

Happy Faces
Early Learning Center, Inc.
Parent Handbook



"Today's Children are Tomorrow's Future"

12605 Mattawoman Dr
Waldorf, MD 20601
(301) 645 - 0070

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* Guide to Regulated Child Care

WHEN YOU
ENTER THIS
LITTLE BUILDING
CONSIDER YOURSELF
ONE SPECIAL
MEMBER OF A TEAM WHO
ENJOYS PLAYING, LEARNING, AND WORKING TOGETHER

We are delighted that you chose our center to provide for the needs of your child. You and your family are encouraged to visit our center prior to the start day to give our teachers and your child an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The *Parent Handbook* has been written to describe our program, philosophy, policies and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Happy Faces will be glad to address any of your questions or concerns. Once again, WELCOME to Happy Faces Early Learning Center.

OUR PHILOSOPHY

Happy Faces Early Learning Center believes that each child is an unique individual. Children develop in different ways and at different times. Activities are individualized and age appropriate. We design our curriculum to recognize each child's individual interests, talents and abilities. Happy Faces Early Learning Center believes in children exploring themselves through their own minds and creativity.

The staff encourages children to have a love of learning, to develop positive self-esteem and to develop their character in a fun creative environment. The children are provided anti-biased and multi-cultural materials, equipment and activities. We concentrate on children developing emotionally as well as socially. We believe a consistent, daily routine is very important in a child's life. Management seeks teachers who are highly trained, have a love for children, are motivated to continue training and have a love of learning themselves. Our staff is committed to working with you to provide a safe, fun, loving educational environment for your child.

HOURS OF OPERATION

Children between the ages of 6 weeks – 12 years old are eligible for enrollment at Happy Faces Early Learning Center. The center is open Monday – Friday 6:00 a.m to 6:30 p.m.

DOCUMENTS NEEDED

The following documents must be completed and returned prior to enrollment:

- Emergency Card Form (must be kept up to date, and notify us if there are any changes at any time.)
- All About Me Form- this form is for us to know more about your child.
- Infant / Toddler feeding schedule (only for children under the age of 2 years old)
- Health Inventory form (must be completed in full by parent and doctor with an attached immunization record within 10 days of enrollment – if not returned your child may be dismissed from the center)
- Signed Parent Agreement/Contract
- Signed acknowledgment of receipt of Parent Handbook
- Copy of parent driver license or valid ID, this is for your child's protection

ENROLLMENT / TUITION

Weekly Tuition Rate will be in your Parent Agreement.

A registration fee is due at the time of enrollment. This is not a security deposit and is non – refundable. If you withdraw your child and re-enroll them you will be required to pay the registration fee again. The registration fee is due annually.

Tuition is due in full each Monday morning, prior to leaving your child. If tuition is not paid by Tuesday at 11:00 am, your child will not be permitted to return until tuition is paid in full. Your child may be dismissed if tuition is continually late.

Tuition is due for days your child may be absent due to illness, family emergencies, doctor visits, hospitalization, and vacations (for free vacation week see VACATION section). Please note tuition rates do not change in the event of a week that includes holiday closure, and emergency closings . Tuition is non-refundable.

Tuition may be paid using cash, check, money order or credit/debit card. Cash tuition payments MUST be exact amount.

DROP INS

Children ages 2 and older are eligible for drop in care. The following forms must be on file prior to the child being left at the center:

- Emergency Form
- Drop In Health History form

Drop in children are only accepted if there is space available in a classroom. The drop in space is not guaranteed so parents would need to call the center every time a drop in day is needed to ensure a space is available.

Drop in children are not considered "enrolled" children therefore do not qualify for free vacation week or other specials. Drop ins are only allowed to attend the center a maximum of 3 days a month. Anything over 3 days a month is considered enrolled and parents will be responsible for registering their child as a full time or part time (if applicable) student.

If a child attends as a drop in student and then later becomes a full time student – the start date will begin on the day they attend as a full time student.

CHILDCARE SUBSIDY

Parents receiving Child Care Subsidy (State, Government, Military, etc.) must pay the full regular tuition rates until the authorizing paperwork is delivered to us for billing. Upon completion of the proper paperwork, your account will be credited appropriately whatever you have paid minus your copay amount. Refunds will not be issued, you will receive a written receipt of the credits applied from the Director. If the billing lapses you will again be responsible for the full tuition until we receive the proper renewal paperwork. You are responsible for all copay's – failure to pay the copay on time is still considered late tuition and you are still able to be dismissed due to non-payment of your copay's.

We are not able to discuss your childcare subsidies or case with your caseworker so it is your responsibility to communicate with your caseworker and renew them on time.

VACATION

After attending Happy Faces for six months your child will be permitted a one week free vacation (your child may not attend during this week) The request must be put in writing to management at least two weeks in advance in order for the account to be credited properly otherwise tuition will still be due in full for that week. The vacation time frame is from (January- December). The vacation time must be used in 5 consecutive days (Mon.-Fri.).

RETURNED CHECKS

There will be a \$50 charge for any returned check and tuition will be considered late. You may pay the fee and all future tuition payments by cash, credit / debit card, or money order, we will not accept checks once we have received a returned check from you. We will not redeposit any checks. The fees and tuition must be paid in full immediately or the account will be sent over to collections, or to the State's Attorney's office.

WITHDRAW

A two week notice is required in writing (verbal notification does not count, it MUST be in writing and received by management) before withdrawing your child from the center. Tuition will still be due for the final two weeks of care regardless of attendance.

Any account with a past due balance at the time of withdraw will be charged a \$100.00 administrative fee.

Children without a proper two week notice given, or have a balance on their account at the time of withdraw, will not be permitted to return for re-enrollment at a later date, unless payment is made in full

Management reserves the right to cancel the enrollment of a child at his / her discretion, for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees
- Not observing the rules of the center as outlined in the Parent Handbook
- Physical or verbal abuse of a staff member, by a child, or that child's family member/friend
- Expired immunization record and / or physical that is not provided in a timely manner (within 10 days of request in writing)
- Conflicts with parent / guardian

DELINQUENT PAYMENTS

In the event that collection services or litigation is necessary to collect unpaid tuition or collect on return checks you will be responsible for all court costs, attorney's fees and any other fees associated.

BEHAVIORAL PROBLEMS

We reserve the right to dismiss a student immediately for behavior problems. This also applies to conflicts with parents. We encourage all parents to bring any questions or concerns to a member of management or your child's teacher. We require that all staff and parents behave in a respectful and professional manner while on the premises.

COMMUNICATION/ANNOUNCEMENTS

Please check the newsletter, Facebook, front door or foyer bulletin boards for any important announcements.

Proper communication between our parents, the teachers and management staff is extremely important. Teachers will be sending home information on a regular basis. Infant and Toddler parents receive daily reports. You are welcome to call the center to arrange a meeting with your child's teacher in a formal un-interrupted setting. Concerns about any aspect of our program or your child's care may be expressed directly to the center's management.

Each child is provided with a cubby upon enrollment, please check your child's cubby daily for notes, art projects, and other communication from your child's teacher or the center management.

Remember to communicate with your child's teacher if there are any changes in schedule such as absences, leaving early, arriving late, etc.

We must be informed in writing if there are any changes to who is picking your child up if they are not listed on the Emergency Form. You may add or delete names as much as you would like. See the center management or your child's teacher to make changes on the Emergency form..

Management must be informed of any of the following changes:

- address / phone numbers
- parent / guardian employment
- health related information / updated immunizations
- other pertinent information related to your child

PHOTOS/ WEBSITE / FACEBOOK

The center maintains a website and Facebook page. Occasionally pictures of your child and center information may be posted by a member of management to either page. By signing the parent contract you understand that pictures taken of your child while enrolled at the center may be used for educational, and / or promotional purposes. If you do not want your child's picture used for these purposes you must express this in writing and give to the center management. We are not responsible if your child's picture is used prior to us receiving your written request.

ATTENDANCE

Please call the center if your child will be absent for the day. All students attending Happy Faces should arrive at the center no later than 11:00 am – unless other arrangements have been made with management. This must not occur everyday. Any child arriving after 11:00 am without prior arrangements being made will not be permitted to stay for the day.

MEALS

All food brought from home (breakfast, extra AM or PM snacks and lunch) must be brought in already prepared – for example if you want your child to have oatmeal for breakfast it must come already prepared in a microwave safe bowl. NO GLASS ITEMS FOR ANY MEAL MAY BE USED

Breakfast

Breakfast begins at 6:00 am and ends promptly at 8:00 am. If your child arrives at 8:00 am or after they will need to wait until AM snack to eat their breakfast (at that time the teacher is able to reheat food items). You must provide breakfast for your child if you wish for them to have it – it is not a requirement. We will provide milk for breakfast as needed. All breakfast must be brought in ready-to-eat. The staff will not heat or prepare breakfast items.

AM Snack

AM snack begins at 9:00am. Your child must be at the center by 9:15 am in order to receive AM snack. We provide the snack – if you would like to provide anything additional please label it with your child's name and the words "AM Snack" and place it on top of your child's cubby – if it is left in your child's lunch box we are not responsible for ensuring your child will receive it at AM snack.

Lunch

Children must bring their own lunch everyday. Refrigeration will be provided. We will reheat lunches in the microwave if necessary. Please try to bring only throw away items – if non throw away items are sent we are not responsible for washing them. If your child forgets his / her lunch we will provide a lunch for them at the cost of \$5 per child. We will provide milk for lunch and snacks.

There are special occasions where we will provide lunch for the children, you will be notified of those days beforehand.

PM Snack

PM snack begins at 2:45 pm. We will provide PM snack. If you would like to bring in anything additional please label it with the words "PM Snack". It may remain in your child's lunch box or may be placed on top of your child's cubby.

Infant / Toddler Meals

All infant/toddler meal items must be brought from home with the exception of whole or 1% milk. The items must be labeled with your child's name and date along with when you would like for them to eat it. The items must be brought in ready-to-eat (in bowls and prepared). We can not provide any food items for children under the age of 2.

The Toddlers follow a meal schedule of 8:30, 11:30, 2:30 and 5:30

Infants under the age of 13 months set their own schedule . Please discuss with your child's teacher the meal schedule and maintain an updated Infant/Toddler Feeding Schedule form to assist your child's teacher in following the schedule you and your child set.

PERSONAL CARE ITEMS

Please make sure your child has two changes of clothes in their cubby at all times (this includes shirt, pants, socks and underwear). We have a limited supply of changes of clothes so if your child needs a change and does not have one, you will be contacted and required to bring a change of clothes. Children over the age of 1 years old must remain in shirts, pants, socks, underwear / diaper and shoes at all times while at the center – no exceptions.

If your child is potty training please make sure there is an adequate supply of pull ups and/or underwear. We will clean out soiled underwear as best as we can however we are not permitted to wash out undergarments. They will be "dumped" if able and placed in a plastic bag to be sent home. We will not throw clothing away – that is the parents responsibility to throw away if you chose to.

Happy Faces will not be responsible for toys that are broken or lost that were brought in from home.

NAPTIME

All children in our preschool program are required to rest (they are not required to sleep but they must rest). Children ages 2 and older are expected to rest between 12:30 – 2:30 pm. They will need a sheet and a blanket or 2 small blankets for rest time. Pillows, sleeping bags, and pacifiers are not permitted for children ages 2 and older during nap time. Blankets / Sheets will be sent home on Fridays to be laundered and returned on Monday. Please note the items may be sent home sooner if they become soiled.

Please make sure your child's teacher is aware if your child needs to be changed from underwear to a pull up during nap time.

Children who do not nap will be provided with a book to quietly look at while the other children nap. Books will not be given until other children have had ample time to fall asleep. This is to make sure that there is no disruption to the children who are tired and need a nap.

Only books will be given during nap time. No electronic devices will be permitted during nap time per our "Screen Time" policy for children under the age of 5 (as detailed in the *Electronic Devices / Other Items* section of the Parent Handbook).

ELECTRONIC DEVICES / OTHER ITEMS

Happy Faces will not be responsible for any items brought from home.

There are three things we feel strongly that must remain at home – NO EXCEPTIONS! Toy weapons, gum, and money.

Since many children use electronic devices – please note that any video game or cell phone brought into the building must comply with center rules and regulations. Video games are only permitted to be used during specific times. Please see your child's teacher regarding the use of the hand held video games and / or tablets. All games played must be rated G.

Children can not access the internet during their time at the center.

Cell phones that are not activated and are only used for games will be treated like a tablet.

Cell phones that are capable of calling and texting will not be permitted. We are not responsible for who your child is communicating with via cell phone at the center. For their safety no child is permitted to use their cell phone for talking, texting, face time, social media, etc while at the center.

If your child does not follow the rules regarding cell phones you will be informed and they will no longer be permitted to bring it to the center.

The center maintains the screen time rules based on our licensing rules and regulations.

SCREEN TIME POLICY

Screen time (TV, Computer, Tablets, Cell phones, etc.) at the center is limited to 30 minutes per week and only educational games or programming is to be viewed for children ages 2 – 5. Children under the age of 2 are not permitted any screen time.

Children in the school age room must complete all homework and school assignments before engaging in any screen time. The computers and video games in the school age room are used by the children on a rotating basis.

This policy is in place as part of the LET'S MOVE! Initiative.

Children will be engaged in a physical activity of exercise indoors or outdoor play (weather permitting) for at least two hours per day regardless of age.

FRONT DOOR SECURITY

Each family will be given a four-digit code to open the front door. THIS CODE IS FOR PARENT'S OR GUARDIAN'S USE ONLY. Your code may not be given to anyone else (including your children) without prior authorization from Happy Faces' management. If you send someone else to pick up your child they must use the "guest" button door bell. When entering or leaving please make sure the door closes behind you. Do not hold the door open for people you do not know! Non-compliance with this policy will result in the loss of your door code privileges.

DROP OFF / PICK UP

All children must be walked into the center and into their classrooms. No child is to be dropped off at the door. Please call the center or leave a note with your child's teacher if someone not listed on the emergency form will be picking your child up. If you call we may ask you a set of questions to verify that it is you that is calling. If you do not call your child will not be permitted to leave with that person. No one under the age of 16 will be permitted to sign your child in or out.

When dropping off and picking up your child you are required to sign them in and out. Once your child is dropped off they must remain in their classroom.

While you are in the building you are responsible for your child. Children must continue to follow the same rules while their parents are in the building. Children are not permitted to run around the building unsupervised or enter the kitchen area for any reason.

Please make drop off quick and smooth. If your child is having a hard time at drop off please do your best to hand them over to their teacher and leave the classroom as calmly as possible. If you continue to do this daily then they will learn this routine. Once you pick them back up they now understand that you will be back. Taking your child out of the classroom or building during a rough drop off can make the experience more upsetting to your child.

As difficult as it is to leave a crying child please be assured

to know that your child's teacher will comfort your child during a difficult drop off. You may call at anytime during the day to check on your child. If the crying continues for a significant amount of time your child's teacher or management will contact you directly.

CUSTODY AGREEMENT

Parents who have a custody agreement – the parent must provide a copy of the agreement to management along with any instructions on pick up information. If we have a non custodial parent who has picked up the child before then we can not prevent them from picking up the child again unless we have a valid court order stating so.

If a parent has a door code and they are no longer authorized to pick up the child please inform us immediately so we may delete the code and issue a new one to the custodial parent.

CLOSING TIME

Happy Faces opens at 6:00 a.m and closes promptly at 6:30 pm. There is a late fee of \$15 per child for every 15 minutes you are late beginning at 6:30 p.m. For example, at 6:31 p.m the fee is \$15 (cash only).

At 6:30 p.m. staff should be leaving the building not greeting parents. Our staff only get paid until 6:30p.m. If you need to talk with a teacher you must come in earlier. Remember that our teachers have their own families and commitments to attend also.

PLAYGROUND / OUTDOOR PLAY

Our school has a wide range of activities indoors and outdoors that requires that children come to the center dressed in washable comfortable clothing and shoes. The teachers can not change clothes and / or shoes before going outside to play.

Children must be dressed for the weather. If it's cold they must have a jacket or coat. Licensing requires that children be taken outside at least once a day, weather permitting. If your child's class is going outside to play then all children in the classroom will be required to go outside. If your child is too ill to go outside they are too ill to attend the center.

If your child has any medical restrictions, please get a doctor's note and give us a copy. Please make sure you discuss the restrictions with the centers Director and your child's teacher.

ILLNESS

You are the best judge of your child's health. If your child is ill please keep them home. However if your child becomes ill while at the center your child's teacher or management will contact you regarding your child's illness.

The following criteria will be considered in determining whether your child will need to be picked up:

- fever of 100.4
- Unknown rash
- Highly contagious condition such as head lice, chicken pox, pink eye, ring worm, etc.
- Diarrhea and / or vomiting
- Not acting like themselves – laying around, not eating or drinking, sleeping a lot.
- Extreme irritability or fussiness that seems to indicate distress or pain.

If you are contacted to pick your child up you must arrive with in timely manner – no longer than 1 ½ hours from the time of the initial call. If you have not arrived in the appropriate time we will contact other emergency contacts. This is for the safety and health of not only your child but for the other children in the center.

If your child is sent home they may return to the center after:

- They are fever free without the use of Tylenol for 24 hours (Children who are teething will not have a fever above 101 according to the American Academy of Pediatrics) – licensing requires children to maintain no fever while attending the center. Children must be under 100.4 for 24 hours without medication before returning to the center
- Letter from doctor stating they are not contagious and may return
- Been on antibiotics and fever free for 24 hours

If a child is sent home two days in a row they will not be permitted to return without a doctors note

MEDICATION

Staff is not permitted to administer any medication (Prescription or OTC) without Doctor authorization. A Medication Form must be filled out by a parent and doctor before medication can be administered.

Medication that can be administered at home must be administered at home. If it is required twice a day, both doses can be administered at home.

Tylenol or other fever reducing medication can only be administered with a doctors authorization and note stating child is not ill with a contagious illness. The child must still remain fever free without the use of Tylenol before attending the center.

The use of sun block, diaper cream, etc. must be signed off on by a separate form that can be provided to you by your child's teacher. This does not need a doctor's signature.

In the case of severe diaper rash – teachers may only use wet paper towels or other baby wipe like items. Washcloths or other non disposable items can not be used for diaper cleaning due to sanitary reasons.

INJURIES

Accidents sometimes happen no matter how much you try to prevent them. Our teachers do their best to prevent as many accidents as possible however if a minor accident occurs an "accident report" will be written up and signed by your child's teacher and management. At pick up your child teachers will give you the document to sign. Some accidents are very minor and parents will be notified at pick up time. We will give you a call if we feel you need to know about an accident before coming to pick up your child. For any medical emergency parents will be called immediately.

In the event of a possible broken bone or stitches the parents will be notified of the possible injury and management will follow the parents instructions.

If a major accident occurs that requires immediate medical care, the teacher will contact management, 911 will be called, and parents will be notified. Management or a teacher will accompany the child to the hospital until the parent arrives.

SPECIAL NEEDS INCLUSION POLICY

Happy Faces Early Learning Center will integrate children with disabilities and other special needs and all children without disabilities in all activities possible.

Children with special needs can be enrolled in the center as long as we can provide safe adequate care for the child.

If a child enrolled has an IEP or IFSP, the parent may provide a copy to management. Management will be responsible for coordinating care within the facility with any teachers / caregivers in accordance with the written plan listed on the IEP / IFSP.

Management, parents, and teachers will communicate on a regular basis. If you have any questions or concerns please talk with your child's teacher or the Director.

A child with special health needs will have a special care plan on file that includes all emergency contact information as well as all medical information necessary for the staff to provide appropriate and safe care. The Director will be responsible for ensuring that the child's teacher has a copy

in the classroom and is trained on what needs to be done in the event that a medical emergency occurs while the child is in our care.

DISCIPLINE POLICY

Our aim is to develop personal standards of self-discipline in our children, not to enforce a set of institutional rules. Our staff's goals are to teach the children what is considered socially acceptable behavior. We will reinforce positive behavior.

Discipline is not a punishment, but rather a teaching and guiding experience. Children who misbehave will be given the opportunity to discuss with the teacher the reason they exhibited the behavior. The teacher will offer the child alternative positive behaviors such as 'when you feel frustrated by another child talk to them and let them know how they made you feel' or 'if you feel upset come talk to me.' The teachers also provide the children with choices of redirection.

Teachers create a positive environment in order to demonstrate respect, convey appropriate behavioral expectations and implement clear rules. Our teachers understand that each child learns at his/her own pace.

The children will be encouraged to use "conflict resolution" during disagreements:

1. The teacher will act as mediators to allow all children involved to express their feelings without interruption or disrespect.
2. The teacher will assist the children in deciding on a resolution.
3. The teacher will monitor the situation to determine whether the resolution is working or if another approach is needed.

Time outs or "calm down times" are not used for children under the age of 2 years old and will be limited to one minute for every year of age for children ages 2 and older.

When children do not follow the rules they are encouraged to express their emotions before being placed in time out. The teachers will explain to the child why they are being placed in time out to ensure all children have an understanding of the rules and their behavior.

OUR PROGRAM

Happy Faces curriculum is based on *The Creative Curriculum* published by Teaching Strategies, Inc. This is a program that has been approved by the Maryland Department of Education and uses all of Maryland's Preschool standards available to date.

Many of the goals in our curriculum are long term in order to make effective contributions to the children's overall growth. We repeat units of study until they are thoroughly learned. Quite often, we introduce a general subject and later teach parts of it in more detail.

The main idea of *The Creative Curriculum* is that children learn in a variety of different settings and through diverse activities. Through this curriculum the four areas of development are addressed at age appropriate levels for the children in each class, using the children's interests, abilities, and needs as guides.

In outlining our program, we must emphasize that many areas of learning are "on-going". Math concepts are daily, such as counting the calendar. Letter sounds are introduced and discussed as various words naturally occur in daily conversation, reading our charts, finding our daily jobs, and playing. Objects are described and compared. Art projects use the basic shapes and exercise fine motor skills.

We offer the following:

- Creativity
- Art
- Cooking
- Physical Development
- Exercise
- Music
- Science
- Problem Solving
- Finger-plays
- Story times
- Reading readiness
- Mathematics
- Logic
- Sand/Water play
- Health (hygiene and daily living skills)
- Vocabulary Development
- Language Literacy
- Communications Development
- Social, Personal & Emotional Development
- Fine Motor Skills
- Gross Motor Skills
- Handwriting

- Outdoor / Indoor Free Play
- Name, Number & Letter recognition
- Spanish (for 4 & 5 year olds)

Centers for indoor free play:

- Blocks
- Dramatic Play
- Housekeeping
- Science and Math
- Library
- Puzzles
- Table Games
- Art Center
- Computers (for school age children)
- Music

On Friday's the children in all classrooms will take home their art activities they have done for the week. You will find a daily schedule posted in all the classrooms – due to the varying ages the classroom schedule vary according to age and attention level.

Happy Faces is a member of NAEYC (National Association for the Education of Young Children), NCCA (National Child Care Association), the Maryland State Child Care Association, and MD EXCELS program. Our staff have received their Maryland Child Care Credential Certificates.

FIRST AIDE & CPR

Several staff members who are certified in CPR and First Aid are on the premises at all times.

FIRE & OTHER DISASTERS

In each room we have a fire evacuation plan posted. We have regular fire drills once a month.

We have a Project Security Blanket plan posted in the office and staff have been trained on what to do in event of a shelter in place, or building evacuation.

In the event of a lock down the front door will be locked, and parents will not be able to enter the building. Management will post a sign indicating that it is a lockdown.

These are our 2 locations for an Emergency Evacuation.

Site A- Trinity Baptist Church,
2671 Mattawoman Beantown Rd,
Waldorf Md. 20601. 301-645-7889

Site B- Annie's Early Learning Center,
6420 Trust Place,
Hughesville Rd 20637. 301-274-9500

ASSESSMENTS / PARENT – TEACHER CONFERENCES

All age groups are assessed informally to ensure that the teachers plan their curriculum goals and activities to support individualized learning.

All children who enter the Preschool room will have a portfolio created by the teacher when they enter the classroom. The Preschool teacher maintains records of the assessments to show each child's progress in cognitive, language, physical, social and emotional areas of development that are consistent with our program curriculum and philosophy.

Teachers in all classrooms observe, record, and document (when needed) children's development, participation and learning throughout the year. The assessments are ongoing, systematic and gathered from natural play activities and realistic settings that reflect children's actual performance. The assessments may be large notations that are discussed with the child's parents or maybe simple teacher memorization that will be passed to the next classroom teacher during transitioning.

When assessments identify serious concerns, appropriate follow up assessments are conducted – the teacher will discuss the concerns with management. The management team will either communicate with the parent or give the teacher permission to discuss the concerns with the parent in either an informal or formal conference setting.

Our families are part of the assessment process with regular communication, partnership and involvement. Parents are encouraged to express any concerns they may have with their child's teacher – in some cases parent and/or teacher concerns are solved simply by communication. Some children behave differently at a school setting than they do at home. In some cases these children will show certain skills at home that they do not show while at the center and vice versa.

Parents are more than welcome to request a formal sit down conference with the teacher. We ask that you contact your child's teacher directly or management to schedule the conference.

OBSERVATIONS OF CHILDREN / CLASSROOMS

Lead Teachers will observe the children in their classroom periodically throughout the year and will observe new students within the first few weeks of their enrollment into the classroom.

The Director will conduct classroom observations short (15 – 30 minute) classroom observations at a minimum of once a month and will conduct long (30 – 60 minute) classroom

observations once every three months.

The observations of the children and classrooms are to ensure that every child enrolled in every classroom is receiving high quality learning and care while they are enrolled at the center.

THE LESSON PLANNING PROCESS

The center maintains a center-wide theme each week based on *The Creative Curriculum*.

Each teacher conducts assessments and observations periodically of the children enrolled in their classroom; the teachers create lesson plans based on the center-wide theme and curriculum and will adjust the lesson plan activities to fit specific children's needs based on the different skill levels, ages, IFSP, etc.

The Lead Teachers must complete two (2) weeks worth of lesson plans in advance and have them posted in their classroom prior to implementing them.

The teachers are informed of the center's special activity schedule in advance such as library story time, Santa visits, fire department visits, picture day, etc. so they may plan their lessons accordingly around the special activities.

INCLEMENT WEATHER

It is rare that we close. If the Government is closed, we will be closed. All situations will be judged individually and decisions will be made based on the safety of the children and our staff. If you are not sure if we are open or opening late, please call the center or check Facebook. We will leave a message as soon as possible.

HOLIDAYS

Happy Faces will be closed on all government holidays.

- New Year's Day
- Martin Luther King Jr. birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Black Friday (the day after Thanksgiving)
- Christmas Day

*If Christmas Eve falls on a weekday we will close promptly at 2:00 pm. If you're late picking up your child, our policy will be same as a normal day, and late fees will be charged.

BIRTHDAY & CENTER PARTIES

If your child would like to bring cupcakes for his / her birthday, we will have them during P.M. snack. Cupcakes must be store bought, not homemade. (No presents or big parties). Please talk to your child's teachers prior to bringing in items and respect the allergies other children in the class may have.

TAX RECEIPT

Happy Faces provides parents with a tax receipt upon request. Your account must be up to date and current in order to receive the tax receipt.

Tax Id # 52-212-3803

SUMMER CAMP

Happy Faces offers a Summer Camp for children ages 4 to 12 years. Four year olds must be entering kindergarten in the fall.

Registration and information for Summer Camp will be available in April. Summer Camp is designed to be fun, relaxing, and educational.