

Paisley's Place Learning Center

Parent Handbook

Welcome and thank you for choosing Paisley's Place. Our parent handbook is used to outline the expectations, policies and procedures of the program that all families must understand and comply with. You have received this handbook as a partner in your child's development at Paisley's Place.

Our mission is to provide quality, safe and reliable childcare that parents can trust, and children can thrive in.

Our vision is to promote lifelong learning by providing an inclusive, trusted and stimulating childcare experience.

Admissions

To enroll at Paisley's Place your child must be between the ages two months and twelve years of age. Enrollment at Paisley's Place consists of a tour, orientation and a couple of hours of onsite visitation prior to the start date. All registration documents and enrollment fees must be completed to reserve your child's spot at Paisley's Place. All contact information must be current and updated when changes occur.

Registration Fee

A non-refundable registration fee of \$50 is required. Annual renewal registration of \$25 and will be due with the first week pay week.

Facility Hours of Operation

Paisley's Place operates Monday through Saturday from the hours of 6am-7pm and is closed on Sunday.

The facility is closed on the holidays listed below:

New Year's Eve and day

MLK Day

Memorial Day

Juneteenth Day

Labor Day

Independence Day and the day after

Day before Thanksgiving, Thanksgiving and the day after Thanksgiving

Christmas Eve, Christmas and the day after Christmas

Waitlist Information

Paisley's Place has selected spots available to serve our community. In the event all the spots are full parents have a choice to place their child on our waitlist. A waitlist application has to be completed to be placed on the waitlist and to be given a spot.

Staffing

Paisley's Place always provides enough staff for the capacity of each classroom. This means that the student to teacher ratios is always followed. A detailed staffing plan is maintained and kept in the office. Our staff are able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional and social development.

Open-Door Policy

Enrolled parents are welcome to come by the facility at any time during business hours. Please keep in mind the doors remain locked for the safety of the children.

Licensing Compliance File

The facility licensing compliance file is always available and may be reviewed anytime by enrolled parents.

Immunizations

Your child's immunization must be completely up to date before the enrollment start date. There are no exceptions in compliance with the state law. Paisley's Place also asks that you keep your child home the day of any immunizations. This will allow the parent to notice any allergic reactions the child may have to the immunization.

Smoking and Alcohol

Cigarettes, marijuana, and other smokeless tobacco products are not allowed at Paisley's Place. Parents/guardians who smoke are strongly encouraged not to do so prior to picking up their child. Alcohol is not allowed at Paisley's Place. If at any time we feel that a parent/guardian or any authorized person to pick up or drop off the child is under influence of alcohol, the facility may refuse the release of the child and will contact another authorized person to come and collect the child.

Mandated Reporting

As a childcare provider we must report suspected physical and sexual abuse or neglect of a child. We are also mandatory reporter of human trafficking.

WE ARE REQUIRED TO INFORM YOU THAT WE HAVE GENERAL LIABILITY INSURANCE COVERAGE.**Vacations**

Paisley's Place takes a week's vacation every year in the first or second week in August. Notice will be given months prior to this date. Your child's spot will be reserved for one week of vacation tuition free if a two-week notice is given prior to vacation time. If notice is not given tuition will be due for the week of absence. If a vacation lasts more than two weeks, please speak with the administration to secure your child's spot.

Menus and Mealtimes

A nutritional balanced breakfast, snack and lunch and drinks will be provided to all children. We do not provide formula or baby jar food for infants. All food menus and mealtimes are posted in the kitchen, classroom and the office. Drinking water is freely available to all children at all times. If a student has allergies or dietary restrictions, please inform the facility immediately. Parents must notify the administration in writing with a doctor's note, and this is kept in the child's file. Parents may bring food from home for children with special diets.

Safety Plan

Safety plans are posted on the bulletin board in the front entrance as well as in the office. In the event your child is injured we will provide first aid and contact you. If the injury requires emergency medical attention, we will seek treatment and contact you. A consent form to transport your child will need to be signed should the need arise. All children will be restrained for transportation in car/booster seats or seatbelts in accordance with state law and childcare rules. Your child or any child will never be left unattended in a vehicle.

Clothing

Please dress your child appropriately for the weather. Please try to send your child an extra change of clothing. Please make sure your child arrives with more than enough diapers/ pullups for the day.

Tuition Fee

Tuition for your child is due every Monday for that week of care. Paisley's Place does not offer tuition refunds for missed days. Arrangements need to be made with administration if tuition is not made on Monday to secure your child's spot. We accept cash and debit/credit cards. A credit/debit card authorization form must be signed prior to use. In the event a payment is returned a \$50 fee will be applied in addition to the fees due. The year of 2024 we will start automatic debits from checking account. If you are using an EBT card to swipe your child attendance in and out, please make sure you bring the card with you daily. Subsidy contact that does not swipe child's attendance for the day will be responsible for the child's tuition for that day and must be paid before the start of the next week of care.

Weather Policy

Paisley's Place may close due to harsh weather conditions. The administration of the facility will monitor local news to address when the facility must close early or cancel operations for that day. Parents will be notified through email, text message or phone call.

Sleeping

Each child will be provided with a safe and comfortable sleeping space with separate clean bedding. Infants will sleep in a crib or porta-crib with mattresses. Infants sleep on their backs until they become mobile infants and able to lift themselves up while sleeping.

Medication

Prior to administering medication written permission, instruction and a current prescription from a doctor must be on file. Non-prescription medication (diaper rash cream, Tylenol, etc..) will not be administered without a note from the doctor. Please do not leave medication in diaper bag. If found, medication will be placed in the office and available at pick up.

Confidentiality

Childcare programs maintain confidentiality on a "need to know" basis. This information is shared only when necessary. This is important especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent/guardian or individual.

Hazardous Items

Paisley's Place has clear guidelines on the identification, use and storage of dangerous products, plants and objects. This policy aims to protect the employees, children, families and visitors from the risk associated with chemical products, medicines, other dangerous substances and dangerous equipment used in the school outdoor or indoor environments.

Screens and Media

The use of visual media, such as television, films, videotapes, shall be limited to developmentally appropriate programming and age. Media may be used for a special event, or to achieve a specific goal, but not be used as a regular daily routine.

Drop off and Pick up

Parents/guardian may drop their child off at their scheduled time. Children may be picked up at their scheduled time or earlier. If drop off early or pick up later than scheduled time without arrangement with administration an early/late fee may be applied. Subsidy contract parents/guardians are responsible for this fee. Be sure to list on the admission forms all the individuals authorized to pick up your child. Children will only be released to individuals on file. Parents/guardians who need someone else to pick up their child other than the individual on file must call in and give password. The individual picking up must show a photo I.D.

Discipline

We ask children:

Not to hit, push bite, kick, scratch or punch one another.

No name calling, teasing, bullying, or use of bad language.

No mistreatment of the facility items, furniture or other property.

We do not use any kind of spanking or demeaning words to discipline children. We emphasize to the children to use kind words to better express themselves, and to communicate their feelings to one another. We redirect children to other activities when there is a problem. If the problem persists, the parent/guardian will be contacted, and time out may be used to deter negative behavior. We use positive reinforcement and rewards for good behavior. If negative behavior is continuous enrollment will be terminated.

Subsidy Contract

Please ensure the clock in and check out of your child by bringing your EBT card daily. Parents may also check in and out on the parent portal. Copayments are due on the 5th of the month. Children are allowed to be in care for no less than four hours and no more than nine hours daily.

Expulsion

Unfortunately, there are sometimes reasons we have to expel a child from the program either on a short term or permanent basis. The following are reasons we may expel or suspend a child from the program. Immediate causes for expulsion:

The child is at risk of causing serious injury to other children or him/herself

Parent threatens physical or intimidating actions towards staff members.

Parents exhibit verbal abuse to staff in front of enrolled children.

Failure to pay/habitual lateness of payments.

Failure to comply with facility policy or procedure.

Illness Policy

The following criteria will be considered in determine if your child must go home:

A fever of 100 degree or more

Inflammation of the eyes (excessive redness, glassy or discharge)

Vomiting

More than one incidence of diarrhea or loose stool which is not contained within clothing,

Communicable disease as defined by the Department of Health Services

Unknown rash or blisters

Excessive nasal discharge

Pain

Productive cough or persistent phlegmy

Croup

Gastroenteritis (Stomach Flu)

Hand foot and mouth disease

Chicken Pox

Mumps

Impetigo

Pink eye
Contagious Styes
Head lice
MRSA
Scabies
Coxsackie virus
Strep throat

If your child is sent home due to illness, he/she cannot return to the facility until free from all symptoms for 48 hours without use of fever reducer. This is to allow your child time to recover and chances of spreading illness to the other children or staff. We ask that the child be picked up within an hour from the notification. It is your responsibility to notify the facility if your child has a communicable disease or infestation.

**We have the right to change the policy as needed with the parent/guardian notification of changes.
This institution is an equal opportunity provider.**