

Learn As You Grow, Inc.

Early Childhood, Pre-Kindergarten,
School Age and Camp Exploration Programs



Center Policies

6 Convenient Locations

Camillus A	3711 Milton Avenue	Camillus	315-487-4132
Camillus B	3711 Milton Avenue	Camillus	315-468-1491
Solvay/West	120 N. Orchard Road	Solvay	315-487-0821
Syracuse	158 Highland Avenue	Syracuse	315-474-5627
North	5684 South Bay Road	Cicero	315-458-4233
Cicero	8381 Elta Drive	Cicero	315-699-7189

Visit us on the web at learnasyougrowccc.com

Learn As You Grow
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 School Age Program, and Camp Exploration Programs
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Please read our policies before you enroll your child into our program as we cannot make exceptions to these policies under any circumstance.

Center Policies

Welcome

Thank you for choosing Learn As You Grow to meet your Early Childhood, Pre-Kindergarten, School Age, and Summer Camp needs. As a locally owned and operated program, we take pride in being a part of the Central New York community for more than 30 years. Our center philosophy of “Children First” has enabled us to continually provide the first-rate programming that many of you have come to know and deserve. Our qualified, well-trained and caring staff understands that each child has specific, individual needs, and they are genuinely committed to meeting them. Our families and children are provided an environment that is clean and welcoming where developmentally appropriate programming is taking place. Thank you again for choosing Learn As You Grow. It is our privilege to work with families, as partners, to create the most successful experience for you and your child.

Mission Statement

It is our goal to provide children with a rich, stimulating, and developmentally appropriate environment where early literacy activities are incorporated throughout the day. Our teaching staff creates an atmosphere that is welcoming, supportive, and educational in order to accommodate each child's individual learning priorities and progression. It is within this positive environment that children gain a sense of security, positive self-worth, and a desire to learn that extends far beyond their childhood years.

When a child attends our educational, social and recreational program he/she is expanding their desire to learn. We encourage parents to become very active participants in their child's learning process. Our teaching staff has daily communication and personal contact with all parents on an individual basis. If at any time a question or comment arises regarding your child's programming or progress, please feel free to speak to our teaching team. We believe that we are not only working with your child but with each child's family as well. This is what makes Learn As You Grow so different from other programs.

Schedule

The Child Care Center is open Monday through Friday from 7:00 AM to 5:30 PM. We are open 52 weeks a year.

Classrooms

Learn As You Grow accepts children 6 weeks through 12 years old. Your child will be placed in the classroom that best suits their chronological age.

Transitioning into the next classroom will be based on your child's chronological age and developmental readiness, as well as availability in the next classroom.

Registration of Children

There is a \$25.00 registration fee per family, which is non-refundable.

The first week of tuition and \$25.00 registration fee will be required upon completion of the Parent Registration and to guarantee childcare services. The first week of tuition and

registration fee are non-refundable in the event you do not begin services with Learn As You Grow. The registration fee and tuition payment will remain on file in the event you elect to re-enroll in the Learn As You Grow Early Education Child Care Center.

All registration fees and tuition payments are to be paid to Learn As You Grow in the form of a check or money order. We do not accept cash or credit card payments.

Learn As You Grow does not accept starter checks or any checks that are not drawn on a local bank.

All responsible parties, including any persons having legal custody, or any individual agreeing or having financial responsibility for tuition payments, must sign the contract. Signatures of all responsible parties are required, as all parties will be held jointly and separately responsible for any and all terms of the tuition contract.

Tuition Payments

Learn As You Grow offers all childcare clients contracted tuition rates and non-contracted tuition rates and all school age clients are offered contracted tuition rates, non-contracted tuition rates and Preferred School Age rates. Please speak to your Director to find the rate that fits your specific needs.

Learn As You Grow is a pre-payment service provider. Payments are to be made on Friday prior to the week of service.

There will be a \$25.00 late fee charged to the family account if payment has not been received by Wednesday morning of the current week of care.

Any account that is charged a late fee is considered past due. Past due accounts, including current weeks tuition and late fees, must be paid in the form of a money order for childcare services to continue. The following weeks tuition will also be required to be paid in the form of a money order, due to the past due status.

Any past due account that has not been brought current by Friday morning of the end of that week of care will result in suspension of childcare services. Tuition charges will continue to be applied to your account during suspension as per this contract.

There will be a fee for each returned check, which will be the maximum amount allowed by law. In the event a client issues a check with non-sufficient funds, the check must be replaced in the form of a money order.

Learn As You Grow reserves the right to require all future tuition payments to be made in the form of a money order.

In the event Learn As You Grow finds it necessary to forward your account to our collection agency, you will be responsible for all collection costs and court expenses.

We do not give refunds or reductions in tuition for any reason, including illnesses.

Contracted tuition, plus any additional services rendered or fees incurred, are due in accordance to the contract regardless of attendance.

Parking Lot Safety

Parking lots can be very busy with traffic coming in and going out as well as parents/guardians and children walking through the parking lot. For the safety of the children, families, and staff, we ask parents to be sure to follow the flow of the parking lot traffic by following the arrows and obeying the signs for “Bus Exit Only”. Please drive extremely slow in the parking lot. Stay alert for cars, children, buses, etc. Hold your child’s hand while walking in the parking lot. The parking lots are striped with lines. Please park in lines, not in front of the building or in non-designated spots. The handicapped spots are designated for vehicles with disabled person parking place card or license plates only. It is very important to turn your engine off before exiting your vehicle. Do not leave children unattended in your vehicle.

Attendance

In the event your child is or will be absent from LAYG, we would appreciate it if you would call the Director to inform them of your child’s absence. This will allow us to plan and begin our day. It also gives us comfort knowing why your child is not in attendance.

Late Pick Up

The Learn As You Grow teaching team is committed to providing the highest quality of care to your child during their scheduled work hours. We feel that it is very important for our teaching team to spend time with their families, further their education, etc. With this said, it is very important for parents to pick their child up at their scheduled time. There will be an overtime charge for children left beyond regular closing time; an additional charge of \$1.00 (per child) for every minute or part thereof, which must be paid immediately to the staff member remaining with your child(ren).

Daily Health Checks

A daily health check will be conducted on each child as they arrive at the center and whenever a change in a child’s behavior and /or appearance is noted. Any signs of illness, communicable disease, injury, abuse or maltreatment will be documented. As mandated reporters, any reasonable cause to suspect abuse/maltreatment will be addressed with OCFS and CPS.

Children will be monitored throughout the day. Parents will be notified immediately of any changes in the child’s condition or if the care of the child exceeds what the program can safely provide. LAYG will make arrangements with the parent for obtaining medical treatment. If a parent cannot be reached or if the child’s condition warrants, emergency medical treatment will be obtained without delay.

Arrival/Departure

Children should be brought to their appropriate classroom, their belongings should be put in the proper place and the child should be signed in upon arrival.

Infant parents should place their child's bottles, labeled with first and last name, in the designated location of the refrigerator.

When you arrive to pick your child up, please be sure to sign them out and check your child's mailbox for artwork, calendars, memos, etc. You are responsible for the supervision of your child as soon as your child is signed out.

As you leave the building, please be sure to hold your child's hand as our parking lot can become extremely busy. For the safety of the children in our care, we would like to remind you to drive slowly as you enter and exit our parking area. We also ask that you do not leave your vehicle running and unattended in our parking lot. This is a safety concern for our children and families.

Transportation Authorization

For the safety of the children in our care, we have our families complete a transportation authorization form. This form authorizes the people that are listed to pick up your child from the center.

Photo identification will be required for any authorized person to pick your child up. The information on their driver's license will need to match the information you provided on the transportation authorization.

Parents can change their transportation authorization as needed. Please stop in the office and add or delete any necessary information. We do not accept transportation authorizations via the telephone, as we must ensure the safety of the children in our care. These changes need to be made prior to a new person arriving at the center to pick your child up.

Open Door Policy

Learn As You Grow considers our learning environment an extension of your home. Our Open Door Policy encourages and invites families that are enrolled in our program to stop in at any time to observe your child. We have viewing windows in the classrooms. These allow you to see your child in their environment without any disruptions. You are also welcomed to join us for special stories, community helper visits, birthday parties, holiday parties, etc.

Grandparents, Aunts, Uncles, etc. are also invited to visit your child at the center, provided they have written authorization from the parent(s). We will request to see their driver's license to ensure they are an authorized person. If anyone from your transportation authorization would like to come and visit at the center, we do ask parents to inform us of the visit prior to their arrival. This will give us the opportunity to be sure they are authorized as per your paperwork. If the visitor is not on your child's transportation authorization, they will not be allowed to visit with your child.

Family Code Access

All Learn As You Grow Early Education centers have a single point of entry. Upon enrollment, parents/guardians will be given a family code to enter the building. This system is in place for the safety of the children and staff of Learn As You Grow, however the success of this system requires parents/guardians' cooperation. Please do not share your family code

with anyone other than the people you've authorized on the transportation authorization form. When entering or exiting the building, please do not hold the door or unlock the door for anyone else. Everyone who is permitted to enter the building will have his or her own code. Family codes will be deleted in the event Learn As You Grow deems any person to be a potential safety concern.

Professional Code of Conduct

For the health and safety of the children and staff, smoking is prohibited in the building and on the Learn As You Grow premises.

Weapons, firearms, and ammunition are strictly prohibited in the building and on the Learn As You Grow premises.

Parents/guardians are expected to behave in a respectful manner and maintain a level of professionalism while speaking to the Learn As You Grow team and in the Learn As You Grow building. Behaviors including, but not limited to, using offensive language, the use of physical force, etc. is prohibited. Learn As You Grow reserves the right to terminate childcare services for failure to comply with this, or any Learn As You Grow policy.

Conferences

Please feel free to speak to your child's teacher and/or Center Director to discuss your child's progress or any concerns you may have. It is our primary goal to see that your child develops socially, emotionally, and physically while at LAYG. Parent Conferences are available upon request if you need to speak to the Director personally.

Custody Agreements

If your family has custody and/or visitation paperwork issued by the courts with specific information outlining visitation, pick up, etc. we must have a complete copy of this paperwork to be placed in your child's file. This will allow us to implement the court ordered information.

If at any time the court ordered documents are updated, we must have the complete updated copy to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

Part-Time Care

Part-time care is available, on a limited basis for children over the age of 3 years and is not available to infants or toddlers. Part time care is considered 4 ½ hours or less per day between the hours of 8:00 AM-12:30 PM, 12:30 PM-5:00 PM or 1:00 PM-5:30 PM.

We require a minimum of two (2) full days per week.

In the event you decrease to part time care for any reason and you elect to return to full time care, you will be placed on a waiting list for the full time slot. You may also be responsible to complete new enrollment paperwork and pay the required registration fee.

Change of Scheduled Days

Children who are enrolled on a part time basis (i.e.: M, W, F) cannot change/switch their scheduled days. You are welcome to add an additional day or days, at a daily rate, if there is space in the classroom. The Center Director must approve all requests and your account must be paid to date.

To permanently change scheduled days of enrollment you must submit a request in writing to the Center Director at least two (2) weeks prior to the anticipated change. This should be done if you are adding or dropping days. All schedule changes must have approval by the Center Director and are based on the availability of days and enrollment within that specific classroom.

Change of Information

It is very important that we have accurate and current information on file including cell phone, home phone and work phone numbers, addresses, etc. If any of this information changes after the initial enrollment paperwork is completed it is your responsibility to inform the Center Director of these changes immediately and in writing. This includes any medical, legal, or transportation issues that may arise.

Children with Special Needs Learn As You Grow complies with the Americans With Disabilities Act (ADA) and will provide reasonable accommodations for children with disabilities. Learn As You Grow will make individual assessments regarding whether we can meet the individual needs of the child without fundamentally altering the program.

Learn As You Grow may exclude children with disabilities from the program if a direct threat to the health or safety of others or fundamental alterations of the program are required. If your child has an IEP (Individual Education Plan) a current and up to date copy must be reviewed by Learn As You Grow prior to acceptance into the program. If accepted, a current and up to date IEP must always be on file, at the center. The information in the IEP will allow our staff to work towards the goals set forth in the IEP. Any changes to the IEP must be reviewed by Learn As You Grow prior to continuing services. It is your responsibility to keep the most current IEP on file at the center. The ADA does not require childcare centers to provide lower staff/child ratios than those set forth by the NYS Office of Children and Family Services.

Immunizations

For the health and safety of all children who attend Learn As You Grow Child Care programs, all children must maintain a NYS Health Department immunization schedule based on their age. Learn As You Grow will review immunization records quarterly. Parents will be notified verbally and in writing of any immunizations that need to be updated.

Lead screening is required at one year and again at two years of age. Please provide the center with a copy of your child's lead screening results. If your child has not received a lead screening test, please contact your pediatrician. If you have questions regarding lead screening or the dangers of lead, please visit www.health.ny.gov for more information.

Allergies

Learn As You Grow cannot guarantee an allergy free environment. We make every effort to minimize the risk of such exposure based on our policies and practices. If your child has any allergies, the child's picture, first name and specific allergy will be posted for all staff to meet your child's individual needs. Learn As You Grow makes every effort to provide the children and families with a Nut Free facility. Please do not bring any product into the building that contains nuts of any kind or is produced in a plant that makes products containing nuts.

If your child does have any allergies, please speak to the Director immediately. This will allow us to fully assess the child's needs, as well as his/her ability to participate in the program.

Meals

Learn As You Grow's philosophy is to educate children to make healthy eating choices. We believe, as a participant in the Child and Adult Care Food Program, educating children to make healthy eating choices, such as choosing whole grain, eating fruits and vegetables, and selecting foods low in sodium, will help to decrease childhood obesity and empower children to form life long, healthy eating habits. At LAYG, sodium is limited to: breakfast-less than 430 mg. per meal, lunch-less than 640 mg. per meal, snack-less than 200mg. per meal. A variety of colorful fruits and vegetables (of 3 or more colors) are served at meals, including two fruits and two vegetables served twice a week as snack. Drinking water is also available at mealtime and throughout the child's day, indoors and outdoors.

Our family style menu's, which are approved through Child and Adult Care Food Program and encourage healthy options, are posted in the hallways and on the classroom bulletin boards. These parent bulletin boards also provide materials such as newsletters, Snap-Ed information, recall notices, and safety information.

Our family style meals allow children and staff sit together to enjoy their meals and snacks. Children are encouraged to try new foods or less favorite foods. Children can serve themselves what they want to eat in a positive social environment. We offer our family style breakfast, which is served at 8:30 (school age children are offered breakfast and snack as they arrive due to their varying bus times). Family style lunch is served at approximately 11:30 and family style snack is served at approximately 3:00.

If your child has a religious or medical condition that prohibits them from eating certain foods, a doctor's note will be required to permit us to provide them with a nutritional healthy alternative based on our approved menus.

Teachers also incorporate planned nutritional education into their classroom routine at least once a week through stories, centers, food activities as well as through practicing healthy eating habits each day. Physical activity with adult lead play and unstructured play, both indoors and outdoors, is also incorporated into daily activities.

Learn As You Grow is a Breastfeeding Friendly Center. If breastfeeding is your family's choice, LAYG is committed to providing ongoing support to breastfeeding mothers within our program. You are more than welcome to come in to nurse your infant throughout the day. The

infant classroom has been setup for breastfeeding and storage of breast milk. Please speak to the Center Director if you would like a private space to nurse your infant.

Learn As You Grow provides infant cereal and baby food for your child. Parents of infants are asked to bring in an infant feeding schedule to specifically outline their child's feedings.

Infant bottles (that are capped and labeled with the child's first and last name) need to be placed in the classroom refrigerator in the specific space that is labeled with your child's first and last name. Bottles must be ready-to-serve.

When your infant is 12 months old and begins eating table food, we will provide table food as outlined in our daily menu.

We have a "No Food From Home" policy. This policy is in effect due to the large number of children in our care with specific allergies.

This institution is an equal opportunity provider.

Birthdays and Celebrations

You may celebrate your child's birthday with the children in the classroom at the center. Prior to your child's birthday, please speak to the center Director regarding bringing in a store-bought, special treat for the celebration. All store-bought items must have the ingredients listed on the packaging for Director review because we are a "Nut Free" Building.

To minimize any hurt feelings, if you elect to have a birthday party outside of LAYG and you send birthday invitations to LAYG to be distributed, an invitation should be included for all children in the class. If you elect to have a smaller birthday party, please distribute birthday invitations outside of Learn As You Grow.

We do celebrate holidays with Heart Healthy Parties. This means that we will post a sign-up list for any parent who would like to bring in a healthy snack for such events. On this sign-up list we will include one special "treat" to enjoy.

Emergency and Weather Closings

LAYG Child Care Centers will remain open unless we find it necessary to close the center for the day, open late or close early due to inclement weather or other emergency situations for the safety of the children, families, and staff. Emergency closings will be aired on local television stations as well as on the Learn As You Grow FaceBook page. Continue to monitor the television stations and the LAYG FaceBook page as weather conditions can change quickly, resulting in the center closing for the day, opening late, or closing early. For non-weather-related closings, parents will be informed via email as soon as possible. If the center closes for any reason, regular tuition charges will apply.

Holidays

The following are days that the Child Care Center will be closed:

New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day

Parents are required to pay for holidays as noted above. In the event a holiday falls on a weekend, we will observe that holiday on the designated Federal holiday.

Professional Development

Learn AS You Grow will also be closed on Martin Luther King Day and Good Friday as designated Professional Development Days where our staff receive training as per Office of Children and Family Services (OCFS) Regulations and LAYG policy.

Parents are required to pay for Professional Development days.

Cell Phone Use

Drop off and pick up times are a very busy time of the day for staff, parents, and children. These times are great opportunities to share information about your child's evening/day and celebrate in your child's successes. We ask that you refrain from using your cell phone while you are in our centers as it may interfere with such opportunities.

OCFS Regulations restrict the use of electronic visual media in childcare centers. Learn As You Grow does not permit children to bring/use any personal electronic devices while at Learn As You Grow.

Photographs

By enrolling your child in Learn As You Grow, Inc. you understand that your child may be photographed or videotaped during programming times. These pictures/videos may be used as training materials for staff, promotional purposes (including use on Learn As You Grow's website and FaceBook page) and at Learn As You Grow public events (including annual graduation ceremony). Any request contrary to the above must be submitted in writing to the Center Director, signed by the parent.

It is a Learn As You Grow policy and OCFS Regulation that the use of all social media involving other children and/or families except for your own, who are within our care, is unacceptable and prohibited. This means that the 'posting' of other children/family's names, photographs, information, etc. derived from all LAYG activities on or off premise on any form of social media, including but not limited to FaceBook, MySpace, Twitter, etc. is prohibited.

Outdoors

It is LAYG's philosophy and an OCFS Regulation that children play outside daily. We believe that the playground is an extension of the classroom. It is a place where children can learn, explore, and exercise! Outdoor play not only contributes to your child's educational development but also contributes to developing a healthier child. If the weather is extremely hot or cold the children will not go outside.

Please be sure your child has the appropriate clothes to play outside daily. In the event you do

not bring the appropriate clothes in the morning, you may be asked to go home and bring them to the center so your child can participate in outdoor play.

Field Trips

We plan field trips for our children who are 4 years old and older. They will be announced at least one week in advance, and you will need to complete a permission slip allowing your child to attend. Parent participation is encouraged for our field trips. Included in your parent enrollment packet is a copy of Learn As You Grow's transportation plan for field trips. A copy of this plan is available upon request.

There may be an additional charge for field trips to offset the cost of the trip (fees and buses).

Items From Home

Infants

-Bottles that are labeled, filled and ready-to-serve with a cap on them (no glass bottles)

****As per the OCFS Regulations, you may NOT put anything other than formula, breast milk or milk into your child's bottle. This includes but is not limited to medications (prescribed or over the counter), Gatorade, Kool-Aid, Karo syrup, etc.

***Also, per OCFS, infants under 12 months are not permitted to use a blanket in the classroom, including during naptime. Sleep sacks are permitted. Speak to your center Director for specific, acceptable sleep sacks.

*Diapers for the week (disposable only) *Pacifier (optional)

*Change of clothes *Bibs

*Sleep sack –optional-see pictures for specific type

*Appropriate seasonal outdoor clothing

Toddlers

*Diapers for the week (disposable only) *Pacifier (optional)

*Change of clothes *Bib

*Light blanket and sheet for nap. *Appropriate seasonal outdoor clothing.

*Water or sports bottle to be filled with water for outdoor play. Please send in a water bottle with two pieces, a top and a bottom. Do not send in a water bottle with a straw or any additional pieces, including a strap or lanyard on the water bottle.

Pre-School

*Light blanket and sheet for nap/rest *Change of clothes

*Water or sports bottle to be filled with water for outdoor play. Please send in a water bottle with two pieces, a top and a bottom. Do not send in a water bottle with a straw or any additional pieces, including a strap or lanyard on the water bottle.

*Appropriate seasonal outdoor clothing.

School Age

*Change of clothes *Appropriate seasonal outdoor clothing

*Water or sports bottle to be filled with water for outdoor play. Please send in a water bottle with two pieces, a top and a bottom. Do not send in a water bottle with a straw or any additional pieces, including a strap or lanyard on the water bottle.

We ask parents to label all items brought to the Child Care Center with first and last names. (IE: bottles, clothes, shoes, bags, etc.). We are unable to accept your child's initials as labeling. LAYG is not responsible for any lost/stolen items.

Your child's belonging should be stored in either a diaper bag or a backpack with a zipper. This will allow us to store their items without having their cubby space overcrowded.

Sneaker Only Policy

All children enrolled at Learn As You Grow must wear sneakers at the center. Sneakers must have a closed toe and a closed back. The center has pictures of what an acceptable sneaker looks like in the event you need clarification. This is for the safety of the child. This will enable them to play in the classroom and on the playground in a safe manner.

Volunteers

We feel that volunteers are an integral part of our program. Our volunteers include, but are not limited to, people within our community, BOCES, local schools and universities, and local churches. They are at our center to learn about our program and to share their knowledge and enthusiasm for children. Volunteers are not left unsupervised.

Baby Sitting

It is LAYG'S policy not to allow staff to babysit. If parents choose to have the staff of Learn As You Grow babysit for them at home, Learn As You Grow makes no representation as to the quality of care your child would receive due to the difference in supervision and setting.

Toys From Home

We ask that children do not bring toys from home to the center. It is difficult to share these special toys and it is even more difficult if the toy is lost or broken. Some of the older classrooms offer a show and tell day. Your child may bring in a toy for this event; however, please do not send in a toy that is sentimental, fragile, or extremely large. We are not responsible for lost or broken items.

Safety Policy

Learn As You Grow has certain safety rules in place to ensure the safety of all children. These rules include, but are not limited to, no jumping over fences, no running away from the group and not listening to the teacher which may place him/herself in harm's way. If a child does not follow our safety rules the parent/guardian will be contacted. We will reiterate the necessity to follow these rules. If these behaviors continue the parent will be asked to pick the child up and we will, for the safety of their child, reevaluate the child's enrollment at Learn As You Grow.

Behavior Management

Learn As You Grow's philosophy is to create an environment where developmentally appropriate expectations and re-direction empower children to manage their behavior. This is accomplished through consistency and support from the staff. Classroom guidelines are in place and children are verbally and visually reminded of the appropriate actions that should be taken or behavior that should be demonstrated. Parents will be made aware of any behaviors that are not developmentally appropriate or become excessive. Learn As You Grow expects support and consistency from the parents in assisting the children with managing their behavior. Additional conversation will take place with the parents in the event the child exhibits behaviors that put the child or the children in the program at risk of injury, which may include re-evaluation of their enrollment at Learn As You Grow.

Nap Time

Nap time is provided for all children in approved childcare space. Infants nap according to their individual schedules. A crib is provided for every infant. Infant parents are required to bring a specific sheet for the crib. The Director will provide you with the sheet specifications to ensure the sheet fits our cribs. Older infants will nap on small cot. Older infant parents are required to provide a crib sheet and a light blanket. All other children will nap on mats. Parents are required to bring a sheet and light blanket. Please do not send in any pillows or stuffed animals, as per OCFS Regulations and Learn As You Grow Policy. All linens will be sent home weekly to be laundered and are to be returned on Monday morning. Learn As You Grow will provide an atmosphere that is conducive to rest with soft music and appropriate supervision as outlined in OCFS Regulations. A copy of our nap time cot/mat form is included in the parent registration packet.

Back To Sleep

It is a Learn As You Grow policy as well as an OCFS Regulation, to have all infants sleep on their backs. We will always place infants on their backs in their cribs.

Sleeping Child Upon Arrival

It is a Learn As You Grow policy to have parents wake any child who is sleeping upon their arrival to Learn As You Grow. This is for the safety of the child. Our staff will hold/rock any child back to sleep once they are awake and determined to be alert.

Health Care Plan

LAYG has a detailed health care plan on file with the Office of Children and Family Services. A copy of the health care plan will be given to parents upon request.

Health Care Policy-Illness

In the event your child becomes ill while at the center, you will be promptly notified. We expect that you will come to the center as quickly as possible to take your child home.

We are a center for healthy children. A child who is not well does not benefit from our program and can adversely affect the health of the class. If you have doubts about your child's health, please keep your child home and contact your family doctor.

If any of the following occur, your child will be sent home from school, and we ask that you keep your child home for 24 hours and until symptom free before returning to school.

Key criteria to exclude children from childcare who are ill:

- Temperature of 101° or above

- A deep cough

- Earache

- Sore throat

- Diarrhea or vomiting

- A rash of any kind until diagnosed, treated, or declared harmless by a physician

- Red, runny, or matted eyes

- Severe colds with discharge

- Acute change in behavior including lethargy, persistent crying, difficulty breathing, etc.

Any illness that results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.

Any child determined by local health department to be contributing to the transmission of illness during an outbreak

*For a detailed list of criteria please refer to the Health Care Plan.

The common cold or any minor illness which does not represent a significant risk of serious infection to other children, with symptoms such as sneezing, coughing, and a runny nose do not generally require a child to leave the center unless it is determined that the child has additional medical concerns, including but not limited to, a reduced activity level that prohibits them from fully participating in our daily programming.

LAYG reserves the right to require a doctor's note for the child to return to the center. Any child that goes to the hospital, the Emergency Room or has any form of surgical procedure will require a doctor's note to release the child for normal activity at the center.

You are required to provide LAYG with names, addresses, and telephone numbers of persons to contact in the event of any emergency or illness, unexpected early closing, and in general for when you cannot be contacted.

Any child identified as a child with special health care needs (IE: chronic physical, developmental, behavioral, or emotional conditions expected to last 12 months or more) will have a written individual health care plan which will provide all information needed to safely care for the child. This plan will be developed with the child's parent and health care provider. LAYG may be required, as a reasonable accommodation under the ADA, to obtain approval to administer medication if the child needs medication or medical treatment during program hours.

Health Care Procedures- Serious Illness/Serious Injury

Procedure for a serious illness:

1. The child's temperature will be taken.
2. The child's parents will be called to apprise them of the situation.
3. If immediate emergency medical attention is necessary, 911 will be called. Information about the child's condition and emergency contact information will be provided. The Executive Directors would also be notified at this time.
4. Parent(s)/Guardian(s) will be notified where the child will be transported to.
5. One teacher/administrator will always stay with the child. (If possible, the child's primary teacher for the child's comfort.)

Procedure for a serious injury:

1. Two teachers will assess the injury.
2. One teacher/administrator will always stay with the child. (If possible, the child's primary teacher for the child's comfort.)
3. The child's Parent(s)/Guardian(s) will be called to apprise them of the situation.
4. If immediate emergency medical attention is necessary, 911 will be called. The following information will be given: name of the center, address, phone number, description of the problem, child's name, age and staff person's name. The Executive

Directors would also be notified at this time.

5. Parents will be notified where the child will be transported.

6. An accident report will be recorded. A copy will be placed on file. No accident report will be made official until a complete review of the situation is conducted and the accident report is signed by the Executive Directors.

All emergency numbers are posted by each telephone. The family emergency cards are in a specific location, so all teachers know where to find them.

Medications

Learn As You Grow is authorized through OCFS to administer medications at all our locations. Below you will find the requirements for our Medical Administration Training (MAT) trained staff to administer medications to your child while at the center.

Diaper cream may be applied to your child with written parent consent. Diaper cream needs to be brought in the original container, unopened.

The center will administer over the counter ointments, creams, and lotions, including sunscreen and topically applied insect repellent. The center will administer epinephrine auto-injectors, diphenhydramine in combination with epinephrine auto-injector, asthma inhalers and nebulizers.

All other medication, both prescribed and over the counter, will only be administered according to the following policies, with no exceptions:

The child's parent and physician must both complete and sign the State-Issued Written Medication Consent Form prior to administering medication. Attached notes or scripts cannot be substituted for information, which is required to be written on the form. We will not accept verbal consent.

A separate State-Issued Written Medication Consent Form must be completed for each type of medication administered.

All State-Issued Written Medication Consent Forms must be updated at least every six months (including "as needed" medications such as EpiPen, Tylenol, Motrin, cough syrup, and inhalers).

All medication, both prescribed and over the counter, must be supplied in the original, unopened packaging and must be accompanied by the original package insert or printed pharmacy instructions. These instructions must indicate the correct method for administering the medication, dosage restrictions, potential side effects, and any other pertinent warnings. Prescription medication must indicate your child's name on the pharmacy label. Over-the-counter medication must be labeled with your child's name on the original packaging. The medication cannot be expired.

We cannot exceed the dosage indicated on the prescription label and/or the State-Issued Written Medication Consent Form.

The exact name of the medication must be written on the consent form. For example, if the consent form specifies Tylenol, you must provide Tylenol, not the generic equivalent (such as the generic brand of acetaminophen).

Parents, grandparents and relatives of a child within the third degree of consanguinity of the parents or stepparents of a child may administer medication at the center without the need for the State-Issued Written Medication Consent Form. A note from the parent authorizing the relative to administer medication is required.

Parents are required to dispose of any unused or outdated medicines.

Our medication policy is consistent with the regulations provided by the Office of Children and Family Services. **There are absolutely no exceptions to this policy.**

Emergency/Evacuation Drills

Learn As You Grow will conduct fire drills monthly. All evacuation procedures and emergency evacuation routes are posted inside each classroom, which are accessible to parents and staff. Please review these postings to become familiar with the required primary and secondary relocation sites. Shelter-in-place drills, which are referred to as Quiet drills, will be conducted the third Thursday of March and the third Thursday of August.

Suspected Child Abuse and Maltreatment

In the event of suspected child abuse, Learn As You Grow will contact the appropriate agencies, as required by various federal and state statutes and regulatory rules. All necessary information regarding the children and family will be provided to such agencies. All Learn As You Grow staff participates in 'Identifying and Reporting Child Abuse and Maltreatment' training provided by OCFS and is therefore considered Mandated Reporters. Any questions or concerns you may have can be addressed with the center Director. They will be able to give you guidance and direction.

Termination of Child Care Services

Learn As You Grow Inc. reserves the right to terminate the childcare tuition contract and services if any of the following occur:

- A. An account is in arrears by one (1) week. (As per section II B and II D.)
- B. Learn As You Grow Inc. reserves the right to terminate this contract and services at any time the company believes appropriate and/or necessary.

Dis-enrolling From The Program

In the event that the responsible parties decide to withdraw their child(ren) from the program, it is agreed that the responsible parties can obtain a release from the obligations of the tuition contract if all of the following conditions are met:

Written notice on the LAYG Withdrawal Form must be received two (2) weeks prior to the date of withdrawing from the program.

Responsible parties are required to pay any and all weekly tuition installments, including a full two (2) week notice regardless of attendance.

In the event you dis-enroll from Learn As You Grow for any reason and you elect to return, you will be placed on a waiting list to re-enroll. You may also be responsible to complete new enrollment paperwork and pay the required registration fee.

Notice of Nondiscriminatory Policy

All children of any race, color, national and ethnic origin are entitled to all the rights accorded or made available to children at the center. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policy, and other center administered programs.