

Right Fit Daycare



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Right Fit Daycare



Dear Parent(s):

Welcome to the Right Fit Daycare & After School Program! We are so glad that you chose us to provide care for your child(ren).

“The early years are the learning years!”, and we are grateful that you chose us to partner with you in the growth and care of your child.

Please take the time to read this handbook to become familiar with our policies and procedures. If there are any questions regarding any of the contents of the handbook, we will be happy to answer them for you.

*Faye E. Harden,
Director*

LET’S MAKE IT HAPPEN!

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Enrollment Procedures

An enrollment packet must be completed in its entirety for each child enrolled. The enrollment packet consists of the following forms:

- ✓ Registration Form
- ✓ Authorization for Dispensing Medication
- ✓ Medication Authorization Form
- ✓ Child Assessment Form
- ✓ Handbook Acknowledgement Form
- ✓ Fee Chart

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Hours of Operation

Monday - Friday
6:00 a.m. - 6:00 p.m.
(Excluding Holidays)

On a case by case basis and at the discretion of the director, parents needing to drop their children off earlier than 6:00 a.m. or pickup later than 6:00 p.m. should make their requests known during registration.

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Holiday Closures

Labor Day	Monday, September 5, 2016
Thanksgiving Holiday	Thursday– Friday, November 24-25, 2016
Christmas Eve	Saturday, December 24, 2016
Christmas Day(observed)	Monday, December 26, 2016
New Year’s Day	Monday, January 1, 2017
Martin Luther King Day	Monday, January 16, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	Monday, July 4, 2017

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Enrollment Fee

There is a \$25 non-refundable enrollment fee that must be paid during registration.

Childcare Fees Chart

The fees for childcare is included in the registration packet. Fees are due one week in advance, so fees for the following week are due at the end of the week (Friday). We encourage you to bring your child the entire week (excluding illness) since the full week's amount is due.

Late Fees/Bank Fees

Payments that are not made on time are assessed a \$10 per day late fee. A \$35.00 fee will be charged for any returned checks along with any bank fees.

Daily Procedures

- ◆ Morning Procedures
- ◆ After School Procedures

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Morning Procedures

Based on several factors, some of the procedures may be altered on any given day.

- 7:00-8:15 a.m. Breakfast
- 8:15 a.m. Students report to their learning areas.

Doors will open at **6:00 a.m.** Students will not be allowed in the building until **6:00 a.m.** unless previous arrangements have been made with the director. Please do not leave your child prior to this time as there will be no adult supervision.

After School Procedures

School age children requesting transportation will be picked up from school at the designated time and brought to the daycare. Afternoon snacks will be provided.

All Late-Pick-Up Students

- Please be on time to pick up your child(ren). Pickups after 6:00 p.m. will accrue a late fee of \$1.00 per minute unless prior arrangements have been made.

Student Information

◆Attendance/Tardy ◆Illness ◆Emergency Contacts ◆Change of Address/Telephone

Right Fit Daycare



Attendance/Tardy

Children should attend daily. If a child has excessive absences they will risk being withdrawn from the program. **Our goal is to prepare your child for school, so it is important that they attend daily.** If a student will be absent due to an emergency or illness, please call us on the morning of the absence.

Absences should be avoided unless they meet one of the following criteria:

- Illness of student
- Death in the family
- Doctor's appointment
- Religious holiday
- School-related absences prearranged with the school

Illness

If a student becomes too ill to remain at the daycare, a parent or guardian will be contacted by phone to pick up the child. In the event of an injury, parents will be notified. **An updated phone number on the emergency contact form is very important.**

We will help to comfort your ill child while he/she is waiting. Transportation cannot be provided for ill children.

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If your child is ill, please do not send him/her to daycare. A student that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home and must remain home until the condition or disease is corrected.

Students with ringworm may attend only if the affected area is covered.

Illness (continued)

Parents should make Right Fit aware of any student's medical problem. Some students may need medication during school hours. Please contact us to secure papers for your physician to sign.

The daycare may not administer medicine to any child unless we have the appropriate form signed by a doctor.

Emergency Contacts

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In case of an emergency, each student is required to have on file the following information.

- Parents' or guardians' name (s)
- Complete and updated address
- Complete and updated home phone, parent/guardian's work phone and all emergency numbers
- Physician's name and phone number
- Medical alert information
- Names of authorized person (s) allowed to pick up child(ren)

Children will not be released to unauthorized individuals. If the parents would like for someone to pick up their child, please include that person's name on the authorized individuals list. Please remind all authorized individuals to bring a valid state ID when picking up your child.

Change of Address/Telephone

It is extremely important that every child maintain an up-to-date address, a working home, cell and emergency telephone number in the Main Office.

Please notify us immediately if there is a change of address or telephone number.

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Safety Procedures

◆School Visitors ◆Student Sign Out

Visitors

Parents are welcome to visit the daycare at any time without an appointment. Please keep in mind that your child is actually learning and gaining independence and that too many interruptions interferes with the delivery of instruction and disrupts the normal learning environment. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the daily instructional program.

Student Sign Out

Persons picking up students will be asked to provide identification.

Students will not be permitted to leave the daycare with anyone other than those persons listed on the student's enrollment form.

The entire instructional day is vital to the early learning of our students. Therefore, parents are encouraged to commit to bringing students daily.

Parking

Parking is limited, so parents are asked to drop off their child and leave so that other parents can access the parking spaces.

General Information

Right Fit Daycare



◆Teacher/Director Appointments ◆Transportation Field Trips ◆Parent Teacher Partnership (PTP)

Open Door Policy (appointments)

Parents may meet with the Administration at any time. Please keep in mind that the director, or director's designee may already have appointments or meetings scheduled. So to ensure a conference, please schedule an appointment with the daycare office.

Transportation

At the parent's request, we will provide transportation to and from school for school aged children. The request for transportation is on the enrollment form, and the fees for transportation is listed on the Childcare Fees Chart included in the registration packet.

Field Trips

Field trips are an extension to classroom learning. Parents will be notified of these trips and must sign a Field Trip Permission Form. Sometimes a fee may be requested to defray transportation and/or admission cost. Parents who serve as chaperones are asked to provide their own transportation. Parents who cancel or do not wish for their child (ren) to attend will not be reimbursed.

Parents are encouraged to attend field trip outings with their children. Parents may not bring other children with them.

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Parent Teacher Partnership (PTP)

The Right Fit Daycare's PTP is an integral part of the total program. It serves the students in many ways, and thus serves the program. To function effectively, the PTP needs volunteer workers with a broad range of talents and skills. We encourage all parents to become actively involved with the PTP. We take pride in our program and would like to extend it to the children in our care. We ask that you respond positively when called upon to help during community events, fundraisers etc.

Notices of upcoming PTP meetings will be posted and sent home with your child (ren).

Student Policies

Right Fit Daycare



◆Discipline ◆Dress Code
◆Home Communications ◆Personal Property

Discipline

In order for individuals to learn, live and work together in a productive environment, appropriate behavior is necessary. The Right Fit Daycare Center has established realistic and reasonable guidelines, norms, and procedures for all students to follow so that learning can take place without disruption. This is a reminder that we are preparing your child for school. The educational purpose of schools is accomplished best in a climate of student behavior, which is socially acceptable to the learning and teaching process.

The classroom teacher/caregiver through discussions handles minor problems in a routine manner with the student. The Administrative staff will contact parents or guardians for repeated disruptive incidents. Parents' and guardians' cooperation and understanding is essential. Should you be asked to pick up your child early for uncontrollable disciplinary reasons; please make it a priority to comply with our request. For further information, please see our Operational Policy under Discipline and Guidance. (Included in Registration Packet)

Dress Code

Right Fit Daycare



Children should come to school dressed in comfortable, washable play clothes. Children are required to wear shoes while at Right Fit. Complete independence of adult help in dressing is a goal our children are encouraged to achieve. Simple clothing will enable your child to achieve this goal. Remember that play is a child's work and that much of play is dirty. The children will paint, crawl on the floor, cook, mash play dough, and more. We have smocks for the children, but the paint often finds a way to get on clothes. All school supplies are non-toxic and washable. The right clothing will contribute to your child's safety. Please choose shoes that will not contribute to playground injuries from slips and falls. Flip flops and slide on sandals may be easy for your child to put on by herself, but they are not safe when your child wants to run and be active. Select clothing that allows your child to run and climb safely. Avoid necklaces, belts, and draw-string hoods as these have been known to catch on climbing equipment or furniture, with the threat of severe injury. Jackets, sweaters, hats, mittens, etc. should be clearly marked with your child's name. An extra set of clothes and shoes should be brought and placed in the child's storage area in case a change of clothes is needed. Please mark these items with permanent markings.

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Home Communications

Communications from The Right Fit Daycare Center to parents is a very important information link.

PTP meetings, holidays and other important notices will be posted and sent home to parents.

A copy of all written notices will be available at the Main Office.

Personal Property

DO NOT allow your child(ren) to bring any of the following items to the program:

- Large amounts of money, jewelry
- Phones, lasers
- Radios, cameras, toys, electronic games

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Right Fit Daycare Center

I have read the Right Fit Daycare Parent Handbook very carefully. I understand the rules and regulations required of all students attending the Right Fit Daycare.

The following signatures show that my child and I are in agreement with everything stated. I understand that this agreement will be filed and included in his/her enrollment file.

Parent/Guardian's Signature

Date

Child's Name

Age