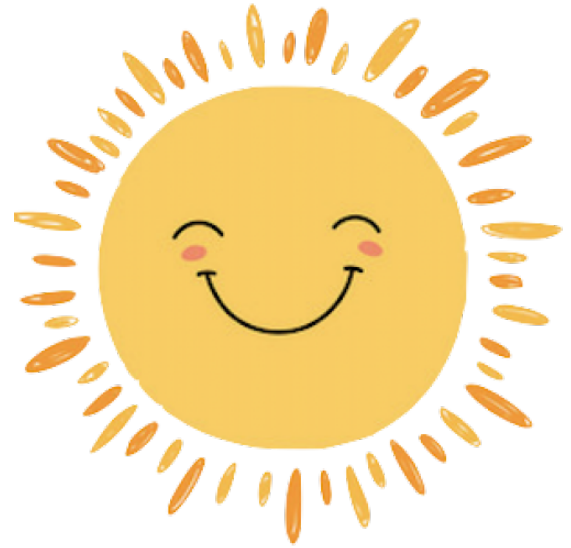


# Student Handbook



Everything you need to fully embrace the Happy Day Care experience.

## **Welcome to the Happy Day Care Family!**

Being a part of our community ensures a warm and nurturing start for your child. Dive into this guide to get acquainted with our nurturing environment and to make the most of our offerings.

### **OUR JOYFUL HOURS**

We're all set to welcome your child from 7:30am to 5pm, Monday to Friday.

### **JOINING THE HAPPY DAY CARE FAMILY**

We're so excited to have your little one join us! To kick-start their journey, we'll need:

- Your child's application and a small family application fee of \$35. This fee isn't refundable or transferable, and please remember, rates might adjust from time to time.
- A lovely photo consent.

- Certification of Immunization Records (that blue form) from your child's doctor within 30 days.
- Child Health Examination Form (the gold one) also from their doctor within 30 days.

Please keep us in the loop with any changes in your address, phone numbers, or other details. The first two weeks here are a “getting to know each other” phase, to ensure our space feels just right for your child. We may extend this for up to four weeks if your child needs a little more time to get comfortable.

## **SUPPORTING HAPPY DAY CARE**

Tuition is appreciated every week and is due on the upcoming Friday. If there's a delay, a small fee of \$5 is added daily from Monday onwards. Tuition remains consistent, regardless of any unexpected holidays, sickness, or nature's surprises.

## **HANDLING PAYMENTS**

If a check bounces back due to insufficient funds, there's an additional fee of \$35. We'll need to pause your child's enrollment until everything's settled. After two returned checks, we'd ask for payments via cash, cash app, or money order.

## **BEING AWAY FROM US**

Life happens! If your child can't make it for a day or more due to illness, vacation, etc., just let us know. Tuition remains consistent even during absences. Remember, missed tuition might put a hold on your child's attendance.

## **HELLOS AND GOODBYES**

When you drop off and pick up your little one, please sign them in and out. Ensure they're ready for a fun-filled day at Happy Day Care. We serve breakfast between 8-8:30am. If you're a tad late, ensure your kiddo has had their meal. Late arrivals after 9:30am are a bit tricky for us. Oh, and kids can leave their shoes at the door.

## **PICKING UP YOUR STARS**

We'll happily send your child home with parents, guardians, or anyone you've listed on their authorized pickup form. Need someone else to do the pickup? Just let us know and ensure they have an ID.

## **BEFORE AND AFTER OUR JOYFUL HOURS**

Please reach out if you plan to arrive outside our hours. Early birds might have an added fee. For those occasional late pickups, we have a grace period till 5:10 PM. After that, a fee of \$1 per minute applies. If these grace moments become a pattern, we might need to rethink them.

## **VACATION VIBES**

After a full year with us, every FULL TIME child gets a free week of vacation! If you're taking time off before that, remember tuition remains consistent.

## **SPECIAL DAYS AND BREAKS**

Sometimes, we might be closed on holidays, but tuition stays the same. We always let you know in advance about these days and our two-week unpaid vacation. If nature throws us a curveball and we need to close, tuition remains unchanged.

## **ABOUT MEDICATIONS**

For your child's safety, we don't administer medications here. If they need a dose, it's best given before or after our hours.

## **ILLNESS POLICY**

The well-being of all our kids and staff is dear to us. If your child feels under the weather, they might need a little break from Happy Day Care. If they show certain symptoms, we'll give you a call for an immediate pickup. They can rejoin us either with a doctor's note or after 24 symptom-free hours. Remember, if anyone in our home gets sick, we'll keep you informed. Symptoms that require immediate pick up:

- Diarrhea
- Temperatures of 100 degrees or higher when in conjunction with any other signs of illness
- Vomiting
- Conjunctivitis, commonly known as pink eye or any other eye infections
- Head lice
- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Exposed or open lesions
- Unusually dark urine and/or white stool
- Severe pain or discomfort
- Communicable diseases that is still in the contagious stages (ringworm, chicken pox, measles, mumps, flu, strep throat, etc)
- Any other unusual signs or symptoms of illness

## **IN CASE OF LITTLE MISHAPS**

Even with all our precautions, tiny accidents can happen. For minor bumps and scrapes, we'll provide first aid. If there's something serious, we'll call 911 and keep you informed.

## **OUR HAPPY DAY CARE CODE**

We're all about kindness here! Actions like hitting, pushing, or use of inappropriate language aren't part of our culture. We encourage all kids to be respectful and use good manners. If there are consistent challenges with behavior, we might need to chat about the best path forward. We also appreciate respect for our space and things. Any intentional harm to property might have a fee associated.

## **POSITIVE GUIDANCE APPROACH**

At Happy Day Care, we believe in nurturing children through positive means. When faced with behavioral challenges, we use the following strategies:

- 1. Redirection:** If a child displays challenging behavior, we gently guide them to another activity or play idea. For instance, offering another toy or suggesting independent play.
- 2. Acknowledgement:** Sometimes, kids act out seeking attention. Where safety isn't compromised, we may choose not to react, as it often diminishes unwanted behavior.
- 3. Verbal Guidance:** We chat with the child, letting them understand why certain behaviors might not be the best choice and guide them on better alternatives.

**4. Education & Consistency:** Understanding that children are still growing mentally, we emphasize on teaching, revisiting, and maintaining consistent standards for their well-being.

If these strategies don't yield desired results, we:

- Observe and record the child's behavior and our prior interventions.
- Hold a discussion to craft a tailored plan involving both staff and parents.
- Consider external resources.
- Consider a temporary suspension.
- If all else fails, think about ending the program enrollment.

Safety is paramount at Happy Day Care. In extreme cases where a child's behavior poses significant risk, we might need to seek an immediate remedy. But rest assured, our team never uses corporal punishment, food/warmth withholding, ridicule, unnecessary physical restraint, or embarrasses any child.

## **PERSONAL BELONGINGS**

We encourage children to keep personal toys at home unless they're for naptime or specified on the enrollment forms. This helps avoid disruptions and potential losses. If a child brings an item not listed, we'll kindly ask parents to take it back home.

## **MEAL TIMES**

Happy Day Care provides breakfast, lunch, and snacks. While your child can enjoy our meals, you're welcome to

pack theirs if preferred. Meal preferences don't affect tuition.

## **EVALUATIONS**

Throughout the year, we assess each child to understand their developmental journey. These evaluations foster collaboration between us and parents. Do take a moment to review them when shared.

## **COMMUNICATION**

Our Facebook page is our primary communication hub. It has monthly newsletters and updates. If you aren't on Facebook, let us know, and we'll ensure you receive all important communications.

## **PARENT INVOLVEMENT**

Your involvement amplifies your child's growth! Be it by donating supplies, volunteering, discussing their day, or simply staying engaged in our activities – it strengthens our community and benefits your child.

## **CELEBRATING BIRTHDAYS**

Birthdays are special! Coordinate with us if you'd like to bring in treats or goodies, and we'll ensure there's a celebration slot.

## **REST TIME**

A two-hour rest period is allocated daily for preschoolers. They can nap or simply relax quietly. Do send two bedding items from home.

## **TIOLET TRAINING**

Potty training is a big step! We'll support your child when they show readiness signs like recognizing wetness and

handling pants. During this phase, easily removable clothing is advised, along with extra clothes and pull-ups. It's essential that a routine is already initiated at home, and we'll work in tandem with you to ensure consistency and success.

## **WITHDRAWAL GUIDELINES**

If you ever decide to move your child from our program, a two-week notice is appreciated. If this isn't provided, a two-week tuition fee would be applicable. All records will be released once the dues are cleared.

## **UNDERSTANDING OUR POLICIES**

All these guidelines are curated keeping in mind the best interests of the children, parents, and our team. If any policy seems unclear or hard to follow, let's sit together and discuss. Continuous non-compliance might result in reconsidering the child's enrollment, but we always aim for understanding and collaboration first.