



Ready Set Grow Childcare

PARENT HANDBOOK

2520 Wallace Avenue
Louisville, KY 40205
(502) 384-1029

rsgchildcare@yahoo.com

www.rsgclouisville.com

Welcome to Ready Set Grow Childcare. Choosing childcare can be a very tough decision and the staff here at RSG would like to thank you for your trust in us to provide your family with an excellent level of childcare. We look forward to working with you and your child for years to come.

Parent involvement is monumental in the success of our center. The Parent Handbook is designed to help you understand our center's policies and procedures. Please read it carefully and keep it for future reference. If you have any questions about this handbook or any of its policies, please contact the Director.

READY SET GROW CHILDCARE MISSION STATEMENT:

Ready Set Grow exposes children to different environments and various hands-on learning experiences. We allow them to explore their self-awareness and gain a sense of the world around them. Once they leave our program, they are fully prepared for the next stage of their young lives. Our focus is to provide a safe, nurturing environment where all children feel respected and loved. They are encouraged to learn and have fun, explore their interests, and reach their fullest potential.

OUR STAFF:

Here at RSG 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 Kentucky 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 training requirements fulfilled

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 our employees to exceed the state minimum 15 clock hours of training required to be qualified to continue to work in an early education setting.

STATEMENT OF SERVICES:

Ready Set Grow Childcare is a year-round program that offers childcare services for children ages 6 weeks to 5 years of age. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of these ages that includes 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 contracts, where students are in the program at least 5 hours each day.

STATE LICENSING:

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. Ready Set Grow complies with the applicable

state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ATTENDANCE

SCHOOL HOURS:

Ready Set Grow is open year around and regular hours of operation as of January 1, 2024, are Monday through Friday from 7:00am to 5:30pm. Beginning in 2024, children are to arrive at the center no later than 8:30am to avoid interruption of daily activities. If a child will be late due to a doctor's appointment, the parents are to notify the center (no later than 8:30a the day of) so that the child can be counted in the daily count. A doctor's note should be given, and student must be in no later than 12:00pm.

ARRIVAL/DEPARTURE:

Each day your child comes into the center, they must be checked in and out by the parent or approved pick up. Each parent/approved pick up in Brightwheel is assigned a 4-digit code. **Please do not give this code to anyone.** The access code allows check in/out via the app and QR code on the front porch or the office tablet. If an approved pick up is not in Brightwheel, they will need to show the appropriate ID to the front office before the student is released.

Pick up and drop off are done at the front door, and each student is escorted by a staff member. On your student's first day you will be given the option to accompany your child to meet their teacher and friends.

INCLEMENT WEATHER:

The center takes into consideration several factors when making a judgment as to whether we will open late or close early due to inclement weather. When weather conditions are questionable, we will communicate via Brightwheel and typically follow the school closings for the Jefferson County Public School system.

POSSIBLE COVID CLOSURES:

In the case of the center having to close or shut down a room due to COVID exposure (or any similar communicable disease), tuition will be 50% of its normal rate. This only applies if the room cannot run and effects care for your child. If your child has to quarantine or isolate due to exposure, but operation of the center is not affected, then the contracted tuition is still due.

HOLIDAY:

Ready Set Grow will be closed on all major holidays. This includes New Year's Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve (subject to change), Christmas Day, and New Year's Eve (subject to change). There will be no reduction in tuition for these holidays. A notice will be posted prior to each holiday to remind the

parents. We will also be subject to close on Election Day for Staff Development. Please also see under Vacation of this Handbook for our summer closure.

VACATION:

RSG has a scheduled vacation week that applies to the entire center. It is always the last week of June. This week the entire center is closed, and no tuition is due. Any vacations outside of that, tuition will remain the same. Please inform the director as soon as possible if your child will be absent for an extended period.

ADMISSION

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren). All forms provided to you upon enrollment must be completed before your child may attend RSG. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must stay current. Ready Set Grow Childcare must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent Handbook.

To be admitted to Ready Set Grow Childcare, a child must be at least six weeks of age on the date of admission and no older than 5 years of age (Pre-K).

The following forms must be completed and on file in the center's office before a child may be admitted:

- * Child Care Agreement
- * Enrollment Form
- * Diaper Rash/Bug Spray/Sunscreen
- * CCAP Agreement
- * Animal Agreement
- * Copy of current immunization records
- * USDA Food Program form(s)
- * Handbook Acknowledgment

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. Tours are scheduled according to the Director's schedule, a lot of times after hours beginning at 5:30p due to the nature of our hectic schedule. The purpose of the tour is for you to visit the center, learn more about our program and to answer any

questions you might have concerning our policies and procedures. At this time, we will give you a copy of the parent handbook and any forms necessary to enroll your child(ren) in the center. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in this handbook.

PAPERWORK, FORMS and ANNUAL RENEWAL:

We are required by the state to have current and updated information on each child in our center. This is also for your safety. Each year in August we will have you renew and update all forms. There will be a deadline given for compliance to this requirement. Failure to renew and update paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates. This includes all late payment convenience fees and annual supply fees.

WITHDRAWAL:

Families are responsible for initiating the child withdrawal process where a form will be given to fill out. Families will need to give the Director a two week notice before withdrawal. Full tuition is due up front during this time whether your child attends or not. No adjustments will be made to tuition during this time.

In extreme circumstances, withdrawal of a child may occur at the request of the center. In such a case, the Director shall determine the time of withdrawal after a conference with the parents.

DISMISSALS:

The staff will work with each child to meet the needs of that child and every effort will be made to provide a positive learning experience. However, the school reserves the right to ask families to make alternative arrangements for care if it is determined that a child’s needs cannot be met, or the child has not adjusted to the care provided by the center. In the event behavior becomes disruptive to the program or poses an unsafe situation for the child or other children in the center, the child may be suspended up to termination.

If you, the parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any policies or procedure set forth by Ready Set Grow Childcare, it may be necessary to dismiss your child from our center.

FINANCIAL POLICIES

<u>Current Rates</u>	
Annual Registration Fee	\$100
Weekly Tuition – Infant/Toddler	\$245
Weekly Tuition – Preschool/PreK	\$215

***Rates are subject to change, but a minimal notice of 1 month will always be provided.*

REGISTRATION FEES:

Registration fees are assessed for new and returning students, are payable upon enrollment and are non-refundable. The registration fee is due prior to the child's first day at Ready Set Grow. Initial registration fee holds a student's spot for enrollment up to 14 days without starting before reoccurring tuition is due. These fees are due annually upon re-enrollment each August. These fees shall suffice for that "School Year's" fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee upon returning. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees in order to retain the spot in our program.

WEEKLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set weekly/monthly fee that is due regardless of the number of days your child attends. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parents/guardians upon enrolling the child(ren) in the program. These contracts may be adjusted as needed with two weeks' notice of intent to change services. For example, when aging to the preschool and/or potty-trained rate. This to be allowed at the discretion of management. In the case of an adjustment, a new contract will be given.

STATE PAID TUITION:

Ready Set Grow is authorized to receive payments from the state's Child Care Assistance Program (CCAP/3Cs). CCAP clients may also have a weekly co-payment that is set by DCBS and the state as well as overages. This is based upon family income and the difference in our current rate and states maximum rate. Ready Set Grow Childcare requires that all co-payments and overages be made on Monday at the beginning of each week. The same policies apply for co-payments as they do for private paying clients.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance on Friday before the start of the following week. There will be a \$50.00 late payment convenience fee added if the account is not paid by 10:00a on Monday. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$30.00 fee added on all returned checks. After two returned checks are received by the center, payment will then be required by cashier's check or money order. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the center. Clients may pay online via Brightwheel, cash, check, cashier's check, or money order. All payments should be **payable to: READY SET GROW CHILDCARE.**

We do require for everyone to go on auto-pay via Brightwheel payments, but any **In-person payments may be given directly to management** and they will apply it to your account. **This means that payment would need to be received prior to 9:00a on Friday to avoid automation.** All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges, including

the two weeks' notice. All clients will pay the last weeks fees in advance. Registration fees are non-refundable. Ready Set Grow Childcare may seek collection of fees due, and clients may be required to pay a two-week termination fee, and any collection costs and attorney's fees incurred by Ready Set Grow Childcare, LLC to collect this amount. If Ready Set Grow elects, it may immediately terminate all services provided including but not limited to the immediate dismissal of the children from its facility.

DISCOUNTS:

Ready Set Grow is pleased to offer a 10% sibling discount off the oldest child's tuition. This discount applies to parents who are not eligible for the CCAP program.

For all families, including those eligible for CCAP, the annual registration fee will be \$100 for the first student and \$50 for each sibling to follow.

VACATION:

RSG has a scheduled vacation week that applies to the entire center. It is always the last week of June. This week the entire center is closed, and no tuition is due. Any vacations outside of that tuition will remain the same. Please inform the director as soon as possible if your child will be absent for an extended period.

REFUNDS:

We do not issue refunds. In the event you have over-paid 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.

LATE PICK UP:

Parents are expected to be on time when picking their child up at the end of the day. If you will be late arriving to the school for pick up, please call and notify the administration. There will be an additional late charge of \$25 for the 1st 10 minutes and \$1 per minute thereafter. This charge will be applied immediately and due before the student(s) may return. The late fee policy is per child and applies to any time after 5:30p. If a parent is more than one hour past 5:30pm and no one on the authorized pick-up list can be reached local law enforcement will be contacted.

HEALTH AND SAFETY

GENERAL SAFETY STATEMENT:

All the policies, rules and regulations presented in this handbook are designed to make the time your child spends at our school safe and rewarding. We have taken a number of steps to promote the safety and protection of your child while in our care. They are as follows:

- Frequent observations of the classrooms are performed by the administration.

- All entrances remain locked and only accessible by coded entry.
- Emergency evacuation drills are held regularly without notice
- Emergency exit plans are posted in every classroom
- All staff are first aid/CPR trained, majority are certified
- Health checks are conducted regularly
- Limited traffic through the building from the outside

ACCIDENTS:

Staff use every measure possible to prevent accidents. Your child will be well supervised by caring and trained staff. Unfortunately, an accident can occur even with the best supervision. If an accident occurs that is serious the parent will be notified immediately. If medical attention is needed they will be contacted first. All accidents are documented in a report for parents to sign at pickup and a copy is kept in the child's file. If an accident is caused by or involves another child, the child's name cannot be given out and will not appear on the report. Ready Set Grow Childcare, LLC will not be responsible for any medical payments due to any accidents at the center. We recommend that all families have their own private medical insurance when possible.

CHILD ABUSE REPORTING:

The State of Kentucky requires that Ready Set Grow and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At Ready Set Grow Childcare 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. To report child abuse, call the Child Abuse Hotline at - 800-752-6200.

ALLERGIES:

We must be aware of any known allergies that affect your child. If your child has any known allergies, please include it on the enrollment form in the appropriate section. This allows us to alert all of our staff to be on guard of their allergy. If a new allergy develops after enrollment, the office must be made aware immediately. You will also need to fill out a "Authorization to give Medication" form if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

The health of our children at Ready Set Grow is the utmost importance to us. That is why we request that if a child is ill, they must remain at home. If your child becomes ill while at the center, we will contact you immediately. In order to prevent the exposure to the other children it may be necessary to remove your child away from the other children until a parent or release contact arrives. The child must be picked up no later than 1 hour after notification.

Your child must be well enough to participate in all group activities, both indoors and outdoors. If your child shows any of the following symptoms, they will be sent home immediately:

- Fever over 100.4 degrees (99.4 degrees under the arm)
- Diarrhea episodes of 2 or more in a day
- Any vomiting
- Pink eye or symptoms similar to those of pink eye
- Any Sore, Strep throat symptoms that are suspected
- Head lice are found
- Yellowish or green discharge from nose
- Mouth sores
- Skin rashes that are not diagnosed by a physician's note
- Respiratory problems including uneven breathing or severe coughing and wheezing
- Chicken pox or measles sores are suspected
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color.
- Any symptoms of communicable disease

All of these conditions will require 24-hour exclusion from care or a doctor's note for the child to resume their normal attendance schedule. Children must be completely fever-free for 24 hours without the aid of medication before returning to school.

Any illnesses, such as, COVID will be subject to the guidelines of the Centers for Disease Control when it comes to quarantine or isolation.

HEALTH:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization certificate must be provided by the parent and all information must be current. This certificate should include the state's seal, date of expiration and signed by a health care provider. This form will show that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition.

MEDICATION:

Ready Set Grow will not administer any type of medication, including prescription, over the counter, or oral medications. Necessary medication must be administered by a parent prior to arriving to the center or during a visit in the day. When acquiring a prescription for your child, please make your physician aware of our policy so that they can prescribe appropriate dosages.

Exceptions to this rule are life-saving medications such as inhalers and Epi-Pens. Any child needing these types of medications administered will be on an as needed basis. A Medical Authorization Form

will need to be completed. Any necessary/approved medication will be kept in a central location in the office. All prescription medication must have that child's name on the bottle.

Ready Set Grow Childcare will also apply diaper rash creams, insect repellent and sunscreen. All sunscreen & insect repellent should be in spray form. Any prescribed creams must be in the original bottle with the instructions clearly 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 and not be expired.

INFECTIOUS DISEASE:

If a child or staff member is diagnosed with infectious or communicable disease, you will be notified via Brightwheel. We will include the name of the disease, the date diagnosed, and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to the school any infectious or communicable disease for which your child is diagnosed. The student with the communicable disease must be cleared by a doctor before returning to the school. Ready Set Grow Childcare reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

EMERGENCY PROCEDURES:

If an emergency such as severe weather, fire, physical problems with the building, or power failure, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility. The center is equipped with a fire alarm system, fire extinguishers on each floor, as well as a sprinkler system.

Fire drills are performed on a monthly basis and all staff members are instructed on proper procedures if a natural disaster may occur. The families will be notified as soon as possible to pick up their child. If the family cannot be reached, the emergency contact will be called.

EMERGENCY EVACUATION PROCEDURES:

In the event of an emergency situation that requires an evacuation of RSG, i.e. fire, or toxic fumes and the children cannot stay on the premises the children will be taken across to Best Express Car Wash where they will remain accompanied by caregivers while parents/guardians are notified of the situation and arrangements are made for either the transporting home or care taking for the remainder of the day.

Staff will remain with and care for the children at all times during an event. Attendance will be checked wherever children are moved. Staff will bring any necessary medications, supplies, and emergency records.

CHILD CONDUCT

DISCIPLINE/GUIDANCE POLICY:

At Ready Set Grow Childcare we believe in positive discipline and redirection to teach children boundaries and proper behavior in a group setting. In older groups, a “cool down time” may be necessary to take the child out of the situation, so that they can calm down and think about their behavior. We expect our teachers to model the behavior that they expect from the children. Children learn best from positive adult role models, so our teachers will treat each child with respect and patience. Positive statements will act as reinforcement for positive behaviors. Discipline will be appropriate to each child and their developmental level.

Any demeaning, humiliating, or abusive language toward a child will not be accepted. No physical abuse, corporal punishment, or threats of corporal punishment will be allowed. Discipline may not consist of leaving the child alone in a room, taking away food, drink, or bathroom, or making the child stay silent for an unreasonable length of time. Recurrent discipline problems may result in a parent meeting with the teacher and the director. Together we will try and reach a solution to try and improve the behavior situation. If no solution can be reached or inappropriate behavior continues despite the resolution, the director reserves the right to remove a child from the center or take an alternate action including but not limited to suspension.

BITING:

The center understands occasional displays of aggression, like biting, are typical in young children and are part of normal childhood development. We understand 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 are working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. Repeated incidents of biting will not be tolerated. Our objective is to ensure that our center maintains the highest level of safety within our environment and our staff members respond appropriately to aggressive behaviors.

FAMILY COOPERATION:

A positive and constructive working relationship between the school and its families is essential to the fulfillment of the school’s educational purpose. The school reserves the right to not extend the privilege of enrollment or re-enrollment to a child if the school reasonably believes that the actions of the child’s family make such a positive relationship impossible. The school also reserves the right to expel a child at any time if, in the judgment of the Director or Owner, conduct of anyone directly associated with the child, is not keeping with the school’s standards. There will be no refund of tuition where such enforced withdrawal occurs.

OTHER GENERAL POLICIES AND PROCEDURES

MEALS AND SNACKS:

At RSG, all meals will be served family style in your child’s classroom. Meals will be relaxed and unhurried. All the meals at Ready Set Grow will be nutritional and follow the state guidelines for nutrition. A menu will be posted in each classroom as well as on the parent bulletin board in the office. You may provide a labeled substitute for your child if there is a particular food, he/she does not prefer. However, this food can only replace one component, such as, a grain or a meat

alternative, but not both. Breakfast will be served at 9:00a. Lunch will be served at 11:30am. Snack time is at 2:30pm.

****Parents of infants are to provide breast milk or formula only****

DIAPERING:

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left wet or in soiled clothing. For children who wear diapers or toilet training pants, each family must provide ample supply of diapers for each week. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the center and you will be notified when your child is running low. If you run out of diapers, we will provide them to you automatically for a fee of \$1 per diaper. If you have any questions, please check with the office.

INFANT SAFE SLEEP:

We follow the licensing guidelines on infant safe sleep practices. This includes

- 1) Infants up to twelve months of age should be placed for sleep on their back for every nap or sleep time unless they are able to roll over on their own or an infant's primary health care provider has completed a signed waiver indicating that the child requires an alternate sleep position;
- 2) Infants should not nap or sleep in a car safety seat, bean bag chair, bouncy seat, infant seat, swing, jumping chair, play pen or play yard, highchair, chair, futon, sofa/couch, or any other type of furniture/equipment that is not a safety-approved crib
- 3) If an infant falls asleep in any place that is not a safe sleep environment, staff should immediately move the infant and place them in the supine position in their crib;
- 4) Soft or loose bedding should be kept away from sleeping infants and out of safe sleep environments. These include, but are not limited to bumper pads, pillows, quilts, comforters, sleep positioning devices, sheepskins, blankets, flat sheets, cloth diapers, bibs, etc. Also, blankets/items should not be hung on the sides of cribs.

POTTY TRAINING:

Potty training while your child is enrolled at Ready Set Grow will take communication and consistency, but it can be managed effectively if you and your child's teacher become partners. Together you and your child's teacher will discuss and agree on the potty-training process. Using the same method and key phrases at home and at the childcare center will minimize confusion and will simplify the process. During the training process your child should start with pull-ups and move into training pants as they progress. Your child will need several changes of clothes each day during this time. Please bring clothes that are easy on and easy off. Each child will begin at a different time and progress at a different rate. The staff will provide updates 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 RSG.

FIELD TRIPS:

On occasions Ready Set Grow may take the children (ages 4 and up) on off premise field trips. Parents are required to sign a written permission slip for their child to attend each field trip. Notification of a field trip will be sent out in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. The field trip permission slip must be signed, and all trip costs must be paid in advance (if applicable) for your child to attend. Ready Set Grow will provide all required supervision for all field trips. Parent participation will be a case-by-case basis depending on field trip.

PARKING POLICY:

Ready Set Grow has a drop-off area in front of the building. Due to the limit of the number of vehicles that may be in this area, please park on the street outside of this area if you anticipate you will be there longer than 5 minutes. We strongly urge you to turn your car off and lock it when you come up to drop-off or pick-up your child(ren). Ready Set Grow is not responsible for items lost or stolen from cars or from the parking lot or facility.

The parking lot next door does not belong to Ready Set Grow; it belongs to Parkside Dentistry. They have threatened to tow anyone who parks and utilizes their lot. Should you choose to park over in their lot, please know that it is at your own risk and own expense.

PERSONAL BELONGINGS:

We request that unless your child is requested to bring something for a class activity that all personal toys stay at home. The only personal belongings that are accepted are a small blanket and one comfort object. These items will be kept in a cubby until naptime, and then returned to the cubby after nap until the child is picked up. We will not be held responsible for personal items, as personal items often become lost, broken, or the subject of arguments. These items must be labeled and must fit in the designated cubbies. **No oversized blanket or pillows will be allowed.** We appreciate your cooperation in this matter.

DRESS CODE:

Children should dress comfortable and suitable for the weather. Children will be participating in messy activities (i.e., painting) occasionally and will also be playing outdoors as the weather permits. Please send your child with an extra set of clothing (labeled) that can be left at the center in case of an accident.

Please have weather/temperature appropriate clothing for your child. We will still be taking the children outside to play on chilly days, so a jacket or coat will be required. All students ages 1 & up must have on shoes upon entering the building.

NAPTIME:

We provide a quiet rest/nap time for all full-time children. Some children may need sleep and others may only rest. We try to accommodate each child's sleep needs. We provide a mat or cot for each child. Children who cannot go to sleep but have shown us that they can rest quietly may be given a small bag of "nap toys" or books to keep them occupied while others are sleeping.

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. Our curriculum is based on the developmental needs of the children of the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plan will be posted to Brightwheel at the start of each week. We incorporate current trends in Early Childhood Education and then structure this curriculum to meet the needs of majority 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, and music.

TRANSITION PLAN:

Our program primarily transitions students to the next class on a quarterly basis. This transition will depend on birth date as well as development but allows us to move students in clusters so that they can always have at least one familiar face to transition along with them. Outside of the quarterly moves, we will create an individualized TRANSITION PLAN when needed to help children transitioning outside of schedule and by themselves. This is to help the children become familiar with the new program, teachers and children. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

BABY-SITTING:

Ready Set Grow Childcare expects parents and employees to avoid activities that create a conflict of interest to the company. If you decide to arrange off – premises care with a staff member, the staff member undertakes such service on his/her own behalf- not as a staff member of Ready Set Grow Childcare, LLC. Ready Set Grow offers no assurance of the fitness of its staff members for performing these services, and none should be implied or inferred under any circumstances. Ready Set Grow Childcare employees are prohibited from transporting children to and from the center that are not included on the students' enrollment form.

VISITING THE CENTER:

You are welcome to visit your child at the center at any time. We do require that you check in with the office 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. If you are coming to eat lunch with your child, please let us know in advance. 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. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcomed to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a “visit” from an extended family member.

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 that 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 an intruder and steps will be taken according to the “Intruder” portion of our “Safety and Evacuation” policies.

SPECIAL EVENTS:

Every child’s birthday calls for a special celebration. We encourage making children feel extra special on their special day. We welcome you to bring a special snack to share with your child’s class. All food must be commercially made and have an ingredient label. Holiday parties will take place in the classroom throughout the year. Generally, a note is sent out to notify families of an upcoming party and many times families are asked to volunteer to bring food or drinks. Notify us as soon as possible if your child cannot attend for religious or other reasons so we can make arrangements to care for your child during that time.

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 our Parent App, Brightwheel.

VERBAL COMMUNICATION:

Our staff wants to work with you to make sure we are providing the best childcare experience possible for you and your child. We need communication and support of our parents in order to do this. 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 are working diligently to make our pick up/drop off as seamless as possible. 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 due to the fact that many children spend 10 hours a day 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 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.

PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. At Ready Set Grow Childcare, we strive to fill the gap created during early separation and educational opportunities and 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. 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 office with their suggestion.

1. Parent Meetings
2. Open Houses
3. Programs and Special activities, such as a Christmas Program
4. Special parent involvement activities such as Staff Appreciation Week
5. Party Day Volunteers
6. Come and eat lunch with your child
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 Raisers
10. Participation in a parent's group
11. Reverse Field trips (When we bring a "field trip" type activity to our property)

PORTRAITS AND PICTURES:

We will begin offering school pictures two times a year, in the spring and fall. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release Statement" in your enrollment contract giving us permission to take/use your child's photos.

GANG FREE ZONE:

Our campus, as well as any area within 1000 feet of our campus, is a gang- free zone. Criminal offenses related to organized criminal activity are subject to harsher penalty.

DRUG AND ALCOHOL-FREE ZONE:

Staff at Ready Set Grow Childcare are prohibited from releasing students to any adult who appears or is seemingly under the influence of alcohol or any illegal drug use. Our late pick up policy would apply if necessary until another approved pick up can safely pick up the student.

Also please note that we cannot allow any children or persons to enter the building if a marijuana smell is present on the child or any clothing/belongings of the child.

MINIMUM STANDARDS/LICENSING INSPECTION REPORT:

A copy of Childcare Licensing Minimum Standards is kept at Ready Set Grow Childcare at all times. If a parent wishes to review the minimum standards, they may ask the Director for the copy to review. The most recent copy of the licensing inspection report is posted in our foyer.

IN CONCLUSION:

We hope you have found this handbook helpful in understanding our guidelines and procedures. If Ready Set Grow Childcare, LLC changes any of its policies, they will be printed and handed out to each family to read, sign and return. ***Policies are subject to change at any time.*** Please speak to our Director if you have any questions regarding our policies and procedures.

Parent Handbook Acknowledgement

I, _____, the parent of
_____, acknowledge that I have been
provided a copy of the Ready Set Grow Childcare Parent Handbook. This Parent
Handbook outlines all the policies and procedures for the center. By signing this form, I
am agreeing to abide by the policies set forth by the center.

Parent Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Please sign this page and return to a Ready Set Grow staff member.