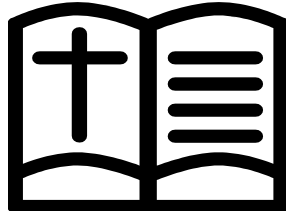


GENESIS



THE RIGHT CHOICE LEARNING CENTER

308 $\frac{1}{2}$ CORDELL

ELDORADO, AR 71730

**PARENT HANDBOOK
BRENDA GATEWOOD
DIRECTOR**

870 639-3941

WELCOME LETTER

This handbook has been prepared for you, so that you may know and better understand our childcare. Please read carefully. Policies are subject to change, if and when necessary. This will be a great road map for you along the way.

Also, thank you for entrusting your child in our care. It's a privilege to serve you and your family. The staff here promises to strive and do everything in their knowledge to give your child the teaching he\she will need, so that they will be ready for public school. Our theme says '*The Right Choice*' and I quote you are making '*The Right Choice*'.

Again I thank you and God bless.

**Brenda Gatewood
Director**

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DAYCARE HOURS

Genesis childcare opens at 6:00AM and closes at 6:00PM.



DROP OFF POLICY

Children need to be brought inside to the staff member on duty.

The attendance sheet needs to be signed.

Please include last feeding time on nursery sign in sheet.

Use parking area; do not block drive way.

If your child will be absent or arriving after 9:00 AM please call the office and inform his/her teacher.

***If a child is not there by 9:00 AM he/she will not be able to come that day, he/she will be able to return the next day.**

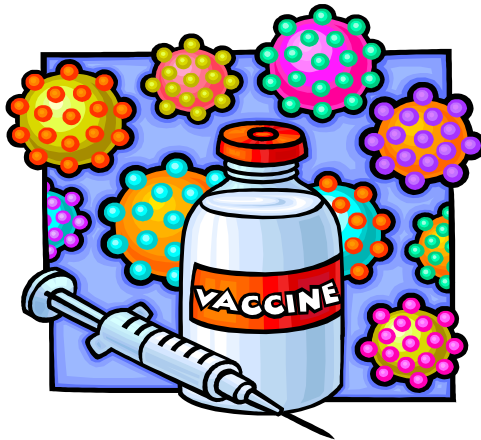
Breakfast will be served at 8:45, but you can still feed them if you wish.

PICK UP POLICY

The guardian must come inside and sign out child on the attendance sheet.

If you send someone to pick your child up they must be listed on their information sheet and have picture ID. Any one not listed will **not** be allowed to leave with the child.

Children must be picked up by 6:00 PM or there will be a late charge of \$1.00 each minute for the first 10 minute and then \$3.00 per minute thereafter. **Fees must be paid the following day.**



ADMISSION & ENROLLMENT POLICY

Before your child starts the office must have the following:

- Complete Enrollment Form
- Copy of Immunization Card
- \$125.00 Deposit

CHILDCARE RATES

Infant & Toddlers ~ \$115.00

Three & Four year olds ~ \$110.00

There will be a \$125.00 dollar deposit to guarantee a spot for your child. This is not REFUNDABLE.

Vouchers are accepted.



PAYMENT POLICY

Payment must be paid whether present or absent (Holidays included!!).

Payments are required each Monday.

Late fees are as follows:

- \$25.00 for the second week

Third week a letter will be submitted, no response, child may not be able to return without payment.

Returned checks are \$30.00. Checks may be refused in the case of two or more returned checks.

HOLIDAY PAYMENT

There are no special holiday discounts when we are closed. Payment is due whether present or not.



HOLIDAY CLOSING

Our center will be closed for the following holidays:

- NEW YEARS EVE & NEW YEARS DAY
- MARTIN LUTHER KING JR.
- GOOD FRIDAY
- MEMORIAL DAY
 - JULY 4TH
 - LABOR DAY
- THANKSGIVING DAY & DAY AFTER
- CHRISTMAS EVE & CHRISTMAS DAY

On occasion when a holiday falls on the weekend, the center reserves the right to observe the holiday on a week day.



WEATHER CLOSING

Listen to the local TV and radio station (KIX103) for closings. We follow the same pattern as Eldorado public schools.



SICK POLICY

STATE MANDATED AND WILL BE ENFORCED.

Children will be sent home if they have the following symptoms:

- FEVER – birth to 6 month: 100 or above
6 month and older: 101 or above
- DIARRHEA - two or more watery BMs in a 24hr period
- VOMITING
- RASH – obviously **not** associated with diapering, heat or allergic reactions(ringworms)(hand,feet,&mouth)
- Sore throat with fever or swollen glands in the neck
- Any two symptoms at the same time

We may call parent/guardian to pick up child if there are unusual signs of fatigue, irritability, excessive coughing etc.

RETURN TO SCHOOL POLICY

He/she must be free of symptoms within a 24 hour period before returning to the center. A doctor's excuse will not exempt a child from the 24 hour symptom policy. This policy includes weekends. If your child is sick on Sunday do **not** send him/her to school on Monday.

*Do **not** send your child to school medicated with Tylenol, you will be called to pick up your child as soon as the fever rises. We want to keep a safe and healthy environment for all children, as well as staff.



MEDICATION POLICY

Medication forms must be completed and signed by parents.

All prescriptions medicine must be filled out with child's name, doctor's information, date and amount of dosage to be given.

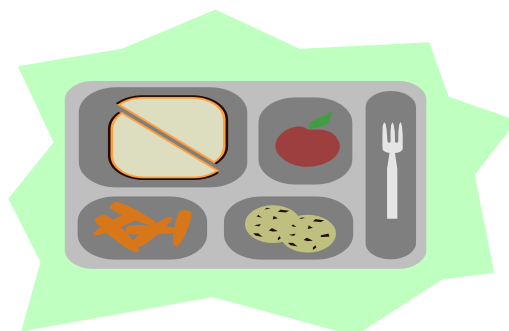
Medicine that is outdated will **not** be given.

*If the prescription says to take the medicine 2 times a day, parents please give the medicine to your child before they come to daycare and after they leave daycare.

*If the prescription says to take the medicine 3 times a day, parents, give the medicine to your child before they come to daycare, we will give the medicine at lunch time and parents give the medicine after they leave the daycare.

Medicine must be in the original bottles and must be removed from the child's bag and given to their teacher.*Please no medicine is to be left in his/her bag.

It's the parents' responsibility to give medication before leaving. The director has the right to call and ask parents to administer child's medication.



MEALTIME POLICY

We do prepare breakfast but if you wish you may feed your child before hand at home.

We do offer morning breakfast, lunch and afternoon snack. Milk is served at lunch. Juice and/or water will be served with breakfast and snack.

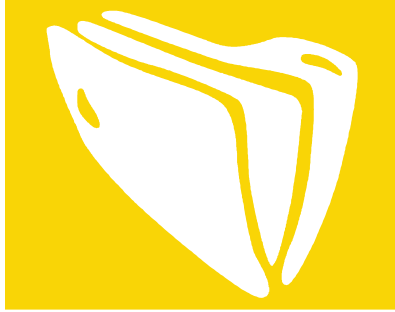
*If a child is allergic to milk please inform the office with a written statement from your doctor.

BEHAVOIR POLICY

- REDIRECTION
- TIME-OUT (as mandated by state)
- Parent/guardian will be notified to pick their child if the behavior is severe or harmful to other children

Documentation will be kept in his/hers file to monitor the behavior.

***NO** physical or emotional punishment is allowed.



RECORDS

The following records must be updated in child's file.

IMMUNIZATION CARDS: A child can be dismissed without current immunizations. This is a must.

CONTACT INFORMATION: home, work, cell numbers, etc.

EMERGENCY INFORMATION: Doctors information

EMERGENCY CONTACT NUMBERS

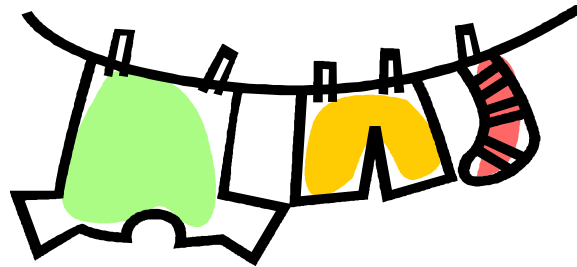
CHILD ABUSE HOTLINE

As a childcare center we are mandated

by the state to report any suspected

type of abuse.

1-800-482-5964



Clothing

Make sure he/she is dressed in well fitted and season appropriate clothing. Provide extra clothing, sock and underwear.

Please label. NO flip-flops (staff included).

Fire policy and state mandate that children wear shoes at all times.

*Soiled clothing will be placed in a bag and sent home.

If your child wears hair bows/jewelry, we are not responsible for any lost bows/jewelry.

***Due to choking hazards:** If your child pulls off their hair bows or jewelry, we will take the items and any other items they have left on, off and place them in a bag to go

home. This is for the safety of your child and other children.



ITEMS NOT ALLOWED

Toys are **not** permitted unless required for show and tell by his/her teacher.

No money, pillows or stuffed animals will be allowed. Please leave these items at home.



NAPTIME

He/she is to bring a cover sheet/blanket for naptime.

*Label sheets and blankets.

SPECIAL NOTES FOR INFANTS

- Bring labeled crib sheet and blanket.
- Bottles and pacifiers must be labeled.
- Place bottles in refrigerator.

Make sure to label diapers, wipes, food, cereal, etc.

If your child is out or low on supplies, a note will be sent home. **Please remember that no borrowing is allowed.**

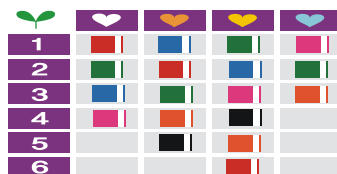
Please do **not** bring in infants up to 18 months old in during naptime. If you are late or cannot schedule around naptime please bring your baby to the office. The director or a staff worker will take your baby to his/her room.

As stated extra clothing for infants needs to be labeled.

Soiled clothing will be placed in a bag to be sent home.

CLASSROOM SAFETY

Older children are not allowed in the infant rooms. Please drop them off first and pick them up last. However, if a child must come with you please have them remain outside the room.



The following are examples of your child's classroom 'Schedule of Activities'.

The teacher will have a schedule of daily events posted on the classroom wall. These are subject to change.



Newborn through 12 months

8:00 am	Greet children / feed breakfast
8:30 am	Clean-up / change diapers
9:00 am	Morning nap
10:00 am	Change Diapers
10:15 am	Floor time / outside with teacher
10:45 am	Lunch
11:15 am	Clean up
11:30 am	Change diapers
12:00 pm	Free play time
12:30 pm	Nap
2:30 pm	Change diapers

3:00 pm	Snack
3:30 pm	Floor time / outside with teacher
4:30 pm	Clean up / change diapers
5:00-6:00 pm	Children going home



12-24 MONTHS

8:00 am	Greet children
8:30 am	Potty / change diapers / prepare for breakfast
9:00 am	Clean up / Change Diapers
9:15 am	Circle Time
9:30 am	Centers
9:45 am	Art
10:15 am	Outside
11:00 am	Lunch
11:15 am	Clean up
11:30 am	Story time
12:00 pm	Potty / Change diapers
12:30-2:30 pm	Nap
2:45 pm	Potty / diapers / prepare for snack
3:00 pm	Snack
3:30 pm	Outside

4:30 pm Potty / change diaper

6:00 pm Go home



Three & Four Year Old

8:00 am Greet children

8:30 am Breakfast

9:00 am Children Clean Up/Potty

9:30 am Morning class time (crafts, coloring, ect.)

10:15 am Group Time And Morning Class Time

10:30 am Outside/ Play Center

11:00 am Clean up / prepare for lunch

11:15-11:45 am Lunch/ Clean Up

12:00-12:15 pm Story Time/

12:30-2:30 pm Nap / Rest time

2:30-3:00 pm Clean Up nap pads / wash up for snack

3:15 pm snack

3:40 pm Center-Time/

5:00 pm Clean up

6:00 pm Going Home

DISMISSAL POLICY

- Repeated discipline problems
- Lack on potty training for 3 & 4 year olds
- Lack of parent cooperation
- Unruly disrespect from a parent or child toward a staff member
- Failure to pay services that are written in handbook
- Failure to pick up child by closing time
- Failure to update immunization records
- Failure to pick up child upon notifying of child's illness or injury
- Failure to comply with the policies and procedures that are listed in the handbook or communicated through other means



WITHDRAWAL POLICY

Please inform the director as early as possible of any withdrawal from the center. There will be a charge, if not given two weeks in advance.

PARENTAL AGREEMENT

I acknowledge that I received a copy of Genesis childcare handbook and I understand all policies.

Parent/guardians signature

Director signature

Today's date

UPDATED AS OF November/5/2015