



DAYBREAK

A C A D E M Y

Parent Handbook

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We are open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Our programs run the following times:

Program	Hours of Operation
Preschool	Monday - Friday 9:00 a.m. - 3:00 p.m.
Elementary	Monday - Friday 8:30 a.m. - 3:00 p.m.
Extended Care	Monday - Friday 7:00 - 9:00 a.m. & 3:00 - 6:00 pm

Welcome to the family!

This Parent Handbook has been designed to provide important information for parents when selecting the childcare program for their child(ren). Parents who desire a high-quality, healthy, loving, and engaging environment for children to grow and learn will rest easy here.

All the dedicated, caring staff at Daybreak Academy would like to ensure that your child(ren) has the best early childhood experience possible.

Parents/guardians, future parents, and family friends associate our facility with being the finest in safety, Eco Friendly-consciousness, and sound early childhood education. We want to thank you for entrusting us with that privilege and responsibility.

Please take the time to read all the following information to help you better understand our program and philosophy. If you have any questions, please feel free to contact the Director.

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GENERAL COMPANY INFORMATION

CORE FOCUS/MISSION

Our mission is to support working families by offering high-quality care in a comfortable, loving, and educational environment. Daybreak Academy encourages social, emotional, cognitive, and physical development through socialization, exploration, independence, personal care, and a curriculum geared to meet the individual needs of children while fostering growth and knowledge.

CENTER PHILOSOPHY

We want **YOU**, our client, to feel like our center is an extension of your home where your kids feel safe, comfortable, loved, and cherished while being nurtured in a culturally diverse and educational environment.

AGES OF CHILDREN

We accept children aged 18 months through 7 years old. If you are expecting to enroll a child, we recommend you register your child(ren) as soon as possible by filling out the enrollment packet and returning it to our Director. After we have received your paperwork, we will contact you regarding your placement, or if we currently have a waiting list.

OPEN DOOR POLICY & PARENT VISITS

Parents will enter through the main entrance and use our secure system to enter our facility.

Our facility has an open-door policy for parents and/or legal guardians. Parents (custodial) and legal guardians are welcome at the Academy any time during operational hours. We are bound to abide by court orders for parents and/or guardians that restrict or prohibit visitation.

If your child is having a difficult time adjusting, we suggest that you observe them from the front lobby camera screen; so that you can observe them without risking upsetting them. It is difficult, especially for young children, to have a parent walking in and out of the classroom, as they will naturally be confused about whether it's time to go home and why you are not picking them up for the day. We generally do not recommend parent helpers in younger classrooms, but welcome them in Pre-K and older classrooms. Teachers are also happy to speak with you over the phone and/or in person about your child's progress at a mutually convenient time.

NON-DISCRIMINATION POLICY

Daybreak Academy does not discriminate against anyone (adult, child, staff, or parent) based on sex, age, religion, national origin, race, marital status, physical or mental disability, or veteran status. Children, families and staff from all cultures and languages are welcome at our facility. Our inclusive curriculum exposes children to materials and experiences that promote awareness and respect for other cultures.

Daybreak Academy includes children with special needs and makes reasonable accommodations as required by the Americans with Disabilities Act. Reasonable accommodations are adjustments made to accommodate or make fair the same system for an individual based on proven need. These adjustments can be religious, emotional, physical, academic or employment related.

Daybreak Academy is an equal opportunity provider and employer.

ENROLLMENT AND PARENT ORIENTATION

GENERAL ADMISSIONS REQUIREMENTS

- Children must be of age for the class they are entering by September 1 which is in alignment with established requirements concerning age for public schools.
- Children may be retained at the parent's request (if space permits).
- Children should be fully potty-trained to enter the three- or four-year-old program. If they are still "in the process" we will work with them to continue what you've begun. The parents must always provide diapers, wipes, pull-ups, and other potty-training supplies needed day-to-day.
- Registration for the new school year begins in January before the beginning of the academic school year in August.
- Preschool classes are filled as openings are available in the following order of preference: Current students and siblings are given the opportunity to register first, then enrollment proceeds utilizing our wait list.
- Parent requests for specific class days will be considered. Specific teacher requests cannot be guaranteed.
- All children not placed will be put on a waiting list to fill vacancies as they occur.
- Children registering after April will be placed according to the above procedures as openings are available.

Upon registration, the Family Enrollment Packet must be complete, and a current record of immunization and physicals must be provided.

ENROLLMENT PROCESS

The first step in our enrollment process is to schedule a tour. A member of the office team will take you on a tour of the center, answer your questions, explain our unique features, review our tour packet, and discuss availability. Contained in the tour packet is our program's philosophy and mission along with tuition information. To enroll your child(ren), the enrollment packet must be fully completed and returned to the Director.

An orientation time is scheduled several days before your child's first day of attendance to review completed paperwork and so you and your child(ren) can meet with the classroom teacher to ensure a smooth transition. At this time, we will discuss information on routine care items, feeding, sleeping and toileting. Children will spend this time in the classroom to meet their new teachers and some of their new classmates. Families are encouraged to bring all the needed supplies on this day as well. We invite your child to stay for 2-3 hours in the classroom during orientation to aid in a smooth transition on their first day.

ENROLLMENT FORMS

Parents/legal guardians will receive a packet of forms, which will need to be completed and kept on file prior to the child's first day of attendance. These forms are as follows:

- ✓ Enrollment Agreement
- ✓ Immunization Requirements
- ✓ Health History / Assessment
- ✓ Medication authorization, if necessary
- ✓ Photo Release
- ✓ Parent Agreement
- ✓ Other forms as required by Daybreak Academy

Forms are available in the office. If any information changes, please let us know as soon as possible. In the event of an emergency, we need to be able to call you at any time.

TERMINATION OF ENROLLMENT

In certain circumstances, it may be necessary for the Administrator to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The center's inability to meet the child's needs

If you decide to terminate enrollment for any reason, you must provide written notice thirty days prior to the last day of enrollment. If written notification is not given thirty days prior to termination, thirty days of full tuition will be billed and due on the final day of enrollment. Daybreak Academy reserves the right to terminate a child's enrollment at any time for any reason without notice.

VOLUNTARY WITHDRAWAL

Parents or guardians must give thirty days prior notification in the case of withdrawal from Daybreak Academy. Parents or guardians must also give thirty-day notice if there is a switch from full to part-time care. The Enrollment Form is valid and binding from the day it is signed.

BILLING AND FEES

TUITION PAYMENTS

Your monthly tuition amount is based on the schedule you enrolled for which includes the number of days per week your child(ren) attends.

Tuition fees reserves a spot for your child(ren) here at Daybreak Academy. Tuition will not change due to absences from illness, vacation, or federal holidays on your scheduled days. School closures will not be refunded.

Your tuition amount is provided to you at the time of your enrollment. All tuition is due on the 1st. You may pay monthly or annually. All payments are required via electronic payment. Full-time enrollment must be paid in advance. A \$15 return fee is assessed on any returned payments. (Our current Policy: Pre-Pay tuition for the program in which my child is enrolled. The tuition is due on the first day of each month with no deductions for absence. If tuition is not paid by the 5th, I understand that Daybreak Academy may disenroll my student and fees will still be owed).

Your account may be audited for accuracy without notice. You will be informed of any inaccuracies and credits will be issued if warranted or additional payment may be required if an error was made.

SCHOOL CLOSINGS/MISSED DAYS

Parents will pay their regular tuition regardless of the type of emergency closure. Any other closures will be made at the owner's discretion with at least two weeks' notice to families. In the case of inclement weather, we strive to stay open as long as the safety of the staff, parents, and children are maintained.

Daybreak Academy does not issue vacation coupons or other "time off" coupons.

ABSENCES & VACATION POLICY

Our school summer break is during the months of June and July. If your child is not in attendance during the summer, no tuition will be due that month, and the student's spot will be held for them to return in August. The facility will still be open, and you are welcome to bring your child during the summer camp months, where they will participate in fun activities and arts enrichment. Tuition is based on annual pricing that we break into monthly payments for your convenience. If your child is sick or goes on vacation outside of our summer break, we cannot refund or credit any portion of his or her tuition. Should you choose to disenroll your child prior to the end of the school year, tuition will still be due if you want your child's spot held for the coming school year. Please see the front desk if you have any questions regarding this policy.

BILLED FEES

- *New Family Registration Fee:* All new families are required to pay a one-time registration fee per child. This fee is required for enrollment.
- *Annual Program Fee:* An annual materials fee is due annually in August for program updates.
- *Extended Care Late Pick-Up:* A fee of \$5.00 per hour, per child, will be applied for children who are picked up after their scheduled end time.
- *Late Payment Fees:* Your payment secures your child's slot in his/her classroom for the following month. If payment is not made in a timely manner, you risk losing your child's place in the classroom. If the tuition is not paid on time, a late charge will be assessed of \$15.00 a day. This charge will continue, weekly, until payment is received in full. If your account is delinquent longer than 30 consecutive days, your child may be withdrawn from our center, and your account will then be turned over to a collection agency. If your account ends up in collection or a court of law, the family will be charged late fees to the full extent of the law and will be responsible for all legal fees that Daybreak Academy incurs.
- *NOT SUFFICIENT FUNDS (NSF):* There is a \$30 fee for NSF payments. If two consecutive payments are returned, your child(ren) may not return until payment in full, including the NSF fee, is made. Families are also responsible for paying for the time their child was absent.

We close at 6:00 PM. Late pick-ups require additional staff time. Late fees will be applied. The first fifteen minutes will cost \$25.00 and increase to \$2.00 per minute thereafter. Three or more after-hours pickups will be grounds for dis-enrollment.

After 15 minutes, if no one is present to pick up your child(ren), attempts will be made to contact the parent(s). After unsuccessful attempts to contact the parent(s), attempts to contact an individual on the Emergency Contact List will be made to pick up the child. And last, after unsuccessful attempts to contact someone on the Emergency Contact List, we will go to the nearest police station.

The Director or teacher will follow police instructions and remain with the child until the situation is resolved (parent arrives or law enforcement officials take responsibility for the child).

METHODS OF PAYMENT

All families are required to pay via electronic payments by filling out our Debit Authorization form at the time of enrollment. (We also allow point of sale and cash/check payments)

Tuition Express: Families will complete the Debit Authorization from Tuition Express, which is included in the enrollment packet. These automatic payments will be withdrawn from a Checking or Savings account. Cancellation requires a written notice of 10 days in advance.

RATES

Any rate related to tuition and payments may increase on a yearly basis in June to maintain a high-quality level of care and to stay competitive in the market for staffing purposes. Families will be notified 30 days in advance of any increases in monthly tuition rates. We reserve the right to raise rates at other times during the academic year.

CHILD ATTENDANCE

ATTENDANCE

Upon enrolling, our families are asked to provide the school with a schedule of approximate drop off and pick up times. Any change in your child's schedule, whether it is for one day or more, needs to be communicated to your child's teacher and/or the Director.

REPORTING CHILDREN'S ABSENCES

Parents/legal guardians must notify the school if their child is ill, attending late, not attending, or leaving early. Please let us know if your child is ill; we may need to post the illness, informing other parents to look for symptoms in their own child.

DROP OFF

Please be mindful of school start times. Elementary begins at 8:30 and Preschool begins at 9:00. It is very difficult for children to arrive late after the rest of the class has arrived. We understand that there will be rare circumstances where you cannot get to school on time. In those cases, we only ask that you call us and let us know as soon as possible when you realize that you will be more than 30 minutes late, so the teacher can be aware and prepared for their late arrival. Children who arrive after 10:00 a.m. without previous approval by management will be required to bring a doctor's note to attend class that day. We see such a big difference in how their day goes when they arrive on time and are ready for school. We take attendance very seriously and ask that you only enroll your child(ren) if you are willing and able to get them to school on time regularly.

DROP OFF TRANSITION

Parents must physically walk the child(ren) into the building and sign them in via the biometric finger pad or through the ProCare app and walk them fully to class. It is important to confirm that the teacher is aware that you are dropping off your child(ren). This policy is to ensure your child's safety.

PICK-UP & PICK-UP TRANSITION

If you foresee that you will be delayed, please phone the Academy to notify staff at **801-878-1788**. The school closes at 6:00 p.m. If you know that you will be unable to make it in time, please arrange for someone to pick up your child(ren). We also have an affordable option to add extended care on short notice. With notice, a late fee of \$5 per hour will be charged if you arrive before 6 p.m. We go by the time logged on our biometric pad, so please don't forget to check them out when you arrive.

Once a parent has picked up their child(ren), the parent (guardian) is now responsible for monitoring the child(ren). This is for your child's safety.

STAYING PAST SCHEDULE

To keep group sizes and ratios correct, please make sure that you are leaving at your scheduled time. If your child(ren) is not picked up by 6:00 p.m., we will attempt to phone you or your designated alternate until 6:30 p.m. If we cannot reach anyone, including your emergency contacts by 6:30, we will ask the police for assistance (in case you have been in an accident, or some other emergency is preventing you from reaching your child).

RELEASE OF CHILDREN

Children may be released to parents/legal guardians. If someone other than parents/legal guardians need to pick up your child(ren), please remember the following:

- Written notice or a phone call must be given by a parent/legal guardian stating who will be picking up their child(ren).
- The person picking up must have a valid photo ID.
- We will abide by legal decisions regarding custody made by the court. We request copies of any legal decisions and will keep all information confidential.

We may call you to confirm the pick-up person if necessary. If you cannot be reached and there is a question about the pick-up person, we will NOT release the child(ren). This is for the safety and protection of the child. In an emergency, we will allow for verbal confirmation of a different pick-up person if all those listed are unavailable for pick-up.

IMPAIRMENT

If an authorized pick-up person arrives at the center and appears to be impaired by drugs or alcohol, the staff person in charge will attempt to keep the individual at the school away from the children while another staff member contacts an alternate pickup person. If the person who appears to be impaired by drugs or alcohol takes the child, the staff person in charge will contact the local Police Department and give as much detail regarding the vehicle, including the license plate number if possible. This will diminish the risk of your child(ren), you, or another person being seriously injured.

HOLIDAYS

We generally follow the Jordan School Districts Holiday schedule, and our school is closed on the same holidays and breaks as the school district. For exact dates, please refer to our online school calendar at DaybreakAcademy.com. We also take a 5-day recess prior to the beginning of each new school year for teacher training and prep.

SCHOOL SUMMER VACATION IS IN JUNE AND JULY (Summer Camps are available)

COMMUNICATION

DAILY COMMUNICATION

Daily communication is of great importance with parents/legal guardians and teachers. If a concern or problem arises, parents/legal guardians should address the situation as soon as possible. Primarily parents/legal guardians are asked to address the concern or problem with their child's primary teacher; however, if the concern or problem remains unresolved, please contact the Director directly.

Parents may talk with staff daily during arrival or pick up. Parents may also message the staff via the ProCare app or contact the school directly. ProCare is our primary form of communication where you can expect photos, videos, newsletters, and other important information throughout the day. You will receive an invitation email/text prior to your child's first day.

It is encouraged for parents or legal guardians to email the school at any time with any questions or concerns. Daybreak Academy Director or Assistant Director may email families concerns, praises, schedule changes, changes in policy, or other important information.

ACADEMY UPDATES

We primarily use our school parent engagement app ProCare, emails, and our vestibule bulletin board to deliver Academy updates to our families including Academy news, reminders, calendar dates, monthly menu, and other general information. Therefore, please check ProCare regularly, make sure that your email address with us is accurate and keep an eye on the vestibule bulletin to stay up to date on school schedules and events.

CONVERSATION

We hope you form a special bond with your child's teacher and feel comfortable talking to them on a regular basis. Please be cognizant, though, of their priority to care for the children and set up a conference time if you need their attention for an extended period.

Our teachers consider your feedback extremely important and want to create an environment where you can openly discuss any problems your child(ren) may be experiencing. If you should have questions or concerns, we ask that you communicate with us at your earliest convenience. Family input is the only way we can be sure we are meeting your needs, and we hope that you feel comfortable knowing we will bring to your attention any needs or concerns we may observe in your child during their time in our care.

Accommodation can be made if, at any time, the parent/guardian requires a confidential meeting space with either the child's teacher or Director. Schedule your meeting with the Director either face-to-face or through email. A designated space will be reserved for the meeting per the parent request.

PARENT/TEACHER CONFERENCE

Conferences and communications are extremely important. Anytime you have questions or inquiries, please feel free to ask. We do reserve the right to call a conference with any of our parents concerning the progress, behavior, adjustment, etc. of their student. The better the communication, the better service we can provide your

child(ren) and family. While we offer these scheduled opportunities twice a year to discuss the progress of the students, we welcome the opportunity to meet with parents anytime.

We will provide progress evaluations for each student twice a year as part of our Parent Teacher Conferences. These are formal written records of your student's developmental progress.

PARENT SURVEY

As a center, we are constantly striving to improve our quality. We want to offer your children the very best care and education possible to prepare them for a lifelong love of learning. Your feedback is always important to us and helps us make important decisions on changes and specific quality and policy improvements. Our annual parent surveys are sent out in April.

Once the results of the survey are tabulated, a summary is sent to you highlighting the strengths of the school, areas of improvement, and the school's plan for changes based on the results of the survey. You are always encouraged to discuss any concerns or issues at any time throughout the year, not just during the survey.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Daybreak Academy and staff members are required by law to report any witnessed/suspected child abuse or neglect to the Department of Social Services or law enforcement. If an incident should involve a staff member, Daybreak Academy will take the necessary steps to ensure that the suspected incident should not happen again. The possibility of suspension may occur pending the outcome of an investigation.

An evaluation of the employee's continued employability will be conducted after such investigation. The school will notify the Department of Social Services within 24 hours of any changes in the facility regarding your child(ren).

NOTIFICATION OF COMMUNICABLE DISEASES

If any child is diagnosed with a communicable disease, a notice will be posted outside that child's classroom. This notice will be posted for seven days after exposure. The names of the people involved will be kept confidential. Contagious illnesses require a doctor's note stating when the child was seen and when they can return to school.

ALLERGIES

During the enrollment process, parents' complete forms to communicate all allergies to teachers and staff. In addition, parents need to explain to teachers about the child's allergies in detail and together agree on steps to be taken to ensure the child's allergies are understood and all precautions are taken. It is Daybreak Academy's policy to keep all allergies confidential and not share information with other families.

All children's names and allergies are listed in each child's file, Director's file, in each classroom and kept within ProCare. Medications for allergies are kept in the office and taken when children leave school for field trips.

All children's allergies are posted in a confidential, easy to access place in the classroom and in the kitchen. Kitchen staff are made aware of all children with their allergies and restrictions. Should allergies change, please notify the Director and teachers immediately. Paperwork will also need to be updated.

CLASSROOM & AREAS OF DEVELOPMENT

CURRICULUM

Children are constantly learning through everyday experiences, and they are constructing their own knowledge and understanding of the world. It is important to be conscious of the whole learning environment such as time, utilizing classroom space (learning centers), resources, and ideas. Preschool is an important time to learn and develop life skills. At this age children are learning to be individuals as well as attaining social skills to be a successful part of a group setting. It is important to display a diverse curriculum to encourage non-stereotypical experiences so that children gain an appreciation of our society.

The foundation of our curriculum is to teach children everyday morals such as: respect for themselves and others, resolving conflict, decision making and maintaining healthy relationships. To attain this goal, we have several major components to our curriculum, which are listed below.

Goals of the Curriculum:

- To develop the child as a whole
- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety, and nutritional practices
- To respect gender, age, and cultural diversity

Core Curriculum Beliefs:

- Children learn best by a “hands-on” approach that is diverse in activity and purpose.
- Children need exposure to the beauty of the natural world to understand their place in the world.
- Children need exposure to gardening, the arts, and music for creativity to flourish.
- Each family is unique, and we celebrate differences.
- Learning can take place in many different forms and in many different settings.
- Children need sensory rich environments that include plants, sand, and water.

Daily Schedule & Activities:

The Lead Teacher and Full-Time Assistant Teacher work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs.

The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Sample Daily Schedule:

Your child's daily schedule will be posted outside of their classroom door. Below is a very basic sample schedule that will vary depending on your student's age, program, and daily enrichment classes (such as Art, Language, Music & Physical Education etc.):

Time	Activity
7:00 - 9:00 am	Extended Care Morning Drop-Off, Free Play
9:00-9:15 am	Circle Time
9:15- 9:30 am	Morning Snack
9:30-10:45 am	Unit Academic, Classroom Time
10:45-11:30 am	Specialist Classes
11:30-12:00 pm	Lunch
12:00-1:00 pm	Quiet Rest Period
1:00-2:30 pm	Rotating Learning Activities
2:30-2:45 pm	Afternoon Snack
2:45 - 3:00 pm	Classroom Clean Up
3:00 - 6:00 pm	Extended Carefree Play & Pick-up

CONSTANT SUPERVISION OF CHILDREN

Teachers must always supervise children by sight and sound, including when children are asleep. This includes all ages of children, from toddlers to 1st grade. Children must be supervised both indoors and out, and during nap time.

For example, if the teacher is working momentarily one-on-one with a child they can see & hear all children by slightly moving their position, then this standard is met.

POSITIVE GUIDANCE

The teacher's role is to help children grow in a positive way and learn about acceptable behavior in the classroom and when they are not in the community. During the early childhood years, children learn to oversee their own behavior. We believe in establishing consistent, reasonable limits and having proactive adults who respond to inappropriate behavior with insight, sensitivity, and skill. If a child acts out, oftentimes, there is an underlying reason. Teachers will look beyond the behavior and understand the child. When clear, consistent, and age-appropriate limits are present, children increasingly become responsible for themselves.

When out-of-bound behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it. Younger children may need extra attention when exhibiting bad behavior, which seems contradictory. Teachers may think they are reinforcing bad behavior, but in truth, it is showing them that you like them regardless of what they do. Teachers may contact you throughout the day to assist them in behaviors that are exhibited in the classroom.

At Daybreak Academy, we work to prevent behavior issues by working in small groups and allowing children to make choices in selecting other activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. The staff establishes predictable limits which helps the children understand the consequences of their actions. For example, a child must learn that throwing a toy may lead to injuries to themselves or those around them, and that such behavior is not acceptable. Children are encouraged to vocalize their feelings to learn positive ways to work through strong emotions. The staff act as role models and encourage appropriate behaviors. The kind of discipline that will be used will be consistent and followed in a step-by-step method or redirecting inappropriate behavior. The following will not be used to correct behavior: other children will not be allowed to discipline, nor will children be humiliated, physically or verbally abused, threatened, or deprived from eating snacks/lunches.

Younger children should be redirected, their attention taken elsewhere, but their behavior explained in simple terms. Older children may be taken away from their activity but allowed another choice (after talking about the behavior). In extreme cases, teachers will call for help from the office. The Director will remove the child from the classroom and will call the parents, if necessary.

At Daybreak Academy, children will always be treated with respect. No matter how poor behavior may get, staff will remain professional and adhere to program protocols.

A time may come when Daybreak Academy is unable to meet the needs of a particular child. Parents and staff will then meet to plan how to work together to resolve any discipline issues. It is our top priority to have children remain in our care. We have outside resources to accommodate any special discipline needs. Notice of termination from our care will be our last resort.

CELEBRATING HOLIDAYS

Holidays are special times to provide opportunities to teach children about other family's values and traditions. It is a great time to talk about differences, inclusion and how the world consists of many kinds of people and families, but we are all people, and our differences make us special. Daybreak Academy also hosts several performances a year that children can showcase skills learned in our programs.

CELEBRATING BIRTHDAYS

Children's birthdays will be celebrated within their classroom. Parents or legal guardians may participate in this celebration. We encourage healthy snacks but understand the occasional treat for a birthday. If the treat is sugary in nature (a birthday cupcake) then we ask for a "mini" version if possible. The items must be nut-free, purchased and not homemade, in a sealed container clearly indicating the child's name and its contents. The treats will be reviewed by the teacher prior to distribution to the children (for children with allergies or special accommodations).

PERSONAL BELONGINGS

All toys, valuables and other non-school related personal items need to be kept at home. We do our best to ensure that your child has the right environment to focus and learn. Toys, smart watches and other items

often cause distraction to both them and their friends and may get lost or broken. Toys that are in the building are assumed to be the property of Daybreak Academy.

CLOTHING

Research indicates when children wear clothing over diapers, there is a significant decrease in the likelihood of contamination. Therefore, Daybreak Academy requires all children to have clothing covering their diapers, pull-ups, and underwear.

Children must be dressed according to the varying weather. Jackets, hats, mittens/gloves, snow pants, and boots should be provided during winter/colder months.

All walking children must wear socks and shoes while attending the center. Sturdy shoes, especially tennis shoes, will protect your child from injury.

Children are naturally very busy and creative individuals that can be messy, regardless of their age. We use washable paints during art projects, but we cannot guarantee spills or stains won't happen. Please dress your child in washable and durable clothing, so he/she can enjoy our activities without fear of soiling an outfit.

Below is a list of articles that should always remain at the Academy:

- A clean change of seasonal clothing, which has been labeled. If your student's clothing becomes soiled, it is up to each parent to pick them up and return them clean and labeled. Even older students can sometimes have accidents or get sick, so please ensure they have a clean change of clothes.
- We do stress the need to always keep seasonal clothing here, including boots, mittens, and coats in cold weather and lighter clothing during warm weather. You are responsible for ensuring that your child's clothing and back-up clothing stay seasonally appropriate.
- A jacket or sweater. Even in the warmer months, it can get cool inside the building. Please plan on always leaving a jacket or sweater at school.
- All items must be labeled with your child's name or initials to prevent loss. Staff will try to keep track of each child's clothing; however, we are not responsible for lost articles.

In the event appropriate clothing cannot be found, we do have extra clothes onsite (that are clearly labeled Daybreak Academy), but if we don't have anything that fits your child, you will be called and asked to supply the extra clothes or take the child home for the day.

SPECIAL ACCOMMODATIONS

Our school will make every effort to accommodate children with differing abilities and needs. Each child will be accommodated on an individual basis. Teachers, parents, and management will work together to best serve each child. Teachers working with children with differing abilities will be informed of the child's special health care needs including any physical, emotional, social, or cognitive abilities with confidentiality and sensitivity.

Daybreak Academy does accept children with differing abilities if we are assured, we can fully meet the child's needs and the needs of other children in the group with reasonable accommodation. In all cases, the child must be able to participate and substantially benefit from our program without risk to him/her or to other children. If a child requires one on one attention full time, our staff may not be able to accommodate these needs.

TRANSITIONS

Daybreak Academy students begin each school year in a classroom with their developmental peers. They will continue in that classroom for the remainder of the academic year and will transition to their next classroom the following August.

When children are transitioning into a new classroom, the teachers and parents will work together. All efforts will be made to make this transition smooth. Since all children handle change differently, we try to prepare each child for their upcoming transition by having many conversations about moving into the next classroom. We also try to keep children with their current classmates so they can have friends to transition with. This may not always happen, but we try our best.

OUTDOOR ACTIVITY

Many new and exciting learning experiences happen outdoors. Children go outside twice daily in the morning and afternoon, weather permitting. Children will go outdoors when the weather and air quality permits. All children will experience outdoor time; if weather is too hot or too cold, staff will adjust schedule and provide other activities during the scheduled outing. The Director will check the current weather conditions and forecasts. Parents and legal/guardians are responsible for providing their children with appropriate clothing for all seasons.

For example, if it is warmer staff will provide activities in a shaded area and examine if the structure is too hot for children to play. In addition, teachers may do a 10-minute outing instead of the usual 30-minutes.

We believe for children to be healthy; they need fresh air and exercise. Parents are advised to be aware of daily weather conditions so appropriate outdoor wear is sent with the child. Teachers will monitor the conditions and limit the time children are outside to assure children are comfortable. It is our policy that if a child is too sick to go outdoors, the child is too sick to be at Daybreak Academy.

AWAY FIELD TRIPS

Daybreak Academy will not take field trips as a school. We will however present opportunities to do activities as a group, with each child's parent providing their own transportation.

We do participate in walking field trips to nearby amenities in our residential neighborhood. Younger classrooms will also take stroller walks and wagon walks throughout the residential neighborhoods by our facility.

TRANSPORTATION

Daybreak Academy does not provide any transportation.

COMPANY PERSONNEL

CENTER STAFF

It is our intention to staff above the State requirements for staff. Rooms will generally be staffed by consistent teachers. Our teachers are trained and dedicated early childhood professionals. Every staff member is also required to maintain certification in Infant and Child CPR, AED and First Aid.

Staff will be trained in Child Abuse and Neglect and complete updated training every year. Daybreak Academy staff will attend monthly staff meetings and training. We provide training in Team Building, Culture, Communication, Curriculum, Cleaning, Professionalism, Managing Difficult Behaviors, Positive Reinforcement, and many other topics to better assist children and families we serve.

See “Additional Parent Resources” section for qualification requirements of our teachers.

VOLUNTEERS

The State requires that volunteers and student teachers must be at least 18 years of age and participate in orientation. Daybreak Academy requires volunteers and student teachers to complete and pass a criminal background check. Volunteers are required to be screened for and will not have a substantiated report of child abuse or neglect, will not have had a felony convictions on record within the past five (5) years (any change will be reported to the Department of Social Services), their name will not be on the Sex Offender Registry and will maintain any staff training required by the State and Director of the program. Volunteers are not factored into the staff-to-child ratios. There is a two-hour minimum training requirement prior to working in the classroom as well.

Student teachers who are not employed with the school are also ineligible for the staff-to-child ratios. Students attending local colleges and working toward their childcare degree are required to observe in classrooms. We encourage their participation here at Daybreak Academy. They are not counted in the ratios and are never alone with the children.

OFF-PREMISE CHILDCARE

We understand how difficult it is to find high quality care in your home. However, teachers employed at Daybreak Academy are not allowed to provide care for children on their own time.

HEALTH, SAFETY, & NUTRITION

RISK MANAGEMENT

Our facility provides a safe and secure environment. Our facility has a central fire alarm and emergency evacuation plans are posted in every room and by every door of our facility, in case of an emergency. All staff members in each area are certified in CPR and First Aid procedures.

EMERGENCIES AND DISASTER PREPAREDNESS

To prepare for emergencies or disasters, Daybreak Academy has developed an Emergency Plan. Staff are trained during the new hire orientation and annually on the plan to ensure the safety of children in our care. Staff members are First Aid and CPR certified and prepared to handle an emergency.

Our standard procedures include safety drills, teaching children to listen and to follow their teachers. At all times, emergency supplies are maintained. These include food, water, battery, radio, cell phones, flashlights and first aid supplies.

If an emergency occurs during school hours, be assured that we will do our utmost to protect the safety and wellbeing of all the children entrusted in our care.

General Power Outage: In case of a general power outage, you will be contacted by phone to pick up your child.

Severe Weather: In the event of a thunderstorm warning, we will keep children indoors and monitor the situation. If a tornado warning has been issued, we will take appropriate coverage (see evacuation plans near classroom doors).

Complete Evacuation: If we are required to completely evacuate the building (in the event of a flash flood, fire or other emergency that threatens the integrity of the structure, we can be found at:

Sagewood at Daybreak

11289 Oakmond Rd, South Jordan, UT 84009

Building Service Loss: In the event our facility loses main power to items such as heat, air conditioning, water, electricity, telephone, or any plumbing problems, the Owner will be contacted immediately. If our facility's main power is not restored within two (2) hours, staff members will contact parents or guardians to pick up their child promptly. In the event our form of communication is inactive (phone and internet service), parents will be contacted through ProCare or phone calls from the Owner/Director's personal cell phone.

Fire Evacuation: Take a Tablet (containing emergency contact information) and follow the emergency route map located in the classroom. If we can't go back towards the building, children will be kept in the parking lot area furthest from the building. Parents will be contacted by the administration to pick up the children.

Tornado / Hurricane Alert: Gather all children as close to the interior wall as possible. Have children lay face-down as flat as they can. Cover children with rugs & napping mats when the need arises. Try to grab soft toys (dolls, stuffed animals, etc.) to soothe the children. Read a book or sing songs to keep panic to a minimum. If evacuation is required, the same process will be used as in the Fire Evacuation.

Lockdown: Terrorism / Intruder: Entry into the school is controlled by a locked door. If the school is notified about a suspicious person in the area, teachers will be notified to keep the doors locked & children in the classroom.

For evacuation specific locations, request a copy of the disaster plan from the Director.

MEDICAL EMERGENCY PLAN

Staff will follow the 3 C's prescribed by the American Heart Association:

- Check (Assess vital signs)
- Call (Director, Asst. Director OR qualified staff member, call 911)
- Care (Qualified person administer CPR or First Aid as necessary)

EMERGENCY CONTACTS

Current phone numbers for all people authorized to pick-up your child from school must be provided. If you are not readily reachable by phone, a pager number must be provided. In case of injury, emergency medical care will be given. In the event Daybreak Academy cannot reach the parents immediately, parents will be responsible for any medical bill incurred.

In case of emergency, staff are authorized to seek medical treatment and physicians are authorized to provide all necessary emergency medical treatment.

If the school needs to evacuate or close, parents will be notified by a phone call or text message from the administrator or teacher.

EMERGENCY SUPPLIES

Each classroom will have a flashlight and a first aid kit. Additional flashlights, blankets, extra batteries, and extra first aid supplies are in the breakroom.

SHOE POLICY FOR SAFETY

Children in the toddler and preschool classrooms are required to always wear shoes. This includes children keeping shoes on while napping. In the event of an evacuation, children must leave the building immediately as there is no time to put on their shoes.

EMERGENCY DRILLS

Emergency Disaster drills will be practiced as required and as outlined in our Disaster Recovery Plan, with and without warning. These drills will be recorded by the Director/Management Staff.

PARKING

We ask that parents DO NOT leave your automobile running when coming into the facility to drop off or pick up your child. We also recommend that you lock your vehicles while coming inside the facility.

ILLNESS

Both parents and child-care providers want to keep children healthy. Despite everyone's efforts, children do get sick. Younger children get sick more often because their immune systems do not fight illness as well as adults, and they have not been exposed before to many of the germs (viruses, bacteria, fungi or parasites) that cause infection. Contagious diseases spread from one person to another; often people who spread disease do not look or feel sick. The germs can be spread by direct contact (touching), by coughing or sneezing, or by germs from the stool (bowel movements) or blood getting on surfaces.

Children who are ill should not be brought to the center. The following symptoms should be considered as a reason for exclusion from the center:

- Children with a fever. Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to the academy, that means the child is fever free without the aid of Tylenol, or any other fever reducing substance.)
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat, or pink eye
- An unidentified rash or sore
- Severe upper respiratory infection (congested cough that is persistent and uncontrolled)
- Constant, thick colored nasal discharge (yellow or green), along with deep chest cough.

Any policies regarding sick children need to be considered as a very complex set of issues. As we look at these issues our guidelines need to address how we would best meet the needs of:

- Child not feeling well
- Other children within the room of the ill child
- Parent(s) / Legal Guardian(s) of the ill child
- Caregivers working with the child

We need to consider all the above in this joint responsibility between parents and childcare staff. To develop some revised guidelines, we have relied on recommendations adapted from the Department of Health, American Academy of Pediatrics, the American Public Health Association, and the National Association for the Education of Young Children. We recognize most children with mild illness can safely attend child-care, however, a child may be too sick to attend and must be excluded if:

- The child does not feel well enough to participate comfortably in the normal daily routine and activities.
- The teachers cannot adequately care for the sick child without compromising the care of other children
- Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact
- The child has a fever (100 degrees auxiliary or 101 degrees tympanic) accompanied by behavior change and other symptoms of illness
- The child is showing signs or symptoms of possibly severe illness: persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing or lethargy

For the protection of all children, do not bring any sick child to the school. The Daybreak Academy staff is mandated to report contagious diseases to the Department of Health. Please do not try to mask a fever with the use of medication.

DISPOSAL OF BIO-CONTAMINANTS

Daybreak Academy requires all staff to be trained in Universal/Standard Precautions. Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including childcare providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the worker's skin, eyes, nose, and mouth.

We require any care provider, employee, or substitute who provides care and supervision to a child to follow the Universal/Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other bodily fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

Tuition payments during a stay-at-home order or closure due to pandemic/outbreak:

In the case that the center is required by the Department of Public Health to shut down a room for a closure of longer than four days, payment will go as follows: for a first closure, families affected would receive a 20% reduction on tuition. For any subsequent closure, families would be required to pay their full tuition. Other discounts may be given during a pandemic and will be communicated with families.

Families required to quarantine due to outside circumstances will be required to continue to pay their full tuition.

Teachers would continue to be paid during this time.

INFORMATION FOR PARENTS REGARDING MEDICATION

If your student is taking medication, you must fill out a form for any medication you want administered by our staff at the Academy. All medication must be brought to the Academy in its original container with prescription label and dosage instructions attached. When an authorization for medication expires, the parent shall be notified that the medication needs to be picked up within 14 days or the parent must renew the authorization. Medications that are not picked up by the parent within 14 days will be disposed of by the Academy. We must have a written notice, signed by a physician, to administer medication on a routine long-term basis, (i.e., Ritalin, Methylphenidate, Proventil, cough syrups, etc.).

All over-the-counter drugs and skin products shall be used in accordance with the manufacturer's recommendations. They shall not be kept or used beyond the expiration date of the product. Parents will provide all medicines and skin products to be used and sign a written authorization noting any known adverse reactions. Skin products such as sunscreen, insect repellent, and diaper ointment, when used, must be in their original containers and labeled with the student's name.

CHILDREN WITH SPECIAL ABILITIES

When a child comes to us with special abilities or health care needs, information will only be shared with staff directly involved with the care of the child. If specialized equipment is needed, the parent or guardian will train staff in proper procedures. If a child requires one on one attention full time, our staff may not be able to accommodate these needs.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Children must follow the State recommended immunization schedule and provide a written record to Daybreak Academy. The State requires families who do not vaccinate their child(ren) to have a notarized Immunization Affidavit signed with proper reason and returned to the Director. These forms can be found at the front desk. It is the parent's responsibility to keep us up to date when their child receives their immunizations.

FIRST AID

Teachers at Daybreak Academy are trained in First Aid, AED and CPR (Infant, Child and Adult). Teachers can wash wounds with soap and water, apply an ice pack (if necessary), or place a Band-Aid/bandage (if necessary). Parents will be called if additional medical attention is needed or if the injury is severe enough that your child needs to be taken to the doctor.

INJURIES AND ACCIDENTS

Accident/Incident reports will be filled out when children are injured at Daybreak Academy. An injury that requires a report is anything that requires cleansing, a band-aid, an ice pack, or any medical attention. Teachers who witness the accident or injury will fill out the injury report; parents/legal guardians should then sign the form upon notification of accident/incident. These forms are kept in the child's file for 6 months.

Parents/legal guardians will be notified immediately of any head injuries or injuries that require professional medical attention. Any injury that might leave a possible bruise will also be reported. If parents/legal guardians cannot be reached in the event of an emergency, Daybreak Academy will make all efforts to contact another person on the child's emergency card. In critical emergencies 911 may be called before a parent is notified.

In case of a medical emergency, the staff will take the steps necessary to assure the safety and security of the medical care of the child. The staff may perform, but are not limited to, the following procedures:

- Attempt to call the parents/guardians
- Attempt to contact the emergency contacts if parents/guardians aren't available
- Call the child's physician
- Administer First Aid or CPR
- Call 911 for medical assistance

Regarding other emergencies such as fire, tornado, etc., all staff will be trained in appropriate escape routes and proper tornado drills.

NUTRITION AND MEAL SERVICE

At Daybreak Academy, we take our nutrition very seriously. Good eating habits and positive attitudes toward food should be established at an early age. We provide a well-balanced hot lunch which includes items from the 4 basic food groups with an emphasis on fruits and vegetables. We also provide nutritionally balanced morning and afternoon snacks.

Monthly menus are available to collect at the front desk. In addition to a healthy lunch, a morning and afternoon snack is provided. We will work with parents who have children with special diet needs such as allergies to certain foods or dietary restrictions. Parents are responsible for providing food on days when the meals do not adhere to allergy/dietary restrictions.

Daybreak Academy requires staff to be trained in food and allergic reactions. We require all parents to list any allergies on the enrollment application and supply documentation from the child's primary physician. Parents are required to bring an EpiPen based on the level of allergy. All staff are given training on allergic reactions and symptoms of distress. Each room and the Kitchen are provided with a list of children with current allergies. If an allergy changes or is no longer present, parents are required to update the Director.

Food brought from home is allowed. We ask that parents adhere to the recommended USDA guidelines for children's nutrition. This information will be provided to parents if they send food from home that is not healthy, nutritious, and well-balanced. We ask that parents keep candy, soda, chocolates, donuts, sports drinks, or other unhealthy food choices at home.

NUT POLICY

Daybreak Academy is a nut-free facility. This includes all nuts: peanuts, tree nuts, etc. This is to prevent any sort of allergic reactions. Please avoid feeding your child peanut products before entering the facility.

DIAPERING

Teachers should change children's wet or soiled diapers promptly. Daybreak Academy requires teachers to actively change diapers for children that wear diapers a minimum of every two hours. Parents/legal guardians are responsible for providing their child with wipes, diapers, and ointment (if necessary). Teachers will notify parents when their child's supply is low, but it is ultimately the parent's responsibility to make sure their child has an adequate supply of diapers, or the parent will be called to bring some in.

TOILET TRAINING

When you feel your child is ready to start using the toilet, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go quickly. Please keep in mind that the exciting and fun activity level at Daybreak Academy can distract your child from responding to an urge to use the toilet, more so than at your home. Accidents are to be expected. Parents need to supply a surplus of extra changes of clothing each day (don't forget the socks) and are encouraged to send their child in shoes that can easily be wiped clean.

During toilet training, we ask that the child be dressed in "training friendly" clothing as much as possible. The best items are shorts and pants with elastic waists or dresses. Try to avoid tight clothing, pants with excessive snaps and zippers, and rompers or overalls. These are difficult for children to remove "in a hurry".

REST/NAP TIME

At Daybreak Academy, we offer scheduled nap times in every classroom (where age appropriate). These nap times are scheduled to be two (2) hours in length. Consistent naps and quiet time are regularly scheduled during the day. Special nap toys may be brought from home if they are specifically used for sleeping. Sleep toys may be taken away if they become a distraction and must remain in the child's bucket until the designated nap time. All sleeping items will be sent home to be washed once a week on a designated day, or more frequently if soiled in between.

Daybreak Academy will provide napping cots for napping children and rugs for children who participate in quiet time.

SUNSCREEN APPLICATION

Daybreak Academy provides one type of sunscreen during the summer months. An authorization form is required to apply for school-provided sunscreen; these forms must be filled out for each individual child. There will be no application of sunscreen without a signed form. If you would like your child to use a specific type of sunscreen it must be provided. Daybreak Academy teachers will apply sunscreen to children 15 - 20 minutes prior to going outdoors and will be reapplied as needed. Sunscreen will need to be provided for children during the months of May - September. Colored sunscreen is not permitted.

REPORTING CHILD ABUSE AND NEGLECT

Daybreak Academy is required by law to report any witnessed or suspected child abuse or neglect to the Department of Social Services or law enforcement. Staff members are to report any witnessed or suspected incidents to the Department of Social Services or law enforcement. If an incident should involve a staff member, Daybreak Academy will take the necessary steps to assure that the suspected incident should not happen again. The possibility of suspension may occur pending the outcome of an investigation. The school will notify the department of Social Services within 24 hours of any changes that may occur in the facility regarding your child.

SMOKING

Smoking is NOT permitted in the building or parking lot or within 25 feet of our building. For the safety of our children, please do not toss cigarettes or cigar butts on the ground.

CONFIDENTIALITY

CONFIDENTIALITY

Daybreak Academy will respect all children and their parents/legal guardians with strict confidentiality. We respect the privacy of our families and hold all information confidential. All staff are trained in confidentiality guidelines during their new hire orientation. What happens at Daybreak Academy will stay here unless it conflicts with any of our mandatory reporting.

CHANGING POLICIES & PROCEDURES

At Daybreak Academy we hold the right to change and or edit any policy/procedure at any time. Each parent/guardian will receive a revised copy of the new policy/procedure. We will also report any changes of circumstances which may affect the ability to comply with licensing standards, such as new location of the program, renovations/remodeling of the building, suspected in-house child abuse/neglect, household composition change, ownership change, or new Director.

ADDITIONAL PARENT RESOURCES

WHAT SHOULD I BRING MY CHILD - SUPPLIES NEEDED?

One & Two-Year-Olds:

- Adequate supply of disposable diapers or pull-ups, wipes, and ointment
- Three sets of clothes including socks, pants, shirts, and underwear (if applicable)
- Fitted crib sheet and one blanket that will go home weekly for cleaning
- Winter Gear - jacket, hat, mittens/gloves, boots, and snow pants - during winter months

Three - Five Year Olds:

- Adequate supply of disposable diapers or pull-ups, wipes, and ointment
- Three sets of clothes including socks, pants, shirts, and underwear
- Fitted crib/cot sheet and one blanket that will go home weekly for cleaning
- Optional small pillow for nap, that will stay at the center and will be laundered by the center
- Winter Gear - jacket, hat, mitten/gloves, boots, and snow pants - during winter months

POTTY TRAINING POLICY

Readiness is key to begin potty training and a child should never be pushed to potty train. Toileting is a developmental skill that requires a combination of language skills, muscle control, making connections between the brain, the nerves and the muscles, and interest from the child. Some signs include:

1. Indicating dislike of having a wet or soiled diaper
2. Lets you know before or after peeing or pooping
3. Curious about others using the bathroom
4. Understands the purpose of the potty chair or toilet
5. Stays dry for a few hours between diaper changes, or wakes up dry from nap
6. Asks to use the potty chair or toilet
7. "Tidy's up" the environment

A child does not need to exhibit all these signs to start potty training but does need to exhibit these signs to begin wearing underwear.

Timing

Choose a time when things are going "well" at home and at childcare. Avoid stressful times such as moving, new baby, crib to bed, etc. Choose a time when patience is high, and stress is low for both parents and caregivers.

Punishment

A child should never be punished for having an accident. At Daybreak Academy, we do not punish a child for having an accident. If you find yourself getting angry or frustrated with your child, it's time to stop for a few weeks before trying again. Accidents may occur and that is ok.

Time frame

A timeframe will be discussed with each family for a reasonable time frame to see progress. If there is no progress by the end of the time frame, we will stop and try again in a month or so. This is not a failure; it is a realization that the child may not be quite ready. We must remember the child has to be ready and not pushed into training.

Supplies

Parents must provide the following and keep this amount maintained daily until fully potty trained:

- 5 pairs of underwear
- 5 pairs of pants/shorts
- 5 pairs of socks
- 1 pair of shoes

Consistency

Consistency must be maintained both at home and at Daybreak Academy. If a child is in underwear at Daybreak Academy, then we would expect the child to be in underwear at home. If this does not occur, Daybreak Academy will require the child to bring either diapers or pull-ups until consistency is maintained. We can put a child in a diaper or pull up at naptime if the parent prefers. If it is determined a child will come in underwear, the child must wear underwear daily to maintain consistency. This allows for an easier transition and successful potty training for your child.

Accidents

Accidents may or may not occur and that is normal. Deal with accidents matter-of-factly; never use shaming or punishment. Be prepared for curiosity and for regression.

Rewards/Treats

Rewards and treats may be provided in some classrooms. If you are providing certain treats or prizes at home, you are welcome to bring those here.

Oftentimes peeing is accomplished prior to pooping in the potty. This is completely normal, and we will work with your child. If you are giving your child a stool softener, please let us know.

Documentation

Documentation will be made via the app if your child's diaper was wet, if they attempted to go, and if they went successfully in the toilet.

BITING POLICY

As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason for the biting, (if it can be determined), frequency of the biting, and many other specific circumstances. General guidelines for biting include:

- Helping the bitten child feel better or providing appropriate first aid, if warranted.
- Completing an incident/accident report for the parents of the biter and the bite.
- Discussing the situation with the biter's parent(s).

Depending on the ages of the children and the circumstances involved, additional actions might include:

- Discussing a better solution for all children involved.
- Separation of involved children.
- Showing/giving the biter something appropriate to bite on.
- Ensuring that the environment provides enough challenging activities.
- Carefully observing the involved child to identify precipitating events and prevent recurrences.
- Maintaining a log to track when the behavior occurs.
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as any other behavior issue regarding a child is confidential, the name of the child that has bitten another child is also confidential. This helps to ensure the privacy of the child and family and prevent bias from others enrolled in the center. We will keep you informed as to what steps are being taken and if bites are from the same or a different child. Informative handouts are given to parents regarding biting.