



Discovery Dream School

Family Handbook

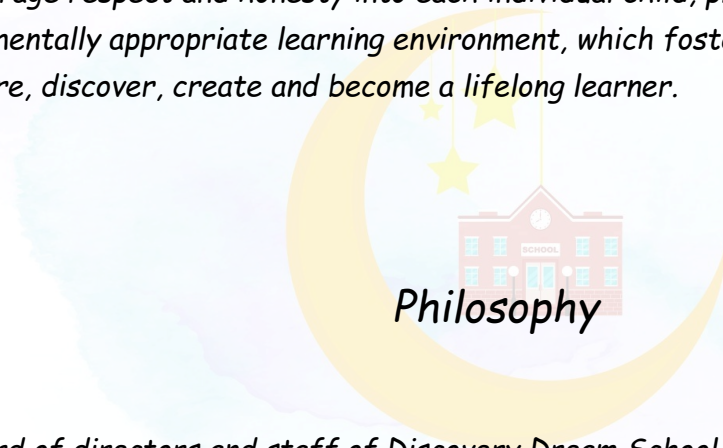
"It takes a village to raise and educate a child so, Discovery Dream School takes on the responsibility of becoming a part of your village."

About The Owner

Latronda has always been passionate about children. She naturally becomes the caretaker for everyone around her. At seven years old she knew that she wanted to own her own childcare center. It's not a job for her but a calling. Latronda has always been the babysitter of her family and She learned early on how to demonstrate patience, leadership and willingness to help those around her. This required her to assist in the care of her family members and develop a love for advocating, supporting and encouraging children. All children deserve love, support and to learn in a safe and nurturing environment. This is especially important during the first five years of life. During this time we are setting the stage for future social, emotional and physical development. The last four years Latronda has worked at one of the highest ranking Childcare Centers in her area. She started as an assistant and became a lead teacher very quickly by demonstrating leadership and passion for children. Latronda wanted to gain experience working with school aged children and children with mental health conditions, So she also worked for a before and after school program where she gained more hands-on knowledge. Latronda soon moved up to a behavior paraeducator. This position allowed her to see the impact social emotional development has on children. With that knowledge, she was promoted to assistant director. This position helped her see the ends and outs behind a childcare business. Latronda now has helped run a very reputable and successful childcare center program and is ready to accomplish the next goal for her business and community which is to open her own childcare center. Discovery Dream School will be an ever-growing school, striving to accommodate all geographic families with the quality care they deserve.

Mission Statement

At Discovery Dream School, we believe in the value and uniqueness of each child and family we serve. Our center experience is designed to promote each child's own individual social, emotional, physical and cognitive development. As caregivers and educators, our mission is to encourage respect and honesty into each individual child, provide a safe and developmentally appropriate learning environment, which fosters a child's natural instinct to explore, discover, create and become a lifelong learner.



The board of directors and staff of Discovery Dream School believe that children learn best in a structured play based learning environment. Our teachers play a big role in your child's success because good teachers make great students. Education is more than just learning from books, it's also about obtaining life skills. We take great pride in making sure your child has an understanding of resilience, determination, and perseverance because even when your child finds something difficult this approach will teach them that they can achieve, overcome, and execute anything.

We believe that in the right environment a child's natural curiosity and creativity leads to endless opportunities to grow in knowledge and develop a love of learning. We provide that environment at Discovery Dream School by making it a safe and nurturing place where your child will be encouraged to build, splash, dash, pretend and create their way to exciting discoveries about the world around them.

Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. As early as infancy, your child will be provided with learning opportunities adapted to fit his or her age, developmental stage, and learning style. Full-day, year-round care and all-day preschool in one location makes it possible for you to provide your child with the care and education that will help them become happy, healthy lifelong learners.

Hours of Operation

Discovery Dream School is open 5 days a week from 6:00a.m to 5:30p.m

Weather Related Closings

Discovery Dream School will try to remain open during the most severe weather. Latronda Jordan will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day. In the event that Discovery Dream School closes early or cancels care for the following day, parents will be contacted and informed of the situation as soon as possible.

Enrollment Records

At the beginning of August, Discovery Dream School will complete an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form.

Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

Enrollment Procedures:

<i>Item Checklist Needed Before Care Begins</i>
<i>Parent Brochure</i>
<i>Signed Handbook Agreement</i>
<i>Child Record Form</i>
<i>Immunization Record</i>
<i>Food Policy Agreement (for children requiring formula, milk, or baby food)</i>
<i>Food Program Application</i>
<i>Copy of Driver's License</i>
<i>Registry Clearance (for participation in field trips)</i>
<i>Non-Refundable Deposit (one week of care)</i>

Confidentiality

Confidentiality is a top priority at Discovery Dream School. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families. Brightwheel is an app used to communicate between parents and staff. Please know that staff can read messages sent via Brightwheel or you can send a message just for the admin to read. If you would like more private communication you can also email Latronda Jordan.

Tuition and Admission

*All admission and enrollment forms must be completed and the enrollment fee of 150 dollars and first week tuition payment must be paid prior to your child's / children's first day of school. The enrollment fee of 150 dollars is to hold your child / children's spot and the 150 dollar deposit per child is non-refundable. Your child / children's spot will be held for 5 business days. If you would like for your spot to be held more than five business days please speak to Latronda Jordan for more options. **The \$150 enrollment fee is due yearly per child.***

Classes	Full Time Rates and Ages
Infant	\$300 6 weeks to 18 months
Toddler 1	\$285 18 months to 24 months
Toddler 2	\$275 2 years to 3 years
Preschool	\$265 3 years to 4 years
Prekendergarnder	\$255 4 to 5 years

A 2-week written notice is required to terminate care. If a 2-week written notice is NOT given when a child has withdrawn from Discovery Dream School , the family will be billed for four weeks of care.

Payment Schedule

Tuition is paid using Brightwheel. Please contact Latronda Jordan to set up payments online via Brightwheel. Tuition is due every Friday. There is a \$50 late fee per day for payments not initiated on Friday.

An invoice will be sent via Brightwheel on Wednesday's before tuition is due. If you do not receive an invoice you are responsible for contacting the office and requesting one.

Your child care payment is due every week regardless of your child's attendance. No credits are given for sick or vacation days, holidays, staff training, closure or closure due to inclement weather.

Tuition Rates (not including processing fees)- .09% for ACH and 3.4% for debit/credit cards

Subsidized Care- DHS

Discovery Dream School accepts child care assistance. Parents will be responsible for full payments until authorization has been received and then a weekly copay after a determination amount has been calculated. If at any time assistance is stopped, parents will be responsible for full tuition as of the date the assistance ended.

Multiple Child Discount

Families with two or more children enrolled full-time at Discovery Dream School are eligible for a family discount. The child with the lowest tuition will get a discount off of their gross tuition amount. Families with twins will get a discount only for one child.

Babysitting

We discourage staff members from providing private child care or babysitting services on their own time. If a staff member does provide babysitting services, the staff member is acting in their individual capacity. We will not be responsible for the performance of the service by members of our staff, including transportation of your child.

Late Pick-Up Fee

Discovery Dream School closes at 5:30p.m, Monday through Friday. Parents will be charged \$50 for every 30 mins a child is present after their contracted pick-up time (this will pay for the teachers' time when they have to stay past their scheduled out time). Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from Latronda Jordan stating the amount of the late pick-up fee. The fee will be added to your payment the following week.

If parents do not arrive to pick up their child from the program by 5:30p.m, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, Latronda Jordan will be notified and she will then notify the Department of Human Services and/or the Omaha,Ne Police Department.

Insufficient Funds

All payments rejected due to insufficient funds will be charged a \$50 penalty. Missed payments and late fees must be paid within the following week. If your payment is not received on Friday at the end of the week a late fee of 50 dollars will be needed to hold your child's spot for the following week pending your tuition payment. Repeated late fees will result in termination. If your payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/ or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees. A payment plan should be discussed with Latronda Jordan if a family is having trouble making tuition payments.

Delinquent Accounts

Families will be charged \$50 per day starting on the following Monday after payment is due. Families that are behind in payments more than \$1,000 without contacting Latronda Jordan and setting up a payment arrangement may have their child care services terminated. For information about assistance programs that will help cover the cost of child care tuition, please speak with Latronda Jordan. A payment plan must be agreed upon between family and Center before an account will be considered "in good standing" and no longer eligible for termination. This requires a signed payment plan contract.

Holidays and Vacation

Discovery Dream School will be closed in observance of the following holidays:

- *April 10th, 2023 (Easter Monday)*
- *May 29th, 2023 (Memorial Day)*
- *July 4th, 2023 (Independence Day)*
- *September 4th, 2023 (Labor Day)*
- *November 23rd & 24th (Thanksgiving Break)*
- *December 22nd, 2023 (Christmas Eve Observed)*
- *December 25th, 2023 (Christmas Day)*
- *January 1st, 2024 (New Years Day)*

And up to 4 Professional Development days per year

- *January 16th, 2023 (Martin Luther King Jr. Day & Professional development days)*
- *February 20th, 2023 (Presidents day & Professional development days)*
- *June 19th, 2023 (Juneteenth & Professional development days)*
- *October 9th, 2023 (Columbus Day & Professional development days)*

If the holiday falls on a weekend day, Discovery Dream School will close during the week.

For example, if New Year's Day falls on a Saturday, Discovery Dream School may close on Friday or Monday. Families will be given a month's notice in the event of additional closings. Paid Holidays and Professional development days are essential to ensuring the highest quality care and education for your child.

Extended Absence

In the event that a child needs to take an extended absence, such as summer break, and wishes to return to the program after a period of time, a fee of the monthly tuition must be paid each month the child is absent. More than 2 consecutive weeks of non-payment and no contact with Latronda Jordan could result in termination of enrollment. If possible, notify Latronda Jordan at least 30 days before an extended absence.

Curriculum

Daily Schedule and Activities

Each program has a Daily Schedule tailored to each age group. Discovery Dream School use Frogstreet curriculum.

A Daily Schedule will be posted inside of your child/children classroom so every family can see what their child /children's day will look like.

Free Choice

"Free-play" (also called child-initiated activities, free choice, self selection) activities are incorporated into the children's schedules. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

Outdoor Play

Outdoor play is incorporated into the daily schedule. Staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors.

Our teachers refer to the Child Care Weather Watch poster from the Nebraska Department of Public Health to determine if it is too hot or cold to play outdoors. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your child's name. Discovery Dream School has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, we will contact parents to provide the appropriate attire. Please ask your child's teacher if you have any questions about weather-appropriate clothing.

Nap/Rest time

The Nebraska Department of Human Services requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's backpack or cubby; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should fit into your child's / children book bag or cubby, be clearly labeled with your child's first and last name. All class laundry is sent home every Friday to be washed.

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme.

Publicity:

Occasionally, photos will be taken of the children at the center for use within the center or the company website. Unless the family indicates that they DO NOT want their child to participate, the signing of this handbook indicates permission to use photos.

Weapons/Violent Play

There is a strict policy of allowing no weapon play at Discovery Dream School. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Discovery Dream School, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Behavioral

Here at Discovery Dream School we believe that children should treat every child and staff at our center with respect and kindness. We will not tolerate any bullying or aggressive behavior that will put other children or staff in danger. We do follow a step by step method when it comes to children with behavioral difficulties. Discovery Dream School can guarantee we will try our best with each and every child that walks through our door because we believe in succeeding as a community. If you are interested in our step by step behavioral program or have any questions or concerns please contact Latronda Jordan.

Pets & Visiting Animals

Staff may introduce a class pet to the classroom. Please make sure you share any pet allergies with your student's teachers. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Discovery Dream School without first notifying and receiving permission from Latronda Jordan. Once approved, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Assessments

Discovery Dream School use an assessment program to assess students' levels when entering the program and then every 3 months. Parents are encouraged to work with their child's teacher to assess and meet their child's needs.

Parent-Teacher Conferences/ Assessment Portfolios

Parent-teacher conferences will typically be held twice per year, as well as each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Discovery Dream School uses an assessment program to help assess children's development. Parents are encouraged to request conferences whenever they feel it's necessary.

Field Trips

Discovery Dream School offers a variety of experiences both at and away from the center. Field trips where students will be transported will require a "Field Trip Permission Form." Parents will be notified at least 2 weeks in advance of all field trips requiring a "Field Trip Permission Form." If you do not wish for your child to attend a particular field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip.

As a participant in our child care program, your child may participate in short, unannounced field trips including but not limited to: walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds; trips to local businesses. Teacher-child ratios are maintained at all times.

A "Parent/Guardian Permissions" form must be completed at the time of enrollment for this type of field trip.

Rules Related to Transportation

Discovery Dream School uses a bus for away field trips. Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center. When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

Food Service Policy

Here at Discovery Dream School, we believe that children from 18 months or older should follow a healthy eating schedule. Eating healthy food helps with your child's attention span, cognitive function, and memory. We will provide your child / children with 2 snacks a day along with breakfast and lunch. According to research children's abstract reasoning skills improve when they have a snack that contains nutrients.

The US department of agriculture recommends the use of Myplate for childcare centers across the world because it contains the five healthy food groups that will help your child maintain healthy bones and improve their academic performance. Even though H₂O is not present on the myplate, we encourage each child to drink at least 2 cups of water daily because staying hydrated helps with your child's digestion and keeps them happy and active.

Menus will be posted inside of your child's classroom and on our parent communication board. You may request a copy to take home if you would like. Children will be encouraged to sample all foods that are offered, but will never be forced to eat. Please inform your child's teacher if your child cannot eat a certain food or has different dietary needs (e.g. vegetarian, vegan, lactose intolerant) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

Food From Home

*Children are welcome to bring in treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks. **We are a peanut free facility.***

Food Allergies/ Action Plans

If your child has a food allergy, please complete a Food Allergy Action Plan form. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Infant, Toddler, and Two-Year-Old Programs

The following information is specific to the infant, toddler, and two-year-old program rooms:

Discovery Dream School will provide diapers and wipes for our Infant, Toddler, and two year old program rooms. Parents must supply diaper cream, bottles, formula, baby food, extra clothing, pacifiers, crib sheets, blankets and stuffed toys for rest time. Please label all items with the child's first and last name. Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day. If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and when you would like to come in and feed your child.

All bottles must come pre-made labeled with your child / children's first and last name, Breastmilk or Formula , and the day's date.

We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers of any new foods your child has tried.

SIDS

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age one for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, Discovery Dream School has a strict policy for infant sleep placement.

All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing at Discovery Dream School.

Once a child has been placed in his or her crib for a nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant

sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

What to Provide

Clothing and Items from Home

Extra clothes, water bottle, sunscreen, small blanket for rest, weather appropriate clothes.

Uniforms

Discovery Dream School students will wear uniforms from age 2 years old until they graduate from the program.

Items from Home

Discovery Dream School allows one stuffed animal or comfort item to be brought to school for nap/rest time. We ask that all items brought to Discovery Dream School from home be placed in your child's cubby shortly after arrival by parent or kept inside of your child's/children's bookbag. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPads or handheld gaming systems be left at home, due to the risk of damage or theft. Discovery Dream School is not responsible for lost, stolen, or damaged items.

Arrival and Departure

Arrival

Parents are required to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s).

This is common and developmentally appropriate.

Try these tips for a successful drop-off:

- *Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.*
- *Separate once. If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child*
- *Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.*

Departure

Discovery Dream School closes at 530p.m Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 530p.m. If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say goodbye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Discovery Dream School is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, Latronda Jordan will be notified and she will then notify the Department of Human Services and/or the Omaha, Nebraska Police Department.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. We require all children to be in attendance no later than 9:00 a.m after 9:00 a.m children can not be dropped off. If your child has a doctor's appointment please notify the center 3 days prior. If your child will be absent, please call the center or message via brightwheel by 8:00a.m.

If your child will be absent for an extended period of time (more than 3 days), the center should be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for one week or more, and no notice has been received or contact made by the family.

Health and Safety Policies

Illness

Our first priority at Discovery Dream School is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- *Fever of 101 (under the arm) or greater, until 24 hours symptom-free without fever-reducing medication*
- *Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing*
- *Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional.*
- *Blood in stools not explainable by dietary change, medication, or hard stools*
- *Vomiting (One instance) the child can return after vomiting has been resolved for 12 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration.*
- *Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness*
- *Mouth sores with drooling, unless a health care provider determines the sores are not contagious*

- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo, until 24 hours after treatment has been initiated
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chickenpox, until all sores have dried and crusted (usually 6 days)
- Hand Foot and Mouth sores have dried and crusted and no fever
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes simplex, with uncontrollable drooling
- Covid-19 until no longer contagious

A child who becomes ill while at Discovery Dream School will sit in the office with Latronda Jordan in order to limit exposure of other children to communicable disease. An ill child will be in the office waiting for his/her parent(s) to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

Discovery Dream School reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

**** Please contact Discovery Dream School via phone or Brightwheel by 8:00a.m whenever your child is ill.****

Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be shared Via Brightwheel. Additionally, families who are signed up for Brightwheel will receive email notification of

the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify Latronda Jordan immediately.

In the event a child is reported to have a communicable disease, Latronda Jordan will notify the health department.

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival.

Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms*
- After each diaper change or using the toilet*
- Before and after meal times*
- Before and after administering medication*
- After handling bodily fluids (mucus, blood vomit)*
- Before and after using the sensory table*
- After coming indoors from the playground*
- After handling pets and other animals*
- After cleaning or handling garbage*

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Medications

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Discovery Dream School staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director.

Discovery Dream School will not administer Tylenol for Fever. To administer Tylenol to a child under 2 years old Discovery Dream School will need a doctor's note with dosage and times.

Medications are stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at Discovery Dream School. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at School.

Medications are administered only by Latronda Jordan. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given.

Physicals and Immunizations

Each child must have a current physical and immunization record on file at Discovery Dream School to attend. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at Discovery Dream School using an Accident/ Incident Report on Brightwheel. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to Latronda Jordan to be placed in the child's permanent file.

Documents of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Check will be completed on Brightwheel. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness as well as Brightwheel. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

Documents of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the

Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Documents of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Discovery Dream School staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, Latronda Jordan will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.*
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the director until a parent arrives.*
- If the child requires immediate medical attention: The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.*
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.*
- Latronda Jordant will contact the parent(s).*

Sunscreen

All families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen will be applied by classroom teachers before going outdoors.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children on a daily basis, each staff member of Discovery Dream School is a mandatory child abuse and neglect reporter and must contact the Nebraska Department of Human Services whenever abuse or neglect is suspected.

Tobacco Use

Cigarettes/ Vapes and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by Latronda Jordan unless he/she delegates it to Latronda Jordan due to a conflict of interest with the person. Discovery Dream School building will be locked at all times and only staff may open doors for visitors. If staff doesn't know the visitor they shall ask for ID or get Latronda Jordan. Center staff have the right to approach anyone who is on the property of the center without their knowledge to ask what their purpose is.

If a staff member is unsure about the reason, then Latronda Jordan is to approve for the person to be on site. If it becomes a dangerous situation, staff will follow the "Dangerous Adult" procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Nebraska sex offender registry:

- *Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.*
- *Shall not be on the property of the child care center except for the time reasonably necessary to transport the offender's own minor child to and from the center. Latronda Jordan is not obligated to provide permission and must consult with their licensing agent first.*

Affidavit Policy

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a Discovery Dream School staff member to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. Discovery Dream School staff members will not provide written statements or affidavits of a professional nature to families.

During a court battle Latronda Jordan will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child / children to a parent.

Consistent care

Consistency is the key to children being successful. Being consistent helps children feel secure, safe and they will always know what to expect, when they know what to expect then they will always be ready to learn. Building long-term relationships with teachers and classmates is an important part of that, which is why Discovery Dream School is structured by age group. We do our best to maintain this structure, but sometimes we may need to combine age groups. The most common reasons for this are staff being out sick, or at the beginning or end of the day when there are fewer children in the center.

Guidance Strategies

Reasons for Misbehavior

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. Discovery Dream School staff will use only positive guidance techniques.

*When interacting with young children, staff should ask themselves the following questions:
"Am I..."*

- *Validating feelings?*
- *Asking open-ended questions?*
- *Encouraging problem solving?*
- *Respecting children's choices?*
- *Using praise and positive reinforcement?*
- *Talking with children - not at them?*
- *Circulating throughout the classroom?*
- *At the child's eye level?*

Understanding Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems.

Listed here are some of the possible reasons why children misbehave:

- *Test whether caregivers will enforce rules.*
- *They experience different sets of expectations between school and home.*

- *A child does not understand the rules, or are held to expectations that are beyond their developmental levels.*
- *They want to assert themselves and their independence.*
- *They feel ill, bored, hungry or sleepy.*
- *They lack accurate information and prior experience.*
- *They have been previously "rewarded" for their misbehavior with adult attention.*

Preventing Misbehavior

Intervention strategies include but are not limited to the following:

- 1. One-on-one relationships building activities*
- 2. Utilize mental health, social workers, and psychologists in service of the child and family. Refer to special needs programs if available.*
- 3. Class-made books individualized for the student. Individual picture cards to support behavioral expectations.*
- 4. Ways for the student to be of service to the school, others or his or her community.*
- 5. Noticing and describing the child's body, face and actions, labeling of feelings, and acknowledging or true intent.*
- 6. I Am: Feeling Chart, I Choose: Self-Control Board, and intense work with the Feeling Buddies.*
- 7. Assessing, teaching, or scaffolding missing executive skills.*

Biting Program

Before age three, biting is somewhat common. When a child repeatedly bites:

- 1. Identify stressors—not enough structure, not enough rest, eating, bowel habits, connection, attunement, etc.*
- 2. Start a stress reduction program at home and school.*
 - *More nurturing*
 - *Reading Books for an example "Teeth are not for biting"*
 - *Constantly praise good behavior*
 - *More schedules and routines*
- 3. Shadow the child and use a teething necklace. There is nothing you can do to help a child learn other ways of getting needs met after the bite has occurred. You must catch the child before the bite. Most bites occur during transitions and unstructured time. Have a person shadow the child who is biting. When the child begins to bite:*

- Give the child a teething cloth .
- Firmly say, "Teeth are not for biting"
- Say, "You wanted _____(take an educated guess as to what the child wanted). Say _____ (acceptable words) or do _____(acceptable action)!"
- Make visuals of alternatives to biting: Say, "My turn," let's go to another area and play, etc.

While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment.



Home and School Partnership

Brightwheel

Brightwheel is an app to help parents stay connected with their child and teacher during school hours. This is where you can communicate directly with your child's teachers throughout the day. It can also be used to pay your bill with Discovery Dream School.

Talk to Latronda Jordan to get set up.

New Family Orientation

Each family is strongly encouraged to schedule a time with Latronda Jordan to complete a "New Family Orientation." This orientation is a great time for parents to drop off routine care items (blankets, water bottle, etc.) as well as an opportunity to participate in a portion of classroom activities with their child, familiarizing themselves with their child's routines at Discovery Dream School. Important policies and procedures are also reviewed with Latronda Jordan at this time, as well as the paperwork required for enrollment completed. Typically, "New Family Orientation" is scheduled 1 week prior to the start date.

Daily Communication

Discovery Dream School uses Brightwheel to communicate, share photos, notes and incidents.

Newsletters

A monthly newsletter will be posted on the bulletin board outside of your child's classroom. If you sign up for Brightwheel a copy will be sent to you. This newsletter provides you with general information and announcements about the center and the detailed weekly themes and announcements.

Cultural Competence

Discovery Dream School is committed to respecting each child's and family's culture and diverse needs. We recognize that culture influences every aspect of a child's development and is reflected in childrearing beliefs and practices. We believe it is important to support and preserve the child's home language usage, faith and beliefs, and cultural traditions. We recognize that children can and will acquire the use of English even when their home language is used and respected.

Discovery Dream School carries out this philosophy of cultural competence in the following ways:

- Families are treated with respect and sensitivity from our first meeting.*
- Families' financial limitations are respected when planning for activities that could potentially result in additional costs, through the acceptance of DHS payments, and clear understanding of payment expectations from the time of enrollment.*
- We attempt to learn accurate information about each family, their culture, faith and beliefs, and cultural traditions (we encourage each family, if they feel comfortable, to share this information with us at the time of enrollment). This information is part of the child's daily plan as it relates to meals and snacks, holiday recognition, etc.*
- Families are encouraged to be actively involved in what their child is doing in our program through family "homework", dress up days, holiday parties, and volunteer opportunities such as chaperoning field trips.*
- Families are asked to inform us of the best way for them to receive communication (i.e. verbal, written, text, email, etc.)*
- Families where English is their second language are encouraged and assisted in becoming knowledgeable about the cognitive value for children of knowing more than one language and providing them with strategies to support, maintain, and preserve their home language. Discovery Dream School will continue to acquire training annually to further our knowledge of culture, language, and diversity.*

Room Transitions

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.

Parent Participation

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's Discovery Dream School experience:

- *Field trip transportation and supervision*
- *Leading or assisting special projects (sewing, carpentry, cooking, etc.)*
- *Construction or collection of raw materials for art projects, dramatic play props, etc.*
- *Eating lunch or snack with your child - please inform the teachers one day in advance*
- *Volunteering in your child's classroom*

Program Evaluations

Discovery Dream School asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center and to improve the overall quality of care at our center. A parent's point of view is different from a teacher's point of view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families.

Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved.

If the concern is not resolved, please contact Latronda Jordan.

Latronda Jordan is available to assist parents and staff in resolving concerns or questions.

Emergency Procedures

Fire, Tornado, Bomb, or other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted every three months; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and go to each class' designated spot.

In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation until they are in a safe environment.

Blizzard/ Severe Winter Weather

Latronda Jordan will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. Latronda Jordan will post on Brightwheel to inform parents of the situation. Routine classroom activities will continue until parents arrive.

Missing or Abducted Child

In the event of a missing child, the teacher that was last seen with him/her will search for the child in the immediate area, while another staff member calls Latronda Jordant to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director will notify the Omaha, Nebraska Police Department and the child's parents.
- In the event of an abducted child, the teacher that was last seen with the child must immediately contact Latronda Jordan and the Omaha,Nebraska Police Department, and the child's parents.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

- If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted.

- *Latronda Jordan will be responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.*
- *Activities will resume as normal until parents arrive.*

Special Needs Care Policy

Discovery Dream School is committed to the principle of inclusion and complies with the Americans with Disabilities Act. We are committed to every child equally, regardless of their special needs, and will commit to learning more about each child's specific needs and finding the best resources necessary to accomplish our common goal of finding the best care for each child. We believe that including children with special needs can enrich the experience of learning for all children and Discovery Dream School will make accommodations for children with special needs within the guidelines of ADA.

To assure that we are meeting the individual needs of each child enrolled with an identified special need, the following procedures and programs are followed:

- *Staff receive ongoing training on inclusion and special needs as related to the specific needs of enrolled children.*
- *Confidentiality of children and families is respected and maintained at all times.*
- *Children with special needs will be included and encouraged to participate to the fullest extent of their abilities.*
- *Staff and families collaborate to meet the individual needs of the child.*
- *Communication with families is ongoing and is responsive to the needs of families.*
- *Physical environment is free of barriers.*
- *A variety of teaching strategies are used to meet the individual needs of each child.*
- *An individualized special needs care plan will be created with help of the parent/guardian, doctor, and Discovery Dream School to ensure that all parties are aware of the care practices which need to be in place.*
- *The special needs care plan will be completed annually or more frequently at the request of the parent/guardian or child's doctor.*

Discovery Dream School Handbook Agreement

You can find the Discovery Dream School Handbook agreement form located with your first day packet. A handbook agreement must be signed and initiated before your child starts their first day.

Parent/ Guardian

I, _____, acknowledge that I have received a copy of the parent handbook for Discovery Dream School . I have read and understood the contents of the parent handbook.

Parent/ Guardian Signature

Date

Owner/Director

I, _____, acknowledge that I have provided a copy of the parent handbook for Discovery Dream School to the parent/guardian. I have provided time for thoughts, comments, questions, or concerns in regards to the parent handbook.

Owner/Director Signature

Date