



PARENT HANDBOOK

Revision 2024

Dear Tanglewood Learning Center Parents,

Welcome to Tanglewood Learning Center—your child's home away from home! Our mission is to provide an educational and nurturing environment that prepares your children for their life's journey.

At Tanglewood, we hold firm to the principle of equality and inclusivity. Discrimination of any kind is not tolerated within our community. Every child and family is valued and respected, regardless of race, ethnicity, religion, gender identity, or socio-economic background.

Our parent handbook is regularly updated to ensure you have the latest information. For the newest copy, contact our center director.

We're thrilled to have you join our community at Tanglewood Learning Center. Let's embark on this exciting journey together!

Warm regards,

Elma Taghizadeh

Owner

Tanglewood Learning Center

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TANGLEWOOD LEARNING Center PARENT'S HANDBOOK

TANGLEWOOD LEARNING Center MISSION STATEMENT:

At TANGLEWOOD LEARNING CENTER, our mission is to be a caring extension of your family while providing a safe and stimulating educational experience. Our goal is to provide a social, emotional, intellectual, and physical environment that embraces each child's needs.

STATEMENT OF SERVICES:

TANGLEWOOD LEARNING CENTER is a year-round program that offers all-day care for children ages six months to 9 years. Our daily activities and program consist of a flexible schedule created to provide diversity and challenge for children of all ages. We offer a structured program for children of all ages with a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play, and story time. We offer a Full-Time contract, which is for children present at the Center for over 6 hours per day, and a part-time contract for children present at the Center for less than 6 hours per day. At this time, we provide a School Readiness program, which is partly funded by the state; in addition, we provide VPK Free of charge to the qualified kids at our center.

HOURS AND DAYS:

TANGLEWOOD LEARNING Center is open from 6 am to 6 pm, Monday through Friday. The center is closed on the following days: New Year's Day, Martin Luther King Jr Day, President's Day, Good Friday, Memorial Day, Juneteenth, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. If holidays fall on a weekend day, the weekday closest to that day will be observed as a holiday. (i.e., Christmas Eve falls on Sunday and Christmas falls on Monday – TANGLEWOOD LEARNING CENTER will be closed on Monday and Tuesday) These days will be decided in January each year and posted for your convenience. All holidays will be charged at the regular rate.

OTHER CLOSURES:

Due to state training requirements, TANGLEWOOD LEARNING CENTER may be closed for a minimum of two additional days during the year for teacher in-service training. These days will be one day in the spring and one day in the fall. These days are decided in January each year and posted for your convenience. You will be charged regularly for the weeks these days fall.

STATE LICENSING

We understand the importance of strict compliance with the state licensing regulations to ensure a quality environment for your children. TANGLEWOOD LEARNING CENTER complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families in our community. We operate on a non-discriminatory basis. No one shall be excluded from our programs because of race, color, religion, disability, sex, or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child attends the TANGLEWOOD LEARNING CENTER. All requested personal information is kept confidential. Parents must update all emergency data, including address, home, cell, and work numbers, and individuals authorized to pick up their child. Valid immunization and valid Physical Form information must be submitted to the center upon enrollment, and all immunizations must be current.

TANGLEWOOD LEARNING CENTER must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents must comply with all state regulations and Center rules outlined in this Parent's Handbook.

ADMISSION AND WITHDRAWAL:

Parents wishing to enroll their children in the Center are encouraged to set up an appointment with the Center office to come and tour the Center and meet the director and their children's Lead Teacher. (Tours are scheduled at the parent's convenience; however, due to rest time and other challenges in our schedule, we encourage tours to be planned between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren) average day. All children shall be considered continuously enrolled from enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER."

START DATE:

Tanglewood Learning Center works on a "Start Date" / "Waiting List" basis. Upon deciding that TANGLEWOOD LEARNING CENTER is the place for your child(ren), you will be asked to complete a "Start Date Agreement" and pay a non-refundable deposit. This deposit consists of the registration fee, which is due each year, and the first and last week's fees (fees through Friday of the first week in attendance and fees equal to one week's tuition at the current rate to be held for the last week your child(ren) attend or owe fees). At this time, you and the Center will agree upon the date your child(ren) will start. Before your first day, you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: Up to date vaccination shot records or any exemption forms. Parents must notify the Center before their child(ren) withdraws, including withdrawal from being on the start list. For more information, see the "VACATIONS, ABSENCES, AND WITHDRAWAL FROM THE CENTER" section.

PAPERWORK, FORMS and ANNUAL RENEWAL:

The state requires us to have current and updated information on each child in our CENTER. This is also for your safety. As mentioned above, we need all forms to be filled out for each child before their initial attendance at the TANGLEWOOD LEARNING CENTER. Also, based on regulations from the DCF, we require some forms to be filled out multiple times a year. A deadline will be given for compliance with this requirement, and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program, and fees will continue to accrue according to the newest published rates, including all late payment convenience fees and all other fees due. Annual registration fees and annual material fees will also be added each year at this same time. If TANGLEWOOD LEARNING CENTER is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible, including an additional \$100 administration fee.

DROP-OFF:

Parents must accompany their child(ren) into the TANGLEWOOD LEARNING CENTER area every morning and clock their child(ren) in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building before opening hours. New families will be given a code/fingerprint to clock each child in. The clock in/out system is located by the office. Upon arrival, we require that all children have direct contact with a teacher to detect apparent illness, infectious disease, or unusual condition or behavior that may adversely affect the child or the group. The child must go home immediately if any of these things are determined.

PICK-UP:

All children must be picked up and clocked out by an adult and person approved by the parent and the CENTER. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who will be allowed to pick up the child must be listed on the Pick-up Permission form or approved in writing by a parent. (Email is also acceptable, and personal identification like a driver's license needs to be referred. The Center reserves the right to not allow any individual into the TANGLEWOOD LEARNING CENTER for drop-off or pick-up if they have created a problem.

Anyone not recognized by sight will be asked for a picture ID. If anyone out of the ordinary is to pick up the child, please alert the office before that time. This is in addition to them being on the Pick-up Permission form or approval, as stated above. The parents are responsible for notifying the office and making changes to this form whenever necessary. This form is re-done annually.

Parental Custody Dispute: TANGLEWOOD LEARNING CENTER is required to have a copy of any court order confirming the custody arrangement; such orders will specify who is to pick the child up from daycare as well as who has legal custody to make decisions about a child's care. We follow the documentation filled in during the enrollment, and any custody changes should be provided by court order. We will notify the police if there is any dispute or if any unauthorized individual is trying to pick up the child without giving proper court documentation. We will also inform the police if the person/ parent refuses to leave the premises when asked. We prioritize the safety and well-being of all the kids under our care. Any parental dispute must be handled outside the TANGLEWOOD LEARNING CENTER premises. Any violations regarding parental dispute policy will result in the immediate termination of enrollment.

Abduction Threats: At TANGLEWOOD LEARNING CENTER, Abduction threats will be taken very seriously and reported to the police and the corresponding individuals immediately. If any parent is informed about any Abduction threats through Verbal notification, then it must be followed by written instructions and formal documentation. Written instructions should include the name(s) of those adults allowed to pick up the child and under what circumstances this can be done. Any changes to these instructions must always be made both verbally and documented in writing to the management and will also be provided to the teachers. It is imperative to provide certified copies of the custody decree as well as photographs of the potential abductor.

PARKING POLICY: Tanglewood Learning Center has drop-off parking spots around the building. Please do not park on the grass. Due to the limited number of vehicles in this area, please park in one of the parking spaces. We strongly urge you to turn your car off and lock it when you come to drop off or pick up your child(ren). TANGLEWOOD LEARNING CENTER is not responsible for items lost or stolen from cars, the parking lot, or the facility.

No Smoking/Vaping Policy/Secondhand Smoke is prohibited. Tanglewood Learning Center has a strict No-Smoking or Vaping policy for anyone in and around the campus, and this policy applies to all areas, including the Playground and communal areas. Parents and guardians are not permitted to bring any clothing, bags, or car seats with a strong secondhand smoke scent.

Prohibited substances: Tanglewood Learning Center prohibits the use and presence of any illegal substances on the center grounds, including the interior and/or exterior of the building and on the property. The use of any illegal substance will result in termination of employment and/or enrollment.

PICK-UP PERMISSION FORM: All persons authorized to pick up a child from the Center must be listed on the PICK-UP PERM. To avoid confusion, the parent must sign the child into our Center to appropriately fill out all forms. In a custody situation, the parent signing the child into our Center takes full responsibility to ensure that this is by their specific court agreement, which must be attached to the enrollment forms if the PICK-UP PERMISSION FORM suggests any limitation of rights. Suppose a parent who is not listed or who believes the information given to us was inaccurate contests the authorization details. In that case, they must first offer proof that they are the legal parent or guardian and have the legal rights to pick up the child. We then will require lawyers for both sides to be contacted, and both attorneys will be requested to provide documentation of the individuals approved for pick-up. The Center reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist, and preferred hospital. Also, please list phone numbers, addresses, and additional contact emergency numbers. It is strongly suggested that all emergency contacts be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form and fill out one of the food or non-food allergy forms. All these forms will be redone annually. Immunization cards need to be presented on, or before the first day, the child attends the CENTER. A photocopy of these will be kept on file. When your child receives additional immunizations, you must bring your immunization card back in so that we can take a current photocopy of it and update your file. Whenever any information on this card changes, you must notify us and update or re-do this form.

CHILD HEALTH CARE CONSULTANTS

From time to time, Tanglewood Learning Center will use a Childcare Health Consultant when the director and/or front office management have health-related questions, such as updating health care policies and procedures in the handbook.

INFORMATION CHANGE

Parents must notify the Center of any change in home or work phone numbers and addresses. This is for your safety so we may reach you in an emergency. The Center requires that someone listed on the Pick-Up Permission form of each child be available within sixty (60) minutes' notice to come and pick up a sick child or a child that TANGLEWOOD LEARNING CENTER has determined needs to go home. All changes in phone numbers, places of employment, residence changes, or changes in pick-up information must be turned in to the office immediately. Please give the Director written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The parent must provide the child's immunization record, and all information must be current. The parents shall also provide proof of this with a form signed by a healthcare provider. This form will state that the child has received all current, age-appropriate immunizations. Parents wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit for such a religious opposition. Suppose the TANGLEWOOD LEARNING CENTER is penalized or fined for non-compliance with immunization cards due to a parent's neglect. That fine will be passed on to the client responsible, including an additional \$100 administration fee.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine, including scripted and un-scripted medications, must be in an up-to-date bottle, not outdated or past-dated. All prescription medications must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the CENTER. A "Permission to give Medication" form must be filled out before administering any medication. All medicines must be personally handed to the Front Office in charge at the time of arrival, along with the "Permission to give Medication" form (Filled out). TANGLEWOOD LEARNING CENTER reserves the right not to give medicines if the dosage is questionable or not according to the label. TANGLEWOOD LEARNING CENTER reserves the right to request a doctor's consent via handwritten prescription for non-prescription medications. The first two doses of medication should be given at home, and the child must be monitored for any possible allergic reaction.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has known food allergies, you must fill out an "Allergy/Food Exemption Medical Statement." This allows us to alert all of our staff to be on guard for their allergy. The Allergy/Food Exemption Statement must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. We must also be aware of Non-Food allergies that can affect your child. If your child has any Non-food allergies, you must fill out a "Non-Food Allergy Medical Statement," which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You must also fill out an "Authorization to give Medication" form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all our children. We rely on our parents to monitor their children with these guidelines to provide a safe and healthy environment. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors, then they are too sick for group care. A child who is ill or has a temperature of 100.4 degrees or above should be kept at home. Upon arrival, all children shall have direct contact with a staff member for early detection of apparent illness, communicable disease, or unusual condition or behavior; see the Drop-Off section above. A child who is too ill to remain in the Center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100.4 degrees if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 60 minutes, or overtime rates may apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. The overtime rate will apply if no one is available by contact after 60 minutes. The Center reserves the right to request the child to see a physician or have a physician's note before returning. For further clarification, refer to the F-Section of this manual for our entire "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

ACCIDENT REPORTS:

Safety is a top priority of TANGLEWOOD LEARNING CENTER. Yet, sometimes, a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss," our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge within 72 hours of the accident, will be provided to you, and a copy will be filed with the Director's office. This system aims to ensure communication at all levels and can be a very good way to be sure little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It puts our staff in an awkward situation and could cause a confrontation between our families. We will handle all behavior problems professionally and appropriately.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

TANGLEWOOD LEARNING Center complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, a modification of equipment, or the removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child to have a child with special needs in our CENTER, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the child's accommodation should be referred to the leadership staff.

DISCIPLINE:

At TANGLEWOOD LEARNING CENTER, the staff is trained to use positive reinforcement as a means of discipline. Our goal is to find solutions and provide your child with the best environment. We have a detailed Discipline policy, including an early intervention system, which we call our Behavior Intervention Policy.

Termination of Enrollment by Tanglewood or Parent:

In certain circumstances, it may be necessary for the administrator to decide to discontinue a child's enrollment. Such a decision would be based on whether it is in the child's best interest, the other children in the class, and the overall operation of the Center to terminate enrollment. Every effort will be made to correct a problematic situation before making a final decision. Termination of enrollment may be due to the result of the following:

1. Students' abuse of classmates, staff, or property
2. Parents' disruptive, distressing, and inappropriate behavior toward staff, children, and/or property. Parents wear inappropriate clothing for a childcare setting. Parents enter the building while wearing strong cologne/body spray—parents smell of second-hand smoke, alcoholic beverages, or any controlled substance.
3. Non-payment of tuition (immediate termination)
4. Continued violation of TANGLEWOOD LEARNING CENTER policies
5. Disruptive or dangerous behavior
6. The center's inability to meet the child's needs.
7. And any other general violations that disrupt the centers and classroom's daily operations

Whenever possible, the parent will receive written notification within one week of enrollment termination. Please give at least two (2) weeks' notice if you plan to withdraw your child from TANGLEWOOD LEARNING. There are no refunds of tuition or registration if you withdraw.

Exterior and Interior Damages

Parents will be responsible for major damages caused by the child to the building, toys, and equipment if it is not considered to be regular daily wear and tear. Examples include If a child creates a hole in the wall or door on purpose or flushes toys down the toilet, causing flooding and damage to the building structure, plumbing, or any general damage in the Center, etc....

TOILET TRAINING

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the CENTER.

Toilet Training usually begins around 2 years of age. When a child is interested in toilet training, the parents and teachers should complete a Potty-Training Contract describing how they will cooperate to encourage toilet training. This form is available from the director. This plan is a commitment to work with the child consistently; it is not a timeline for completing toilet training. This contract will be kept on file.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at TANGLEWOOD LEARNING CENTER. Several complete changes of clothes should be kept on-CENTER during this process.

Children three years and above should be completely toilet trained; we will do our best to accommodate children with a disability who need additional assistance with using the facilities.

TOYS:

TANGLEWOOD LEARNING Center has many toys, games, and other resources for children during Center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted in the CENTER unless required for VPK classes, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep toys, which should be labeled with the child's name. TANGLEWOOD LEARNING CENTER is not responsible for stolen, lost, or broken toys or clothing.

Do not bring toy guns, war toys, or other toys of destruction.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration, your child WILL get dirty!! Children will have opportunities for outdoor play twice a day, weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees, with the wind chill and heat index considered. You are required to bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in Center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the Center has the child's name on it.**

DIAPERS: Please provide diapers, wipes, and diaper ointment (if needed) with the medication form filled for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a diaper package to leave at the CENTER. You will be notified when your child is running low on supplies. If you run out of diapers, we will provide them to you automatically for a fee of \$2 per diaper. If you have any questions, please check with the office.

SUPPLIES: Each child will receive all the necessary instructional supplies at TANGLEWOOD LEARNING CENTER. *Please mark all items clearly with your child's name.* Additional personal items that are needed include:

- 1) A small blanket for rest time
- 2) If your child prefers a small pillow and/or a stuffed animal/doll for resting. it must be small enough to fit into a zipped bag; Please be sure to provide one daily or leave one in the child's cubby at school.
- 3) Zipped bag labeled with child's name.
- 4) Children under the age of 1 cannot have bibs, necklaces, bumpers, blankets, and or toys in their cribs.

CURRICULUM: Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children, and 90% of brain growth occurs from birth to 5 years old. Each lesson plan and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of most of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

INFANT CURRICULUM:

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language, and physical skills. These activities may include playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring the outdoors.

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

- Physical attention and relaxation
- Gross motor skills
- Eye-hand, and eye-foot coordination
- Group games
- Creative movement

Autonomy and Social Skills

- Sense of self and personal responsibility
- Working in group setting

Work Habits

- Memory Skills/
- Following directions
- Task persistence and completion

Language

- Oral language
- Nursery rhymes, poems, finger plays/songs
- Emerging literacy skills

Mathematics

- Patters and classifications
- Geometry

- Measurement
- Numbers and numbers sense
- Basic Addition and subtraction
- Money

Orientation in time and space

- Vocabulary
- Measure of time
- Passage of time (past, present, future)
- Actual and represented space
- Simple maps
- Basic geographical concepts

Science

- Human, animal, and plant characteristics
- Physical elements (water, air, and light)
- Tools

Music

- Attend to different sounds
- Imitate and produce sounds
- Listen and sing
- Listen and move

Visual arts

- Attend to visual detail
- Creating art
- Looking at and talking about art

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered and participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.

Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.

Snacks and Mealtime: Staff sits with children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day; during this time, your child should be able to stay on his or her sleep cot quietly without disturbing and running in the classroom

Specific activities vary based on age; all are posted weekly in each room.

Center Operation Hours

Tanglewood Learning Center is Open Monday to Friday from 6am to 6pm, We have two schedules for Holiday closings for VPK and for the entire Center that changes each year. These schedules will be posted on the parent board at the beginning of each school year.

CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based on three issues. These are the individual developmental needs of each child, state set student-to-teacher ratios, and the overall enrolment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children at their own developmental level and keeps our age-based student-to-teacher ratios easy to calculate. In most cases, it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS:

At Tanglewood Learning Center, we are licensed to take care of children from 6 weeks to 12 years of age. Teacher to student ratios is based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

Birth to 1 Year	1:4
1 year to 2 Years	1:6
3 years to 4 Years	1:15
4 years to 5 years	1:20
During VPK only	1:11 or 2:20
School Age 5+	1:25
The class ratio automatically drops based on the class's youngest student.	

In addition to the teacher-to-child ratios, each group also has a group maximum. We always meet or beat these ratios and minimums.

MIXED-AGE GROUPING

Our program encourages times for mixed-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their interests and abilities. In times of the day when mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development, providing many benefits, including:

- Older children learn to be helpful, patient, and tolerant while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems more creatively and flexibly as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

Tanglewood Learning Center will create an individualized TRANSITION PLAN to help children who are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility for us to meet the needs of each child best. Each child's individual need is different; therefore, the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child moves to another classroom.

OUR STAFF:

At TANGLEWOOD LEARNING CENTER, we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross-references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled
- All staff members are trained in Safe Sleep Practices. (Bibs, Necklaces, and Bumpers are not allowed)
- All staff members receive training on how to supervise children appropriately.
- All staff members receive training on our Toxin Policies and practices.
- All Staff members are trained in universal precautions
- All staff members have been trained in fire safety evacuation procedures and fire extinguishers training.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college-level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

TANGLEWOOD LEARNING Center considers it inappropriate for parents and clients to solicit our staff to work for them either in their businesses or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by TANGLEWOOD LEARNING CENTER. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of TANGLEWOOD LEARNING CENTER while currently employed by TANGLEWOOD LEARNING CENTER or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any work. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about TANGLEWOOD LEARNING CENTER and curriculum
- Daily written communication in the form of “Daily Report” forms, “Incident/ouch” forms, and classroom memos will be placed in the child's “folder” from time to time.
- Parent/Teacher meetings for VPK once each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.
- Copies of the Progress Report and Conference reports will be stored with your child's file in the classroom and or in the main office.

VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is because many children spend 10 hours a day at the Center and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's “lead” or “primary” teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for a more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Management, or you can e-mail us through our web Center at tanglewoodnpr@outlook.com

PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is vital to any successful childcare program. Children should be raised by parents. At TANGLEWOOD LEARNING CENTER, we strive to fill the gap created during early separation and educational opportunities when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the Center during operating hours with respect to most recent government guidelines, such as pandemic restrictions. We have enclosed a sample list of some of the opportunities for involvement in our CENTER. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the TANGLEWOOD LEARNING CENTER office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Open House
3. 2 individual conferences/year
4. Programs and Special activities, such as the Christmas Program
5. Special parent's involvement activities such as THANKSGIVING FEAST
6. Party Day Volunteer
7. Classroom Volunteer
8. Send special treats for snack or meals (please notify the teacher a day or two in advance)
9. Help with Center Fund Raiser
10. Participation in a parent's group
11. Reverse Field trips (When we bring a “field trip” type activity to our property) - School Age Only

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CAN NOT PARTICIPATE IN SPECIAL EVENTS:

If a parent feels like they would like to be more involved in the Center but cannot be due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at TANGLEWOOD LEARNING CENTER, please make early arrangements with your child's teacher. Candles or Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food from Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday)

Camera and Video

All the classrooms and playgrounds are equipped with cameras that are recording 24/7. By entering the building, you are automatically consenting to be recorded. This is for our security purposes only and is not accessible to parents. By entering this building, you also consent for your child's image or video to be posted on the Tanglewood website, Facebook, and other social media pages belonging to Tanglewood Learning Center. You must notify us in writing if you do not wish your child's picture or video to be posted on social media. Mentioned accounts belonging to Tanglewood Learning Center are subject to rules and regulations imposed by those social media sites.

VISITING THE CENTER:

You are welcome to visit your child at the Center at any time. We do ask that you check in with the office or sign-in desk before going to your child's room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. Persons not listed on the "Pick-Up Permission" form will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. The custody challenges of our current society demand that we follow strict guidelines in this regard.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their workday
- 2) A Child who is in our care (all paperwork has been filled out)
- 3) Parents or others during regular drop-off or pick-up (This to be approximately five (5) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the Center (should always be in the eyesight of an employee and arriving at an expected time)
- 5) **Visitors** – Must be approved by the office and should always be accompanied by an employee not to exceed once per month and limited to a maximum of 3 minutes
- 6) **Volunteers** – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 2 hours. Volunteers must have background verification done before being permitted to participate or stay in the classroom
- 7) **An Intruder** – The staff will take action to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a "visitor," a "volunteer," or an "intruder," including parents and employees who are off the clock.

VOLUNTEERS:

Any parent wishing to help chaperone or volunteer an event must go through our screening process. Volunteers are also welcome in our CENTER. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the Center will be considered a volunteer and be required to go through the screening and training listed above.

INTRUDERS:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone who has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered intruders, and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

MEALS AND SNACKS:

Our meal and snack service consists of a morning snack, lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

FOOD FOR INFANTS:

Parents must provide food/ formula/ liquid/ milk for children in the Infant and Crawler rooms. The Infant and Crawler rooms are equipped with crock pots and refrigerators. All bottles are required to have a sticker with the child's name and the date the bottle was made. Please be sure to inform staff in the classroom of the type of formula your child is using and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

BRINGING FOOD FROM HOME:

Breakfast and lunch should not be brought from home without prior approval. The Center will provide these meals for the children that will include additional charges to your account. The following guidelines will be met to ensure that the children are eating safe food.

1. Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management.
2. This food should meet nutritional guidelines, be low in sugar, and be an overall healthy choice based on the USDA MyPlate
3. Perishable food from home should be in a lunch box with an icepack.
4. Do not bring any food items that will cause major food allergies, such as ground nuts, tree nuts, eggs, fish, shellfish, etc...
5. Foods that are considered a choking hazard should be pre-cut and ready to serve.

PORTRAITS AND PICTURES:

We offer school picture sessions by outside vendors. Your paperwork includes a "Photo Release form" giving us permission to take your child's picture or include it in short video footage.

REGISTRATION AND MATERIALS FEES:

As stated in the *Start Date* section of this policy, there is a registration fee and **materials fee** that are due prior to the child's first day at TANGLEWOOD LEARNING CENTER. These fees are due upon initial enrollment annually, each prior to the start of the new school year. These fees shall suffice for that "School Year's" materials fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or unspecified length of time will be required to pay a re-registration fee as well as an additional materials fee upon returning. The exception to this will be children who physically pull out of the program but whose parents continue to pay their total weekly fees in order to retain the spot in our program.

WEEKLY TUITION FEES:

Tuition and any fees will be charged every Monday morning at 9:00 a.m. to the credit card account or bank account information that the parent provides us with the Tuition Express system. This is a mandatory payment system. We will not accept cash or checks of any kind. There is no credit given for vacations, scheduled school holidays, child illness, or closings due to emergency situations or inclement weather. All custodial parents and/or legal guardians are required to sign a Tuition Contract prior to enrollment of their child in TANGLEWOOD LEARNING CENTER. Non-payment of tuition is grounds for immediate dismissal from the program. A \$36.00 returned item fee will be charged for any payment that is returned for any reason having to do with the payer's account. After one year of attendance in the center, each child will earn ONE WEEK of free tuition/nonpayment, which can be used within the child's next annual enrollment period. The free week does not roll over and must be used within your child's enrollment period which is based on their start date at Tanglewood. If you terminate your enrollment from the Center and re-enroll in the future, your new enrollment date will be what we base the free tuition week on. The parent/guardian must request to use the free week in writing 2 weeks prior to using the free week. The free week can only be used when the child will not be in attendance at the school, must be used during a Monday-Friday period, and can't be split over time. The free week may not be used as part of your 2-week notice if you decide to terminate your enrollment.

COALITION FUNDED (SCHOOL READINESS) PARENTS- CLIENTS:

The Early Learning Coalition has certain requirements for their financially funded parents. If you are a Funded Parent and your child is absent more than THREE days in a month, you are responsible for paying for each additional day absent. Parent's fees will not be applicable on the additional days absent. Full payment for those days will be required. Additional parent fees will be required beyond what your daily rates will be so that TANGLEWOOD LEARNING CENTER receives full tuition payment.

Clients may also have a daily co-payment that is set by ELC (School Readiness). This is based on family income. TANGLEWOOD LEARNING CENTER requires that all ELC co-payments be made weekly on Monday in advance of service. Parents are obligated to sign all the necessary documentation and timecards; if the parent and or guardian fails to follow the required guidelines, the child may be disenrolled from the center. All PAYMENT POLICIES AND PROCEDURES listed above for self-billed clients will also apply to ELC clients. It is the responsibility of each Client to ensure that they have no balance when the previous month's fees and co-payments are added to the account. Failure to do so will result in a late payment fee and or termination of enrollment. Failure to make co-payment amounts will void your contract with ELC whether you stay at TANGLEWOOD LEARNING CENTER or move on to another CENTER.

VPK

The Florida Voluntary Prekindergarten Education Program (VPK) is a valuable initiative designed to provide children with a strong foundation for success in school and beyond. VPK is available to all Florida residents, regardless of income, who have turned four years old on or before September 1st of the current school year. This program offers a high-quality early learning experience that prepares children for kindergarten, focusing on early literacy, math, and social skills development. Parents interested in enrolling their child in VPK can apply for a VPK certificate through the county's Early Learning Coalition. The certificate can then be presented to an approved VPK provider, such as Tanglewood Learning Center, to secure a spot in the program.

MULTI CHILD DISCOUNTS

Tanglewood Learning Center offers a multiple-child discount for one or more siblings enrolled during the same school year. Enrollment must be Full-time for all children. The youngest sibling pays the total tuition rate and each additional child or children receive 10% off tuition per week. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late.

SERVICE DISCOUNTS

Tanglewood Learning Center offers a 10% discount on weekly tuition for Emergency Service Personnel and Active Military personnel (with proof of service or employment).

REFUNDS:

We do not issue refunds. In the event you have overpaid, the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees, including the two weeks' notice required, will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS:

Receipts are available upon request or online. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

LATE PICK-UP FEE:

There will be a \$3.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents or those picking the children up are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the Center for the day a “reasonable period of time” to pick-up the child or the above “Late Pick-up Fee” will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the “Late Pick-up Fee” will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the Center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

VACATIONS, ABSENCES AND LEAVING THE CENTER:

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the TANGLEWOOD LEARNING CENTER office prior to or on the day of the absence. We require a two-week written notice prior to your child leaving the Center or a change in your child’s contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the CENTER. Failure to notify the Center will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a two-week written notice of leaving the Center and reserves the right to require the dis-enrollment of a child according to our “Discipline Policy” and or the “Behavior Intervention Policy.” The Center also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the Center or who has developed an uncooperative, aggressive, dissatisfied, or angry demeanor towards the CENTER, its policies, or its staff.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child’s rest needs are different; we try to offer alternative ways of resting by providing soft music, stories, etc., for those who choose not to sleep. Infants’ individual schedules will determine when they nap. According to “American Baby” the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children in Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CHILD ABUSE REPORTING POLICY:

The State of STATE requires that TANGLEWOOD LEARNING CENTER and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities all suspected cases of abuse to a child.

At TANGLEWOOD LEARNING CENTER our Center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should report it to the director or the most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is found in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there will not be any problems.

If, after the appeal, the decision is still found, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the CENTER or
- We will inform the parents that we have a staff member who has a found child abuse record. We will also let the parents know what the charge was.

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the Center and for arranging their own carpools. . If applicable parents will be notified about field trips in advance and written permission will be obtained. The Center complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare CENTER.

INSURANCE REQUIREMENTS:

TANGLEWOOD LEARNING Center complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see management.

Hurricane Watch: When the local news and governing authorities issue a Hurricane Watch, this means that a Hurricane is a possible threat to the local area. At this time, Tanglewood Learning Center will put its Hurricane Preparedness Plan into effect. All parents need to make sure they have provided Tanglewood Learning Center with updated email addresses, phone numbers, and addresses. Also, stay tuned to your local weather station for updates on the storms.

Hurricane Warning: If a Hurricane Warning has been issued, Tanglewood Learning Center will close immediately until the warning has been lifted. If the Hurricane Warning is issued during Tanglewood Learning Center's normal operating hours, parents will need to pick up their child(ren) within one hour from when the warning was issued. This is for the safety of your child(ren), as well as Tanglewood Learning Center employees and their families.

Note: Any child who is not picked up two hours after the warning has been issued will be placed in the custody of the local police or child protective services. Please notify the school if you are en route.

Hurricane: if a hurricane hits the local area, Tanglewood Learning Center will remain closed until it is deemed safe to reopen for business. Tanglewood Learning Center will also be closed if Pasco County public schools are closed for weather-related closures. Please check for reopening information by calling the school or checking your email. If you have any further questions or concerns regarding these policies and procedures, please speak with the Center Director; thank you in advance for your cooperation in assisting Tanglewood Learning Center in carrying out our Hurricane Preparedness Plan.

Discipline Policy

The staff models positive behavior and uses positive methods of discipline which encourages self-control, self-direction, self-esteem, and cooperation among children. By setting reasonable limits, we help a child understand what is expected from him or her. Under no circumstances is physical punishment, deprivation, or ridicule used as a form of discipline. Our goal is to give children the security of knowing we care enough to prevent them from hurting themselves or others and to provide each child with a joyful experience in school by encouraging success and minimizing failure.

The center carefully developed the conditions to ensure the comfort and protection of your child, as a parent, you can expect we will adhere to country and state rules regarding safety, fire nutrition, and child/ teacher ratios. Our goal is to provide a safe, nurturing environment for all children within programs that suit each developmental level. For your child's safety, it is required that a child must always be escorted by an authorized adult while in and around the Tanglewood Learning Center.

Please take care of any administrative inquiries that you may have at the front lobby before picking up your child. To be courteous to your child, please do not use cell phones at pickup time.

We extend our thanks for your cooperation in these efforts.

Licensing Agency

It is the right of the licensing agency to perform the following duties:

1. The licensing agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent.
2. The licensing agency shall have the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement, and to have a licensing medical professional physically examine the child(ren).

Agency Contacts

For additional information regarding childcare regulations, please contact:

1. Florida Department of Children and Families (813) 272-5900
2. Protective Services for Children (813)356-1500
3. Florida State Health Department (813)307-8000

PHYSICIAN PHONE NUMBERS

Tanglewood Learning Center asks parents and Guardians to provide physician phone numbers in cases where we need additional information, such as vaccination records and/or physical forms based on State Licensing requirements. In such events, the parent must sign a release of information at the physician's office so Tanglewood Learning Center may access the above-mentioned health records.

ADDITIONS AND CHANGES:

TANGLEWOOD LEARNING Center reserves the right to edit or adapt the policies in this handbook as needed. The Center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the standard written communication system of the Center at the time they are made effective.

TANGLEWOOD LEARNING CENTER

FIRST AID/MEDS POLICY

TANGLEWOOD LEARNING CENTER daily designates someone as the "First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications, and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parents.
2. If the parents cannot be reached, proceed by contacting someone on the emergency pick-up list.
3. Sixty (60) minutes will be given to pick up the child. If the 60-minute time frame is exceeded, the late pickup charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 100.4°F. or higher.
4. A judgment call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precautions by first applying a protective barrier, such as rubber gloves or a zip-lock bag, between you and the wound.
2. Assess the area to determine whether the wound will require stitches or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood-soaked paper, or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double-sealed in a plastic bag and then put in the container for soiled clothing.

Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy, or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the on-site supervisor.
 2. Instruct a team member to call 911, as well as the child's parents.
- Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures for sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

Contagious Disease

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, the date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.

MEDICATION:**Receiving and Storing Medication**

1. Tanglewood reserves the right to not administer any fever-reducing medications for any reason.
2. An "Authorization to Give Medication" form, filled out in its entirety, must accompany all medication received by the Center.
3. All medication must be in its original bottle or container.
4. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
5. All non-prescription medication must be labeled with the child's first and last name and the date that it was received. (The authorization form must be filled out)
6. Non-prescription medication requiring administration for longer than one week must have a doctor's note approving the length of use. That note may be good for a maximum of six months.
7. Long-term prescription medication must have an "Authorization to Give Medication" form. This form must be updated every 30 days (about 4 and a half weeks). We must have a doctor's note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement if it is current.

Administering Medications

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
2. Right Drug and Right Dosage – Compare the medication bottle to the "Authorization to Give Medication" form to confirm proper administration and to ensure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.
4. Right Time – Refer to the "Authorization to Give Medication" form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the "Authorization to Give Medication" form, the empty bottle (after being washed out) should be placed in the child's bucket.
2. In the event that the medication is not emptied, it should stay in the First Aid room and a note should be sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

Recording Information

1. All incidents must be recorded in the correct forms as needed, i.e. "Authorization to Give Medication", and "Incident Report".
2. All information must be specific as to the degree of temperature, cause of injury, location, and type. My finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report

will be complete with all the information surrounding the injury. One copy of the report will go to the child's bucket and the original to the child's file.

Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior to the guidelines listed.

Fever Free: Must be fever free for 24 hours except for an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started. May return to school only when the child's temperature has been normal for a minimum of one school day, without Tylenol and /or a similar product.

Vomit Free: Must not have vomited for 24 hours. May return to school after a minimum of one full school day once all symptoms are gone and 24 hours after the last episode of diarrhea/vomiting at home.

Uncontrolled Diarrhea: This is defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that the diaper or toilet use cannot contain. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).

Conjunctivitis (Pink Eye): 24 hours after documented treatment for conjunctivitis has begun.

Mouth Sores: Must have a doctor's note stating that the child is non-infectious.

Rash: With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.

Infestations (e.g. head lice, scabies): Cannot return until 24 hours after appropriate treatment has begun and must be checked by the First Aids/Meds person before re-entering.

Tuberculosis: Must have a doctor's note stating that the child is non-infectious.

Impetigo: Cannot return until 48 hours after treatment has begun.

Strep Throat: 24 hours after documented treatment has been initiated.

Varicella (Chicken Pox): Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.

Shingles: The child needs to be excluded only if the sores cannot be covered by clothing or a dressing until the sores have crusted.

<u>Whooping Cough:</u>	Cannot return until 5 days of appropriate treatment has been started.
<u>Mumps:</u>	Cannot return until 9 days after onset of swelling of glands near the ear.
<u>Hepatitis A:</u>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<u>Measles:</u>	Cannot return until 6 days after the rash appears.
<u>Rubella:</u>	Cannot return until 6 days after the rash appears.
<u>Ringworm:</u>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.
<u>Covid 19:</u>	Cannot return until negative covid test from the doctor office. No home kits