



Dear Parents,

Welcome to Milestones Academy Childcare Center. Our goal is to provide a warm, safe, and developmentally appropriate environment for every child. We work closely with parents to facilitate a rewarding and easy transition from a home to school environment. Our objective is to provide quality care and education for our children. The purpose of this handbook is to outline the program's policies and procedures.

This handbook is provided for your convenience. Please familiarize yourself with our policies and procedures. Enclosed is a list of all documents necessary for enrollment in our licensed program. This handbook is by necessity a "living" document reflecting policy and any necessary changes in our policy. Any changes will be communicated to our clients formally, in writing, in advance. As such, the handbook will be updated as needed to meet our students' needs.

Early childhood education is vital to a child's psychosocial development. As a structured extension of the family within an educational setting, we strive to reflect the values of a diverse multicultural society while offering exploration and fun in learning. Your involvement is valued. Please feel free to present any suggestions, questions, or concerns you may have regarding our program or your child's progress.

MISSION STATEMENT

Milestones Academy Childcare Center facilitates learning through an environment focused on reasoning through expressive, communicative, and cognitive language. Children benefit from scholarship and socialization. There is an indisputable link between early childhood experiences fostering positive relationships with others and success later in life. Our mission is to provide a program responsive to the changing needs of our children.

Milestones offers a high quality, affordable, early childhood program for children new born to 6 years of age. Building positive relationships is essential for the wellbeing of all children. Our program supports a strong working relationship among children, parents, and teachers. As expected, we operate a safe, health focused program providing a nurturing environment respecting our children's needs for autonomy and individuality. We offer children the opportunity to play, explore, create, and learn with our focus on psychosocial, linguistic, and physical (fine and gross motor) development.

Our goals reflect specific milestones of focused experience, assessed by our children's progress. The quality of our program is reflected in our well trained personnel and caring, friendly atmosphere. Our staff maintains the highest standards of education and training. And though we seek to enrich your child; doing so also enriches ourselves.



OUR PHILOSOPHY

Milestones is founded on the philosophy that children, their families, and society benefit from high quality, early childhood education programs. We believe that there is an indisputable link between a child's early enrichment and success later in life. We believe that teachers are resources, problem posers, and partners in learning. Explorative materials, language building activities, hands-on-science, social studies, dramatic play, and artistic expression enrich a child's life experience.

We provide an environment of active exploration and discovery. Activities are planned to meet individual needs. Opportunities are provided for children to take responsibility, make decisions, and learn through play. Milestones encourage positive feelings of self-worth through a focused educational plan. We believe that each child brings his/her own world to us each day. We seek to expand that world, build on it, grow with it, and grow together.

At Milestones, our program fosters early literacy, math awareness, science exploration, exposure to themes in social studies, and physical activities promoting fine and gross motor skills. Activities are structured to guide social development while allowing the evaluation of the child's individual skills and interests. Free play and other unstructured activities encourage a child's autonomy and creativity.

Our teachers want to assist our children explore their amazing world. We provide materials to challenge a child's curiosity and imagination. Let's nurture our children; let's challenge them; let's explore!

FACILITY ADDRESS



The center is located at 23184 A & 23184 B El Toro Frontage Rd. Lake Forest, Ca. 92630

HOURS

Hours of operation are 6:30 a.m.– 6 p.m., Monday through Friday, excluding holidays.

AGES SERVED

Milestones Academy Childcare Center offers an infant program for children new born-2 years old. toddler program for children ages 18-36 months; and preschool program for children 36 months to 6 years of age.

TUITION

Tuition is paid weekly, due on Mondays. Payments may be paid in advanced. No cash payments are allowed. No refunds will be made for illness, holidays, vacations, or other circumstances beyond the control of the facility. A non-refundable registration fee of \$100.00 per annum is due at registration. All fees are subject to modification with thirty day's written notification. A \$25.00 late fee will be assessed for payments later than three calendar days. Failure to meet financial obligations may be grounds for termination.

STAFFING

Our staff consists of a director, teachers, dietary preparer, and part-time teaching assistants. The center is a licensed facility in full compliance with staff regulations and requirements.

NON-DISCRIMINATION POLICY

Our program does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin, disability or sexual orientation.

ENROLLMENT POLICY

Upon enrollment in our program, there is a two-week probationary period. The contract for service may be terminated by either party. Not every placement can be a perfect fit. However, in offering a probationary period, we hope to make our program one that benefits all.

REGISTRATION

Registration is by appointment only. An interview with the director is required. Milestone's policies, curriculum, and required registration documentation will be explained at the time of interview.



For your convenience, registration forms are available on our Web site. All forms must be completed and submitted at registration.

All documentation must be complete and on file before a child may attend.

List of required forms to be downloaded from our site and completed:

LIC 613A	Personal lights
LIC 627	Consent For Medical Emergency Treatment
LIC 700	Identification And Emergency Information
LIC 701	Physician's Report
LIC 702	Child's Preadmission Health History
LIC 995	Notification Of Parent's Rights

- All children in this program must be new born to 6 years of age.
- All children are required to have health insurance.
- We encourage families to visit our facility allowing their children to become familiar with their new environment.
- To schedule a visit or to register, please contact the office.

IMMUNIZATION REQUIREMENTS

All children are required to have a completed a physical exam, renewed annually. All immunizations must be up-to-date at the time of enrollment and remain current.

Immunization is invaluable in supporting public health. In accordance with state law, children must:

- Be fully immunized, or
- Be in the process of becoming fully immunized according to the approved schedule, or
- Have a physician's statement that immunization is contraindicated for medical reasons.

ILLNESS

Illness in a childcare setting can be a difficult problem for parents and staff. It is inconvenient for the parent to leave work; and difficult for staff trying to meet the needs of an ill child. Parents are advised to arrange back-up child care for any child too ill to attend.



ARRIVALS/DEPARTURES

Parents are responsible to escort their children inside and sign them in upon arrival, and sign them out at the end of the day. The center opens at 6:30 a.m. and closes at 6:00 p.m. It is important that your child is picked up at the scheduled time.

Milestones Academy Childcare Center, Inc.

Terms and Conditions of Enrollment

ADMISSION AGREEMENT

Welcome to Milestones Academy Childcare Center. We look forward to healthy and happy relationship with your family. The following policies have been created to help ensure the smooth operation of the center and the safety of all the children in the program.

I hereby agree to and understand the following policies:

1. My child has the right to be treated with respect while attending Milestones Academy either full or part time. He/she will be allowed autonomy as well as direction. Age appropriate nutrition will be provided. If I have any concerns or questions regarding these services, I may contact the director.
2. I understand all registration forms are required before my child may attend Milestones Academy Childcare Center.
3. I will provide and maintain current emergency and contingency contact information.
4. I will provide a current annual health assessment /immunization record. Children without appropriate, current medical records may not attend the center.
5. If the center staff notifies you that your child is ill, you must pick up your child as soon as possible within one (1) hour of being contacted.
6. If your child is absent due to a reportable contagious disease, physician/health care professional's release form is required before your child is able to return to the center.
7. Milestones Academy Childcare center has your permission to give your child emergency care and first aid when necessary and for your child to be transported to an emergency medical facility. You also authorize ambulance/rescue attendants to administer treatments medically necessary and you authorize the hospital/medical personnel to undertake examination and emergency treatment if warranted.
8. We will administer medication only as outlined in our Medication Policies and Parent Handbook.

9. I, or someone given authority by me to act in my place, as noted on the emergency/contingency contact form; will sign my child in/out when arriving/departing.

The center must be notified by parent/guardian (in writing, or by phone) if the child is to be picked up by individuals on the emergency/contingency form.

If child is picked up by an individual who is not listed on emergency/contingency form, parent/guardian must notify the center **in advance and in writing. Your child will not be released without prior written authorization.**

All individuals other than yourself will have to provide a photo ID.

10. I agree to notify the center if my child is absent or will be absent by 9:00 a.m. of the day the child will be absent.

11. I will pay a non-refundable \$100.00 registration fee per annum. No cash accepted.

12. Tuition is due weekly/bi-weekly, there are no refunds due to illness, holidays, vacations, etc. Thirty days' written notification shall be given for any changes in tuition.

13. If late, I will pay an overtime charge of \$10 for every fifteen (15) minutes I am late in picking up my child at the scheduled time. Payment is immediately due (at pick up). My child cannot return until this fee is paid. The late pick up fee does not constitute an agreement to provide after-hours services, nor will the late fee be applied towards the tuition. Chronic lateness at closing time may be grounds for termination of services.

15. All checks should be made payable to Milestones Academy Childcare Center (MACC). A fee of \$25.00 will be assessed for tuition late three (3) calendar days. After 3 days, failure to pay may result in termination. A \$35.00 fee will be charged for returned checks.

16. I will give two weeks' notice to the center's director of any changes in my child's schedule.

17. I am responsible to give Milestones Academy Childcare Center two weeks written notice in the event I need to withdraw my child from the program. If I fail to comply with this requirement; I will be charged for two (2) weeks tuition.

18. I will label, describe administration, the reason for administration, and complete a medication consent form if my child needs medication during care.

19. I understand the policy of keeping a sick child at home when too ill to participate. I will notify the center no later than 8:00 a.m. if my child will not be attending.

20. I am responsible to notify the director/ teacher if my child or any family member has a contagious disease.



21. I will provide my child with a complete set of extra, labeled clothes.
22. I am always welcome to discuss any concerns I may have with the teacher or the director.
23. I understand that Milestones Academy Childcare Center offers its program to children 18 months to 6 years of age. I understand that if my child is between 18-36 months old, he/she will be placed in the toddler program until such a time he/she is mature enough to transfer into the preschool program. If I have any concerns or questions regarding my child's development or placement, I shall contact the director.
24. I understand that my child's teacher will conduct assessments of my child useful in evaluating a child's development and learning. This information will be shared with me on an ongoing basis.
25. All documents and assessments pertaining to my child will be maintained in my child's portfolio, and available to me at any time.
26. As a licensed facility, state representatives have the right to inspect all aspects of our operation including: client records, safety, health, and organizational policy, and interview staff or clients as appropriate. We strive to provide the highest quality of care; a goal shared by licensing and our families.
27. As outlined in our termination policy: behavior indicating a child is not able to benefit from our enrichment program, such as disruptive, dangerous, or disrespectful behavior; falsification of documentation, other illegal behavior; or failure to meet financial requirements; may be cause for immediate termination.
28. In the effort to maintain the professional status of our staff and prevent any potential conflict of interest, babysitting by the center staff members is discouraged. However, should you hire any center staff members, it must be outside the center premises and with the understanding that such agreements and payment for services are solely between you and the center staff member. Milestones Academy Childcare Center/ Inc. does not sanction the arrangement and you agree to hold Milestones Academy Childcare Center/Inc. harmless from any such arrangements in addition to those contained in the agreement.
29. In the event you have a dispute arising out of or relating in any way to services provided by Milestones Academy Childcare Center pursuant to this agreement, and you are not able to resolve such dispute in good faith directly with the center's management, you agree on behalf of yourself and your child to participate in mediation conducted by mutually agreed upon third party, or in the event that the mediation does not resolve the dispute or a third party cannot be agreed upon, binding arbitration is to be held, governed by the Commercial Arbitration Association. You agree that any settlement or award by the arbitration shall be final and enforceable in any court having jurisdiction over the dispute.
30. The Parent Handbook is incorporated by reference into this agreement. You acknowledge that you have received a copy of the parent handbook, and understand and agree to abide by all its rules and regulations.



By signing below and enrolling my child in Milestones Academy Childcare Center, I understand, acknowledge, accept, and agree to all the terms conditions of this admission agreement.

Child's Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

EMERGENCY POLICY

Emergency Procedure

If a child becomes ill or suffers an accident needing advanced medical care, the director or a teacher will accompany the child via ambulance to the appropriate medical facility. Every effort will be made to contact the parent or authorized care representative. The child's file will accompany the child to the medical facility to facilitate access to personal information pertinent to care. If a parent is not able to be reached, the designated alternative representative will be notified.

First Aid Equipment

First aid boxes are located in each classroom. These supplies must be inventoried at the beginning of each month by the classroom teacher and quarterly by the director. First aid, when necessary, may be administered by any staff trained in first aid/ CPR.

Evacuation Plan

- Attendance must be recorded daily by the teacher.
- Evacuation plans are posted at every exit.
- In cases of emergency, teachers will escort children out of the building and provide supervision.
- Roster will be taken at the main exit gate. If evacuation is deemed necessary, children will be guided to and supervised at the locations designated on the emergency plan.
- Mandatory fire and disaster drills will take place randomly during each month. Present children and staff will participate.
- A record of evaluation and effectiveness of each drill is kept in the director's office.

Injury Prevention Plan

- Staff will conduct daily safety checks of interior rooms and outdoor play areas for safety and maintenance concerns. Please report any issues to the director.
- All materials, equipment, and toys are examined to conform to the highest child safety standards.
- Injuries are documented and a record is maintained in director's office.
- Parents will be notified in writing of any incident; the signed form will be maintained in the students file. Community Care Licensing will be notified of any injury requiring a physician or emergent care.

Managing Infectious Diseases

- Any child showing symptoms of contagious infection, or exhibiting the need for one to one care, shall be expected to be provided for at home.
- Should a child become ill at the center, parent or authorized contact will be asked to pick up the child in a timely fashion. The child will be made as comfortable as possible in a specially designated area of the office.
- A physician's note is required for the child's return after experiencing a communicable disease (i.e. Measles, Mumps, Chicken Pox). The note is maintained in the child's folder. The same policy applies to all staff members.
- Parents and staff will be notified of any reported communicable disease.
- Soiled personal items, such as clothing, will be sent home in a sealed plastic bag.
- Toys and materials will be cleaned daily.
- All staff are required to use disposable gloves when dealing with bodily fluids.

Infection Control

- The correct method for hand-washing is posted at bathroom and kitchen sinks.
- To protect our children's wellbeing, table tops, counters, sinks, toilets, and floors, will be disinfected daily. All cleaning supplies are maintained in locked storage.
- Table tops are disinfected before and after any snacks or meals are served. Dishes and utensils are washed after use.
- All staff will be trained in preventive procedures.

Health Care Precautions

-Wash your hands:

- On arrival for the day
- After toileting (self or child)] or diapering
- After handling any bodily fluids, coughing, vomiting, etc.
- Before meals and snacks, before preparing or serving food, or handling any raw foods that requires cooking (meats, eggs, poultry)
- Before or after feeding a child
- Before and after administering medication
- After handling garbage or cleaning
- After removing gloves

-Disposable gloves must be worn when:

- Toileting a child
- Contact is made with blood, vomit, etc.
- Cleaning contaminated surfaces

-Use disinfectant to:

- Sanitize all table surfaces before snack/lunch time
- Sanitize toys/objects used by children

-Air Quality:

- Maintain rooms at a comfortable temperature
- Open windows daily for fresh air
- Avoid use of aerosol sprays

Identifying Special Health Care Needs/Allergies etc.

- Your child's health and safety are vital. It is important to alert us of any allergy or sensitivity your child may have.
- The center will provide reasonable accommodations to meet your child's needs.

EMERGENCY/DISASTER PLAN

Responsibility

- The center retains responsibility for all children on its premises or at an official evacuation site, until they are released to a parent, guardian, or other designated person(s).
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- All employees will remain on the premises as service workers. Such employees will be subjected to whatever tasks are assigned by the person/s in charge, and may not leave the premises until official permission to do so is granted by the person/s in charge.
- Parents are requested to pick up their children if possible. Children will be released only to parents, guardians, or other individuals designated in their file.

In Case of Fire or Natural Disaster

- Sound alarm and call for help.
- Evacuate any child/person in immediate danger.
- Evacuate the children to the main exit gate.
- Take attendance.
- Contain the spread of the fire/smoke by closing all doors/ windows as safe to do so.
- If the fire is small, use appropriate fire extinguisher in accordance to safety training.

After evacuation:

- Reassure/comfort all children.
- Administer first aid if needed.
- Do not reenter the facility until cleared by fire/disaster officials.
- Maintain supervision of all children.

HEALTH POLICY

In order to protect your child and others, a child will not be allowed to attend when contagious. Should your child become ill, you will be notified immediately. By helping us to observe good health standards; you will be protecting your child and others at the preschool. Thank you for your cooperation.

Please keep your child at home if he/she has:

- A temperature of 100 degrees F or greater.
- Severe cold, flu, fever, sneezing, nasal drainage, or coughing.
- Has conjunctivitis/“pink-eye.”
- Bronchitis
- A visible rash or hives.
- Diarrhea.
- Vomiting.
- If your child needs one to one care/comfort.
- Please notify Milestones if your child has a contagious disease.
- A child using an antibiotic, may return to preschool after using the medication at least 24 hours.



- All parents will be notified if a contagious disease is reported. The child may return to preschool with a written note from his/her physician.

MEDICATION POLICY

Milestones Academy Childcare Center can administer medications prescribed by the child's health care practitioner

- All medications must be provided by the child's parent.
- All prescription medications must be in original containers and with the label affixed. Over the counter medications must be in the original packaging. All medications must be clearly labeled with the child's name and dosage.
- Milestones' Staff will not administer any medication contrary to the directions on the original container, unless authorized in writing by the child's physician. Any medications without clear instructions on the container will only be administered in accordance with a written physician or pharmacist's descriptive order.
- All medications will be stored out of the reach of children and under proper conditions for sanitation, security, and safety.
- Emergency medications such as Epinephrine auto-injectors, will be administered if provided by the parent.
- Unused medication is the property of the parent.
- Milestones will maintain a written record of all medication administered.

INCIDENTAL MEDICAL SERVICES POLICY

- Milestones tries to offer holistic care for its children. At times this may include necessary incidental medical services. However, our staff, although trained in first aid and CPR, are not medical professionals. If your child needs over-the-counter, prescriptive, or emergent medical treatment otherwise received in the home setting, our staff will try to accommodate your child's needs.
- Any medication must be labeled with the child's name, reason for the medication, the dose to be administered, the route, the physician's authorization for prescription medication, and a written letter from the parent authoring our staff to provide the treatment.
- Some types of medication that we are able to administer with proper documentation are: analgesic, antipyretic, antihistaminic, and inhalation therapies.

- With a physician's order, the director/or staff trained in the safe use of an epi-pen/inhalation treatment, trained in the specific device by the parent (as documented via parental signature), may provide emergent care using the epi-pen/inhalation treatment if necessary.
- All medications will be locked in the medicine cabinet. Medications needing refrigeration will be housed in a locked box in the refrigerator. To safeguard our children, only staff trained in proper administration of any medication will have access to the locked medication cabinet located in the facility kitchen. The administration record will be kept with the medications.
- Following is an example of the administration document:
Name/ date/ time/ medication/ authorization/prescription verified/ dosage/route / response to medication / signature of administrator
- A note will be placed in the child's personal folder. Parents will be notified if any medication has been provided to their child. Any use of epi-pen will result in the child being transported to an emergency department for advance medical care. Any emergency care will be reported to the Community Care Licensing. All records will be maintained for three years.
- If a child appears to be seriously ill, shows signs or symptoms of allergic reaction/anaphylaxis, is bleeding, sustained or suspected of having a bone fracture, received head trauma with or without loss of consciousness, appears unresponsive, or need immediate advanced medical attention, emergency care/911 shall be notified. Every effort will be made to notify the parents as soon as a child's safety allows. Any incident requiring advanced medical intervention will be reported to the Community Care Licensing.

CHILD ABUSE POLICY

Mandating Reporting

“As professionals in contact with young children and their families, we are required by law to report children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child care workers, are mandated reporters.” Thus, it is the policy of Milestones Academy Childcare Center to report any and all suspected cases of child abuse and/or neglect to Department of Social Services immediately and in writing within 24 hours. Our center will offer full cooperation of its staff during the investigation of any reported incident.

CHILD RELEASE POLICY

The only individuals who may have access to pick up a child from Milestones are those listed on the child's authorization form. Names cannot be added over the telephone.

CHILD BEHAVIOR GUIDANCE POLICY

Our program is designed to accommodate the developmental stages of our children to minimize frustrations and inappropriate behavior. Teachers receive ongoing training in the area of positive approaches to discipline and strategies to use with challenging behaviors.

We use positive intervention without corporal punishment/spanking. A child is never subjected to cruelty, severe punishment, humiliation, verbal abuse, or denied food. A child is never punished for wetting, soiling, or not using the toilet.

Sometimes a child may display individual needs that are beyond the scope of our program and/or the expertise of the teacher. Behavioral problems that result in injury to other children or adults, require excessive intervention, or cause frequent disruptions may be cause for termination.

Parents are encouraged to discuss any questions they may have regarding behavior management techniques with the teacher or director.

TERMINATION POLICY

Termination is always the last resort. If the preschool is unable to meet the needs of a child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. The circumstances under which a child may be terminated are:

- The child exhibits aggressive behavior endangering another child/staff member.
- The child's health/safety at the preschool cannot be assured due to circumstances such as impulsive, risk-taking behavior.
- Unwillingness of the parent(s) to work with teachers in the management of their child's behavior.
- The child's developmental needs are not being met at the center due to general immaturity. Behavior indicative of a child's immaturity may include severe ongoing separation issues, excessive need for teacher attention, and inability to function independently or with the group.
- The child requires greater care/resources/medically trained assistance for their continued health and safety beyond the resources of the staff to provide.
- Nonpayment of weekly fees.
- Continued lateness of parents dropping off and picking up their child.
- Parent(s) display inappropriate behavior towards staff or children. May include: disrespectful language, disregarding program policies, verbal and/or physical harassment, assault, battery, or any unlawful behavior.
- Falsifying information on child enrollment forms.



SUPERVISION/SAFETY POLICY

Before children arrive at center, the director/teacher in charge will complete the following daily safety check list indoors and out.

- All electrical plugs have safety covers.
- Cleaning supplies are out of children's reach and stored properly.
- Areas are clean and safe.

Daily sign-in policy is maintained. Parents sign their child/children in and out every day. These records are maintained. Daily attendance is completed by the teacher in each classroom.

Upon arrival, each child is observed by their teacher for signs of illness or injury that could affect the child's ability to participate in the daily activities.

No child in attendance will be left unsupervised. Teachers will take roll after leaving or returning from the classroom/playground.

Any emergency will be reported to the director immediately.

CONFIDENTIALITY POLICY

Information contained in a child's record, as well as staff files, are privileged and confidential. Unauthorized removal of records, or the unauthorized divulgence of any records, confidential information, program materials, or personal identifiers is strictly forbidden.

Any violation of this rule will result in immediate discharge. Classroom/pupil observations enjoy the same confidentiality as records. Employees are required to refrain from discussing their students outside of or for non-work related purposes.

In order to protect the privacy of Milestones' children and staff, we request individuals do not share, distribute, or post images of others via telephone, e-mail, online social networking, or other websites, without prior consent of the Center's Director.

Violation of Milestones program's confidentiality policy will be prosecuted to the full extent of the law.

ASSESSMENT

Throughout the year, we will be assessing your child and documenting his/her progress. This allows us to optimize our program with a challenging curriculum that meets each child's strengths, needs, and interests. All information is confidential.

- Assessment results shall be addressed in parent/teacher conferences.



- Children’s portfolios, including samples of: drawings, paintings, block play constructions, stories, writing, photos of their work, etc., are available for parental review.
- Progress reports are compiled biannually for parents/caregivers, and are available at parent teacher conferences.
- We encourage parents to be involved, ask questions, and make suggestions at any time.

NUTRITION POLICY

The center will provide all snacks and food. Healthy snacks and meals are prepared on site and served in accordance with The California State nutrition policy guidelines. Age appropriate meals and snacks will be provided by parents for all infants under one year old.

Parents will be provided with the weekly menu, a copy of which is also posted on the parent board.

ENVIRONMENTAL HEALTH/ PUBLIC SAFETY

We are a smoke-free campus. Smoking is prohibited anywhere on our premises.

PLAY CLOTHES

Active indoor and outdoor play is a regular part of our day. Please dress your child in clothing that is suitable for running, climbing and other vigorous activities. Clothing should be appropriate to the weather. Because our children may work with paint, clay, and other messy materials; comfortable, washable clothing is recommended.

- Sneakers or shoes with rubber soles are required.
- Dress shoes, crocs, and sandals are not permitted because they present a safety hazard for your child.
- A complete change of clothing is required. Please label all clothing with your child’s name. The extra set of clothing will be stored in your child’s cubby.
- Please note light layers of clothing is useful to accommodate changes in temperature and allow for your child’s comfort.



CELEBRATING BIRTHDAYS AT THE CENTER

Children often enjoy sharing their birthday with their friends at school. Parents are welcome to send in a special treat. Please make arrangements with your child's teacher, as some children may have special dietary restrictions. Parents are welcome to attend!

HOLIDAY CELEBRATIONS

Milestones celebrates national holidays. But we also encourage our families to share seasonal and holiday traditions that have personal meaning to them. Children may bring items from home and talk about their family's special celebrations. We invite parents to share non-commercialized holiday traditions, customs, and activities.

We encourage our children to explore diverse cultural traditions in developmentally appropriate and educational manner. We encourage parents to share their traditions, insights, stories, songs, musical instruments, etc., with our children. These opportunities should be arranged with your child's teacher.

REST TIME

Children rest after lunch on rest mats/cots. Rest time is from approximately 12:30 to 2:00 p.m. Children rest quietly on their mats/cots with a book or stuffed animal while listening to quiet music. If a child does not sleep or awakens early; they will be offered alternative activities during the rest period.

Infants are encouraged to rest/nap at will, and on their own best schedule.

TOYS FROM HOME

Bringing toys from home is discouraged. A snuggle toy is permitted for rest time only.

PERSONAL BELONGINGS

Each child is assigned a cubby containing a coat hook.

- Each child should keep a complete set of extra clothing in their cubies at the center. (Pants, Shirt, Underwear, Socks) Please replace clothing as needed.
- Please leave backpacks at home, cubbies are small with limited storage.
- Parents of infants and children in diapers are to provide diapers, wipes and all necessary items Needed for their child.

PARENT COMMUNICATION



A parent board is located in each classroom. Important notices and information are posted. It is each parent's responsibility to keep informed. Please check for information daily. Highlights of your child's activities are also posted. This assist parents when asking their child, "What did you do in school today?"

PARENT TEACHER CONFERENCES

Conferences are held twice a year. Parents will have an opportunity to meet with their child's teacher. A progress report will be prepared and given to the parents before the meeting. This will be used as a guide for discussion. Parents may arrange other times to meet with the teacher. A copy of the report is maintained in the child's folder.

PARENT'S RIGHTS

You are welcome to make unannounced visits to your child's room when your child is present.

You may request a conference with your child's teacher. Biannual conferences are scheduled. If unable to attend, a parent or caregiver may request a written report.

The director will meet with new clients prior to admitting a child to the center. At this meeting you will be provided with our parent handbook. You may also visit the preschool's classrooms prior to the enrolling your child.

YOUR CHILD'S RECORDS

Your child's record is confidential. The preschool's staff may not release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent.

A written request is required for a copy of your child's records. If your child is no longer attending Milestones, you may request a copy of your child's records. You will be asked to sign a form verifying that you have received the records.

CENTER RESPONSIBILITIES

As a licensed facility, state representatives have the right to inspect all aspects of our operation including client records, and may interview staff and children as appropriate.

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to Department of Social Services.



The Center will notify you immediately of any injury which requires emergency care. Parents will be notified if any first aid is administered to their child. Any serious injury will also be reported to the licensing agency.

PROBLEMS/COMPLAINTS

All complaints are directed to the attention of the center's director.

SENSITIVE FAMILY ISSUES

Parents are presumed to have joint custody of their children. If there are restrictions on access, please provide us with a legal copy of the court order. Without a copy of the custody settlement or restraining order, we are unable to presume one parent has limited/sole access.

PERSONAL CONDUCT

In order to provide a wholesome environment of learning for our children, we ask everyone to behave respectfully, without the use of profanity, aggression, disruptive, threatening, assaultive behavior or battery in the proximity of our center. Failure to comply with this request may be grounds for termination.

DAILY SCHEDULE **TODDLER/PRESCHOOL**

This schedule may be modified as needed.

6:30 a.m. Early Arrival

7:00 - 7:45 a.m. Breakfast

8:00 – 8:30 a.m. Circle Time– Large group activity

Introductory songs, calendar, weather, news, sharing, etc.

8:30 – 9:45 a.m. Free Choice Center

Children select from activity centers: science table, math table, computer lab, art table, sand or water play, dramatic play, games, etc.

9:45 – 10:15 a.m. Morning Snack

10:15 – 10:30 a.m. Story/Singing Time

Story time followed by songs, music, movement, dance, etc.



10:30 – 11:45 a.m. Outdoor Play Time

Outdoor play on playground with age appropriate equipment, materials, and games.

11:45–12:30 p.m. Lunch

12:30 -2:00 p.m. Rest/Nap Time – Children rest/nap quietly on mats/cots.

2:00 – 2:45 p.m. Free Choice

Children select from activity areas: story time flannel board, reading, language arts, science table, math table, computer lab, art table, sand or water play, games, dramatic play, etc.

2:45 - 3:15 p.m. Afternoon Snack

3:15 – 4:30 p.m. Outdoor Play Time

Active play in the playground with age appropriate equipment, materials, and games.

4:30 - 6 p.m. Departure