



**WHERE KIDS LEARN,
PLAY, & BELIEVE**



(901) 249-7239



Changingthehands@gmail.com

PARENT HANDBOOK



WELCOME

DEAR PARENTS:

We look forward to an exciting and fun filled learning year at Changing The Hands Childcare Center! at Changing The Hands is dedicated to training minds, building strong character and providing skills will be useful to required both now and in the future. at Changing The Hands is dedicated to providing an environment that creates an exceptional learning experience for all of our children. The program has been planned to include a variety of activities that incorporated three curriculums, and the IQ Phonics Curriculum, offers activities that will allow children to associate their learning to the real world. Please feel free to ask questions, share concerns and accompany us on the field trips. Together we can make this dynamic year for your child filled with adventure. Thank you for allowing your child to participate in our program.

Sincerely,

RUTHIE TUGGLE
Executive Director

WHERE KIDS LEARN, PLAY, & BELIEVE

Safe Clean
Environment

Nutritionally
Balanced Meals

Provide Age-
Appropriate Curriculum

Provide Crib & Cot with
Clean Coverlets

Appropriate Toys for
Learning & Creating

Promoting Individuality

Continual Supervision

Building Self-Esteem

Planned Parent
Conference

I.D Check for Pick-Ups



MISSION STATEMENT

The mission of the Changing The Hands Childcare Center is to teach and empower young children in a safe, fun learning through many positive experiences.

Program Objectives

- 💡 To provide a warm, nurturing environment that encourages the development of the 'whole' child.
- 💡 To provide an environment that is based on successful experiences, which encourage all children to develop at their own capabilities and interests according to their individual needs.
- 💡 To offer program which recognizes the uniqueness of each and every child and provide an encouragement for the child's continued growth.
- 💡 To provide an environment that provides the child with opportunities to learn by doing hands-on experience.
- 💡 To provide opportunities for lifetime of creative living and learning.
- 💡 To assist families in their wonderful journey.



Program Information

Changing The Hands Childcare Center is designed to provide for multicultural experiences in an open-space concept and embraces all areas in the child's environment created by the center facilities. The staff nurtures the child's sense of independence and encourages exploration and the making of choices.

The open-education concept is based on the belief that children learn and grow at different rates, that are eager and curious about learning, and they learn best when they are able to pursue their interest. The emphasis in an open classroom is on the integration of the total curriculum, rather than on the separate subject matter. Academic reading skills, writing numbers concepts-compromise a natural part of learning. The child's play is very important. It encourages children to explore, manipulate and construct; classroom space encourages this. Learning centers are set up throughout the room. Each child can select where and with whom they want to spend.





TIME OF OPERATION

Operation hours are Monday through Friday from 6:00 am. Through 6:00 PM

ENROLLMENT PROCEDURES

All applicants must complete a Changing The Hands Enrollment/Emergency Application (One per child). Each child must have a copy of the following;

1. Immunization record (from doctor or Health Department)
2. USDA Child Care Food Application
3. A pre-enrollment visit with the classroom teacher is required for each child before they can attend the center.



CHILDREN'S ARRIVAL AND DEPARTURE POLICY

For your child's safety, we require that you, or other authorized adults, bring your child into the center each morning and get him or her settled. It is required that your child be signed in upon arrival.

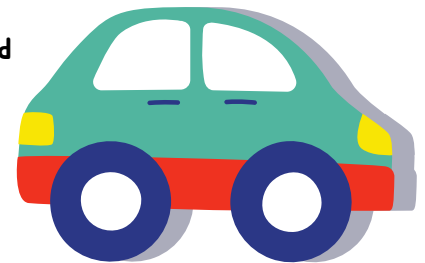
If you are going to be away from your usual place of work for the day, be sure to leave an emergency phone number where you can be reached.

DEPARTURE

When picking up your child, be sure to sign out for the day, this is for your child's protection.

We will release children to authorized person only. If necessary, photo identification or other identification may be required by the program child is released. If someone other than the authorized person is to pick up the child, please notify the program in writing or personally call us.

Copies of legal document must be provided to the program before any of the staff members can actively prevent non-custodial parents from picking up their child.



WHEN NO ONE ARRIVES TO PICK UP THE CHILD:

If at the end of your shift, no one has picked up your child and the staff has not heard from the parents, we will first attempt to contact the parents. If the parents cannot be contacted, we will call the persons listed on the child's authorized persons pick up list. If by 30 minutes after closing time we have not heard from parents, and we are unable to reach an authorized person to pick up the child, we will call CHILD PROTECTIVE SERVICES. There is \$1.00 per minute late fee charge. Please pay upon arrival.

If for some reason you will have to be late (ex. Working overtime) please call at least one hour before pick up time so that arrangements can be made. There is a \$10.00 per hour per child charge for this service.



TUITION

Each child's tuition is an ongoing fee, which may be separated into weekly, biweekly, or monthly payments.

ALL TUITION MUST BE PAID ON MONDAY OR TUESDAY OF THE WEEK IT IS DUE.

Note: Tuition is payable in cash, cashier check or money order. Please make all monies payable to: Changing The Hands Childcare Center



Weekly Rates

Infants	\$196.00
2 years old	\$178.00
3 years old	\$160.00
4-5 years old	\$150.00
School Age	\$100.00

Drop in (when available)

\$40.00 (daily)

Return Check Fee

\$30.00

Application Fee

\$80.00

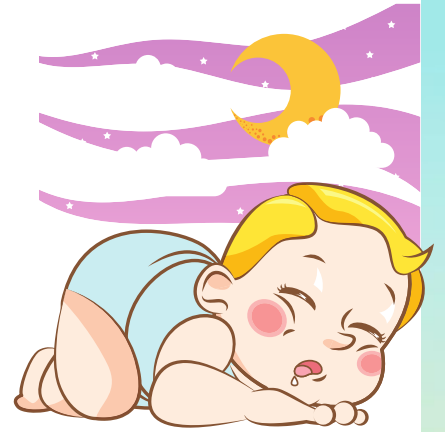
NUTRITIONAL INFORMATION

- The center will provide nourishments three times each day. Breakfast, lunch and an afternoon snack will be distributed. All meals and snacks are prepared based on the Recommended Dietary Allowances contained in the Food Pyramid. Menus are posted weekly. This center participates in the Child and Adult Care Food Program of Tennessee Department of Health & Human Services, which meet all federal recommended daily nutritional standards. All parents/guardians are requested to fill out annually a Child Food Program Eligibility Application in order for the Center to maintain state compliance.
- Parents must provide formula, and baby food for their infants. However, Changing The Hands does offer some baby foods. Parents must sign a form indicating if Changing The Hands is to provide infant meals. Parents desiring the center to provide infant meals purchased and prepared by the center must fill out a meal permission slip. Parents, who provide their own formula, must prepare it at home and bring it in already to serve. Parents are required to fill out an infant feeding schedule before the first of care if the center provides the food or not.
- Parents must provide food for children who are on special diets/ allergies that are prescribed by the child's physician. Parents must have a Physician or Dietitian to substantiate the need for a special diet in writing. Notes from Physicians are needed to substantiate food allergies.
- Breakfast will be served between 6:00 a.m. – 8:30 a.m. In the event that your child will not be present for breakfast, please notify the center. Lunch is served between 11:00 & 12:00; snacks are served from 2:00 to 4:00. Children are encouraged to try new food, and feed themselves at all meals.

**Changing
The Hands**
CHILDCARE CENTER

DAILY REST PERIODS

All children at the center will rest after lunch. To protect your child's health, we provide a freshly sanitized cot and clean coverlet, which is washed daily. Although children will not be forced to go to sleep during the nap period, nor criticized for not going to sleep, they will be required to rest quietly so that children who want to sleep may do so.



SICK CHILD POLICY

In order to prevent the spread of illnesses and germs, we must ensure that the children are healthy and well while in our care. If your child(ren) portrays signs of any type of illness, you will be contacted immediately to pick up your child(ren) from the center. The following are reasons that your child(ren) could be excluded from care:

Runny nose (discoloration)

Vomiting

Pinkeye

Any open or infected wounds

Fever

Diarrhea

Contagious diseases

Ringworms





Chronic cough (i.e. whooping cough)

ADMINISTERING MEDICINE

Changing The Hands does not administer medicine to any child. However, parents are welcomed to come to the center and give their child medicine.



PERSONAL

-  Toys and money should not be brought to the center unless it is requested for a special occasion.
-  Bottles and pacifiers are not allowed in the preschool area
-  All parents are asked to bring an extra set of seasonal clothing for your child to be left in the cubby
-  The extra clothes should include top clothes, socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants should be brought to the center on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by the child & the teacher. Please put your child's name or initial in all items left at the center



ITEMS NEED BY PARENTS TO ENSURE QUALITY CARE

We want to assure your child is properly cared for a while in our center. Parents are responsible for providing the following items.

Infants: 6 weeks to 14 months

- Diapers - weekly Wipes - weekly
- Clean Bottles & tops, nipples, dates and labeled daily
 - Breast milk or formula (up to 12 months); Bottles must be pre-made before your child arrives 2 complete changes of clothes (seasonal) - at all items
- 1 sippy cup (5 months) - taken home daily to be cleaned

Twos: 24 months to 36 months

- Diapers/Training Underwear (if child isn't potty trained)
- Change of clothes - at all the times (Pacifiers are not allowed)

NOTE: When potty training begins, please dress in clothes in clothes that will help increase independence this new skill. Clothes to avoid: overalls, onesies undershirts, jumpers, & body shirts.

Toddlers: 15 months to 24 months

- Diapers - weekly Wipes - weekly
- One change of clothes (seasonal) - at all times

Preschoolers

- Change of clothes - at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning.



DISCIPLINE AND BEAVIOR MANAGEMENT POLICY

The guidelines for discipline at Changing The Hands are to foster and teach children to be independent self-monitors of their behavior that walk in love. This will be achieved through behavior guidelines provided by teachers by the teachers and staff. Children attending: Changing The Hands Childcare Center be subjected to any form of corporal punishment, by the director or any other staff of the facility. The definition of 'staff' includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might come into contact with the children while providing services for Changing The Hands Childcare Center.



GUIDANCE

Changing The Hands instructors and other staff will provide Verbal Guidance by:



- ✓ Speaking kindly to children
- ✓ Providing positive verbal praise when interacting with children
- ✓ Giving clear instructions
- ✓ Avoiding making comparisons between children
- ✓ Giving positive directions and suggestions
- ✓ Modeling values
- ✓ Promoting positive self-esteem.

Changing The Hands instructors and staff will provide Behavioral Guidance

- ✓ Supervising children for all activities (indoor, outdoor, and field trips)
- ✓ Planning developmentally appropriate classroom activities.
- ✓ Providing consistency in discipline practices.
- ✓ Ensuring that teachers and staff will be positive role models.
- ✓ Knowing and understanding the mental and emotional needs of the children.
- ✓ Giving children choices.
- ✓ Using 'Time Out' immediately following physical aggression, hitting with objects, kicking, or biting. (See explanation of time out).
- ✓ No child shall ever be disciplined for not sleeping during rest period.
- ✓ No child shall be disciplined for toileting accidents or any other accidents.
- ✓ Foods shall not be withheld as a means of discipline.

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, no-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will also practice the following discipline and behavior management policy;

We Do:

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide the alternatives for appropriate behavior to the children.
- DO provide the children with natural and logical consequences of their behavior.
- DO treat the children as people and respect their needs, desires, and feelings
- DO ignore minor behaviors.
- DO explain things to children on their level.
- DO use short supervised periods of 'time-out': ('Time-out' is described on following this section)

We Don't:

- DO NOT speak, shake, bite, pinch, and pull, slap, or otherwise physically punish children.
- DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the
- DO NOT shame or punish the children when bathroom accidents occur.
- DO NOT deny food or rest as punishment.
- DO NOT relate discipline to eating, resting or sleeping.
- DO NOT leave the children alone, unattended, or without supervision.
- DO NOT allow discipline of children by children.
- DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.



"TIME OUT"

'Time-out' is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other behavior management techniques.

The 'timeout' space, usually a chair, is located away from classroom activity but within the teacher's sight or in the administrative office. During 'time-out', the child has a chance to think about the misbehavior which led to his/her removal from the group.

After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

(Adapted from original prepared by Elizabeth Wilson)



REPORTING CHILD ABUSE AND NEGLECT

We understand the importance of family unit, however if a time arrives where upon any symptoms of suspected child abuse or neglect by a staff member or parent/guardian are brought to our attention, we are required by law to report it to the Tennessee Department of Social Services. This center will abide by this law.

INCLEMENT WEATHER

During periods of inclement weather, the center will close or will not open if travel is extremely hazardous. Late openings and closings will be announced on channel 3. You may also call 901.

Updated instructional messages on the centers message line.

WITHDRAWAL/TERMINATION PROCESS

By the Parent

If you no longer need child care with the program, we require that you provide at least 2 weeks notification of your child's last day in the program.

By the Program

The child's adjustment to the program, and the appropriateness of this particular care arrangement for an individual child, may cause concern for the child's well-being. If the program staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement on a time line that is in the child's best interest. Other reasons which may result in termination of the care arrangement are as follows:

- 1** Non-payment of child care fees and or lack of adherence to the tuition payment policies.
- 2** Lack of cooperation from parent with the program's efforts to resolve differences, and or to meet the child's needs through parent staff meetings.
- 3** Abusive behaviors and or verbal threats by parents to each other, to their children, and toward any staff member of the program will result in IMMEDIATE TERMINATION!
- 4** A child exhibits special needs related to serious illness that are not possible to meet at the program. In this case, the program will make every effort to involve parents, and possibly other resource persons, in order to decide together on the best course of action for this child, prior to termination.





Room:

Date:

Time:

Name of Family:

Child's Name:

Background info about family:

- ★ Please remember to include child activities going on in your room.
- ★ Stop what you are doing and make eye contact with the parent and say hello!
- ★ Be prepared to answer questions about your program and offer information
- ★ You are the one who can sell your room and program!