

Parent Handbook



Hours of Operation

Monday through Friday
6:30am-5:00pm

Director

Chabeli Gonzalez

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PROGRAM OVERVIEW

OUR PHILOSOPHY

At Dreamland Learning Center, we believe that children learn best when they are able to play and explore at their own pace. By providing a balance of well-planned, teacher-guided lessons along with child initiated activities we, are able to create an environment that enhances each child's natural curiosity and desire to learn. We facilitate activities designed to nurture the whole child and promote growth in every developmental domain.

OUR OVERALL GOALS

- * To see that each child is allowed to develop to the extent of his abilities: neither pushed beyond his readiness nor hindered in attaining his full potential.
- * To see that these goals be accomplished in an atmosphere of warmth and acceptance, where each child is valued for his uniqueness and not degraded for his weaknesses.
- * To ensure an environment that fosters a positive self-image and develops creativity and imagination.

CURRICULUM

Classroom educators utilize a variety of strategies and research-based approaches to ensure that all students are provided with intentional learning opportunities in environments that are individualized and developmentally appropriate. Students are provided opportunities to play, explore, and experiment in a supportive environment.

Dreamland Learning Center supports the whole child and the diverse community we service. The Rhode Island Early Learning and Development Standards, along with Creative Curriculum™ guide the program's overall curriculum framework. The standards are embedded throughout staff planning and the development of individualized instruction and assessment. Content frames the expectations and connections between classroom, student assessment, and family engagement.

DISCIPLINE POLICY

The goal of Dreamland Learning Center is to provide a positive, caring environment which will help to nurture the growth, development and socialization of your child. The staff, together with the children, will decide on classroom rules.

There will be no harsh, cruel, or unusual treatment of children in the center. There will be no corporal punishment or threats of corporal punishment. Children will never be shaken, bitten, hit with hands or instruments, pinched, or have anything put in mouth as punishment. Children will never be humiliated, shamed, ridiculed, rejected, or spoken to harshly, abusively, or with profanity.

When a discipline problem occurs we will follow this procedure in order to find a workable solution.

1. Contact parents and discuss the situation, work together on a positive solution and obtain parental support. Incidents as they occur will be documented on an Incident Report form.
2. If the situation does not improve, the parents will be contacted requesting a conference. Events since the first discussion will be reviewed and alternative solutions will be explored.
3. If the inappropriate behavior continues, permanent dismissal from the program may result.

SUPERVISION OF CHILDREN

Dreamland Learning Center provides care for children ages six weeks through twelve years. Children will be directly supervised during all aspects of the program. Each age group must adhere to the following staff-child ratios.

<i>Age Range</i>	<i>Teacher : Child Ratio</i>
Infants (6 weeks-18 months)	1 : 4
Toddlers (18 months-3 years)	1 :6
Preschool 1 (3 years)	1 : 9
Preschool 2 (4 years)	1 : 10
Pre-Kindergarten (5 years)	1 : 11
School Age	1: 13
Mixed Age Group	Based on the age of the youngest child

CENTER FEES

LATE PICK-UP FEE

Parents picking up children after the center closes will be charged a late fee of \$25.00 for the first 15 minutes and an additional \$2.00 for every minute after. These fees are per child. Late pick up fees will be billed to the child's account balance.

RETURNED CHECK FEE

A \$25 fee is charged to your account each time a check is returned for any reason. You will be notified in writing that the check has been returned and all further payments are to be paid by money order or cash in order to bring your account up to date. This must be done within three business days.

SECURITY SYSTEM

The building can be accessed using the Key scan system. There is an \$8.00 deposit per key, which will be refunded when the keys are returned at the conclusion of your child's time here. Parents/guardians may purchase keys for themselves and for other pick-up persons as requested. We ask that you do not share keys, as they are individually assigned. The doorbell/intercom can be used if you do not wish to purchase a key. We reserve the right to continue to ask for picture identification whether or not a person has an assigned key.

RATE/ PAYMENT POLICY

Tuition for childcare service is based on a weekly rate according to your pre-determined schedule. The agreed-upon fee remains constant regardless of holidays, snow closings, early release days due to inclement weather, if your child does not attend due to illness, and personal vacations.

Tuition is due on the Friday before or the Monday of each week for the upcoming week. If payment is paid after Monday evening there is an \$25 late fee. If payment amounts are overdue by two weeks, childcare services may be suspended until a payment is made and the balance due is up-to-date. Repeated late tuition payments may jeopardize your child care services.

Families who receive subsidized child care through the Department of Human Services are responsible to keep their own case up-to-date. If there is a lapse of approval from the Department of Human Services for the child care services, parents will be responsible to pay for these services.

Non-payment policy- In the event that you remove your children without notice you will be billed for two week's tuition. Your balance must be paid in full within 30 days. Past due balances will incur a \$25.00 late fee for each week of non-payment. After 30 days of non-payment, your account will be placed in collections. You will be responsible for any legal fees and collection fees incurred.

Legal Actions- If legal action is taken against Dreamland Learning Center, for any reason, and Dreamland Learning Center was not founded at fault I understand that I am responsible for all legal fees accrued.

PROGRAM POLICIES

ATTENDANCE POLICIES

Please be sure to have your child here no later than 10:00am unless alternative arrangements are made at the time of enrollment. If your child is going to be absent, due to illness or personal reasons, please be courteous and inform us of this information

Drop-Off and Pick-up Procedure:

1. Parent will be mandated to ring the doorbell at the front door. The administrator will answer through the intercom to notify the parent that they will unlock the door to enter the lobby or clear then to scan their key to enter the building. Parents will do this by waving their key over our scanner at a distance, there will be no contact. If the administrator is already assisting a parent in the lobby, the administrator will advise the parent waiting outside to sit back in their car until the other exits the building.
2. Once the parent enters the lobby, the parent and child will utilize our hand sanitizer provided in our lobby. Then the administrator will facilitate the COVID-19 screening tool for the adult and child through the office communication window.
3. If the parent and child pass completed screening tool, our infrared system will scan the child and adults body temperature separately and notify the administrative staff the temperature of both persons to our system.
4. Once the child is cleared to join the program, the administrator will open the office door for the child to enter the office and transition to the administrator supervision as the parent leaves the building. The administrator will bring each child to their designated classroom.
5. The same procedure will be followed for staff.
6. For pick-up step 1 will be followed and the administrator will get the child from the classroom and release the child to the parent from the office.
7. The administrator will manually sign-in or out all children and staff on their computer.

Drop-Off Time Slots:

Drop off will begin when we open at 7:00 am and end at 10:00 am. Below are the time-slots parents will choose for consistent and separated drop off:

_ 7:00 am _ 7:06 am _ 7:12 am _ 7:18 am _ 7:24 am _ 7:30 am _ 7:36 am _ 7:42 am _ 7:48
am _ 7:54 am _ 8:00 am _ 8:06 am _ 8:12 am _ 8:18 am _ 8:24 am _ 8:30 am _ 8:36 am
_ 8:42 am _ 8:48 am _ 8:54 am _ 9:00 am _ 9:06 am _ 9:12 am _ 9:18 am _ 9:24 am _ 9:30 am _
9:36 am _ 9:42 am _ 9: 48 am _ 9:54 am _ 10:00 am

Pick-Up Time Slots:

Pick-Up off will begin at 3:00 pm and end at 5:00 pm. Below are the time-slots parents will choose for consistent and separated drop off:

_ 3:00 pm _ 3:06 pm _ 3:12 pm _ 3:18 pm _ 3:24 pm _ 3:30 pm _ 3:36 pm _ 3:42 pm
_ 3:48 pm _ 3:54 pm _ 4:00 pm _ 4:06 pm _ 4:12 pm _ 4:18 pm _ 4:24 pm _ 4:30 pm _ 4:36 pm

_4:42 pm _4: 48 pm _4:54 pm _ 5:00 pm pm _3:56 pm _ 5:12 pm _5:18 pm _5:24 pm
_5:30 pm

NOTE: Tuition payments will remain the same for absences.

SICK PROTOCOL

If your child is sick, please keep them home from school. Please refer to our sick policy for specific information.

NOTE: Tuition payments will remain the same for absences.

INCLEMENT WEATHER

On days when weather conditions are severe, please refer to the local news stations for up-to-date school closings. We will follow all Pawtucket Public School announcements, including delays.

NOTE: Tuition payments will remain the same for inclement weather absences.

WITHDRAWAL POLICY

When withdrawing your child from the day care, you must give a two (2) week written notification with the effective dates of withdrawal. Families who chose to disenroll earlier than the 2 weeks are still financially responsible.

DROP OFF & PICK UP

All children must be escorted into daycare by an adult. No one under the age of 18 will be allowed to drop off or pick up your child. When dropping off and picking up your child, please sign in and out using the touch screen computer located in the front lobby.

AUTHORIZED RELEASE OF CHILD

Please remember that only persons listed on the pick-up authorization sheet may take a child from the daycare unless the director is given direct notification from the parent/guardian in writing. Please keep this list current. In the event of a custody dispute or protective order, the parent must provide documented proof that another parent/guardian may no longer pick up the child. Children will not be released to any adult who appears to be under the influence.

We reserve the right to check the picture identification of any person picking up a child, regardless of whether or not they are on the pick-up list. In the event that you need to notify us by phone that an unauthorized person will be picking up your child, a verbal password and a photo ID will be required for pick up.

EMERGENCY EVACUATION

Fire drills to practice safe emergency escape from the center will take place on a monthly basis. Evacuation plans are posted in each room of the center. In any serious situation, parents will be notified immediately to pick up their child from the daycare.

EMERGENCY CONTACTS

The guardian/child information record must be kept complete and current. Any changes in telephone numbers, address, or place of employment must be reported immediately. In the event that parents/guardians cannot be reached in an emergency, please provide at least two alternate names as contacts. Medical emergency information must also be current and complete. Any changes in hospital preference, physician, or child's health must be reported immediately. All enrollment information is required to be updated annually.

INCIDENT REPORTS

If your child is injured while at the daycare, an incident report will be prepared to explain the details of what occurred. All incidents, regardless of how minor, will be reported in writing.

If an incident occurs requiring a decision to be made for medical treatment other than basic first aid, the parent/guardian will be notified immediately. In the event of a medical emergency, an immediate call for ambulatory assistance will be placed. In this situation the parent will be notified and staff member will accompany the child in rescue. All full time staff members are CPR and First Aid certified.

If an emergency should arise at Dreamland Learning Center or on a field trip it is understood that a conscientious effort will be made by staff members to contact the parent/guardian at the emergency numbers provided.

MEDICATION

When your child requires medication that must be given at the daycare, please remember to fill out and sign a medication authorization form. We cannot administer medication to your child without this signed form. Medications must be in their original container, and prescription medication must have the original prescription attached. We can only administer medications according to the instructions on the container. All medications must be clearly labeled with your child's name and the date.

NOTE: Many non-prescription medication state on the label that a physician must be consulted for a specific age. When this occurs, we cannot administer the medication unless we have a written statement from a physician with regard to dosage.

Child Illness Policy
UPDATED SICK POLICY

Policies and guidelines related to outbreaks of communicable diseases and illnesses in this facility have been developed with the help of the local health department and CDC in order to protect the group as well as the health of each child. We ask that parents assist us by keeping sick children at home. If they have experienced any of the following symptoms **in the past 72 hours** they will not be accepted into the center.

A fever of 100.4

Cough

Shortness of breath or difficulty

Body aches

Chills

Sore Throat

Diarrhea

Vomiting

Unusual or unexplained loss of appetite, fatigue, irritability, or headache.

Any discharge or drainage from the eyes, nose, ears, or open sores.

If in the last 14 days:

Someone in your household was diagnosed with COVID-19

Have been told to quarantine yourself by any public health authority

Have been in close contact with someone who has tested positive for COVID-19

Have traveled anywhere outside of the 50 States or on a cruise

Have traveled anywhere in the United States by commercial airlines

Please contact our center prior to dropping off your child.

Additionally, children may not attend the center if they have live lice or if they show any other signs or symptoms that limit the staff's ability to provide an acceptable level of child care and may compromise the health and safety of the children.

Children who show signs or symptoms listed above will be sent home as soon as possible. Children must be picked up **NO LATER THAN ONE HOUR** of the first phone call. The child will remain isolated with an adult until pick-up.

If a child is sent home he/she will be placed in our center's isolation room, which is our back office, with a staff member. Once the child is sent home, a cleaner will clean and disinfect surfaces in our isolation room.

If your child is sent home with any of the symptoms explained above, he/she may not return to daycare they are completely free of symptoms **for 72 hours and 7 days have passed since their first symptoms started.** Documentation should be provided whenever your child has any communicable illness so that we may track and report cases as needed.

CHILD ABUSE POLICY

The State of Rhode Island requires that suspected cases of child abuse and/or neglect be reported to the Department of Children, Youth and Families (DCYF) immediately following suspicions. Failure to do so will result in a hearing, a fine for staff person and/or possible loss of licensure for Dreamland Learning Center.

It is the responsibility of all persons to report suspicions of abuse or neglect. It is not our responsibility to determine if abuse or neglect has occurred. Dreamland Learning Center will not undertake the responsibility to determine if abuse or neglect has occurred. Dreamland Learning Center will not undertake the responsibility to treat cases of a child's abuse and/or neglect on their own.

Abuse is defined in three (3) basic ways:

1. **Physical Abuse** is when bruises, burns, broken bones, etc., appearing on the child present substantial risk of harm to the child.
2. **Emotional Abuse** may include repeated name-calling, scape-goating, and/or put-downs.
3. **Neglect** is the lack of basic adequate attention to the home, food, clothing, health care, and the personal hygiene of the child.

All staff is responsible for carefully documenting and monitoring any cases of suspected child abuse and/or neglect. All suspected cases are reported to the director as soon as possible.

Staff is given information regarding this procedure at a pre-service orientation. Staff members are encouraged to attend workshops on this matter throughout the program year.

The purpose of the protocol is to protect the children and to prevent further abuse or neglect, not to punish the parents.

HEARING/VISION SCREENINGS

The State of Rhode Island requires that all children four years of age and older who attend a childcare be screened for vision and hearing. An in school screening will take place from Child Outreach or Early Intervention annually. Assessments are also conducted in class on a yearly basis. Special accommodations may also be made with Early Intervention and Child Outreach on an individual basis.

SPECIAL DIETS

The day care must be notified if a child has food allergies. If one child has anaphylactic allergy to a specific food, that food will no longer be served at the center. If there are any other food related diets (ex. Religious beliefs or lactose intolerance), please inform the Director. Note: For any child other than Infants, no food may be brought in from home.

PLEASE NOTE: WE ARE A PEANUT FREE SCHOOL

REST PERIOD

According to licensing regulations by the Department of Children, Youth, and Families, all children, excluding school age children, are required to rest during the day. Each child is assigned a cot to use during rest time. Please send a small blanket and small fitted sheet to be used during this time. We ask that you avoid picking up your child during the rest period. If you find it necessary to do so, please inform us ahead of time to avoid disturbance to the other children. Rest period is between 12:30pm and 2:30pm, but may vary slightly.

OUTDOOR PLAY

It is an important part of the program for children to go outside for an extended period of time each day. In addition to the learning opportunities provided outdoors, it is beneficial to the children's health to breathe fresh air. As long as the temperature is above 32 degrees, we will be going outside for at least 30 minutes a day, unless it is pouring rain, or otherwise severe weather conditions. If your child is unable to go outside for medical reasons, we will need a statement in writing from a physician.

DRESS CODE

Children should be dressed in comfortable clothing that is washable. Keep in mind they may be painting and taking part in other messy but fun activities. Temperature and weather conditions should be considered daily. During the winter, be sure to supply your child with a hat, gloves and a winter jacket. Shoes should allow for sure footing when climbing, jumping, and running.

CHILDREN'S PERSONAL BELONGINGS

*****Please be sure to label all personal belongings including extra clothing and blankets.*****

Please do not allow any toys, dolls, etc. to be brought from home to school. Only soft dolls or animals may be brought in for nap time. Teachers will inform you when special sharing days or show and tell days will take place. Additionally, Dreamland prohibits any and all contraband materials and weapons on school grounds.

MENUS

Well-balanced and nutritious meal and snacks will be served each day for additional cost of \$16.00. Menus will be posted on the parent communication board in the front lobby. All meals and snacks will include at least one serving from each healthy food group.

INFANT FEEDING SCHEDULES

All infants must have a detailed feeding schedule on hand. These forms must be updated periodically as the needs of your infant change. Infant feeding schedules are available if needed. Infant teachers will follow the schedule that you, the parent follow at home.

PARENT INVOLVEMENT

COMMUNICATION

Feel free to contact the day care if you have any questions or concerns via phone, written messages, or email. Messages relayed through a child or third party are often misinterpreted or forgotten.

PROGRAM EVALUATION

Evaluations are handed out annually to parents. Your participation is appreciated and helpful in creating the best environment possible for your children.

PARENT VOLUNTEERS

Your participation in our program is welcome. Contact us for information on how you can help in the classroom, on field trips, etc.

ADDITIONAL INFORMATION

SCHOOL CLOSINGS

A school calendar will be posted of all holiday closings. We follow the Pawtucket school calendar for closings and delays. You may take one-week vacation where you will not be responsible for payment. **Please provide a written two week notice as to when you be taking this vacation.**

NON-DISCRIMINATION

People who are eligible to participate in the program will not be discriminated against because of race, color, national origin, sex, age, disability, religion, or political belief.

SMOKE-FREE ENVIRONMENT

No smoking, use of alcohol, and/or possession of illegal substance of unauthorized potentially toxic substances are prohibited in the daycare.

PARENT/GUARDIAN EXPECTATIONS

1. Open communication.
2. Agreement on terms or arrangements.
3. Honesty, respect and trust.
4. Provide child with all necessary items for daily comfort.
5. Please do not bring in a sick, hungry, wet or dirty diapered, or overly tired child to the daycare.
6. Payment be made on time.

Supply List

You will need to provide the following items to be left in your child's classroom.

All items **must be labeled** with your child's name.

- A complete change of clothing-- two or more if we are toilet training. This includes shirt, pants, socks, and underwear. Soiled clothing will be sent home and a new change of clothes will need to be brought back the next day.
- Proper outerwear for outdoor play, including a hat, gloves, and boots during winter months.
- Swimsuit, towel, and water shoes or flip-flops for the summer months.
- A bottle of sunscreen.
- A fitted sheet and a blanket (if attending during nap times).
- Lunch box, water bottle and ice pack
- A copy of your child's most recent school form, including immunizations, lead screening and physical from the pediatrician. *** (optional for school age children)

FOR CHILDREN NOT YET POTTY TRAINED

- Diapers or Pull-Ups – 1 full package
- Swim diapers (for the summer)
- A **box** of baby wipes – at least 80 to 100 count (refill packages do not need to be boxed)
- Any cream, powder, Teething Gels etc. necessary for your child
- If under 18 months: two bottles or sippy cups.

You will be notified when the supply of any of these items is low.