

Teachable Moments Children's Center

Parent Handbook

Statement of Philosophy

Welcome to Teachable Moments Children's Center! Our center believes each child is a unique individual who has the potential to bring something special to this world. We believe the children are our future. Our purpose is to provide a safe and enriching environment which allows children to grow and learn at their fullest potential. It is also our goal to make each child feel secure and loved at Teachable Moments.

Program

Our program focuses on the full range of child needs in support of school readiness. The children will be provided a variety of activities to help develop their beginning writing, reading, and mathematical skills.

Category and Age of Children

Children from 2 to 6 years of age will be able to enroll in our school program.

Days and Hours of Operation

Our program is open year-round Monday through Friday from 7:00 am to 6:00 pm.

School will be closed for the following public holidays and are not prorated:

Holidays/School Closures

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Holiday (Closed for the Week of Thanksgiving)
- Christmas Day
- Christmas Holiday (Closed for the Week of Christmas- EFFECTIVE 2024 YEAR)
- New Years Day (January 1st)
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday/Spring Break (Closed for 2 days)
- Memorial Day
- Fourth of July

*** IF HOLIDAYS FALL ON A WEEKEND IT WILL BE OBSERVED THE DAY PRIOR OR THE DAY AFTER (I.E. A HOLIDAY FALLING ON A SATURDAY WILL BE OBSERVED FRIDAY, AND A HOLIDAY FALLING ON A SUNDAY WILL BE OBSERVED THE FOLLOWING MONDAY) ***

No deduction or refund for the days and hours your child is absent.

Termination Conditions

Our center reserves the right to terminate the services from the family for the following reasons:

- Non-payment of tuition fees
- Child continuously abusing other children and staff verbally or physically
- Non-compliance with program policies

- Program is no longer meeting the child's needs
- Parent exhibits aggressive or abusive behavior towards other children and staff
- Child is in possession of weapons or illegal substances

Food Service Provisions

Teachable Moments Children's Center will provide lunch and two snacks to the enrolled children.

Shoe Policy

If your child does not know how to tie their own shoes, please do not bring your child in shoes with laces. Please have them wear slip on or Velcro shoes. This is a safety precaution for children who do not know how to tie their own shoes as they are at risk to playing and untying their laces during play time, which may result in tripping over their shoelaces and getting hurt. Failure to abide by this policy will result in a call home to pick up your child or to replace your child's shoes at the center.

Naptime

Children will be napping from 1-3 pm daily. Cots are provided. You will be required to provide a pillowcase, small blanket, and cot sheet that must be taken home every Friday to be washed/laundered and brought back the following Monday; or there will be a charge of \$5 for not bringing required bedding material. According to licensing requirements under Personal Right, we cannot force any child to stay awake or sleep if they do not want to.

Criteria for Determining Appropriate Placement

Upon agreement by both the authorized representative and Teachable Moments Children's Center, newly enrolled children will be admitted on a one-week trial basis to determine whether the school is able to meet the child's needs. If it is determined that the school is not able to meet the child's needs, it may be required that the child leaves the program without refund or enrollment, or tuition already paid.

One week prior to enrollment, parent(s) and child(ren) must meet the Center Director to discuss and complete the following forms:

- Identification and Emergency Information
- Admission Agreement
- Parent Handbook
- Child's Personal Rights
- Parent's Rights
- Consent for Medical Treatment
- Child's Preadmission Health History- Parents Report
- Physician's Report
- Immunization Record

Medication Policy

Allow administration of inhaled medications that are prescribed to the child to control lung-related illnesses, including but not limited to local held nebulizers. We also allow administration of EpiPen Jr. and EpiPen, however, it must be prescribed by a physician and used in allergic emergencies only. The parent is in charge of training the staff on how to administer the child's medication. If the medication is used, the parent or legal guardian will be called immediately and 911 if needed. We do not offer services for Blood-Glucose Tests for Diabetic Children, Glucagon Administration, Gastronomy Tube Care, Nasogastric or Nasoenteric Feeding Tubes, and the administration of crushed medications are prohibited. You, as the child's authorized representative, authorize Teachable Moments Children's Center and its staff to cleanse your child's cuts and abrasions with soap and water.

Health/Illness Policy

Your child learns best when he/she is feeling well. Please keep your child home if he/she is ill. We cannot accept your child if he/she is ill. If your child has a contagious disease(s), please notify the director so we can alert parents of other children in our program. Examples of contagious diseases include: Chicken Pox, Measles, Conjunctivitis (pinkeye), Hand and Foot Mouth Disease, and Diarrhea. If determined by the director that your child is ill, he or she cannot attend school on that day. Depending upon the type of illnesses we may require a written doctor's permission before your child can be returned to school. Your child must be healthy and fever free for 48 hours prior to returning to school and they must undergo a health check before the parent can leave.

Please review the following guidelines when deciding if your child is well enough to attend school:

SYMPTOMS KEEP CHILD HOME UNTIL

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Fever	Fever registers below 100 degrees for a 48 hour period
Running Nose	Thick or green discharge clears up. Clear discharge is OK
Earache, Rash	A doctor examines the child and recommend the child's return
Sore Throat	A doctor determines that no strep infection exists and the throat is healed
Cough	A doctor's determination that the cough is not contagious
Upset Stomach/Diarrhea	24 or fewer hours prior to departure for school No temperature: bowel movements have returned to normal, and the child is eating normally without feeling upset

If your child becomes ill while at the center, we will notify you immediately so your child can be picked up from school as soon as possible. Please always have a person of contact to be available to pick up your child when they are sick.

Sign In/ Out Procedure

All children must be signed in and signed out every day. Child authorized representatives must sign the child in/out with full legal signature along with times dropped off and picked up, this is a requirement by law and will result in a fine if audited. Those who do not follow this legal procedure will be charged the fine issued by state licensing if the child is not signed in and signed out of school. We will not release a child to any person unless such person has been authorized by your or child's authorized representative in writing, and such authority along with proof of identity must be provided to us.

Early/Late Pick Up

If you pick up your child due to any reason, tuition refund or deduction will not be given or accepted. School closes promptly at 6:00 pm. If you are running late, please contact our center and notify us at (714) 895-3984. Even after notifying us, you will still be charged \$5.00 for every minute before 7:00 am or after 6:00 pm. If your child is picked up late more than three times in one calendar month, your child may be terminated from our program.

Extra Clothes

Please label all your child's belongings. We also ask if you could please bring two sets of outfits including socks and leave it at the center in the event your child should require a change of clothes. Please bring an extra pair of shoes labeled with your child's name to leave at the center in case of any accidents or emergencies along with the two sets of outfits.

Absences

You are responsible to pay for the full monthly tuition each month once your child is enrolled in Teachable Moments Children's Center even if your child is absent due to illness or other causes. You must notify the school by 10:00 am on the day your child is absent from school. Attendance is required by 10:00 am. If your child is absent for two consecutive weeks without notifying the center, your child will be terminated from the program.

Pictures

Your child's pictures will be taken throughout the year and posted in the classroom and on school social media platforms to promote positive self-esteem and share the activities and fun the children participate in at the center. If you do not want your child's picture to be taken or posted, please notify us in writing immediately and fill out the photo consent form accordingly.

Personal Items

Please do not bring any of your child's personal toys or items from home to school.

Teachable Moments Children's Center is not responsible for lost or damaged personal items brought from home.

Withdrawal/Termination

If you do not wish to continue childcare services at Teachable Moments Children's Center, you must notify us in writing one month prior to your child's last day of attendance. Those with an enrollment deposit will be reimbursed if complying with the withdrawal policy. The enrollment deposit will be forfeited or a billing invoice will be issued if the center is notified less than a month ahead of withdrawal from our program. Legal action will be taken if the invoice is not paid within a month, for those who did not give a one month notice of withdrawal from our program.

Allergy

Please notify staff if your child has an allergy. Parents must provide substitute food if your child is allergic to the food provided at school.

Discipline Policies/Code of Conduct

A goal of guidance in the school is to help the child become a happy, fully functioning human being who can make decisions and direct his/her own behavior into appropriate channels. Guidance is all that we do or say directly or indirectly to influence a child's behavior.

Teachable Moments Children's Center will make every effort to guide the child and to communicate with the parents when issues arise. However, the following behaviors are unacceptable and will not be tolerated under any circumstances. They are grounds for suspension and/or dismissal.

- Physically harming another (i.e. hitting, punching, kicking, biting, pinching, scratching)
- Stealing
- Inappropriate, unacceptable language (curse words, verbal abuse)
- Defacing or destroying school property
- Misuse/abuse of school materials and equipment
- Continued willful disobedience
- Open persistent defiance
- Leaving classrooms without authorization

Consequences for violating rules of conduct:

- First offense- Warning
- Second offense- Child will meet with director
- Third offense- Director will schedule a conference with parents to discuss plan of correction
- Fourth offense- Temporary suspension from Teachable Moments Children's Center (3 days)
- Fifth offense- Permanent dismissal from Teachable Moments Children's Center

Teachable Moments Children's Center reserves the right to refuse or terminate services to anyone at time with or without notice. Circumstances permitting, we will give as much notice as possible if we are not able to meet your or your child's needs.