



Parent Handbook And Center Policies

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 16 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 – 6:00pm.

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

Infant toddler program: \$10.00/hr or \$90/day(10 hours)

Twinkle Stars, Galaxies and Moon Explorers: \$8/hr or \$70/day(10 hours)

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

- Parents we are asking that you please do not drop off your child between the hours of 10:00am 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 at the front desk) 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 may/may not 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. The owner may not follow AISD(depending on weather conditions) and open once the weather improves.

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/pre-visit 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 or terminate 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 from child or parent. 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 for children and staff 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.

Monthly supply fee: 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 will be posted on the center website. For attending families, the new tuition will apply when your child's moves up to the next class. The director will email/verbally inform if there will be any changes in the tuition directly about 4 weeks in advance.
- 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 \$10, 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.
- **Wait list:** Children can be "wait listed" at any time. Due to space limitations, infants should be wait listed at the earliest possible time. Children currently enrolled and their siblings receive priority. Waitlist does not guarantee a spot.
- **Move:** Move to the next class is based on age, development and spot available basis(full time/part time). SMS cannot be held responsible if there is no availability in the next age category when a child enters to the next age category. SMS will move majority of

children during the month of June/July/August of the school year for next class (this is also based upon space available basis). Children get priority based upon age and availability and program(full time/ part time). Children also move during the school year on space available basis. We will email you 2-3 weeks before the transition begins to the next class. We also try to update parents on how the child is doing with the transition to the new class by sending them pictures and videos through emails. A parent teacher conference can be scheduled through an email or in person at the front desk to discuss new routines with the next class teacher to make the transition easy for the family. We highly encourage this!

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:

- Individualized and consistent for each child;

- Appropriate to the child's level of understanding; and
- 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:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- 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:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;

- Humiliating, ridiculing, rejecting, or yelling at a child;

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

- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 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.

Dismissal

Occasionally it is necessary to ask that a child leave Sun, Moon, and Stars. Removal from the school is a last resort after all other means of working with the child and his/her family has proven unsuccessful. The removal of children from school is based on the following guidelines:

- Is the child's behavior a danger to himself?
- Is the child's behavior a danger to others in the class or school environment?
- Is the child's behavior destructive to the equipment?

Is the child's behavior hampering the learning and/or safety of others in the class?

If, after notifying parents of the unacceptable behavior, no hope for improvement is seen, then the school may dismiss a student. Dismissal is immediate. Students dismissed from the school are not eligible for reenrollment.

Other occurrences that may cause the school to dismiss a family could be (but are not limited to):

∞ Parents are verbally disrespectful to teachers or school employees.

∞ The family is consistently, repeatedly late in picking up the child. Non-compliance with the center policy.

∞ Nonpayment of tuition or fees.

∞ The child's health or educational needs become such that the school is unable to provide appropriate schooling.

∞ Custody arrangements between parents are such that the school cannot satisfy one or both parents' wishes. Also if the parents are using too much of school time and staff time for custody issues, SMS reserves the right to dismiss the enrollment. If dismissal is the result of a parent's conduct, all children in the family are dismissed. The decision for dismissal from the school lies with the owner.

CLOTHING AND PERSONAL BELONGING

All items brought 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 brought 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. Labelled with child's name and to be handed to the class teacher to be stored out of child's reach.
- 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 Stars, Moon Explorers, Galaxies, all children are required to be on mats or have Zen time (quite time for 45 minutes)

Quiet time is from 12:00 pm - 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. **Sunshine rooms(Infant rooms) are nut free zones.**

- 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 11:00 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).

Toilet Learning in Twinkle Stars

Toilet learning differs from Toilet training. Child toilet training is something that is adult directed; toilet learning is when the child is involved in their own learning. Toilet training may involve a time pressure on your child which seems to be a quick fix but may have consequences.

Toilet training involves an attitude of having to do it now because the adult chooses so. The difference between toilet learning and toilet training is the adult's attitude which can make a big difference for the child.

Toilet learning starts with readiness signs, and is not learned through a reward system. Toileting is a skill that needs to be learnt. It cannot be taught overnight. The key to toilet learning is teaching not training the child. Learning on their own is reward enough for them to be able to independently help themselves in remaining clean or not soiling themselves.

Allow the child to learn on their own with a bit of support and help from the adult with the use of toilet training pants and clothes they can independently put on themselves. Toilet learning is linked to the child's self-esteem, so genuine verbal praise is important. There are no 'accidents' during toilet learning, only lessons. Language also plays a big part in keeping a positive attitude with toilet learning.

Adult Attitude and Points to Consider in Toilet Learning

It is important to decide if you are ready to commit to the process and all it entails, this could include loads of washing, wet or soiled carpets and what people may think if your child is not toilet ready by a certain age. More often than not it requires months of learning for the child and it is important to have and maintain a positive attitude and avoid putting a time period or the age you wish your child to be toilet trained. It is possible that children will develop manipulative actions regarding toileting (e.g. wetting self on purpose) if they believe it will affect your behavior.

Every child is different and toilet ready at a different age, these are some tips to help the process and explain the rationale behind the method. However, it is up to you which toilet learning or toilet training approach you think suits you, your child and your lifestyle.

Clothing For Toilet Learning

We recommend that all clothing be two piece set during this learning process. The bottoms should be elastic waist allowing the child to independently pull up their own trousers/skirt. Also this allows the child to pull down cloths quickly if they need to use the toilet urgently. There are toilet training pants that can be bought that are made of thick fabrics, terry toweling so the moisture is absorbed but still lets the child feel the wetness.

Underwear needs to be cotton and elastic should not cut off any circulation, be sure to buy appropriate sized underwear to allow for ease of dressing the self.

Toilet Learning and Language

It is important that children understand the language you use during toilet learning. Quite often there is some embarrassment in using certain words, remember to consider your attitude when interacting with children, if you are embarrassed talking about certain body part or bodily functions your child could also learn this attitude. Using the toilet is an everyday event and being comfortable explaining the process and body parts to children is important as it is a natural part of our lives.

It is important to feel comfortable using adult words around children like to describe body parts and functions. This ensure that your child will not have to use 'baby words' (e.g. wee and poo) and demonstrates that you see your child as a capable toilet learner.

We recommend considering your language when inviting children to use the toilet always keep it clear, direct and positive, for example "You may go and sit on the toilet/ potty" if the child refuses maintain positive language "you need to sit on the toilet so that you can urinate". Never force a child on the potty or toilet against their will or use language in a negative way saying they "must sit on the toilet".

When a child urinates on themselves try not to refer to this as an 'accident' tell them "you have urinated we need to sit on the potty when we urinate" making sure to sit the child on the potty after the event and change wet underpants. Always remain calm and in control of emotions model this behavior for the child.

Signs of Readiness Checklist:

Physical Readiness

- Child can stay dry for longer periods of time, or overnight
- Child knows the feelings that signal he/she needs to use the bathroom
- Child can pull down own pants, and pull them up
- Child can get him or herself to the toilet

Mental and Language Readiness

- Child can follow simple directions
- Child can point to wet or soiled clothes and ask to be changed
- Child pays attention to the physical signals even when she is doing something else (a challenge for many children, which is why accidents are so common)
- Child knows the words for using the toilet, and can tell an adult when he/she needs to go
- Child has asked to wear grown-up underwear

Emotional Readiness

- Child seeks privacy when going in diaper
- Child shows interest in using the toilet-may want to put paper in and flush it
- Child shows curiosity at other people's toilet habits
- Child has decided he/she wants to use the toilet
- Child is not afraid of the toilet

Bowel Movement Control

In toilet learning urination is often the focus; this is usually because it is a much harder skill to control liquids rather than mass. However, in many children bowel movement control occurs much later. There are many individual factors that can contribute to this including physical, emotional and mental readiness.

Bowel movement control often happens before urinary control. If they are regularly going to the toilet to urinate, chances are they may have a bowel movement while urinating. It is for this reason that boys should preferably sit instead of stand during the first stages of toilet learning until they have mastered bowel movements.

Every child is different in learning this skill; many children are aware of when they are having a BM but will often be shy in telling an adult or not know what to do. It is important to build up trust and reassure the child that everything is ok. Many children who are showing signs of readiness will want to ask questions and look at what is happening while you are changing their BM. It may be helpful to talk the child through what is happening in their bodies and include them in the process as much as possible.

Many children have Bowel Movements at the same time each day; this predictability can be used as a tool in helping the child succeed in BM control. Writing a chart of times the child is likely to have a BM and looking for other signs (body posture and facial expression) can help signal that the child should sit on a potty or toilet. It also helps chart the frequency of the child's BMs, on occasion if the child is feeling anxious about passing BMs they may hold them and become constipated.

Summary

There should be no pressure put on children to be toilet trained. Toilet learning is a natural process and should be done at a pace the child is comfortable with. Allowing children to become aware of their bodily functions from the sensitive period of development allows for less distress when the child is older and more physically able to control their toileting abilities.

Please remember although the child is urinating in their underpants they are not 'failing' at toileting rather learning the sensation to need to go and the discomfort of having wet underpants. This is part of the learning process that is Toilet Learning.

Toileting Routine

- Consistency is the key to Potty learning Parents and teachers work together as a team to make this a happy process for the child.
- Try not to plan a long trip/vacation when your child is under potty learning.
- Constantly ask the child to go the toilet if they need to.
- Sit them on the potty when they wake in the morning, before going anywhere outside of the home, before and after sleep time and after meals. Ask them nicely, if they refuse say "You need to go to the potty".
- If they are comfortable with the potty, they may refuse less often. Remember if they wet themselves, it is okay. Just reinforce to them verbally that they need to urinate on the potty or toilet.
- If your child is dry for long periods of time and going to the potty on a frequent basis this can be time for you to move on the toilet learning process and fully get rid of the nappy/diaper.

WATER ACTIVITIES

During the summer days we organize splash days which include sprinklers, spray bottles. Each class will be assigned a day for splash day during summer season(July and August). 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.

Note: no wading pools or swimming pool on facility

Music, Yoga Classes:

Music, drums and yoga classes are offered to children at SMS. All these special instruction classes are offered on instructor availability basis. SMS has the right to change/cancel the instruction days if the instructor is not available on the scheduled days. We will inform parents through an email for any long term changes in schedules.

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. Always inform the class teacher at drop off and pick up.
- Please do not encourage your child to operate the doors (with/without codes) or playground gates/carabineers, these are for the safety of your children.

Car Seat Policy:

- Sun, Moon, and Stars does not allow parents to bring car seats into the center to be stored in the classroom or hallways.

PET POLICY:

Sun, Moon, and Stars Learning Center has pets at our school. They have been hand raised and are very tame. The pets will be kept in a completely contained coop/shed outside where the children can see them when they go out to play. Only teachers will handle the pets. 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 speak/ 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 the 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 receive pictures, videos of the class along with an outline on the weekly activities. Our teachers will try their their best to include all special activities that were offered during the week.
- Parents you may also receive group activity pictures which we will share to all the parents through weekly updates. Parents are requested not to post these group pictures on social networking websites to respect other's privacy.
- 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:

Parties and Celebrations

Birthdays and holidays are an especially exciting time for young children and the Center will be pleased to help your child celebrate with classmates and staff if arrangements are made in advance. Parent participation is welcome, but not required. Party planning should attempt to minimize disruption of routine and prevent unwarranted anxiety for the children. If birthday invitations are distributed at the Center, all children in the class should be invited. Parents are requested to bring in healthy snacks ie. fruit tray, veggie tray with dip, multigrain crackers and cheese, healthy snack bars. Balloons are a choking hazard for young children and should not be brought into the. Since licensing regulations prohibit any type of open flame in the Center, birthday candles are not permitted.

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.

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

- The children's hands are washed before and after eating, diaper changes and other times as needed.
- Toys are rotated regularly and are cleaned with disinfectant daily.
- 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.
- Tile floors are mopped completely each night and are spot cleaned as needed throughout the day.
- The bed linens are laundered here at the center every day for the infant rooms.
- Soiled diapers are placed in a plastic bags before disposing of them in a container with a tightly closing lid.
- 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."

- 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 symptom free without the benefit of medication for 24hrs or a note from the doctor's office that the child can return to school with certain exceptions like Hand Foot and Mouth, Thrush.

Hand Foot and Mouth:

☛SMS policy: If your child has hand, foot, and mouth disease, keep him or her away from the center during the first week of the illness or until the blisters/rashes resolve. Doctor's note will not be accepted to return back if either of the above conditions are not met.

People with hand, foot, and mouth disease are most likely to spread the infection during the first week of their illness. But the virus can live in their body for weeks or even months after the symptoms have gone away.

- Is there a test for hand, foot, and mouth disease? — Yes, but it is not usually necessary. The doctor or nurse should be able to tell if your child has it by learning about your child's symptoms and doing an exam.
- Should I call my child's doctor or nurse? — You should call your child's doctor or nurse if your child is drinking less than usual and hasn't had a wet diaper for 4 to 6 hours (for babies and young children) or hasn't needed to urinate in the past 6 to 8 hours (for older children). You should also call your child's doctor or nurse if your child seems to be getting worse or isn't getting better after a few days.
- How is hand, foot, and mouth disease treated? — The infection itself is not treated. It usually goes away on its own within a few days. But children who are in pain can take nonprescription medicines such as acetaminophen (sample brand name: Tylenol) or ibuprofen (sample brand names: Advil, Motrin) to relieve pain. Never give aspirin to a child younger than 18 years. In children, aspirin can cause a serious problem called Reye syndrome.
- The sores in the mouth can make swallowing painful, so some children might not want to eat or drink. It is important to make sure that children get enough fluids so that they don't get dehydrated. Cold foods, like popsicles and ice cream, can help to numb the pain. Soft foods, like pudding and gelatin, might be easier to swallow.
- Can hand, foot, and mouth disease be prevented? — Yes. The most important thing you can do to prevent the spread of this infection is to wash your hands often with soap and water, even after your child is feeling better. You should teach your children to wash often, especially after using the bathroom. It's also important to keep your home clean and to disinfect tabletops, toys, and other things that a child might touch.
- If your child has hand, foot, and mouth disease, keep him or her away from other people during the first week of the illness.
- The above content on Hand Foot and Mouth is from UpToDate website and is not intended nor recommended as a substitute for medical advice, diagnosis, or treatment. Always seek the advice of your own physician or other qualified health care professional regarding any medical questions or conditions. The use of UpToDate content is governed by the UpToDate Terms of Use. ©2016 UpToDate, Inc. All rights reserved.

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 at the front desk 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. Do not leave any medicine (prescription/over the counter) in your child's cubby, lunch box or classroom. All medicine is stored at the front office to be administered by the office staff only. All medicines are picked up from the front office at pickup time. We check our medicine box each month for expirations. Any expired medication will be discarded and the parent will be notified through and email or in person.

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 5 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/name to face roll call 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** 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

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 or a minimum of 5 years of experience at a licensed childcare center. Teacher Assistants can be trained as long as they are open to learning and are nurturing.

STAFFING INFORMATION

- Sun, Moon, and Stars Learning Center would like for parents to know that we hire staff that have been certified with a either or 5 years experience, 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 buckeled in car seats on benches, chairs etc. this is for safety hazard.

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 90°, 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 offer milk/formula or food if the child is hungry before the scheduled time. Our caregivers work with babies cues and on demand schedule. If parents have a set routine, our caregivers will try their best to follow it but it is not guaranteed as infant's on demand schedule is a priority at SMS.
- 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 90°. 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 12months to 2yr, Twinkle Stars-2yr 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

Galaxies (3yrs & 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 cooperatively 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 carabineer 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.

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.