



# *Parent Handbook*



# Tots' Landing Learning Centers, Inc.

## Parent Handbook

### Philosophy

Tots' Landing Learning Centers, Inc.'s philosophy is to help your child reach his or her fullest potential by providing developmentally appropriate activities to enhance physical, mental and social skills. Our curriculum is designed to detect and meet individual needs by allowing children to grow and learn in an open, progressive environment. We provide your child with the opportunity to discover, explore and problem solve through hands-on experiences. We feel that each child is very special and unique. We treat children of all races, religions, family backgrounds, and cultures with equal respect and consideration. One of our primary goals is to help them develop a positive self- image. The quality time that we spend with your child means that Tots' Landing is not only a learning center, but also a home away from home. As partners with you, we can help build a strong, firm foundation for your child's future development, success and happiness.

### About Tots' Landing

Tots' Landing's first location in Tennessee was opened in Murfreesboro in 1993. There are four locations serving Middle Tennessee: Murfreesboro(2), Smyrna, and LaVergne. The owners of the centers are Guen Campbell and Lori Perry. Guen and Lori received their degrees from the University of Tennessee. Being child care professionals and Christian mothers themselves, the owners designed the centers to promote an effective learning atmosphere by tempering knowledge and instruction with love and patience.

### Operating Hours

The Tots' Landing, Smyrna location is open Monday through Friday 6:15 a.m.- 6:00pm. All other locations are open from 6:30 a.m.- 6:00 p.m. Monday through Friday.

The center begins accepting children into the building at 6:30 a.m. (6:15 a.m. for the Smyrna location). If you arrive early, please remain in your car with your child until the center opens. The center closes promptly at 6:00 p.m. If you arrive late to pick up your child, you will be charged as follows: \$10.00 for the first 5 minutes, any time between 6:00-6:05. There is an additional charge of \$1.00 per minute thereafter. For example if you are 12 minutes late picking up your child, you will be charged \$17.00. The reason for the late fee is to insure that the center closes at 6:00 p.m. Just as you, our employees have obligations after work. The late fee should be paid in cash to the office. Management will pay this directly to the teacher who was with your child after hours. Tots' Landing reserves the right to dismiss a child who is picked up late on a consistent basis.

### Enrollment Procedures

Prior to enrolling your child in Tots' Landing, we require that you tour the facility. During the tour, you will meet with the staff and view the classrooms and playgrounds. You will be provided an informational packet of information regarding Tots' Landing and your child's specific classroom. Enrolling children must be between the ages of 6 weeks to 5 years of age to be considered for enrollment. All children must have a current immunization record on file before attending, along with required paperwork including any special needs your child may have. If your child has a specific need, please discuss this with management prior to enrollment so that we can determine if we are able to provide the appropriate level of care your child may need.

### Trial Period for New Enrollees

Tots' Landing Learning Center, Inc. has a 1 month trial period for any enrolled child. This center reserves the right to request the withdrawal of a child during or after the trial period if one or more of the following conditions exist: (1) the child is not participating in or not benefiting from the program; (2) there are no reasonable accommodations this center can make to provide adequate or safe care for this child; (3) there are no reasonable accommodations this center can make to provide adequate or safe care to other enrolled children due to the needs or behavior of this child.

### Drop Off/Pick Up Procedures

Each child must be signed in electronically and on the classroom sign in/out sheet upon entering the center and taken to his or her classroom by a parent or guardian upon arrival each morning. Under no circumstances will any child be dropped off at the entry way. Each day, your child is to be signed in as he or she arrives and signed out as he or she leaves. Only designated persons indicated in your transportation plan may pick up your child. Staff will ask for identification of anyone they have not met. Without proper identification, children will not be released. If a parent should arrive to pick up a child and is noticeably intoxicated or incapable of driving, Tots' Landing is required by law not to release the child to that parent. An approved contact person would be called to pick up the child.

## **Financial Responsibilities**

A registration fee of \$75 per child or \$100 per family is due upon enrollment with Tots' Landing. This fee is non-refundable and ensures your child's placement. This is an annual fee with payment due in September of each year. Registration fees are also non-refundable if your child withdraws from the center. Tuition is due each week. Tuition fees are to be paid on Friday for the upcoming week. A grace period is given until 12:00 on Mondays. There will be a \$15.00 late charge for any fees not paid by this time. Tuition is due regardless of attendance or holidays and late fees will apply. If your tuition fees are two weeks behind your child will be dismissed from the center. Because we do not keep cash at the center, please make payments by check, money order or credit card. There will be a \$20.00 charge on any checks returned to the center by your bank. We require a written notice two weeks prior to your child's withdrawal or you will be responsible for the two weeks tuition. Overdue accounts will be turned over to a collection agency. Refunds for prepaid accounts, at the time of withdrawal, will be at the discretion of the owners. Once your child has attended the center for one full year, you will be entitled to a one week vacation free from tuition fees. Your child may attend the center during this vacation week.

If your job allows you to be off during the summer, (example: school teacher) and you would like to withdraw your child for the summer and re-enroll again in the fall, the following applies to you:

1. Notify the director of your desire to withdraw your child during the summer and re-enroll them in the fall. At this time the director will ask you to fill out and sign a withdrawal form. The director will then place your child on the fall waiting list based on seniority.
2. Children who withdraw for the summer will not receive a vacation week because they are not enrolled for a full year.
3. The August transition coincides with the public school's schedule. Therefore, your child must re-enroll on the public schools' first day of school or their space will be given to another child.
4. The registration fee must be paid each time your child re-enrolls.
5. Withdrawing from the center during school breaks such as fall break, Christmas, and spring break is discouraged.

Please Note: When your child withdraws from the center, their space will be filled immediately. We cannot hold spaces open! It is very important that you notify the director of your desire to withdraw your child for the summer as soon as possible.

## **Holidays**

The center will be closed on the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day. The center will close at 1:00 p.m. on Christmas Eve and New Year's Eve. If the holiday falls on a weekend, we will close on either a weekday preceding the holiday or a weekday following the holiday. Parents will be informed in advance of the closing date. Even when the center is closed for holidays, full tuition is due. If a holiday falls on a Monday, the grace period for payment of 12:00 on Monday does not apply. Payments received after closing on Friday will receive a late fee of \$15.00.

## **Snow Days**

Tots' Landing strives to be open for our children and parents, regardless of weather conditions. If we receive a bad snow or ice storm we may find it necessary to open late or close early. There may even come a time when severe weather will dictate the need to close. Decisions made regarding the snow schedules are based on the care and concern for the children and teachers. Regardless of complaints or pleading, the safety of our children and teachers will determine our daily schedules. Please visit our website [www.totslanding.com](http://www.totslanding.com) for closing information during inclement weather. Information will first be posted on the website before any changes are made to the center voicemail. Due to the volume of calls the center receives on a daily basis, we discourage you from calling the center phone line for closing information. If the center is closed for the entire day, no tuition will be charged; otherwise, full tuition is due.

## **Dismissal Procedures**

We require a written notice two weeks prior to your child being withdrawn from the facility. You will be responsible for the full two weeks tuition if notice is not provided prior to withdrawing. In the same regard, Tots' Landing will provide you with a written notice if we determine it necessary to dismiss your child. If your tuition fees are two weeks behind, your child will be dismissed from the facility until full payment is received or payment plans are established. Tots' Landing also reserves the right to dismiss children with consistent behavioral concerns. Please refer to the section on behavioral concerns for more information.

## **Policy Regarding Discrimination**

Tots' Landing Learning Center, Inc. will not discriminate against a child or parent on the basis of race, color, national origin, or disability in any of its policies, services, or practices

### **Special Needs and Disabilities**

Tots' Landing Learning Center, Inc. will not discriminate against a child with a disability solely on the basis of the disability. Tots' Landing Learning Center, Inc. serves children with special needs and disabilities whenever possible. Any eligible applicant with special needs or disabilities will be enrolled in the program if, after careful evaluation of the child's care needs and Tots' Landing Learning Center, Inc.'s capabilities to meet those needs, it is felt that the child can participate in and benefit from the program/services Tots' Landing Learning Center, Inc. offers and Tots' Landing Learning Center, Inc. can make reasonable accommodations to provide safe care to this child as well as to the other enrolled children should this child be enrolled. When children with special needs enroll, Tots' Landing will require the IEP or Individual Education Plan to be kept on file. Tots' Landing will be part of the evaluation process and provide necessary developmental information to professionals working with your child. If Tots' Landing feels that your child may need special services, we will meet with you privately to discuss our concerns. We will provide you with local programs that may be of assistance in determining a developmental delay or special need.

### **Parent Involvement and Volunteers**

We maintain an open door policy, meaning parents are welcome to enter the facility at any time during operating hours. We feel that your participation and involvement in parent conferences, parent council meetings, open houses and center functions is very important for you and your child.

Volunteers add to the quality of our program. We encourage parents to volunteer in the classroom for special projects and parties. Qualifying students from area high schools and colleges may volunteer as part of their course work. Volunteers are used to enhance the curriculum and provide an additional set of hands for fun activities. Volunteers do not count in the child to teacher ratio and may never be left alone with a child.

### **Child Care Staff**

Each staff member has experience with children and many have extensive early childhood education. The staff do not see themselves as baby-sitters, but as teaching professionals. As part of your extended family, the teachers participate as partners with you to capture your child's eagerness for learning, to encourage spontaneity, and foster the curiosity and inquisitiveness of the developing mind. The teachers help to promote an effective learning environment by tempering knowledge and instruction with love and patience.

All employees of Tots' Landing must meet certain criteria before working in our classrooms. All employees are required to be fingerprinted and have an extensive background check done; a clearance letter is required before an employee can begin at the center. Employees must possess a high school diploma and meet age requirements. New teachers must complete a minimum of 20 training hours before assuming responsibilities in a classroom and being able to work individually with your child. Teachers must have additional ongoing continuing education classes throughout the year, including CPR and first aid.

### **Supervision**

Tots' Landing has strict supervision policies in place to ensure the safety and well-being of all children. Teachers must be aware of their positions in the classroom at all times in order to see all children. Teachers must work together to make sure that all areas of the classroom can be seen. Specific supervision plans for meal times and the playground are in place. The meal time supervision plan requires that teachers sit with the children during meals and snacks and that a staff member must be within reach of any child who is eating. We ask that children who bring in breakfast do so by 7:45 for this reason. The playground supervision plan requires teachers to maintain "zones" to ensure that all areas of the playground are supervised appropriately. The child-teacher ratio of each classroom is always maintained in accordance with state licensing requirements. Each classroom has a child to teacher ratio. Only paid staff will qualify in meeting the licensing requirement. Volunteers and parents may not be counted in meeting the child-teacher ratios.

### **Classrooms**

Tots' Landing serves families with children ages six weeks through five years of age or upon entering Kindergarten.

Minnows....Sunfish.....Tugboats.....Starfish.....Sailboats.....Pre-K

Children will be moved from one classroom to another based upon age and developmental needs. The classrooms will usually be younger in the fall and get older during the year; however, children will be moved from one room to another throughout the year if necessary. Each child will have the opportunity to visit their new classroom and interact with the children and teachers before moving permanently to the next room.

## **Curriculum**

Each classroom has their own daily schedule posted in the room, including meal times. The schedule provides an appropriate balance of activities throughout the day for the children and helps establish familiar routines for the children. Our curriculum is study based and includes multicultural activities for the children in all classrooms. Each week, the teachers create fun filled lesson plans to help create a love of learning in the children. The lesson plans are carefully designed with individual and age appropriate goals and skills in mind. The daily lesson plan includes appropriate discussion of the weekly topic, small and large motor activities, art experiences, science and discovery activities, math and language concepts, and opportunities for reading.

The classrooms are arranged in learning centers. Learning centers include opportunities for self-discovery in all age groups. Learning centers offer a variety of activities and experiences based on the developmental needs of the classroom. Each classroom has dramatic play experiences, library and reading shelves, blocks, science, fine motor, art and music and movement. Additional centers may include sand and water experiences, listening areas, nutrition, gardening, woodworking and computers for older classrooms. Learning centers are added to on a consistent basis to maintain interest and enhance the current classroom topic.

As part of our curriculum, teachers reserve the right to obtain a class pet for their classroom. Class pets add to the learning environment and help children establish empathy and learn responsibility by sharing in the care of pets. Children may help in the daily care of animals by feeding, holding, or petting them. Cages are cleaned on a weekly basis or as needed throughout the week. If your child is allergic to an animal, please let us know immediately. On occasion, families may bring their pet in the classroom to share with the children. Please let us know in advance so that we can notify parents for approval.

Tots' Landing is a state licensed facility and also incorporates state standards as set by the state of Tennessee. Additionally, the Creative Curriculum approach and Handwriting Without Tears program are used as part of the Pre-K curriculum.

## **Evaluations and Parent Conferences**

Children are assessed twice a year, in the fall and spring. Children in our Pre-K program are assessed 3 times per year: fall, winter and spring. We offer parent conferences at this time for parents to meet with us to discuss development and academic progress in the classroom. Additional conferences may be requested by the parent or staff to discuss goals and concerns.

## **Enrichment Opportunities**

Tots' Landing contracts with several companies to provide extracurricular activities to the children. Some programs we typically offer include computers, music and movement, soccer, and gymnastics. These programs may vary based on location and seasonally. These programs are at the discretion of individual families and the cost of the program is in addition to tuition and paid separately to the program.

Tots' Landing does not provide transportation. Therefore, we do not participate in field trips off the premises. All learning opportunities and programs are provided at the center either in the classroom environment or in our outdoor areas.

Several of the opportunities we provide are done as part of our curriculum and at no additional cost to the family. Occasionally, we may offer additional programs to the children to enrich our curriculum for a small fee. You will be notified of the cost in advance. Children will not be withheld from activities due to non-payment.

## **Communication**

Communication with our families is of the utmost importance. Infant, toddler, and preschool classrooms receive daily notes regarding information and routines such as diapering, meals, and activities. Staff may contact you throughout the day via phone or email to discuss concerns or notify you of incidents. Parents may call or come by at any time. Please check your child's area each day for additional information and notes.

## **Nutrition**

A morning snack, hot lunch and afternoon snack will be offered daily. Please refer to your child's class schedule for meal and snack times. Children are given the opportunity to say a blessing; you may request for your child to be excluded. If you would like to send breakfast with your child, he or she must arrive by 7:45 a.m. Please note that items from home must meet nutritional standards. If you need a copy of acceptable meals or the nutritional standards, please see the director.

Staff are required to sit with children during all mealtimes. It is for this reason, that we ask that you only bring food in during the designated meal times so that we can ensure that proper supervision of mealtimes and the classroom in general are maintained. If your child needs to eat at the center and it is not during the designated meal time for the classroom, you may be asked to stay with your child while they eat.

If your child may not eat or drink certain foods, please make sure that this information is in your child's file and you have notified the director and teacher. Appropriate substitution may be provided for your child or you will be asked to bring in substitutions based on your child's need. If your child does not like an item on the menu, you may send a substitute for the disliked food (example: a sandwich may be sent to replace spaghetti). However, we ask that you do not send chips, candy, cookies, soda, etc. with your child to the center. These types of foods cause jealousy and hurt feelings among the children. We try hard to help your child enjoy and maintain healthy eating habits. You may receive information regarding a healthy substitute for the disliked food from the director.

### **Infant Nutrition**

Each infant will receive a schedule form. Schedules as set by parents will be maintained within the classroom, provided that the child's needs are adequately met. All food must be labeled with the child's first name and initial. Bottles must be made at home and brought in with a lid. If the bottle contains breast milk, it must be labeled accordingly. Once your child starts solid foods, you will be provided with a menu to determine foods you would like to have at school based on the meal and snack schedule. It is Tots' Landing policy that children are held while being fed a bottle. Children who are eating table foods are required to sit in designated areas during meal times. Infants and toddlers are not permitted to carry bottles or sippy cups with them throughout the room.

### **Nap Time**

Licensing requires that children lay down for a nap each day for a minimum of one hour. Older children are provided a personal sleeping mat. Mats are placed in the same spot each day for familiarity for the children. Nap mats are also placed in a face to feet alternating pattern with sufficient space between them to reduce the spread of germs. Please send a fitted crib sheet and blanket, labeled with their name. Families will be required to replace worn bedding as necessary. The sheets may be left at the center and will be washed each week. Blankets will be sent home to be washed and should be returned on Monday.

### **SIDS Prevention**

DHS licensing regulations have specific criteria for child care centers in regards to SIDS prevention. Each child has his or her own crib. Parents should provide a tight fitting crib sheet and a thin blanket for their child's crib. Mobiles may be used until an infant is able to pull up. All other items are strictly prohibited to use in cribs. At Tots' Landing, infants are always put to sleep on their backs. It is also our policy to touch the children every 15 minutes while they are asleep.

### **Outdoor Play**

Each day children will have the opportunity to play outside, weather permitting. The temperature must be between 32 and 95 for children to be able to go outdoors with wind chill and heat index taken into consideration. Outside privileges should not be withheld except on the advice of a physician. Please note that children are expected to be able to participate fully in our program, including outdoor play. It is at the director's discretion as to whether a child may be in attendance if they are unable to participate in outdoor activities.

### **Toys from Home**

We request that toys only be brought to the center under special circumstances, such as an attachment toy for nap or a special toy for show and tell days. This is also a safety precaution as many toys present choking hazards for our younger children. Guns, swords, gum and candy should not be brought in under any circumstances. We will not be responsible for any breakage or loss of toys.

### **Birthdays and Celebrations**

Birthdays are a very special and exciting time for a child. We encourage you to bring birthday treats for your child's birthdays. If you are planning to bring such treats, please discuss and plan the party arrangements with the classroom teacher prior to bringing them in.

### **Diaper Changing and Potty Training Policy**

If your child is not potty trained, you will need to provide disposable diapers and wipes. Please make sure that your child has an adequate supply at the center at all times. You will be asked to bring needed supplies if your child does not have enough for the day. Please note that we follow state standards for diapering. Diapering standards require that children be changed within a certain time frame and that we use adequate supplies. Staff members regularly and routinely check diapers and change children immediately. Universal precautions, such as the use of gloves and proper hand washing techniques, are maintained to ensure that sanitary conditions are met. You may notice that we go through more diapers and wipes than you would at home due to standards that must be maintained per state and accreditation practices.

Children do not potty train at the exact same age. We begin the potty training process when the child is showing signs of readiness. During this time, please pack extra disposable diapers, pull ups, training pants and/or clothing. We will positively encourage your child to go to the bathroom. You may request additional information about potty training from your director.

## **Clothing**

Please dress your child in comfortable play clothing. Because the children will be going outside during the hot and cold seasons, appropriate dress is required. For safety purposes, please dress your child in closed toe shoes to protect their feet from injury. Children should also keep an extra set of clothing, including shoes in their cubby for accidents and spills. If your child has an accident and does not have extra clothing, you may be asked to come to the center and bring clothing.

## **Discipline:**

Good discipline is not just enforcing rules, it is caring enough about children to provide clear guidelines for them to follow. Children who seem to be having trouble cooperating or following the rules of the center will be redirected in a positive manner. Short periods of time out may be used if the classroom teacher feels it is necessary. Parent conferences will be scheduled if behavioral problems persist. Your suggestions on how to correct any problems are welcome. We must work together to ensure that the proper social values and learning skills are instilled in your child. There will be no physical punishment of any kind used at the center.

## **Biting Policy**

Biting is a sensitive issue. In order to try and minimize biting, Tots' Landing has a biting policy. Each time a child bites, the bite is recorded. The bite will be rated on a scale of 1-3 points in accordance with the severity of the bite. The number of points allowed are based on developmental age and are at the discretion of management. Parents of both the child who bites and the child who is bitten are contacted to inform them of the incident. If your child bites frequently, we may request parent conferences to help modify the behavior. Tots' Landing may provide the family with resources on biting or request advice from the child's pediatrician. The child may be placed on probation for one week if the behavior continues. Dismissal from the center may follow if the child continues to bite.

## **Persistent Behavioral Problems**

Tots' Landing reserves the right to dismiss a child with a persistent behavioral problem that can not be rectified. Persistent behavioral problems that may cause dismissal are as follows: biting, aggressive behavior towards other children, aggressive behavior towards the teachers, aggressive behavior towards him or herself, destruction of center property and inability to conform to classroom rules. Tots' Landing will first establish parent conferences to help correct behaviors. If behaviors do not improve, incident reports will be provided to the parents to make them aware of continued concerns with behavior. Tots' Landing management will determine how many incident reports will be allowed before dismissal from the center. If biting is the cause of dismissal, the biting policy will be followed. Please refer to the biting policy for dismissal procedures in that regard.

## **Health and Safety Practices**

We strive to maintain a clean and safe environment for the children. The state requires that each child have an official immunization form kept on file at the center and proof of the child's physical examination within three months prior to admission, signed or stamped by a physician or health care agency. Also, each infant must have on file an official health record of the first medical checkup at eight weeks of age.

Children with a fever or contagious illness may not be brought to the center. If a child shows signs of fever (101 or above), diarrhea or vomiting the child's parents will be contacted and they will need to pick up their child within one hour. In order to return to the center the child must be free of fever, diarrhea or vomiting for 24 hours unless the parent brings a signed doctor's note stating that the child is not contagious. Please note that children are expected to be able to participate fully in our program, including outdoor play. If your child does not exhibit symptoms as mentioned above, but is unable to participate within the group due to not feeling well, you may be asked to pick them up for the day.

In the event that your child requires immediate medical attention, we will first call 911. Parents will then be contacted and informed of the situation and their child's condition. All children shall have on file, permission granting Tots' Landing staff to seek emergency care if necessary.

## **Medication**

Medications prescribed by a doctor are permitted at the center. Should your child need to take medication during the day, you must first fill out a medication slip. Medication will only be administered if it is brought in the original, prescribed container or accompanied by a doctor's note. Over the counter medications will be dispensed *only* if a doctor's note accompanies it, including the amount of dosage. The child's name must be on the medication container. All medications must be kept in a locked container and out of reach of children at the center. The exception to this is epi-pens and inhalers, which are kept unlocked and out of reach in order to access quickly during a time of need. Under no circumstances may medication be kept in diaper bags, backpacks, or in the classroom for any reason. Directors will be responsible for administering medications. You may receive more information regarding the medication policy from the director.

## **Child Abuse and Neglect**

Definition of *Child Abuse*: improper treatment that can harm a child physically, sexually, emotionally, and/or mentally.

Tots' Landing 's staff are required by law to report any suspected abuse or neglect to the Department of Children's Services. Staff may not attempt to investigate or determine the validity of abuse. Staff receive extensive training on the subject of child abuse throughout the year. Parents are welcome to attend child abuse trainings offered by Tots' Landing as well.

Child care facilities licensed through the state of Tennessee are required to incorporate a state approved personal safety program into the curriculum. Keeping Kids Safe is the program used by Tots' Landing, which is taught annually in January and February. Keeping Kids Safe is an age appropriate curriculum using short stories to convey safety topics that pertain to preschoolers, including stranger danger and safe touches. Parents are provided an opportunity each year to meet with management to view the curriculum and ask questions regarding this sensitive subject.

## **Prohibited Practices**

Smoking is prohibited on Tots' Landing property. Licensing requirements state that smoking is not permitted in the presence of children. This includes the parking lot. Please refrain from smoking during drop off and pick up times.

Firearms are not permitted.

Corporal punishment is not permitted on Tots' Landing property.

Confidentiality: Tots' Landing values and respects the privacy of our families and staff. At times, it is necessary for families to disclose personal information regarding their child or a family situation. This personal information will be handled in a respectful and confidential manner.

## **Tots' Landing Emergency and Evacuation Plan**

Our first and foremost responsibility at Tots' Landing is the safety of the children. Our Emergency/Evacuation Plan is designed to protect the children from harm under a variety of circumstances to include: Evacuation/Emergency Procedures, Medical or Dental Emergency Procedures, Missing Child Procedures, Abuse of a child by Parent/Guardian or Tots' staff, Serious Illness/Injury/Death

## **Emergency/Evacuation Procedures**

Emergency procedures are continually evaluated by Tots Landing and by local and state authorities. Each family will have the opportunity to view the current emergency procedures for your location. Evacuation procedures are also posted throughout the center.

**Evacuation Drills** are conducted once per month for fire and once per month for tornados (during tornado months) and recorded with date and time each time a drill is conducted. The purpose of the drills is to prepare the children and staff and to reduce stress during an actual emergency situation. The directors and cook will assist the classrooms and a director will be responsible for the emergency binder and medication. The other director will do a final check of the building. In the case of earthquakes, children will crawl under the classroom tables and the nap time mats will be used to cover the children. If damage were to directly damage the Tots' Landing facility, the children will be moved to an approved, nearby building and parents would be contacted as soon as possible.

**Code Red** is used when there is a perceived threat in the immediate area of the building. The children are kept safely in the classrooms and moved to a designated area in the classroom. The teachers will make sure that windows are shut and locked with the blinds closed.

## **Medical or Dental Emergency Procedures**

In the event of a true medical emergency, staff will first call 911. In other situations, a director will assess the child to determine what procedures to take, including conferring with the parent. At times, parents may be asked to come observe their child to help determine medical care needed. At other times, staff may find it necessary to seek medical care for the child first. All children must have on file, permission slips for Tots' to seek medical treatment.

## **Missing Child Procedures**

We have strict policies in place for the supervision of the children and fun activities in place to keep children's attention. However, we must be prepared and vigilant in the event that a child were ever to be found missing from their assigned group. **Code Blue** is used when an enrolled child who is in attendance for the day is missing from their assigned group. In the event that a child is missing, the directors will announce a Code Blue and then a search will be conducted of the facility, both exterior and interior. If the child is not found after a reasonable amount of time, a call will be placed to 911. Parents will be notified immediately after the call to 911.

**Suspected Child Abuse**

Child Abuse is defined as improper treatment that can harm a child physically, sexually, emotionally, and/or mentally. Neglect is defined as habitual lack of care or failure to care for properly. Per licensing rules, all staff members are required by law to report any reasonable suspicion of child abuse or neglect to the Department of Children's Services. All staff attend training twice per year on the subject of child abuse and neglect.

If for any reason a parent suspects abuse by a staff member of Tots' Landing, please report it to the director immediately so that appropriate action can be taken. Video cameras are placed throughout the building for the safety and well being of both teachers and children and are recorded over a period of one week. Anyone can report suspected abuse anonymously by calling 1-877-237-0004.

**Serious Illness/Injury/Death**

Parents and appropriate authorities will be notified immediately and any and all necessary action will be taken by Tots' Landing to ensure the further safety of involved children and staff.

# Your First Day at Tots' Landing

## Items needed the First Day:

- completed paper work
- up to date immunization form
- proof of physical examination within the past three months. (3 years and younger)
- labeled crib sized sheet and blanket for your child's sleeping mat or crib.

## Minnows:

- 2-3 extra sets of labeled clothing
- formula and/or juice already prepared in labeled bottles
- disposable diapers and wipes
- labeled baby food and cereal
- minnow schedule form
- notify the director and teachers if your baby will be receiving breast milk from a bottle at the center.

## Sunfish:

- 2-3 extra sets of labeled clothing
- disposable diapers and wipes

## Tugboats:

- 2 extra sets of labeled clothing
- disposable diapers and/or training pants and wipes

## Starfish:

- 2 extra set of labeled clothing
- disposable diapers and/or training pants and wipes

## Sailboats and Dolphins (PreK):

- 1 extra set of labeled clothing

*Welcome to Tots' Landing*

*"Where Little Fish School"*

