Parent Handbook for the 2018 - 2019 School Year



Horizons Child Care and Learning Services

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# **Table of Contents**

**Mission Statements** 2 **Program Details and Student Services**

Arrival and Departure 7

**Policies and Procedures** Sign In/Out 7

Non Discrimination 3 Daily Updates 7

Communication 3 Incident Reports 8

Hours of Operation 3 Personal Belongings 8

Full and Part Time 3 Clothing/Attire 8

Open Door Policy 3 Cleanliness/Hygiene 8

Holidays 4 Meals/birthdays 9

School Closings 4 Activities and Curriculum 9

Fraternization 4 Class Pets 9

Reporting Requirements 4 Parental Involvement 10

Child Custody Procedure 5 Home Language Policy 10

Revision to Handbook 5 Transitioning Policy 10

Assessments and Referrals 11

Disciplinary Procedures 11

Behavior Management Plan 12

Damaged Property 12

**Safety Procedures** Nap and Quiet Time 12

Staff Trainings 5 Diapering and Toileting 13

Emergency Plan 5 Special Needs 13

Fire Drills 5 Transportation to Penn Bernville 14

Penn-Bernville Early Dismissal 14

**Enrollment and Payment Policy** Field Trips 14

Registration Fee 6 Transfer of Records 15

Tuition and Payment 6

CCIS 6 **Sick and Medicine Policy** 16

Returned Checks 6

Absences 7 **Termination Policy** 16

Late and Early Fees 7

# **Mission Statements**

**Center Mission Statement**

*The mission of Horizons Child Care and Learning Services is to provide an environment that supports the emotional, social, and cognitive development of children ages 6 months to 12 years.*

**Preschool and Pre-K Mission Statement**

*The mission of Horizons Child Care and Learning Services Preschool and Pre-K Class is to nurture the emotional, social, and cognitive development of children 3 to 5 years of age by creating an environment that is a blend of child-led and teacher guided. Our curriculum is based on Pennsylvania Early Learning Standards and is flexible to meet the needs of each individual child. Academic focus is on emergent literacy skills, math & reasoning, and Kindergarten readiness. Our preschool program fosters a caring environment that promotes cooperation, cultural diversity & values, and positive relationships & interactions.*

**School Age Program Mission Statement**

*The mission of Horizons Child Care and Learning Services School Age Program is to offer a safe environment to support the social, emotional, and academic needs of children enrolled in Kindergarten through 6th grades. Academic focus is on literacy, math & reasoning, STEM, and science via emerging technologies, hands on activities, and field trips. Emphasis is placed on exposure to the arts and cultural acceptance and diversity.*

**Infant and Toddler Mission Statement**

*The mission of Horizons Child Care and Learning Services Infant and Toddler Class is to offer a flexible and loving environment where children 6 months through 3 years of age are encouraged in social and emotional development and introduced to early academic skills through the use of play. This program focuses on teaching kindness, acceptance,and cooperation while introducing literacy, math, science, and the arts.*

# **Policies and Procedures**

## **Nondiscrimination Policy**

It is the policy of Horizons Child Care and Learning Services that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled, or Vietnam Era Veteran status, American with Disabilities Act or the presence of any physical, mental, or sensory disabilities. This policy applies to every aspect of our programs, practices, policies, and activities, including client services and employment practices. Horizons complies with the requirements of the Americans with Disabilities Act.

## **Communication**

Open and direct communication is of the utmost importance to our facility. We want to ensure any questions or concerns are shared openly between child, parents, and the daycare staff. We welcome all questions, feedbacks, and comments of any kind that are oriented towards a positive outcome for the children. Sensitive issues will be discussed in a prompt, private manner at mutually beneficial time.

## **Hours of Operation**

Our hours of operation are Monday through Friday from 6:00am to 6:00pm.

## **Full Time and Part Time Care**

We offer both full and part time care. Full time is considered over 25 hours per week, and part time is considered 24 hours or less per week. Schedule changes may be accepted only if there is a position open for that day, and they will be accepted on a first come, first serve basis. Full time positions will take preference over part time. If moving from a full time slot to a part time slot, a two week notice is required. When enrollment is full, only full time care will be offered.

## **Open Door Policy**

We maintain an open door policy for parents during daycare hours. This means that parents are always welcome to call or drop in to see their children. We ask that you respect the schedule of other children in our care, such as meal and nap times.

## **Holidays**

The following is a list of holidays Horizons Child Care and Learning Services will be closed for the 2017/2018 school year.

* New Year’s Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Day After Thanksgiving
* Christmas Day
* President’s Day/*Teacher Inservice Day*
* Good Friday
* Columbus Day/*Teacher Inservice Day*

## **School Closings**

We will do everything possible to keep the center open, but we must keep the safety of the children and staff in mind at all times. If the Tulpehocken school district is closed, it does not always mean the daycare center will be closed. In the event of a closure, or close early, we will post a message on our Facebook page, website, and also on our voicemail, as well as sending out an email.

## **Fraternization**

Horizons Child Care does not allow its staff to fraternize with parents or guardians in any way. This includes, but is not limited to, babysitting, texting, attending birthday parties or events off site. We do allow texting between parents and the director/owner for emergencies, absences, updates, etc.

## **Reporting Requirements**

As a childcare center we are mandated to report to the state any suspicion of a child being abused or neglected. Always be sure to let the director know when you drop off your child if he/she has any unexplained cuts or bruises. All children that come into the center with injuries must be logged in the child’s file. If you ever feel that Horizons Child Care and Learning Services, Co. is operating in an unsafe way, please bring the matter to the attention of the director immediately.

## **Child Custody Procedures**

Legally, we are unable to withhold a child from their natural parent without a signed and dated current court order of custody. If a custody agreement is in place with your child, you are required to provide us with a copy to keep in the child’s records. Please note that without a child custody order, we are unable to deny a parent access to their child, irrelevant of any personal relationship problems or other parent request.

## **Revision to Handbook and Contract**

Upon enrollment each family will be supplied with a handbook and will sign an acceptance agreement. Revisions to this handbook and the accompanying contract may occur. Families agree that their signature is acceptance of our policies and procedures and to any changes made to the handbook. The latest revision to the handbook can be found on our website at [www.horizonschildservices.com](http://www.horizonschildservices.com). We reserve the right to make changes in rates and policies as deemed necessary. You will be notified, in writing, of any rate changes that may occur. Every attempt will be made to give at least two weeks notice of changes.

# **Safety Procedures**

**Staff Trainings**

All staff receive annual CPR and Pediatric First Aid training. Annual fire safety training and water safety trainings are on file. Staff members obtain a minimum of 15 hours training courses annually, which include hours in health and safety training.

**Emergency Plan**

Horizons Child Care and Learning Services has an in depth emergency plan that covers a wide range of possible dangerous scenarios. All staff are trained in the emergency procedures. The entire plan is available for review in the vestibule of the center. Parents will receive a detailed list of the evacuation location and procedure during enrollment.

## **Fire Drills**

We perform a fire drill for safety once a month. We vary the time of day this is done to help the staff and children prepare to evacuate the building quickly and safely. We will not do fire drills when the temperature is below 25 degrees and above 90 degrees.

# **Enrollment and Payment Policies**

There are several forms that make up the Horizons Child Care and Learning Services enrollment packet, all of which can be found online on our website. Each form must be filled out in its entirety and on file in the center before we are able to assume responsibility for the care of your child. All forms will be reviewed every 6 months. If there are changes to any of the forms in your enrollment package, it is required that you notify us immediately so that you can update your record.

## **Registration Fee**

There is a $50.00 registration fee per child for enrollment, or a $75.00 fee per family. If you terminate your enrollment and return to Horizons Child Care and Learning Services after 30 days, there is a $30.00 re-application fee.

## **Tuition and Payment Procedures**

Your tuition amount is outlined in your Contract and Rate Agreement that is completed as part of the enrollment packet. Tuition is payable in advance and is due no later than noon on Friday for the following week’s child care. Payment may be made by check, money order, or cash. We accept credit cards but there is a 3% processing fee. There is a $15.00 late fee per day if payment is not received by noon on Friday. If payment is not made during drop off of Monday morning we will be unable to accept your child for care until payment is made in full. Repeated late payments may be grounds for termination.

**CCIS Payments**

Our center accepts subsidized child care assistance program. Parents are responsible to pay for their co-pay and any difference between our rate and the rate paid by CCIS. Per your CCIS agreement, the program will pay for 25 days of absences. Once the limit has been reached, you will be responsible to pay Horizons Child Care directly for any days your child is absent. Verification from CCIS is required before your child may start at the center.

## **Returned Checks**

If a check is returned for nonsufficient funds, there is a $35 fee. The $15.00 late fee will also apply to your payment. Childcare services may be stopped if the returned payment is not received in cash, money order, or credit card. Upon the 2nd returned payment, only cash, money order, or credit card payments can be accepted.

## **Absences**

Tuition must still be paid in full in the event of your child’s vacation, sick time, holidays weather closings, other center closings and any other non-attendance in the center in order to hold your spot. Families enrolled full time will receive one free week of tuition to use for vacations.

**Late and Early Fees**

A late pickup fee of $1.00 for every 1 minute will be assessed for all children picked up or dropped off before or after their scheduled time. It is important to follow your drop off and pick up schedule for staff scheduling reasons. This must be paid in cash at the time of pick up, or before the child’s next scheduled care day. This will be strictly enforced, and habitual tardiness may result in termination of services.

# **Program Details and Student Services**

## **Arrival and Departure**

Children are to arrive clean, appropriately clothed, and fed (if dropped off after the designated breakfast time). We do not allow children to be dropped off after 9am so as not to disrupt the daily schedule.

For the safety of all children, the center doors are designed to not be able to open from the outside. When arriving, you will need to ring the buzzer so that staff can let you enter the building. Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will ask for identification. Please make sure your child has safely entered their classroom before leaving the center.

**Sign In/Out**

All children are required to be signed in and out each day. Our sign in/out process is electronic, and you will be assigned a 4 digit pin to use. ONLY parents and caregivers may sign children in and out. Children are NOT to enter the PIN themselves.

## **Daily Updates**

Parents of infant and toddler children will receive a daily report to their email address each day the child is in care. This report will include diaper changes, meals, activities, etc. Parents of preschool and school aged children are informed of weekly and monthly activities via the classroom bulletin board, emails, or calendars.. Should any unusual occurrences happen during day (ie. a child ate no lunch), the parent will be notified verbally at pick up time.

## **Incident Reports**

Should a child receive an injury that requires first aid while in our care, an incident report will be filled out and presented to the parent for signature upon pick up.

## **Personal Belongings**

We kindly ask that toddler and preschool children do not bring any toys or games from home. NO JEWELRY, including necklaces, rings, bracelets are permitted in the toddler and preschool room for safety reasons. Small pierced earrings are allowed. Children may bring a special stuffed animal for nap time that may only be used for nap purposes. Naptime blankets MUST be in good repair, no holes or tears as we can not put them with the children. We are not responsible for any loss or breakage of personal items. All personal items MUST be clearly marked with name.

School age children may bring appropriate items from home under the following conditions: no weapons or violent toys, no electronics, no food or beverage, items must be brought in a bag and not carried in, items may only be brought out with permission from a teacher, teacher discretion is used to allow items to be out and used.

**Clothing/Attire**

Children should arrive dressed for play. We ask that you keep an extra pair of clothing at the center at all times. Please include underwear, pants, shirt, and socks in this extra supply. We believe that children greatly benefit from fresh air and outside play, so unless the weather is severe we will have outside play daily. If the Realfeel temperature is 25 degrees and above up to 90 degrees we will go outside. Please make sure he/she has season appropriate wear (hats, gloves, scarves, etc.)

Closed-toe, gym-type shoes are required to be worn. NO flip flops, sandals, high heels, open toe, or dress shoes are permitted.

**Cleanliness/Hygiene**

Horizons Child Care and Learning Services follows strict cleanliness guidelines. Children’s hands are washed upon entering facility, before and after meals, after toileting, before and after sensory projects, and after coming indoors from outside play. All employees are required to wash their hands frequently, in addition to the above mentioned times. Children use separate cups, dishes, and utensils that have been washed and sanitized thoroughly or are disposable. High chair trays, tables, are disinfected after each use. Toilet seats are disinfected after each use.

## **Meals**

Horizons Child Care and Learning Services provides a nutritious and well-balanced breakfast, lunch, and snacks based on USDA guidelines. Our monthly menu is posted on our bulletin board and our website. We will email or provide a hard copy upon request. The center will offer breakfast for toddlers and preschool arriving before 8:30am, school age at 8:00am. Lunch is provided by the center and is served at 12:00pm. Snacks are provided by the center and are served mid-morning and afternoon. We offer an alternate breakfast and lunch option daily.

If your child has allergies, or a modified diet, we must be notified of this in writing. If they are unable to eat the breakfast or snack or lunch given at the center, you are responsible to provide their food and feed them breakfast before drop off. Only children with a doctor's note will be permitted to bring food from home to eat. We are a nut free facility.

**Birthdays**

We are happy to celebrate your child’s birthday here at the center. A special treat may be sent in for birthday celebrations. All outside foods must be store bought, in the original packaging and include a list of ingredients (to protect our children with allergies). Please partner with your child’s teacher or the director if you wish to supply a birthday treat.

## **Activities and Curriculum**

All classrooms have a curriculum that is developed by lead teachers and is in line with Pennsylvania Early Learning Standards. Our center strives to maintain an excellent rating in Environmental Rating Scales that score the materials, lessons, language, furnishings, and interactions between teachers and students. Lesson plans are available for review on each classroom bulletin board. Assessments will be done twice yearly and this information will be given to parents. Conferences are available at assessment times and any other time upon request.

**Class Pets**

Having pets in the classroom teaches an important lesson in the responsible care and handling of living beings. Our classrooms feature animals and plants for the educational benefit of our students. Children who show responsibility towards the care of pets will be allowed to handle them, if they desire. A permission slip must be signed by the parent in order to allow handling.

**Parental Involvement**

There will be times and ways you can get involved in your child's daycare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

* Lending objects for units of study
* Coming and talking about your job, when asked
* Helping your child at home with the concepts we are studying
* Helping to provide treats or other items for our parties
* Attending special holiday events
* Attending workshops offered at or through the center

Parents/caregivers who volunteer time regularly may be asked to obtain volunteer clearances.

**Home Language Policy**

Horizons Child Care and Learning Services will strive to help culturally diverse children and their families by acknowledging and responding to the importance of the child’s home language and culture. Our practices will focus on educating children toward the “school culture” while preserving and respecting the diversity of the home language and culture that each child brings to the center.

**Transition Policy**

Students at Horizons Child Care and Learning Services will encounter a number of transitions within their early years. We recognize that children learn best when they feel safe, nurtured and have positive experiences with their caregivers and peers. We feel that transitioning takes time, planning and patience. These transitions occur when starting a new environment, transitioning to daycare, transitioning to a new classroom or age group, or to a new school. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible.

**Transitioning to our Center**

Parents and Caregivers need to work together to share information they have about the child and what support he/she needs. This may include short visits to the center before starting care to acclimate to the environment and meet the teachers and other students. Additionally, days may need to be shorter to begin with to allow the child to have a more positive experience. We ask that parents have some flexibility during the first few days of attendance.

**Transitioning to a new age group/classroom**

When a teacher is preparing for transitioning a child, they will first discuss this with the parents. Children are transitioned into new classrooms according to space and age as well as physical, social and emotional development. In preparation for the transition, your child will visit the other classroom for short time periods to explore and become familiar with the environment, teachers, peers and flow of the day. These visits allow the teacher to gauge when and if your child is ready to transition.

**Transitioning from school to self care**

When a child will be leaving the afterschool program to move into self care, the teachers and parents will meet to assess the child’s readiness. Topics discussed will include the child's safety, maturity, and ability to cope with unexpected events. In preparation for the transition, we will work with the student and parents to develop a support system and supply a resource guide that will assist them with setting up the home environment to help ensure a successful launch.

**Assessments**

All of the children at Horizons Child Care and Learning Services are observed regularly by their teacher, another teacher or the director. These observations are used to make adjustments to our daily routines and curriculum to better serve each child’s individual needs. Children are assessed within 45 days of entering the program using Ages and Stages ( an accredited tool which targets developmental milestones) Thereafter, the student will be assessed every 6 months using Teaching Standards GOLD ( an accredited assessment tool which targets developmental achievement and rates mastery of skills) The assessment results are shared with parents. Conferences are offered at this time. You may also schedule a conference with your child’s teacher at any time to discuss any areas of concern you may have.

**Referrals**

Our teachers work with many children and observe a wide range of abilities. They are well trained on developmentally appropriate ages and stages of growth. If an area of concern arises with your child, we will reach out to you to schedule a conference. We will document the inconsistencies we are seeing and may recommend outside services for further assessment.

**Disciplinary Procedures**

Prevention, reduction, and consistency is key to enforcing positive behavior and interaction.. We stress two main patterns of behavior: respect for other people and respect for property. Time out is not used as a punishment. Children are offered the opportunity to “take a break” should they need to cool down when upset. Under NO CIRCUMSTANCES will physical punishment be used. There will be no spanking, physical abuse, verbal abuse, name calling, or isolation. Food or sleep will never be withheld from a child as a means of punishment.

Should a child have a discipline or behavioral problem that cannot be corrected with redirection and modifications, our staff will implement our Behavioral Management Plan. This plan is implemented to promote fair and equal treatment when a child has a behavioral issue. This plan promotes the safety of all the children in our care as well as staff.

**Behavioral Management Plan**

**1st Incident -** A verbal warning will be issued to parents regarding the situation.

**2nd Incident -** A written warning and action plan will be agreed upon and started

**3rd Incident -** 3 day suspension from school

**4th Incident -** 1 week suspension from school

**5th Incident -** Removal from school

If we are unable to properly care for other children due to extreme disruptive or dangerous behavior from your child, you will be called to remove them from care. Should disruptive behavior continue, other arrangements for your childcare will need to be made for the safety and well being of all involved.

## **Damaged Property**

Our program is designed with active children in mind, and all measures are taken to prevent any broken toys, furniture, or other property. Should your child engage in destructive behavior to ANY property at the center, you will be notified via the above Behavioral Management Plan procedure. Should the above methods fail to curb destructive behavior and additional property is broken, you may be required to either replace, fix, or pay for the replacement of said item. This will be at the sole discretion of the manager.

**Nap and Quiet Time**

There will be a designated nap/rest time each day for toddler and preschool children. Children are not required to rest, but are required to engage in a quiet activity independently on their cot. Rest time gives children a much-needed break during the day. Infants nap at varying times and their schedules will be accommodated. Between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.Please note we are required by law to place infants (under 12 months) to sleep on their back, regardless of their preference. If they move themselves to another position (roll on their side or back) they are allowed to stay in that position, unless you ask us to put them back on their back in that instance. Infants may not sleep in a car seat, bouncer, or other such device.

It is the parent’s responsibility to provide nap time blankets, sheets, pillows, and comfort items. We can not provide these items

**Diapering and Toilet Training**

Our center provides all diapers and wipes for children. If your child requires a certain name brand diaper or Pull Ups, you are responsible to provide them. We do not routinely apply diaper cream, powder, or other ointments during diapering. These items require a prescription or doctor’s note and written consent from a parent.

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or during a vacation. As a good rule of thumb, the child must be showing signs of readiness. Staff will follow through and encourage your child to use the toilet while in our care. The child must be kept in pull-ups or 5-ply training pants at all times. During toilet training, we ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses. Try to avoid really tight clothing, pants with snaps and zippers, and overalls. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom. Parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don't forget the socks!). Children transitioning from diapers to potty are required to be accident free AT THE CENTER for a period of 1 week before they may forgo wearing diapers/Pull Ups.

Children must be fully potty trained to participate in the preschool program.

## **Special Needs/ IEPs IFSPs**

Horizons Child Care and Learning Services welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential. If additional support is needed for the child, we will work in conjunction with the support personnel.We will support any accommodations and modifications to environment and curriculum as directed in the IEP/IFSP.Conferences and IEP/IFSP meetings can either be hosted at our center or staff will be available to attend meetings.

**Procedures**

Children of all abilities are accepted at Horizons Child Care and Learning Services and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis. Our teachers use developmentally appropriate practices and consider the unique needs of all children when planning our curriculum. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and we will work with therapists and other professionals to ensure a cohesive integration.

**Confidentiality**

This applies to all verbal and written information about potential, enrolling or previously enrolled children and families. No information will be released about a child during enrollment or transition without written parental consent. This does not include our obligations as mandated reporters under Pennsylvania law.

**Professional Development**

Staff are trained and support is provided to ensure that all staff are comfortable, confident and able to meet the developmental and educational needs of all children.

Collaboration with Other Professionals

Many children with special needs are supported by other professionals within the community. We welcome those professionals and work with them to ensure the child’s success. We encourage these professionals to work with our teachers to determine the best strategies to support the child. Horizons Child Care and Learning Services supports the classroom teacher’s participation in IEP/IFSP meetings. We also ask that a copy of any new or existing IEP/IFSP be provided to the center in order to best serve your child.

**Transportation to Penn Bernville**

Children are primarily transported to school via our privately owned school bus. In the event of an emergency children may be transported by van, personal vehicle, or may walk.

Any school age child who is unable to exit the elementary building at dismissal will need to be picked up by their parent at the elementary school. We are unable to pick up children outside of normal school hours.

**Penn-Bernville Early Dismissal**

Our center will pick children up in the event of an early dismissal from school that is the result of either a planned dismissal or emergency. If for some reason our bus service is not available to retrieve students, they may be picked up by teachers in personal vehicles. We have agreed with Penn Bernville that if children are required to wait for pick up from our center, they will wait in the school office.

**Field Trips**

Throughout the year, our preschool and school age classes embark on numerous field trips. Any extra fees for these trips need to be paid in advance. Children who are attending care are required to attend the field trip, we do not have resources for children to remain at the center while other children and staff are on a trip.

## **Transfer of Records**

## Horizons Child Care will transfer records upon request. Parents would need to fill out a Transfer Request Form. There is a fee associated with this request.

# **Sick Policy and Medication Procedure**

Horizons Child Care and Learning Services is a “well-child facility” and we are unable to offer care to sick children. The following illness policy will be strictly enforced for the health and well being of other children and staff. Under no circumstances may a parent bring a sick child to daycare if the child shows any signs of illness (as described in the SYMPTOMS REQUIRING REMOVAL OF A CHILD FROM CHILDCARE), or if they are unable to participate in the normal routine and regular day care program (including outdoors play).

In the event a child becomes ill and needs to be picked up, the parent will be called and are expected to pick up the child within one hour. If the parents cannot be reached, or have not arrived within the hour, the emergency contact person will be notified and asked to come pick up the child. If the child is picked up after the 1 hour time frame, a late fee of $1.00 per minute will apply. This must be paid in cash, before the next day of care. The sick child will be isolated in an area of the center that is not currently being used. A staff member will stay with the child until they have been picked up.

**Symptoms requiring removal of child from daycare:**

* **Fever**: Fever is defined as having a temperature 100 degrees F or higher taken under the arm, or 101 degrees taken orally. For children 4 months and younger the threshold will be 1 degree lower. A child needs to be fever free without the use of Tylenol or fever reducing medication a minimum of 24 hours before returning to care
* **Diarrhea**: runny, watery, bloody stools, or 2 or more loose stools within the last 24 hours
* **Vomiting**: 1 or more times in a 24 hour period.
* Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing
* Runny nose that is not clear, draining eyes or ears
* Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood disease, including ringworm
* Any unexplained rash that may be contagious
* Child is irritable, continuously crying, or requires more attention than we are able to provide without hurting the health, safety, and well-being of the other children, or if child is unable to participate in normal activities (including outdoors play).

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion. We may require a doctor’s note to allow your child to return to care.

**Medications**

Parents are to provide any medications needed by their child, including both over the counter and prescription medication. Written authorization is required before we can administer ANY medications. Note: all medications must be in their original container with the pharmacist’s or manufacturer's label, child’s name, dosage instructions, current date, name of medication, and times to be administered clearly written. We can not administer non prescription or homeopathic medications.

**Medical Emergencies**

Minor bumps and scrapes are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Horizons Child Care and Learning Services will not be held liable for any sickness/injury of either parent/guardian or child while on the premise.

**Special Health Care Needs**

Children with special health care needs will require a health care plan on file. Should your child have a medical condition such as asthma, diabetes, allergies, etc, please see the director to obtain a care plan form. This form will need to be completed by your child’s pediatrician and returned to the director prior to the child’s start date. The director will review the forms and share instructions with appropriate staff. Please communicate any changes in medical care plan immediately to the director.

# **Termination Policies**

We hold the right to terminate care of a child for any of the following reasons:

* Failure to submit payment
* Routinely late pick up of children
* Failure to complete the required forms
* Lack of parental cooperation
* Failure of child to adjust to the center after a reasonable amount of time
* Physical or verbal abuse of any person on the property
* Lack of compliance with handbook regulations
* Serious illness of child

We appreciate as much advance notice that you are able to give us when terminating, and will give you the same courtesy. Parents are required to give 2 weeks written notice when terminating childcare, or when going from a full time to part time care. The two weeks must be paid in full, regardless if the child is in attendance.

We will give two weeks’ notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the wellbeing of the provider or other children in attendance.   
  
Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be resolved with the local magistrate regardless of amount owed. All accounts turned over for collections will have a $40 per week late fee.

**Parent Signature and Acceptance**

By signing this contract you are stating you are in agreement with all written policies for Horizons Child Care and Learning Services as outlined in the Parent Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_Date