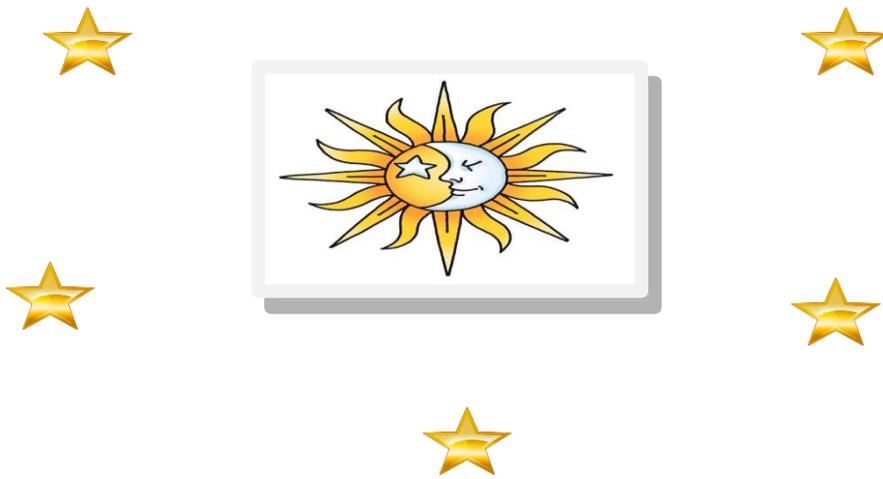


Sun Moon and Stars

Learning Center



Parent Handbook

And

Center Policies

Table of Contents

Cover.....	page 1
Table of Contents.....	page 2
Introduction.....	page 3
Mission/Vision/Philosophy.....	page 4
Operational Policies/Months of Operation.....	page 5
Admittance Interview and Enrollment/Withdrawal/Release of Children.....	pages 6- 7
Parent Participation/ Attendance/Daily Health Check/Communication/.....	pages 7- 8
Guidance and Discipline/Minimum Standards.....	pages 8- 9
Children with Special Abilities.....	page 10
Clothing and Personal Belongings.....	page 11
Bathroom and Quiet Time/Food Snacks/Nut Free Policy.....	pages 11-12
Water Activities/Field Trips/Transportation/ Safety Policies.....	pages 13-14
Car Seat/Pet Policy/School/Family/Special Activity/Pictures.....	page 14
Multicultural Holidays/Festivals/Special Events/Illness and Exclusion Criteria.....	page 15
Medications/Medical Emergencies.....	page 16
Liabilities Outside of SMS Premises/Parking Policy/Child Abuse and Neglect.....	pages 16-17
Child Care Licensing/Fire Drill Policy/Emergency Evacuation Procedures.....	pages 17-18
Emergency Preparedness Evacuation/Center Health Precautions.....	pages 19-20
Illness Exclusion Policy.....	pages 21-22
Teacher Qualifications//Staffing Information/Our Programs.....	pages 22
Our Program/Infant Rooms/Sunshine and Moondrops/ My Place to Grow.....	pages 23-25
Clothing and Supplies/Infant Program Guidelines.....	pages 25-26
Parents Preparing Bottles/Breast Milk/Baby Food in Infant Center.....	pages 26-27
Important Infant Center Guidelines.....	pages 27-28
Toddler Programs/Moondrops/Twinkle Stars/Sunflowers.....	pages 28-29
A Word to Parents.....	page 29
Galaxies and Moon Explorers Classrooms/Playground Information.....	pages 29-30
Signature Page for Parents.....	page 31

Introduction

Hello Parents,

Welcome to the Sun Moon and Stars Learning Center, where we take pride in working to build a strong foundation for children and to create communities of happy families and children. Sun Moon and Stars supports the children's individual unique style of learning through their cultures and through the nurturing and loving support they will receive of the staff.

Sun Moon and Stars want you to know that this parent handbook will help to guide you in understanding our policy and guidelines that we have set up for the center. In reading this you will have rewards in knowing that your child is receiving the very best in quality care from staff who have an abundance of knowledge through experience and education.

We take this opportunity to invite you (the parents) to support us as we guide your children through our mission of the center and our vision that we have set to enrich their lives. We encourage you to improvise on our philosophy of the school on educating the children.

Sun Moon and Stars Learning Center was founded in the spring of 2008 by Shalini Singh. My two boys and my 8 years of experience working with children in Early Childhood programs encouraged me to open a place that was very homely, warm, inviting and happy. My center's foundation is based on the philosophies from Reggio, Waldorf, and Montessori with a focus on play based growth and development. Each day brings a new learning experience and makes me a better person to understand children, staff and families here at Sun Moon and Stars Learning Center.

I want the parents to know that I (Shalini Singh) am always available to speak with you in person, return phone calls or have a conference with you at a reasonable time during the week. If I am away from my desk my assistant is always available to speak with you to answer any questions that you may have in my absence.

Sincerely,

Shalini Singh

Director/Owner

Mission Statement:

“To build a strong foundation in math and science using exploration, imagination and discovery”.

Vision Statement:

We work to create communities of happy families and children supporting their individuality, unique style and culture through our loving and supportive staff.

Philosophy Statement:

To make sure we have a happy and healthy environment for children to grow and develop into whole children who are creative, joyful, compassionate learners that will use courageous and innovative thinking to build a harmonious and sustainable world. Our classrooms and curriculum are based on center play where we use modern and traditional techniques and tools to help the children grow their skills appropriately.

OPERATIONAL POLICIES

HOURS OF OPERATION:

HOURS:

Monday – Friday: 7:00am – 6:30pm.

Ages: 6 wks – 5 yrs old

FULL-TIME PROGRAM HOURS/DAYS

Our full-time program hours are 10 hrs a day programs Mon - Fri (5 days a week). Please ask at the front desk about different program options available.

PART- TIME PROGRAM: We provide part time care. Five hour/half days 3 days per week and 2 days per week options available.

HOURLY DROP- IN CARE is for children enrolled at Sun Moon and Stars Learning Center

Ages are: 6 weeks -5ys old

Drop off policy for: Moondrops, Twinkle Stars, Sunflowers, Galaxies and Moon Explorers:

- Parents we are asking that you please do not drop off your child between the hours of 10:30am and 2:00pm. The staff is very busy during this time of the day with lunches and nap routines. Please make arrangements to bring your child before 10:00am or after 2:00pm.

- Hourly Drop-In Care is available on space available basis. (Please see drop in policy hours and rates) We do not take reservations. Please call or email to check for availability 24 hours in advance.

MONTHS OF OPERATION:

HOLIDAYS:

Our holiday closure schedule is posted in all classrooms and on our website for parents. We may close early, or alter days closed depending on the day of the week the holiday falls on.

BAD WEATHER DAYS:

Sun Moon and Stars would like parents to know that we will close on same bad weather days as AISD depending on the severity of the weather. If there is a two hour delay in opening; the center will open at 9:00 a.m. instead of 7:00 a.m.

STAFF DEVELOPMENT:

Sun Moon and Stars would like for you (parents) to know that we will be closed for staff development training 2 days a year. You (parents) will be given an advance notice of the staff development closure day.

ENROLLMENT

ADMITTANCE INTERVIEW AND ENROLLMENT

- Pre Admission conference is very important to the parents as well as the class teacher and the Director. This provides an opportunity for both the parties to know each other. The Class Teacher /Director will give you a tour of the building, to make you familiar and comfortable with the environment (buildings as well as the other staff).
- We reserve the right to defer enrollment if we feel that we are unable to meet your needs and expectations.
- We also reserve the right to cancel enrollment if it is a serious issue of misconduct/ misbehavior. For Example: safety issue, if the child is a threat to other children or staff. (See discipline policies).
- We need the following documents prior to your child's first day of attendance:
- Completed admission form with 2 email addresses
- Enrollment Contract / Policies & Parent handbook agreement form.
- All pertinent medical records
- Form 2935 Health Requirements Forms.
- TB testing not required in Travis County.
- Hearing and Vision Screening results for all children over 4 years old.
- Two email addresses will be required on the Admission Form

WITHDRAWAL

- We require a four week written notice in advance prior to withdrawal of your child.
- Refunds for unused tuition will be given when four weeks written notice is given in advance.
- In case no notice is given parent will be responsible for the four week's tuition.

NON-DISCRIMANOTRY POLICY

We are an equal opportunity provider. We do not discriminate on the basis of race, creed, religion, color, and sex, nation of origin, ancestry or disability.

RELEASE OF CHILDREN

Children will be released only to the person on the “Authorized to pick up” list on the child's admission form. A picture ID will be required before the release. Please update any change in information on your child's admission form. These changes can be made in person, not by phone call.

TUITION AND FEE INFORMATION

REGISTRATION FEE: There is a onetime Registration Fee due at the time of enrollment. The amount is \$125.00 per child. There is a supply fee of \$12.50 per month due which can be included with your monthly tuition fee.

- Monthly Tuition is due on the 1st class day of the month.
- Bi-Weekly Tuition: 1st payment is due on the 1st work day of the month. Second installment is due on 15th day of the month. There is a \$5.00 late fee per day after the 5th day of the month. If payment is not received by the 15th day of the month, disenrollment may apply.
- Cash payments to be made directly to the Director only.
- \$30.00 Charge for a returned check.

- During all holidays, sick days, family vacations, or bad weather days parents are still responsible for the full tuition which is due on the regular payment day.
- Any increase or decrease in Tuition or Drop-In rates will be posted on the center website.
- Full-Time student parents must pay hourly drop-in rate on the very same day, if staying late or coming in early than the regular full-time hours.
- Late Pick-Up: There is 1 hour minimum charge of \$6, due at pick-up time if you arrive after your scheduled hours. (Even if the child is at the center for an extra 15 minutes).
- There is a late pick-up fee of \$2 per minute/child after the center closes. This fee goes directly to the staff present.

ATTENDANCE POLICIES

- Sign- in and Sign- out: Each class has a clipboard which has a Sign- In and Sign-Out sheet. Parents must sign in and out their child with their initials daily. (parents please write your name so that we know the person who the child is being released to, do not sign mom/dad or aunt etc...)
- Please notify the teacher if your child will be absent on a scheduled day. We really care for all our students.

DAILY HEALTH CHECKS

- Health checks are done by teachers daily
- SMS Staff have the right to check children's bodies including diapers for safety precautions and liability purposes

PARENT PARTICIPATION:

We like to maintain an open, friendly and co-operative relationship with each child's family. We encourage your involvement in the program and support the child's relationship with his or her family. We appreciate suggestions, ideas, and volunteer time from you to help us improve our school and your child's day. Please inform the class teacher if you would like to show any kind of skill or talent in the class room for example: story time, art /science project, gardening project, cooking activity. To volunteer: a background check is required. Please feel free to share information, or suggestions about your child with the class teacher/Director, as it might help us understand your child better. All personal information about children and families will be kept confidential.

COMMUNICATION:

Please notify Sun, Moon and Stars Learning Center immediately of any change in work, home, or emergency contact telephone numbers. If you want to add or remove a person from the "authorized to pick-up" list please make the changes to the admission form at the front desk. In case the person is not on the authorized pick-up list, then the child will not

be released to the person. A proper ID (proof of Identification) is required at the time of pick-up

DISCIPLINE AND GUIDANCE

Sun Moon and Stars Learning Center provides a supportive environment in which children can begin to learn and practice appropriate and acceptable behavior as individual and as a group. Knowing what behavior is appropriate or acceptable in a situation is an important skill. Children develop this understanding when consistent limits and realistic expectations of their behavior is clearly and positively defined. Understanding and following simple rules can help children develop self-control. Children feel more secure when they know what is expected of them and when adult expectations realistically take into account each child's development and need.

- We incorporate a variety of positive guidance methods such as listening, reinforcement, and re direction -and use each appropriately.
- Teacher establishes guidelines for children behavior that encourages self-control and that are simple, reasonable, and consistent.
- Teacher will address the problem behavior or situation rather than labeling the child involved.
- When a trouble situation arises, the teacher helps the child to regain control by:
 - -using eye contact first.
 - -If eyes fail, teacher will go quietly to the child and take them aside to discuss the situation.
 - -Teachers ALWAYS ask to hear the child's side, for example by saying "tell me what happened."
- Children who are out of control (hurting others or herself, throwing materials and destroying furniture, toys or equipment) will be restrained and removed from the group if possible.
- We help children "use their words" to express their feelings and ideas.
- Corporal punishment is NEVER used.
- When there is a problem with two or more children, it is preferable for the children to try to solve on their own. If a child feels unable to cope, then the adult should offer to go with him or her to the other child and help sort out the problem.

Minimum Standards for Child-Care Centers

Discipline and Guidance §746.2801

To what extent may caregivers discipline the children in their care?

Sub chapter L, Discipline and Guidance 09/01/03 Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

§746.2803

What methods of discipline and guidance may a caregiver use?

Subchapter L, Discipline and Guidance 09/01/03

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

§746.2805

What types of discipline and guidance or punishment are prohibited?

Subchapter L, Discipline and Guidance 09/01/03

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;

(Continued)

Texas Department of Family and Protective Services 87 Discipline and Guidance
Minimum Standards for Child-Care Centers

- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want. Children will also mimic adults who demonstrate loud or violent behavior.

Rapping, thumping, popping, and flicking are only examples of various terms used for inflicting corporal punishment on a child.

CHILDREN WITH SPECIAL ABILITIES

Sun Moon and Stars welcomes children with all abilities and does not discriminate based on children's special conditions. In order to do that, we ask that parents inform the school if/when their child has been diagnosed with a condition or impairment that may impact the child's successful participation in the normal activities of the center. For children who have needs we feel we may not be meeting adequately, we may make recommendations for professional evaluations which could result in suggestions for personalized, supplemental, educational counseling and therapy, or as a last resort, alternate schooling. If an educational consultant or therapist needs access to a child during school hours, arrangements will be made through the Director and the child's teachers. If teachers and

Director are not able to meet the child's needs it may result in request for alternate schooling for the child.

CLOTHING AND PERSONAL BELONGING

All items bought to the school must be labeled with child's name. Sun, Moon and Stars Learning Center cannot be held responsible for any personal item, or toy bought to the school. Toys are allowed only on Friday's (show and tell day). You will receive a phone call if your child is out of clothes. Parents are responsible for providing weather appropriate clothing.

Parents must provide the following items:

- An appropriate and nutritious lunch/snacks
- Please slice the food, fruits, and vegetables to prevent choking.
- A crib sheet for the nap mat and a blanket.
- Extra change of clothes. At least 2 sets for all classrooms
- Closed toe shoes for playground (no flip flops or sandals will be allowed on the playground)
- Diapers/wipes/diaper rash cream, only for children in diapers.
- Kleenex one box each month.
- One box of gallon zip lock bags
- Water cup or water bottle to be brought in and taken home daily
- Mosquito repellent spray one each month.
- Shorts should be worn under skirts and dresses.
- Please no complicated belts and buckles to avoid potty accidents.

BATHROOM

Potty Training Each child's readiness will occur at different time and is respected by all our staff. Usually our teachers begin potty training a child after she turns two. Parent's cooperation will help the child and the teacher as well. At least 4 extra change of clothes, a plastic container for the soiled clothes required during potty training. Teachers helps the child change clothes and place wet soiled clothes in a plastic bag or container and put in his/her cubby, and wash hand with soap. Parents need to take the wet/soiled clothes home

at the end of the day (Please provide zip lock bags for clothing to be sent home when soiled).

QUIET TIME

Moondrops, Twinkle Star's, Moon Explorer's, Galaxies, Sun Flower's; all children are required to be on mats or have Zen time (quite time for 45 minutes)

Quiet time is from 12:00 p.m. - 2:00 pm. Non-nappers will be offered quiet activities.

Infant's follow their own nap routine.

- Teacher's read stories, play soft music, rub backs or pat children to help them relax.
- Parents are welcome with ideas and ways to help calm down their child.
- Mats are provided for comfort during quiet time, mat sheets and are a must (these are provided by parents).
- Lovies or stuffed animals may be bought from home (should not be a distraction for your child)
- No hard toys are allowed or pacifiers (binkies)

FOOD/SNACKS

- Parents are responsible for providing all food for lunch and all snacks (2 to 3 snacks per day depending on your child's age).
- Parents need to inform the center of any food allergies that your child may have, so that the teachers can take extra precautions for your child not to be exposed to the food that will cause the allergic reaction. We will have postings of all children's allergies in the classrooms.
- Parents we require that children bring in water cups daily for water and we would like for you to know that we refill the water cups with tap water. If you do not want your child to drink tap water please send in enough water for your child to have for the day (two cups or two bottles of water).

***Nut Free Policy: Sunshine and Moondrops**

Parents: we are requiring a nut free policy for the infants and toddlers due to allergic reactions that younger children get from peanut products. This will be enforced with a phone call from the center if we see any peanut products within the child's lunch/snack.

Sun Moon and Stars reserves the right to turn a classroom into a nut free zone if the allergy is life threatening for any child that is enrolled with an allergy to nuts.

- All food, beverages, containers, lunch boxes must be clearly labeled with the child's first name and last initial. We have permanent markers for labeling. Please take your child's container home each day.
- Please provide your child with a fork/spoon for your child to eat with daily.
- Water cup or water bottle to be brought in and taken home daily
- We are not responsible for any lost container or lunch box/cup. Our staff is always eager to help out a parent with anything lost or missing.
- Children are encouraged to clear their trash and clean up any mess that they made while eating, with a dust pan, cloth or paper towel when finished eating.
- Infant rooms will follow individual routine/schedule.
- Lunch time for 12 mos. - 2yr, is 11 am - 11:45 am.
- Lunch time for 3, 4yr & 5yrs old is 11:00 am - 11:45 am.
- No gum, hard candy, or artificially flavored and colored drinks, Gatorade, no sodas, no chocolate milk.
- Food to be shared (birthdays & holidays) should be commercially prepared and purchased. It's a state requirement.
- We encourage our parents to provide us with healthy snacks for parties/special events like (fruit tray, veggie tray, multigrain snacks)

WATER ACTIVITIES

During the summer days we organize splash days which include sprinklers, spray bottles. Every Thursday is a splash day during summer season. Items required: Bathing suits, towels, sunscreen, 1 extra change of clothes, swim diapers for children in diapers. Please check with your child's teacher for a schedule.

FIELD TRIPS AND TRANSPORTATION:

Sun Moon and Stars do not organize field trips of any kind and we do not provide any kind of transportation services for the children.

SAFETY POLICY:

- Parents are responsible for their child's safety before sign in and signing out your children.
- Please make sure that when dropping off your child the teacher is aware of where the child is. If you do not see your child's teacher in the classroom please make sure that the teacher is aware of the child's presence.
- If you do not see a teacher in the classroom do not leave your child unattended.
- Please do not encourage your child to operate the doors (with/without codes) or playground gates/carabiners, these are for the safety of your children.

Car Seat Policy:

- Sun Moon and Stars will no longer allow parents to bring car seats into the center to be stored.

PET POLICY:

Sun Moon and Stars Learning Center has 4 chickens for school pets here at our school. They have been hand raised and are very tame. The chickens will be kept in a completely contained coop outside where the children can see them when they go out to play. Only teachers will handle the chickens. We will learn all about the kinds of chickens, eggs, life cycles and caring for animals. If you have any concerns or questions, please let us know. Stop by to meet them!

We will inform you in advance of any new pets that come into the center. If you have any concerns you can email the director.

SCHOOL/FAMILY/SPECIAL ACTIVITY PICTURES are posted in the school.

- We display pictures on the display boards throughout our school building. Children love to see their families and friends pictures displayed on walls or in albums in the quiet activity centers.
- If parents do not want to have their child's photo used for any advertising or promotional use please let us know. We do have photo permission slips on file or you may ask for one at the front desk.
- Parents we would like to inform you that weekly updates go out from the classrooms every week. These are to give you information on what is going on in the classroom of your child during the week. You may also receive a picture of your child if they are

a new child to the classroom or to let you know about a special activity they are doing in the class.

- Parents you may also receive group activity pictures which we will share to all the parents through weekly updates.
- SMS will also be sharing family information in the weekly updates regarding volunteering, special activities, special arrivals to family, music etc....

MULTI CULTURAL HOLIDAYS AND FESTIVALS

Sun Moon and Stars follows a non-secretarial policy which means that we are not affiliated with any religious movement. We celebrate many of the festivals and holidays from many different traditions and countries. It provides the children an opportunity to know and learn their traditions and culture as well as different cultures and traditions of the world. We invite parents to help us celebrate these holidays and festivals. Celebrating holidays together provides a way to build a community of parents, teachers and children. Many times the celebrations are at low key, with a craft special or special food, sometimes special songs, or stories, books, costume.

SPECIAL EVENTS:

Spring/Fall Festivals

- Parents SMS would like to remind you that you are responsible for monitoring your children at any events that SMS may hold.
- Enrolled/non-enrolled children are not to be left unattended when using restrooms, in classrooms or in the driveway area of SMS.

ILLNESS AND EXCLUSION CRITERIA

- If your child becomes ill while at Sun Moon and Stars Learning Center, you will be immediately informed. We want you to pick up your ill child in a timely manner because we do not provide care for sick children. If we are not able to reach the parents, we will try the emergency contact telephone numbers that are listed.
- Please notify Sun Moon and Stars immediately of any changes in work, home, cell, or emergency contacts. This is very important to you and to us as well to help to keep you informed in case of an emergency.
- Your child may return to the school when they have been Fall/
- Symptom free without the benefit of medication for 24hrs or a note from the doctor's office that the child can return to school.

MEDICATION: Sun Moon and Stars Learning Center can administer medication. Please ask the office for a medication form. Parents are encouraged to administer medication first outside the center.

The center and its staff accept no responsibility or liability for any errors or omissions regarding administration of medication.

All medication must be furnished in the original prescription container, with an appropriate dispenser, marked with the child's name, date, and directions for use. All medication will be placed in a labeled plastic (Ziploc) bag, and handed to the responsible staff member with a complete MEDICATION AUTHORIZATION FORM. Please do not store any medicine in your child's cubby or back pack. This policy applies to all the staff members as well.

MEDICAL EMERGENCIES

In the event of critical illness or injury that requires immediate medical attention our staff will:

- Call 911 or take the child to nearest ER.
- Give first-aid treatment or CPR when needed.
- Contact the physician indicated on your child's records.
- Contact the parents.

Gang Free Zone: Under the Texas Penal Code the area within 1000 feet of Sun, Moon and Stars is a gang free zone, where all criminal offenses related to organized criminal activity are subject to harsher penalty.

Liabilities Outside of SMS Premises

Sun, Moon, and Stars Learning Center is not responsible for any staff member babysitting for your child outside of the center.

Parking Policy

Parents/guardians when driving in the driveway area of the center please limit your speed to 10 miles per hour due to children exiting and entering the building.

Parents/guardians please be aware that when parking at the center, children, parents and other siblings may be entering or exiting the buildings main entrance so please be cautious and drive slowly.

Special Note: PARENTS PLEASE DO NOT BLOCK THE ENTRANCE OF THE PARKING FACILITIES WHEN DROPPING OFF OR PICKING UP. This causes a lot of problems with parents trying to enter or leave.

Parents Important Reminder: Children are not to be left unattended in cars this in the parking area of the center this includes siblings.

REPORTING CHILD ABUSE/NEGLECT

Child abuse and neglect are against the law in Texas, and so is failure to report it. Anyone who suspects a child has been abused or mistreated is required by law to report it to the Texas Department of Family and Protective Services or to a law enforcement agency within 48 hrs. Our staff is aware of the symptoms and signs of child abuse and neglect. They have received information and are educated on the procedures of reporting child abuse and neglect.

The Protective Services Child Abuse Hot line is: 1-800-252-400

CHILD CARE LICENSING AND OTHER INFORMATION

Sun Moon and Stars Learning Center is Licensed by the Texas Department of Family and Protective Services. The Minimum Standards for Child Care Centers and the most recent Licensing Inspection Report are available for review at the center. The Minimum Standards can also be accessed by visiting the Website at: www.tdprs.state.tx.us

Contact Information: Child Care Licensing (512) 834-3195

*Note: Please make sure you are using the hours that you picked for care of your child. Any care beyond those hours have to be pre requested and will be considered Drop -In care. For Drop- In care, the hourly rate applies.

FIRE DRILL POLICY AND EMERGENCY EVACUATION PLAN

Sun Moon and Stars Staff please remember to evacuate all children in your care in a safe and orderly manner. If children are sleeping pick them up and move safely to the evacuation area as located on your evacuation sheet that is posted in your classroom. All staff will proceed as instructed on your sheet and below.

Do not stop to pick up any of your personal belongings. All teachers should have their clipboards with sign in/out sheets and family contracts. Head counts are to be done.

Fire Drill Procedure

In the **Green House**: the infants in the **Sunshine Room 2** room which is located in the front of the building will exit out the Main Entrance door with evacuation cribs to proceed down the driveway and gather at the end of the parking lot by the playground fence.

In the **Green House**: the infants in the **Moondrops 1** classroom in the back room by the front office desk will evacuate out the side door and proceed down the

In the **Green House**: the **Sunshine Room 1** group will exit out the door of the classroom with evacuation cribs to proceed down the driveway and meet at the end of the driveway by the playground fence.

In the **Yellow House**: the **Twinkle Stars** and **Sunflowers** will exit out the door facing the playground, exit through the side gate of the playground and proceed down the driveway go through the side green gate by the new building and meet at the end of the parking lot by the playground fence.

In the **New Building**: the **Galaxies** will exit the classroom door and then out the door facing the entrance of the building turn left to go out the small green gate and proceed to the end of the parking lot by playground fence.

In the **New Building** the **Moon Explorers** will exit out of their door go out the main entrance door of the building turn left and o out the small green gate and proceed to end of parking lot by playground fence.

In the **New Building** the **Moondrops 2** group will exit through the door leading to the Galaxies room out the entrance door of the room then proceed through the main entrance door turn left to exit the small green gate proceed to the end of the parking lot by the playground fence.

In the event that there is a fire too close to the buildings the staff will proceed across the lawn adjoining to the Seton Center Building and all staff with children will meet in the parking lot of that area at the Seton Center Building.

EMERGENCY PREPAREDNESS EVACUATION PLAN

Emergency preparedness evacuation will be done in case of heavy storms, tornadoes, hurricanes, water, floods, or strangers on the property or any kind of stranger threat. The emergency evacuation shelter is located at the Seton Family Center which is right next door across the lawn from Sun Moon and Stars Learning Center in Austin, Texas

CENTER HEALTH PRECAUTIONS

Sun, Moon and Stars takes pride in offering a clean and healthy environment to all our families and staff. Our teachers and house keeper work together as a team to minimize illness and ensure a healthy environment for all the children in the classroom. Hand Washing plays a crucial role in our environment. We wash our hands literally dozens of times each day:

- When entering and leaving the room
- After each diaper change and clothing change
- After wiping a runny nose
- Before and after checking a child for illness
- After cleaning a child who has spit up
- Before feeding or preparing food
- Before and after giving medication

We use several disposable items to help eliminate transmission of germs including:

1. Disposable vinyl gloves
2. The children's hands are washed before and after eating, diaper changes and other times as needed.

3. Toys are rotated regularly and are cleaned with disinfectant daily.
4. The refrigerator, microwave, sinks and counters are cleaned out and disinfected at the end of day and then deep cleaning at the end of each week.
5. Carpeted floor areas are vacuumed nightly, spot cleaned as needed and professionally cleaned at least twice a year.
6. Tile floors are mopped completely each night and are spot cleaned as needed throughout the day.
7. The bed linens are laundered here at the center every day for the infant rooms.
8. Soiled diapers are placed in a plastic bags before disposing of them in a container with a tightly closing lid.
9. Children's soiled clothing is likewise placed into plastic bags to be sent home.

Here are ways you can help us achieve our goal for a clean and healthy environment for your child:

- Please wash your hands and your child's hands when entering the classroom.
- Cleaning diaper bags at least once a week reduces the spread of germs.
- Take home and wash personal bedding items every week.
- Take home, wash and disinfect all bottles and food containers daily.
- Please be considerate of other children.

Thank you for follow our illness and exclusion policy. Your cooperation and assistance in this matter is greatly appreciated.



ILLNESS EXCLUSION POLICY

- Children should remain at home (or will be sent home) with:
- Underarm temperature of 99.4 or higher, within the past 24 hours.
- Children with temperatures of 100 or higher are required to stay home 24 hours temp free without medication.
- Conjunctivitis “Pink eye”, redness of the eye and/or lids, usually with secretion of yellowish discharge and crusting.
- Bronchitis, which usually begins with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful but gradually becomes productive.
- A rash you cannot identify which has not been diagnosed.
- Impetigo; red pimples which become small vesicles surrounded by a reddened area. When blisters break, the surface is raw and weeping. Look for signs in neck creases, groin, underarms, face, hands, or edge of diaper.
- Diarrhea two or more times within 24 hours (watery BM’s that look different and are more frequent than usual.)
- Vomiting within 24 hours (more than usual “spitting up”).
- Head Lice; live contagious insects or their nits (egg sacs) that infest hair. Children will not be readmitted without being free of live lice and nits, or must have a written note from a physician, local health authority, advance practice nurse, or physician’s assistant stating that they are no longer contagious and may return to school.
- Some unknown illness without obvious symptoms other than unusual paleness, irritability, tiredness, or lack of interest.

- Any contagious disease, including Measles, Chicken Pox, Mumps, Rosella, Strep Throat infection, Head Lice, until the child has been diagnosed by a physician and the established Center readmission criteria for individual illnesses has been met.
- Children may be brought into the Center if they have a mild cold or allergy, an allergic rash, diaper rash, prickly heat, a loose bowel movement, dietary or medication diarrhea, and can cope successfully with the program. Staff should be alerted to anything out of the ordinary.
- Children's exclusion and readmission to the program is subject to review by their receiving classroom staff and / or a Director.
- If your child has a chronic illness or disability, please discuss a plan for reasonable admission/exclusion criteria with a Director.
- By helping us to observe good health standards, you will be protecting your child and the others in the Center.

SUN MOON AND STARS WOULD LIKE TO THANK YOU FOR FOLLOWING OUR "ILLNESS EXCLUSION POLICY."

TEACHER QUALIFICATIONS

Sun Moon and Stars is fortunate to have outstanding early childhood professionals working with your children. All employees meet the licensing requirements in order to be able to teach in a licensed facility in the State of Texas, including background checks, and FBI fingerprints. All of our lead teachers have one of the following; Early Childhood/Child Development degrees, or a Child Development Associate (CDA) credential. Teacher Assistants have a Child Development Associate credential, are working on obtaining a CDA or have early childhood college hours

STAFFING INFORMATION

- Sun Moon and Stars Learning Center would like for parents to know that we hire staff that have been certified with a CDA, Associates Degree or higher.
- Background checks and Fingerprinting is done before hiring
- All staff are CPR/First Aid qualified for every two years and we do offer on sight training
- SIDS and SBS Trainings are done as annual trainings

- Child Abuse and Neglect trainings are done annually

OUR PROGRAMS

Your child's safety is always at the forefront of what we do at Sun Moon and Stars. Teachers supervise by positioning themselves to see as many children as possible. Teachers who are with infants and toddlers must have children in line of sight and sound at all times. Teachers who work with older children supervise primarily by sight and for short intervals by sound if a child is independent enough to use the toilet on their own. Teachers will count children before leaving a classroom and arriving at their destination, as well as use a name to face check. This involves the teachers matching every child's face to their name on the attendance roster. Teachers will continue to count the children as they are moving them throughout the facility. All teachers receive annual supervision training for classroom and playground environments.

OUR PROGRAMS

The Infant and Toddler Program:

Sun Moon and Stars recognizes that the first two years of life are an extraordinary time that sets the stage for all the years that follow. During these years children need to acquire a pervasive sense of the essential trustworthiness of oneself and others. It is the sense of safety and security that comes from responsive, predictable care from familiar people to whom one is attached. Without this sense, the world is far too scary a place to cope with and learn about.

Each child also needs to develop a sense of autonomy, the sense of being a separate, independent self that comes from being treated as an important individual and being allowed increasing opportunities for independence.

The child's first two years are critical for the development of the brain and language development. During this period, the child's life experience plays a fundamental role in the "hard-wiring" of the brain, laying the foundation for all intellectual and emotional development to follow. From birth, babies are marvelous learners, immediately investigating the sights, sounds, and feel of the world. Long before walking and talking, they are exploring their own bodily powers and what the world has to offer. They need a safe world rich with opportunities to actively explore and enjoy: to see, hear, feel, touch and move. They need a world filled with responsive interactions and language: many "conversations" with others, books (for even the youngest babies), songs, and a great deal of listening and responding to their vocalizations and words. The program includes:

Infant Rooms (Sunshine/ Moondrops):

The first year of life is a critical time for development. It is responsive, language-rich attention that follows the child's lead that is essential to optimize development. At Sun

Moon and Stars Learning Center, teachers and parents work together to ensure responsive care giving for each child. The program provides:

- **Personal Care and Routine Plans:** Parents and the primary caregiver establish a personal care plan that is continually updated to ensure that care routines are personalized "prime times" that fit the child and family.
- **Caregiver to Infant time:** To develop a deep bonding between the child and their caregiver to foster a beneficial, trusting attachment. Very young babies spend time each day "heart to heart" with their primary caregiver. Every sound and movement of the baby is met with a warm response: a word, a smile, a touch that signals, "You are special."
- **Parents Prime Time:** Teachers understand that the parent-child relationship is primary and parents are encouraged to call anytime with ideas, questions, or concerns.
- **Staff coordination:** Teachers in the home base systematically observe and share observations to ensure that each baby's cues, needs, and strengths are recognized and understood and that care is responsive.
- **Read:** Long before they understand the words and pictures, infants benefit from the joy of sharing a book in the arms of a caring adult. Reading begins with young babies and gains momentum as the child matures. On laps, on the floor, and as they drift off to sleep, infants and toddlers experience the magic and wonder of books.
- **Music:** Children have an affinity for music from birth. They need to be involved in music, not just listen to it. Music can encourage memory, imagination and language.
- **Safe and Natural:** Your child will grow in a place surrounded by natural materials and fibers. We minimize the use of plastic in our environment. We use wood, cotton, jute, paper for the healthy development of children. **Safety comes first at SMS, and the safest place for your baby to nap is a crib.** SMS does not allow blankets (big/small), pacifiers, or musical toys and swaddling is not allowed per licensing requirement. So we really would like you to prepare your baby before she starts at SMS to make the transition easier.
- **Homely environment:** The indoor/outdoor setting is calm and homelike. The decor is designed to stimulate and not to over stimulate the infants and toddlers. The windows are opened every morning to let the fresh air in the building. The outdoor environment is all natural with lots of trees, plants, climbers and visitors (birds, squirrels, butterflies).
- **Schedules:** Teachers follow the schedule of the classroom based upon the individual child's needs.

MY PLACE TO GROW

- The curriculum at Sun Moon and Stars provides infants and toddlers with a rich learning environment with age appropriate learning centers planned and organized to maximize:
- **Gross and Fine Motor Experiences:**
For younger babies: reaching, grasping, kicking, holding, pulling and standing,

creeping and crawling in, out, over, under. For toddlers: gripping, throwing, manipulating, walking, climbing, pushing, pulling, etc.

- **Sensory Experiences:**
Explorations of texture, color, patterns, size and shape, smell, taste, weight.
- **Cognitive Experiences:**
Object permanence, spatial relationships, classifying, collecting and dumping, cause and effect experiences, problem-solving.
- **Language and Music:**
Adult-child conversations, reading and language play, explorations in music, rhyming, and sound explorations.
- **Social Development/ Personal Expression:**
Art, movement, imitation and beginning dramatic play, doll and stuffed animal play.

Car Seat Policy:

- **Sun Moon and Stars will no longer allow parents to bring car seats into the center to be stored.**
- This is for safety reasons. We have no available storage space for car seats. It is very hazardous to leave them in the hall area or on the floor
- Parents we are asking that you do not place your infants into car seats and leave them unattended on benches, chairs etc. this is for safety reasons for your child.

Clothing & Supplies:

- The parent must supply disposable diapers, wipes and diaper rash cream
- **Cloth diapers are not acceptable at the Center.**
- **Pre made bottles to be provided each day from home. Extra formula and bottles may also be provided (in the original container) by the Parent just in case your baby is extra hungry. Parents must bring enough bottles with the proper amount of formula for feeding.**
- Label all items with your child's first name and the first letter of the last name.
- This includes clothes, diaper bags, diapers, pacifiers, etc.
- Closed toe shoes must be provided for mobile infants/toddlers to go outside and play.
- Do not bring valuable or sentimental items to the classroom.
- Several changes of clothes (including a cap) must be provided for when the Children's clothes become soiled and/or the weather changes.
- In order to maintain a healthy environment for the staff and children, soiled clothes will not be cleaned at the Center.

INFANT PROGRAM GUIDELINES

Infant Care: Please try to bring your baby already fed for the a.m. to the center. This will help with happy transition in the morning. The caregiver will need at least 30 minutes before she can feed breakfast or give a bottle to your little one.

- Until a child is twelve months old and able to eat table food, the parent must bring in food and formula (pre made bottles), and review and update the feeding instructions with the classroom teacher every thirty days.
- Young infants starting a new food for the first time must try the
- food at home for at least three days before we can introduce that
- food at the Center.
- Any extra Formula is to be supplied by the parents in the original container and labeled with the child's first name and the first letter of the last name. All parts of the bottle need to be labeled including caps.
- Breast-milk should be labeled in the same manner with the date the
- milk was expressed and the number of ounces must appear on the container as well.
- Infants must never walk around with or sleep in their crib with a bottle.
- All infants not yet able to turn over on their own must be placed in a
- face-up sleeping position, unless the child's parent presents written
- documentation from a health-care professional stating that a
- different sleeping position is allowed or will not harm the infant.
- Any parent using the diaper changing tables at SMS must follow
- the state licensing procedures for proper sanitization.
- Infant's fingernails and toenails need to be trimmed at all times.
- The Center provides a daily written report to the child's parent
- when the child is picked up from the classroom.
- Mobile infants have daily opportunities for outdoor play as weather
- permits.

Please label all items with your child's name in permanent ink!

Information for Parents on Preparing and Serving Bottles and Baby Food in the Infant Center

Formula Bottles

- All formula bottles need to be pre made from home and stored in the fridge until used. If you would like to provide school extra formula just in case your baby needs extra, you may in a sealed original container of formula.
- Formula must be discarded 60 minutes after being offered to a child.
- Formula should not be re-warmed.
- Formula can be stored in the refrigerator for a maximum of 24 hours. After 24 hours, the formula must be discarded. All unused bottles must be sent home at the end of the day.

Breast Milk

- ***Parents are required to provide a daily supply of milk.**
- Breast milk must always be heated in water that is no more than 120°, for no more than 5 minutes.
- Breast milk (liquid) needs to be labeled with the child's full name and the expressed date.

- Parents will be notified by phone if the child is low on milk or food.
- Parents are responsible for monitoring and restocking milk and food for your infant (not the teachers).
- Parents please be aware that we will call parents to let them know that any extra bottle or food was given if the child is hungry.
- Previously frozen breast milk can be stored for only 24 hours after defrosting.
- Leftover breast milk is good for up to 24 hour after the first use. Leftover breast milk must be labeled with the time and date that it was first offered; the nipple must be replaced with a clean cap/nipple and the bottle stored in the refrigerator.
- Breast milk needs to be gently mixed and not shaken.
- Always check the temperature of the formula/breast milk before serving.
- Children under 7 months must be held while taking a bottle.
- Bottles must not be propped. If the child cannot hold the bottle, the caregiver needs to hold the bottle for the child.
- Bottle feedings cannot contain solid foods unless they are recommended by the child's health care provider for medical reasons.
- Bottles must always be capped if not in use.
- Bottles must be labeled with the child's full name and the date it was mixed or expressed.
- We do not offer storage in freezer for frozen breast milk or frozen food.

Baby Food

- Unless a child will eat a whole jar of baby food, the food must be put in a bowl.
- Baby food that has been contaminated with a child's saliva must be thrown out.
- Baby food can be stored for 24 hours after being opened.
- No infant foods can be warmed in the microwave.
- Homemade infant food needs to be brought to school in individual servings that can be warmed in water at no more than 120°. Please chop the fruits, vegetables or any other food to small size to avoid any choking.
- Teachers do not offer cow's milk to children less than 12 months of age and only serve whole milk to children who are between the ages of 12 months to 24 months.

Important Infant Center Guidelines

- Please enter the room quietly and slowly. Some of the children may be sleeping or playing behind the door.
- When entering the Infant Center, please take off shoes. This helps to keep floors clean for your child.
- Please close the classroom door behind you. This is a very important safety issue. Infants are quick and eager to explore different areas.
- Please wash your hands when you enter the Infant Center.
- Siblings must also wash their hands when entering the room. In the infant's room, siblings must not touch any of the infant toys.
- Older siblings must always *use walking feet*. Running and jumping are natural for 2 to 5 year old children, but very dangerous in an environment where several infants do not move, moving very fast can cause someone to trip and fall easily.

- Personal toys are best left at home. If they must come to school they need to be stored in your child's cubby.
- Teachers/Parents please do not sit on the shelves or tables. We as adults are important role models for children, if they see adults sitting on the furniture the children get the idea that this is an appropriate behavior.
- In the Infant Center the children must always be seated when they are eating or drinking. This is a safety precaution we take to prevent choking.
- If you have any questions or comments, the staff of the Infant Center will gladly discuss them with you. We have your family's best interest at heart and hope to serve you in all areas.

Toddler Program for the following classes:

(Moondrops 11months to 23months, Twinkle Stars-2yr olds, Sunflowers- 2.5 to 3.5 yr olds)

- The more comfortable a child feels with the world, the more likely she will explore, discover, master, and learn. Our toddlers are provided with the opportunity to explore and make choices. Children gain self-esteem and confidence as they express increasing independence and develop their communication skills (both verbal and non-verbal). Teacher helps each child deal with the stress of separation using the child's first language (with parents help and support) and a tone and style compatible with the family. One of the most essential services of the teacher for this age group (high energy level combined with high curiosity) is to ensure their safety and wellbeing. This age group's energy and curiosity to learn and explore and master skills needs increased independence and opportunity to grow through socialization in an age appropriate curriculum.
- We encourage our toddlers:
- Our toddlers to feed themselves (finger or spoon).
- Transition from sipper cup to a regular cup.
- Wash their hands with teacher's assistance.
- Learn small jobs like picking up their own blankets and giving them to the teacher after nap.
- Putting the toys away before going outside to the playground with teacher's assistance.
- Sleep on a cot/mat
- Build expressive vocabulary of 200+ words
- Develop fine motor skills
- Manipulate and gain an understanding of books
- Explore the environment in a positive way
- Engage in sensory activities
- Become independent in toileting
- Refine gross motor skills- balance/coordination
- Express independence/autonomy
- Enter beginning stages of cooperative play
- Practice socialization skills

- Gain an understanding of basic scientific/mathematic concepts, cause/
- affect, opposites, colors, shapes
- Label emotions and partake in conflict resolution

- Parents we want you to know that children will get messy! In order to maximize children's potential in developing the above-mentioned skills, they need to engage in hands-on activities that utilize their senses. All of the developmental changes that occur during the toddler year; increased language, budding independence, and beginning awareness of peers must be considered when developing a program. Sometimes even the most carefully planned days need to be adjusted to meet an individual child's reactions and needs. Toddlers find consistent routines to be comforting and change in established routines to be unsettling. Morning good-bye routines are especially important for toddlers. Our teachers want to work closely with every parent to minimize toddler frustrations and optimize learning.

A WORD TO PARENT'S ABOUT TOILET TRAINING

Do:

- Make the process a pleasant experience
- Talk to children throughout the process
- Become comfortable using the vocabulary associated with
- toileting
- Communicate with teachers
- Exhibit patience with children
-

Galaxies (3yrs to 4 yrs old) and Moon Explorers (4 & 5 yr. olds)

As children learn and grow their thinking capacities expand and become more flexible. The teacher supports and guides this process by responding to child's interest with new learning opportunities and to answer their questions with information and enthusiasm. We also help children discover ways to solve problems that arise in daily activities. Sun Moon and Stars Learning Center also encourages active learning, rather than emphasizing that children learn passively to adults. All children are imaginative and have creative potential. They need opportunities and tools to develop and express these capacities. The way each activity center is set, helps children develop social skills that help them work and play co-operatively and productively with other children and adults.

As the children approach pre-kindergarten, they are able to work for longer periods of time and have mastered many of the necessary social skills for group learning and play. As children learn and grow their thinking capacities expand and become more flexible. The teacher supports and guides this process by responding to the child's interest with new learning opportunities and to answer their questions, with information and enthusiasm .We also help children discover ways to solve problems that arise in daily activities.

PLAYGROUND INFORMATION

Children are allowed outside twice everyday (45 min. in the morning and 45 min. in the afternoon) depending on the weather.

Parents you are responsible for making sure that when you enter/leave the playground area you are replacing the carabiner on to the gate lock to secure the lock. This provides safety for the children from leaving the playground area. Playground schedules are posted in each classroom.

Sunshine group will go outside depending on the infant's schedule. Sunshine and Moondrops will use shaded playgrounds. Parents are required to provide bug spray and sunscreen for outdoor use.

On "ozone action days" outdoor play time will be limited. Children should dress in play clothes, tennis shoes, and have a jacket or coat (winter season) available.

Sun Moon and Stars Learning Center



I have read, understand and agree to the above policies of Sun, Moon and Stars Learning Center. I have received all pertinent school information including a parent handbook, Full time, Part time, Drop-In Care rate pamphlets and classroom information. I agree to work with my child's teacher and other staff as a partner in my child's education and care.

Child/ren Name(s)

Parent #1 Signature

Date

Parent #2 Signature

Date

Parents please sign this form and return to the front desk to be placed on file.

