

ENROLLMENT REQUIREMENTS

1. Parent(s) must make a pre-enrollment visit to the center.
2. Every parent must have a pre-enrollment conference with the Director or Administrative Assistant.
3. An emergency form **must** be signed at the time of enrollment.
4. The enrollment form(s) must be complete and enrollment fee paid before attending the center.

*WE HAVE LIABILITY INSURANCE THROUGH ERIE INSURANCE COMPANY
A Place To Grow does not carry medical coverage for enrolled children.*

ADMINISTRATIVE POLICIES

A complete copy of our administrative manual is available for parents' review in the office. If you have any questions regarding our policies or procedures please feel free to see the Administrative Assistant or the Center Director.

The fees for services at A PLACE TO GROW are based on a flexible scale. Families may choose the service and applicable rates appropriate for their use. Changes in program enrollment require the director's approval and a re-enrollment fee. Please refer to the attached rate chart to determine which program meets your family's needs.

The center is closed for six holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. We close at 3 p.m. on Christmas Eve and New Year's Eve. Our hours of operation are Monday through Friday, 6:30 a.m. to 7:00 p.m. and Saturday 7:30 a.m. to 5:30 p.m. (*subject to seasonal changes based on enrollment*)

1. Parents receive an Agreement Form with the Enrollment Forms stating the chosen program and the rates and terms agreed upon for services rendered. There is a \$20 enrollment fee due at the time of enrollment.
2. Payments may be made by cash, check, money order, or credit card. If paying with a check or money order, make payable to: A PLACE TO GROW and deliver to the director or administrative assistant. Please write your child's name on the check. If you pay with cash, please *wait for and keep* your receipt.
3. Payments are due weekly **in advance** and no later than Wednesday unless otherwise arranged with the director. **A Late fee of \$10 per week will be added to any fees not paid within 3 days of the due date.**
4. Any fees not paid by the following week will be considered delinquent. We reserve the right to ask you to withdraw your child until all delinquent fees are paid.
5. Any accounts, which remain delinquent more than one month, may be turned over to a collection agency for collection. All costs including collection fees, attorney fees, and court costs will be added to the account and will be the responsibility of the parent signing the Agreement Form.
6. There will be a \$5 charge (per child) for each 5 minutes past closing time that you are late picking up your child(ren). This late fee applies to the first minute past closing time.
7. A \$20 charge will be added to all returned checks. Two returned checks will require future payments to be made in cash or money order.
8. Parents must bring their child inside the center to a staff member and pick the child up within specified hours of operation. An adult must sign the child in and out each day. Signing your child in and out is very important not only for calculating rates, but also for security reasons. There will be a **\$1 penalty** for failure to sign your child in and out. Please be sure that those who will be transporting your child to and from the center understand this.
9. We reserve the right to remove your child from his/her group and have the parent pick him/her up, if necessary, on a daily basis for discipline problems as well as health concerns.
10. We reserve the right to ask you to withdraw your child if his/her behavior has become consistently disruptive to the point of harming the other children within the group.

11. We reserve the right to ask you to withdraw your child if he/she is not completely toilet trained by the age of (3 ½) years.
12. Parents are asked not to send toys to the center with the child, as the center cannot be responsible for misuse or damaged toys.
13. Please send all messages to the center **in writing**. This is the most reliable and responsible method of communication between parents and staff.
14. Parents are encouraged to have a conference with staff (regarding the child) at any time that is convenient to all parties, so that they may work together to better understand the child and his/her situation. Conferences may be scheduled by contacting the director. Parents are requested to attend at least two staff/parent meetings per year.
15. A Place To Grow has an “open door” policy. Parents and those family members permitted by the child’s legal guardian are welcome to visit the center and their child at any time. We encourage and welcome family involvement in the program. If you would like to volunteer or share a special talent with your child’s class please see your child’s teacher.
16. Parents are encouraged to make suggestions to the director, which might help the center serve the individual needs of the family and the child.
17. If your child will be absent, please notify the center before 10:00 a.m. so that staff may plan accordingly.
18. All personal information regarding a child and his/her family will be kept confidential and treated with professionalism. Information will not be shared without the custodial parent’s permission except if required by law in case of a Child Protective Services investigation.
19. Any concerns regarding childcare licensing compliance can be directed to Tammy Frazier, West Virginia Department of Health and Human Resources, childcare licensing specialist: (304) 872-0803 Ext. 71668
20. All issues of custody that have been decided by a court order must be given to the center with the enrollment papers. A Place To Grow cannot enforce custodial rights without a court order on file.
21. Rapid Developments, Inc DBA A Place To Grow does not tolerate harassment of any kind. If you are subject to or witness harassment please contact the director immediately.
22. A Place To Grow occasionally offers off site field trips or special activities for children ages 2 and up. A Parent or legal guardian will be required to sign a permission form before any special activity or off site trip.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, religion, color, national origin, sex, disability, sexual orientation, age 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, and at any USDA office, or write a letter addressed to USDA and provide 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:** US Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) **FAX:** (202) 690-7442; or
- (3) **EMAIL:** program.intake@usda.gov

This institution is an equal opportunity provider.

CHILD NUTRITION/MEAL POLICY

A Place To Grow participates in the U.S Department of Agriculture's Child and Adult Care Food Program (CACFP). **Our meals and snacks are provided to all children in our program free of additional charges.** Our menu follows the USDA's guidelines for child nutrition and also provides children the opportunity to experience a variety of food choices. We request that parents allow their child(ren) to fully participate in our meal program. If a parent feels it is necessary to bring a meal or snack for their child these policies must be followed:

1. food must be stored in individual containers that prevent a cross-contamination threat.
2. if food needs to be refrigerated the parent must put this information in writing and deliver to teacher
3. if food is not properly stored it will be disposed of
4. child's food container must be clearly labeled with the child's first and last name and the date brought to the center
5. no additional food preparation is allowed by center staff
6. parents must check the food allergy list on the parent message board and avoid bringing these foods into the center
7. meals/snacks brought in must meet the USDA guidelines for children, which can be located online at: http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_childmealpattern.pdf.
8. *Children will not be served "junk" food (i.e. soda, chips, candy, etc.) for meals or snacks.*

All children will be served all meals/snacks and milk on our daily menu. A copy is available for all parents in the office. If a child has special dietary needs, we will accommodate these needs upon health care provider completion of a dietary modification form available in the office.

ILLNESS POLICY

DO NOT SEND YOUR CHILD TO THE CENTER IF HE/SHE HAS ANY OF THE FOLLOWING SYMPTOMS:

1. Cold w/ excessive yellow nasal discharge
 2. Sore or swollen joints
 3. Nausea or vomiting
 4. Contagious cough
 5. Chills
 6. Earache
 7. Undiagnosed skin rash
 8. Fever over 100 degrees
 9. Inflamed eyes, or yellow drainage from eyes
 10. Sore throat
 11. Enlarged Glands
 12. Diarrhea
 13. Infestation, i.e. scabies or lice
 14. Difficulty in breathing
 15. Mouth sores with drooling
 16. Lethargy such that the child does not play.
 17. Bacterial infection requiring antibiotic treatment *-(excluded for 24 hours of treatment)*
1. You or your designated person must pick up your child immediately if he/she becomes ill during the day.
 2. If your child is sent home with any two of the above symptoms, we require a minimum of 24 hours out before returning to the center.
 3. You must report to the director, by phone or in writing, if your child contracts **any communicable disease** including but not limited to, chickenpox, diphtheria, giardia lamblia, hepatitis A, mumps, meningitis, pertusis (whooping cough), rheumatic fever, rubella (German measles), rubeola (measles), salmonella, shigella, and tuberculosis.
 4. If a child is excluded from the center for a communicable disease, the center must have written word that the child has recovered from the illness before he/she can be readmitted to the center.
 5. If a child needs medication while at the center, a *Medication Administration Form* must be filled out completely and signed by both the parent and the child's physician or health care provider. Medication must be in the original container and labeled with the child's name, dosing information, and the child's health care provider name.
 6. A Place To Grow reserves the right to ask you to withdraw your child if a persistent health situation is causing a possible risk to other children in the group.

Discipline Policy

The purpose of all “discipline” at A Place To Grow is to help the child become increasingly self-managing and responsible. Only positive, non-punitive methods are used in the pursuit of this goal. Discipline is directed towards improving the child’s understanding of (1) social expectations, (2) appropriate ways of behaving in given situations, and (3) causes and effects of the feelings and actions which he/she and others experience.

Further, the staff of A Place To Grow is committed to helping children be educated for life in a democratic rather than authoritarian society. Respect for responsibility is a foundation for democracy. Therefore, helping each child become increasingly self-directing, mutually responsible with others, and analytical of his/her sense of right or wrong is an ongoing responsibility of our teaching staff.

Physical punishment of a child is forbidden at A Place To Grow (by anyone including a child’s own parent). Threats, intimidation, or other mental harassment has no place in our work with children. Instead, we rely on the techniques of diverting attention to constructive pursuits, compromising/arbitrating differences, extending understanding of the reasons for “rules” and expanding the understanding of cause and effect to promote self-control. We remove the child from the environment in which he/she is distressed and assist him/her in regaining self-control. We depend on the partnership between parents and teachers to make the advancement of the child’s autonomy and integrity a real and functioning accomplishment. The school age program relies on daily ticket notification to parents of any behavior concerns so the child’s family can assist in the child’s appropriate behavior while at the center.

If a child is experiencing reoccurring behavior issues while at A Place To Grow, the child’s parent must attend a conference with the child’s teacher and the director to implement a *Behavior Management Plan*. The center staff and the parents will communicate regularly during the implementation of the plan to ensure the child’s progress.

A Place To Grow reserves the right to ask you to withdraw your child if a persistent behavior problem is having an adverse affect on the other children in the group.

Toilet Training

A Place To Grow believes that children learn skills at different ages and stages. Toilet Training is a skill that develops at varying ages. The center staff will work with parents to recognize the behavioral signs that indicate toilet training readiness. The center staff will work with parents on an individual basis to promote a child’s toilet training success. Only positive, non-punitive methods are used in the pursuit of this goal. Children are never shamed, scolded, disciplined or reprimanded for toileting mistakes. A Place To Grow will accept children in diapers, pull-ups or underwear, however we believe when that when the child and parent are ready for toilet training, underwear is the quickest means to success. Regular communication between parents and the child’s teacher will increase this success.

Program Goals

We strive to promote the individual child’s physical, emotional, social and intellectual growth and well-being. Our daily routines are child-centered and planned so that each individual child has time to progress at his/her own developmental rate and does not experience a prolonged waiting period between activities or tasks.

We provide both active and passive learning experiences that promote the development of skills, social competence, self-esteem and positive self-identity.

Each group is assigned a lead-teacher. The lead-teacher will post a written schedule of daily activities with a reasonable routine for meals, snacks, rest, active and quiet play, (both indoors and outdoors). The lead-teacher will post a weekly lesson plan, which reflects the goals and objectives for the group in relation to their developmental expectations.

A Place To Grow uses the guidelines and assessment materials for The Creative Curriculum for Infants and Toddlers and The Creative Curriculum for Preschool. Families may access detailed information about this curriculum at www.teachingstrategies.com. These curricula provide our focus for planning children’s experiences. The teachers assess the children’s development and needs and use this information to plan learning opportunities that are consistent with our goals and objectives for children. Our curriculum is implemented to include individual families’ values, beliefs, culture and language. Please communicate regularly with your child’s teacher to ensure that your child’s and family needs are addressed.

We will:

- Provide a variety of games, toys, books, crafts, and other material sufficient to allow a child to make choices for him/her self.
- Provide a designated area where a child can sit quietly or lie down to rest. There shall be a rest period of at least one-hour for children who need it. For children unable to sleep, time and space for rest and quiet activities shall be available.
- Provide the children the freedom to go to the toilet and get a drink of water as they feel the need.
- Provide activities indoors and outdoors which allow the children to make use of both large and small muscles. At least one hour in the morning and one hour in the evening of outdoor play will be allowed daily, weather permitting, in all seasons of the year.
- Provide experiences and equipment appropriate to the age and developmental stage of each individual child.
- Provide a balance of quiet and active play, group and individual activities with sufficient flexibility to respond to the needs of each individual child.
- Provide for individual self-expression in conversation, imaginative play, and creative work.
- Provide learning experiences regarding the value of food in relation to growth and development.
- Provide opportunities for children to participate in such activities as preparing for meals, taking out and putting away materials, and caring for his/her own clothing and bedding. **Please help your child with this by labeling all of his/her items with his/her name.**
- Show respect for each child as an individual, allowing for choices of activities and interests.
- Provide a variety of social experiences. Grouping arrangement shall take into account the child's maturity and ability level more than their chronological age. Mixed-age group experiences shall also be provided.
- Respect cultural diversity and incorporate aspects of each child's culture, including his or her language, traditional food and celebrations.

MISCELLANEOUS ITEMS

Children should wear comfortable play clothes, which they can manage when using the toilet. Please remember that play is messy work, so please do not send children in their best dress clothes. An extra set of clothing should be left at the center at all times in case of accidents, spills, etc. All clothing and personal items must be plainly marked with the child's name.

All children age 2 to 5 needs to bring their own crib-size sheet and blanket for use during rest time. These bedding items must go home at the end of each week to be laundered and returned. A Place To Grow will supply each child with a cot or mat to be used during rest time.

Children will be playing outside and will need appropriate outer clothing for the season. We recommend the use of sunscreen each day. We will reapply sunscreen as needed. We use a SPF 30 sunscreen for children. If a child has an allergy or skin condition that restricts the use of sunscreen, the physician should indicate this on the medical form.

For the health and safety of our children please do not leave your vehicle running/idling in the parking lot. Never leave any child unattended in a vehicle. If you need assistance unloading children or supervising a child during drop off or pick please call the office phone. We will be glad to assist.

INFANT/TODDLER ROOM POLICIES

All children must have a signed medical record on file at the center within 30 days of enrollment. Infants under 3 months of age must have this medical record on file prior to attendance. Infant medical records must be kept updated as the child receives the required vaccinations and well check ups at a minimum of every 6 months.

In addition to the pre-enrollment conference with the center administrators, infant room parents must have a pre-attendance conference with the child's primary teacher. The child's teacher and parent will communicate regularly to evaluate and modify the child's individual schedule. Please communicate any suggestions and special needs that will make your child's day happy and comfortable. **All important messages or concerns should be left in writing** to be shared with all staff caring for your child.

Parents must be sure the child has an adequate supply of disposable diapers at the center at all times. All infants and toddlers diapers will be checked and changed if necessary at a minimum of every 2 hours and immediately after napping. If your child needs to use a particular type of wipe exclusively, these wipes must be provided by the parents in adequate supply.

All infants are eligible to participate in the food program offered by the center. Parents should meet with the infant room lead teacher to discuss the child's individual needs in regards to participation in this program. Any family choosing to provide their own infant formula must prepare bottles at home. Bottles must have caps on them and labels with the child's full name and the date the bottle was prepared. Bottles will be rinsed out and put with the child's belongings. A Place To Grow does not wash the bottles brought from home.

Parents should check the menu daily and approve the meal planned for their child. If a parent chooses to provide an alternative meal, the staff should be notified each day of the substitutions desired.

If you are happy with our service please tell your friends and family.....
If you are unhappy with our service please tell us.....

We take all parental concerns seriously. Please contact the *assistant director* immediately with any concerns, complaints or problems you or your child experience with A Place To Grow. If this does not resolve the issue please immediately, contact the director by telephone (469-6687-center or 575-7228 cell) or in writing. The director will make every attempt to resolve the issue in a professional and acceptable manner. The director will respond within 24 hours. We cannot fix problems or resolve issues we are not aware of.

In accordance with West Virginia Childcare Licensing requirements no form of physical punishment is permitted at A Place To Grow, even by a child's own parent. In compliance with the law the staff at A Place To Grow are required to report any suspected incidence of child abuse or neglect to Child Protective Services.

Welcome to A Place To Grow and Thank you for the opportunity to serve your family!

**Please complete the attached enrollment papers completely, leaving no blank spaces.
Please ask for assistance with any areas that are unclear. Complete communication
between families and the center are vital to your child's success with A Place To Grow.**

Please visit our website for more information about our center

www.aplacetogrowwv.com