be together in the classroom with their peers to support and enhance all children's opportunities for growth and development.

The program will make the necessary accommodations to implement a child's Individual Education Plan (IEP) or

Individual Family Service Plan (IFSP). As the administrative staff, we plan to ensure that all staff and ourselves have the knowledge and training in inclusion best practices. Our goal here at Above & Beyond Early Learning Center is to create a nurturing and challenging environment where all children are VALUED and truly RESPECTED.

## **Non-Discrimination**

We will not discriminate against any child or family based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

## **Mandated Reporters of Child Abuse and Neglect**

We are required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for Children, Youth and Their Families. Our priority is to make sure your child is safe and his or her needs are met. Our staff members have each been trained to recognize signs and symptoms of child abuse and neglect.

## **Questions, Concerns and Complaints**

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question please speak with your child's teacher or the administrator. If you have a concern or complaint, please speak to the child's teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the administrator. If your child's teacher does not handle your concern or complaint in a satisfactory manor, please feel free to contact the administrator. We want you to feel comfortable speaking with our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

## **Personal Items**

Above & Beyond Early Learning Center is not responsible for lost or missing items. We will do our best to help you locate these items, but if it is evident the item is lost, the center is not responsible. This includes jewelry, hair clips or other items deemed not conducive to your child's time in care.

**Thank You for choosing us for all your childcare needs.**

**Owner** \_\_\_\_\_

**Administrator** \_\_\_\_\_

Dear Parents:

Above & Beyond Early Learning Center provides a State Licensed Child Care setting for children of parents working or attending school.

We at Above & Beyond Early Learning Center are elated that you have chosen our facility for your child/children. We do the utmost to assure that your child/children are given the best of care and nurturing at the highest development standards. We consider our center a home away from home. We are continuously working to establish a relaxed, loving, nurturing atmosphere while providing a stimulating and challenging/learning environment. It allows our children to explore themselves yet feel secure while doing so.

Our goal is to provide a safe atmosphere geared towards the fundamental factors of child development, family life, and social setting. Early screening/assignments performed within the program allow for special needs to be identified and support services to address their concerns. Having such a structured environment will identify conditions that enable your child to realize their full potential in a pre-school setting.

Above & Beyond Early Learning Center has been designed for children ages six weeks old - to 12 years of age. All one-year-old children must be walking.

The program operates Monday -Friday from 6:30 a.m. -6:00 p.m., excluding major holidays.

Our educational curriculum begins at 9:00 a.m. and continues throughout the day. Daily activities include, but are not limited to the following:

Structured & unstructured play

Outdoor activities (when weather permits)

Guided classroom activities focused on health care cognitive development and sensory-motor skills. Social and Emotional skills to foster growth and child wellbeing.

We also plan special activities and trips throughout the calendar year.

During the summer months, Above & Beyond Early Learning Center extends its services to provide children ages 6-13 with increased opportunities to develop outdoor activities, peer group experience, and the development of interpersonal and leadership skills. Preference is given to parent(s) whose younger children attend the Child Care Center; however, services are open to the public.

If you are unsatisfied with the services provided to you or your child/children by Above & Beyond Early Learning Center, please feel free to express your concerns by following the appropriate chain of command.

### **Infant Curriculum & Program:**

The infant creative curriculum has age-appropriate learning objectives that are designed to meet the individual developmental goals of students six (6) weeks to 12 months of age. An age-appropriate lesson plan will be created that is linked to the learning objectives based on each student's developmental goals. Each week your child's teacher will conduct objective observations of your child to document his/her continuous development. The observations are conducted in a very natural environment as your child is provided the opportunity to explore the various interest areas within the classroom

The infant room operates from 6:30 am until 6:00 pm Monday through Friday. The classroom is very cozy and has the feel of an in-home nursery. It is clean and beautifully decorated with themed base characters. Your infant will spend his/her day in a stimulating yet warm environment. Our classroom teacher to infant ratio will meet the mandated state standard at all

times. The low ratio allows the teacher to provide more individualized attention to each child. Our Infant Teaching Team leads are highly qualified, with no less two years of teaching experience in a group environment. Our classroom teachers are required to post their Certification from The Delaware Department of Education on your child's classroom bulletin board. Our Substitute teachers will be familiar with your child, his/her classroom and the center Curriculum when applicable. Our staff members are generally assigned to their primary classroom for much of the days. This helps that our staff, parents and children develop consistent, trusting and healthy relationships. All teachers work on teams and your infant teachers will be familiar with each enrolled student.

### **Infant Safe Sleep Practices:**

In order to reduce the likelihood of Sudden Infant Death Syndrome (SIDS) as required by the Office of Child Care Licensing, our center uses these safe sleep practices: • Infants are placed to sleep on their backs. • If your child requires a different sleeping position, you must provide documentation from your child's doctor stating the new sleeping position. If a device is to be used, the child's doctor must state which device is to be used and how to use it. • If your child falls asleep in a car seat, swing, or seat, he or she will be immediately moved to his or her assigned crib. • Infants will only be permitted to sleep in certified cribs with mattresses set at their lowest position.

The crib mattresses are firm and tight fitting to the frame and are covered with a tight-fitting sheet. • Blankets, comforters, quilts, pillows, and stuffed animals will not be used in cribs. • Sleep sacs or blanket sleepers will be used rather than blankets to ensure your child is cozy. • If you would like your child to be swaddled, you must provide written permission as well as a swaddle-blanket sleeper. All Above & Beyond ELC staff working with infants must certify they have taken Infant Safe Sleep training.

Please see the infant daily schedule below:

### **Infant daily Schedule**

6:30-9:00 – Arrival, infant basic routines will be met at this time which include diapering, napping, free choice play,

9:05 – 12:00 – Outside play (30-minute increments) meeting the basic routines of the infants which include: bottle feeding, breakfast, diapering, Free choice, active play

12:00-3:00 – Free choice play, meeting the basic routines of the infant which include bottle feeding/lunch, diapering

3:00 – 5:30 - Outside play (30-minute increments), meeting the basic routines of infant which include: bottle feeding/snack, diapering, free choice, active play, preparing for departure The schedule is an estimated time. It will change only to meet the needs of the infants. Infants will be given opportunity to nap following their individual routines

### **Infant Transition:**

Your infant will begin to transition for one to two hours per day into the Toddler One Program at nine months of age and/or when developmentally ready to move up. Infants are generally permanently transitioned into the Toddler One Program at 13 months of age. A transition conference will be held with parents within the last 30 days prior to permanent transition. Parents are encouraged to schedule the transition conference as soon as their schedules allow to prevent any delay in the transition process.

## **Toddler Curriculum and Programs:**

The toddler creative curriculum has age-appropriate learning objectives that are designed to meet the individual developmental goals of students 13 months to 36 months of age. An age-appropriate lesson plan will be created that is linked to the learning objectives based on each student's developmental goals. Each week your child's teacher will conduct objective observations of your child to document his/her continuous development. The observations are conducted in a very natural environment as your child is provided the opportunity to explore the various interest areas within the classroom. The observations will then be entered into our program's formative assessment. Objective observations will allow the staff to document the level of each toddler's social, emotional, cognitive, physical, sign language, math and manipulatives, science, languages (English and Spanish), and Literacy development (as applicable). In addition, your child will participate in creative arts activities (story time, dramatic play, art and music). ASQ is a very dynamic system. There are several reports that can be generated from ASQ such as an individualized student report, a parent conference form, etc. The teacher will then use these reports to assist them in creating individualized/group experience plans and/or communicate with you about your child's development during the bi-annual parent-teacher conference. Above & Beyond ELC has a low student-teacher ratio which will provide your child with the individual attention he/she needs to learn. Our Toddler Teaching Team Leads are highly qualified, with no less two years of teaching experience in a group environment. Our classroom teachers are required to post their Certification from The Delaware Department of Education on your child's classroom bulletin board. Our Substitute teachers will be familiar with your child, his/her classroom and the center Curriculum when applicable. Our staff members are generally assigned to their primary classroom for much of the days. This helps that our staff, parents and children develop consistent, trusting and healthy relationships. All teachers work on teams and your toddler teachers will be familiar with each enrolled student.

## **Toddler Transition:**

Toddler One students will begin to transition into the Toddler Two Program at least 90 days prior to 24 months of age, if the student is developmentally ready. Toddler one students are generally permanently transitioned into the Toddler Two Program at 25 months of age. A transition conference will be held with parents within the last 30 days prior to permanent transition. Parents are encouraged to schedule the transition conference as soon as their schedules allow to prevent any delay in the transition process. Toddler two students will begin to transition into the Pre-School Program at least 90 days prior to 24 months of age, if the student developmentally ready. Toddler two students are generally permanently transitioned into the Pre-school Program at 36 months of age. A transition conference will be held with parents within the last 30 days prior to permanent transition. Parents are encouraged to schedule the transition conference as soon as their schedules allow to prevent any delay in the transition process.

## **Pre-School/Pre-K Curriculum and Program:**

The Pre-school/Pre-K program utilizes Funshine curriculum. The curriculum has age-appropriate learning objectives that are designed to meet the individual developmental goals of students 36 months to 60 months of age. An age-appropriate lesson plan will be created that is linked to the learning objectives based on each student's developmental goals. Each week your child's teacher will conduct objective observations of your

child to document his/her continuous development. The observations are conducted in a very natural environment as your child is provided the opportunity explore the various interest areas within the classroom. The observations will then be entered into our program's formative assessment tool. Objective observations will allow the staff to document the level of each preschooler's social, emotional, cognitive, physical, sign language, math and manipulatives, science, languages (English and Spanish), and Literacy development. In addition, your child will participate in creative arts activities (story time, dramatic play, art and music). The assessment tool is a very dynamic system. There are several reports that can be generated from the assessment tool such as an individualized student report, a parent conference form, etc. The teacher will then use these reports to assist them in creating individualized/group experience plans and/or communicate with you about your child's development during the bi-annual parent-teacher conference

Above & Beyond ELC Pre-School program has low student to teacher ratio which will provide your child with the individual attention he/she needs to develop academically. Our Pre-School Teaching Team Leads are highly qualified, with no less two years of teaching experience in a group environment. Our classroom teachers are required to post their Certification from The Delaware Department of Education on your child's classroom bulletin board. Our Substitute teachers will be familiar with your child, his/her classroom and the center Curriculum when applicable. Our staff members are generally assigned to their primary classroom for much of the days. This helps that our staff, parents and children develop consistent, trusting and healthy relationships. All teachers work on teams and your pre-school teachers will be familiar with each enrolled student. At the end of each day, Monday through Friday (except on half days or on a special event is held), parents will receive a daily electronic or written activity report detailing their child's day. Your child's teachers will document each meal, potty use, nap schedule and the learning activities for the day on the daily report. Above & Beyond reinforces the standards set by the Delaware Department of Education and The Office of Child Care Licensing.

### **Pre-School/ Pre- K Transition:**

Pre-School students will begin to transition into a kindergarten program and Above & Beyond Before and After School Program at 60 months of age. There are booklets, website links and other community-based program to assist parents with the emotions associated with this milestone. In addition, our school administrator will make every effort to organize an annual field-trip to a local elementary school so that our Pre-school graduates can spend time in a kindergarten classroom prior to graduating from our program. In addition, our administrator will pass on special Kindergarten enrollment information to all the graduates' families as the information becomes available from the local school districts.

### **Before & After School Program:**

Above & Beyond provides B/A service for children ages five (5) through 13 years of age. Parents can enroll their child in either our before school program, the after school program or both. Each child in the B & A school program will receive breakfast and Supper. Our B & A school program is geared towards academic studies for at least one hour each school day and governed by a qualified school-age teacher. Our program goal is to have each student complete 100 percent of the homework assignment they are given Monday through Friday when in the care of our B & A school staff. Parents can provide the school-age teachers with their child's daily homework assignment and/or specific course assignments. Our staff will then develop an individualize study period for your child. Homework assistance is provided by either a high school interns (16 years or older), college Interns/volunteers and center school-age teacher daily. Students will not be forced to complete their homework by any staff member. A parent may provide a written request asking the staff to provide the student with every opportunity to complete his/her homework. If the student still refuses to complete his/her homework

the staff will discuss developing a written a plan of action with the parent. All interns and volunteers are placed under the direct supervision of at least a qualified school-age site assistant. Our program is also designed to foster good citizenship and social interaction among our students, as well as staff. Students are expected to treat each other with respect and courtesy. Students are encouraged to use appropriate manners and language when communicating with staff and peers. Students who engage in unwanted physical contact such as hitting, pushing, punching etc. and/or the mental intimidation of another student (bullying) could be suspended or terminated from the program. Above & Beyond computer room allows our students to conduct research and other school related computer assignments. Students are prohibited from visiting websites such as YouTube and/or any website with violence, inappropriate language, etc. The music area is also open to the B & A school students for creative expression. We provide our B & A school students with a variety of indoor/outdoor activities and games to choose from daily.

### **Before & After School Transition:**

B & A students are provided with life skills to prepare them to become independent latch key teenagers. Topics such as safety, security, health and nutrition are covered with students throughout the calendar year. Special guests such as our local Police Department, Troop Two Officer, The Delaware Fire School and Delaware City Fire Company visit our center to speak with our students.

### **Summer Program:**

Above & Beyond ELC Summer Program will offer parents and campers a theme based 10-week program for children ages Five to 13 years of age. Summer Camp runs June through August of each year. Campers will enjoy the many visitors we have to meet with them, as well as the many field trips attend (both onsite and off-site). Campers will continue their academic growth throughout the summer by completing age-appropriate experience plans supported by our approved curriculum. Field trips are typically scheduled weekly during the summer camp (weather permitting). Above & Beyond ELC staff members will determine which students are eligible to participate in trips based on several factors to include but not limited to child and staff safety, child's behavior during the course of the normal school day, and the child's ability to participate in all aspects of the trip without normal assistance and care. See field trip for a more detailed explanation. Summer camp field trips fees are non-refundable and are not prorated for any reason once a child is signed up for a summer camp slot. The field trip fee will be determined annually based on the trips planned each year. The non-refundable field trip fee must be paid at the time of enrollment into the summer camp program or as agreed in writing on the Summer Camp Payment Arrangement Contract. There will be a non-refundable camp registration fee for all non POC school-age child. There are no refunds for missed/changed/cancelled field trips. Above & Beyond ELC reserves the right to change/cancel a field trip due to weather, disruptive student behavior, the health, safety and well-being of the students, staff and volunteers. Whenever possible an alternate trip will be added to the schedule for all trips cancelled not related to any natural disasters, acts of God, vendor related issues and/or third-party conflicts. Appropriate clothing will be required to participate in each field trip. Students are required to wear Above & Beyond ELC t-shirt/polo shirt with logo on each field trip. Students that arrive to camp on field trip days without their camp shirt will not be accepted into camp that day. Parents may purchase a camp shirt from the front office if summer camp shirts are available. There will be no exception to this policy.

## **CHILDCARE PROGRAM MISSION/ OBJECTIVES**

**Mission-** is to partner with parents/guardians to provide children with a positive and challenging academic experience in a safe and nurturing environment.

**Objective-** To recognize that each child within our care is a unique person with strengths, weaknesses, likes, and dislikes. To encourage the growth and development of each child in the areas of cognitive, emotional, fine motor, gross motor, language, and self-help through a timely and purposeful assessment. Assessments in these areas will be conducted through direct observation/participation in individual and group skills inventoried by the child teacher.

To provide an educational experience for children one years to 12 years of age offers a range of experiences designed to strengthen the development, concept formation, judgment, and language development, listening skills, reasoning, and recognition of relationships.

Our affiliation with the state/private health services. This service will provide health care referrals to those in need of basic screenings. It will also aid in diagnosing, prescribing, and treating those children in need of physical, mental, and emotional needs.

To provide daily activities that foster a sense of responsibility for oneself and the ability to work with and enjoy others (peers & staff).

To implement activities that provide an opportunity to enhance the quality of family interaction with children in the childcare setting and at home.

We want your child's experience at Above & Beyond Early Learning Center to be extremely rewarding. We welcome and encourage your suggestions so that together, we create the atmosphere and learning experience you desire for your child/children.

### **Philosophy Child-centered**

Children are unique. Therefore, we provide a program of care and education that addresses their patterns of growth, previous experience, temperaments, and learning styles.

We plan activities to match the children's diverse physical, cultural, social-emotional, and intellectual needs.

### **Self-esteem and social skills**

Children require a positive self-image to form relationships and be open to learning.

Therefore, we respect and appreciate them. Our goal is to have them feel physically and emotionally empowered. We help them develop independence, cooperative behavior, and caring for others.

### **Diversity**

Tolerance and understanding are fostered by positive exposure to various ages, genders, lifestyles, races, cultures, religions, and physical abilities. Therefore, we emphasize an environment that welcomes diversity and challenges bias and discrimination. Families are encouraged to share information about their children, IFSP or IEP, or a behavioral or health plan. For families who are dual language learners, program communication with families includes their preferred method to receive information about their children.



## **DISCIPLINARY POLICY**

### **No child shall be:**

- Subject to cruel, harsh, humiliating, petty, severe, or provocative treatment.
- Subjected to verbal abuse, threats, or derogatory remarks about them or their family.
- Deprived of meals or any part of meals as a punishment.
- Discipline measures shall be designed and administered in such a way as to help the individual child develop self-control and assume responsibility for their actions. To accomplish this goal, the Child Care Center **must** establish understandable and straightforward rules for both children and staff that set the limits of behavior required to protect the group and individuals within the group.
- Accepted forms of discipline in ascending order of severity are:
  - Verbal reprimand
  - Think about chair /redirection

Above & Beyond Early Learning Center has found that redirection works best when it is necessary. A time out involves a time apart from the group activity, not to exceed one minute per year for your child's age. The purpose of time out is not to punish but to provide the child a chance to be away from the situation, therefore allowing time to redirect the child's behavior or actions. A child in time out will be under constant supervision and will never be removed entirely from their peers. They will be unable to participate in the activity taking place for a short time to allow for redirections and an explanation of their actions.

All disciplinary actions will be handled with kindness and understanding. This program is designed to eliminate punishment for any disciplinary actions deemed severe.

### **Behavior Expectations**

All parents must sign that they have read and understand the behavior expectations and discipline consequences of Above & Beyond Early Learning Center. These codes are in place to guarantee all children's safety, well-being, and happiness in this program. We work to build the character values of caring, honesty, respect, and responsibility in every child. It is essential that you discuss these codes with your child before attending.

Please get in touch with us if you have any concerns regarding your child's behavior or how other children are treating them.

### **Behavior Code of Conduct**

1. Disrespect or disobedience to any supervising adult is not tolerated.
2. The first-time results in a verbal warning, the second time is a written warning, and the third time will result in the child losing the privilege to participate in the next activity, field trip, or special event.
3. If this behavior becomes a repeated problem, the Center Director will discuss a behavior action plan with the parent or guardian. Ridicule, bullying, or general disrespect toward another child, whether the student is present or absent, is not tolerated.
4. The first time is a verbal warning, the second time is a written warning, and the third time will result in the child losing the privilege to participate in the next activity, field trip, or special event.
5. If this behavior becomes a repeated problem, the Center Director will discuss a behavior action plan with the parent or guardian.
6. Disruptive conduct to others (children, staff, members, and the public) is not tolerated.
7. The first time is a verbal warning, the second time is a written warning, and the third time will result in the child losing the privilege to participate in the next activity, field trip, or special event. If this

behavior becomes a repeated problem, the Center Director will discuss a behavior action plan with the parent or guardian.

8. Fighting, hitting, or biting is not permitted at Above & Beyond Early Learning Center. When such an incident occurs, the staff will consider the child's developmental level, prior behavior, and any causes of the violence. Children caught fighting, hitting, or biting may be sent home immediately for the rest of the day.
9. Generally speaking, children under age three may receive additional warnings, while children over three usually are developmentally mature enough to behave without intentional violence.
10. In our Before & After School, if fighting, hitting, or biting occurs a second time, the child will be dismissed from the program and unable to attend either program for the remainder of the school year.
11. Suppose fighting, hitting, or biting occurs in our Child Development Program a second time. In that case, the Center Director will discuss a behavior action plan with the parent or guardian, which considers the child's developmental level. These steps are not absolute. If children have repeated behavior issues of any kind, the decision regarding what action will be taken (verbal warning, written warning, loss of privilege, suspension, or expulsion) rests solely with the Owner and the Center Director and is made on a case-by-case basis depending on the child's previous conduct.
12. Children with severe behavior issues, including running away from the program, possessing a weapon, causing injury to another child or adult, or sexual misconduct, may result in immediate suspension or termination. Parents will be notified if a child needs quick pick-up. An authorized pick-up person must pick the child up within one hour, or the child will be dismissed from the program.

## **Behavior Management**

Above & Beyond Early Learning Center's rules are established for the children's health and safety. When appropriate and feasible, children are asked to participate in establishing such rules. We have tailored our expectations and requests to fit the children's developmental levels, therefore minimizing frustration and inappropriate behavior. We try to arrange the environment to avoid problem situations. We encourage the children to develop their self-control, management of feelings, and problem-solving abilities and find their rewards in inappropriate and cooperative behavior. When children act in a way that could be harmful to themselves or others, or the destruction of property, we intervene; however, we do not use corporal punishment, including spanking, humiliation, or verbal abuse. Children are never denied food, or punished for soiling, wetting, or not using the toilet. We model a sense of control in our touch and voice. We are firm about limitations when appropriate to the situation and the children's ability to understand and comply.

We are consistent. We work as a team with other teachers and with parents. We analyze possible reasons for the behavior problems and make whatever adjustments in the environment we can. We offer choices, try to redirect activity, provide additional ways to achieve acceptable behaviors, and help the children problem-solve. We give hugs and words of encouragement. When children are unable to exercise self-control and don't respond to redirection, parents will be called to pick up the child/children from the center over time. Teachers are not trained to deal with antisocial behaviors that lead to physical harm to oneself or others.

## **Documenting Children's progress and development**

Above & Beyond Early Learning Center has an organized system for documenting the progress of individual children preschool age and younger concerning appropriate developmental and educational goals. This documentation will be done annually to identify possible concerns and activities, and experiences that may benefit the child.

A child developmental screening is completed to identify children at risk for developmental problems. It is one component of a comprehensive assessment system and the first step in determining if a child needs to be referred for further diagnostic assessment or evaluation.

Above & Beyond Early Learning Center will ensure that information gathered to document a child's progress is kept in the child's file and shared with the parent(s)/guardian(s) at a conference. With the parent(s)/guardian(s)' permission, information may also be shared with other professionals when referring the child for special services.

Above & Beyond Early Learning Center will ensure that with the approval of the Early Childhood Administrator or Early Childhood Curriculum Coordinator, individual plans are developed for each toddler in care. The plan shall include age and individually appropriate goals and describe specific activities and experiences provided by staff in support of these goals. Staff shall record these and note developmental milestones, accomplishments, and concerns. Plans shall be reviewed at least three (3) times over one (1) year. This information shall be shared with the toddler's parent(s)/guardian(s).

## **CURRICULUM**

A comprehensive curriculum can help teachers and directors make thoughtful decisions about how and what to teach. It provides a blueprint for planning and implementing a program that addresses all aspects of child development and building partnerships with families and promotes learning and development in each of the following areas: social, emotional, physical, language, and cognitive. Components of high-quality, comprehensive curriculum that support the whole child's development include specific learning goals, culturally and linguistically responsive, individualized instruction, intentional teaching, family engagement, and appropriate for program staff, children, and families.

## **CONFERENCES**

A more formalized opportunity for a shared conversation between the family and staff who have the most interaction with the child provides a positive and informative way to build relationships and stay informed about the child's academic and social progress.

Planned conferences occur at least twice a year or approximately every six months. From the program's perspective, the conversation includes a thoughtful discussion about the child's growth and development, progress towards current learning goals and identification of new goals, and insight into the child's classroom experiences. The family perspective includes time to share information about life at home, participate in goal setting and ask questions to help them understand the child's learning experiences and activities, health, well-being, and classroom schedule. A written conference form can be provided to families that summarizes the key topics of the discussion and the child's strengths and areas of development for the upcoming months.

## **Daily Care**

Primary caregiving ensures consistency of relationships, environment, and communication between the staff and the families to strengthen relationships and the child's early learning experiences. It optimizes teachers' knowledge of children's routines, strengths, and needs, thus helping to create individualized and responsive learning experiences.

## **Adjusting to Child Care**

Starting at a new center can be a stressful experience for both parents and children, even as a child grows older. New faces, routines, expectations, activities, and foods are just a few adjustments present themselves. We want to work closely with each family to make the transition to the center a smooth, happy one.

Whenever possible, we ask each family to participate in a transitional period, which helps adjust to the new center. A week to two weeks before your child's start date, we ask that you schedule a visit to your child's classroom or group with your child. This brief visit allows your child to explore the classroom or area and understand the daily routine. It also allows you to get to know the teachers by asking them questions about the classroom and giving them essential information about your child. Furthermore, we ask you to complete the registration packet in full as it contains information that will help our staff learn about your child and their development before their arrival. You can help your child become familiar with the center by positively talking with them about the teachers and activities. If your child senses that you have confidence in the staff, it will help them feel more comfortable with this new situation.

Sometimes, even when the best preparations have been made, young children will cry when they experience a separation from their parents. Our staff always comforts a child until they are ready to join in. Remember that you are welcome to call the teachers during the school day to check on your child.

### **Outdoor Play**

Children in our program will, at times, participate in outdoor activities at local parks and playgrounds. Outdoor time is scheduled as often as the program schedule allows. When outdoor play is not possible, children receive time to be physically active in the indoor playrooms. We follow Nemours Health Prevention Services' best practice recommendations for weather conditions and temperatures for outdoor time. All children will go outside daily unless there is active precipitation or a posted weather advisory stating children of their age should remain indoors.

Please ensure your child has proper clothing for the forecasted weather conditions and safe shoes for climbing and running.

### **Physical Activity**

We are committed to our children's health. We recognize the importance of staff as positive role models for children as they learn to live healthy lives. Therefore, we will:

Role-model positive behaviors by being physically active with the children indoors and outdoors.

- Encourage all children to try new physical activities and respond positively when they do.
- Share our positive experiences with physical activity and facilitate conversations with the children about their experiences.
- Provide fun, engaging physical activity daily in our lesson plans.
- Make safe equipment accessible in the classroom (e.g., softballs, push-pull toys, low carpeted blocks to climb on, etc.).
- Not use physical activity as punishment.
- Redirect children to safe physical activities and/or involve them in discussions about what to do when safety issues or other concerns (e.g., mud, arguments over play equipment, etc.) arise.
- Screen time (except for educational computer use, physical activity, and occasional special events) is only for children aged three and up in this program.

### **Communication**

Administrators and staff can be reached using the following methods:

- **Email-[aboveandbeyondelc.de@gmail.com](mailto:aboveandbeyondelc.de@gmail.com)**
- **Office 302-834-5620**
- **Leaving a note with the office.**

We understand that you may need to speak with your child's teacher, and every effort will be made to accommodate that as long as it does not interfere with the learning or safety of the children. The program also

conducts surveys to get parent feedback. Following collecting information from families, the Administrator and/or other staff should compile the data to look for commonalities and trends and use it to inform program planning. The results are shared with families in a cumulative, non-identifying format to share family satisfaction with the program or explain curriculum or operational changes.

### **Parent Involvement**

Here at Above & Beyond Early Learning Center, our doors are always open to parents who would like to be involved in their child's care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parents wish to volunteer at the center or on outings, please get in touch with any staff member so we can make the necessary arrangements; we welcome the opportunity for parents to come in and observe how their children are operating during the day.

**Delaware Regulations:** *Our Mission: To ensure safeguards and enhance quality for children in out-of-home care.*

Delaware Regulations are the state-approved rules for the operation of the center. Our center follows the rules and regulations set forth by the state of Delaware. A copy of the Delaware Regulations is located in the center if parents wish to view it.

### **Confidentiality**

Your child's records are confidential. The staff will not share your child's records with anyone without written parental consent or court order except when employees of the Office of Child Care Licensing are performing official duties or when requested by other entities with statutory responsibilities for issues relating to health safety and well-being of children. Parents have access to their child's records upon request and may request that additional relevant information be added to the documents.

### **Photographs/Video Cameras**

Here at Above & Beyond Early Learning Center, we utilize video monitoring for the safety of the children and the staff during the day. We take photographs regularly and all of our special events are recorded. These pictures may be posted in the center, displayed on our website, or used to chronicle your child's development or to illustrate the daily curriculum. We require written parent/guardian permission to disseminate photographs or videos of your child or if your child will participate in special events.

If you have any questions, please feel free to contact the center director.

We also take photograph documentation for assessments of the children and chronicle any special events that we may be hosting in or outside the classroom. Photos/videos are only utilized with a written consent form from parents. You will need to sign a permission slip to allow your child to be photographed.

### **Screen time**

Periodically, children over two years of age may view an educational program on a TV with written parent/guardian permission. The program will be age-appropriate and limited to one hour or less. We do not permit gaming devices, tablets, smart phones, etc. to be used and are not responsible if they are lost or stolen.

## **ENROLLMENT**

Each parent(s)/guardian(s) planning to enroll a child into the Center will receive a parent handbook. As a part of the enrollment or application process, the licensee shall require the parent(s)/guardian(s) to read and sign *The Parent's Right to Know Act* form and keep the signed document on file at the Center.

- A. A copy of the signed document shall be given to the parent(s)/guardian(s).
- B. If the parent(s)/guardian(s) do not enroll the child, the signed document shall be kept on file as proof of presenting the information.

Above & Beyond Early Learning Center will ensure that a child will not attend the Center without first obtaining the following information from the parent(s)/guardian(s):

- A. Child's first and last name.
- B. Child's birth date.
- C. Child's home address.
- D. Child's home phone number.
- E. Parent(s)/guardian(s)' name(s).
- F. Parent(s)/guardian(s)' place(s) and hours of employment.
- G. Parent(s)/guardian(s)' work phone number(s).
- H. Name(s) of person(s) other than parent(s)/guardian(s) to be notified in an emergency situation when parent(s)/guardian(s) cannot be contacted.
- I. Name(s) of another person (s) other than the parent(s)/guardian(s) to whom the child may be released.
- J. Permission for child's emergency medical care.
- K. Child's medications, if applicable
- L. Child's medical or food allergies; and
- M. Name and phone number of the child's health care provider.

Above & Beyond Early Learning Center will ensure that enrollment procedures involve a meeting with the parent(s)/guardian(s) and the child to:

- A. Determine if the Center's program can effectively meet the child's developmental and educational needs, and what accommodations or other planning may be needed to do so; and
- B. Provide an opportunity for the parent(s)/guardian(s) and child to observe the Center and program.

## **Dropping from Enrollment**

Parents must provide a minimum of 5 days' written notice to the Director before removing their child from enrollment.

If you fail to provide the required 5-day notice, you will still be responsible for tuition for the final two weeks plus any unpaid balance.

Unpaid balances may be sent to collections and/or reported to Purchase of Care.

Parents will be contacted when their child is absent for five consecutive days without notice to determine the circumstances. If we cannot reach anyone regarding the extended absence, we will consider the child to have voluntarily ended care without notice.

## **Suspension and Expulsion**

Our staff members have completed many trainings to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These trainings included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. They complete training each year to help them understand children who have challenging behavior.

We work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, our staff members will work with you to help your child change his or her behavior and you may need to seek professional services for your child. We will use interventions to help your child learn to manage his or her behavior. If a therapist is involved, we will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

Your child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to himself/herself or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for services, as stated in the contract.
- Failure to provide required paperwork to maintain a licensing compliant file.
- Excessive late pick-ups.

## **Signing in/out, arrival and Pick-up, change in schedule, late pick-up and signing in/out**

To maintain good communication, parents must sign their children in and out daily.

Children must be signed in and out in the sign-in book located in the lobby/reception area. By signing in, you are formally releasing your child into our care, and this is the record of you doing so, and we are required to keep this record by state regulations. By signing out, you or your designated representative are relieving us of the responsibility of caring for your child. When arriving and/or departing, please keep an eye on your child/ren for their safety and others in the building. They must stay with you throughout the building for the children's safety and not run in the hallway.

Please be sure that you do not leave your car running when you drop off or pick up your child for the safety of all.

Children should be accompanied by their parent or guardian to the building and signed in.

When dropping off your child, please be sure that you bring your child into the building and sign them in.

## **Arrival Policy:**

We expect your child to be here no later than 9:00 a.m. We reserve the right to deny entry after 9:00 a.m. Please allow enough time for a comfortable transition into the Center each day. Parent(s)/guardian(s) make sure the teacher knows anything which might affect children's moods or abilities or any change in their routine.

Before leaving, parent (s)/guardian(s) should direct children's attention to a toy or an activity. Children appear to respond to a clear and decisive goodbye; with the reassurance, the parents will return at the end of the day. Parent(s)/guardian(s) should not "sneak out" without saying goodbye. This may temporarily ease the pain of separation but is painful to children when they discover that their parents have disappeared. Failure to communicate goodbye undermines essential trust. If separation seems extremely difficult, parents can always phone the Center later to see how the children are doing.

**Pick-up Policy:**

Parent (s)/guardian(s) must arrive on time to pick up their children. They should plan enough time to speak briefly with the teacher(s) about the children's day. Parent(s)/guardian(s) are encouraged to read the daily grams/monthly newsletters about the children's activities. If there are issues to discuss, it is best to arrange a conference or phone call at a convenient time; the pick-up time is not suitable for children or staff. At times, children may be very involved in an activity and may want to finish before they go home. Just as it is vital to make a decisive farewell in the morning, being clear about leaving at the end of the day lets children know what to expect. Limits are helpful, such as, "You may take two more turns, and then we will go home." Once parent(s)/guardian(s) have picked up, they are responsible for their children's safety and compliance with Center rules. If the parent(s)/guardian(s) cannot pick up their children on time, they are expected to have an alternate pick-up arrangement. When possible, the staff must be informed of any last-minute changes to prepare the children and plan if there will be a delay for the staff.

**Releasing Children**

Parents will designate in advance to whom their child should be released. If someone other than you take the child home, you must notify the office staff. The office, in turn, will inform your child's teacher.

Only authorized persons will be permitted to take the child; please remind your pickup person to bring photo identification. A child will not be released without proper identification if we have not met them. These "authorized pickups" must be at least 18 years of age and may not be listed in any "Megan's Law" or sex offender databases, and cannot be otherwise denied access to any facility for children.

Your child will only be released to the people you authorized. If someone who is not authorized attempts to pick up the child, a parent/guardian and the police may be contacted.

In custody situations, we must have on file any court orders regarding authorization to release the child. If a non-custodial parent attempts to pick up a child, the custodial parent and the appropriate authorities will be notified as needed.

If you, or the person regularly responsible for picking up your child, will not be available by phone in an emergency, please write down alternate phone numbers and/or names of persons who can be called in such an event.

Children may not be released to persons displaying apparent signs of being under the influence of drugs or alcohol or otherwise incapable of transporting the child safely. Center staff will attempt to contact the other parent or adult to pick up the child. If necessary, the proper authorities will be notified.

School-Aged children aged ten years old and up and have written permission signed and dated by their parent in their current school year file may be allowed to walk home with the express consent of their parent or guardian. No child under the age of 10 will be permitted to walk home from the center. This notice must be updated each year that the child attends the center.

Documentation regarding the time your child was picked up and who picked up your child is kept on file at the center.



**\*Please Note:**

Anyone picking up children must have written permission on file at the Center and be at least eighteen years of age. Photo identification is required for all individuals on file. Parent(s)/guardian(s) must inform the assigned pick-up person of our Center's policy.

**Late Pick-up Policy**

If children are not picked up by the end of the contracted time or when the center closes at 6:00 p.m. and or noon, the following will occur:

POC can be charged after all authorized hours are exhausted

**1st time:** Verbal and written notice

**2nd time:** Fine- a fee of \$1.00 per minute will be assessed for every minute after the center closes at 6:00 p.m. or noon.

**3rd time:** Same as second, and parents need to discuss the problem and future action with the Executive Directors or the Director.

The clock at the Center will be used to determine lateness. Parents should set watches accordingly.

**Accidents, Injuries, and Serious Incidents**

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.
- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or head, lips, mouth, or face you will be notified immediately.
- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.
- You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report.
- You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

**Payment options and returned check policy**

•• Above & Beyond ELC accepts debit/credit card payments through Bright Wheel, which will be automatically deducted from the account with card that is placed on file every Friday. (CashApp Only if system is down due to system maintenance) \*\*

•• If payment is made and returned for insufficient funds, you **will** incur a \$50.00 return ACH fee. This fee and all other monies **must** be paid within 48 hours otherwise, your child will not be permitted to attend the Child Care Center.

**Registration Fee-**

There is a non-refundable \$75.00 registration fee for each child attending; due at the time of receiving enrollment paperwork, which locks in your child enrollment. (POC & POC+ Children Exempt)

## **Tuition Increases-**

Weekly tuition rates will increase the first week of January every year by three and a half percent. No further notice required. Parents will be notified of any other rate increases during a school year at least 30 days prior.

## **Sibling discount -**

There will be \$10 off lowest tuition (Private Paying families with multiple children only)

## **Purchase of Care & POC Plus**

Our centers participate in the State of Delaware Purchase of Care childcare fee subsidy program. State of Delaware Social Services offices will finalize your eligibility for subsidy. Proof of a current Purchase of Care Authorization is required before enrollment and before the start of each month. Late payment fees will not be charged to Purchase of Care participants only.

## **Late Payments**

Payments received after 6:00PM EST on Friday (Example 6:01PM) will result in a \$25.00 late payment fee regardless of payment arrangements and may result in immediate termination of childcare services. Late payments may result in dismissing the child from the program. If your child's care is terminated for non-payment, space in the program will not be reserved. As soon as a vacancy becomes available, even due to non-payment, we begin working to fill it. If your situation requires you to have ongoing care, please be sure your payment arrives on time.

**Note:** If you find it difficult to pay on time or need financial assistance, please feel free to contact the Child Care Center Executive Directors or the Director. Any questions about account balances will be addressed to the Child Care Center Executive Directors.

If your child will not be in our care for a week or more (vacation, etc.) we will need two (2)-week notice in advance. Full pay for the week will be required for a vacation week to ensure your child's enrollment.

After your child has been enrolled in Above & Beyond ELC for one (1) year, your child will have earned a one-week vacation. This will allow families to take a week off without paying tuition for one-week (5) days. We will need two (2) weeks-notice in advance.

Drop-Ins will be charged a fee according to the weekly tuition for that age-group.

## **Admission agreement, calculation of fees and obligations of parents and or legal guardian**

Parent(s) and/or legal guardian(s) are required to sign a payment agreement form.

The form will address all weekly fees and payment schedules. The agreement will be signed by the Childcare Executive Director, Director, or their designee.

Parent(s)/legal guardian(s) will be notified promptly of their weekly or daily fee.

All fees are due on **Friday** the week prior to service being rendered.

Charges will be calculated on your weekly fee (fee for services are from Monday to Friday of each week.)

Charges will be affixed based on income or standard fee for service based on the childcare fee schedule (private clients).

State charges will be affixed according to a fee for service charges set by the state of Delaware on the client (POC) Purchase of Care form.

We offer various options to meet our family's needs full-time care, part-time care & drop-in care.

- When a child is present four (4) or more days a week, the charge will be the standard full-time weekly fee.
- When a child is present three (3) or fewer days a week, the charge will be the standard parttime weekly fee.
- When a child is present one (1) day a week, the fee is based on a daily charge that is prorated from the weekly fee.

### **Sanitation Practices**

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling, and diapering procedures. Each classroom is thoroughly cleaned and disinfected according to licensing regulations. To prevent the spread of infections and viruses, equipment and toys used by infants and toddlers are to be cleaned and disinfected daily. The non-porous toys and play equipment in the other classrooms are cleaned with soap and water and then disinfected weekly or more frequently if needed. Our administrator routinely checks each classroom to ensure staff members are using the training that they received.

### **Emergency Health Policy**

In the event of a medical emergency involving your child:

- An ambulance will be notified in the event of a life-threatening accident, injury, or illness.
- You will be notified immediately by phone if your child becomes seriously ill or injured while in care.
- If you are unable to be reached, your child's emergency contact listed on the information card will be notified.
- For non-life, threatening emergencies that require prompt medical attention, a staff member will transport your child to the nearest hospital unless you are able to pick up your child immediately

### **Illness and Attendance**

As a partner in the care of your child, we ask that you observe your child for the signs of illness listed below and keep them home when they are ill or not feeling well. It helps minimize the spread of disease and ensures that your child receives the one-on-one care they need when they are not feeling well, we also make all reasonable accommodations for any child within our care that may require any.

If your child becomes ill while in our care, you will be notified to come and pick up the child immediately (within a half-hour after contact has been made).

While waiting, your child will be supervised in an area away from other children and kept comfortable until you arrive.

If we cannot reach you, the emergency contact person(s) listed on the registration form will be called and expected to pick up the child. If your child exhibits symptoms of the illness specified below, they cannot remain at the center.

If your child is sent home, they must stay home for one full day of care (not counting the day they are sent home) or until written documentation from a doctor or doctor's office stating the child has been diagnosed and poses no serious health risk to the other children.

School-Age Children who are sent home from school must follow the same restrictions. The symptoms for exclusion include, but are not limited to the following:

- Temperature equivalent to 101 degrees or greater
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, inexplicable irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) Uncontrolled diarrhea (one diarrhea accident in potty-trained children or one episode of diarrhea leaking from a diaper)
- Blood in stools
- Vomiting or excessive amounts of spit-up (one occurrence)
- Persistent abdominal pain or intermittent pain associated with fever or other signs/symptoms
- Mouth sores with drooling
- Any unidentified rash (if your child suffers from a chronic condition, please be sure to have a doctor's note placed in the file)· Eye drainage with redness or discomfort
- Any unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of the child or other children.

Certain illnesses have specific exclusion requirements. If your child is diagnosed with one of these illnesses, please contact the center immediately and do not bring your child back until the exclusion period has passed. These illnesses and exclusion periods are:

- Pink eye until 24 hours after treatment has been initiated.
- Scabies until 24 hours after treatment has been initiated.
- Head lice until 24 hours after treatment has been initiated and until a health care provider confirms the treatment administration.
- There is evidence of bed bugs on the child and/or belongings until 24 hours after the last sighting of bed bug(s) on the child and/or belongings.
- Tuberculosis until a health care provider state that the child is on appropriate therapy and can attend care.
  
- Impetigo until 24 hours after treatment has been initiated.
- Strep throat or other streptococcal infection until 24 hours after initial antibiotic treatment and cessation of fever.
- Chicken Pox until all sores have dried and crusted.
- Shingles if sores cannot be covered by clothing or dressing until the sores have crusted & are dry.
- Pertussis until five days after antibiotic treatment.
- Mumps until nine days after onset of parotid gland swelling.
- Hepatitis A virus until one week after onset of illness, jaundice, or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children & staff.
- Measles until five days after the onset of rash.
- Rubella until six days after the start of the rash.

### **Notification of Possible Communicable Illness**

If your child has been diagnosed with a communicable illness, please inform the Director immediately. Information on the symptoms and treatment of the disease will then be distributed to parents. Specific information about your child is never shared with other parents.

Health Care Consultation has made specific arrangements with a health care provider who has agreed to provide us with consultation for both routine and emergency health care for children. If we cannot reach you or your child's physician, we may contact this provider for medical advice regarding your child's specific needs.

### **Medication Policy**

There are staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on site at all times. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

A school-age child may self-administer medication with written parent/guardian and health care provider permissions. These permissions must indicate the child is able to safely self-administer the prescribed medical care, identify and select the correct medicine and dosage, if applicable, and administer the medical care at the correct time and frequency.

Medication must be handed to the Administrator and not left in a cubby or bag.

### **Field trip transportation**

Above & Beyond Early Learning Center will provide staff or adult supervision of children during trips off the Center's premises to ensure safety.

A. Parents/guardians volunteering to accompany the children shall be allowed to count toward the staff/child ratios for a field trip or routine program outing purposes only if not accompanied by other children of any age who are not enrolled at the Center.

B. Volunteering parents/guardians shall be supervised by a staff member who is at least an Early Childhood Assistant Teacher, Early Childhood Caregiver, or School-Age Site Assistant at all times and not be alone with the children at any time, including the transportation of children.

C. Individual trip permission slips will be used for each child.

Above & Beyond Early Learning Center will ensure that during routine program outings that do not require the use of vehicles and are near the Center, a licensee maintains staff/child ratios in accordance with Rule #185 with a minimum of two (2) staff members present at all times.

**Number of Staff**

Above & Beyond Early Learning Center will follow the following minimum staff/child ratios and maximum group sizes for each age group listed during normal daily activities at the Center as indicated in the table below:

Age of Child	Minimum Staff/Child Ratio	Maximum Group Size
Young Toddler	1 to 2 Years	1:6 12
Older Toddler	2 to 3 Years	1:8 16
Young Preschool Child	3 to 4 Years	1:10 20
Older Preschool Child	4 to 5 Years or older	1:12 24
(Or not yet in K* or first grade whichever comes first)		
School-Age Child	5 Years or older	1:15 30
(Or at least in K* or first grade whichever comes first)		

\* K – Kindergarten

A Center licensed before the effective date of these rules shall have four (4) calendar years from the effective date or no later than January 1, 2011, to achieve compliance with staff/child ratios and maximum group sizes requirements.

Above & Beyond Early Learning Center will ensure that during field trips that require the use of vehicles, the staff/child ratios are according to the table below:

Age of Youngest Child in Group	Maximum Number of Children to be Supervised By At Least One (1) Early Childhood Assistant Teacher, Early Childhood Caregiver or School-Age Site Assistant
Less than 2 years	2
2 years through 4 years	4
5 years and older	8

- A. Staff shall have a list of the children present and check the roll frequently to ensure all children are accounted for at all times.
- B. Staff shall have access to medical consent forms and emergency contact information for all children.
- C. Staff shall have a traveling first aid kit available.
- D. Children shall have tags or other means of providing the Center's telephone number.
- E. Staff shall have a plan for transportation of children in the event of an emergency.

## **Transportation Rules**

Above & Beyond Early Learning Center will provide transportation for children and will ensure that the vehicle and operator of a car used to transport children, follow all applicable Federal, State, and local laws.

- A. The driver shall not transport more persons, including children and adults, than the capacity of the vehicle.
- B. A vehicle with a rated capacity, as defined by the manufacturer, to carry more than ten (10) passengers in addition to the driver and was newly purchased or newly leased after July 1, 1998 shall meet State and Federal specifications and safety standards applicable to school buses.

Above & Beyond Early Learning Center will ensure that each child is secured in an individual safety restraint system appropriate to the child's age, weight, and height at all times while the vehicle, other than a school bus, is in motion. All safety restraints shall be federally approved and labeled according to the currently applicable Federal Motor Vehicle Safety Standard. Child safety restraints shall be installed and used in accordance with the manufacturer and vehicle's instruction and maintained in a safe working condition and free of any recall.

A. A child preschool age or younger shall only be transported on a school bus that is adequately equipped for child safety restraints unless written permission is received from the parent(s)/guardian(s) of that child allowing the child to be transported on a school bus unrestrained.

The Center shall explain to parent(s)/guardian(s) in the Center's written transportation policy that while State Law does not currently require child safety restraints on school buses for children preschool age or younger, the National Highway Traffic Administration recommends that children in this age group always be transported in school buses equipped adequately for child safety restraints.

### **Above & Beyond Early Learning Center has developed a written transportation policy that includes:**

- A. How and where the children shall be transported.
- B. Safe driver criteria such as needing a valid driver's license and having a safe driving record; and
- C. Physical conditions impair the ability to drive wherein a driver shall not operate a vehicle.

Above & Beyond Early Learning Center will inform parents/guardians of the Center's transportation policy and obtain written permission from parents/guardians for any transportation provided by the Center. This permission shall specify any particular need or problem of a child who might require special attention during transportation. The operator or attendant of the vehicle shall be given a copy of this information with directions on handling any particular need or problem. This permission shall also identify who is operating each car.

Above & Beyond Early Learning Center will ensure that any vehicle operator transporting children to a Center is at least twenty-one (21) years of age.

The operator shall have a valid driver's license that authorizes the driver to operate the vehicle being driven.

Above & Beyond Early Learning Center will ensure that an operable phone and first aid kit are in all vehicles transporting children.

Above & Beyond Early Learning Center will ensure that all doors on vehicles are locked whenever the vehicle is in motion.

Above & Beyond Early Learning Center will ensure that children are never left unattended in a vehicle used by the Center to transport children.

Above & Beyond Early Learning Center will not transport children in the open back of a truck.

Above & Beyond Early Learning Center will ensure that children are loaded and unloaded at the vehicle's curbside or in a protected parking area or driveway.

Above & Beyond Early Learning Center will ensure that a vehicle used to transport children has an operable heater capable of maintaining a temperature of at least fifty (50) degrees F. in the car.

Above & Beyond Early Learning Center will ensure that a vehicle is air-conditioned when the vehicle's interior temperature exceeds eighty-five (85) degrees F. Providing fresh air through open windows cannot reduce the temperature.

Above & Beyond Early Learning Center will ensure that each vehicle used to transport children is equipped with an operable dry chemical fire extinguisher approved by the Underwriter's Laboratory

## **Food Allergies**

We ask parents to provide a complete medical history, including any food allergies or intolerances, at enrollment. Each staff person working with a child with known food allergies or intolerances is given a copy of the information shared by the parent. Additionally, if a child's doctor has created a food allergy action plan, the parent should provide a copy to the center. Children with food allergies or intolerances may need food substitutions.

If this applies, the parent and child's medical provider should complete the food substitution form. Our center participates in the Federal food program (Child & Adult Care Feeding Program), which offers opportunities for children in our program to receive nutritious meals throughout their time with us. The meals will always include the recommended daily allowance for children for each meal/snack served. All foods helped will meet or exceed USDA recommended guidelines.

Our program is committed to being pork and peanut-free and does not serve products that contain these items. Children enrolled in the center receive breakfast, lunch, and snacks each day if they are in care at mealtime. Each family must complete a food eligibility enrollment form.

## **Meal Expectations-**

At no point will a child be forced to eat. Children will be encouraged to try new foods unless those foods go against their religious or dietary needs. Children will not be punished or reprimanded for not eating. Children will not be forced to finish their meal or be rushed through their meal.

**Breakfast** is served from 8:00 am – 8:45 am. Your child must be in their class or group before 8:30 to be served breakfast.

Each breakfast includes a serving of fruit, grain, and milk.

Children who arrive after 8:45 am will need to have eaten breakfast before their arrival.

## **Lunch**

Children arriving after their class lunchtime will need to eat lunch before arrival. Please refer to your child's daily class schedule for their lunchtime.

Each lunch includes a serving of protein, grain, milk, and two fruits/vegetables.

## **Supper**

Supper is served each day at 3:30 pm. (or as the children arrive after school for afternoon care) Each supper includes water/milk and healthy food.



## **Menus**

Monthly menus are posted on each class bulletin board for children ages 1 & older.

## **Food substitutions**

Food substitutions are to be stored in the food cabinets in the kitchen. Any food items left in a child's cubby will be discarded.

## **Food from Home**

Food from home is not permitted unless it is for a scheduled class event and includes enough food for each child in the class or group to participate. We welcome birthday celebrations and occasionally offer class parties. These celebrations can only be scheduled during snack time and must be pre-arranged with the classroom teacher as they usually take longer than our regular snack times. We recognize that celebrations are fun times but ask that parents observe the practice of "everything in moderation" for these events. Nutritious snacks or small servings of sugary snacks are permitted during these events.

## **Soda is not permitted at any time.**

Our center is a nut and pork-free center. The food served by the center and snacks provided by parents may not contain pork or nuts. Please refrain from allowing your child to enter the center while eating food, as it upsets other children to see kids eating something they cannot have. Please do not leave food or treats for your child in their cubby or book bag. It makes children very upset to be told that they cannot have these during the day. Any food items left in a child's cubby will be discarded.

## **Non-Discrimination in Food Service**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provided in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632- 9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410.
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Holidays observed by the Delaware Learning Academy**

New Years Day	Martin Luther King Jr Day	President’s Day	Memorial Day	Independence Day
Labor Day	Veterans Day	Good Friday	Thanksgiving	Christmas

Above & Beyond Early Learning Center  
Receipt of Parent Handbook

**Childs Name**

\_\_\_\_\_.

**Classroom Name**

\_\_\_\_\_.

\_\_\_\_\_ I agree to conform to the rules and regulations that are contained within the Parent Handbook.

\_\_\_\_\_ I request a printed copy of the Parent Handbook (and I understand I will need to return a written verification form that will be included in the handbook, acknowledging receipt of the Parent Handbook and agreeing to conform to its rules and regulations).

If you select this option, please stop here after signing and return this sheet to school with your child, and we will print and send home a copy of the Parent Handbook.

Parent Signature \_\_\_\_\_ date \_\_\_\_\_

Parent Signature \_\_\_\_\_ date \_\_\_\_\_

**Community Partnerships**

At Above & Beyond Early Learning Center, we strive to provide the highest quality care for your child. We work with other community agencies to supplement or enhance our programs as part of this commitment. We maintain active partnerships as described here.

**Christina School District Child Find**

Child Find is a federally funded program in Delaware that locates, identifies, and provides educational services to eligible persons from three years of age through twenty-one. Child Find screeners conduct a rapid assessment of preschool children from three to six years. In the spring, the Child Find screeners administer screening to all children whose ages are appropriate for admission to kindergarten in the new school year. These screenings will help identify children who may have delays in motor, concepts, and/or communication development, as well as those who may have behavioral problems. Following the screening, a recommendation may be made to the Child Find Office of Special Services requesting that further testing be done. Child Find evaluation services include assessments of learning strengths and needs.

### **State of Delaware – Division of Child Mental Health Services**

The State of Delaware's Division of Social Services, DCMHS, provides Early Childhood Mental Health Consultation Services at no cost to Delaware's early childhood education programs across the state. Contracted, licensed mental health professionals with experience in working in preschool settings and with training in evidence-based mental health practices (pictured right) are now partnering with early childcare provider staff, providing child-specific mental health consultations at the request of the programs and working together to decrease problem behaviors while increasing positive, prosocial behaviors to promote the Child's social and emotional wellbeing. Research shows that social emotional wellbeing is most important when predicting success as children move from preschool to first grade.

### **Delaware Stars for Early Success**

Delaware Stars for Early Success is a Quality Rating and Improvement System (QRIS), a method used to assess, improve and communicate the level of quality in early care and education and school-age settings. It establishes quality standards for programs and provides technical assistance and limited financial support to programs involved in Stars as they engage in quality improvement efforts. Delaware Stars is designed as a voluntary system that expects programs to work on improving quality by moving up the Star Levels.

# Above & Beyond Preschool and Early Learning Center

## One's Class Daily Schedule

6:30a.m.-8:00a.m.	Multipurpose room
8:00a.m.-8:30a.m.	Breakfast
8:30-9:00a.m	Multipurpose Room (Pending staff arrivals)
9:00a.m-9:30a.m.	Arrival to classroom/free play/bathroom/handwashing/teeth brushing
9:30a.m.-9:45a.m.	Circle Time
9:45a.m.-11:00a	Free Play with Activity Offered
11:00a.m.-11:45a.m.	Active Physical Play (Gym or outside)
11:45a.m.-12:00p.m.	Transition to Lunch/Bathroom
12:00p.m.-12:30p.m.	Lunch
12:30p.m.-3:00p.m.	Naptime
3:00p.m.-3:15p.m.	Bathroom/Transition to Snack
3:15p.m.-3:35p.m.	Snack
3:35p.m.-5:00	Free play/Active Physical Play
5:00p.m.-6:00p.m.	Multipurpose Room

# Above & Beyond Preschool and Early Learning Center

## Two's Class Daily Schedule

6:30a.m.-8:00a.m.	Multipurpose room
8:00a.m.-8:30a.m.	Breakfast
8:30-9:00a.m	Multipurpose Room (Pending staff arrivals)
9:00a.m.-9:30a.m.	Arrival to classroom/free play/bathroom/handwashing/teeth brushing
9:30a.m.-9:45a.m.	Circle Time
9:45a.m.-11:00a	Free Play with Activity Offered
11:00a.m.-11:45a.m.	Active Physical Play (Gym or outside)
11:45a.m.-12:00p.m.	Transition to Lunch/Bathroom
12:00p.m.-12:30p.m.	Lunch
12:30p.m.-3:00p.m.	Naptime
3:00p.m.-3:15p.m.	Bathroom/Transition to Snack
3:15p.m.-3:35p.m.	Snack
3:35p.m.-5:00	Free play/Active Physical Play
5:00p.m.-6:00p.m.	Multipurpose Room

# Above & Beyond Preschool and Early Learning Center

## Pre-K Class Daily Schedule

6:30a.m.-8:00a.m.	Multipurpose room
8:00a.m.-8:30a.m.	Breakfast
8:30-9:00a.m	Multipurpose Room  (Pending staff arrivals)
9:00a.m-9:30a.m.	Arrival to classroom/free play/bathroom/handwashing/teeth brushing
9:30a.m.-9:50a.m.	Circle Time
9:50a.m.-11:30a.m.	Free Play with Activity Offered <ul style="list-style-type: none"> <li>● Dramatic play</li> <li>● Science/sensory</li> <li>● Blocks</li> <li>● Writing</li> <li>● Art</li> <li>● Library</li> <li>● Table games</li> <li>● Music</li> </ul> All centers are open for the children to utilize
11:30a.m.-12:10p.m.	Large Motor/outdoor play
12:10p.m.-12:30p.m.	Transition to Lunch/Bathroom/Cots
12:30p.m.-1:00p.m.	Lunch
1:00p.m.-3:00p.m.	Naptime
3:00p.m.-3:15p.m.	Bathroom/Transition to Snack
3:15p.m.-3:35p.m.	Snack
3:35p.m.-5:00	Free play/Active Physical Play
5:00p.m.-6:00p.m.	Multipurpose Room

# Above & Beyond Preschool and Early Learning Center

## School Age Schedule

\*3:00p.m.-4:30p.m.- arrival from school

supper is served to children upon arrival to the program from the school bus

3:30p.m.-4:00p.m.- homework/quiet study

Children receive assistance with homework after eating their supper when they arrive at school

4:30p.m.-5:30p.m.- center time/free play

All areas are open for free exploration time permitting, before pick-up

5:30p.m.-6:00p.m.- clean-up/pick up

### Attention:

The children only stay inside if it is:

Active Precipitation (snow, hail, raining) Or

Public Announcement (poor air quality, heat/cold advisory, etc.)

# Above & Beyond Preschool and Early Learning Center

## EXTENDED DAY SCHOOL AGE SCHEDULE

- 8-830 BREAKFAST
- 830-9 BATHROOM AND QUIET TIME
- 9-915 MORNING MEETING/DAILY EXPECTATIONS
- 915-945 Group Game o Puzzles, uno, monopoly, etc.
- 945-10 MINUTE IT TO WIN IT CHALLENGE
- 10-1020 Group Games (charades, hangman, spelling bee)
- 1020-1040 MINUTE TO WIN CHALLENGE
- 1040-1100 BATHROOM/LUNCH PREP
- 11-1145 LARGE GROUP ACTIVITY/OUTSIDE PLAY
- 1145-12 CLEAN UP/BATHROOM
- 12-1230 LUNCH
- 1230-130 CENTER TIME
- 130-300 QUIET TIME/MOVIE/ART & SCIENCE ACTIVITIES •
- 300-315CLEAN UP
- 315-345 SNACK
- 345-600 OUTSIDE PLAY/ CENTERS AND FREE PLAY