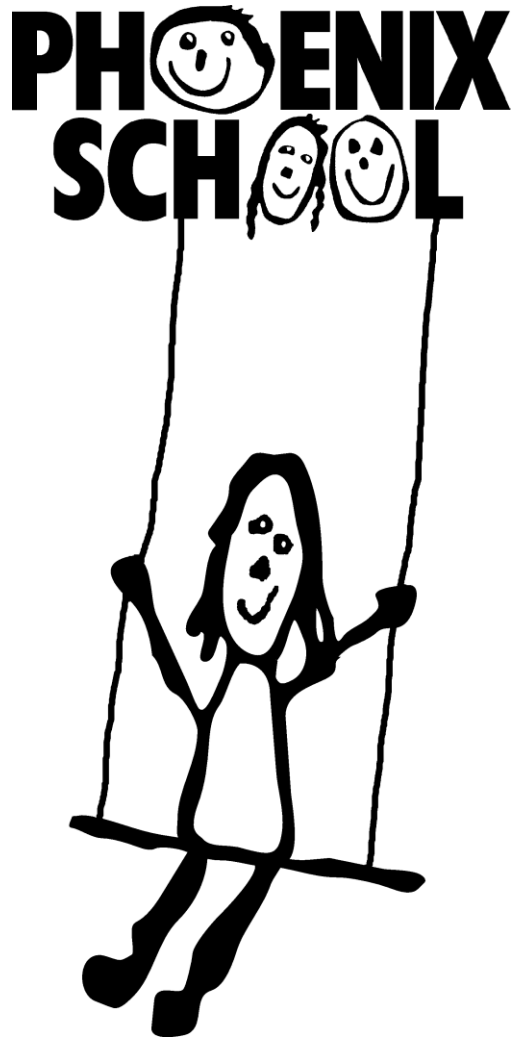


Parent Handbook

Welcome to the Phoenix School

We are happy to have you as a member of the Phoenix family!

version: May 2018

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❖ About The Phoenix School

➢ Mission

The Phoenix School is an inclusive community of families and educators dedicated to fostering the well-being and development of the whole child in a warm nurturing environment.

➢ Philosophy

We, as staff and parents of The Phoenix School, believe that a quality early childhood program must meet the needs of infants, toddlers, and preschoolers. We are, therefore, a non-profit, child-centered school offering an enriching environment and varied program consisting of a caring and nurturing atmosphere, developmentally appropriate curriculum, "hands-on" experiences, and learning & play activities for physical, intellectual, emotional and social growth. This program is provided by an experienced, well-trained staff dedicated to early childhood education using developmentally appropriate practice and a loving, nurturing attitude toward children – which promotes healthy development.

The curriculum at The Phoenix School is constantly evolving because staff and parents recognize and respect differences in learning styles, interests, cultures, customs, and family situations. Field trips promote a sense of belonging to the community and provide children with a learning environment that extends well beyond the walls of Phoenix School.

Because we believe in the importance of family, Phoenix School is a parent-governed family-centered school. Parent involvement is expected and appreciated. We welcome parent and other family members into The Phoenix School community. We foster this feeling of family cooperation through the school picnic, class parties, teacher in-service days, board meetings, fundraisers and other special events. We encourage each parent to become actively involved with his or her child's class and teachers so that optimal opportunities for learning and developing will take place through cooperation of home and school.

➢ Inclusion

The Phoenix School believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

➢ Non-Discrimination

At the Phoenix School equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

➢ Certification

The Phoenix School is licensed by Bright from the Start and is a Quality Rated center.

❖ General Policies

➢ Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

➢ Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

➢ Hours of Operation

Child care services are provided from 7:00 a.m. to 6:30 p.m., Monday through Friday, year-round. Pre-K closings are separate from the school but camps are offered.

The Phoenix School accepts no responsibility for students left unattended at the school prior to 7:00 a.m.

➢ Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance. Please refer to our fee schedule for current enrollment fee; this fee is non-refundable, but is applied towards your Prepaid Tuition requirement.

➢ Registration

All forms must be complete and provided to office to complete registration. It is the responsibility of the family to ensure all information is up-to-date; report any changes to administration as soon available. Such items would include phone numbers, emails, emergency contacts and/or authorized individuals to pick up your child(ren).

➢ Staff Qualifications

Our Faculty/Staff are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows: Child Development Associate (CDA), Technical Assistant (TA), Associate Degree or higher

All staff are required to attend the following:

- New Hire Orientation
- On-going training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.
- First Aid/CPR training

➢ Classroom Ratios

Children are supervised at all times. Bright from the Start (BFTS) regulates Staff:Child ratios.

Per Section 591-1-1-.32, "A center must establish groupings of children for care and maintain Staff: Child ratios as follows:

Ages of Children	Phoenix Classroom	Staff:Child Ratio	Maximum Group Size
Infants less than one (1) year old or children under eighteen (18) months who are not walking	Babies	1:6	12
One (1) year olds who are walking	Les Enfants	1:8	16
Two (2) year olds	Muchachos	1:10	20
Three (3) year olds	Bambinis	1:15	30
Four (4) year olds	Kinderzimmers	1:18	36
Five (5) year olds	Kinderzimmers/Campers	1:20	40

Mixed-Age Groups shall be based on the age of the youngest group of children that includes more than twenty percent (20%) of the total number of children in the mixed-age group."

The ratios listed above are a requirement and staff continuously monitors to ensure we remain "within ratio." While BFTS allows for larger classroom sizes, Phoenix strives to maintain smaller classroom sizes.

➢ Communication & Family Partnership

Direct Communication. Our primary method of communication is via email and phone. Ensuring your information (both mobile phone and email) are current is key for effective and efficient communication between the school staff and your family. We encourage you to provide a regularly used email address so that we may send you announcements, event invitations, newsletters and general updates.

The School utilizes Kinderlime as its school-wide and direct communication tool between the staff and your family. Setting up your Kinderlime account will be part of your registration.

Parent Room Representative. Room representatives are a liaison between the classroom teachers and parents. They handle any classroom related communication.

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's folder at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Parent Involvement Hours

Because we believe in the importance of family, we are a parent-governed family-centered school. Parent involvement is expected and appreciated.

We have many ways for your family to get involved. Opportunities include: serving on the Board, quarterly Parent Workdays, fundraising activities, organizing family picnics, chaperoning on field trips, reading to the class, and so much more! We list volunteer opportunities on SignUp (formerly Volunteer Spot), on our weekly newsletter, as well as on our classroom bulletin boards.

Please refer to **Exhibit C** for our current schedule of required hours and fees related to Parent Involvement hours.

As part of the registration process, both parents/guardians will receive an electronic survey. This survey will be used for planning purposes and as a resource for needs the school may have throughout the year. Please be sure to complete the survey – checking all interests, capabilities and talents which apply.

❖ Curricula & Learning

➢ Learning Environment

At the Phoenix School, in addition to following the Georgia Early Learning Development Standards (GELDS); we offer a play-based curriculum built upon emerging skills that provide a stimulating environment capitalizing on the child's interests and needs. Weekly age appropriate lesson plans contain several activities, designed to foster a child's development.

Our education program thrives on providing an environment where children use their imagination and are encouraged to learn through play experiences. Through this engaging and hands-on approach, we encourage children to explore, ask questions and discover through their own imagination.

Our program is designed to enhance children's development in the following areas:

- Creativity,
- Self-expression,
- Decision-making,
- Problem-solving,
- Responsibility,
- Independence, and
- Reasoning.

We encourage openness to that which is different from us, and the ability to work and play with others.

Copies of daily schedules and lesson plans are posted in each classroom.

➢ Multiculturalism & Celebrations

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

We encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community and teach all Holidays to our children.

➢ Outings & Field Trips

Weather permitting; we conduct supervised walking trips (outings) around the neighborhood. Children are accounted for at all times. A signed permission statement by the parent/guardian is required for participation in walking trips.

From time to time, there will be supervised field trips; we encourage you to join your child on the trip. A signed permission statement by the parent/guardian is required for participation.

For all outings and field trips, please dress your child appropriately for the season. Walking shoes are a must.

The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

➢ Transition

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

- Transition from home to center.

  Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's teachers, and communicate any anticipated concerns.

- Transition between learning programs.
  Children are transitioned to the next program based on birthdate, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to discuss your child's transition into the new program.

- Transition to elementary school.
  We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

➢ Arriving at School

Upon arrival, escort your child into the classroom, and make the teacher aware of his/her arrival. Each morning, sign your child(ren) in using the approved procedure. Before you leave your child in the morning please observe these additional drop-off procedures:

- During the first hour and the hour, children may be in combined classrooms (excluding the baby room).
- Check your child's diaper and change it if necessary, or ask him/her to use the potty.
- Wash your child's hands.
- Give him/her a big hug and kiss, and say something like, "I'll be back soon. I love you. Bye, bye."
- Please let the office know if there is any change in routine so we can prepare your child in advance.

➢ Rest Time

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

➢ Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child.

Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

❖ Guidance

➢ General Procedure

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

➢ Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

➢ Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

➢ Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

❖ Tuition & Fees

➢ Tuition

Tuition is due the first school day of each month (or the first day of school for new students). Fees are updated to Kinderlime so that parents can view and pay their account balance. If you are not able to access Kinderlime portal, please inform the office immediately so that alternate arrangements can be made. You may also notify accounting@thephoenixschool.com.

Tuition is considered late if not paid by the 10th of the month, and may be assessed a late charge. Please refer to **Exhibit B** for current late fee charges. Acceptable forms of payment include: check, money order, electronic payment via the Kinderlime portal.

The Phoenix School operates on a 12-month basis, therefore there is no reduction of fees for sickness, vacations, or other circumstances which may prevent a child from attending school. Also, tuition is not pro-rated if a family withdraws any time during the month.

If a family fails to pay tuition and / or fees on a timely basis, the Board may take reasonable actions to collect monies due to the school, as well as suspend or expel the student. If a student is expelled, the Board will apply any or all pre-paid fees and deposits towards the outstanding balance.

➢ Prepaid Tuition Deposit

To protect the school from financial loss if a student withdraws from the school without notice, Phoenix requires families to make a prepaid tuition deposit (except for Pre-K students). The prepaid deposit is returned upon the youngest child's transition into the Pre-K program. Please refer to **Exhibit B** for current prepaid tuition requirement.

➢ Special Activity Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

➢ Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Please refer to **Exhibit B** for current for late pick-up fees.

➢ Returned Checks/Rejected ACH Transaction

A fee will be assessed for any payments returned for non-payment. In addition, the late tuition charge will also be assessed if applicable. If payments are repeatedly returned, a family may be placed on a "cash only" status. . Please refer to **Exhibit B** for current list of fees.

➢ Fee Increases

Tuition increases are made at the discretion of the Board. If a tuition increase is approved, the School will announce and post notice of such increase 30 (thirty) days prior to the date such changes will take effect.

❖ Attendance & Withdrawal

➢ Absence

If your child is going to be absent or arrive late, please call or email us. We will be concerned about your child if we do not hear from you. Refer to **Exhibit A** the School's contact list.

➢ Withdrawals

Written notice 30 days in advance is required by the center when a child is being withdrawn. This provides the School ample time to fill the spot left vacant. If parent(s) fail to give 30 days notice, the prepaid tuition deposit may not be used for payment, and will be forfeited as we try to fill the space the child is vacating.

➢ Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, please submit a written request with specific instructions as to where records are to be sent. We will not send any of your child(ren)'s records without written consent.

➢ Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via Kinderlime.

If it becomes necessary to close early, we will contact you via Kinderlime. If you are not responsive, your emergency contacts will be contacted.

➢ Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

➢ Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

❖ Personal Belongings

➢ What to Bring

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

➢ Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

➢ Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

❖ Nutrition

➢ Foods Brought from Home

Please clear food from home with your individual classroom teachers. Foods should be labeled with the child's name, date, and type of food.

Food brought from home for special events is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

➢ Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (http://www.fns.usda.gov/cnd/care/) and the state requirements for food service.

➢ Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

➢ Meal Time

At meal time the dining table is set with plates and flatware, and the food is served family style. Good table manners are modeled and encouraged. Weekly menus are posted for viewing outside of each room.

A caregiver who is trained in first-aid for choking is present at all meals.

➢ Infant Feedings

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies.
- Solid foods will only be introduced after a consultation with the child's family.

➢ Toddler Feedings

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

❖ Health

➢ Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. We periodically check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

➢ Sickness

One of our **most** important policies is that which concerns illness. Please be considerate of other children and parents; **do not bring your child to school if he/she is ill**. A sick child is unhappy and uncomfortable at school, and may cause other children and teachers to become ill.

We request that parents and children wash their hands every morning when they enter the classrooms. This will help stop the spread of germs. The teachers will continue hand washing throughout the day.

Teachers conduct a morning screening by evaluating your child's general mood and changes in behavior. We check for fever or elevated body temperature, skin rashes, unusual spots, swelling or bruises, complaints of pain and of not feeling well. We will also check for severe coughing, sneezing, breathing difficulties, discharge from nose, ears and eyes, diarrhea or vomiting. We will let you know if we are concerned by any of the above symptoms. Please let us know if there is an illness in your child's family so we can better monitor your child.

Communicable Disease. To help protect the health of the children, the Director will post a notice on the front door of the school and outside the classroom when she is notified of a communicable disease in the center. The Georgia Dept. of Human Resources requires us to report to them any communicable disease in the center. Please notify the Director if your child is diagnosed with a communicable disease. Teachers do a morning screening/checking for signs of illness. If your child shows signs of illness as the day progresses, the office will call you.

Signs and Symptoms of Illness. To protect the health of other children, a child with a contagious disease or symptom will **not** be allowed to attend school during the time that he/she is contagious.

This policy includes, but is not limited to:

- Diarrhea,
- Vomiting,
- Upper respiratory ailments (including persistent cough),
- Chicken pox,
- Undiagnosed rashes,
- Conjunctivitis (pinkeye)
- Pin worms.

A child is considered to have diarrhea if he/she has three or more abnormal bowel movements in 8 hours. Since fever can indicate the presence or onset of a contagious illness**, any child with temperature of 100° or higher is not allowed to attend school and will be sent home**. The Director/Assistant Director may, at his/her discretion, send any child home if he/she appears too uncomfortable to participate in group activities, even if the child's temperature is less than 100°.

Keeping Children out of School

- If your child becomes ill, we will call you. You must pick up the child in the office **within 2 hours of notification**.
- A child who has been sent home with a fever or contagious symptoms that include diarrhea, vomiting as well as other contagious illnesses listed above **will not be permitted to return to school the following day** (except with a doctor's note).
- A sick child may **not** return to school until:
  - He/she has been **free of fever or contagious symptoms for 24 hours**; OR
  - the child's parents can **provide a doctor's statement indicating that the illness is no longer contagious to others in a school environment and that the child can return to group care**.
- Because green mucous discharge can be a symptom of an upper respiratory infection, parents will be notified if children show such symptoms, and may be asked to pick their child up if the child also shows one or more of the following:
  - Cough,
  - Inability to sleep because of stuffiness,
  - Lethargy,
  - Crankiness, or
  - Worsening condition.

Abuse of Illness Policy. Help protect the health of all the children! If you bring your child to school when he/she is ill, we will call you and require you to pick up the child. Parents who repeatedly abuse the illness policy will be referred to the Board of Directors.

➢ Medications

Medication Forms. Phoenix School is allowed to dispense medication to children only with the parent's written permission.

Per State of Georgia law, for your child to receive medication (including sunscreen, insect repellent and "over-the-counter" medicines such as Oragel or Neosporin), you must complete the Phoenix School **Authorization for Medication Form**. State regulations are very specific about medications, and the way in which the form must be completed. See **Exhibit D**.

Children with chronic illnesses who need medication daily must have a current form posted. Parents must fill out a new form each time the teachers have used up the signature spaces (usually one week for a full-time child). It is your responsibility to check to make sure that the form is current, and to ask the teachers for a new form as needed. Each day your child receives medication, parents need to check the medication sheet, as teachers will note any adverse reactions to the prescribed medication on the medication form.

Medication Policies

- All medications must be in the original container with the child's full name, prescription number, dosage and date on the container.
- We cannot give out-of-date (expired) medication.
- We are not allowed to administer medication "**as needed**" because the health care professional or you, the parent, must make this decision.
- Over-the-counter (non-prescription) medications will not be given for more than three days without a doctor's written order.
- **No analgesics will be given** (including cold medicine with analgesics), except for one day following immunizations, unless we have a doctor's written statement that your child may be given an analgesic for the duration of a particular condition (for instance, teething). Analgesics can mask a fever or other symptom of a contagious illness. Tylenol, Advil and Motrin are examples of analgesics.
- A child who requires more than 2 medications for an acute (short-term) illness should receive one-on-one attention at home, where his/her condition can be carefully monitored.

Sunscreen & Insect Repellent. We are required to get parents' permission to apply sunscreen and/or insect repellent. It must be adequate for children. With your permission, we will apply sunscreen and/or insect repellent on your child if you provide it. The container needs your child's name on it. Exposure to the elements and insects is very important to us. Sunscreen should have UVB protection of SPF 15 or higher. Please refer to **Exhibit E**.

➢ Medical Emergencies

In case of a medical emergency, if a child needs immediate medical attention before parents can be contacted, Phoenix School will have the child transported to Children's Healthcare of Atlanta at Egleston. By signing the Phoenix School Parent Agreement, parents give permission to Phoenix to act on the parents' behalf by contacting medical emergency personnel, and following the advice of medical personnel in administering emergency medical treatment.

Injury/Incident Report. Parents will be notified by phone, electronic notification or informed by written documentation if any injury, biting, scratching or spitting incident occurred. Parents will be asked to sign an incident report within 24 hours. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted

immediately. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

➢ Abuse/Neglect Incidents.

We are required by law to report suspected incidents of child abuse and neglect to the proper state agency responsible for investigating such claims.

❖ Safety

➢ Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

➢ Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

➢ Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

➢ Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

➢ Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

➢ Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

➢ Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

❖ Emergencies

➢ Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

➢ Emergency Drills

State licensing requires that we conduct regular monthly fire-drills as well as bi-annual tornado and lock-down drills. Our evacuation procedures are posted in each classroom.

➢ Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

❖ Center Policies

Our center policies not included in this handbook are reviewed regularly and updated as needed. They are available for review upon request to the center Director or Assistant Director.

❖ Exhibits

A. Contact List
B. Fee Schedule
C. Parent Involvement
D. Medication Form
E. Sunscreen & Insect Repellant
F. School Calendar

Family Handbook Acknowledgement

Please sign this acknowledgement and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received and reviewed the **Phoenix School Parent Handbook**. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Phoenix School Family Handbook that I do not understand.

Parent/Guardian 1, Printed Name	Parent/Guardian 1, Signature	Date
Parent/Guardian 2, Printed Name	Parent/Guardian 2, Signature	Date
Center Staff Signature	Center Staff, Print Name	Date

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