



## FAMILY HANDBOOK

2023

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# WELCOME

Dear Family,

Thank you for choosing **Wee Wonders Children's Academy**. We look forward to providing your child with a caring and enriching environment. It is our passion to create a wholesome, happy, and healthy environment that is consistent and reliable. It is our goal that parents can feel confident with their children in our care and know that they are safe and happy while the parents focus on their work and have peace of mind knowing that their child's needs are of utmost importance to us. We strive to partner with you in the most important endeavor for all of us...the growth and development of your child.

Sincerely,

Andrea Griffin

Executive Director

**Wee Wonders Children's Academy**

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## ABOUT US

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### *Philosophy*

At **Wee Wonders Children's Academy**, we focus on the whole child. We provide an environment and activities that nurture cognitive, physical, social, and emotional development. Our program is Montessori based with a theme-based Preschool Curriculum. We partner with each parent and make decisions that are best for each child.

### *Mission*

**Wee Wonders Children's Academy** is passionate about providing consistent, quality childcare where kids can learn and grow, and parents can feel confident with and rely on.

### *Certification*

Certified Family Childcare # CF503457

### *Definition of Family*

In this handbook when we use the term family, we are referring to a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of your child in my care.

### *Hours of Operation*

Child care services are provided from **8:00 AM** through 5:00 PM.

### *Emergency Situations*

In the rare case of an emergency situation, you or your emergency contact will be asked to make arrangements to pick up your child(ren) and the program will close for the remainder of the day. Should this need arise, you or your emergency contact shall pick up your children within one hour of receiving the call.

### *Holidays*

We are closed for the following holidays:

New Year's Day, MLK Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving (Thursday & Friday), Christmas Eve through New Year's Day. If any holidays fall on the weekend, we will be closed either the Friday before or the Monday after in observance of the holiday.

We will also be closed for four training days per year. They will be held on the 4th Friday of February, April, June & August.

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### ***Admission & Enrollment***

All admission and enrollment forms must be completed and the tuition deposit and first tuition payment paid prior to your child's first day of attendance.

Based on the availability and openings, our program admits children from 8 weeks to 6 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

### ***Waiting List***

Children will be enrolled from the waiting list in the order from which they are listed. A family with a child already enrolled in our program will be given priority.

### ***Adjustment/Trial Period***

Our program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new childcare setting. We will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing, and reassuring them of their family's return.

A two-week adjustment period begins on your child's first day in our care. During this time, the family or **Wee Wonders Children's Academy** can decide to terminate the signed contract without penalty.

### ***Inclusion***

We believe that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage the full and active participation of all children in our program based on their individual capabilities and needs.

If your child has an identified special need, please let us know before enrollment so that we can assure that we can provide a secure and safe environment.

### ***Non-Discrimination***

Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by regulatory and partnering agencies. All records concerning children enrolled in our program are confidential.

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## Our Qualifications

Andrea Griffin - Executive Director - Andrea has over 32 years of experience in the childcare industry and the state requirements and qualifications.

Andrea participates in ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

### Staff / Assistant / Substitute Qualifications.

All Staff, Assistants, or Substitutes that are employed by me will have appropriate qualifications in the childcare industry and will meet/ exceed the state requirements. A list of qualified staff, assistants, and substitutes will be provided to you and available on the bulletin board.

## Communication & Family Partnership

**Daily Communications.** We use an APP called WonderSchool to communicate about your child's daily activities. You will be invited to join the APP upon enrollment. You will also receive important announcements and tuition statements through the APP.

**Bulletin Boards.** We have a bulletin board with program news, upcoming events, holiday closing dates, announcements, etc.

**Family Activities.** Each family is a child's first teacher. We value families as partners in the growth and development of children in my care. We encourage parents and other family members to be involved in the program, participate in events, and provide feedback on the program. We encourage families to participate and support their child's learning goals.

Please see the list of Family Activities at the end of this booklet.

## CURRICULA & LEARNING

### Learning Environment

We provide a rich Montessori learning environment with curricula that are developmentally appropriate to the specific ages of the children in our care. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas.

### Outings & Field Trips

Weather permitting, we may conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children will be guarded in all activities. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

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### ***Television Time***

Our normal daily routine does not include television watching, but from time to time, we may record a television show without advertisements as a teaching aid. Television consumption will not be longer than one hour unless we watch a special movie and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child with a positive experience with an increased understanding of the world. Alternative activities are available for children during any television time.

### ***Multiculturalism***

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids in teaching children respect for our world and the diversity of life in it.

### ***Celebrations***

Our celebrations and holiday policy encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and the community.

### ***Rest Time***

Infants sleep according to their own schedule and are laid to sleep on their backs.

After lunch, all children less than 6 years of age participate in quiet rest time. Children are not required to sleep and may be given quiet activities.

### ***Toilet Training***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a home/child care partnership that supports your child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.



## GUIDANCE

### *General Procedure*

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Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, be respectful of other people and property, and learn to understand the results of their actions.

### *Challenging Behavior*

Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children.

Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### *Notification of Behavioral Issues to Families*

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## TUITION AND FEES

### *Important Notice*

All payment and fee processing will be completed through our WonderSchool APP. If you have a question or concern regarding payment or fees, please contact Andrea.

### *Tuition Rates*

Monthly tuition is charged on a sliding scale based on your child's age and the number of days per week your child is in care.

Families contract for a specific weekly schedule as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure, or closure due to inclement weather.

### ***Tuition Deposit***

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A Tuition Deposit equal to half of your monthly tuition is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which may come out of their deposit.

### ***Payment***

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due by 8:00 AM on the first of each month, as outlined in the *Enrollment Agreement*.

### ***Methods of Payment***

Several methods of payment are available for your convenience. Families can pay by cash, check, or money order. Preferred method: You are able to set up automatic, reoccurring payments on your WonderSchool APP.

### ***Late Payment Charges***

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated.**

If payment is not received on the day that it is due, a late fee of \$50 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court, and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of \$5 per minute will be assessed beginning at 5:00 PM and will be due upon arrival. **Repeated late pick-ups may result in childcare services being terminated.**

### **Other Fees**

- *From time to time, there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.*

### **Credits**

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure, or closure due to inclement weather, infectious disease or public health emergencies such as a pandemic, or weather-related or environmental emergencies.

## **ATTENDANCE & WITHDRAWAL**

### **Absence**

If your child is going to be absent or arrive after 9:00 AM, please notify us via the Wonderschool APP. We will be concerned about your child if we do not hear from you.

### **Yearly Closure**

We will be closed annually from Christmas Eve through New Year's Day. If either of these days falls on a weekend, we will close the Friday before or Monday after. **Full tuition is still due during this closure.**

Families are responsible for finding backup care for their children during holidays, facility closures, and planned or unplanned closings.

### **Withdrawals**

A written notice, 2 weeks in advance, is required by **Wee Wonders Children's Academy** when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

## ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via the WonderSchool APP.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

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## **DROP-OFF AND PICK-UP**

### ***General Procedure***

We open at 8:00 AM, and please do not drop off your child any earlier than this time. Families are expected to accompany their children and sign them in via the WonderSchool APP each morning. The QR code is posted at the door for your convenience.

We close at 5:00 PM, and please do not pick up your child later than this time. Families are expected to enter **Wee Wonders Children's Academy** and sign-out their child out via the WonderSchool APP and leave by closing time.

### ***Use of Cell Phones***

Drop-off and pick-up are my primary windows of time to communicate with you about your child. In addition, children need your full attention at this time. Therefore, we respectfully request that you not use cell phones while dropping off or picking up your child.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick up your child, you must notify **Wee Wonders Children's Academy** in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of this policy.

If your child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. We will stay with your child as long as possible, **but if after hours we have not been able to reach you or any person listed as an Emergency and Release Contact, we will call the local child protective services agency**

### ***Right to Refuse Child Release***

**Wee Wonders Children's Academy** may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick up your child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from our program.

## PERSONAL BELONGINGS

### *What to Bring*

- **Infants:** 4 bottles, formula or breast milk, a pack of diapers, wipes, and diaper cream as requested, and two extra outfits, (changed out monthly for sizing)
- **Toddlers:** a pack of diapers, wipes, and diaper cream as requested, and two extra outfits, (changed out periodically for sizing)
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program.
- **Preschoolers:** at least one change of clothes
- **Pre - Kindergarteners:** at least one change of clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, comfort items, blankets, etc.) to prevent items from becoming misplaced or lost. We are 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.

### *Cubbies*

Upon enrollment, each child will be assigned a "cubby." Cubbies are labeled with your child's name. Their personal belongings will be kept here. Please check your child's cubby on a daily basis for items that need to be taken home.

### *Toys from Home*

I request that you do not allow your child to bring toys from home.

## NUTRITION

### USDA Food Program

**Wee Wonders Children's Academy** participates in the USDA food program and follows the guidelines respectively. If your family has alternative dietary needs or preferences, you may be asked to provide those alternate foods that are not offered by **Wee Wonders Children's Academy**.

### *Food Allergies*

If your child has a food allergy, you must notify **Wee Wonders Children's Academy** in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life-threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. A copy should be given to **Wee Wonders Children's Academy** prior to enrollment.

## **Meal Time**

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At meal time the table is set with plates and flatware. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by families.

All staff is trained in first-aid for choking and are always present at all meals.

## **Infant Feedings**

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with your child's name and the date the milk was expressed. **Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.**
- Formula must be brought in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula brought from home must be labeled with your child's name.
- Solid foods will only be introduced after consultation with the child's family. We will work in conjunction with each family to introduce new foods.

## **Toddler Feedings**

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.

## **HEALTH**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every January we are required to submit current immunization records to the Washington County Health Department. You will be asked to update your child's records annually at this time. If a child is not going to be immunized for medical or religious reasons, the parent will be asked to complete a form required by state regulations. Unimmunized children must be excluded during outbreaks of vaccine-preventable illness as directed by the state health department.

### **Physicals**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than 2 weeks after your child begins my program. Families are

responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to **Wee Wonders Children's Academy**.

## Illness

I understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to our program. We have the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in a greater need for care than I can provide.
- Fever (above 100.4°F).
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – any time during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic 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:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.

## Allergy Prevention

Families are expected to notify **Wee Wonders Children's Academy** regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing your child's symptoms, reactions, treatments, and care.

## Medications

- **Prescription medications** require a note signed by the family and a written order from your child's physician. The label on the medication meets this requirement. The



medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

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- **Non-prescription medications** Non-prescription medication will not be administered unless a written order by the physician is received.
  - **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the parent, specifying the frequency and dosage to be administered.

### **Communicable Diseases**

When a child in our program has a suspected reportable disease, it is our legal responsibility to notify the local Board of Health or the Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

## **SAFETY**

### **Home Safety**

We at **Wee Wonders Children's Academy** pride ourselves in providing a warm, loving, and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are:

- ☐ Working smoke detectors are on each floor and near cooking and sleeping areas.
- ☐ Working carbon monoxide detectors are near the sleeping area.
- ☐ Adequate Ventilation throughout the home.
- ☐ No guns or firearms on premises.
- ☐ Gates are used on stairways when children under 6 are present.
- ☐ Fire extinguishers are maintained properly.
- ☐ Toys are age-appropriate, in good repair, and of a non-violent nature.
- ☐ Electrical outlets are covered.
- ☐ Pens, pencils, and office supplies are out of reach.



- ❑ Knives and adult scissors are out of reach.
- ❑ Cleaners, chemicals, matches, and fire starters are out of reach.
- ❑ The hot water heater is regulated at 120°F.
- ❑ Medications are out of reach.
- ❑ A well-stocked first aid kit is kept near and expiration dates are observed.
- ❑ All staff is certified in Infant & Child CPR and Pediatric First Aid.
- ❑ Hot radiator and water pipes are covered or out of reach or not very hot to the touch.
- ❑ Safe outdoor area to play.
- ❑ The yard is free of splinters and harmful objects.
- ❑ Safety-approved play equipment and toys.
- ❑ The yard is routinely treated to deter insects.
- ❑ Outside areas where children play are fenced and the gate locked.
- ❑ Children do not play outside unsupervised.

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. The yard is used as an extension of our program, and daily activities are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment which could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for program play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 40 °F degrees. Additionally, outdoor play will be canceled if the air quality is deemed to be poor.

### ***Injuries***

First aid will be administered by **Wee Wonders Children's Academy** staff in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Our program is equipped with a first aid kit meeting state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work with the families of both to keep them informed and to develop strategies for change.

## ***Pets/Animals***

We do not have any pets in the daycare areas of the premises.

## ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all families. **Wee Wonders Children's Academy** does not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from our care.

## ***Smoking***

The poisons in secondhand smoke are especially harmful to infants' and young children's developing bodies, therefore the indoor and outdoor program environment and vehicles used by our program are non-smoking areas at all times. The use of tobacco in any form is prohibited on the program's premises.

## ***Prohibited Substances***

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence is required to leave the premises immediately.

## ***Dangerous Weapons***

A dangerous weapon is a gun, knife, razor, or any other object, by the manner, it is used or intended to be used, capable of inflicting bodily harm. Families, children, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun or any other weapon on my premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. **Wee Wonders Children's Academy** is legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## ***Suspected Child Abuse***

**Wee Wonders Children's Academy** is required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## EMERGENCIES

### *Fire Safety*

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The **Wee Wonders Children's Academy** home is fully equipped with smoke alarms and fire extinguishers

Our fire evacuation plan is reviewed with the children on a monthly basis.

### *Emergency Transportation*

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with your child until a family member or emergency contact arrives.

## FAMILY ACTIVITIES

From time to time, we offer an opportunity for families to participate in activities that help with the growth and improvement of their child's education. We encourage families to take an active role.

Examples of Family Events: Please be sure to look at the Bulletin Board for announcements of these activities and events.

- Holiday Gathering
- Book Swap
- Fall Festival
- Annual Family Picnic

Program Activities: Enjoy and help your child's class with these special activities.

- Chaperone field trips
- Read to children at arrival or pickup
- \* Donate requested items
- Family Teacher conferences

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# Family Handbook Acknowledgement

Please sign this acknowledgment, detach it from the handbook, and return it to us prior to enrollment.

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

Thank you for acknowledging the policies and procedures we have set up are for the safety and welfare of all children in our care. We 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**.

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Recipient Signature

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Date

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Provider's Signature

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Date