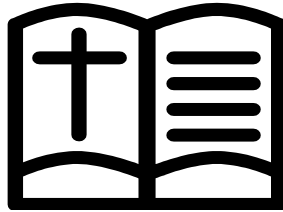


# **GENESIS**



## **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.**

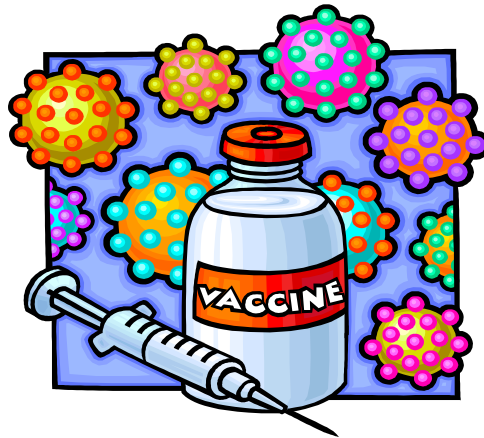
Breakfast will be served at 8:45, but you can still feed them if you wish.

## 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 min. for the first 10 min. and then \$3.00 per min. 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 ~ \$125.00

Three & Four-year old's ~ \$125.00

Genesis live stream ~\$5.00

There will be a \$125.00-dollar deposit to guarantee a spot for your child. This It 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:

- \$35.00 for the after second week

Third week a letter will be submitted, no response, child may not be able to return without payment. Returned checks are \$35.00. 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 absent.



## HOLIDAY CLOSING

Our center will be closed for the following holidays:

- NEW YEARS EVE AND NEW YEARS DAY
- MARTIN LUTHER KING JR. DAY
- GOOD FRIDAY
- MEMORIAL DAY
  - JULY 4<sup>TH</sup>
  - 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 months: 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 (ringworm)(hands, 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 ect.

## **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.

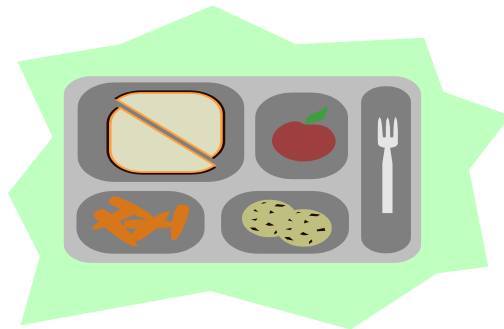
Medicine that is outdated will **not** be given.

\*If the prescription says give 3 times a day, parent give medicine to your child before arriving at Genesis we will give at lunch time and the parents will give at home the last dose of medicine for that day.

\*Medicine must be in original package or bottle and must be removed from child bags and given to their teacher.

**\*NO MEDICINE IS TO BE LEFT IN YOUR CHILD BAGS**

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 beforehand 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.

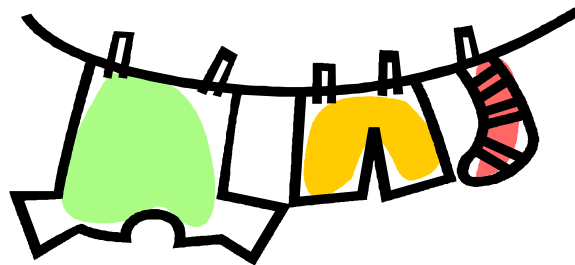
CONTACT INFORMATION: home, work, cell numbers.

EMERGENCY INFORMATION: Doctors information

EMERGENCY CONTACT NUMBERS

***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 always wear shoes.

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

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



## **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, clothing.

If your child is out or low on supplies, a note will be sent home. No borrowing is allowed.

Please do **not** bring in infants up to 18 months old in during naptime.

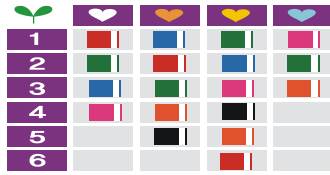
If you are late or can't schedule around naptime, please bring your baby to the office. The director or a staff worker will take to your baby his/her room.

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

## **DISMISSAL POLICY**

- Repeated discipline problems
- Lack on potty training for 3 & 4-year old's
- 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. Will be charged \$200.00 if not given

Two weeks in advance would be appreciated.

## PARENTAL AGREEMENT

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

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Parent/guardians signature

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Director signature

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Today's date

# Do to choking hazards

**If your child pulls off their hair bows or jewelry, we will take the items and place them in a zip loc bag to go home this also include neck and wrist bracelets that we know or think may be a danger to your child while here at Genesis Childcare Care Learning Center.**