

*A-B-C Child Care Center
3280 Park Ave. Memphis, Tn. 38111*

(901)458-7999 Kimberly Hopkins (Owner)



MISSION

MY MISSION IS TO DEVELOP PROFICIENCY IN FINE MOTOR SKILLS, GROSS MOTOR SKILLS, BEHAVIORS, SELF-HELP, SPEECH, LANGUAGE, GENERAL KNOWLEDGE, COMPREHENSION, HEALTH, SAFETY, AND PARENT EDUCATION.

GOAL

- > Establish and Maintain a Safe and Healthy Learning Environment.
- > Physical and Intellectual Competency
- > Promote Social and Emotional Growth
- > Establish a Positive Relationship with Children and Their Parents
- > Ensure a Well-Run Purposeful Program Responsive to the Needs of Participants and Their Families
- > Maintain Professionalism

MY RESPONSIBILITY

1. To learn as much as possible about the program and to take Part in major policy decisions.
2. To accept day care as an opportunity through which I can improve My life and my children's lives.
3. To take part in the as classroom as an observer, or a volunteer and To contribute my service in whatever way I can toward enriching the total The total program.
4. To provide parent leadership by taking part in elections, explaining the Program to other parents and encouraging there full participation.
5. To work with the teacher, staff, and other parents in as cooperative way.
6. To guide my children with firmness, which is both loving and protective.
7. To offer constructive criticism of the program, protect it against unfair Criticism, and to share in the evaluation of services.
9. To take advantage of programs designed to increase my knowledge about child development.
10. To become involved in the center which will help us grow.

YOUR RIGHTS AS A PARENT

1. To provide input in decision affecting the planning and operation Of the program.
- 2.To help develop adult programs which will improve daily living for My family and me.
3. To be welcomed in the classroom.
4. To choose whether or not I participate without fear of endangering my Child's rights to be in the program.
5. To be informed regularly about my child progress in our center.
- 6.To expect guidance for my child from day care teacher and staff,which helps his/ her total individual development.
7. To learn about the operation of the program and experience required To fill various staff positions.

IMPORTANT NUMBERS

My child day care center _____

The address of the center _____

The phone number is _____

The director number _____

ABESNTEE POLICY

1. Except for illness children are required to be at the center everyday that the center is in operation.
2. Our school day begins at 7am each day. If your child arrive after 9am please see your center director be for enter the classroom
3. If your child is absent for any reason please reported it to the center director
4. After three consecutive absences, without notification from parent /guardian. The center director will be contact you to identify reasons for the absences.
5. We must maintain 85% enrollment. Therefore we will make every effort to assist you in making sure that your child attend classes.

TARDINESS POLICY

If your child arrives after 9.00am Director has the option not to admit your child to your child class. If your child remain at the center he/she will be provided with a USDA approved meal.

APPLICATION ENROLLMENT PROCESS

1. All Children are enrolled in our program must have A complete application on file.
2. Shot record must be up dated on file at the center.
3. All number must be working number on file.

UNIFORM

All ABC Children are required to wear uniform Monday -Thursday uniform consist of a white shirt, Green ,yellow shirt .Pants black ,khaki blue, skirts. Or skirts or dress children should wear covered toe Shoe at all times. Flip flop shoes are not allowed.

EDUCATIONAL SERVICES

The ABC offers developmentally appropriate classroom practice And activities, which enhance cognitive, physical, and social Emotional development.

The Education Department will use the creative Curriculum to:

- * Develop a positive self -concept and attitude toward Learning, self-control, and a sense of belonging.
- * Develop relationship of mutual trust and respect with adults and peers understand perspective of other people, and negotiate and Apply rules of group living.
- * Develop curiosity about the world, confidence as a learner, creativity and imagination.
- * Use language to communicate effectively and to facilitate thinking and learning.
- * Represent ideas and feeling through pretend play, dramatic, art, Music movement ,and blocks.
- * Think critically, reason and solve problems: construct knowledge of the physical world, and to understand cause effect.
- * Understand and respect social and cultural diversity.
- * Become competent in management of their bodies.
- * Acquire basic physical skill including gross motor.
- * To gain knowledge about the care of the bodies.

CLASSROOM ACTIVITES

Children will participate in daily classroom activities.
Teacher will implement activities and projects, which meet
The individual needs of each child.

COGNITIVE SKILLS

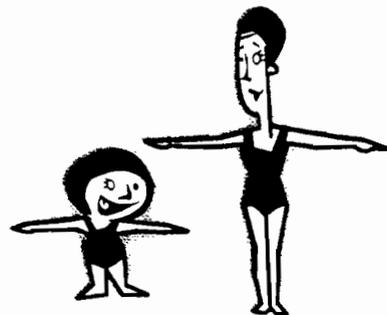
- * Develop gross and fine motor skills
- * Explore surroundings
- * Identify colors
- * Develop concepts
- * Stimulate creativity
- * Follow simple direction

PHYSICAL SKILLS

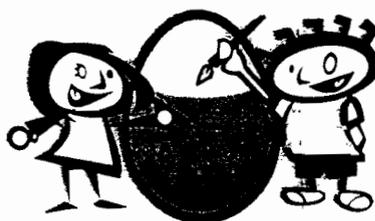
RUNNING



JUMPING



ART



PARENT INVOLVEMENT

We strongly encourage parents guardians to participate in the Activities provided at the center how can you get involved?

- *Volunteer to work in the classroom or food service area.
- *Attend Parent meetings.
- * Share in diverse culture and ethnic traditions.
- *Assist the teacher in the classroom.
- * Plan and coordinate special class activities.
- *Help chaperon during field trip.

SICK CHILD POLICY

In our efforts to better serve you these three steps must taken when
Your child is sent home sick:

1. You must bring your child to the center director before he or she can return to the classroom.
2. You must provide a doctor's excuse upon arrive to school.
, the doctor' excuse may be fax to the office ,the day of the office visit.
Or bring in to the center director or give to your child teacher.
3. If the child on an antibiotic medication, he/she must be on the medication
For a full 24 hours before returning to school.
4. Day care staff will not administer medicine to the children at any time.

Working together, we hope to make your child's head start school year
Safe and healthy, as well as fun and educational. If you have any questions
concerning the policy please fill free to call the center director



Nutrition Services

We offer nutrition, USDA approved meals for our
Children

Hot Breakfast

Hot lunch

And a Snack

Nutrition education is an important of the ABC
CHILD CARE CENTER Programs. Teaching the
children and families to eat and enjoy a wide-variety
Of food can help to establish a sound healthy
foundation for a lifetime.

CARE OF A SICK CHILD

The teacher and/or assistant will conduct a.

DAILY HEALTH CHECK

If your child is found ill, parents will be notified by the center director or the teacher to pick up your child. Your child must be picked up within ONE HOUR. After the telephone call, parents will be notified if the child has the following symptoms.

- * fever 100 F or 38 C
- * Rashes
- * Unusual discharge from the eye or nose
- * Difficulty breathing
- * Diarrhea
- * Vomiting
- * Symptoms associated with communicable Diseases
- * Parents may pick up the child in the lunch Room
- * If the child is sent home for a Communicable disease such as Ringworms, pink eye, severs, diarrhea, Rashes, the child may not return to the Center without a written doctor's note
- * Children with contagious disease must Have a written doctor's note return To school
- * Case of Hepatitis and Tuberculosis will

Social -Emotional Skills

We encourage play! We help develop relationship among all children across racial language ethnic age and gender. Groups including children with special needs.

We help to build trust in adults



Children are taught to respect the right of other through



sharing and trusting.

EMERGENCY PROCEDURES

All staff will follow procedures indicated in the.
ABC CHILD CARE CENTER MANUAL parents
Will be notified when emergencies require that children
Be picked up evacuation and emergency procedures are
Posted in each classroom.

CHILD INJURY

All child injuries will be reported to center director.
First Aid procedures will be followed to handle all.
Child injuries a copy of the accident/incident report.
Will be given to all parents following any accidents and a.
Copy will be maintained in the child file.

Be report to the Health Department.

If your child sick or has a ILLNES
Call the center



Keep your child at home



See your doctor

CHILD ABUSE NEGLECT PROCEDURES

It is the duty of our staff to report all suspected child abuse and Neglect if child abuse and neglect is suspected the staff at ABC CHILD CARE CENTER will notify the Department of Child Protective Services. We are not obligated to inform the parent. That we have reported these case.

Discipline and Behavioral Policy

ABC CHILD CARE CENTER understand that good order and Discipline in the center is critical to maintaining a positive learning.

Enviromment and safety for all children attending classes in facility.

Misbehavior that is not repetitive will be dealt with in an acceptable manner by classroom teacher to include:

A: Redirection

B: Positive Guidance

C: Removal from classroom

1. To another classroom
2. To the center director
3. Send a letter home or have a parent meeting.

Corporal punishment of any type, spanking, padding, pinching, and verbal threats are not allowed by any staff.

Serious child misbehavior consists of repetitive breaking of the rule and failure to modify this behavior when corrected by staff.

Children who create disruptive environment or safety

Issue are include in this category example include but not limited

To include:

A: hitting, biting or scratching

- B: leaving the classroom
- C: Throwing objects and /or destruction of property
- D: Using (excessive) profanity
- E: Possession of weapons drugs or alcohol

If the child is exhibiting serious disruptive misbehavior,
And /or creating safety issues, the matter will be referred to the
director.

The center director has the discretion to follow the above action in
Any given order according to the seriousness of the situation. In
the event the above interventions are not successful,
recommendation will be made and the child will be transferred to
more structured/ appropriate environment.

HOLIDAY AND BIRTHDAY CELEBRATIONS



We will make every effort to celebrate holiday in a general manner. The staff will celebrate birthday Monthly all children will be allowed to participate in the center Wide monthly Birthday Celebration.

Parents are encouraged to attend the celebrations. Our nutrition department coordinates all celebrations. Items from home such. As food toys balloons etc are not allowed for the celebrations.

This allows us to ensure that our classroom events are developmentally.