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**Dear Family,**

**Thank you and welcome to Reaching for the Stars! I am thrilled you have chosen us to work with as a partner in your child’s development for life skills.**

**At Reaching for the Stars, we cherish each moment as an occasion for children to grow and live their best lives. You will be pleased at your child’s development. From physical, social emotional, cognitive, language and approaches to learning. Our curriculum is based off creative and high scope. Being able to learn threw though play; play, build and create.**

**Without your assistance, we can’t be successful during this journey! At Reaching for the Stars, we will build a co fostering relationship with you to boost your child’s learning experiences and life skills. Our TEAMWORK program extends our curriculum outside the classroom and into your homes.**

**This is a stimulating period for you and child/ren. Please review our childcare program handbook and familiarize yourself with our program and values. We highly believe that you will find that Reaching for the Stars is a special place in the community and your family.**

**Here is to the start of “Specializing in essential cognitive skills for life skills”!**

**Respectfully,**

**Tea Anthony, *Owner & Director of Reaching for the Stars***

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**PARENT & GUARDDIAN RESPONSIBILITIES**

Reaching for the Stars recognizes that as a parent or guardian, you are the most important partner in your

child’s education. Your involvement is essential to your child’s educational success. As a parent or

guardian, you are responsible for:

• Communicating to your child that education is important.

• Ensuring your child attends school regularly and arrives on time.

• Providing reasons for absences and tardiness to your child’s teacher.

• Informing the school of changes in your address or telephone number.

• Ensuring the school has current emergency contact information.

• Ensuring that your child has all required well child/well baby check-ups and immunizations

within the required time frames.

• Attending parent conferences, participating in parent committee meetings, home visits, and

activities at the school.

• Knowing the discipline guidelines as stated in this handbook, the behavior expectations of your

child’s classroom and discussing them with your child’s assigned teachers.

• Conducting yourself in a respectful manner, modeling appropriate behaviors for your child.

• Completing Communication Folder Take Home Activities, collaborating with your child’s

teacher/parent educator to complete the Ages and Stages Questionnaire, and establishing

individual curriculum plan goals (ICP) for your child.

• Partnering with your child’s teacher to establish and make progress toward

your Family Partnership Agreement Goals (FPA).

• Communicating your child's needs and family’s needs, and sharing concerns in a

professional manner.

Reaching for the Stars is a drug and alcohol-free campus. Parents and/or family members who appear under

the influence of drugs or alcohol may be addressed by a staff member and assessed for drop off

and pickup of a child. Substance use concerns will be addressed with a parent and if there is a

safety concern may result in staff following Reaching for the Star’s Child Abuse and Neglect Repo

**MISSION**

Reaching for the Stars exists to provide a concentrated learning experience for children from six weeks to 13 years of age. Our focus is to provide a stimulating early care and education experience which promotes financial literacy, traditional literacy, context knowledge, sign language, cognitive skills & as well as learning through play!

**VISION**

The vision of Reaching for the Stars to be a global leader in childhood education is to prepare one child at a time for their future life. Reaching for the Stars professional and highly motivated staff foster a relationship with the parents to encourage children to reach for the stars and achieve their full potential.

**PHILOSPHY**

I strongly believe that having a good balance of cognitive skills and play is essential. In the primary years of childhood. These core skills your brain uses to think, read, remember, reason and pay attention. With these components working together, children take incoming information and move it into the bank of knowledge. Cognitive skills are what you use in your everyday life, work and school. While learning through play is a major component of the curriculum. The importance of play has effects on social, emotional, cognitive, physical and motor domains of development. Allowing children to be able to explore, build and create. I strongly believe that both cognitive skills and playing through exploring is significant for a child alone with the environment. Having ample space, manipulatives and being able to take your time in order to make real life connections. Children can actively explore the world around them with the essential tools. They have an opportunity to use a variety of art materials, manipulative, and stem-based activities. Ensuring the focus of the center “Specializing in cognitive skills for life skills”

**HOURS & LOCATION**

Reaching for the Stars sites are open Monday through Friday from 7:00 am to 9:00 pm. Your child’s arrival and departure times may vary from site to site depending on the selected program option. Reaching for the Stars has an open-door policy. We encourage parents to visit the program and be involved in their child’s classroom. To maintain a safe, secure environment for children and staff, all guests are asked to show id and do a background check.

**PARKING**

Parking is available for parents in front of the house where there are loading signs for pick up and drop off.

**ATTENDANCE**

Attendance and punctuality play a key role in the success of your child. Regular attendance supports your child's learning by ensuring that your child has every opportunity to be exposed to each learning activity. At Reaching for the Stars our goal is for all children to have an attendance rate of 90% or better. Chronic absenteeism or tardiness in early childhood also establishes poor behavior for later school attendance in elementary school. If you arrive late, you will need to call, text or apply in the childcare application.

**CURRICULUM & ASSESSMENTS**

Reaching for the Stars uses a Creative and High Scope Curriculum. Gathering information about your child and family goals and needs. The information is used to assist us in meeting your family’s individual needs. Your child and information are kept confidential and is only shared with those directly involved with you and your child. If you would like to see your child/family records, please see Tea Anthony. Reaching for the Stars will not share information regarding your family outside the agency without a written release.

**VOLUNTEER**

**FAMILY ENGAGMENT**

Becoming involved in your child’s education will promote your child, their behavior, and you! Reaching for the Stars recommends a variety of family engagement opportunities throughout the school year including family literacy nights, agency events like the annual Walk for Children, and site events, such as Black History, Week of the Young Child activities and end of the school year events. Parent Orientation Prior to your child’s first day of attendance or participation in Reaching for the Stars program, you will be provided an orientation and an opportunity to visit the program with your child and family. Parent Teacher Conferences provide a chance to discuss each child’s developmental accomplishments and growth opportunities. You will receive at least two Parent Teacher Conferences each school year. For families that are co-parenting, we encourage a joint conference. If preferred, we will schedule two separate conferences.

Company name

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**GENERAL INFORMATION**

Reaching for the Stars is licensed by the State of Wisconsin, Department of Children and Families ([www.dcf.wisconsin.gov](http://www.dcf.wisconsin.gov)). I am licensed to care for no more than eight children at any one time. I am visited by licensing yearly or regularly to ensure that I meet licensing standards.

Childcare services are available without discrimination based on sex, race, color, creed, disability, sexual orientation, national origin, or ancestry.

Childcare services will be provided between the hours of 6:00 AM and 10:00 PM, Sunday through Saturday January through December. No service will be provided on New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. All regular fees will be charged for these holidays. If a holiday falls on a Saturday, Reaching for the Stars will be closed the previous Friday. If a holiday fall on a Sunday, we will be closed the Monday following.

I will post the following items for your review:

* License certificate.
* Any stipulation, condition, or exception that affects the license.
* Results of the latest monitoring visit (Noncompliance Statement and Correction Plan or Compliance Statement).
* Any enforcement action—order, forfeiture, temporary suspension, denial or revocation—issued by the Department as soon as it is received. These items will remain posted until the violations have been verified as corrected and the action is closed.
* Center policies.

Reaching for the Star’s procedure to ensure that the number, names, and whereabouts of children in care are known to the provider using the daily attendance sheets. Parents will receive a parent handbook and pamphlet, "Your Guide to Regulated Child Care" which is a summary of childcare licensing regulations, as part of an enrollment packet.

Reaching for the Stars has an open-door policy for parents and guardians are welcome to visit at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, I will need a copy of the order. Please understand that I cannot legally limit access to a parent if there is not a copy of a court order on file at the center.

Reaching for the Stars is required to maintain a current, accurate written record of daily attendance for all the children. Please assist me in meeting this requirement by signing your child(ren) in and out of the center on the required Daily Attendance Record.

Children will only be released to people listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child, I need to be notified in writing a on paper beforehand or in a text message that you will save on your phone. TEXT OR NOTE all in advance. The person picking up the child may need to show a driver's license or other picture ID.

I will walk children who attend school at Auer Avenue to and from the center in the morning and after school. If parents wish to allow a school-age child to leave or arrive at the center unescorted, they must provide written authorization for this activity. School-age children who leave the center unescorted must be traveling to their home, school or another activity where adult supervision is present. Parents may use the form “Alternate Arrival / Release Agreement – Child Care Centers” to provide this information to the center.

If the parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While I cannot legally withhold a child from the legal guardian, I will not hesitate to call the local authorities if I feel the child is in danger.

It is important that we communicate daily concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please collaborate with me to arrange a convenient time to talk on the phone at naptime or in the evening so we can give the issue the attention it deserves. To foster communication, on a regular basis Reaching for the Stars provides scheduled conferences, written newsletters and a parent bulletin board.

To protect each family's confidentiality, Reaching for the Stars will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information. Parents or guardians have access to their own child(ren) records.

Reaching for the Stars is covered by liability insurance for the premises.

Reaching for the stars is covered by liability insurance for the business operations.

All childcare providers are mandated reporters of suspected child abuse or neglect. If a childcare provider suspects a child has been abused or neglected, that provider is required to report the abuse or neglect to Child Protective Services 414-220-7233. Each childcare provider and substitute will receive training at least every 2 years in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

No person may carry weapons while on the premises of the childcare center during licensed hours. Signs are hung at the door and communication wall. Providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

**ENROLLMENT AND DISCHARGE OF ENROLLED CHILDREN**

All children will be enrolled for a trial period of 3 days. During the trial period either the provider or parent may terminate childcare without advance notice.

Parents must meet with me to discuss their child's specific needs and to review program policies. I will make a reasonable accommodation for a child with disabilities as specified under the Americans with Disabilities Act.

The following items must be completed and returned to the center by the first day of attendance.

* *Child Care Enrollment*
* *Heath History and Emergency Care Plan*
* *Alternate Arrival / Release Agreement – Child Care Centers*
* *Intake for Child Under 2 Years – Child Care Centers*
* *Transportation Permission – Child Care Centers*
* $25 registration fee
* Parent / Provider agreement

I will inform you of any updates that are needed and give you 1-3 days to submit the updated forms.

The following items must be completed and returned to me within 7 days.

* *Child Health Report – Child Care Centers*
* *Day Care Immunization Record* or an electronic record of your child's immunizations
* *Any other forms parents may feel is necessary to have.*

Children may be enrolled on a full-time basis (30 hours per week or more), or a part-time basis (less than 15 hours per week). No child may be regularly enrolled for less than 3 days.

Drop-in Care: I accept children for drop-in care if prior enrollment arrangements have been made and space is available.

A child may be discharged from the center for reasons such as, but not limited to:

* Failure to pay fees on time (grounds for immediate termination, without advance notice).
* Lack of parental cooperation.
* Inability of childcare program to meet the needs of the child. I will consult with the parents concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
* Repeated failure to pick up the child at the scheduled time.
* Failure to complete and return required forms.
* Failure to comply with the terms of the childcare contract.
* And for another reason, you can terminate at will.

I will give 14 days’ written notice of my intent to discharge a child and try to inform parents of local resources that may be of help to them, except when the discharge is due to parent's failure to keep current with fees owed. Should the parent remove the child during the notice period I initiate, fees will not be charged for the remaining unused days.

Parents must give 30 days’ written notice of their intent to withdraw from the child(ren) and will be required to pay for those 14 days whether or not children continue to attend. All fees need to be paid during the notice period.

**PAYMENTS AND REFUNDS**

Fees are to be paid in advance on Friday for the following week's services. If there will be a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Registration / Enrollment fee: A registration / enrollment fee of $25.00 must be paid within one week of the start date.

I will establish a regular rate based on your child's hours of enrollment. Additional fees will be assessed for additional hours if care is part-time, or hours exceed 30 hours per week.

A full-time rate is offered for children who will be in care for hours or more, 30 hours 5 days per week.

An hourly rate is charged if children attend fewer than 3 days, or fewer than 15 hours per week.

There will be an extra fee assessed for late payment or late pick up of a child.

There will be no reductions for additional children from one family. I am limited in the number of children that I may care for at one time.

No refunds will be given for days when children do not attend due to illness or other reasons.

See the attached RATE SHEET for current fees,

**CHILD AND PROVIDER ABSENCES**

**Child Absence**

If your child will not attend on a regularly scheduled day, please let me know within two hours before your child’s scheduled arrival time. The cut off time for first ft children to get dropped off is 9:00 am. Second shift cut off time is 3:30 pm.

If a child who is scheduled to arrive at the center does not arrive within 30 minutes after the specified time on the written agreement signed by the parent, and I have not been notified in advance of the child’s absence, I will attempt to contact the parent or guardian to determine the child’s whereabouts. All attempts, whether successful or unsuccessful, will be documented.

If a child is expected to arrive at the center from someplace other than home (e.g., school, head start, etc.) and does not arrive as scheduled, I will immediately attempt to contact that facility, and the parent, if necessary, to determine the child’s whereabouts.

**Provider Absence**

Vacation:I will take 2 weeks of vacation each year. For 2 weeks, I will charge. For 2 weeks I will require payment. I will let you know of this time off at least 14 days in advance so you and your family can make alternate arrangements.

Illness:If I or a household resident become ill, I will notify the parents of all regularly scheduled children no later than 5 AM that the center will be closed. Regular fees will be charged when I am closed because of an illness.

Unplanned absence: In case of an emergency that requires my immediate attention, I will call Raquel Ivory. My emergency back-up person has been trained in Shaken Baby Syndrome prevention and will come to the center to stay with the children during my absence. Parents will not be called to pick up their children as soon as possible and should do so within 30 minutes of receiving the call. Each time an emergency occurs, I will provide my emergency back-up person with a brief orientation immediately before being left alone with the children. The orientation will include all the following:

* The names and ages of children present.
* Arrival and departure information for each child including the names of people authorized to pick up the child.
* The location of the children’s files including emergency contact information, consent for emergency medical treatment and any special health care needs.
* The procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age.

Regular fees will be charged when I am closed because of an emergency.

Planned absence: In the event that I am scheduled to be gone, Mary Keith or Kyra Allen will act as my substitute. My substitute has received Shaken Baby Syndrome prevention training. Before my substitute or any other provider required to meet the staff-to-child ratios begins to work with the children, I will provide them with an orientation. Completion of the orientation will be documented on a form provided by the Department of Children and Families and placed in the employee file. The orientation will include all of the following:

* Names and ages of all the children in care.
* Current arrival and departure information for each child including the names of people authorized to pick up the child.
* Review of children’s records including emergency contact information.
* Specific information relating to child’s special health care needs including medications, disabilities or special health conditions.
* Procedures to reduce the risk of sudden infant death syndrome.
* Overview of the daily schedule including meals, snacks, naps and any information related to eating and sleep schedules of infants and toddlers.
* Review of center’s procedures for dealing with emergencies.
* Procedure for reporting suspected abuse and neglect of a child.
* Plan for evacuating sleeping children if night care is provided.
* Procedure to contact a parent if a child is absent from the center without prior notification from the parent.
* Review of center policies required under 250.04(2)(e).
* Review of chapter DCF 250 Family Child Care Centers.
* Review of DHS 12.07(1) regarding caregiver reporting requirements.

**HEALTH**

**Child Illness / Injuries**

Do not bring your child to childcare if ill. The following are examples of children who are ill:

* A temperature of 100 degrees F. or higher
* Vomiting or diarrhea has occurred more than once in the past 24 hours.
* A contagious disease such as chicken pox, strep throat, or pink eye
* An unidentified rash
* Has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness.
* Has a constant, thick, colored nasal discharge
* Pink eye
* Swelling in the face or any body part
* Bed Bug Bites
* Wing Worm
* Any symptoms of COVID-19 (Temperatures will be checked at the door or randomly throw out the day)
* Or anything else that may be contagious to any other person.

If a child should become ill while at the center, parents will be contacted immediately. Sick children will be isolated within my sight or hearing and made as comfortable as possible. Children should be picked up within one hour. If the child is not picked up within one hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the center when they are symptom free, have been appropriately treated or have been given medical approval to return to childcare. I will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from childcare as adapted from the Department of Health Services, Division of Public Health.

I will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department and to parents of all enrolled children. Parents of all enrolled children will be notified when their child has been exposed to an illness other than a communicable disease.

I have received training in first aid. I will follow standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible. I have a current certification in infant and child cardiopulmonary resuscitation (CPR) including training in the use of an automated external defibrillator (AED).

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be notified. About the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to St. Joseph’s Hospital located at 5000 West Chambers Street Milwaukee, WI 53210. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. If possible, I will ask that your child be taken to the emergency medical facility that you designated on the child enrollment form.

All medication administered, accidents or injuries occurring during the time the child is in my care, marked changes in behavior or appearance and any observation of injuries to a child's body received outside of my care will be entered into the center's medical logbook. As a licensed childcare provider, I am required to report suspected child abuse or neglect to the local authorities.

I have not been authorized by the licensing agency to provide care for mildly ill children.

**Medications**

I will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with child's name, dosage, and administration directions. I will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. Blanket authorizations, such as dispensing pain relievers at my discretion, are not allowed.

Prior to applying sunscreen or insect repellant to a child, I will obtain a written authorization from the child’s parent. The authorization shall include the brand and the ingredient strength.

**Smoking**

Smoking is not permitted on the premises of the center during licensing childcare hours.

**Sudden Infant Death Syndrome (SIDS)**

To reduce the risk of SIDS I will do the following:

* **Children under one year of age:**
  + Child will be placed to sleep on his or her back in a crib unless the child’s physician authorizes another position in writing.
  + Child will not sleep in a crib or playpen that contains materials such as sheepskins, pillows, fluffy blankets, bumper pads or stuffed animals.
* **Children under two years of age:**
  + Cribs and playpens shall contain a tight-fitting mattress and any mattress covering shall fit snugly over the mattress. Waterbeds may not be used.
  + Sheets or blankets will be tucked tightly under the mattress and shall be kept away from the child’s mouth and nose.
  + If a child falls asleep in a swing or car seat, the child will be removed from the swing or car seat and placed to sleep on his or her back in a crib.

**NUTRITION**

I will follow USDA guidelines when planning our menus. Parents providing their own children's meals and snacks will be informed writing of the USDA nutritional requirements.

No child will go without nourishment for longer than 3 hours. I will offer the following meals and snacks to all children in attendance at the times identified in the daily schedule.

Breakfast

A.M. snack

Lunch

P.M. snack

Dinner

Text

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If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the center in writing.

Any special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child’s physician and upon the written request of the parent.

Weekly records of meals and snacks are available for your review Weekly flyers are posted on the parent’s bulletin board

Reaching for the Stars participates in the USDA Child and Adult Care Food Program. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School-aged children will be offered an afternoon snack upon arrival from school.

Children younger than 12 months must be served formula or breast milk unless written directions are on file from the child's health care professional. I will not provide formula. All bottles and commercial baby food must be labeled with your child's name.

**DAILY ACTIVITIES**

I do not include religious instruction or practices in my daily activities. We do not offer prayers before meals and snacks. We do not offer a religious education program or curriculum.

We will recognize or acknowledge the following occasions: New Years, Martin Luther King’s Birthday, Black History Month, Valentine’s Day, St. Patrick’s Day, Easter, Good Friday, Memorial Day, Mother’s Day, Father’s Day, Juneteenth, Independence Day, Rosh Hashanah, Halloween, Thanksgiving, Kwanza, Hanukkah and Christmas.

I plan activities according to the age and developmental level of each child in care and provide children with a variety of experiences. The daily activities include a flexible balance of indoor and outdoor activities, active and quite play, and individual and group activities. The activities provided will expose the children to a variety of cultures and will encourage the children to use and develop language and literacy skills, use large and small muscles, think creatively, learn new ideas and skills, and participate in imaginative play. The activities are designed to provide protection from excess fatigue and over stimulation and to ensure that each child can be successful and feel good about himself or herself. Some of the activities include:

* Language development: e.g., Books, music, story time, fingerplays, flannel board stories
* Large muscle skills: e.g., Balls, hula hoops, bean bags, swinging, outdoor play
* Small muscle skills: e.g., Arts / crafts, stringing beads, pegboards, blocks
* Creative expression: e.g., Dramatic play, puppets, music / instruments, flannel board
* Self-help skills: e.g., Assist with mealtime preparation, dress self for outdoors
* Literacy skills: e.g., Books, story board, alphabet and writing games

PLAY is the major component of our program. Children are able to play, build and create. Enough time, materials and space will be provided for children to actively explore the world around them. Children will have an opportunity to use a variety of art materials and manipulative and housekeeping equipment.

Infants and toddlers (children under two years of age) will have a flexible schedule which reflects the child's individual needs. They will be given individual attention including lots of time for talking. The body position of non-mobile infants and their location in the center will be changed frequently. I will provide safe, open spaces for children who are creeping and crawling. Infants and toddlers will be encouraged to play with a wide variety of safe toys and objects.

School-age children will have a quiet place to study or relax, access to appropriate materials and activities and will have ample time for large muscle activities and to participate in food preparation.

Children, including infants and toddlers, will go outdoors daily when the weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

* Heavy rain
* Temperatures above 90 degrees F.
* Wind chills of 0 degrees F. or below for children aged 2 and above
* Wind chills of 20 degrees F. or below for children under age 2

There is an outdoor play space on the premises of the center. Trampolines and inflatable bounce surfaces on the premises may not be accessible to or used by children in care.

I do not have a swimming pool on the premises.

The center will not use wading pools for the children.

Rest or naptime will be provided for all children younger than five years of age who are in care for more than four consecutive hours. Children who do not sleep may get up after 30 minutes, and children who awaken early will be allowed to get up when they awake. I will help awake children find appropriate activities.

Children under one year of age will sleep in a crib or playpen. Children over the age of one year will sleep in a Playpen. The provider will launder the bedding / sleeping bag after every five uses or sooner if necessary.

I will allow children to watch G-rated television including DVDs. Children may bring DVDs from home. The children will be allowed to watch television under the following situations: The program My baby Can Read or related to weekly lesson plan. Or if a visitor may need it for their own personal needs, educational purposes only. Children are not required to watch television for no more than 30 minutes when allowed to watch.

Field trips: We occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. Using the Daily Attendance Sheet for keeping track of the children and or childcare application.

See attached SCHEDULE OF DAILY ACTIVITIES.

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**CHILD GUIDANCE**

Children will be taught TEAM behavioral expectations to ensure a positive learning environment. Teachers will redirect children, use Active Supervision strategies, such as positioning themselves so they can observe play, anticipating potential behaviors, and giving children choices. Children's behavior will be guided by setting clear limits or rules for children. I will talk with children about expected behaviors and model those behaviors consistently for them. I will state positively what children can do, using specific terms (e.g., "you need to walk" rather than "don't run"). Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

I understand that there will be times when a child will become distraught, fussy or won’t quit crying. My first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child just needs some extra time and attention. I understand that crying is normal, and that all babies will have times when they cannot stop crying. At these times, I will stay calm and will do whatever I can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when I need your advice or assistance, and I won’t hesitate to call you if I feel that it is necessary.

I use “time outs” to deal with unacceptable behavior. A "time out" or "take a break" may be used when other techniques have not been successful. A time out will be used to remove a child from a situation that has gotten out of control before a child can hurt himself or others. Time outs will never exceed five minutes and will not be used with children under three years of age. When used, the time out will immediately follow the behavior. I will stay with the child and talk about what behavior was unacceptable, and what else s/he might have done or said instead. Rather than use a specific time-out chair or corner, I will have the child "take a break" near the others so the emphasis is on relaxation /cool down rather than isolation and punishment. The child will be praised after completing the time out and will be helped to rejoin the group.

I recognize that no single technique will work with children every time. If a child exhibits unacceptable behavior, I will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and /or discharge of the child from care.

In accordance with DCF 250 Licensing Rules for Family Child Care Centers, actions that may be psychologically, emotionally, or physically painful, discomforting, dangerous or potentially injurious are prohibited. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment on the child; verbal abuse, threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

**TRANSPORTATION**

I do not provide transportation. Public transportation is not used for field trips.

**PET**

Reaching for the Stars does not have pets on the premises. Prior to adding pets to the center, I will notify parents in writing.

If your child has pet allergies, please inform me verbally and also be sure to write them down on the Health History and Emergency Care Plan under the non-food allergies section.

**EMERGENCY PROCEDURES**

Fire drills shall be practiced with the children monthly. In addition, tornado drills shall be practiced with the children monthly during the tornado season which is April through October. Completion of all practice drills will be documented.

In the event of a lost child, I will check all areas of the center. If the child cannot be found, the child's parents and / or emergency contact and the police will be notified immediately. I will notify the Department within 24 hours after the occurrence.

In the event of a tornado warning, the children will be taken to the basement. Blankets and a portable radio and flashlight, with extra batteries for both, are always kept in the tornado shelter area. The attendance form and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for, and all families notified. Children will be assembled at the corner house 2353 of 26th and Auer.

If we are unable to re-enter the building after a necessary evacuation, I will take the children to the corner of 26th and Auer and contact the parents to come and pick up the children.

If the center should lose the use of heat, water or electricity before the center opens, I will be closed.

If the center should lose the use of heat, water or electricity while children are in attendance, I will contact the parents to pick up their children and will be closed until farther notice.

In the event that local schools close due to severe weather, the center will close. Parents will be contacted to pick up their children within the hour.

In the event that the center receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), law enforcement and the parents will be immediately contacted to advise them of the threat. Depending on the nature of the threat, evacuation and/or closure or lockdown may be required.

Night care: I am licensed to provide care between the hours of 9:00 p.m. and 10 p.m. My plan for evacuating sleeping children between those hours is waking children and relocating to a safe place that will be provided to each parent during the time of incident.

**Grievance Procedures**

Reaching for the Star’s goal is to co foster a partnership with you to ensure your child and family are reaching their optimal potential. We understand that your child is your most prized possession, and we are thankful you have entrusted the staff at Reaching for the Stars as your partner to prepare your child for school. Your inputis always welcome.

**ITEMS TO BE PROVIDED**

**Parent Provided Center Provided Items**

Disposable diapers

Baby wipes

Lotions

Labeled sheet and blanket

Sleeping bag / mat

Bottle for water, formula, and / or milk

Full change of clothing including underwear and socks

Sunscreen

Insect repellent

Clothing suitable for outdoor play for each season

Crib or playpen

Car seat or booster seat

Face Mask

**Provider# 1000589891**

**Facility# 2004531**

***Reaching for the Stars***

***Price List and Rates***

ANNUAL REGISTRATION FEE: $25.00 PER FAMILY **(**909) 559-1744 reachingforthestars2019@gmail.com

***WE FEATURE HOURS OF OPERATION:***

-“My Baby Can Read “ **Monday** - **Friday** 6:00am – 10:00pm

-Organic Snacks **Saturday & Sunday (ask for availability)**

-Educational Field Trips

-Financial Head Start

-Drop-In care by the hour or day *Last drop-in is 2 hours before closing!*

-School Holidays *We are open most Holidays!*

***DROP IN/ PART TIME:***

HOURLY: $12.00 an hour for infants (Reservation Required) $11.00 an hour for Toddlers $9.00 an hour for children

***PREPAY DROP IN HOURS****: (This is a great option for last minute and occasional care, you have all month to use prepaid hours)*

***Hourly 15 hours Weekly Rates (30 hours)***

INFANT: $7.86 $150.00 $300.00

TODDLER: $7.14 $140.00 $272.00

PRESCHOOL: $6.83 $130.00 $260.00

SCHOOL-AGE: $6.29 $120.00 $240.00

***DAILY:***

Includes meals, snacks, and drinks- Drop off as early as 6:30 am Pick-Up as late as 6:30 pm; Drop in rates apply after 6:30pm

Child: $60.00 / Toddler: $70.00 / Infant: $90.00 (Infant Room is open M-F until 6:30pm w/ reservation / No extended care)

**Meals and snacks are available for purchase at any time for our Drop-In’s Meals $3.75 Snacks $1.25**

***WEEKLY*:** THESE PACKAGES ALLOW FOR EVENING AND WEEKEND CARE / YOUR CHILD WILL BE INCLUDED IN SAME CURRICULUM

Toddler Part Time $155.00/Up to 28 hours per week Toddler Full Time $185.00/Up to 50 hours per week

Children Part Time $135.00/Up to 28 hours per week Children Full Time $165.00/Up to 50 hours per week

***Please note: You make your own schedule with these weekly packages. You may change your schedule each week.***

***INFANT CARE:*** Monday – Friday 6:30am until 6:30pm / Infant Room Closes at 6:30pm / No Nights or Weekends for this age group.

(Call for Availability) Full Time: $195.00 Partial Week: 3 Day $160.00 2 Day $140.00 (PT requires a set schedule)

***TODDLERS*:** Monday – Friday 6:30am until 6:30pm (drop-in rates apply after 6:30pm) Includes Lunch/Snacks

Full Time**:** $165.00 Partial Week: 4 Day $150.00 3 Day $140.00 - 2 Day $120.00

***PRESCHOOL*:** Monday – Friday 6:30am until 6:30pm (drop-in rates apply after 6:30pm) Includes Lunch/Snacks

Full Time: $155.00 Partial Week: 4 Day $140.00 3 Day $130.00 2 Day $120.00

***SCHOOL-AGE:*** Monday – Friday 6:30am until 6:30pm (drop-in rates apply after 6:30pm) Includes Lunch/Snacks

Full Time: $155.00 Partial Week: 4 Day $140.00 3 Day $130.00 2 Day $120.00

**\*\*\*PAYMENTS ARE DUE IN ADVANCE. THERE ARE NO REFUNDS\*\*\***

**THERE ARE LATE FEES**

Fees are to be paid in advance on 7 days for the following week's services. If there is a third-party payment, as from an employer or the county, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts.

Fee for late payment. If a payment is more than 3 days late, including weekend days, a mandatory daily fee of $30 will be charged for each day payment is not made. This fee will be charged for each day payment is not made (including the 3 days already past due).

Fee for non-sufficient funds (NSF) or overdrafts. You will be charged an additional fee of $25 if your check does not clear the bank.

The financial terms will be finalized upon signing of the parent-provider contract.

If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract and agree to be bound by all financial terms.

Families will receive a minimum of 30 days’ notice when a rate increase is planned.

**SCHEDULE OF DAILY ACTIVITIES**

***The Daily Activity Schedule***

***6:00 – 9:00 am Breakfast***: Healthy & Nutritious for children who arrive early in the morning (hands are washed before and after eating) \*after breakfast free time until Group Time

***7:30 am Bathroom Break/ Diaper check or change if needed***

***9:00 am Group Time*** ~Morning Board: Days of the week, months, weather, seasons, time, numbers, letter & words, colors, shapes (Finger-play, Rhymes and other learning games)

***9:30 am Exercise ~*** Run in place, jumping jacks, bike exercise, jump rope in place, set ups, etc

***10:00 am Music***: Art project to coordinate with weekly theme, letter/number of the week and book of the week

***10:30 am*** ***Free Play***

***10:45 am Snack Time***: Healthy and Organic ~ Coordinates with our weekly theme sometimes (hands are washed before and after eating)

***11:00 am Restroom Break*** \*if needed or potty training/ diaper

***11:15 am Active Story Time***: book of the week ~ Children can participate through actions, movement and being part of the story

***11:30 pm Large Motor Skills Activities***: Creative Movement ~Egg Race, Hula Hoop, Red light Green, Hopscotch, Head Shoulder Knees and Toes, Pop Goes the Weasel, Follow the Leader, Ring around the Rosie, playing outside and visiting places

***12:00 pm*** ***Free Play***

***12:30 pm Prepare /a Well Balanced Lunch***: include a main course and at lease two sides. Made of 3-4 food groups (hands are washed before and after eating) \* use the restroom if needed or potty training after eating

***1:30 pm Relaxing/ Resting Period***: Children lay on mats or play pins listening to quite lullabies while they rest. Older children can do quite activities \* use the restroom if needed or potty training after eating

***2:30 pm*** ***Snack***

***2:45 pm Quite Play***: Read a book, do a puzzle, color, homework, threading, Peg Board, etc.......

***\*3:00 pm {Monday’s and Wednesday’s}*** Learning Sign Language

***{Tuesdays and Thursday’s}*** Financial Literacy Lesson Plans& Games

***{Friday’s}Show and Tell***: Children can bring one item from home to talk about and tell others why they wanted to tell the other children about (on Mondays and Wednesdays) Children are able to be open to new ideas and be diversity

*\** Older children may go get tutored with homework from 3:30-4:30

***3:30 pm******Free Play***

***4:00 pm******Small Motor skills puzzle time***

***4:30 pm******Arts and Crafts***: Art project to coordinate with our weekly theme: food, letter, number or book

***5:00 pm******Show/Movie***: Educational ~ Coordinates with our weekly theme

***5:30 pm Dinner***: Includes a main course and at least two sides. Made of 3-4 food groups (hands are washed before and after eating) \* use the restroom if needed or potty training after eating (hands are washed before and after eating)

***6:00 pm Restroom Break***

***6:15 pm Dramatic Play***

***7:00 pm Center Free Play***: Dramatic play and dress up~ toys, cars, dolls, play food etc. Older children may go get tutored with homework

***7:30 pm Flash card Practice***:

***8:00 pm*** ***Evening Snack*** Nutritious and Fun~ Coordinates with our weekly theme sometimes (hands are washed before and after eating)

***8:15 pm Story Time/ Quite Activity***:

***8:30 pm Resting Timing***: Play bedtime music

\*Infants and Toddlers remain on their own schedule of eating and sleeping. Tummy time will periodically be provided to infants during their waking hours.

**PARENT / GUARDIAN ATTESTATION AND SIGNATURE**

I, the parent / guardian, by my signature below attest that I have received a copy of the childcare center policies with an effective

date of . I further attest that I have read and understand these policies, and I agree to abide by them.

Signature – Parent / Guardian Date Signed Signature – Licensee Date Signed

Note: Policies shall be provided to the parents any time the policies are updated. It is recommended that the licensee obtain a new attestation and signature from the parents when updates are made.