

**WELCOME TO HIS GROWING GROVE!**

All of us here welcome you to His Growing Grove Child Care Center, a ministry of the First Presbyterian Church of Hayward. As committed members of the Body of Christ we believe that every child is a precious gift from God. Our goal is to provide your child, who you have entrusted to our care, with a program that allows you to leave him or her without worrying about their safety or wellbeing. Our program is based on a foundation of Christian love and sound developmental practices. The building and playground are carefully and specifically designed to provide a safe and inviting place for childhood learning adventures. The bright and cheery surroundings create a special children’s world that beckons and encourages them to explore and utilize their God-given gifts and natural talents to their fullest potential. The curriculum is designed to help your child to grow spiritually, to become socially and emotionally competent, as well as verbally and intellectually prepared for future learning experiences. Since a child’s first impressions so often color any future experiences, we want your child’s first experience of school to be a positive one. We want the memories to be of a safe, secure, stress-free place where learning was fun. We want your child to feel he/she is a unique person loved, understood and respected by teachers and classmates. It is our goal to work with you as partners in your child’s development. We invite you to share your child’s early learning experiences by visiting and observing your child and by participating in daily activities whenever you can. Should you ever have any questions or concerns about any aspect of your child’s care, please feel free to stop by the office and talk about whatever is on your mind.

**Hours: 6AM to 6PM Days: Monday through Friday**

**Telephone: (510) 581-5088 Fax: c/o HGG at (510) 314-0873**

**Executive Director: Kandi Tasker-Dill License No.: 010211775**

 **License No.: 010211776**

**www.hisgrowinggrove.com**

**TABLE OF CONTENTS**

**POLICIES……………………………………………………………………………….……… 3**

Enrollment Children’s Files

Babysitting Policy Custody and Family Disputes

Leaving the Program Dis-Enrollment

Tuition and Fees Schedules and Absences

Safety

##### PROGRAM…………………………………..………………………………………….…….…9

Philosophical Goals Curriculum Objectives

Classroom Groups Ratios

Group Placement and Transition Spiritual Development

Multicultural Understanding Evaluation and Parent Conferences

Discipline Outdoor Play

Nap Time Computers

Spanish Toys and Treasures

Birthday Parties Field Trips

**HEALTH & HYGIENE GUIDELINES………………………………………………..…..…..15**

Nutrition Allergies

Smoke-Free Environment Prevention & Management of Illness

Medication Good Hygiene Practice

Soiled Clothes Toilet Training

**CLOTHING & OTHER BELONGINGS………...………………………………………..….21**

What to Wear Labeling Belongings

Lost and Found What to Bring

**COMMUNICATION & PARENT INVOLVEMENT……………..………………….…… .23**

Parent Partnerships Parent Involvement Daily Reports Classroom Parent Boards Weekly Lesson Plans Notices

Conferences Current Events Board

Special Events Newsletters

**CAMP WISE OWL ………………………………………………………………………………26**

**POLICIES**

**Enrollment**

His Growing Grove will accept, without regard to ethnic background, gender, or creed, all children it is licensed to serve. The Center will accept all children, regardless of disability, providing that the center can “reasonably accommodate” their disability. Siblings of currently enrolled children, children of His Growing Grove or First Presbyterian Church staff, members of First Presbyterian Church and siblings of children previously enrolled at His Growing Grove are given preference when openings are available.

A non-refundable application fee is due with the completed application form: $250 for the fulltime program. The application fee confirms either a starting date or secures a place on the waiting list. If you fail to start on the agreed date or if we do not hear from you when called with a spot, your child’s place, either in the class or on the waiting list, will be forfeited. One month’s tuition is due at the time of the pre-admission enrollment. The pro-rated tuition amount for the first month a child is enrolled will be credited at the beginning of the second month the child is enrolled (i.e.: One full month’s tuition due on date of enrollment. The prorated tuition based on date of enrollment will be applied the following month. For example, a student enrolls on August 15 and pays the full month’s tuition. In September you would owe ½ of September tuition.) You should further understand that if you fail to start on the agreed start date, your child will be moved to the end of the waiting list. Parents will need to reapply for our part-time program each year. The part-time program begins each year in September on the day after Labor Day.

His Growing Grove requires a pre-admission orientation with the Enrollment Director in order to acquaint you with center philosophy, policies and procedures as well as the enrollment packet documentation. We request that you read this His Growing Grove Parent Handbook, and that you complete and sign all enrollment forms.

For our full time families, we require at least one visit to the class before your child's actual start date. These visits help your child feel more comfortable on his/her first day at school and will also enable you to get acquainted with the staff and classroom procedures. Most new families find two visits very beneficial. A late morning (9:00–11:30 AM) visit will give you and your child the best experience of our structured time.

**Children’s Files**

The following must be completed and submitted to the office prior to admission:

Application Emergency Information Forms

Consent for Medical Treatment Form Immunization Records

Enrollment & Financial Agreement Other Enrollment Paperwork

Confidentiality

Family and child information is kept in the office and classrooms, and kept confidential by the staff

Baby-sitting Policy

His Growing Grove accepts no responsibility for the relationships established between parents and the employees of His Growing Grove when employees engage in baby-sitting services for parents. Any arrangements made between employees and parents, for the purposes of baby-sitting, is strictly between those parties.

**Custody and Family Disputes**

As advocates for young children we must, for the sake of the children in our care, remain neutral during any family disputes that may arise. Therefore the following will apply:

* Children will be released to either parent of record unless we have a custody order or restraining order on file that would prohibit the child’s release to one or the other parent.
* In the event there is no custody order and a dispute arises regarding visitation, your child will be excluded from care pending receipt of a schedule with which you are both clearly in agreement. This schedule must be in writing and signed by both parents.
* Records and information not normally provided to families will only be released with a court order. This includes, but is not limited to, sign-in sheets, names, addresses and phone numbers.

**Leaving the Program**

* One month’s written notice is required from the fulltime program.
* The part time program ends on June 30. For withdrawal before June 30 a one month written notice is required.
* Parents are obligated to pay one month’s tuition from the day His Growing Grove receives written notice of the parent’s intention to withdraw their child whether or not the child will be in or has been in attendance.
* Parents are obligated to pay through Friday of the week the child leaves His Growing Grove.
* Parents withdrawing their child for summer months from the fulltime program cannot be guaranteed a place for re-enrollment in the fall and will lose priority to advance to the next classroom.
* In order to participate in the Graduation ceremony for children going to Kindergarten, it is required that the child be enrolled in HGG through June 30, which is the date of the ceremony.

**Dis-enrollment**

HGG reserves the right to dis-enroll a child from the program at any time we deem necessary. We reserve the right to dismiss a child immediately and without notice. Reasons for dismissal include but are not limited to the following:

* Excessive biting or disruptive behavior
* Excessive injuring of other children or adults
* Excessive tantrum throwing by a child
* Failure of parents and the center to agree on discipline and follow-through
* Failure to provide required documentation when requested
* Failure to pay tuition on time
* Failure to cooperate with HGG policies regarding custody and family disputes
* Habitual failure to pick-up children on time
* Habitual failure to provide diapers
* Actions that endanger the children or intimidate, threaten or endanger the staff of HGG.

**Tuition and Fees**

* All tuition must be paid in advance of the child's attendance.
* All tuition must be paid whether or not the child is in attendance – there are no discounts for illness, family vacations or HGG holidays.
* No discounts will be made for absences of any kind, including but not limited to illness, family vacations, or Center’s holidays. (In your absence, in order to keep your spot, tuition must be paid in full so the teachers can get paid.) HGG gives the teachers fulltime positions without cutting hours to minimize turnover which is the best for the children. Please do not ask for your tuition to be discounted if you go on a vacation.
* One month's tuition is payable in full at the time of your orientation.
* In the event that a child enrolls mid-month, the first month's tuition will be pro-rated. The pro-rate is calculated by multiplying the per diem by the number of days the child will be enrolled for the month. Daily rates and pro-rates are calculated ahead of time by the annual per diem.
* Any pro-rate tuition credit will be given in the second month the child is enrolled.
* There are no refunds of tuition. Should a family be asked to make alternative arrangements for the care of a child there will be no refund of tuition.
* A $15 late payment fee will be applied to all late payments.
* A $15 returned check fee will be applied to all returned checks. If, in any single school year (September 1 through August 31), two checks are returned by the same family's bank, all future payments will need to be made by cash or money order

Tuition due dates are as follows:

Monthly tuition Due on the 1st Late on the 9th

Semi-monthly tuition First ½ Due on the 1st Late on the 6th

 Second ½ Due on the 15th Late on the 21st

**Schedules and Absences**

If you anticipate a significant change from your normal pattern or your child will be absent, please call the office (510) 581-5088. It helps us with staffing when we know which children will be absent on any given day. For our fulltime families: planned activities, including breakfast, begin at about 8:30 a.m. If you arrive after a meal or snack, the expectation is that your child has eaten before arrival. We cannot be responsible for activities or meals missed. For our part-time families, no substitutions can be made for days that your child is absent.

Hours of Operation

Full-Time: 6 a.m. to 6 p.m.

Closing Policy

We ask that you make every effort to pick up your child before 6:00 p.m. for the fulltime program and 12:00pm for the part-time program. Just as you do, our staff have families and responsibilities after center closing time. Children not picked up prior to 6:00 PM/12:00pm will be taken to the office. You will need to sign your child out on the Late Pick-up Form in the office as well as in your child’s classroom. If a child is left at the center after closing and there has been no parental contact, staff will take the following measures:

* After 10 minutes try to contact you by phone.
* If unsuccessful try to contact your emergency numbers.
* If unsuccessful after one hour, the Director will contact Children’s Protective Services and the child will be released to their custody.

Late Pick Up Fees

Any family whose child is picked up after closing time (6:00 p.m. will be charged a late pick-up fee as follows:

First 3 incidents - $1.00 per minute/per child

Thereafter - $3.00 per minute/per child.

Late pick-ups are counted from September 1 to August 31 each year.

Any fees for late pick-up of children, pursuant to this schedule, must be paid in full before the end of the next month in which the incidence took place. You will receive a note from the office with the charge the day after the late pick-up

Emergency Phone Numbers

You will need on file three people authorized to pick-up your child. One of the three should be able to come immediately in case of illness. Files in the office must be kept up to date. When you move or change a phone number, you must let the office know immediately, so we can update your child's file. Failure to pick-up a sick child within a reasonable period of time may result in dismissal of your child.

**Safety**

# Sign-Ins and Sign-outs

The Department of Social Services stipulates the following:

1. The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.
2. The person who brings the child to, and removes the child from, the center shall sign the child in/out.
3. A person who removes the child from the center during the day, and returns the child to the center the same day, shall sign the child in/out.

Children are not covered by insurance until they have entered the school and are signed in.

Children must be escorted into the classroom and the caregivers notified of the child’s arrival. No child may be left at the center without completing the sign-in process.

The school will not release your child to any unauthorized persons.A child will only be released to his/her legal guardian or to authorized persons, designated in writing by the child's legal guardian. Names of persons authorized to pick up your child must be on file Identification will be requested from any person picking up your child. At the end of the day, when you pick up your child, get his or her belongings, notify the caregiver of his/her departure and sign out. Once you have signed your child out, HGG is no longer responsible for the safety of your child. Please do not allow your child to run around the hallways, classrooms, office, or out the front door unsupervised.

Suspected Child Abuse

We are bound by law to report suspected cases of abuse to Child Protective Services. Our procedure is as follows: A staff person with a concern notifies the child’s Head Teacher who, in turn will notify the Directors who, upon further investigation will call Child Protective Services if appropriate. If Child Protective Services are called they have the authority to observe and speak to the child without prior parental consent.

Closing Doors

For the safety of the children our front door is to remain closed and locked at all times. To assure that this safety is maintained, we ask that you make sure doors are closed when you enter or leave the building. While leaving the front door open for an approaching parent or staff person is a kind gesture; the person approaching generally fails to close it. If you are engaged in a conversation in a doorway please position yourself either inside or outside with the door closed so children don’t inadvertently run out. Please instruct your children never to open doors in the center.

Parking Lot Safety and Rules:

Always hold your child’s hand when walking through the parking lot

Always stop at the stop sign

Always use the designated lanes, never cut across the parking lot

Always drive slowly, five miles per hour

Always watch for children

Always close the front door so kids won’t run into the parking lot

Emergency Evacuation

Evacuation drills are held regularly at His Growing Grove. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible, and you will be asked to pick up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children. Evacuation in the event of a natural disaster emergency would be to the Family Life Center (gym), here on the campus.

Earthquake Preparedness Plan

His Growing Grove has individual “Emergency Survival Kits” for every child. The kit, which is approved by the U.S. Coast Guard, includes a survival blanket, a safety light stick, and a three day supply of water and food. The kits are stored away from the building, in a shed in the parking lot, and have a shelf life of five years.

**PROGRAM**

**Philosophical Goals**

At His Growing Grove we believe that nurturing begins and continues in the home and that we are here to support parents in that endeavor. We assist parents in providing for the physical, mental, emotional, social, and spiritual needs of their children. We surround each child with love, security, consistency, and respect. We teach spiritual concepts, integrating them in a natural way with daily events. We invite families to participate in the life of our church, so that together we may help each child realize his or her potential. We believe that by providing children with these opportunities we are following the commands of Jesus Christ when He said: "Let the children come unto me".

**Curriculum Objectives**

The curriculum objectives selected for each age group are based on current research and best practice in the field of early childhood education. Teachers determine the developmental needs of each child, basing curriculum content (and daily lesson plans) on their findings. Active and quiet experiences alternate throughout the day. There is time for individual choice and free play as well. Although daily lesson plans are made carefully, teachers recognize the need for flexibility with children and vary their plans when appropriate, to permit natural and spontaneous learning. Teachers have lesson plans posted on the bulletin boards outside each classroom for your information about daily classroom activities.

**Classroom Groups**

Tiny Turtles and Toddling Teddy Bears Room 1

His Growing Grove has special facilities and increased staffing to provide the extra care and attention that infants and young toddlers require. The low ratios allow our teachers to spend more time with the children to provide security and encourage their growth and development. Our highly qualified staff has specific training in infant/toddler care as well. The Turtle and Bear programs include recreation in our special play yard as well as stroller rides around the church grounds.

Little Lambs Rooms 2 and 3

The Little Lambs Program at His Growing Grove is unique because it is specifically designed to gently transition very young children from infant/toddler care to preschool. This program emphasizes essential self-help skills, including hygiene, toilet training and developing self-control through verbal and coping skills. Low ratios allow teachers to work with the children individually and in small groups.

Praising Penguins Rooms 5 and 6

The Praising Penguin program uses a theme-based, hands-on approach to encourage preschool-aged children to develop the skills and understanding that will enable them to make sense of the world and succeed in it. This program lays a strong foundation for learning abstract concepts later in life by providing an environment that encourages children to see themselves as capable learners. Our low child to teacher ratio in this program allows for plenty of individual attention and work in small groups. Special emphasis on Kindergarten preparedness is provided for our four-year-olds with emphasis on developing pre-reading and pre-math skills.

Giant Giraffes Room 4

Our Giant Giraffe program is designed to provide extra enrichment for the oldest 24 full-time children in HGG, those who just miss the Kindergarten cut-off date for public school. Children who have been enrolled in the Penguin program on a consistent basis from the April before will be given top priority. Our goal is to provide these older children a smooth transition from the preschool environment to Kindergarten by introducing the children to a more structured environment, tempered with love and plenty of hands-on activities to prompt excitement for learning. Special emphasis is placed on Literacy and Math skills, providing opportunities for children to grow in readiness while still enjoying the advantages of our low child to teacher ratios

**Group Placement & Transition**

Upon enrollment, your child will be placed in a group based primarily upon his or her chronological age. However, each child’s move to the next classroom is based on a number of things. First, availability of space in the next classroom. Second, developmental readiness based on teacher assessment which includes not only cognitive and language skills, but social skills as well. Lastly, chronological age is considered, as we are much more concerned with developmental readiness.

The majority of moves take place between the end of June and the end of August, when the Giant Giraffes leave the school. If you think your child is developmentally ready and old enough, but there is no space in the next classroom, don’t worry! The teachers adapt their programs to stimulate the children’s learning and their individual needs to be challenged. As the time for the “big move” approaches, parents are advised and the teachers start preparing the child. During the days before the actual move date, the child will visit the new classroom several times.

**Spiritual Development and Character Building**

His Growing Grove teaches Christian spiritual concepts. As is appropriate with children of this age, most of such teaching occurs naturally and spontaneously in response to events of the day. In addition, there are brief but regular story times at which appropriate Biblical and character building content will be presented. Musical instruction will include both secular and Christian songs. There will also be worship two days per week as well as a monthly visit with the pastor in the church.

**Multicultural Understanding and Activities**

All daily social and educational activities in the center foster respect for each individual’s worth, helping children to realize both their own value to the group and the value of others. Teachers are helped to gain information and understanding about the cultures represented within their classrooms. In addition, multicultural activities which foster respect for other cultures represented in our surrounding community are provided on appropriate dates.

**Evaluation and Parent Conferences**

Annual Parent Conferences permit parents and teachers to plan goals together, to evaluate the children's needs or to discuss anything of mutual concern. Developmental evaluations are given to all ages twice a year. Additional Parent/Teacher conferences are held as needed. For children with special needs or disabilities, the Head Teacher will work with the parent to coordinate IFSPs and IEPs and other individualized plans with the appropriate agencies in the community.

**Discipline**

We have established a plan for discipline that is designed to help children learn to exercise self-control. Our goal is to help children know that they are special gifts from God, and to enable them to love and get along with others. We also believe that discipline is the key to learning. We strive to establish an atmosphere in which children learn to respect themselves, their peers, and their teachers. We believe that a child who is disruptive cannot respect himself or others and that children find security and direction where there is consistent guidance and discipline. Teachers use constructive methods of discipline to maintain an atmosphere of love, acceptance, and order, which reduces the likelihood of disruptive behavior. They acknowledge appropriate behaviors positively, and monitor classroom activities constantly, giving directions clearly, and reducing problems by careful advance planning and organization of activities. When discipline problems do occur, they are handled promptly to assure that the child understands why his/her behavior was inappropriate. Whenever necessary, teachers provide a consequence appropriate to the situation and to the child's level of development. His Growing Grove does not permit physical, emotional, spiritual, mental, or sexual abuse of children. We do not permit spanking, striking, humiliation, or rough handling.

**Outdoor Play**

Fresh air is important to a child’s development so much so that the state mandates daily outdoor activity. His Growing Grove therefore plans outdoor activities and feels that if a child is unable to participate in these activities a child is not well enough to be in attendance. Children are not required to participate in strenuous activities and will be kept indoors when the weather is too hot, too cold, raining hard or on “Spare the Air Days.”

**Nap Time**

The State of California requires that children in full-day programs have a time for nap or rest. They further state that this time should be free of distraction or disturbance. To that end we will not wake children during naptime. The length of nap varies by classroom and age level, but it is approximately two hours. Any child who has not fallen asleep after being on his or her cot for one hour, is allowed to read books and/or play quietly on the cot until naptime is over. Infants nap in assigned cribs according to their individual schedules. Toddlers, preschoolers, and children in our Giraffe program, rest in their classrooms on an assigned cot each day after lunch. His Growing Grove provides the sheets and asks that parents provide a blanket (and soft toy when needed).

**Computers**

HGG believes that it’s important that today’s children be familiar with computers so that they will be comfortable with the ever-changing technology they will encounter as they grow. Our fulltime preschool classrooms (Little Lambs, Praising Penguins and Giant Giraffes) are equipped with computers and fun computer learning games, which allow children to play cooperatively or alone. Children can learn foundational concepts while also developing eye-hand coordination and other skills that will prepare them for success when they encounter computers in their primary school classrooms.

**Spanish**

Spanish lessons are designed to provide the two through five year olds with the opportunity to learn Spanish as a second language. Through hands on games, stories and music, they learn basic sentences and vocabulary covering colors, numbers, animals, family members, body parts, food, days of the week, and more. Learning Spanish enriches their social and language skills as well as develops their curiosity about, and appreciation of the diversity in our world.

**Toys and Treasures**

With the exception of soft toys for naptime in our fulltime programs, we ask that children keep their toys at home unless it is “Share Day” in our older classrooms. Any items your child brings from home should be clearly labeled with your child’s name. Books and music CDs are always welcome and should be given to the child’s teachers. Weapons and action figures are not appropriate learning tools and may not be brought to school.

**Birthday Parties**

You are welcome to have birthday parties for your child in the classroom. Due to the number of peanut allergies in the Center please do not bring anything that contains peanuts or peanut products. Cakes and cupcakes are welcome; however, we cannot light candles in the Center. Hard candies and/or other small toys or objects (including those found in piñatas) that might present a choking hazard are prohibited. Prior to planning a party, please speak with your child’s teacher to avoid scheduling conflicts.

**Field Trips**

Fields trips to places of interest in the community and to the park will be scheduled occasionally in the Praising Penguin and Giant Giraffe classes. Prior to each field trip, you will be given the details and will be required to provide written permission. We will let you know in advance if there will be an additional charge for the trip. The Board and staff of His Growing Grove believe that the over all safety of the children should be the first criteria of any field trip. Each staff member will have a cell phone to call for help if necessary. Emergency first aid supplies are available from a backpack carried by one of the teachers. Additionally, the following is required:

This field trip policy only applies to the Praising Penguins and Giant Giraffes.

1. When private cars are used, the driver must be over the age of 21 with a current valid driver's license. A current copy of the driver's license must be on file.
2. The driver must acknowledge in writing that he/she is primarily responsi­ble for his/her actions.
3. All drivers must have on file a current copy of the declaration page of the individual insurance policy he/she carries. The minimum suggested amount of liability insurance coverage required is $60/90,000. A $100/300,000 limit of liability is recommended.
4. There must be workable car seats for each child when using private transportation.
5. A Director staying at the school can be reached immediately in the event that there is a problem with any of the transportation vehicles.
6. Students attending field trips must have signed permission slips from a parent or guardian.
7. No alcohol shall be served in the presence of children during school related activities.

**HEALTH & HYGIENE GUIDELINES**

**Nutrition**

Children’s nutritional needs are adequately met through our Food Program. The program is monitored by the U.S. Federal Government, by the Department of Agriculture, who evaluate the menus. The preparation of any food furnished by the Center meets all of the sanitation requirements of the State Department of Health. All children that are eating table food will be given a balanced, nutritious breakfast and lunch and an afternoon snack. Cereal and milk will be available until 7:30 a.m. Check with your child’s teacher for the exact time breakfast, lunch and afternoon snack are served. The California Department of Education’s Child Care Food Program strictly regulates the timing of meals and snacks so that children enrolled in the program get the most benefit from the food provided. Therefore, if your child will miss a scheduled meal, please insure that he/she has had sufficient food to sustain him/her until the next scheduled meal, as we cannot make exceptions to accommodate individuals. Meals and snacks are at least 2 hours apart and no more than 3 hours apart. Menus are available in your child’s classroom and in the hallway, with extra copies available for those who would like to take one. All substitutions are of the same food group and are posted. Babies that are on formula and/or baby food will need to bring their own food. Parents will need to work closely with the Head Teacher as their children transition to table food and begin participating in the food program. All food allergies and food intolerance must be documented in your child’s file with a doctor’s note. All children will be fed the same food unless this exception is on file. The children will be served balanced meals based on foods that the children enjoy, so please refrain from bringing any extra food for your child.The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. To file a discrimination complaint, contact Lauri Boyer at (510) 581-5088. USDA is an equal opportunity provider and employer.

**Allergies**

If your child has allergies, please discuss this with the Center Director and your child’s caregiver. We will make every effort to accommodate your child’s special needs.

**Smoke-Free Environment**

His Growing Grove maintains a smoke-free environment. We ask that you do not smoke in the center or in view of the children.

**Prevention and Management of Illness**

Immunization of Children

As directed by the California Department of Health Services parents must present their child’s Immunization Record prior to enrollment. As a child care provider we are responsible for regular follow up until all shots are finished. Children lacking the appropriate immunizations will be excluded until the immunizations are brought up to date.

Here are the immunization (shots) required to attend child care, by age:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vaccine | Birth | 1 mos | 2 mos | 4 mos | 6 mos | 12 mos | 15 mos | 18 mos | 19-23 mos | 2-3 years | 4-6 years |
| Hepatits B | HepB | HepB |  |  | Hep B |  |  |  |  |
| Rotavirus |  | RV | RV | RV |  |  |  |  |  |  |  |
| Diphtheria, Tetanus, Pertussis |  |  | DTap | DTap | DTap |  | DTap |  |  | DTap |
| Haemophilus influenzae type b |  |  | Hib | Hib | Hib | Hib |  |  |  |  |
| Pneumococcal |  |  | PCV | PCV | PCV | PCV |  |  | PPSV |
| Inactivated Poliovirus |  |  | IPV | IPV |  | IPV |  |  |  | IPV |
| Influenza |  |  |  |  |  |  | Influenza (Yearly) |
| Measles, Mumps, Rubella |  |  |  |  |  | MMR |  |  |  | MMR |
| Varicella |  |  |  |  |  | Varicella |  |  |  | Varicella |
| Hepatitis A |  |  |  |  |  |  | HepA (2doses) |  | HepA Series |
| Meningococcal |  |  |  |  |  |  |  |  |  | MCV |

In Case of Injury or Medical Emergency

* In case of a minor injury we will:

Treat your child with the necessary first aid procedure and write an Injury Report, which will be placed on your child’s sign-out sheet that day

* In case of a major accidental injury or medical emergency we will:

Contact you immediately and if necessary call 911

Management of Illness

His Growing Grove’s policy for the care of ill children is designed for the protection of the children as well as the staff. We know that it is not always convenient to be called or to keep your child home, but we ask that you be respectful of the health of the other children, as you would hope that other parents would be of your child's health. Children will be excluded if:

* The child’s illness prevents the child from participating in all routine activities;
* The illness requires more care than the staff is able to provide without compromising the needs of other children in the program;
* Keeping the child in care presents a risk to the child or other children or adults with whom the child comes into contact.

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease or infestation (head lice). If we become aware of a communicable disease or infestation which affects children in your child’s class, a notice will be posted.

If your child develops any of the following symptoms of contagious disease, please keep him or her home until symptoms disappear or your physician decides your child can return to the center: Daily health checks are given and whenever there is any doubt about health, you will be asked to keep your child home for 24 hours It is our policy to send your child home if any of the below listed symptoms are present:

* Diarrhea (more than one loose stool or increased number of stools)
* Severe coughing
* Difficult or rapid breathing (especially in infants under 6 months)
* Yellowish skin or eyes (may be signs of Hepatitis)
* Tears, redness of eyelids, reddened eyes with discharge (pink eye)
* Mouth sores with drooling
* Fever = 101F (oral thermometer)
* Vomiting
* Unusual spots or rashes (undiagnosed rash)
* Any communicable disease or infestation

Re-entering school after an illness:

* After short absences, a verbal interview with the parent and a careful morning inspection of the child will determine whether or not she/he is well enough to return to school.
* After an absence of two weeks or more because of illness, a physician's release must be obtained before the child is re-admitted.
* After an absence of two months or more because of illness, an updated Physician's Pre-admission Form must be obtained.
* The following are guidelines for re-admission for common illnesses:

*Diarrhea* – If the child no longer has diarrhea, or physician says it is safe

*Chicken Pox* - One week after rash begins or chicken pox are all scabbed over.

*Fifth Disease (Slap Cheek*) - Once rash begins

*Head Lice* - 24 hours after treatment was begun – no nits present

*Conjunctivitis (Pink Eye)* - Until examined by physician who states it is non-infectious or 24 hours after treatment

*Strep Throat* - 24 hours after antibiotic treatment is begun

*Ringworm* - 24 hours after treatment is begun

Sources:

1. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control.
2. *Report of the Committee on Infectious Diseases*, 1191, Division of Child and Adolescent Health, American Academy of Pediatrics.
3. American Academy of Pediatrics/U.S. Department of Health & Human Services, et al. *Healthy Young Children: A Manual For Programs*, National Association for the Education of Young Children, 1991.
4. *Model Child Care Health Policies*, ECELS, Pennsylvania Chapter, American Academy of Pediatrics, 1993.

**Medication**

Medication will be given at school providing:

* It is prescribed by a doctor and is in the original container with a label stating the doctor's name, the child's name, dosage, and expiration.
* Or we have a completed “Physician’s Medication and Dosage Form” on file for over-the-counter medication.

In our Infant Toddler program parents are asked to fill out the relevant information regarding medication on their child’s daily chart. The medicine is given to the primary caregiver, and then administered at the appropriate times.

In all other classrooms parents are asked to check medication into the office and complete and sign a medication form. checked into the office along with a medication form signed by the parent.

Inhaled Medications

Inhaled medications will be administered at school providing:

* The *Consent/Verification Form for Nebulizer Care* has been completed by the parent for each staff person who may need to administer the inhaled medication.
* The Center has received written instructions from the child’s physician. These instructions must include:
* Specific indications (such as symptoms) for administering the inhaled medication in accordance with the physician's prescription.
* Potential side effects and expected response.
* Dose form and amount to be administered in accordance with the physician’s prescription.
* Actions to be taken in the event of side-effects or incomplete treatment response in accordance with the physician’s prescription. This includes actions to be taken in an emergency.
* Instructions for proper storage of the medication
* The telephone number and address of the child’s physician.

If Your Child is Bitten

Child development research indicates that approximately half of all children enrolled in group care will be bitten by another child. Especially toddlers often use biting as a form of communication. His Growing Grove will do its utmost to minimize biting incidents. However, it is a possibility that your child will be bitten at some time. If this should happen we will comfort your child and care for his/her needs immediately. We will also notify the parents of the biter and work with them and their child to change this behavior.

The 1993 United States Public Health Service Surgeon Report to the American Public on HIV Infection and AIDS states there are no reported cases of HIV transmission from saliva, human bites, or attending school with HIV-infected persons. If your child is bitten, you may want to contact you physician to determine whether the nature of the bite requires medical attention. If your child is bitten or injured by another child, HGG will not reveal the other child’s identity.

**Good Hygiene Practice**

His Growing Grove’s guidelines for hygiene and universal precautions comply with the nationally recommended standards of the U.S. Public Health Service, Centers for Disease Control, and the American Academy of Pediatrics. The guidelines were developed with the goal of making handwashing and sanitation procedures an integral part of the daily routines of both children and staff, to control the spread of disease. Children need to develop good health habits and because young children learn by imitating adults, we ask you to support your children’s handwashing efforts by role modeling handwashing practices whenever you are with your child. We practice handwashing after toileting, before and after meals and snacks, after coming in from outside, after handling pets and other times during the day as necessary. Children are encouraged to cough or sneeze into their shoulder or elbow, away from others that may be near them, to use tissues, and to wash their hands after blowing their noses.

**Soiled Clothing**

The Centers for Disease Control of the United States Public Health Service require that clothing soiled with bodily fluids (stool, urine, blood, vomit) be placed, unrinsed, in a sealed plastic bag, labeled with the child’s name, to be picked up by the parent or guardian at the end of the day. His Growing Grove follows these recommended precautionary guidelines for the safety of both children and staff. If you take soiled clothes home, another change must be brought by the next day.

**Toilet Training**

Children in our part time program must be fully toilet-trained prior to enrollment. For children in our full time program, we believe that the most effective toilet training is accomplished when parents and staff work together. For our fulltime families, toilet training is started in the Little Lambs. Parents are encouraged to talk to their child about wearing underwear and to go underwear shopping. As the time approaches, parents are asked to bring four sets of spare clothes and an extra pair of shoes. Parents are further asked to dress the child in clothes that facilitate success (difficult buttons, zippers, and snaps, onesies and dresses that end up in the water are not appropriate). The child is offered the choice of wearing diapers or underwear. We will help your child in his/her attempts and down-play accidents, and will make every effort to follow your directions to provide consistency between home and the center.

**CLOTHING & OTHER BELONGINGS**

**What to Wear**

Simple, sturdy clothing is best for the child. He/she will be participating in messy art activities, and using the playground equipment in weather that may be changeable. She/he will probably get dirty. Children being taught toileting skills, and those recently trained should not wear overalls or other clothing that is hard to remove. Children have greater freedom in long pants and are warmer during the cool months. In wet, cold or windy weather suitable head covering and outdoor clothes are needed since outdoor play is part of our daily curriculum. Clothes should be simple enough that each child of preschool age can dress and undress him/her self. Shoes should be sturdy, well-fitted play shoes, with grip soles.

**Labeling Belongings**

Permanent labels should be put on all garments, including shoes and socks but especially jackets and sweaters.

**Lost and Found**

Check the lost and found in the lobby if an item is misplaced or lost, and make sure that all of your child's belongings are clearly and permanently labeled with your child's full name. His Growing Grove cannot be responsible for lost or damaged belongings and will not reimburse for such items.

**What to Bring for Full Time Families**

The following items should be sent to school and labeled with a laundry marker: (It is helpful if the clothing is in a labeled zip-locked bag)

**Tiny Turtles and Toddling Teddy Bears**

Diapers\* (daily) maximum 64 can be stored in the I/T Center

A minimum of 3 bottles and food (Daily for Infants)

Blanket (small) Pacifier (if needed)

Wipes Two sets of clothes

Ointments and/or powder Jacket or sweater

Comb \*No pull-ups please!

When your child’s supply of diapers is running low you will receive a reminder from his or her caregiver. Please replenish your child’s diaper supply when you are first notified, to assure that your child has enough diapers each day. Should your child occasionally run short of diapers, we would supply the diapers and bill you at a cost of $3.00 per diaper. However, habitual negligence to supply diapers could be a cause for dismissal from the program.

**Little Lambs**

2 sets of clothes appropriate for the weather (4 sets if in training)

Diapers (No pull-ups please!) maximum 24 Wipes

Underpants (4 pair if in training) Ointment

An extra jacket or sweater Comb

Blanket

**Praising Penguins and Giant Giraffes**

One extra set of clothes appropriate for the weather (including underwear)

An extra jacket or sweater Toothbrush

Comb Toothpaste

Blanket

**COMMUNICATION & PARENT INVOLVEMENT**

**Parent Partnerships**

* What if I have questions or concerns

Please don’t ever hesitate to promptly address any questions or concerns you might have. We want you to always feel comfortable about leaving your child in our care. Your child’s Head Teacher can help you with any questions or concerns regarding your child’s daily routine, the care he or she receives, or the classroom program. The Head Teacher can also help you with concerns about what to expect as your child moves to a new classroom or any other aspect of our program at HGG. If, after working with your child’s Head Teacher, you still have concerns regarding his or her classroom program, or some aspect of your child’s daily care, we are available to assist you. If you have concerns about your tuition or other policies regarding enrollment, our Secretary and Enrollment Director are available to help you. Be assured that, each concern that is raised will be given prayerful consideration as we work together.

* What’s the Bottom Line?

At His Growing Grove, our goal is to provide the kind of care that allows you to entrust your child to us without worrying about his or her safety or wellbeing. It is our goal to work with you as partners in your child’s development. We invite you to share in your child’s daily learning experiences by visiting, observing, and by participating in daily activities whenever you can. We want you to always feel free to share with us any concerns or suggestions you might have.

* One Last Word

Any good childcare program recognizes that a partnership with parents is crucial. At His Growing Grove we strive to establish and maintain regular, ongoing, communication. Our staff is trained to listen to and respect your goals and preferences for your child. We want to work together with you on all aspects of childrearing. Daily charts, newsletters, personal notes, and annual parent/teacher conferences are just some examples of how we strive to stay connected with you as your child grows and learns at HGG.

**Parent Involvement**

His Growing Grove has an open door policy for parents. Visits are both welcome and encouraged. Feel free to drop in at any time and visit with your child or observe activities. However, so that we know who is in the building at all times, please stop by the office first and introduce your guests to us. You have unlimited access to the center during business hours for the purpose of contacting you child and assessing the care provided.

**Daily Reports**

We recognize the need for communication between staff and parents. We make every effort to keep you informed, daily, of the kind of day your child had at the center. We appreciate your sharing any insights you might have into your child’s life that could influence his or her progress here.

* Parents of Tiny Turtles and Toddling Teddy Bears are asked to complete the parent’s section of the Daily Reports so staff has an idea of what sort of day to expect. You will receive the completed Daily Report, at the end of the day, which will provide information on your child’s day. This report includes what you child ate and drank, diaper changes, the time and length of the nap taken, and a note on how the day went.
* Rooms 2 through 6 have:

-a notebook next to the sign-in binder where you can leave notes to the teachers to communicate anything you would like to about your child for the day

-have individual daily written reports specific to your child to take home

**Classroom Parent Boards**

These boards include the week’s Menu and Lesson Plans, the month’s Theme Calendar, the Calendar of Events and Closures.

**Weekly Lesson Plans**

Weekly lesson plans are posted on the Parent Board in your child’s classroom.

**Notices**

Occasionally you will receive special notices about topics of interest, special events or center business. These notices will be attached to your child’s sign in sheet. Please be certain to share these notices with your spouse or other interested parties. Notices are also posted on the Current and Coming Events board, on the front door and the classroom doors. Please take a minute to read these notices, as the information is important. It is your responsibility to communicate all important information and dates within your family.

**Conferences**

If you would like a conference with your child’s Head Teacher at any time other than the planned spring conference, please talk to her so she can schedule a convenient time.

**Special Events and Family Enrichment Activities**

His Growing Grove schedules several events, during the year, to provide families with special opportunities for spending time together in the center. In addition to these center-wide events, classrooms also schedule special activities for you to share with your child, his/her classmates and their families.

**Newsletters**

Our monthly newsletter helps keep parents informed of center activities. Each issue will include information about upcoming events, what is new in the center and other topics of interest to our parents.