

CHILDREN'S COTTAGE



PARENT HANDBOOK

4615 South Highland Drive, Holladay, Utah 84117

(801)272-0971

Cell: 949-2282

Cell: 949-5175



Dear Parents,

Welcome! Children's Cottage extends a warm welcome to you and your child. You are now a part of the Children's Cottage family. We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning experiences for you child. Our doors are always open for you. We place great value on freedom to be oneself - for adults and children alike.

We offer a relaxed and casual setting geared to the needs and interests of each child who is a part of our center. We try to take into consideration individual differences and special abilities of each child as well as family cultural backgrounds. We provide a warm happy environment where your child's positive feelings about themselves and others are fostered; a place where each child is encouraged to learn and grow at their individual pace.

We will have special days for families. But don't wait for invitations; visit us often-even if just for five minutes. Know with your child that our center is a good place because you have been here and have seen it firsthand.

We thank you for allowing us to join with you in providing care and love for your developing child. We look forward with eagerness to the years ahead.

Sincerely,

The Director and Staff

MISSION STATEMENT

Children's Cottage provides loving care for children age six weeks through twelve years of age in a safe, home-like atmosphere. The center setting and daily activities emphasize appropriate play experience that contribute to the physical, social, emotional, and intellectual growth of each child.

PARENT INVOLVEMENT

We believe it's most important that our staff be involved with parents in close cooperation and planning for the welfare of each child. It is important that children experience a connection between home and the childcare setting. Families are invited to visit, call with questions, suggestions and ideas or volunteer their time and energies to take part in the program. We hope that you will keep us informed by notifying us of any specific change's that may affect your child at the center. In turn, we will contact you when we think you should know of any specific incident at the center concerning your child. The Director will arrange conferences with parents as needed. Parents may call to schedule a conference with their child's teacher or the director whenever they feel this would be helpful. We hope that you will join us during the year for lunch, to share a story, a song, or your time or expertise in any area.

GOALS

1. Emphasize creative learning. Children learn best through play and exploration. Therefore, activities are best when they are "hands-on" and focus on the creative process rather than the end product.
2. Provide positive guidance. Through the use of appropriate guidance techniques, teachers are able to aid each child in developing self-discipline skills and a positive self-concept.
3. Hire and retain professional staff. Staff members must be carefully selected for their experience, education, and sensitivity to the individual needs of young children.
4. Maintain excellent ratios. Low child-teacher ratios are vital to the well-being and optimum development each child.
5. Encourage parent involvement. Parents are a valuable resource and must be supported in their special and important role. Parents are always welcome! ☺

GENERAL INFORMATION

The center is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. Children must be at least 6 weeks old to sixth grade.

All that we expect of the children is that they come to the center consistently, be able to follow directions, be respectful to daycare staff and other children. Do not damage or

destroy daycare property. What we ask of you is to read this parent handbook as well as the policies and procedures handbook and any other supplemental notes and newsletters that we may send you from time to time. We hope that you will feel free to be a part of the center, offering suggestions and comments, as well as financial and moral support.

Classroom groupings are generally based on the child's age, special needs and/or developmental abilities as determined by the staff. Groupings are flexible and a child may be moved from one group to another to meet special needs. All but the youngest group-mingle at times throughout the day, according to the individual interests, needs, differences, and capabilities.

When you enroll your child in our center, we assume the responsibilities of giving you assistance with special needs in relation to your child's adjustment, growth, and development.

- * Conferences in relation to your child's progress will be arranged upon request.
- * Tests that we administer are primarily for screening purposes. You will be referred to persons who provide special services if we feel that your child needs further evaluation.
- * Your child will be given maximum consideration as an individual. We will look after your child's health and safety while he/she is at the center, and present a planned program geared to what we believe to be developmentally sound and educationally beneficial.

OPERATING HOURS

Children's Cottage is open Monday through Friday from 6:30am to 6:00pm. Child care services are not provided on weekends or the following holidays:

½ day New Year's Eve
New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Pioneer Day
Labor Day
Thanksgiving and the following Friday
½ day Christmas Eve
Christmas Day
Day Following Christmas (December 26th)

ENROLLMENT

Enrollment is based upon available space and meeting the following requirements:

- * Registration fee paid (non refundable)
- * Monthly Tuition fee paid (non refundable)
- * Child's physical examination obtained
- * Proof of current immunization records
- * Admission agreement signed
- * Emergency Card filled out

for 10 hours (charged at the beginning of the 10-hour mark) and is due at the time you pick up your child. Tuition for additional children from the same family is 10% off the child's/children's full tuition rate/s.

STATE ASSISTANCE

Any parents on State Assistance will not receive a refund for any money paid in advance at the beginning of the month. State funds must be deposited into our bank account in order for your child to start attending. Otherwise parents will be responsible for payment until their subsidy is approved by the state.

ARRIVAL

Children must be signed in and out of the center, (including the time), each day by a parent/guardian or designated representative of the child's parents/guardian. The center shall assume responsibility for your child after he/she has been signed in. The center shall retain responsibility until an authorized person signs him/her out.

FEES

A registration fee of \$35.00 per child or \$60.00 per family is due at the time of enrollment. Registration fees are non refundable!

ABSENCES

Please notify the center when your child will be absent. We do not make refunds for absent days as we are holding a place for your child. The full tuition rate will be charged for the first two full weeks of consecutive absences. After two weeks of consecutive absences your child's spot cannot be held unless center is notified for the reason child is not in attendance and arrangements have been made to hold there spot.

HOLIDAYS

We do not refund tuition when the center is closed for holidays as outlined above.

CLOTHING

Please provide simple clothing that is labeled with your child's name and that is comfortable, free of complicated fastenings, washable, sturdy, and appropriate for the weather (we suggest you provide your daughter with long pants from at least mid-October through mid-April). Please provide sweaters and jackets even on the first days of fall, as well as mittens, hats, and boots for colder weather. No open toe sandals please.

TOILET TRAINING

If toilet training is begun when your child is ready, the task is easy and quick. Thirty months of age is a good rule of thumb to start checking for signs of readiness. When we agree that the time is right for your child and until he/she is totally successful in his/her toileting, NO overalls, or clothing with suspenders, snaps, buckles, belts, or zippers will be allowed. Elastic-waist pants ONLY. In addition, you must provide two complete changes of clothes and several pairs of thick training pants. If your child does not have quick success, he/she will be put back into diapers for a short time until we decided together that he/she is ready to try again.

A child is truly toilet trained when he/she is capable of using the toilet without an adult's presence of help, and accidents are infrequent.

BIRTHDAYS

We celebrate birthdays during the afternoon snack period. If you would like to bring a special treat for your child to share, please remember that licensing laws require all food served in the center to come from an approved food preparation source (store-bought). Your child's teacher will add special stories, songs, and so forth, to make this a special time for your child.

TOYS FROM HOME

Except for toys that are needed in the first days of attendance to help ease your child's transition, we ask that you leave your child's toys at home or in your car. If an item is brought to the center, we cannot be responsible for it. It must be shared and it must have the child's name on it. If you have a book that may be of interest to all the children, we will appreciate it being shared, but ask that it be left for several days. Every Friday is show-and-tell, your child may bring a toy to show the class, or a movie to watch, or book to read, if they bring a toy they must also be prepared to share with the class. NO guns, war toys, or other toys of destruction, please!

GUIDANCE

Teachers use positive guidance methods that enable each child to develop the skills for self-discipline. Such methods include natural and logical consequences, redirection, positive rewards, cool-down time, and a consistent and responsive environment and schedule. Corporal or punitive discipline measures are not allowed.

FIELD TRIP

The center will take at least four field trips per year. The Children's Cottage will provide transportation and lunch for these field trips. All children that are potty trained will be allowed to go. A release of liability form must also be signed by parent/guardian for your child to attend. There may be an additional cost that needs to be provided by parents as well to attend some field trips.

DISCIPLINE

The only form of discipline that we use at the Children's Cottage is time out. The length of the child's time out is based on their age. One minute for every year of age.

SANITATION

The Children's Cottage sanitizes the center weekly. This includes the center in general, counters, tables, chairs, plus all toys and mats.

RATIOS

Infant Room (6wks – 15months) 1 caregiver to 4 infants, Wobblers Class (16months-24months) 1 caregiver to 5 wobblers, Toddler Class (2yrs old) 1 caregiver to 7 toddlers, Tiny-Tots Class (3yrs old) 1 caregiver to 12 tiny tots, Pre-School Class (4yrs old and 5yrs old not in Kindergarten) 1 caregiver to 18 Pre-Schoolers, Kindergarten Class (5yrs

old – 6yrs old) 1 caregiver to 20 Kindergarteners, Before and After School Class (7yrs old – 12yrs old) 1 caregiver to 25 Students.

INSURANCE

Parents are responsible for primary insurance coverage for each child enrolled in the center. Children's Cottage LLC will provide secondary insurance coverage for injuries sustained while in our care. There is a deductible and maximum amount per accident. All claims must be submitted no later than 60 days after the accident.

RELEASE OF LIABILITY

Parents agree not to hold Childrens Cottage LLC liable in the event of an accident or death while your child is in their care; unless the Childrens Cottage LLC is found guilty of negligence in the event of an accident or death.

PICTURES

We love to take pictures of the kids on special events or holidays, even when they are interacting with other children on the playground, or while in their classroom setting. We periodically like to post them to our social media outlets; such as company Website, Facebook, Instagram, etc. Letting everyone see how special our Childrens Cottage family is. Parents are welcome to request that their children not have their pictures taken

HEALTH AND SAFETY

Your child's health is a matter of major importance to all of us.

We all like to play, have fun and share,

But sharing our germs can be quite unfair.

Children get sick, you know it's true;

At a moment's notice they're down with the flu.

So please keep them home with the sniffles or cough;

Everyone in the center will be much better off!

ILLNESS GUIDELINES

Please do not bring your child with any of the following illnesses or symptoms:

* Fever (defined by the child's age as follows: Infants younger than 4 months of age: 100°F; Infants 4-24 months of age: 101°F; Children older than 24 months: 102°F).

* Vomiting, two or more times in the previous 24 hours.

* Diarrhea, defined as an increased number of stools compared with the child's normal pattern, with increased water and/or decreased form that is not contained by the diaper or toilet use.

* Mouth sores, with drooling, unless the child's physician or local health department authority states the child is non-infectious.

* Rash, with fever or behavior change until a physician has determined it not to be a communicable disease.

* Signs of possible severe illness, including unusual lethargy, irritability, persistent crying, difficulty breathing.

* Communicable diseases such as rubella, conjunctivitis, infestation, impetigo, tuberculosis, strep throat, pinworm, ringworm, chicken pox, pertussis, mumps, hepatitis.

- * They have not been on an antibiotic for at least 24 hours.
- * Heavy nasal discharge, constant cough, sore throat, or any other symptoms that may be treated better at home.

Children's Cottage will notify you of a suspected exposure to a communicable disease. Please notify the center of any illness, especially if your child may have been exposed to a communicable disease. An ill child will be isolated and given appropriate care until picked up by a parent/guardian, or an authorized person.

MEDICATIONS

Medications (including but not limited to prescription, over-the-counter, sun screen, and teething pain reliever) will be administered only when a medication release form has been filled out. The center shall have no responsibility of any kind whatsoever for failure to provide requested medication or for adverse reactions which are caused by the administration of such medication. The medications we give out must be in its original container, and cannot exceed the expiration date.

NUTRITION

For children over twelve months we serve breakfast and a mid-afternoon snack consisting of at least two items from two of the four basic USDA food groups (milk, meat, fruits & vegetables, breads). We also provide a lunch consisting of five items from each of the food groups for children one year and older. Please provide your child with a nutritious breakfast if arriving after 9:00am, and a nutritious lunch if arriving after 12:30pm.

FIRST AID

Center staff will give appropriate first aid to a hurt child. You will be contacted if it is the judgment of center staff that immediate medical or dental attention is necessary. If it is further the judgment of the center staff that the injury is of an emergency nature, paramedics shall be called to the center and you will be contacted.

Any expenses incurred will be the responsibility of the child's family.

The center will not be responsible for anything that may happen as a result of false information given at the time of enrollment or parent's/guardian's failure to update information.

STAFF

Staff members are required to complete a health evaluation and inventory, tuberculosis screening, and a background criminal investigation screening. Each staff member also holds a current Food Handler's permit, and current First Aid and CPR certification.

Children's Cottage has a smoke-free, drug-free policy. The use of tobacco in any form, the use of alcohol, and/or the ingestion of any substance (including prescription medications in amounts known to compromise responsible judgment) is strictly prohibited by any person anywhere on the premises. In addition, the use of or possession of illegal substance or sexually explicit materials is also prohibited.

CHILD ABUSE AND NEGLECT

The Director or any other staff member shall report to Children's Protective Services or

the Police Department as required by law any suspicion of child abuse, (sexual or otherwise), neglect, or endangerment of which they become aware.

MAJOR EMERGENCY

In the event of a major emergency such as fire, earthquake, gas leak, or power outage, all staff members will assist in evacuation of the center and/or other necessary safety precautions. Please refrain from reprimanding children of other families while on the center's premises. ALL children are to be treated with love, dignity, and respect. Harsh treatment of any kind toward any child will not be tolerated at the center.

CURRICULUM

We provide children with a program of play and learning experiences, which are appropriate for the ages of the children enrolled. A balance of activities and quiet play is provided for, with individual and group activities which are geared toward the physical, social, emotional, intellectual, and individual growth of young children.

Overall long-range plans are based on the philosophy and goals of the center. The weekly lesson plan is based on the long-range goals of the center and creates an appropriate balance in all developmental areas for the ages, needs, interests, and abilities of the children involved. Daily activity plans are based on the weekly lesson plan and act as a reminder of the happenings of the day. We understand that in order for children to begin to read and perform academic tasks, they must first gather meaning from the world. In order to gather meaning from the world, children must have many satisfying sensory and sensory motor experiences.

The program we pursue is geared toward helping children develop habits of observation, questioning, and listening. An open-ended program like ours prepares children to utilize their intellectual and creative abilities in future learning tasks.

THE DAILY SCHEDULE

Nutritious Breakfast will be served from 7:45 – 9:00 a.m.

Snacks are served at 10:00 a.m. and from 3:00 – 4:00 p.m.

Nutritious Lunch will be served from 11:00 a.m. – 12:30 p.m.

If your child is not at the center at the start of these scheduled feeding times it is important that you feed them before they arrive.

INFANT NURSERY

The primary goal of the infant nursery is to provide a loving and nurturing atmosphere for infants from six weeks to fifteen months old. There is one caregiver for every four infants. A schedule is followed in which there will be morning and afternoon naptime, a "work time" during which caregivers work on a single goal with the infants and a half hour lunch time. Naturally this schedule is flexible in order to meet the individual needs of each child.

The highest priority is basic care taking of the infants. This means being sure their most fundamental needs are met. These needs are as follows: clean diapers, feeding, sleeping, nurturing and social contact as well as a clean safe environment. The secondary function

of the nursery is to provide an atmosphere in which we begin implementing our philosophy of learning. An infant nursery of this sort is a very special place. The caregiver-child relationship makes this a setting in which there is much personal interaction and involvement. Thus, the nursery becomes a warm joyful and fun atmosphere in which all will flourish.

TODDLER ROOM

The major emphasis with this age group is to provide a stimulating, loving and secure environment in which the children can develop a beginning sense of independence, social skills, and skills in working with learning materials. Toddlers are at a stage in their development when they are learning to become more autonomous, needing to “do it myself”. Our toddler environment is designed for safe exploration. The adults offer a firm but kind and understanding guidance. Emphasis is on rewarding and praising appropriate behavior. This attitude is extended to toilet training, which is a goal in this stage. Activities and areas are planned where children in this group are able to develop their large motor skills. Some of these tasks include moving to music, an open area for jumping and hopping. They also have small vehicles to push, pull and ride. We facilitate the use of building blocks, a house area, where familiar roles can be acted out, an art area where children can enjoy small group art activities such as finger painting, collage and play dough. Simple puzzles, pegboards, sorting games, are available for the toddlers to manipulate. These activities help refine their hand-eye coordination as well as their discrimination skills.

PRESCHOOL PROGRAM

Emphasis in our program are on developing and socialization skills, recognizing and learning to verbalize feelings, developing independence by learning to make appropriate choices and learning to respect and be considerate of one another. We believe that the children benefit more from concrete learning experiences than from artificial paper and pencil activities; that process is more important than the product.

TERMINATION

The admission agreement may be terminated if any one or more of the following occur:

- * Serious Illness/guardians of the child allow their account to become delinquent.
- * Failure of the parents/guardians to honor the obligations listed in the Agreement or this Handbook.
- * The center determines that it is unable to meet the needs of the child.
- * The center determines that it is not in the best interest of the center or the children enrolled at the center to have the child in attendance.
- * Failure of the child’s parents/guardians to cooperate with the center, which the center determines is serious enough to warrant termination.

GRIEVANCES

Questions and/or concerns should first be presented to your child’s teacher. If problems persist, the director and or assistant/acting director should be contacted for resolution. If questions and/or concerns remain unresolved they may be taken to the owners, whose

decision is final.

Children's Cottage reserves the right to make exceptions to the policies and procedures contained in the Parent handbook. Failure to enforce any of the policies and/or procedures contained herein does not affect Children's Cottage's right and ability to enforce any other policy and/or procedure.

PLEASE PROVIDE THE FOLLOWING FOR CHILDREN AGES 6 WEEKS TO 3 YEARS:

Package of diapers
Box of wipes
Extra Clothing
1-2 clean, empty bottles
Appropriate outside clothing

4 – 6 YEARS OLD:

Extra clothing

- * All items must be permanently labeled with your child's name. If you don't label all items, we will label them for you with permanent marker.
- * The diapers, wipes and full change of clothes are to be left at the center.
- * Blankets may be left at the center for the week, but must be taken home on Friday and washed.
- * Please send enough bottles each day for a clean bottle to be used every time one is made for your child. Bottles are to be used exclusively for formula or milk; sipper cups will be provided for juice.
- * Soiled clothing will be placed in a plastic bag and sent home to be washed.
- * We will notify you when your supplies are running low. ☺

Thank you for your assistance with these items.