



Mosaic

Early Learning Programs

Building a Community of Learners

FAMILY HANDBOOK

2025-2026

WELCOME LETTER

Dear Families,

Welcome to Mosaic Early Learning Programs! We are thrilled to partner with you as we embark on your child's educational journey. With nearly 15 years of experience in the field of early education, I've seen firsthand how important it is to create a supportive and nurturing environment for children. Our program focuses on building school readiness through a strong foundation of social-emotional development, fostering a holistic, child-centered approach that helps every child grow in all areas—cognitive, social, emotional, and physical.

Our unique learning environment combines the comforts of home with the structure of a classroom, which allows children to ease into their first school experience with greater comfort and success. This design promotes smooth transitions not only as they begin their early education journey with us but also as they move on to elementary school.

By intentionally maintaining a small program, we can provide more individualized attention and support to each child, ensuring that their needs are met and their unique strengths are celebrated. We know that choosing the right educational environment for your child is an important decision, and we are honored that you have chosen to partner with us.

Thank you for trusting us to be part of your child's growth and development. We are excited to work together to create a positive and enriching experience for your family.

Warmly,



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Mosaic Early Learning Programs

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THIS HANDBOOK ATTEMPTS TO BE PROVIDE FAMILIES WITH AN INTRODUCTION TO OUR PROGRAM AND VITAL INFORMATION NEEDED ABOUT OUR PROGRAM. HOWEVER, THERE ARE SOME SUBJECTS THAT REQUIRE MORE IN-DEPTH POLICIES. ON THESE TOPICS THERE WILL BE A NOTE THAT MORE INFORMATION CAN BE LOCATED IN THE PROGRAM’S POLICY HANDBOOK, AND THE SPECIFIC POLICY WILL BE REFERENCED. THIS HANDBOOK IS AVAILABLE IN THE FRONT ENTRY AND UPON REQUEST. PLEASE ALWAYS FEEL FREE TO ASK FOR IT TO REVIEW.

PROGRAM OVERVIEW

At Mosaic Early Learning Programs, we are committed to providing high-quality early childhood education in a warm, nurturing, and individualized environment. As a small in-home program, we focus on building strong relationships with each child, ensuring that they receive the attention and care they need to thrive.

We serve children ages 2 through 12 years in two classrooms:

- Pre-K Classroom (for children ages 2-5 years)
- School-Age Classroom (for children ages 5-12 years)

For preschool-aged children, we offer three program options that run during the school year:

- Explorers: AM Preschool Program (for children ages 3-5)
- Designers: Part-Day Preschool Program (for children ages 3-5)
- Builders: Full-Day Preschool Program (for children ages 3-5)

For school-age children, we offer two program options:

- Creators: Virtual School Support (for children in grades K-2)
- Constructors: Before/After School Program (for children in grades K-5)

During the summer, we offer the Summer Adventurers Program for all ages, allowing children to continue exploring, learning, and having fun in a safe, supportive environment.

Our program is designed to foster social-emotional development, school readiness, and a love for learning. With a low teacher-to-child ratio and a holistic, child-centered approach, we ensure that each child receives the individualized attention they need to succeed. We strive to create an engaging and supportive environment that allows children to explore, discover, and grow at their own pace.

Educational Philosophy

At Mosaic Early Learning Programs, we believe in a constructivist approach to learning, where children build knowledge through active engagement, exploration, and problem-solving. We focus on social-emotional development as the foundation for school readiness, recognizing that emotional well-being and interpersonal skills are key to academic success. Our curriculum is flexible and child-centered, allowing each child to explore their interests, develop critical thinking skills, and express themselves creatively. By nurturing a positive, supportive environment, we aim to help every child develop a lifelong love for learning.

Program Mission and Values

Our mission at Mosaic Early Learning Programs is to provide a safe, nurturing, and engaging environment where children can grow socially, emotionally, and academically. We are committed to building strong relationships with families and offering a holistic,

child-centered approach to education that respects each child's individuality and learning style.

Core Values:

- **Inclusivity:** We welcome and support all children, regardless of background or abilities.
- **Partnership:** We value the partnership between families and staff in supporting the child's development.
- **Respect for Diversity:** We embrace each child's uniqueness and provide an environment that fosters cultural appreciation.
- **Integrity:** We maintain high standards of professionalism, ethics, and accountability.
- **Continuous Growth:** We prioritize ongoing professional development for staff to ensure the highest quality care and education.

Hours of Operation

Our program runs during the school year and is open Monday through Friday, with the following hours of operation:

- Explorers (AM Preschool): 8:00 AM – 12:00 PM
- Designers (Part-Day Preschool): 8:00 AM – 3:30 PM
- Builders (Full-Day Preschool): 7:30 AM – 5:30 PM
- Creators (Virtual School Support): 8:00 AM – 1:30 PM
- Constructors (Before/After School): 7:30 AM – 5:30 PM

Summer Program (Summer Adventurers):

- June through August, 7:30 AM – 5:30 PM

We are closed on major holidays, as well as for any inclement weather or emergencies. Families will be notified in advance of any closures.

Definitions

For the purposes of this handbook, the following terms will be used:

Program: Refers to Mosaic Early Learning Programs, including all services, classrooms, and activities offered to children and families.

Family: Refers to the child's parents, guardians, or any other authorized adult(s) responsible for the child's care and well-being.

Student: Refers to any child enrolled in the program, from preschool through school-age (ages 2-12).

Staff: Refers to all employees and contractors working within the program, including teachers, aides, and administrative staff.

Tuition: Refers to the fees charged for participation in the program, as outlined in the Tuition Schedule.

Emergency Contact: An individual (18+) listed by the family to be contacted in case of an emergency when the primary guardian cannot be reached.

Confidentiality

We prioritize confidentiality and understand the importance of protecting sensitive information. All personal and medical information, as well as any other details related to the child and family, will be kept confidential and will only be shared with authorized individuals, as necessary, to ensure the child's well-being and safety.

ENROLLMENT & REGISTRATION PROCEDURES

We are excited to welcome your child to Mosaic Early Learning Programs! To ensure a smooth enrollment process, please follow the steps below:

1. Complete the Enrollment Form

- Families must complete the Enrollment Forms with essential details about their child, including contact information, emergency contacts, and medical history. A birth certificate is not required.

2. Submit the Enrollment Fee

- A \$100 non-refundable enrollment fee is required to secure your child's spot in the program. This fee is separate from any tuition payments that may be due.

3. Review the Family Handbook

- Please read through the Family Handbook to familiarize yourself with our program policies and procedures. After reviewing, sign and return the Policy Acknowledgement Form included in the handbook.

4. Schedule an Orientation

- All children must attend an orientation session before starting. For children beginning in the Fall, orientations will be scheduled during the week prior to the start of the school year.

5. Complete Required Forms

- Additional forms may need to be completed, such as an Allergy Action Plan, Medication Authorization Form, and Nutrition Program Enrollment Form, if applicable.

6. Review and Sign the Enrollment Contract

- The Enrollment Contract outlines the tuition and fee schedule and must be signed by the family before the child can begin attending.

7. Tuition and Payment Policies

- Tuition rates and payment schedules will be provided in the Enrollment Contract. Payments are due according to the agreed-upon schedule.

Withdrawal Policy

- If you need to withdraw your child from the program, a 30-day notice is required. No tuition refunds will be given during this 30-day notice period, regardless of whether the child attends during that time.

EMERGENCY CONTACTS

At **Mosaic Early Learning Programs**, the safety and well-being of our students are our top priority. To ensure that children are released only to authorized individuals, the following policies apply:

Authorized Pickup Persons

- Students will only be released to adults **18 years and older** who are listed as **authorized pick-up persons** on the child's **emergency contact form**.
- **All persons picking up children must present a valid ID** to ensure that students are released to the proper individual.
- If a parent or guardian wishes to add someone to the emergency contact form, they must do so **in person**.

Emergency Pickup

- In the case of an emergency, if an adult not previously added to the emergency form needs to pick up a child, the parent/guardian must inform program staff. The parent/guardian will need to provide the name of the person picking up the student, and staff will verify that the parent/guardian has authorized this person to pick up the child.

Contacting Emergency Pick-Up Persons

- If a child needs to be picked up early or if a child has not been picked up by the designated time, **program staff will contact the individuals listed on the emergency contact form** in order, after the parents/guardians.

Uncollected Child

- If **program staff is unable to reach any person on the emergency contact list**, and the child has not been picked up **1 hour after the program closes**, staff will contact **local Child Protective Services (CPS)** to take custody of the child.

Updating Information

- It is important to keep your child's emergency contact information and student and family details up to date. Please notify us immediately if any changes occur

in your contact information, medical history, or emergency contacts to ensure that we can provide the best care and keep everyone safe.

TUITION AND FEES

The following monthly tuition rates apply to each program:

- Explorers (AM Preschool): \$600
- Designers (Part-Day Preschool): \$800
- Builders (Full-Day Preschool): \$1100
- Creators (Virtual School Support): \$600
- Constructors (Before/After School): \$375

In addition to the monthly tuition, the following fees may apply:

- Enrollment Fee: \$100 (first-time only, non-refundable)
- Program Registration Fee: \$50 (waived for new students)
- Late Payment Fee: \$25 after a 5-day grace period; \$5 per day after the initial fee assessment.
- Delinquent Account Fee: Accounts 30 days past due will incur an additional \$50 fee. After 60 days of delinquency with no payment arrangements, fees may be recovered via small claims or third-party collections, and any fees associated with this process will be charged to the family.
- Late Pick-Up Fee: \$2 per minute after a 5-minute grace period. Late pick-up fees will be billed the next day and are due upon receipt of the invoice.
- Returned Check/NSF Fee: \$35. Two or more returned payments will result in the account being labeled 'cash only.'

Accepted Payment Methods

- Cash
- Check
- ACH/bank transfer
- Visa, Mastercard, AmEx, and other major credit cards
- Venmo
- Zelle

ERDC (Employment-Related Day Care)

We are proud to accept **ERDC** as a form of payment for eligible families. If you are applying for ERDC assistance, please follow these steps:

1. **Eligibility:** Contact the Oregon Department of Human Services (DHS) to verify your eligibility for ERDC.

2. **Documentation:** Provide a copy of your **ERDC approval letter** to the program.
3. **Payment Responsibility:** If your ERDC coverage does not cover the full cost of tuition, the remaining balance will be your responsibility to pay on time.

Please reach out to us for assistance with navigating the ERDC process or for any questions related to billing.

Credits/No Credits

- No credit will be given for children's absences from scheduled days, for scheduled holiday closures, or for emergency closures due to inclement weather or provider illness.
- Credit may be given in the event of a serious illness or injury that results in an extended absence.
- Personal/Sick Days: The program includes 10 predetermined personal/sick days in the tuition rates, and no credit will be given for closures related to these days.
- ERDC can cover enrollment and program registration fees by presenting an invoice to your DHS caseworker.

CLOSING AND HOLIDAY SCHEDULE

At **Mosaic Early Learning Programs**, we want to ensure families are informed about program closures for holidays and emergencies.

Holiday Closures

The program will be closed on the following **federal holidays**:

- **New Year's Day**
- **Martin Luther King Jr. Day**
- **Presidents' Day**
- **Memorial Day**
- **Juneteenth National Independence Day**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veterans Day**
- **Thanksgiving Day**
- **Christmas Day**

Additionally, the program will be closed on:

- **The day after Thanksgiving**
- **Christmas Eve**

- **New Year's Eve**

If a holiday falls on a weekend, the program will typically be closed on the closest weekday. Families will be notified in advance if there are any changes to the holiday closure schedule.

Emergency Closures

In the event of inclement weather or other emergencies, the program will follow **Salem-Keizer School District (SKSD)** closure decisions. Families will be informed of closures as soon as possible, but are encouraged to check the **SKSD website** or **FlashAlert** for the most immediate notifications.

- **Inclement Weather:** If the program must close due to weather conditions, families will be informed via email, SMS message, and the **Tadpoles app**.

Provider/Teacher Personal and In-Service Days

The program will also be closed on the following days for the provider/teacher's personal/sick days and in-service days:

- **Personal/Sick Days:** The provider/teacher has **10 personal/sick days** per year. If the program is closed due to a personal/sick day, families will be notified via **email, SMS, and the Tadpoles app**.
- **In-Service Days:** The program will be closed for **5 in-service days** per year. These days will be used for staff development, training, and program planning. In-service day closures will be indicated on the **program calendar** provided to families.

Other Closures

The program will also be closed for the following periods:

- **2 weeks at the end of the school year** for staff vacation.
- **2 weeks prior to the beginning of the school year** for classroom preparation and orientations.

These closures will be communicated well in advance so that families can plan accordingly.

HEALTH, SAFETY, AND NUTRITION

At **Mosaic Early Learning Programs**, we prioritize the health, safety, and well-being of every child. Our policies are designed to ensure that children are in a safe, clean environment while receiving nutritious meals that support their development.

Health and Safety Policies

Immunization Records:

For children born or immunized **outside of Oregon**, families must provide immunization records.

For children born and immunized **in Oregon**, the program will gather their immunization records directly, and families are not required to submit them.

Illness:

Oregon's Early Learning Division requires that any child with the following symptoms be excluded from care:

- Fever over 100°F (taken under the arm)
- Diarrhea (more than one abnormally loose, runny, watery, or bloody stool)
- Vomiting
- Nausea
- Severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck and headache with one or more of the symptoms listed above
- Difficulty breathing or abnormal wheezing
- Complaints of severe pain

Children who have been ill may return when:

- They are symptom-free for 24 hours, or 48 hours for diarrhea or vomiting.
- They have been treated with antibiotics for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething), unless:
 - A physician provides a note stating that the condition is not contagious, and;
 - The affected areas can be covered by a bandage without seepage or drainage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to care is required.

Medications

Over-the-Counter (OTC) Medication: Can be authorized on the **Non-Prescription Medication Authorization Form**.

Prescribed Medication: Requires a **Medication Authorization Form**.

All medications must be provided in the original container with the prescription label. Medication administration will be recorded and communicated with families.

Children should not be sent to school with any medications (prescription or OTC) in their backpacks or pockets. All medications (including items like lotion and chapstick) must be given to staff for safe storage and administration.

Safety Drills

Safety drills, including fire and lockdown drills, are conducted each month to ensure that children and staff are prepared in case of an emergency. These drills are recorded on the bulletin board for family reference.

Meals and Nutrition

We are committed to providing healthy, nutritious meals to support children's growth and development. The program is part of the **Nutrition First Program**, a part of the **Child and Adult Care Food Program (CACFP)**, and follows the **USDA guidelines** for meal requirements.

Meal Service:

Meals are served **family-style**, allowing children to practice independence and social skills while eating in a group. Staff assist children with serving themselves and practicing good hygiene before meals.

Food Safety:

Meals are prepared and served in compliance with **Oregon Health Authority** regulations to ensure food safety and hygiene. Food is stored at the proper temperatures, and children are instructed to wash their hands before meals.

Allergies and Dietary Restrictions:

Parents must inform the program of any allergies or dietary restrictions at the time of enrollment. The program will work with families to accommodate these needs and ensure a safe eating environment for all children.

Nutrition Program Enrollment:

All children must be enrolled in the **Nutrition First Program** as part of the **CACFP**. Enrollment forms are required for all students to participate in the meal program.

Families wishing to provide their own meals must include all necessary meal components, or any missing components will be provided by the program.

Communicable Diseases

Children diagnosed with a **child care restrictable disease** must be excluded from care and can only return with **written approval from a healthcare provider** when the disease is deemed no longer communicable. The following is a list of **restrictable diseases**. Please note that this list is not comprehensive:

- Chickenpox
- Giardiasis
- Meningitis
- Mumps
- Measles
- Tuberculosis
- Head lice
- Scabies

If your child is diagnosed with any of these diseases or any other condition that may require exclusion, please notify the program immediately. We will work with you to ensure your child can safely return to care once they are no longer contagious.

Appropriate Clothing

Children must be dressed appropriately for play. They must arrive to school in clothing that fits properly and should avoid loose strings or ties that may get caught, especially on outdoor equipment. Shoes must also fit properly. Sandals are permitted but must secure to the child's foot (shoes that slide on and off easily are a safety risk).

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 89 °F (with a relative humidity of 65%) or less than 32 °F (with wind speeds of 15mph or less) degrees. For more information about the extreme weather guidelines, you can review the chart we use for reference upon request. Additionally, outdoor play will be cancelled if the air quality rating is rated orange or below according to the AQI on airnow.gov.

Injuries

All injuries requiring first aid will receive proper treatment. Minor injuries will be documented, and families will be notified through the Tadpoles app. If an injury is more serious and requires either that a child be picked up or professional medical attention is needed, first aid will be provided to the best of our abilities. Afterward, the child's parent/guardian will be contacted. If needed, emergency services will be contacted first, followed by the parent/guardian.

Pets

We have two pets in the home:

- A very friendly yellow lab named Barley.
- A small hamster named Patchy.

Children are never left alone with animals, and all animals are up to date on their required vaccines.

BEHAVIOR EXPECTATIONS AND GUIDANCE

At **Mosaic Early Learning Programs**, we are committed to fostering a positive, respectful, and supportive learning environment where all children can thrive. Our behavior expectations are based on responsibility, respect, and safety.

Behavior Expectations

Children are expected to:

- **Be Responsible:** Try my best, follow directions, and consider my choices.
- **Be Respectful:** Treat others with kindness, care for the classroom materials, and listen to others when they speak.

- **Be Safe:** Use walking feet, keep my body to myself, use an inside voice in the classroom, and keep my feet on the floor.

These expectations will be introduced at the beginning of the year and reinforced consistently throughout daily routines and activities.

Guidance and Support

We use a variety of strategies to support positive behavior and encourage social-emotional development:

- **Clear Expectations:** At the beginning of the program, children are introduced to the behavior expectations. These expectations are reinforced through daily routines and consistent reminders.
- **Proactive Strategies:** We focus on preventing behavior issues by creating a structured environment, providing engaging activities, and ensuring that children have enough opportunities to move, play, and explore.
- **Redirection:** When a child engages in undesirable behavior, staff will gently redirect the child to a more appropriate activity or behavior. This approach encourages children to learn from their actions and make better choices.
- **Positive Reinforcement:** We celebrate positive behaviors through verbal praise, stickers, and other age-appropriate incentives. Reinforcement helps children feel motivated to continue making good choices.

Suspension and Expulsion Policy

We do not terminate enrollment due to a child's behavior. Instead, we are committed to working with families, staff, and community partners to provide the necessary support. If, after working together, we determine that the program is not the best environment for the child to be successful, we will help the family find a more supportive learning environment for the child.

DAILY ROUTINE AND CURRICULUM

At **Mosaic Early Learning Programs**, we believe that a structured, predictable routine helps children feel secure and supported throughout their day. Our daily schedule is designed to balance active and quiet time, individual exploration, group activities, and opportunities for social-emotional development.

Daily Routine

Our daily routine includes the following key components:

- **Arrival and Welcome (8:00 AM – 8:30 AM):** Children are greeted by staff and have time to settle into the classroom. This is a time for children to engage in quiet activities, such as reading books or free play, while staff help them transition into the day.

- **Breakfast Time (8:30 AM – 9:00 AM):**
Children enjoy a healthy breakfast as part of our morning routine. This is an important time for socializing with peers and practicing self-help skills.
- **Outdoor Exploration Time (9:00 AM – 10:00 AM):**
Children spend time outdoors engaging in gross motor activities, exploring nature, and participating in group games or free play. Outdoor time is an essential part of our program, supporting physical development and social interaction.
- **Morning Group (10:15 AM – 10:30 AM):**
A group activity where children participate in songs, discussions, and introductions to the day's theme or learning topic. This is an important time for building community, practicing listening skills, and fostering peer interaction.
- **Learning Centers and Exploration (10:30 AM – 11:30 AM):**
Children engage in guided or independent activities based on the curriculum, such as arts and crafts, sensory play, building projects, puzzles, and educational games. This time promotes cognitive and social development through hands-on experiences.
- **Music and Movement Time (11:45 AM – 12:00 PM):**
Children participate in music and movement activities that encourage physical activity, rhythm, and coordination while promoting creativity and fun.
- **Lunch (12:00 PM – 12:30 PM):**
Family-style lunch where children eat together, practice table manners, and engage in conversation. This time is also an opportunity to build social skills and create a sense of community.
- **Rest Time (12:00 PM – 2:45 PM):**
After lunch, children are encouraged to rest. Those who do not sleep after 30 minutes will be given quiet activities to engage in away from the sleeping children. This helps children recharge and prepare for the afternoon.
- **Afternoon Snack (3:00 PM – 3:20 PM):**
Children enjoy a light snack and socialize with peers. This is a time for re-energizing before afternoon activities.
- **Closing Group Time (3:20 PM – 3:30 PM):**
Children come together for a final group activity to reflect on the day's learning and share any highlights or thoughts.
- **Afternoon Learning Centers (3:30 PM – 4:30 PM):**
Children return to learning centers for more exploration and development of skills. This may include working on projects related to the weekly theme, reading, or engaging in social-emotional activities.
- **Outdoor Exploration (4:30 PM – 5:30 PM):**
Children spend additional time outdoors, engaging in free play or guided activities to close out the day.

Curriculum

We use a **child-centered, emergent curriculum** to guide learning. This approach allows us to focus on the unique needs, interests, and learning styles of each child, while ensuring a well-rounded education.

- **Creative Curriculum:**
Our main curriculum is **Creative Curriculum by Teaching Strategies**, which is designed to foster active learning through play and exploration. It focuses on key developmental areas, including cognitive, social, emotional, and physical development.
- **Social-Emotional Learning:**
We integrate **Sanford Harmony** to help children build positive relationships, develop empathy, and learn how to manage their emotions. These skills are foundational to school readiness and success in later life.
- **Self-Regulation:**
We also incorporate **Red Light, Purple Light**, a self-regulation curriculum that helps children develop the ability to manage their impulses, focus their attention, and control their emotions in different situations.
- **Learning Through Play:**
Play is a critical component of our curriculum. Through play, children develop social skills, problem-solving abilities, creativity, and language skills. Teachers observe and guide children's play to extend learning and support developmental milestones.

Individualized Instruction

Instruction is individualized to meet each child's unique needs, strengths, and interests. Teachers observe and assess children regularly to identify their developmental progress and areas where additional support is needed.

- **Personalized Learning:** Activities and experiences are tailored to ensure that each child is appropriately challenged and supported. This includes adapting activities based on a child's developmental level and learning style.
- **One-on-One Support:** Teachers offer individualized attention to ensure that children who need extra help can receive the support they require. For example, children who may need more help with language skills or social interactions will be given additional guidance and opportunities to practice.
- **Goal Setting:** We collaborate with families to set individual goals for each child based on their needs and interests. These goals are revisited regularly to monitor progress and adjust learning strategies as needed.

Learning Environment

Our classroom environments are thoughtfully designed to support learning and development. We believe that the physical environment plays a critical role in shaping a child's experiences.

- **Inviting and Engaging Spaces:** Each area of the classroom is organized to provide children with clear opportunities for exploration, play, and learning. Learning centers are set up to promote creativity, problem-solving, and critical thinking, with materials that are easily accessible to children.
- **Materials and Resources:** We use a variety of age-appropriate materials, including books, puzzles, art supplies, and building blocks, that encourage hands-on learning and foster cognitive and social development.
- **Flexibility:** The classroom environment is designed to be flexible, allowing children to move between different areas and activities based on their needs and interests. This supports autonomy and decision-making skills.

Outings and Field Trips

Field trips and outings are an exciting and enriching part of the learning experience. These experiences provide children with opportunities to explore their community, learn about the world around them, and apply what they have learned in real-world settings.

- **Planning and Communication:** Outings and field trips are planned in advance, and parents will be informed of all details, including dates, times, and any special instructions or items needed. Consent forms will be required for participation.

Multiculturalism

We celebrate diversity and work to create an inclusive environment where all children feel valued and respected. Our curriculum and daily activities incorporate diverse perspectives, traditions, and cultural practices.

- **Cultural Awareness:** Children are introduced to various cultures through stories, songs, food, and discussions. We strive to create an environment where differences are celebrated and everyone feels included.

Celebrations

We recognize the importance of celebrating milestones, holidays, and special events. Celebrations provide children with opportunities to learn about traditions and develop social-emotional skills.

- **Inclusive Celebrations:** We celebrate a variety of holidays and special occasions that reflect the diversity of the children and families in our program. Families are encouraged to share their traditions and participate in celebrations.

Electronic Media

We have a **limited and intentional use** of electronic media in our program. The focus is on interactive and educational content that complements our curriculum.

- **Policy:** The full text of our policy on electronic media is available in the **Supplemental Policy Book**. We believe in using technology in ways that enhance learning and are age-appropriate.

Toileting and Potty Training

Toileting and potty training are an important part of early childhood development. We support children in achieving this milestone with sensitivity and care.

- **Policy:** The full text of our policy on toileting and potty training is available in the **Supplemental Policy Book**. We work with families to ensure consistency between home and school.

FAMILY INVOLVEMENT

At **Mosaic Early Learning Programs**, we believe that family involvement is essential to a child's success. Families are a child's first teachers, and by working together, we can create the best learning environment possible. We value open communication, collaboration, and the sharing of ideas and resources to support each child's growth and development.

Communication

We are committed to maintaining regular and effective communication with families. We will keep you informed about your child's progress, daily activities, and any important updates regarding the program.

- **Daily Updates:** Families will receive daily updates via the **Tadpoles app**, which will include information on learning activities, meals, photos, potty training, and medication administration (if applicable).
- **Parent-Teacher Conferences:** We hold **parent-teacher conferences** at least three times a year to discuss your child's development, strengths, and areas of growth. These conferences provide an opportunity to share feedback and set new learning goals.
- **Open Door Policy:** Families are encouraged to visit and observe the classroom at any time. We believe in fostering a strong connection between home and school and welcome family participation.
- **Family Feedback:** We value your input and encourage families to share suggestions or concerns. Regular surveys or informal check-ins will be provided to gather feedback on your experience with the program.

Parent and Family Participation

We encourage families to be involved in their child's educational journey in a variety of ways, including:

- **Volunteering:** Families can volunteer in the classroom, participate in field trips, or contribute to special events or activities.
- **Classroom Materials:** Families are welcome to donate books, supplies, or materials that align with the curriculum or specific learning topics.
- **Special Events:** We host various events throughout the year that invite family participation, such as seasonal celebrations, family nights, and more.

Support and Resources

We are dedicated to helping families access resources that support their child's learning and well-being. Families will be informed about community resources, including local parenting support groups, child development programs, and mental health services, as needed.

- **Learning Materials Lending:** To support children's development and learning at home, the program lends out learning materials frequently. This gives families additional resources to reinforce learning outside the classroom.

PERSONAL BELONGINGS

What to Bring

- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. Rainboots, if desired. Diapers/pull-ups, wipes, diaper cream (if necessary). Blanket for rest time. Water bottle.
- **Preschoolers:** at least one change of clothes, including underwear and socks. Rainboots, if desired. Blanket for rest time. Water bottle.
- **Kindergarteners:** at least one change of clothes, including underwear and socks. Rainboots, if desired. Can bring electronic device for use during rest time if desired (headphones recommended). Water bottle.
- **After School Care Children:** books for homework. Can bring electronic device for use during rest time if desired (headphones recommended). Water bottle.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, blanket, etc.) to prevent items from becoming misplaced or lost. The program is not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the program.

Children Bringing Toys from Home

We understand that some children may have a favorite toy or comfort item they want to bring with them. However, we generally discourage children from bringing toys from home as there is a risk of them being lost, damaged, or causing distractions during the day. Our classrooms are equipped with a variety of engaging activities and materials to support children's learning and play, so there is no need to bring toys from home.

If a child would like to bring a special stuffy or comfort item for rest time, they are welcome to do so. The item will stay in the child's cubby until rest time and will return to the cubby after rest time to ensure it stays safe and clean.

ADDITIONAL POLICIES

Non-Smoking Property

To maintain a healthy and safe environment for children, Mosaic Early Learning Programs is a non-smoking property. Smoking is not permitted anywhere on the property, including indoor and outdoor areas. We ask that families and staff respect this

policy to ensure a clean and healthy environment for everyone. Additionally, adults should not arrive to pick up children smelling like smoke or send clothing or blankets to school that smell like smoke, as the smell can linger and negatively affect children with allergies or breathing conditions.

Prohibited Substances

The use or possession of illegal drugs, alcohol, or any other prohibited substances is strictly prohibited on the property. This policy applies to all areas of the property and during any program activities. We reserve the right to refuse to release a child to any adult that arrives visibly intoxicated. Any violation of this policy will be addressed immediately.

Weapons

The possession of weapons (including, but not limited to, firearms, knives, or other potentially harmful items) is strictly prohibited on the property. We are committed to providing a safe and secure environment for all children, staff, and families.

Custody Arrangements

If there are custody arrangements in place, we require a copy of the custody agreement to be provided to the program. Only authorized individuals listed on the enrollment form or custody agreement will be allowed to pick up the child. The program and program staff will make no decisions regarding custody and will only follow court orders and binding custody agreements. We will not violate a custody arrangement at the request of either parent. If there are any changes to authorized pick-up persons, families must notify the program immediately.

Suspected Child Abuse

As mandated reporters, our staff is required by law to report any suspected cases of child abuse or neglect to the appropriate authorities. If there is a concern about a child's safety or well-being, we will follow the required legal protocols to protect the child and ensure their safety.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to me prior to enrollment.

I may update this handbook from time-to-time and will provide notice as updates are implemented.

Thank you for acknowledging the policies and procedures I have set up are for the safety and welfare of all children in my care. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask questions if I do not understand any policies, procedures or information contained in the **Family Handbook**.

Child's Name

Family's Signature

Date

Family's Signature

Date

Provider's Signature

Date