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FUTURES Early Learning Center, LLC Child Care Parent Handbook

Welcome to FUTURES Early Learning Center, LLC! We are a nurturing environment that focuses on the growth and development of children 6 weeks of age to Kindergarten. During these early years, we believe the greatest learning is self-awareness and social skills. For our team these milestones are our foundation for engaging and including all children in play and exploration. Our team brings years of experience in education, hands on learning and a passion for being a part of a child's journey. We look forward to sharing all we have with your child!

Philosophy Statement

Futures Early Learning Center ensures a safe, nurturing, educational environment for children and their families. Through a partnership with parents to provide a developmentally appropriate learning setting we can contribute to the positive development of each child in obtaining and growing their early childhood milestones.

- ❖ **As an early childhood learning center, we believe young children grow and learn through play. Providing an environment rich in hands on activities and involvement allows children to explore, create and develop. While learning is child-led, our trained teaching staff guide children through achieving developmental milestones of cognitive, language, social, emotional and motor skills.**
- ❖ **Our culture and environment provide children the opportunity to experience diversity in learning with staff of various backgrounds bringing rich experiences to our interactions and activities.**
- ❖ **As a child-centered environment we excel in providing safe and nurturing guidance for young children of all backgrounds as well as abilities and disabilities. We also partner with community resources to provide additional support services when necessary. These may include, but are not limited to speech therapy, occupational and physical therapies.**
- ❖ **At the core of our practice is establishing and maintaining a positive relationship with parents and families. As the primary advocates for a child we hope to make every parent feel as though they are an active participant in the care and learning of their child(ren). This is developed through open communications, clearly outlined expectations and mutual respect.**
- ❖ **These values and beliefs are practiced daily and increased and fine-tuned through continuing education by all our staff members.**

We at Futures Early Learning Center share a common passion for participating with parents and families to help all children grow and develop as they prepare for the next steps in their life journey.

Hours

Our business hours are Monday through Friday 6:30 a.m. to 5:30 p.m. Drop-off time and pick-up time **must be strictly observed**. We charge a \$5.00 fee for every ten minutes if you drop a child off early. Advance permission is required to arrive before 6:30 a.m. We charge **\$1 for every minute you are late to pick up your child**. This is payable at the time the child is picked up for the day. Parents are required to notify us by 7:30 a.m. if your child will be LATE from their normal arrival time or will not be attending that day. When you arrive to drop off your child or to pick them up at the end of the day you will be required to check your child in and out, this is how we keep track of which children are in which classroom at all times. This will be done at the front reception desk.

Meals and Snacks

We serve the following meals: breakfast, mid-morning snack, and an afternoon snack. Lunch must be provided by families, this can either be a cold sack lunch or something that can be warmed in the

microwave. We focus on serving variety of nutritious foods to all children. If your child has a food allergy, that item will not be included in their meals. If your child has severe allergies to several items, then you will be required to provide their own food, including all snacks and meals. If your child is allergic to milk you will be required to provide their milk. Weekly menus will be posted on the parent board next to the front reception desk.

Breakfast is from 8:00 –9:00 a.m. If your child arrives after 9:00 a.m. they need to eat breakfast at their own home.

Infants will follow their own feeding schedules and all infants need to be proficient at drinking from a bottle when they start childcare. Breast milk will need to be provided to staff each morning and clearly labeled with your child's name on it. It will be up to you when/if you choose to transfer him/her to formula. When your child is close to 1 year and has reached the developmental stage of holding his/her bottle, is sitting up, and is crawling, he/she is ready to begin transitioning from the bottle to a sippy cup. When your child has reached this stage, we can begin introducing the sippy cup to him/her. However, each child is different and that is why it is very important that we follow your child's doctor's recommendations first.

We will follow your doctor's recommendations on when to start introducing baby food and table food to your infant. We will only feed your child foods that they have already eaten a few times in your presence at your home. We will not introduce new foods to them at daycare.

Holidays and Vacations

We observe the following holidays and will be closed when they fall on a typical attendance day, you will not be charged if one of your typically scheduled days falls on one or more of these holidays:

- NEW YEAR'S EVE/DAY
- MEMORIAL DAY
- FOURTH OF JULY
- LABOR DAY
- THANKSGIVING DAY/FRIDAY AFTER
- CHRISTMAS EVE & CHRISTMAS DAY

Fees and Payment Schedule

Fees will be as follows unless otherwise stated in an addendum: 6 weeks to 18 months of age is \$40.00 a day for full day care. 18 months to being potty trained of is \$38.00 a day for full day care. Potty trained and up will be \$36.00 a day for full day care. We do not offer part time day care, everyone is charged for the full day; however, you only pay for the days you are scheduled. Parents will need to sign up for days one month in advance.

All services are prepaid and are due on Monday morning of the week services are to be provided. If your child starts on a day other than Monday, then payment is due the first day of service for the week. Payments will be made weekly or you are welcome to pay multiple weeks if you wish. Payment is still required on Monday morning even if your child is absent or unless you have contacted us, and we have made other arrangements. Again, you pay for every day you have scheduled for regardless of sickness or vacation on your part.

Payments may be made in cash or by check. Make checks payable to: FUTURES Early Learning Center, LLC. If any bad check is received the parents/guardians will be responsible to pay an additional \$20 and any bank charges incurred by our business because of the check being dishonored. In addition, all future payments must be made in cash. If funds are not available at the time required, your child will not receive care in our facility and you will have to make other arrangements for childcare.

Deposit & Termination

A \$25.00 application fee is required to hold your child's spot and during their enrollment period with us. A deposit equal to five days of enrollment is due with the first month's payment on the first day of attendance. This deposit is non-refundable. Parents/guardians must give us a written notice of termination 2 weeks, beginning with Monday, before the child is to leave the childcare.

Failure to give proper notice will result in the normal fee being due and payable to cover the remainder of your scheduled days for the month.

NO CASH REFUNDS ARE GIVEN. IF WE ARE HOLDING A SPOT TO ENSURE A SPACE FOR YOUR CHILD AND YOU CHOOSE NOT TO USE OUR SERVICES FOR WHATEVER REASON BEFORE SERVICE HAS BEGUN, YOUR APPLICATION FEE WILL NOT BE REFUNDED.

We also reserve the right to immediately terminate childcare services without notice.

Registration Policy

Colorado State Law requires parents to complete the following forms:

1. Enrollment/Admission Form
2. Authorization/Emergency Information Form
3. Health Evaluation Form
4. Immunization Record or signed exempt form

Before a child is admitted for care, we must receive a signed contract and terms of agreement. In addition, all enrollment forms including the Health Status Form and the Immunization Form must be received and signed by a physician or a licensed nurse practitioner. A notary must sign where indicated on the forms.

The Health Status Form must be updated annually for children under the age of 7. All other forms must be updated annually.

We do prefer that all children who attend this center have all immunizations, but we understand that this may not be possible for all children for whatever reason. We do accept children who are exempt from immunizations with proper documentation.

Illness

For the protection of all children, you must keep your child at home if any of the following applies to them:

- The illness prevents child from participation in all regular activities.
- The illness results in greater care than provider can comfortably provide.
- The child has a fever; lethargy; irritability; persistent crying; difficulty breathing etc.
- The child has an intestinal disturbance accompanied by diarrhea or vomiting.
- Rash with fever or behavior change
- Any discharge from sores, eyes, ears or profuse nasal discharge.
- Tuberculosis until not infectious (bacterial – respiratory)
- Strep Throat (until 24hrs. after treatment begins and no fever for 24hrs.-w/out suppressant)
- Head lice (until morning after 1st treatment)

- Scabies (mites until after treatment is completed)
- Chicken pox until 6 days after onset of rash and all lesions are dried and crusted
- Pertussis until 5 days of appropriate antibiotic are completed (respiratory – bacterial)
- Impetigo (until 24-48 hrs. after meds begin)
- Mumps until 9 days after onset of parotid gland swelling
- Hepatitis A until one week after onset or until immune globulin is given to all children/staff
- Hepatitis B
- Infection with shigella; E-coli; salmonella
- Infections with Herophilus flu; meningitides; streptococcus pneumonia until adequately treated
- or any other possible symptoms of a communicable disease

If your child shows signs of any contagious disease, please keep them at home and report their condition to us immediately. The child must be free from all symptoms 24 hours before they will be admitted back into the center.

If any of the above symptoms are present when you bring the child to the center, the child will not be permitted to stay. If these symptoms arise while the child is in our care, we will call you to pick the child up. If you cannot be reached, we will call the person you have listed down for emergencies to come get the child. In the meantime, the child will be isolated from the other children until you arrive. Admission is at the discretion of the director.

When a medication is needed, they should be given at home when possible. This has been made easier now that once and twice daily dosages are available.

Please let staff know when you drop your child off in the morning if you have given him/her any medicine at all the night before or that morning. If for any reason your child has a reaction or gets severely ill where doctors or paramedics need to be called, we need to have their medication information available to know how best to assist them.

If it is necessary that your child needs any type of medication, including vitamins, homeopathic and herbal remedies and OTC ointments and creams (prescription or over the counter) during childcare hours we will need written authorization from your health care provider and from you. Ask staff for the

specific forms for this. Parents/Guardians are responsible for providing all medications and supplies. All medicine must be in the original container with your child's name clearly labeled on it.

Prescription medicine containers must bear the original pharmacy label that shows the prescription number, name of the medication, date filled, physician's name, child's name and directions for dosage. When no longer needed, the medicine will be returned to the parents/guardians. We can only administer prescription medicine to the child whose name appears on the pharmacy label.

Nebulized medications and emergency injections (EpiPen) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

In most situations, children should not transport medications to and from this childcare home; this includes medication placed in a diaper bag or backpack. Please hand it directly to the director so we can verify the amount of the medicine together (state requirement) and we can place it in a locked area away from the children.

Accidents & Emergencies

Despite a very watchful eye, sometimes accidents do happen especially with children, it's just a fact of life. So, should the unthinkable arise, we want you to know that we have already thought ahead of time of what our actions would be, so to be prepared to serve your child to the best of our ability.

In the case of an injured child, such as but not limited to: Small bumps, scrapes and cuts we will administer first aid (soapy water and band aid per the Department of Social Services) and the parent/guardian will be notified at pick up time as to what happened. For more severe injuries, we will call a parent/guardian, or if needed 911 and then notify the parents/guardians. Should the child need to be transported, we will relay the parents/guardian's choice of hospital as indicated by intake records. Should we be unable to contact a parent/guardian we will call the person or persons listed on your emergency form. All staff is certified in both CPR and First Aid.

If ever we could not locate a child, we would contact the police and the child's parents/guardians immediately. If a child is lost, all children will be gathered in one area while staff checks the remainder of the center for the lost child. We will then also check outdoors and neighboring businesses.

In case of an accidental poisoning staff will call the poison control center, determine what the child got into, follow the poison center's recommendations, call 911 if needed and alert one of the parents/guardians of the incident.

Natural Disasters, Terrorists Attacks & Emergencies

Natural disasters do occur in Colorado. This center has a rough copy of the facility's floor plan and escape route posted in each room of the center should the event arise.

We also keep a copy of the emergency phone list and phone numbers for all the children in our care in their respective classrooms to aid any rescue crews. In all situations staff will first do their absolute best to make sure all children are safe and free from harm.

During a blizzard or very heavy snowfall please leave work early and pick up your child while roads allow travel. It is more important to leave early and be safe driving then being caught in a heavy storm and having an accident.

In the case of a fire, staff will first and foremost do our absolute best to get every child out of the facility and to safety. We will call 911 from our evacuation site and all parents/guardians will be called, to pick up your child immediately. We hold monthly fire drills with the children.

During a tornado warning, we will go to a classroom with no windows and take cover until the warning has been lifted. Parents/guardians will be notified by telephone as soon as possible as to our condition and location if the facility has become unsafe to remain in.

During a severe thunderstorm or electrical storm all children will be kept away from windows and electric devices. All electric devices not required will be turned off. Children afraid of thunder and lightning will be calmed to the best of our ability. If flooding occurs, we will evacuate the facility and seek higher ground depending on the severity of the flood. Staff will notify all parents/guardians of our location, and have you pick up your child immediately.

If there has been a power blackout for 2 hours staff will call all parents/guardians, and ask you to pick up your child.

In case of a neighborhood evacuation for whatever reason (gas leak, water main break, etc.) we will remove the children from the facility and go to the designated evacuation location. Staff will call all parents/guardians or those on your emergency form, if you can't be reached, to notify you of our location. You will be required to come get your child immediately.

ACTIVE SHOOTER SITUATION:

In the event of a Shelter in Place, children will be kept inside with doors locked and activities will continue as normal. We will send a group text to all parents to notify and update you of the situation, so you don't try to come to the facility to pick up your child until it has been deemed safe to do so. In the event of a lockdown, we will keep the children inside away from the doors and windows. Should there be a neighborhood lockdown, staff will notify all parents/guardians by phone to let you know of

the situation, so you don't try to come into the neighborhood to pick up your child until it has been deemed safe to do so.

In the event of a terrorist attack anywhere within the U.S.A. all parents/guardians will be required to come get their children immediately. Staff will do what is instructed by government officials at the time if it affects our area and do our best to keep the children safe until you arrive.

If any event causes severe damage or damage that would affect the care we provide, staff will call you to come pick up your child or children immediately.

If any of these kinds of disasters or attacks take place, you agree to not hold the center or staff responsible.

Behavior Guidance and Discipline:

This center is committed to each child's success in life within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our program works with the child to develop skills and strategies to learn what behaviors are best in all situations. Among our goals is to encourage each child to become creative, independent, responsible, and socially able to participate in life activities. Included in this is learning to make their own choices, learning about responsible choices, and accepting the consequences of such choices.

CORPORAL PUNISHMENT IS NOT ALLOWED IN A LICENSED CHILD CARE SETTING AND WILL NOT BE USED HERE!!!!

Items from Home

Children may not bring toys from home unless arrangements have been made, except for a special comfort item the child may need.

So many times, children argue over toys that are brought from home. It is also easy to have something lost or broken. If your child does bring in other toys he/she will be expected to share it with all the other children (except for infant toys). Please do not send any food, gum, money or toy weapons with your child. Staff will not be responsible for damage or lost toys brought into the center. If you would like to bring a food item as a special occasion, please have it approved by the teacher or director and make sure to bring enough for each child.

We will be happy to accept toys, books, nursery or child furniture/equipment or clothing that your child has outgrown. Contributions on art and craft supplies are always welcome.

If needed, we ask that you bring a package of diapers, wipes and a change of clothes. When the diapers and wipes are starting to get low staff will let you know so you can bring some more.

Rest Periods

There will be quiet time each afternoon from 1:00-3:00 pm. for all children. Infants follow their own schedule. Pacifiers are offered every time an infant is laid down to rest, unless a parent has signed a release stating that no pacifier is desired. No items are permitted in the infant crib until they are 12 months of age and then only a blanket is permitted. If you would like to bring an extra footie pajamas or sleeping bag outfit for nap times, we will put them on the child.

Depending upon their age, children are expected to rest quietly on mats or to engage in quiet activities, allowing those who need to sleep the opportunity to do so.

If you will be picking up your child within these hours, prior notice would be appreciated. This way special arrangement will be made so that the other children will not be disturbed during their much-needed time of rest. Staff can also be sure your child is ready for his/her trip home (diaper changing, hair brushed, face washed, use the bathroom, etc.). Unless you absolutely can't avoid it, please do not picking up/dropping off your child during this time. Thank you.

Children between 1 ½ -5 years and older will be sleeping on mats 2" in depth in the day care. A pillow and blanket of suitable warmth will be provided.

Potty Training

We must work together if potty training is going to work. If you are not working with your child at home, we cannot work with them here. While your child is potty training he/she will be required to wear diapers or pull ups. Once they have been accident free for several days, then we may try regular underpants. During this time please make sure they are wearing clothes that are easy to pull up and down. No overalls, belts or onesies.

Special Needs & Circumstances

Staff will provide care for children with special needs based on the specificity of those needs and the accommodations required. Reasonable accommodations will be made for children with special needs. One of our lead teachers is a licensed Severe Needs Special Education teacher with a decade of experience and will individualize services as needed for each child.

Outdoor Play

Each day, weather permitting, the children will have outdoor playtime. Please make sure to dress your children appropriately for the weather this includes jackets, mittens, hats, boots, etc. for play in snow.

Prior to outside play, sunscreen will be applied to all children except for infants. Please let staff know if you have applied sunscreen to your child prior to arriving to daycare. Sunscreen will be reapplied as needed throughout the day. Sunscreen will need to be provided by parents. Infants that are too young to have sunscreen on are kept in shady areas while we are outside to help avoid sun exposure.

Holidays and Birthdays

We celebrate the following holidays; Valentine's Day, Easter, Halloween, Thanksgiving and Christmas. We will do holiday themed craft projects and throw small holiday parties. Our holiday parties are generally in the morning considering the various pick up times for each child in the afternoon.

Birthdays are a special time. On your child's birthday we will have a small party in his/her honor. Staff usually provides a "special snack" to eat after lunch but some parents prefer to bring the "special snack". Please let the teachers know of your choice so that we do not "double do!"

Media Use

Should the television be used it will be for a very short amount of time, usually just 30 minutes but there might be a rare occasion when the kids are able to watch a movie. Staff tries to emphasize programs with educational content, kindness to each other themes, seasonal specials and children's classics. All television, recorded media, computer, and tablet use is prohibited for children less than two years of age.

We do enjoy music several times a week for dance, dramatic play and physical movement utilizing many children's cd's. All media children are exposed to will not contain explicit language or topics.

Children two years of age or older, screen time will be limited to thirty minutes per week. Computer and tablet time will be limited to non-consecutive fifteen-minute increments, and not exceed thirty minutes per day.

Smoking

This childcare center is a non-smoking environment. Please, Do Not Smoke on The Premises.

Alcohol and Drugs

Alcohol is not allowed to be used in a childcare facility during the hours of operation. Parents/guardians are not allowed to pick up children if alcohol or drug use is indicated by behavior or smell. In that event staff will not allow the child to leave with the person or persons under the influence and they will call the names listed on your emergency form to come pick up the child. You will then be charged \$1 a minute until they arrive if it is after 4:30 p.m. or your designated time.

Changes at Home

If there are changes occurring in your family such as a new baby, a move, an illness, a separation or divorce, please advise your child's teacher so that they can work with your child more successfully during times of insecurity and transition.

Tax Time

In January of each year we fill out a W-10 for each family that had child/children in our center for that past year. If your child is no longer with us at the end of the year we will mail your W-10 to you. If you have moved it will be YOUR responsibility to contact us with a new address of where to send your W-10.

Picking Up Your Child

We ask that when making your child's doctor, dentist, picture taking appointments you do it first thing in the a.m. or the last in the afternoon. It tends to be VERY disruptive to the children when they come, leave, come back, leave etc. Also, when doing these visits the first thing in the a.m. or the last thing in the afternoon it doesn't disturb any of the children's naptime, lunch time, etc. All in all, the day goes much smoother when planning appointments this way, Thank you very much in advance. **When taking your child to the doctor for his/her checkup – please remember to let staff know IN ADVANCE so that staff has his/her paperwork ready for you to take with you for immunizations and annual checkups.**

If someone other than the parents/guardians are picking up the child, they must be authorized on the child's Enrollment Application. If the person is not listed on the form we need to receive written authorization in advance, that the person can pick your child up. Faxes will not be acceptable. We also require a picture ID to be shown to staff by the person picking the child up. If an ID is not shown, we will not let the child go with the party and you will be required to come get your child and will be charged \$1.00 each minute you are late.

In the event of a court order restraining one parent or guardian from the child, we must have a written note from the custodial parent or guardian and a copy of the court order. Without this, staff cannot prevent the non-custodial person from picking up the child.

If a child is not picked up by closing time and we have not been contacted, staff will try to call both parents and then the other people listed on your enrollment form to pick up the child. As required by the State of Colorado, if no one can be reached, we are required by law, to contact social services and the county sheriff and report the child as abandoned. Staff will engage the child in appropriate activities while we wait for someone to pick them up. If it is during meal time or the child becomes hungry we will serve them an appropriate snack or meal.

Should an unauthorized individual, anyone not listed for authorized pick up, attempt to pick up your child they will be escorted from the facility by the director and parents will be notified immediately.

Reporting Abuse and Neglect

By Colorado law staff is required to report any incidents or suspicions of child abuse or child neglect to the Department of Social Services or the Police Department. You also have the right to report any suspicions or incidents that you observe regarding your child or any other child in the center. To report any incidents regarding this child care home call The Colorado State Licensing Department at #303-866-5700 or 303-636-1100 and the Mesa County Sheriff at #970-242-6707. The website is www.cdhs.state.co.us. Colorado Secretary of State website is <http://www.sos.state.co.us/> for a list of complete rules and regulations.

All parents want the best for their children. Sometimes abuse is intentional and sometimes it is not. In any case, the child must be protected. We will try to respect your values and methods of child rearing within the bounds of safety and responsible child care practices. However, if it becomes apparent that the child is being harmed, we are required by Colorado law to report such cases.

IT IS UNLAWFUL TO DELIBERATELY MAKE A FALSE REPORT OF CHILD ABUSE!

WHAT'S INCLUDED IN YOUR FEES

- *Unconditional love and nurturing of your child or children
- *Dependability
- *Nutritious meals and snacks
- *Daily communication about your child's day
- *All arts and crafts supply
- *Toys, games, puzzles, books, music supplies and outdoor toys

- *Cribs, mats, blankets, pillows, bibs, cups, plates, bowls, silverware
- *Potty training supplies (small sit down potty chair or child size toilet seat)
- *First Aid supplies
- *All supplies needed for our holiday, birthday or other fun themed parties that we have throughout the year
- *Trained and certified staff: CPR/First Aid certification, medication administration & universal precautions class, nutrition classes, monthly staff in-services, etc.
- *Utilities: electricity, heat, air conditioning, water, garbage, gas, etc.
- *Furniture: wear and tear, cleaning, replacing, repairing, etc.

AND THE LIST GOES ON.....

APPENDIX

Supplemental Documents

FUTURES Daily Infant Schedule (6 weeks- 24 months)

*Arrival and departure times will vary considerably as will daily attendance in these rooms.

Arrival- Infant will be checked in and daily log will be started by staff. This log will note last feeding and diaper change at home as well as any special instructions.

Morning- At least three mornings a week (weather permitting) infants will go outside to play. Throughout the morning infants will eat and take naps as each child needs. Eating and napping will be logged on each child's daily log.

Diapering- Diapering will occur as necessary but at least every two hours. Children will be placed on a changing surface and staff will use best practice procedures to change and clean the child. During the entire process the staff member will engage the child at a developmentally appropriate level. Upon completion of diapering, staff will help the child to wash their hands before returning to an activity. Diaper changes will be logged, and any special notes added at each changing.

Interactive Play- Throughout the morning and afternoon, infants will be encouraged to explore the classroom and toys. Children will also be rocked, sang to, read to and engaged by staff.

Afternoon- Throughout the afternoon, infants will eat and take naps as each child needs. At least three afternoons a week, infants will engage in a developmentally appropriate craft project. Eating and napping will be logged on each child's daily log.

Departure- When infants are being picked up a staff member will share each child's daily log with the parent and share anything necessary from the day.

FUTURES DAILY SCHEDULE (for 2-year old's and up)

- 7:30 am **Breakfast** – Those children who arrive prior to 8:30am will be served breakfast.
- 8:15 am **Personal Hygiene-** Diapering, bathroom needs, and tooth brushing will take place during this time.
- 8:45 am **Gross Motor Time-** Weather permitting, we will be outside using trikes, balls, hula hoops, and parachute. During inclement weather periods we will be indoors dancing and doing obstacle courses.
- 9:45 am **Circle Time** – Children will be given an opportunity to share any news or special experiences. During this time, we will sing interactive songs, such as “The ABC’s”, “Wheels on the Bus” and “Five Little Monkeys”. We will discuss the day of the week, the month, the year, and the weather. One child will be chosen to mark each of the calendar components. Developmentally appropriate depth will be given in each classroom.
- 10:00 am **Snack**
- 10:30 am **Free Play** – Children will choose their own games and activities. There will be a variety of toys, games, and activities available to the children geared toward enhancing their growth and development. If weather permits, we may go outside.
- 11:15 am **Group Activity Time** – Children will participate in our morning activity. This may involve arts & crafts, science & discovery, games, puzzles, etc. Some days this will be a planned activity based on our current theme or skill focus. Other days the children will be given materials to work on their own creations. As we finish our activity the children will move on to free play.
- 11:45 am **Clean-Up Time** – Toys are put away and hands are washed before lunch.
- 12:00 pm **Lunch**
- 12:30 pm **Clean-Up Time** – Children get ready for rest time.
- 12:45 pm **Story time**
- 1:00 pm **Rest Time** – All children are given a short rest period.

- 1:30 pm **Nap/Quiet Play** – Those children who have not fallen asleep by this time may play quietly. There are books, puzzles, educational computer games and a variety of toys available for quiet play.
- 3:00 pm **Personal Hygiene-** After quiet time bathroom needs and handwashing will be done with each child.
- 3:15 pm **Snack**
- 3:45 pm **Circle Time** – Afternoon circle time gives us a chance to say good-bye to friends. Those children who were not present during the early morning are given an opportunity to share any news or special experiences. During this time we will sing interactive songs and read a story.
- 4:15 pm **Free Play** – Children will choose their own games and activities. There will be a variety of toys, games, and activities available to the children geared toward enhancing their growth and development. If weather permits we may go outside.
- 4:45 pm **Clean-Up Time** – Toys are put away and hands and faces are freshened up for mom and dad to pick up.
- 5:00 pm **Story/Music Time-** During the final half our of facility hours, toddlers and preschoolers will come together for a teacher facilitated story or music activity.

Transition Times- Transitions are the times between scheduled activities that may occur in the classroom, in the hallway and/or going out and coming in from outside play. These times will include a song or poem or follow along activity facilitated by staff to keep all children engaged.

FUTURES Daily Closing Routine:

*At least one staff member will be assigned to close the day care daily.

- 1) At 5:30 each evening locks the front door.
- 2) Go through each room in the facility checking for any children who may not have been picked up.
- 3) If room is clear and all necessary appliances are shut off, turn the lights off to the room and proceed to the next room.
- 4) If a child is found remaining in the facility, take them to the office and immediately call the parent. Should a parent not be reached then the emergency listings should be called. If no one can be reached continue trying until 5:45 p.m. At this point if no one has shown up or been reached by phone, then staff member is to call Child Protective Services and report that a child has been neglected. If a contact person is reached the staff member will wait with the child until they arrive. If no contacts are reached, then the staff member will wait with the child until Child Protective Services sends someone for the child. In the account of this happening, the staff member will immediately call the director and an incident report will be written.

5) If all rooms are found to be empty, secured and closed for the evening then the staff member will let themselves out, relocking the facility.

FUTURES Early Learning Center, LLC

PERMISSION FORM

Child's Name: _____ Date: _____

1. I/We hereby grant permission for my child to use all the indoor and outdoor play equipment and participate in all the activities of the childcare home.
2. I/We hereby grant permission for my child to be included in all pictures and programs connected with the childcare home.
3. I/We hereby grant permission for my child's photo to be used on FUTURES website.
4. I/We hereby grant permission for my child to watch television/movies at the discretion of the daycare provider.
5. I/We hereby grant permission for my child to leave the childcare home under the supervision of the provider or other responsible adult for neighborhood walks, to go to the park, to the school or field trips in an insured vehicle.
6. I/We hereby grant permission for my child to receive applications of sunscreen the family provides.
7. I/We hereby grant permission for the daycare provider to seek emergency medical care for our child in the event of emergency or injury.
8. I/We hereby grant permission for my child to play in the wading pool in the _____ provider's yard during the summer months. I understand the provider will be with the children always and will empty the pool of water and properly store it away from all children when not in use.
9. I/We do NOT want our child's photo to be used on FUTURES website. Please check here _____.
10. I/We have read and understand the policies and procedures in the parent handbook.

I/We agree to accept any expenses incurred in paragraph 4, 5 and 6 above.

Signed: _____ Date: _____

(Parent or legal guardian)