



# PARENT HANDBOOK

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## **OUR STAFF AND TEACHERS**

Our staff and teachers of Tanglewood Learning Center come from diverse cultural and educational backgrounds that bring richness to our classrooms. Their profound commitment to the young people in their care is evident in the way they not only support children but parents in our center.

Our teachers focus on the individual child and classroom as a whole. The low teacher/child ratio makes it possible for teachers to give the child the attention they need to succeed. For example the infant room has a 4/1 infant to teacher ratio, 1 year olds have a 6/1 child to teacher ratio, 2 year olds have an 11/1 child to teacher ratio, 3 year olds have a 15/1 child to teacher ratio, and 4 year olds have a 20/1 child to teacher ratio with an assistant in the class. Our teacher's foster children's strength and personal interest and are attentive to the support they need. Our teachers aim to provide a nurturing environment that helps children build a strong foundation of skills and confidence so they can learn and grow.

As a growing family of teachers and students we create a supportive atmosphere for your child(ren) as well as our teachers. We meet often with all of our teachers to share ideas and discuss how our classrooms are developing. We provide in house professional development programs and encourage them to attend workshops at other facilities. We recognize our staff and teachers are essential to our mission and success. Our teachers bring warmth, intellect and professionalism to give the very best to your child(ren). We value the fact that your family entrusts Tanglewood Learning Center to care for your most precious gifts .

## **PARENT INVOLVEMENT**

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at our center. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items or offer to work from home.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days.

Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

## **ADMISSIONS POLICIES- 1**

### **ENROLLMENT POLICY-Policy No. 1.1**

Enrollment at Tanglewood Learning Center is open to children age six weeks to School Age, including Voluntary Pre-Kindergarten. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, or gender. Parents can apply for enrollment of their child in Tanglewood Learning Center by completing the Enrollment Application and paying the \$75.00 Application Fee. The Application Fee is a non-refundable fee and is due upon enrollment and then annually every August.

Initial enrollment is contingent upon receipt of the following:

- ENROLLMENT APPLICATION
- RELEASE OF EMERGENCY CARE FORM (notarized)
- TUITION CONTRACT
- TUITION EXPRESS PAYMENT AGREEMENT
- SCHOOL HEALTH PHYSICAL EXAM (yellow form)
- IMMUNIZATION FORM (blue form)
- \$75.00 REGISTRATION FEE
- SIGNED PARENT HANDBOOK FORM

Continued enrollment at Tanglewood Learning Center is contingent upon the parent's, emergency contacts and child's adherence to the policies and procedures of Tanglewood Learning Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Please be aware that the immunization form will have an expiration date. Within 14 days of enrollment, the parent must provide a current health examination form and current immunization record for each child. The Directors will also notify you 30 days prior to expiration of the form, and parents will be responsible for returning the updated immunization form prior to the expiration date. Children will not be able to attend the center with an expired immunization form.

Parents are required to notify Tanglewood Learning Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being unenrolled from the program and forfeiture of any deposit.

### **TERMINATION OF ENROLLMENT- Policy No. 1.2**

Tanglewood Learning Center reserves the right to dismiss any child at any time, with or without cause. Parents will be refunded any unused tuition within Two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection. The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Tanglewood Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal. A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to

return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with Tanglewood Learning Center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

### **WITHDRAWAL- Policy No. 1.3**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks. Parents who wish to change their child's days or times of enrollment at Tanglewood Learning Center must submit a request to do so two weeks in advance of the proposed change. The Center Director will notify the parents if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available.

### **TUITION- Policy No. 1.4**

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 for 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/non payment, which can be used within the child's next annual enrollment period.

### **MULTI CHILD DISCOUNTS- Policy No. 1.5**

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 full 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- Policy No. 1.6**

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

## **CENTER POLICIES- 2**

### **SMOKING- Policy No. 2.1**

For the health of all Tanglewood Learning Center employees, children and associates, smoking is prohibited anywhere on our property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Tanglewood Learning Center. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

### **HOURS OF OPERATION- Policy No.2.2**

Tanglewood Learning Center will be open 6:00 a.m. to 6:00 p.m. Monday through Friday. We will be closed on holidays that are listed on the annual school calendar.

### **ARRIVAL PROCEDURES- Policy No. 2.3**

Because our center is a learning center and geared towards preparing your child for future educational success, Tanglewood Learning Center has made it **MANDATORY FOR ALL CHILDREN AGES 6 WEEKS AND UP TO ARRIVE TO SCHOOL BY 8:45 A.M. so that learners can be ready to start instructional time. If you arrive after this time you will not be able to attend the program for that day.** If you have a doctor's note stating your child had an appointment that morning then the child can attend on that given day as long as arrival is by **11:00 a.m.** so as not to disrupt lunch and nap schedules. Upon arrival at Tanglewood Learning Center, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in the classroom. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility.

### **NOTICE OF ABSENCE- Policy No. 2.4**

**Parents are required to inform the center within one hour of the child's normal drop off time if a child will not be at the center on a scheduled day.** (For example, if normal drop off time is 7:30 am, you must notify the school no later than 8:30 am). This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. **The Dept. of Children and Families requires that child care personnel must communicate with the child's parent/guardian within one hour of the child's scheduled arrival time if the child will not be attending that day. If child care personnel are unable to reach the child's parent/guardian, then the child's emergency contacts must be notified. If Tanglewood Learning Center must call to locate a child because we weren't notified of the child's absence, Tanglewood Learning Center will charge an administrative fee of \$2.00/call that must be made in order to locate the child.** This will be charged immediately to the card that is on file. If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a "need to know" basis.

### **PICK UP PROCEDURES- Policy No. 2.5**

Parents or other authorized adults are required to sign their child out of care on the sign-out sheet located in the classroom. If you know that someone other than yourself will be picking up your child, please notify the Directors as soon as possible. Only those adults who are listed on the Approved Emergency contact sheets will be authorized to pick up a child from the center. **Parent/guardian must write the Emergency Contacts name, address and phone number as well as their driver's license number on the enrollment form prior to child care center allowing that person to pick up.** All adults must have their I.D. with them at all times. Once a parent or other authorized adult signs their child out, they are solely responsible for supervising their child while on the Tanglewood Learning Center premises. We ask that you not allow your child(ren) to wander through the hallways, bathrooms, other classrooms and/or playground.

### **LATE PICK-UP- Policy No. 2.6**

Parents will be considered late at 6:01 p.m. (or 12:01 p.m. for VPK and Half day Programs and 4:01 p.m. for afternoon VPK session). A fee of \$2.50 per minute will be assessed for each minute considered late. All late fees will be required to be paid prior to the child returning to Tanglewood Learning Center. All measurements of time are to be according to the Tanglewood Learning Center clock located in the front hallway. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time. **All families must leave a debit/credit card on file for such fees to be paid upon the late pickup.**

### **PERSONS APPEARING TO BE IMPAIRED AT PICK UP- Policy No. 2.7**

The staff of Tanglewood Learning Center will contact local police and/or the other custodial parent should a parent, guardian, emergency/alternate or authorized adult appear to the staff of Tanglewood Learning Center to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit Tanglewood Learning Center from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Tanglewood Learning Center staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

### **EMERGENCY CLOSING - Policy No. 2.8**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone, and e-mail. Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Tanglewood Learning Center will follow all Pasco County Public School closings for inclement weather.

### **DISCIPLINE- Policy No. 2.9**

A very important part of the preschool experience is helping children learn how to get along in the world and enjoy being with other children as well as following the direction of an adult other than their parent. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. We believe that good behavior is best taught through examples and that poor behavior can usually be avoided through well-planned, interesting activities for children and positive social role modeling. Children shall not be subjected to discipline which is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. Our discipline policy will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group – one minute away for each year of age. (Child will always have an activity to do)
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns.

6. Discipline concerns will be addressed in an accident/incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. These incident reports will be presented to the parents at the time of pick up, but in extreme or chronic situations, a more formal conference with the parent may be needed. Parents of all children involved in the incident will be notified by note, phone or conference. The incident form should be signed by the parent and returned to the office to be placed in the child's file.
7. If the behavior persists to a state that is considered extreme, the Director will request a conference with the family to find the best solution for the child. It may be necessary for the child to be sent home for a time to be determined, or removed from the center altogether.
8. Parents should note that information about other children cannot be disclosed in your child's accident/incident reports. This is in keeping with our confidentiality practice.

### **EXPULSION POLICY & PROCEDURE No. 2.9A**

Unfortunately, there are reasons that Tanglewood Learning Center would have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this Center:

#### Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members, children or other parents/guardians.
- Parents exhibits verbal abuse to staff or other parents/guardians in front of enrolled children.

#### Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual late drop off beyond the 8:45 A.M. cutoff and/or tardiness when picking up your child.
- Verbal abuse to staff or other parents/guardians.

#### Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is. Every effort will be made by both the Center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the Center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. **\*\*Please note that Tanglewood Learning Center reserves the right to terminate childcare for any reason at any time without notice.**



## **DRESS CODE- Policy No. 2.10**

### **CHILDREN'S CLOTHING:**

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

**Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.**

Children are required to have **two** seasonably and size appropriate complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's first and last name. Tanglewood Learning Center is not responsible for lost or damaged items of clothing.

### **PARENTS CLOTHING:**

Parents are required to be dressed in appropriate clothing while at Tanglewood Learning Center or involved in any Tanglewood Learning Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

## **SICK POLICY- Policy No. 2.11**

In regards to illness, our center does not provide childcare to any child exhibiting signs of serious illness and/or infection. If your child is sick, please notify the center of your child's absence and symptoms. "Quick Checks" are performed on all children daily. Parents will be notified immediately (children must be picked up within 45 minutes of the telephone call) if we find your child exhibits or develops any symptoms which are suspected to be related to a communicable disease including:

### **Fever:**

Children sent home due to fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit. Please do not give your child fever reducing medication so that they may attend school.

### **Diarrhea/Vomiting:**

Children are required to be sent home for loose bowels or diarrhea which occur 3 or more times in the school day. Children may return to the program when normal bowel movements resume.

### **Biting:**

A child that bites 3 times in a day will be sent home. If a child bites 10 times within a 30 day period, the administrators will ask that alternative arrangements be made until this behavior no longer exists.

### **Lice:**

In the event head lice is found on your child, parents will be notified immediately. Parents will be required to treat their child and when there are no nits or lice, he/she may return to school the next day. Your child will be checked by authorized personnel before returning to the classroom. If your child has been sent home twice with nits or lice, we must have a health care providers note stating that your child is nit and lice free before he/she may return to school. This means we have a strict no-nit policy!

**Rash:** Child will be sent home for any suspicious rash (excluding diaper rash) and may not return until a health care provider determines that these symptoms are not contagious or the rash has cleared. A doctor note is required upon return.

**Pink Eye:** Child will be sent home for any discharge, mucus from the eye or if eye is crusted. Child may not return until a health care provider determines that these symptoms are not contagious. A doctor note is required upon return.

We realize that most of you are working parents, however, for the health and well being of the children and staff we feel it is vital to maintain a strict wellness policy. This is to ensure the good health of everyone at our center. Your child will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for specific illnesses are based on the recommendations of the American Academy of Pediatrics. Parents must present a doctor's note stating their child is no longer contagious and can return to the program. Tanglewood Preschool and Learning Center reserves the right to refuse to allow a child to return if the center administrators believe the child to be too ill to participate in the program.

### **TOYS AND ELECTRONICS FROM HOME- Policy No. 2.12**

Children are not permitted to bring in toys or electronics such as but not limited to handheld games and iPads or Tablets from home unless specifically requested by the classroom teacher to use as part of the curriculum. Parents are responsible for enforcing this policy with their child. This policy is to prevent the risk of damage, loss, and sharing issues of personal belongings. **Tanglewood Learning Center is not responsible for any lost or stolen toys or electronics brought from home, even if they are placed in the front office.**

### **COALITION FUNDED (SCHOOL READINESS) PARENTS- Policy No. 2.13**

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 to pay 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 above and beyond what your daily rates will be so that Tanglewood Learning Center receives full tuition payment.

### **CODE FOR ENTERING FACILITY- Policy No. 214**

Each Tanglewood Learning Center family will be issued a Pin number to enter the front door of the Center during normal operating hours (6 a.m.- 6 p.m.) to drop off and pick up of their child(ren). The centers security system will be able to keep track of the date and time your Pin number is used. We ask that this Pin number not be shared with anyone, including your secondary pick up person such as Grandparents, Aunts or Uncles, etc. The secondary pick up person will need to knock on the front door and will be let in by a staff member. They will be required to show ID at the front desk as well as in the classroom for pickup.

## **HEALTH AND SAFETY- 3**

### **BITING- Policy No. 3.1**

Tanglewood Learning Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 years old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. When a child bites 3 or more times in a day, the parent will be notified to pick up the child. If a

child bites 10 times within a 30 day period, the parent will be notified to pick up the child and asked to find alternate care for the child until the behavior no longer exists. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age may occasionally be involved in a biting incident too. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can't be disclosed. The staff of Tanglewood Learning Center can't discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

### **DISPENSING MEDICATION- Policy No. 3.2**

Tanglewood Learning Center will NOT dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) unless a child has documentation from a doctor that states the child has seizures when they have high fevers. When documentation is provided by a doctor, the Center will administer the medication as directed by the Doctor, and then call the parent//guardian to pick up immediately. This must also be noted on the child's enrollment form in the Emergency Care Plan instructions section. Tanglewood Learning Center will no longer give fever reducing/pain medications for teething or because of recent immunizations.

Medications must be in original, labeled containers, with the original packaging or box and be accompanied by a doctor's note with explicit dosage and administration instructions. Tanglewood Learning Center will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, and part of the dosage is during child's normal hours of attendance, a doctor's note must identify the dates that the medication is to be given and all of the above documentation must accompany the antibiotic.

Parents are required to complete an Authorization for Medication Form for the medication that is to be dispensed. Medication Forms can be found in the front office. Medication Forms, doctor's notes and medication are to be turned into the office to an administrator. Parents are responsible for ensuring that all prescription medications are properly labeled by a pharmacist and replaced prior to the expiration date.

### **FIRE/EMERGENCY DRILLS- Policy No. 3.3**

Tanglewood Learning Center conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans. During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the center. Parents must wait until the drill is complete and children have returned to the building to sign their child into the center. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the center will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

### **ACCIDENT/ INCIDENT REPORTS- Policy No. 3.4**

Should your child be involved in an accident/incident during the course of the school day, a staff member will complete an Accident/Incident Report. The Accident/Incident Report will be placed in the child's daily folder. Parents or authorized persons are required to sign any accident/incident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

### **FOODS- Policy No. 3.5**

#### **Infants, 1, 2 and 3 year olds:**

The Florida Department of Children and Families states that foods that are associated with young children's choking incidents must NOT be served to children under 4 years of age; such as but not limited to, whole/round hotdogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes, and any food that is of similar shape and size of the trachea/windpipe. Food for infants must be cut into pieces ¼ inch or smaller, food for toddlers must be cut into pieces ½ inch or smaller to prevent choking. If you are sending food from home that is of similar size and shape of a child's trachea, the PARENT/GUARDIAN is responsible for cutting the food into the appropriate size for the child's age. Tanglewood Learning Center will not be able to cut up these items and reserves the right to send the food items in question back home in the child's lunch box. NUTS, POPCORN, PRETZEL NUGGETS AND CHIPS ARE PROHIBITED for this age group regardless of the size. Hotdogs, grapes, cheese cubes, and other items of similar size of a child's windpipe must be cut up at home.

#### **All age groups:**

All food items must be labeled with your child's first and last name. Tanglewood Learning Center does not permit children to share or exchange food items.

Tanglewood Learning Center curriculum focuses on developing healthy, well-balanced eating habits.

Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance or have paid monies to participate in the center's lunch program. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Tanglewood Learning Center will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. **No candy or soda please.** Tanglewood Learning Center prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Tanglewood Learning Center will not be able to heat any food items sent from home. Please pack lunches accordingly and use ice packs when necessary.

If you would like your child to celebrate a birthday or holiday in their classroom, all foods supplied must be store bought and in their original packaging.

### **FIREARMS AND WEAPONS- Policy No. 3.6**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason, unless they are a police officer. Violation of this policy will result in immediate dismissal from the program.

### **ALLERGIES- Policy No. 3.7**

For the safety of your child, parents are required to provide their child's allergy information to Tanglewood Learning Center detailing any allergies, food or otherwise, from which their child suffers. It is important that parents inform the center of the last known allergic reaction and the treatment received, especially if it took place over the weekend. If it is available, parents can provide the center with any physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. Parent's must also list in detail how the Center should handle an allergic reaction their child may while at school on the Emergency Care Plan on the child's enrollment paperwork.