

## **MISSION**

It is our mission to provide a safe Christian learning environment that promotes each child's self confidence in independent self-help skills, creativity, exploring the environment, discovering new concepts and skills, and how to fully engage with others socially and emotionally. It is our goal to serve families in the community with resources they need for their children and family members to be successful in life. We focus on helping each child discover their natural gifts and talents and how to use them to serve others and become successful. We value the fruits of the spirit such as love, joy, peace, patience, kindness, goodness, faith-fullness, gentleness and self-control and we use these concepts to build good character in the children we serve.

## **AGES OF CHILDREN SERVED**

2 years to 8 years.

## **HOURS OF OPERATION, DAYS, MONTHS and Attendance Policy.**

Our day school Preschool program serves ages 2 to 6 and operates Monday-Friday 9 am to 1 p.m. Children must be promptly picked up by 1 p.m. or accounts will be charged a \$1 per minute late charge fee for each minute late. We now offer extended care Monday through Thursday until 2:30 p.m. The fee for extended care is an additional \$15 per day your child is signed up for. Children in extended care need to be promptly picked up by 2:30 p.m. or accounts will be charged a \$1 per minute late fee. We will have Saturday sign up sessions available for parents needing a morning out from 10 a.m. to 2 p.m. ages 2 to 8. Children are to check in no later than 10 a.m. There will be a \$1 a minute charge for each minute late picking up during Saturday sessions. Saturday sessions are optional for parents, but when offered parents may sign their child up a week in advance.

Our program will operate the months January through December of every year excluding all major holidays.

Please follow our calendar listed on our website for holidays and school closures @ [treeoflifelearning.org](http://treeoflifelearning.org).

A copy is given at open house and may be given out as needed by parents who don't have a copy. We offer a single drop-in day program 24 hour in advance is required. We also have a 2-day, 3 day, 4 day and 5-day program. Prices are listed in the admin office. We operate Monday through Friday and operate no more than 4 hours per day in exemption status; however our church offers the specialized extended care program called Christian Life Ministries Extended Care Mon-Thursday until 2:30 p.m.

### **ADMISSIONS**

All children will need to be escorted into the school for arrival everyday with an approved adult 18 years of age or older and escorted during departure for the day with an approved person 18 years or older. This person must be listed in your child's paperwork as an authorized person to have contact and supervision with your child. Each parent or guardian will have a code to to sign their child in and out through brightwheel.

The QR codes listed on the class door and office door. Each parent will get their own QR code to keep in car. Parents or guardians that have never picked up before will be required to show a photo id that matches up to list of approved people in child's file. Children are never allowed to enter or exit the school unsupervised. Children may not enter the classroom until 8:55 a.m. so teachers can get the classes ready. Students checking in after 9:10 a.m. will need to check in at the office door and ring

the door bell. This is to avoid distractions in the classrooms and for the safety of our children. Children are expected to check in no later than 9:30 a.m. to provide consistency and structure for all the children in our preschool program. We understand sometimes emergency situations arise, or doctor appointments etc. Therefore, we have a grace period of 9:45 a.m. If this becomes a problem, then the director will speak with parents as needed to seek a solution to the problem. When it begins to disrupt or cause inconsistency for our preschool program and happening very often, then a meeting will be held with the parent to find a solution to the problem. If this continues, then disenrollment can take place **only if it is causing dysfunction within the classroom. If your** child is sick or is going to be absent, we would like to be notified by phone for our records and to keep up with all our children at our school. It is our goal to provide an enriched program meeting the needs of all our children in the classroom and consistency and structure is expected at our school.

### **Admission Records/evidence of age-appropriate**

#### **immunizations:**

All parents will be responsible for supplying and maintaining accurate record information on their child while attending this school. This includes all health

records, shot records, changes in allergies, permission forms, contact information and anything necessary required by Bright from the Start Georgia Department of Early Care and Learning. Parents must supply an immunization form of all their child's up to date immunizations within 30 days of enrollment or a signed affidavit against such immunizations is required within 30 days of enrollment of each child and a Birth Certificate within 30 days of enrollment.

### **Special lessons**

We have partnered with Ms. Alexis with music 101 Super Kids Music. Classes are \$75 per month paid directly to Alexis using cash app or check. We plan to add more programs as they become available. Children 2 and a half to 8 may participate in Music Class 101. All extra curricula programs are charged separately by each program offered. Parents will be required to pay separately to each program their child is signed up for. Our programs will be offered during our regular business hours between 9 a.m. to 1 p.m. Parents will have to sign authorization forms in order to sign their child up for any extra-curricula classes @Tree of Life Learning Center LLC.

### **Payment of fees and weekly tuition**

All tuition is due on Wednesday using Brightwheel and may be paid no later than Friday using cash app, cash or check only. If parents are set up on Brightwheel and cant use Brightwheel on Wednesday, then they are to notify the director on Monday to arrange to pay by Friday through cash app, cash or check. Parents have the option to prepay for the whole month as well. Friday secures a spot for your child for the following week ahead. Tuition is paid no later than Friday . Any day after Friday will result in a late charge of \$25. Students may not attend class on Monday if account is not paid in full. The monthly tuition is prepaid the first of every month if parents choose to pay this way. We have a Drop in for the day program, 2-day, 3-day, 4 day & 5-day preschool program that operates no more than 4 hours per day. Our 2-day program is offered on Tuesday and Thursday or Mon/Wed of every week, our 3-day program is offered Monday, Wednesday, Friday , or Tue/Thur/Fri. Our four day program is Tuesday-Friday or Monday through Thursday and Our 5-day program is offered Monday through Friday. We have a list of rates in our Administration office. Parents may check anytime for updated rates and will be given copies as needed. Christian Life Ministries Inc has networked with us to provide scholarships throughout the year for low-income families in need. This will only provide a discount for children to enroll in one of our programs and it's based upon what is available in scholarship funding. Proof of income will need to be

provided. Our Saturday sign up session is \$40 per child and 50% off for each additional sibling and serves ages 2 to 12. If families are having difficulty paying their tuition, then for emergency excused reasons we can work with families to pay at least a minimum of the daily rate as a grace period courtesy. We will only work with families in emergency situations, and it must be approved by the director. Furthermore, no child can be dropped off on Monday or any day after with an unpaid balance. Any account unpaid on Tuesday will result in a late charge of \$20. If you are having a financial hardship, it is in your best interest to communicate with the director prior to Monday every week. We will accept cash, check, or online Debit or credit payments made Brightwheel. There will be a \$35 return fee for any rejected checks. We will require cash only for individuals who write checks that are continuously rejected.

#### **Late Fees:**

Children enrolled in the Preschool Program need to be picked up promptly by 1:00 p.m. accounts will be charged \$1 per minute after 1:10 p.m. All children enrolled in the extended Care program must be picked up no later than 2:30 p.m or accounts will be charged \$1 per minute as well.

#### **Fees related to absences:**

There is no reduction in fees due to a child being absent or sick. There is no reduction in fees for school closings listed in our school calendar, inclement weather, or holidays; however, each child enrolled in our school can use their Vacation credit once a year. A 30-day notice must be given in writing to our administration team to put in your child's file for our records and your child must be enrolled with our school full-time in one of our 5-day programs and for at least one whole year. If the school closes for a week in the summer for entire staff vacation, each account will be given a free week credit.

### **Tuition Rate Increase**

It is our goal to meet the needs of our families, but if the growing needs of the economy spike, our tuition could increase. It is our goal to evaluate these financial decisions based upon economic changes; however, in emergency situations rates can subject to change.

### **Transportation/Field Trips/Special on-site activities:**



Our school will not be participating in any field trips off campus or any other activities off campus. Although, our school might have special events or activities on site to entertain the children enrolled in our program. This might happen occasionally throughout the year during our new themes of learning, holidays or summer camp. We will never have any water activities involving water 2 ft or more deep; however, we may have sprinkler water fun in a safe area on the playground in the summertime during a summer camp week if. Also, children might play at our sensory table. The table may contain shallow water less than 1 foot of water, but teachers will always be supervising. Our school will have petting zoo visits, fire fighter visits, community helper visits, special plays, book fairs, music lessons, and dance lessons. Some of these activities will not happen right away but are in the plan for a successful preschool program in the future. A permission form for your child to participate will be required and we will send information to all parents when we have these special events scheduled on our monthly newsletter. Some of our activities on site will be free, but on some occasions like a summer camp week or holidays there will be a fee of \$5 to \$10 to cover all extra curricula activities. Some activities can be more depending. Parents have the right to choose for their child not to participate. There will be a regular preschool class available for children not participating, but if majority of the school is participating, the parent might need to make other arrangements of care for the child. Administration will do their absolute

best to help meet the needs of each family in this situation, but if there is no resolution, parents will need to make other arrangements and there will be no reduction in fees for tuition for the day. Also, when we choose to do music lessons, or dance lessons, fees will be based upon what each instructor charges. Each parent interested in their child taking any lessons will be given an information sheet listing all prices and will have to sign documents giving permission for their child to sign up and an agreement to paying fees necessary to take lessons.

### **Guidance and discipline techniques:**

We value a positive interactive early childhood experience for all children enrolled at our day school. We believe in the importance of qualified, loving and encouraging teachers to serve as proper role models among children by promoting their self-confidence and promoting a positive attitude about life. Therefore, we expect teachers to demonstrate positive and proper classroom management daily. Positive reinforcement strategies will be used to discipline all children enrolled at Tree of Life Learning Center. If needed we will redirect a child to a quiet area to do a different activity and follow our character principles such as love, self-control, joy, peace, patience, kindness, gentleness, goodness and faithfulness. We will help children understand and reflect upon how to fulfill those characteristics through follow up activities and discussions. Sometimes children might participate in a at home activity to learn from their mistakes. Also, teachers and

administration will need to use those characteristics in teaching discipline. This will require creative thinking and planning.

We will follow the rule listed for discipline from Bright from the Start Early Care and Learning.

### **Meals and Snacks Served:**

**Our school will be following this Bright from the Start rule:**

**591-1-1-.15 Food Service and Nutrition (1) Compliance with USDA Nutritional Guidelines.** Meals and snacks with serving sizes dependent upon the age of the child shall meet nutritional guidelines as established by the United States Department of Agriculture Child Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. **Children will be required to bring a sack lunch to school and parents must follow USDA Nutritional Guidelines to support each child in eating healthy daily. every day.**

Our half day programs will offer a snack that does not require refrigeration or catering. We will provide a ready to eat snack upon at 9:30 a.m. Parents may sign up to bring a special snack on Thursday or Friday. No peanut products are allowed.

### **Outside Food Policy**

If a parent wants to celebrate a child's birthday party, then they are to meet with director or manager on duty to plan for the party. The director must approve all food items. No peanuts, peanut butter, or candy will be allowed in our school due to unknown food allergies and choking hazards. Anything brought in shall not be opened or made from home and must contain natural ingredients.

### **Parental Access**

Our school will expect all parents or guardians to follow proper check in and out procedures using Brightwheel. Parents are required to drop and go and may not come inside the building to hang out. We allow walk ins for your child's first day only! This is a private school and we remain as safe as possible. Parents have the right to get their child, but they must make their presence known and ring the door bell.

**During the COVID-19 19 pandemic these procedures will not be the same. We will avoid parents coming into the building as much as possible unless the Director has authorized a parent to do so. Parents will line up outside on our walking deck to entrance door 6 ft apart from each other and bring child up to entrance one at a time. Upon arrival there will temperature checks and children will be screened for any signs or symptoms of sickness. Anyone entering the building will have the option to wear a face**

covering, but must practice social distance of at least 6 ft apart during COVID-19. Parents will come to door at pick up and we will release each child one at a time.

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**Covid-19 Procedures:**

For the latest updates, please follow these sites: Governor's Office, GA

Department of Public Health, and CDC. Our school will follow CDC guidelines for the state of Georgia. We will practice these guidelines in class every day and expect our parents and families to follow the following guidelines.

Stay home if you are sick!

Wash your hands often with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth with will unwashed hands.

Cover your cough or sneeze with a tissue, then dispose of the tissue in the trash.

Avoid close contact with people who are sick. Get a flu shot!

Clean and disinfect frequently touched objects and surfaces. Finally, each child will have their temperature checked upon arrival as well as all staff members.

**Required Reporting:**

Tree of Life Learning Center LLC will report any suspected cases of child abuse, neglect or deprivation to the Department of Family

Children Services in accordance with state law. We are mandated reporters, and we will always look out for the well-being of each child enrolled in our program.

Below is a list of all other required reporting rules we are expected to follow by law, and we have embedded these requirements to be included in our schools Policies and

Procedures handbook and each staff member at our school will be required to follow these rules listed by the State of Georgia as well.

### **Communicable Diseases reporting:**

The Director or designated person in-charge will report or cause to be reported any cases or suspected cases of modifiable communicable diseases to the local County Health Department.

### **Notification of Disease and Incident Reports:**

The Director or designated person in charge shall report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a

child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children.

**Nondiscrimination statement policy:**

In accordance with state ~~child care licensing regulations, childcare services~~ are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin or ancestry. The following is the contact information for the state of Georgia's services for all children and families; 404-651-6316, ~~CustomerServiceDHS@dhs.ga.gov~~ and mailing address is DHS Constituent Service 2 Peachtree Street, N. W. 29th floor Atlanta, GA 30303-3142

Regarding families applying or income eligible for our USDA food program.

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 discriminating based on race, color, national origin, religion, sex, gender identity (including gender

expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)

877-8339. Additionally, program information may be made available in languages other than English.

### **On-site events/activities/curriculum/freedom of religion/prayer**

We will allow children to pray in our school before meals, during circle time, in class or anytime, but we will not force children to pray or expect children or parents to believe in a certain Christian religion. Our school will not have a Christian religion to teach children, but our school will support our mission statement by implementing it into our curriculum. Tree of Life Learning Center will always build character in



children by supporting our mission. Our school is in a church environment. Our program will be using a creative curriculum in a safe church environment. The creative curriculum allows teaching through providing the tools and visuals in the environment and allowing children to freely learn through their environment around them. This allows children to discover their gifts and talents. This program is in a church environment. Therefore, it is ok to talk about God, Jesus or any person in the Bible freely by focusing more on teaching children good characteristics. Christian music and regular preschool music will be allowed to be played in the classroom or facility. Our program will highly focus on teaching good Christian characteristics and morals in everyday life using the following components: love, joy, faithfulness, peace, gentleness, kindness and patience. All parents enrolling their child into our program need to be aware most of our staff at our school are church members of Christian Life Ministries Inc. Staff will be allowed to read bible stories or display scriptures in the class environment but will not be teaching children to believe in any particular Christian religion. This is a preschool program in a church where we there are believers of Christ. Therefore, it is everywhere in our environment where children in the program will be. During enrollment parents will need to make sure this program fits their child's needs and family needs and be aware that this is a day school in a Christian environment. When a parent enrolls a child into our program and signs the enrollment packet to enroll their child, they are giving our school

permission to allow their child to participate in our preschool that is in a church environment and understand fully that our program allows prayer and Christian activities

### **DIAPERING POLICY AND PROCEDURES FOR TODDLER**

Our school requires velcro pullups! First, all our teachers staffed at our school will always make sure changing table has been cleaned and disinfected with bleach water provided by the school and dried with a paper towel before changing each child. Teachers are to clean any visible soil from the diapering table. Spray the diapering surface with our bleach water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry.

The recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. The surface cannot be sprayed and immediately wiped.

Second, all teachers and staff will make sure diapering supplies are ready for use before changing any child for the safety of each child on the changing table including gloves, wipes, diaper cream and a plastic bag for disposal. Supplies should be removed from their containers and placed near, but not directly on, the diapering

surface before starting the diaper change. Third, all teachers and staff will always avoid contact with soiled items and always keep a hand on each child being changed. Fourth procedure, each teacher or trained staff member will first wash their hands with liquid soap and warm running water before placing any child on the changing table to be changed. Fifth, teachers or trained staff will place the child being changed on the diapering table and remove clothing to access diaper. If child's clothes are soiled, teachers or trained staff will place clothes into a plastic bag, remove soiled diaper, place into plastic bag and place into a lined, hands-free trash container.

Next, teachers or trained staff will clean the child's diaper area, use wipes to clean child's bottom from front to back, use a wipe to remove soil from adult's hand, use another wipe to remove soil from child's hands and throw soiled wipes into lined, hands-free trash container.

Next, teachers or trained staff are to put on a clean diaper and redress child. Next, the teacher or trained staff member will place the child to the sink to wash his or her hands using the step stool if needed.

The teacher will supervise and help each child wash their hands properly following proper hand washing procedure required by DECAL that are posted near the sink for extra guidance and awareness.

### **Toilet training policy and procedures**

Our toddler program schedule has several scheduled times for routine care. During these times, any child can freely go to the bathroom if they are already in the process, or if a child needs to use the toilet throughout the day they can as needed. Teachers will supervise children in the hallway of bathroom and make sure a line is made for girls and for boys. Some toddlers might not be ready to potty train, but we will introduce it to them through representation of the process such as seeing other children participating. At the same time, all children will be given the privacy of

bathroom time and respect. Also, after every activity the whole class will clean up and transition to the bathroom to have a sense of on-going routine of learning to use the toilet. We will not force any child to use the bathroom, but we will encourage as young as 2 years of age and by age 3 we will work harder to help children accomplish the milestone of using the toilet. Sometimes we might even include a small group lesson to support toilet training skills. We will not be using any separate potty seats or other potty-training toilets unless a child has a special need. If the child has a special need, then staff will empty contents into toilet after use sanitize and clean it with bleach water spray, store it in a bag and put in a locked cabinet. Although, we expect all children to use the child size toilets and our administration highly emphasizes a clean, germ-free environment. Exceptions are only made for special needs children. We do not have the space for extra potty seats, and it is not sanitary.

### **Handling Emergency Medical Care:**

Our administration staff will first call 911 if there is an emergency that requires immediate medical attention. Dawson County Emergency Services will respond to our call and immediately transport individuals needed for emergency medical care. Our primary hospital is North Ga Medical Center in Dahlonega. There are surrounding hospitals such as Northeast Georgia Medical Center in Gainesville Georgia, or Children's Healthcare of Atlanta Georgia. Our goal is to use Northeast GA Medical Center as the primary Hospital, but if the Dawson County Emergency Service team advises us to use one of the other hospitals listed, we are going to follow advice from highly trained medical professionals.

### **Administering Medications/Center medication rules/Recording noticeable reverse interactions to medications:**

We will not be administering any medications at our school unless the child has a special need for emergency situations only. We will only be doing emergency medicines for special needs students and only if it's absolutely needed! All other students and medicines must be done before coming to school or after school, if necessary, except for first aid with injuries. Medications are not allowed to be brought into the classroom and will be sent home or tossed in the trash for the safety of all children within our programs. If a child has a special need, then a medication form will need to be on file and renewed after 2 weeks. A written consent from the Dr will be required for the child to take the medication and it will be stored in the administration office locked away from the reach of children in the classroom. Administrators of the medication must fill out the medication report as directed. Administrators must note any adverse reactions after giving the medication to the child.

**Notifying parents of children's illnesses, injuries and exposure to  
notifiable communicable diseases:**

It is the parent's responsibility to inform our staff if they suspect their child to have any recent or new illnesses, injuries and exposure to any notifiable communicable diseases. On the other hand, if any child in our school has been exposed to any communicable disease, we provately post the illness but not any personal info.

We will post all communicable diseases and the spread of lice. If the child is sick, we will call parents or authorized pickup people. Below are the procedures we will take regarding contact with parents with incidents.

**Illness rule 591-1-1-1-07/Children's health/Policy on exclusion of**

**a sick child.**

A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of one hundred and one (101) degrees or higher oral temperature and another contagious symptom such as, but not limited to, a rash, or diarrhea or a sore throat.

Our school will contact parents if a child has a fever of 101 degrees or begins to run a low-grade fever of 100 degrees. We value the importance of communicating to parents when there has been a change in their child's well-being; however, children will be brought to the office away from other children to be supervised by administration staff until parents have been notified and the child has been picked up for the day if they reach a temperature of 101 degrees or higher, or have any other symptom such as diarrhea, sore throat, vomiting or show signs of any other contagious communicable disease. The child may lay on his/her mat in the office or sit in a chair if desired. If the child cannot go in the office due to other reasons at our school, then the child must be excluded away from all other children on his/her mat in the classroom in a quiet area away from all children in the classroom and the teacher must always supervise the child until parents can pick the child up. As soon as a teacher, director on site or assistant director is aware of a child having a fever or communicable disease parents or guardians will immediately be called by administration. If no one answers a message will be given. Documentation and

record of each attempted call will be written down. The school will call all contacts on the child's contact list until an approved person on the child's list has been verbally spoken to about the child. Children must be picked up for the day if they have a fever of 100 or higher or show signs of a contagious communicable disease such as, but not limited to a rash, diarrhea, vomiting, or sore throat.

#### **Minor Injuries at school**

If a child has been minorly injured at school an accident report will be logged in Brightwheel in the child's file. Parents will be able to see all notes, pics and incidents on Brightwheel at all times. Also, for all minor injuries staff will follow first aid steps taught by an approved training class from Bright from the Start. The first aid box will be labeled and located in the director's office on the wall and one is located outside on class porch!

#### **Serious Injuries/out of ordinary situations and communicable disease protocols**

Bright from the Start will be contacted if anything happens to a child at our school that needs follow-up medical attention, or for any out of the ordinary situations that might occur at our school. If there is a communicable disease going around, the

director will email, or if needed send home a letter to all parents and post on the class door if necessary.

An incident report will be made for all injuries in Brightwheel. Our school will follow the communicable disease chart when making decisions on when your child may return to school from being sick. Although, with some sicknesses your child may return to school if he or she has been fever free for 24 hours. The communicable disease chart will always be posted at the school in the lobby area the school will provide parents with a copy if needed.

**\*\*\*Protection of children inside the facility in the event of severe weather and evacuation of the building in the event of fire, gas leak, bomb, and physical plant problems:**

All our emergency plans have been developed and posted for parent viewing in our lobby waiting area outside of the director's office on the bulletin board. Parents are to communicate with the director if there are any questions or concerns when enrolling or registering their child for our program or throughout their child's participation in our program.

**Special Procedures to be followed in the caring for a special need's child:**

Our School will never deny the rights of a special needs child to receive care and learning at our facility; however, it is each parents' responsibility to provide all



necessities our school does not have, and equipment needed for a child with special needs. Although, Tree of Life Learning Center will provide access and departures for children with wheelchairs. Currently, Tree of Life Learning Center is a small childcare program. Therefore, some special needs children might need more than 1 or 2 people to care and teach them. We will remain in compliance with the Americans with Disabilities Act, and a reasonable effort will be made to accommodate the child's needs and to integrate the child with other children. These accommodations must be in writing and the result of a mutual agreement between the Center and the Parents of the Child with Special Needs. The agreement shall be made in connection with the child's enrollment or at the time that the special need becomes apparent to the Center or the Parents. Our school will require written instructions and a plan of care for your child if they are special needs from your child's doctor. If our school feels like a child does not have what he or she needs to be safe and successful in their learning environment, we will meet with parents and try to find a solution and follow the advice of the child's doctor. It is our schools' best interest to keep each child safe while in our care and our facility. Therefore, parents will need to be supportive and provide everything we need to keep their special needs child cooperative and safe. This might include equipment, learning tools, or a volunteer helper to help assist us with your special needs child.

**Articles parents need to provide/lost articles.**

Parents need to provide a change of clothing in a gallon size zip lock bag labeled with child's name on it, diapers, pull-ups or underwear if potty trained. Also, each child will need to bring diaper cream labeled child's first and last name on it if needed, baby wipes, sunscreen if needed during warmer months labeled with child's first and last name and must not be expired. Clear book bags are required. We don't allow any book bag that is not clear . We use gallon size Ziplock bags to store belongings in cubbies. This is for the safety of all children. We need to be able to see what is in each child's bag to protect all children from getting into bags and not knowing what is in them. We need children to bring a jacket during cold months for outside. Also, we expect parents make sure their child comes to school with safe tennis shoes on for the playground and for outside activities as well. We do allow crocks or water shoes during warm months. If a child dresses up and has dress shoes on, an extra pair of tennis shoes will need to be provided by the parent. No sandals, dress shoes, flip flops, or shoes that keep a child from walking and running normal on the playground are allowed. Our school will not allow children to play on any equipment or run with shoes that are not safe. They will have to sit down and do a safe activity, but we will call parents to see if extra shoes can be brought to school. Parents need to know that our school will not be responsible for items lost such as toys, jewelry or belongings, because most of items listed are not allowed;

however, we will have a lost and found box. Necklaces are not allowed at the school, it is a choking hazard when playing..

### **Toddler Safety First Policy**

Our program emphasizes highly on protecting each child in our program from dangers that can cause harm such as choking hazards and other injuries.

Therefore, we will not have toys or certain art materials a toddler can choke on in the classroom such as crayons, small toys that a child can fit in their mouth, tacks, paper clips scissors, shoe-laces off the shoes, string, yarn, necklaces, scarves, jewelry, or anything that a child would put around their neck. We decided our center will not use crayons for the toddler program, because young toddlers break crayons and put pieces in their mouths. Therefore, we will use washable markers with marker lock board, colored pencils, pencils, or non-toxic paint. We expect children to not bring in any stuffed animals, or toys unless written permission has been given by the school administration. Our teachers will check out art materials that are safe for our toddlers as needed for children to create. No medications, lotions, chap stick, perfume, or anything toxic is to be put in a child's cubby or zip lock bag. It will be sent to the office if it comes into the classroom and sent home immediately that day.

### **HAND WASHING POLICY**

Our program requires children and staff to practice good hygiene and to avoid the spread of germs. Children's hands shall be washed with liquid soap and warm running water:(a) Immediately upon arrival for care, when moving from one child care group to another, and upon reentering the child care area after outside play(b)Before and after eating meals and snacks, handling or touching food, or playing in water;(c)After toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood;(d)After contamination by any other means; and (e)Washcloth handwashing is permitted for infants when the infant is too heavy to hold for handwashing or cannot stand safely to wash hands at a sink and for children with special needs who are not capable of washing their own hands. An individual washcloth shall be used only once for each child before laundering.

### **Animal restrictions**

Animals are not to be brought into our facility or outside of our facility unless approved by the director. There are rules and regulations required per Bright from The Start Early Care and Learning. (1) Control of Animals. Animals shall be controlled to assure that proper sanitation of the premises is maintained, and animals are not a hazard to the children, Personnel or visitors at the Center. No animals, such as but not limited to, pit bull dogs, ferrets, and poisonous snakes, which may have a vicious propensity, shall be permitted on the Center premises at any time

there are children on the premises. Horses or other farm animals shall not be quartered on any property over which Center Staff exercises any control that is located within five hundred (500) feet of the building in which the Center is located. (2) Confinement. All animals shall be confined in pens or covered areas except for specific teacher-directed learning experiences. Animal pens and confinement areas shall be kept clean. (3) Vaccinations. Animals shall be properly vaccinated, and documentation of the vaccinations shall be maintained at the Center.

### **Posted notices.**

All our posted notices required by Bright from the Start Early Care Learning are the following: our daycare exemption certificate, copy of exemption statement to parents, review of our, communicable disease chart, statement of parental access, names of persons in charge, emergency plans for severe weather and fire and statement for visitors. We have all our required postings displayed on the bulletin board near the director's office in the lobby area and can make copies for parents if needed. Please let us know if you ever have any questions or concerns.

### **Communication/Photos/videos**

It is very important for parents to communicate to the Director if there are any problems and concerns. This can be done verbally or through Brightwheel. . Parents will not be permitted to take photos or videos of any child in the building unless it is their own child, and we expect parents to be mindful of social media postings pertaining our school. We expect parents and guardians to respect our school and children enrolled by protecting everyone's privacy rights. Please be discrete in the things posted on social media pertaining to our school to protect private information. Please be aware of our school's confidential information. Please do not take pictures of other children unless their parents have given permission to do so. Also, the school staff will only post pics of students, progress of learning or special class videos on the school website or on Brightwheel only. If parents select we have permission to do so, then we will. Otherwise, we won't post anything without parent consent.

**TREE OF LIFE LEARNING CENTER LLC**

**PARENT POLICIES AND PROCEDURES SIGNATURE DOCUMENT.**

I \_\_\_\_\_ (parent/guardian of  
\_\_\_\_\_ have read Tree of Life  
Learning Center's Policies and procedures for my child's  
education program. I agree to follow all policies and  
procedures and I acknowledge these policies and  
procedures

today on \_\_\_\_\_ (Date)

Signature of Parent/Guardian

\_\_\_\_\_