



## ***PARENT HANDBOOK***

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Birmingham, Alabama 35210  
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7555 Dickey Springs Road  
Bessemer, Alabama 35022

Last updated 8/2020

## Welcome to Einstein's Playground

Dear Parent(s)/Guardian(s),

Welcome to Einstein's Playground, a ministry of the The Worship Center Christian Church and the fruition of a vision of Bishop Venable H. Moody II, & Dr. Ty Moody. The church serves as the cornerstone of the community, offering a more excellent way of life. Einstein's Playground school was founded in 2015 and incorporated in 2015 under the State of Alabama and the Department of Human Resources. Einstein's Playground is entrusted to the Einstein's Playground administrators and overseen by Board Members.

We are licensed by the state of Alabama and fully compliant with all applicable regulations and procedures. Einstein's Playground serves children from infant to five years of age from diverse backgrounds, with no regard to creed, nationality, economic, ability backgrounds, special needs or disabilities. We are not just a preschool, we teach our children.

The information contained in this "Parent Handbook" will introduce you to the vision, philosophy, curriculum model and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make both your and your child's experience with us the most rewarding.

Thank you for choosing Einstein's Playground to play a role in the development of your child's life.

Respectfully,

*Einstein's Playground*

## **Einstein's Playground COVID 19 Policies and Procedures**

### **COVID 19 Health and Safety Procedures**

- Masks are required for all children 2 years and older and must be worn upon arrival and throughout the day.
- Masks must be worn by all adults at drop off and pick up.
- All children and adults are required to have an onsite temperature screen before drop off.
- Einstein's Staff and Einstein's Playground enrolled students are only permitted into the building. Visitors are not allowed in the building (Pickup and Drop off will be curbside only)
- There will be not any classroom parties or gathering permitted.
- Medical Administration Form must be completed by all parents to allow the use of hand sanitizer for children.
- Any child with a fever of 99.4 or higher, a runny nose, or cough will not be admitted to school and must be symptom free for 72 hours to return with written doctor's excuse faxed or emailed directly to Einstein's Playground.
- A nap mat is permitted however it must remain at school at all times and be laundered at school.
- Childcare providers will remain with the same group of children all day.
- Parents are required to sign a COVID waiver before child is admitted or to continue enrollment at Einstein's Playground.

## **GENERAL INFORMATION**

### **Vision**

The vision of Einstein's Playground is that our program will exceed the standards of the norm and that all of our children will become the icon of stability and excellence in our communities by having a biblical foundation on the Word of God. Our program provides a safe, nurturing, learning environment for your child. Each child is recognized and respected as a unique individual and home/school partnerships are nurtured. We want to educate and motivate today's children, community, church and parents in order for our nation to be saved by Christ, literate, intelligent and informed society.

## **ABOUT EINSTEIN'S PLAYGROUND**

### **Philosophy**

We believe what children learn from birth to five years of age gather the basis for all future learning. Therefore, Einstein's Playground employs open-ended, goal-directed programming. This program pursues the development of observation, questioning, listening and inferring. We believe that children must first gather data from hands-on experience before they are expected to understand more complex concepts. These sensory experiences will become the basis of learning experiences to come.

Students will be aware of their own feelings, verbalize those feelings, and channel them in positive ways. They are free to make choices as long as they are within the boundaries of consideration for people and things. Einstein's Playground encourages creativity, confident thinkers, individuality, communication, exploration, invention, trying-out and enjoyment.

### **Curriculum Model of Einstein's Playground**

Einstein's Playground Curriculum Model encompasses five major child developmental components and builds on constructivist concepts related to the childhood development. Those five components are as follows: Cognitive Development, Communication and Language Development, Fine Arts and Creative Expression, Physical Development, and Social Development. Children develop at different rates and in different ways and Einstein's Playground Curriculum Model is implemented on an individual basis. Each student's progress will be monitored and activities will be provided according to the appropriate level of readiness, regardless of age.

Einstein's Playground's Curriculum is implemented through a framework based on monthly and weekly themes. The themes will be general and will provide a guideline for all school activities. Each theme will be broken down into weekly sub-themes that extend school-wide, but which are structured by the lead teacher to be developmentally appropriate for that teacher's students. Teachers are encouraged to extend learning areas and activities within their own

classrooms. All activities will be evaluated to provide a means for continuous curriculum revisions.

## **GOALS AND OBJECTIVES**

Einstein's Playground connects to our children, our parents, and the community we serve.

### **A. For the Child**

- To develop and maintain an atmosphere which promotes growth and development
- To provide childcare in an environment that promotes wholesome social development.
- To provide age appropriate learning experiences that contributes to the developmental needs of the child.
- To provide opportunities for meaningful play that is based on the child's individual needs, interest, mental and physical challenges and abilities, and that will build important foundations for future reading skills and other academic pursuits.

### **B. For the Parent**

- To provide a place for parents to meet and work with others who are concerned about the interest, welfare, and needs of children.
- To provide a safe haven for the child while the parent pursue their own work or interests.
- To provide opportunities to work under supervision as a classroom volunteer to foster understanding of child development through planned educational programs
- To develop and maintain an atmosphere that will encourage and promote the growth of parents

### **C. For the Community**

- To facilitate the needs of the community for an early childhood educational facility.
- To contribute to the wholesome growth and development of the future citizens in the Birmingham community
- To enhance the role of the Worship Center Christian Church as an interval part of the community
- To provide a setting where people of like minds, yet culturally and economically diverse can work together for a common interest.
- To develop and maintain an atmosphere that will encourage growth and development in the community.

## **CHARACTERISTICS OF EINSTEIN'S PLAYGROUND**

### **A. The Classroom**

- Is clean, organized, and inviting
- Has activity centers for art, block building, make believe, and reading
- Has space for each child's belongings

- Has a soft and relaxing area for looking at book
- B. The Program Schedule Includes Time for
- Growth and development
  - Playing alone or in small groups
  - Teacher directed activities
  - Listening to stories and singing
  - Daily outdoor play
- C. The Curriculum
- The Creative Curriculum
- D. The Teachers
- Exemplify outstanding behavior and understanding at all times
  - Treat the children with respect
  - Get down to the child's eye level to talk and listen
  - Help children learn how to get along with others
  - Enjoy being with the children
  - Attend professional development workshops on an on-going basis for skill and knowledge enhancement
- E. The Parents
- Are spoken to in friendly tones when they drop off and pick up their children
  - Can visit the classroom at any time based on our "Visitation Policy"
  - Are encouraged to volunteer
  - Can talk with staff and administration about difficult parenting issues
  - Attend at least one parent orientation per year

## **THE BOARD**

The Board Members are much like a corporate board. The board is responsible for setting the overall policy and financial health of Einstein's Playground. Unlike the corporate model, however, there are no shareholders.

Management of the operation of Einstein's Playground is in the capable hands of administration. While the Board plays an active, strategic role in the affairs of Einstein Playground, day-to-day management is not their business. Board Members can sometimes provide a means of liaison to the administration or answer policy questions, but Board members are not the appropriate resource to resolve operational matters.

However, in many respects, running Einstein Playground is like running a business, and often expertise in certain critical areas for example, the law, construction, human resources, finance and marketing may not be present in a community of scholars. Thus, Boards Members tend to assist in all of these areas, and are typically asked to take a leadership role in fund-raising.

Einstein Playground is presently composed of approximately (3) to (5) members from the Worship Christian Center Church, and members of the community. The

board meets regularly during the school year and at least one month during the summer schedule.

## **PARENT INFORMATION**

### **School Participation**

Families are a vital part of our program and are encouraged to volunteer as helpers during any phase of the operation. Children will be assigned take home activities to be completed with parents. Parents will be called on to chaperone outings, read aloud to children, share information about their careers, and volunteer during any course of the program day. Workshops will be provided for the training of all volunteers, including parents. Information and new techniques will be shared through workshops, newsletters, and phone calls. Calls will be accepted from parents to share their ideas and concerns at any time. Einstein's Playground has a visitation policy for parents to observe our activities. Parents are encouraged to visit in a manner that does not disrupt the academic schedule. Einstein's Playground strives to participate in parent involvement, parenting education and outreach through our program. This can be achieved by knowing and understanding the program's families. Our office staff and teaching staff communicate with families on a daily basis in person, by phone to discuss the needs, interests and desired outcome for children and families.

### **Parent Involvement**

We encourage parents to become involved with their child's school. We welcome parents as volunteers and can utilize volunteers in various ways (to name a few): serving as room parent, supervision for occasional field trips, attending our Fall Festival, volunteering at various school functions, staying informed of Center activities by reading newsletters, special notices, conferring with teachers, and donating of requested craft materials. Our Parent Visitation Policy is that all families must sign up via the classroom calendar at least 1 day prior to visitation and the visitation should not exceed 45 minutes to minimize the possibility of distracting the students and hindering further educational experiences. At this time, field trips are the only exception as the trip maybe longer than 45 minutes and must have prior Director approval. This policy does not supersede any stricter policies implemented at any time by Einstein's Playground due to special circumstances determined by Einstein's Playground Leadership, pandemics or acts of God beyond the control of the organization.

### **Classroom Birthday and other Celebrations**

We welcome our families to celebrate their child's birthday with Einstein's Playground as well as participate in any celebration we may have. We require all items to be store bought and prepackaged with Einstein's Playground breaking the seal. For example but not limited to cupcakes, chips, cookies, etc. If there are any food items such as pizza, chicken nuggets, etc, that are not prepackaged and sealed, they must be delivered directly to Einstein's Playground and not transported via parents. Please remember our NUT FREE policy.

### **Parent Conferences**

Progress reports and child evaluations will be conducted at least twice a year. Parents are required to attend Parent-Teacher conferences to receive their child's progress reports. Progress reports are signed by parent(s)/guardian(s) and teacher. A copy of the report is provided to family.

### **Placement into Older Classrooms**

Children are assessed for a class placement into the older classes by chronological ages and in terms of their total development-social, physical, emotional. Interest level in activities typical of each group is also taken into consideration, as is the actual availability of an open slot at a particular time that matches the enrollment days of the child being moved. The classroom teacher is also consulted as to the readiness of the child. Parents will be notified and encouraged to set up a transitional conference with the new teacher and administrators.

## **STUDENT DRESS & "EMERGENCY" CLOTHING**

Einstein's Playground believes that children develop through exploration of their environment. Whether they are building with blocks on the floor, becoming the next Monet at the art easel or participating in outdoor physical activities, it is best for them to be dressed in comfortable clothes.

Students will be most comfortable in clothing appropriate to the season. All children above our Infant classrooms are required to wear shoes and socks throughout the day. Sandals are prohibited due to the possibility that they may come off during active playground activities, making injury more likely.

During some seasons, sweaters or jackets are necessary for temperature changes during a given day. Except during extreme weather conditions, older infants, toddlers and pre-schoolers will spend some portion of each day outdoors.

Parents are requested to supply at least one extra (complete) change of clothing to remain in the child's cubbie in the event of an "emergency." Infant parents should provide at least two clothing changes. If there is no extra change of clothes at EP, the parent will be called and asked either to pick the child up or to bring an extra change to the school immediately. In addition, a swimsuit, towel and water shoes will be needed by all toddler and preschool children for sprinkler pool activities during June and July.

In the event that an "emergency" occurs, requiring a child's clothes to be changed, EP will put their initial clothes in a ziplock bag and leave them in your child's cubbie.

Label all clothing items with your child's first and last name, using a permanent marker or other permanent attachment.



## Uniform Policy

The Older Toddlers and Pre-K Students are required to wear uniforms. The details are outlined below. Young Toddlers are optional.

- Uniforms Required Monday-Thursday
- Wednesday uniform w/crest. Einstein's Playground will provide one iron crest per child. Any additional crest will cost \$5.00 each. In addition, crest uniforms must be worn during special events designated by Einstein's Playground Administration.
- Friday is Free Dress Day

### *Uniform Choices For Girls*

<b>Tops</b>	<b>Bottoms</b>
Polo Shirt (White, Red, or Navy Blue)	Skort (Navy Blue)
	Khaki Pants
	Khaki Shorts
	Navy Jumpers
	Belts Optional

### *Uniform Choices for Boy*

<b>Tops</b>	<b>Bottoms</b>
Polo Shirt (White, Red, or Navy Blue)	Khaki or Navy Blue Pants
	Khaki or Navy Blue Shorts
	Belts Optional (suggested)

## Other

Students may wear their uniform on free dress days, if they wish. Attire should be clean and practical for very active play. Shirts do not have to be tucked in, but suggested.

## Shoes

- Shoes must be safe and practical for active play (see below for suggestions)
- Flip flops are prohibited

## Socks

- Girls may choose tight, knee-highs, anklets, or leggings with socks

## **INCLEMENT WEATHER AND EMERGENCY COMMUNICATIONS**

Occasionally, weather conditions such as hurricanes, winter storms and even high-risk severe weather days may cause Einstein's Playground to change its regular daily schedule with little notice. EP will list any schedule changes in the following locations:

1. On the outgoing voicemail message at the school
2. Email communication; and/or
3. Text msgs

In the event of a local area emergency requiring the forced evacuation of the school, the safety of the children will be the first priority (before contacting parents) and the children will be moved to a safe location according to incident-specific instruction by local emergency authorities. EP's director then will contact local radio and/or television stations regarding details of the evacuation. Finally, EP will undertake an effort to contact the parents, using the numbers provided on each family's Contact Information Sheet. EP will strive to contact each family, but will turn to the listed Emergency Contacts on the Contact Information Sheet if unable to reach the parents directly.

## **EMERGENCY PROCEDURES**

### **Fire Drills**

Einstein's Playground will conduct a fire drill each quarter. A master evacuation plan for the school is posted in each classroom. Established evacuation routes are marked and included as a part of the staff training program. After the school is evacuated, a roll call then will be taken by one teacher in each classroom to assure that every child is out of the building. Local fire code requires that all children be taken at least 50-feet away from the front door of the building.

### **Tornado Drills**

Birmingham is unusual in that there are actually two tornado seasons during the year, from March to May and October to November. Einstein's Playground conducts tornado drills at least once during those periods.

## **HOURS OF OPERATION**

As a general rule, Einstein's Playground is open Monday through Friday, 6:30 AM to 6:00 PM, every week of the year. However, Einstein's Playground closes on all major holidays each year and modifies its calendar on other days for Professional Development Days. *Please see annual school calendar for details.*

## **ATTENDANCE**

Attendance is a critical component for the foundation of your child's Early

Childhood Education experience. If your child is absent two (2) consecutive days, please notify the administrative office. Einstein's Playground reserves the right to fill your child's slot if they are absent for two weeks.

### **Arrival and Departure**

Einstein's Playground opens at 6:30 AM and closes at 6:00 PM. **Children are asked to arrive prior to 8:30am to begin their instructional day. A doctor's note is required for all arrivals after 9:00am.** The administrative office is to be notified of all late arrivals. For safety reasons, parents arriving before 6:30 AM cannot enter the building until the school is opened. Children may not be left in the front office. Staff members cannot attend to children before school hours.

Pre-K Students are required to arrive between 7:30am-8:00am. All Pre-K arrivals after 8:00am will require an excuse and will be subject to the OSR Attendance Policy regulations.

### **Check In/Out Procedures**

Parents must sign their children into and out of the school, using the sign in sheet at each classroom and the check in kiosk located in the administrative area upon each arrival and departure. DHR requires (and can sanction Einstein's Playground if not satisfied) that all persons signing children into and out of the school each morning and afternoon provide a **FULL** and **LEGIBLE** signature. Parents are expected to accompany their child to and from the classroom, unless special circumstances require otherwise. Parents may visit the classroom according to Einstein's Playground's visitation policy.

### **Non-Parent Pick-up**

In the event that a parent cannot pick up their child, written authorization must be provided for another adult to pick up their child from the school. In the event of an emergency, the parent may fax a written note or send an email to the school, after a phone call to the school director. School personnel will verify the identity of the adult by checking their driver's license.

Parents may avoid the need to provide individual written permission for every such pick up by designating persons who have blanket permission to visit or to pick up their child. However, if the parent wishes to cancel that grant of authority, it is the parent's responsibility to inform Einstein's Playground, in writing, that they no longer are authorized to pick up the parent's child and to complete a new Contact Information Card.

### **Divorce / Non-Custodial Parents**

It is the responsibility of the custodial parent to inform Einstein's Playground, in writing, of any change in the rights of persons previously authorized to pick up the child. Einstein's Playground bears no responsibility for keeping up with custody and/or visitation arrangements between parents.

If the visitation arrangement between the parents requires alternating custodial rights (e.g., each parent has the child every other weekend), such that Einstein's employees could have difficulty remembering which parent has the child on which weekend, the custodial parent must notify Einstein's Playground on each and every day that the non-custodial parent has the right to pick up the child. A non-custodial parent will be allowed to pick up or visit the child only with the written permission of the custodial parent.

In the event of a divorce, all parents who signed the original Annual Enrollment Agreement remain responsible for tuition and fees at Einstein's Playground. Any provisions to the contrary are up to the parents to work out. EP will continue to look to both parents for payment.

## ENROLLMENT

Einstein's Playground welcomes applications from interested families for children between the ages of 6 weeks through five (5) years old. We do not discriminate on the basis of race, religion, special needs, disabilities or national origin in our admission policies, educational programs, or any other activities.

Families interested in exploring the possibility of their child attending Einstein's Playground are welcome to visit the school. Individual appointments are scheduled with the Director or designated staff to tour the facilities and learn more about Einstein Playground and its programming. Upon completing an appointment, we schedule observations for the child to visit the classroom. We encourage the parent(s) to participate in at least a portion of the observation and we also like to observe the child without their parent(s)/guardian(s).

Families interested in pursuing the admission process further should complete an application form online and submit with the *non-refundable* application fee of \$100. Upon receipt, all intake forms will be reviewed followed by an interview to complete the application process. Intake forms and interview allows us to better understand your child to assist in meeting each child's individual need and applying developmentally appropriate practices. From this point, the process will vary as we attempt to learn about each child in a manner appropriate to his/her age and previous school experiences if applicable. Enrollment shall be granted without discrimination in regard to sex, race, color, creed, special needs, disabilities or political belief.

### **Tuition:**

Registration fee:	\$100
Activity Fee:	\$100 (due annually in October or upon enrollment if enrolled after October)
6 weeks-12 mo.	\$195 week
12 mo-24 mo.	\$190 week

2 year olds                 \$185 week  
3 year olds                 \$180 week  
Pre-K                         Monthly payment for First Class Pre-K is contingent  
                                      upon the OSR First Class Pre-K Program Parent Fee  
                                      Sliding Scale for Tiered and Plus Grants.

**Other Fees:**

**Early Care**

Early care hours are from 6:30-7:00am. Early care is an additional \$10 a week fee.

**Aftercare for Pre-K:**

Aftercare beings at 2:30pm daily and a fee of \$10 will be incurred for all children after 2:30pm.

**Late Pick-up**

There is a \$25.00 late fee for every fifteen minutes past the assigned pick up time beginning one minute after the closing time of 6:00 pm.

An example of the late fee schedule is as follows:

- Pick up before 6:00 p.m.or designated early release - no charge
- Pick up between 6:01-6:15=\$25 (per child)
- Pick up between 6:16-6:30=\$50 (per child)
- *Additional \$25.00 for every 15 minutes thereafter*

Full weekly tuition is due for weeks that have holidays stated on the Parent/ Einstein’s Playground. Einstein’s Playground has no control over weather, natural disaster or issues beyond our control, therefore the tuition contract is still binding. Einstein’s Playground has to be in compliance with policies and regulations of governing bodies.

All payments are due no later than the Friday prior to the week of service for weekly paying families or the last Friday of the previous month for the following month for monthly paying families.. Your child may be refused service due to lack of payment. If you have an issue please see the office. There will be an additional twenty-five dollars per week due for any late payments. *Please note: Families that receive assistance from subsidized assistance or other entities to assist with child care expenses are responsible for any unpaid balances.*

**School Tuition Information**

- Tuition is paid via auto-debit using Tuition Express. It is required that all families complete the auto debit forms registering a checking or credit/debit card. Tuition can be scheduled to be debited weekly, bi-weekly, and monthly. Checks are not accepted for tuition payments.
- Our Pre-K program uses the First Class Sliding Fee Scale to determine each individual family’s Parent Fee. This process is by calculating gross income (2

current pay stubs) and family size. This process takes place during initial fee determination and a required re-determination every six (6) months.

- Tuition payment is due each Friday, **prior to the week of service or the last Friday of the previous month for the next month of service**. Any account in arrears of more than one (1) week may result in termination of child's enrollment. A twenty-five dollar (\$25.00) late fee per week will be imposed for any payment made after Friday and Einstein's Playground reserves the right to terminate your child's enrollment after three days.
- **Vacation-** Einstein's Playground offers most families a **one** week vacation of tuition a year. We allot one vacation week that our families can choose not to pay tuition due to a vacation week and still have their child enrolled. **However, the parents MUST communicate their vacation week 2 weeks prior to the week to administration. (exceptions apply)**
- A fee of twenty-five dollars (\$25.00) will be charged for any returned payment for "insufficient funds" and another method of payment will need to be arranged at that time. Your account will be placed on a cash or money order account only. This will also be the method of payment for any vendors utilized by our program.
- Parents are liable for the entire tuition for the period of time that the child is enrolled, unless two (2) weeks notice is given for early withdrawal and tuition is required this period.
- If a child is absence for illness, vacation (other than the one week allotted week), or any other reason while the Einstein's Playground is in operation, payment for that period is necessary to reserve that slot for your child.
- Einstein's Playground reserves the right to terminate enrollment of any child in the program. In case of such termination, fees will be adjusted accordingly.

## **POTTY TRAINING**

We prefer any child entering the program at the age of three (3) years or older be independent with potty training. In the event that your child has excessive accidents, according to staff's daily records, your assistance may be required. Einstein Playground is seeking a partnership with families to assist with children mastering potty training. Please note that studies have proven that potty training is not "mastered until approximately the age of seven (7).

Einstein's Playground's policy is to focus on encouraging partnership building among staff, parents, and children to create individually tailored and culturally sensitive potty training plans for children that have not mastered using the restroom on their own.

In the event your child has an accident you may claim the soiled clothing from your child's cubbies.

## HEALTH AND SAFETY

Einstein's Playground is committed to maintaining a healthy and safe environment for all of its children. A child may not be brought to, or remain at, the school with any sign of illness unless diagnosed as non-contagious by a physician with return to school written notice.

### Health & Resource Room

Einstein's Playground contains a designated Health & Resource Room. That area is separate from the regular classrooms and is designed to provide a warm and caring environment for children who develop a mildly-elevated temperature during the day, or who need basic medical attention for a skinned knee, earache, upset stomach, etc. Parents will be contacted whenever a child is referred to that room.

To protect the health of a sick child, other children and Einstein's Playground staff, whenever a child exhibits any one of the following more serious health problems, the child will be isolated in the Health & Resource Room. The parent will be notified and will be required to pick up their child from the school within one hour. The list of health problems that will require the child to be picked up include but not limited to:

- **Fever.** A child with a known fever must not be brought to school. Einstein's Playground considers a fever any temperature over 99.4 degrees.
- **Diarrhea.** A child with known diarrhea must not be brought to school. If the child develops diarrhea with other signs of illness (fever, rash, crankiness, etc.), the parent or guardian will be contacted after the third loose, watery stool.
- **Vomiting.** A child who has been vomiting that day must not be brought to the School. If the child vomits one time while at school, the parent or guardian will be contacted and asked to take the child home.
- **Pink eye** (conjunctivitis) with white or yellow discharge.
- Any skin rash, lesion or wound with bleeding or oozing of clear fluid or pus. A child will not be accepted with such a rash unless (1) the child has had Rubella and Rubeola vaccines or (2) a note or phone call from a physician has been received at school stating that the rash is non-infectious or that it is an allergic reaction to food or drugs.
- Any rash, including ringworms, suspicious of contagious childhood disease.
- Mouth sores with drooling.
- Scabies, head lice or other infestations.
- Constant, uncontrolled nasal discharge or productive cough (raising phlegm).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Any illness or condition requiring one-on-one care consistently during the day.

After a child has been excluded from Einstein's Playground for any of the above reasons, the child may return to the School only upon the following conditions:

- (1) the child must have been symptom free for a full 48 hours without medication (please note that this is not the same thing as having been away from school for 48 hours);
- (2) any child who has been prescribed an antibiotic for a current infection must take the medication for a full 48-hour rotation before returning to school (e.g., if prescribed four times daily, the medication must have been taken four times before returning to school);
- (3) the child must be free from open and oozing skin conditions unless the affected area is bandaged with no seepage and a physician provides a note stating that the condition is not contagious;
- (4) a child excluded because of scabies, head lice or other infestations may return to Einstein's Playground 24 hours after treatment is begun, provided the parent or guardian supplies a note from a physician stating that the child is larvae- and nit- free faxed to 205.833.5443 or emailed to [info@einsteins-playground.org](mailto:info@einsteins-playground.org) by the physician's office;
- (5) if the child was excluded because of a contagious illness, a physician's note is required stating that the child is no longer contagious and
- (6) If any child absent with an illness more than 1 day from school, will require a return to school notice from a physician faxed to 205.833.5443 or emailed to [info@einsteins-playground.org](mailto:info@einsteins-playground.org) by the physician's office.

This policy is not designed to inconvenience the parents; it is designed to make Einstein's Playground a safe and healthy place for all children.

## **Einstein's Playground Medication Administration Policy and Procedures**

This policy is written to encourage communication between the parent, the child's health care provider and the child care provider to assure maximum safety in giving medication to a child who requires medication to be provided during the time the child is in child care. Assuring the health and safety of all children in our school is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

### **PRINCIPLES and PROCEDURES:**

1. When possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to attending school and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.



2. Medication, including over-the-counter-medication, will only be administered at school when ordered by written consent of the child's health care provider and with written consent of the child's parent/legal guardian via the DHR Medical Administration Form (which needs to be updated weekly). The health care provider must either email to [info@einsteins-playground.org](mailto:info@einsteins-playground.org) or fax the authorization to Einstein's Playground. We will not accept any orders directly from parents to protect the integrity of the process. This must be updated beginning each school year in August.

3. All administered medication which includes but not limited to cough medicines, creams, eye drops, inhalers and ointments:

- Must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage.

- The parent/guardian must ask the pharmacist to provide the medication in two containers, one for home and one for use in the school environment which includes but not limited to inhalers, cough medicine, ointments/creams. This is for the health and safety of the child and to ensure the accuracy of the contents of the medication and amounts given.

4. The only over-the-counter medications that are allowed to be administered at the school without a written authorization from a health care provider is the following:

- Diaper Cream which must be in the original manufactured container labeled with the child's name and visible expiration date. A DHR medication authorization form is required with signed authorization from the parent/guardian.

5. Medications given in the child care center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

6. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control

7. For the child who receives a particular medication on a long-term daily basis, it is the parent's responsibility to monitor the need for the medicine to be refilled.

8. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

9. Information exchange between the parent/guardian and school about medication that a child is receiving should be shared in writing when the child is brought to and pick-up from the Center. Parents/guardians should share with the staff in writing any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

10. Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child's medication records maintained at the Center at any time.

11. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

### **Medical Records**

State regulations mandate that an up to date medical record for each child be on file at Einstein's Playground. A health consultant visits the program during times when children are at the site to observe children, maintain records and prepare required documentation of visit. **NO CHILD WILL BE ADMITTED BEFORE MEDICAL RECORDS WITH APPROPRIATE IMMUNIZATIONS ARE RECEIVED BY EP.** Einstein's Playground communicates to the best of its ability with parents regarding upcoming physicals that will be expiring. It is the parent's responsibility to update their child's Health Assessment Record and be aware of the expiration date. If your child's Health Assessment Record expires, your child will not be able to return to the program until it is updated and returned. If a child does not return within the two weeks, due to an expired Health Assessment Record, Einstein's Playground reserves the right to replace your child's slot. Parents are still responsible for child's fees in the event the child has been dismissed due to expired Health Assessment Record.

### **Medical Emergencies**

If illness or injury of the child occurs while in the program the parent will be contacted immediately. If the parent cannot be reached, alternates will be called in the order that they are listed on the child's application. In cases of extreme medical emergency, First Aid or CPR will be administered by trained certified personnel until advanced medical treatment arrives. The parent will be notified immediately and a child will be transported by EMS to the nearest Hospital Emergency Care. **Permission for the administration of medical treatment is included in the application packet.**

## NUTRITION

Einstein's Playground believes that good eating habits and positive attitudes toward food should be established at an early age. Einstein's will provide nutritious catered foods for the children's breakfast(morning snack), if they arrive before 8:00 A.M, lunch, and snacks to encourage healthy eating practice and to promote good health. We will provide well-balanced meals that include items from the four basic food groups with an emphasis on fruits and vegetables. Please do not allow your child to bring gum or candy into the school. A listing of potential food allergies will be posted in each classroom and must be checked prior to bringing in any food. **Einstein's Playground is a NUT FREE and FISH FREE environment.**

It is our policy to educate our parents on the best nutritional practices for our children. Therefore, we will serve only foods for snack that are low in sugar. Do not be fooled by the words, "healthy or nutritional." Read labels carefully. If the sugar is the third ingredient or less, your child should not bring it to school. A young child's diet should consist of approximately 1000 calories a day, of which 200 calories should be carbohydrates, and only 10% or 20 grams, should be refined sugars. Read your labels please! A listing of potential food allergies will be posted in each classroom and must be checked prior to bringing in any food.

### **Examples of miss-information:**

Light n'Lively low fat yogurt, good for our children? No, it is high in sugar, 4.4 oz blueberry has 24 grams of sugar and the third ingredient is sugar. This means that this yogurt has four (4) grams more than the daily allowance. Nutri-grain, bar, the second ingredient in this bar is corn syrup, as well as honey and sugar. The filling has a second ingredient of corn syrup also. So you see this so call nutritional snack is loaded with a variety of refined sugars. High concentrations of sugar greatly increase tooth decay. The most important reason for us to reduce or eliminate refined sugar from our children's diet is our children; Refined sugars add empty calories to our children's body, not nutrients. In addition, sugar is considered anti-nutrient by nutritionists, because it actually robs vital minerals and B-vitamins as it is metabolized.

### **Infant Nutrition:**

All formula, water, breast milk must be fully prepared and bottled prior to arriving at the school. Please see the below from the Jefferson County Health & Safety guidelines:

Formula, water, breast milk and juice served in baby bottles SHALL be provided daily to the CHILD CARE CENTER by the PARENT(S)/GUARDIAN(S) fully prepared, packaged, ready-to-feed, capped and identified for the appropriate child at the child's home:

Baby food and Table food will not be given or introduced without the authorization of parents.

## **OPEN HOUSE**

Einstein's Playground has an Open House each year to which the parents are invited to come talk with administrators and teachers in a relaxed atmosphere where they can see more of their child's art and other activities that have been worked on during the year.

## **STATE OF ALABAMA: REQUIRED STATEMENT ON MINIMUM STANDARDS**

The Department of Human Resources of the State of Alabama determines the minimum standards required for licensed daycare centers in the state. A copy of these standards can be viewed at the school, or can be obtained from the Department of Human Resources.

## **BABY SITTING**

Einstein's Playground strives to provide a professional, nurturing, teaching environment for every child. Our teachers are expected to engage in and adhere to the most professional of work conditions anywhere. Einstein's Playground understands that it is natural for our parents to turn to their child's teacher (someone they trust to care for their child during the day) to help them when they need occasional assistance at home. This likelihood increases again when the parent is new to the area and does not yet know anyone in the area. However, the role of taking care of a parent's child in their family home can change the nature of the relationship between the parent and that teacher, and has can strain the relationship between Einstein's Playground and its customers and/or between Einstein's Playground and its teachers.

Einstein's Playground asks that any parent seeking to use any of our staff for babysitting also provide Einstein's Playground with a waiver and hold-harmless agreement for any liability that may arise from that independent babysitting service that occurs outside Einstein's Playground. *A copy of that agreement must be picked up at the front office before engaging any of our staff in a babysitting relationship.*

## **CHILDREN'S BEHAVIOR**

### *Biting and/or other Aggressive Behavior*

Occasional biting is a normal behavioral occurrence among many infants and younger toddlers. Biting by older children, however, is an unacceptable behavior that must be worked through by Einstein's Playground and the parents in a cooperative manner to end it as quickly as possible. Most often, biting is associated with teething, but it also can be a product of learned behavior. For the

first months of a child's life, just about everything they do involves something being put into their mouth, from eating to playing with toys by chewing on them. So, it should come as no surprise that as children begin the process of learning about possession and begin interacting with new friends, that they occasionally turn to what's natural and try to put the source of their frustration into their mouth. This is an unfortunate, but understood, event. We will try to do everything possible to curb and prevent such instances, but they cannot be prevented 100% of the time.

Einstein's Playground staff will communicate with both the biter's and the bitee's parents whenever a bite occurs. There will be a report for both parents to sign. Under no circumstances will the biter's identity be disclosed or confirmed. However, should a situation evolve where a single child is proving to be a chronic biter, making regular, recurring bites upon other children in his presence, then that biter may be dismissed from EP should reasonable efforts to prevent such acts be unsuccessful.

When it becomes apparent that a particular child is making a regular practice out of biting, a parent / teacher / director conference will be held during which possible solutions will be discussed. In most cases, unless the problem is so severe that continued attendance will work irreparable detriment to other children or staff members in the classroom, or to the learning environment in the classroom, Einstein's Playground will try to give parents a week's notice prior to withdrawal, so that other childcare arrangements may be made.

#### *Uncontrollable Behavior*

Frequent displays of high energy levels is a normal behavioral characteristic among children; their energy levels and the accompanying inquisitiveness makes them fun to be around. Children will be children!

There is a difference, however, between having lots of energy and having uncontrollable fits. Whenever a child screams, cries or otherwise acts to the detriment of an organized classroom environment, the other children benefit less from Einstein's Playground outstanding teachers.

Upon a first and second session of such disruptive behavior, the child will be isolated from the group for an appropriate length of time depending on the child's age at which point the teacher will sit down and discuss the behavior with the child and then re-introduce them back into the classroom group. If the child has a third occurrence during the day, the parent will be called and must commit to at least 45 minutes of onsite observation, on the same day, of the child's behavior. If the parent cannot commit to the observation the child has to be picked up and taken home and cannot return until an observation can be schedule. If the behavior continues and in the judgement of Einstein's Playground is disruptive or a safety hazard, the parent will have to come pick the child up for the day.

When it becomes apparent that a particular child is making a regular practice out of disrupting the classroom, a parent / teacher / director conference will be held during which the issue and possible solutions will be discussed. In most cases, unless the

problem is so severe that continued attendance will work irreparable detriment to other children or staff members in the classroom, EP will try to give parents a week's notice prior to withdrawal, so that other child care arrangements may be made.

## **DISCIPLINE**

As a company consisting of child care professionals, Einstein's Playground is committed to providing an inviting, spontaneous and challenging learning environment that enhances each child's innate desire to learn. That commitment and a basic respect for children is reflected in our discipline policies and procedures, which are intended to help children learn self-discipline as they build self-esteem. It is our belief that discipline encompasses all those actions taken by teachers to enhance the probability that children will develop effective behaviors that are self-fulfilling, productive and socially acceptable. The following guidelines have been developed to enable us to create a consistent and caring environment that teaches children to behave in responsible ways, to make good decisions and to feel good about themselves.

### **At Einstein's Playground, teachers will:**

- set realistic expectations for young children's behavior;
- create an environment that enhances the probability that children will behave in appropriate ways;
- focus on positive communication techniques to gain children's cooperation;
- turn destructive situations into constructive ones by giving children alternatives that they must choose among and live up to;
- use natural and logical consequences to motivate and empower children to make responsible decisions about their behavior;
- teach children to use problem-solving skills and strategies to resolve conflicts.

In the rare case where a child is disruptive beyond the control of the teacher, the director will be notified and a parent conference will be scheduled. Continued repetition of discipline problems may result in the recommendation that the child be withdrawn from the school. Unless the problem is so severe that continued attendance will work irreparable detriment to other children in the classroom, the parents will be given a minimum notice of one week prior to withdrawal, so that other arrangements may be made.

**Please note revisions will be made to this handbook periodically and any modifications will supersede any previous versions of the Parent Handbook.**

## **CLOSING**

We thank you for placing your trust in Einstein's Playground. It is a tremendous blessing to take care of your children; one that we take very seriously. We believe that we have selected the most energetic, highly trained and capable staff possible. They are at Einstein's Playground because they love children, and because they believe that Einstein's Playground provides the best environment for children.

We always will try to not only meet each parent's high expectations, but also to surpass them. Every decision by Einstein's Playground is made after careful consideration of each individual child's best interest.

If you ever have any questions about your child's experiences, questions or comments about how well Einstein's Playground is meeting its goals, please contact us at any time. We desire to be the best childcare organization in the country; our goal is to be better on our worst day, than any of our competitors on their best day!

Thank you,

*Einstein's Playground Staff*

