

Dear Parents,

We at **Ms. Aiesha's Learning Center** provide a place where your child is happy and safe while starting to develop their learning habits. Your child's health and safety are among our main concerns. Local regulatory boards inspect our facility frequently and fire drills are conducted monthly.

Ms. Aiesha's Learning Center learning programs, created by early childhood curriculums specialists, help children grow physically, intellectually, socially and emotionally. Experiences are also offered that help children at expressing themselves creatively. We guide the children to learn as they play. In addition, **Ms. Aiesha's Learning Center** equips its centers so that all of our rooms and materials are age appropriate for the children.

Our main goal is to provide you and your child with the best quality childcare available. We recognize the trust that you have placed in us and offer your child an opportunity to share in the wonders of childhood at **Ms. Aiesha's Learning Center**. We provide laughter, hugs, caring and sharing, which is what childhood is all about.

Your participation as a partner in your child's early learning experience is very important to us. Please feel free to call us at (931) 302-2451, or if you wish to talk with us in person stop by the office when you pick up your child.

We hope that this handbook answers any questions you might have regarding childcare and **Ms. Aiesha's Learning Center**. We appreciate the trust you have placed in us.

Cordially,

Aiesha Willis-Owner

John Willis -Owner

Tuition and fees

A non-refundable registration fee is due upon enrollment, and thereafter annually by February 15. This will cover accident insurance and annual cost of buying supplies. Payment of weekly tuition is due on Friday. If tuition is not paid by Tuesday a \$5 late fee will be added to the balance and will accumulate weekly. By Wednesday we must have a check in hand with appropriate late fees included in order for your child to attend the center. If your child is enrolled on a full-time basis, the full week tuition is charged if your child attends any portion of that week. If your child is out for the entire week and vacation time is not available to you than the fee is ½ of your full time tuition cost.

- If you are paying on a bi-weekly or monthly basis, payment must be made in advance.
- If you are paying by check, please remember to put your child/ children's name on the check.
- All fees are subject to change.

Vacation or absences

Ms. Aiesha's Childcare has a vacation policy of two weeks (10 days) per year. Your weekly childcare fee will apply once enrolled whether your child attends everyday or not. This means if your child attends just one day and is enrolled for (5) days, you will still be charged your weekly rate. If your child misses the entire week, you will be charged 50% of your rate to hold your spot.

For preparation purposes, please notify us if your child will be absent for the day.

Ms. Aiesha's Learning Center accepts part-time children and daily drop-in w/ regards to availability. Please check with the director for the current prices. Vacation policy does not apply to part-time or drop-in children.

Late pick up fee Our business hours are 5:30 a.m. to 5:30a.m., Monday through Friday – Saturday and Sunday except on posted holidays. A fee of \$1 per minute is added on for pickup after your scheduled pick up time. This fee must be paid prior to your child's return to school. There will be no exceptions.

We request that all children be in by 9:30 a.m. as this is when classes start. We understand that there are circumstances that would prohibit children from being in attendance, such as Dr.'s appointments, etc, and will work with the child's schedule. However children that come in after activities have been done can not be guaranteed them to be made up.

Payment Methods We accept all major credit cards, cash and debit cards. We don't accept checks. All payments must be made on your scheduled payment day. (There will be a fee of \$20 Per day for each day thereafter).Payments is due before 6:00 pm. All fees are subject to change. Any fees that are charged by a collections agency or Legal fees involved in the collections process will be paid by the Parent's above what is owed.

Parents-staff communications It is very important for us to provide quality services for our children and parents. In order for us to maintain this level of quality, it is extremely important that we receive parents' feedback. Please feel free to communicate with us when you are particularly pleased with your child's care, as well as if you have an area of concern. It is our policy to encourage parents to discuss all concerns with the teacher, director or owner.

Ms. Aiesha's Learning Center management is required to report to the appropriate State Department suspected child abuse, neglect, exploitation or deprivation.

Allergies Allergies are common, particularly among young children. If your child has an allergy, please notify the director or owner; this allows us to take any necessary precautions to safeguard your child's health.

Communicable diseases Illness and childhood diseases are an unavoidable part of growing up. If a communicable disease is present at Ms. Aiesha's Learning Center every effort will be made to inform you of the situation. We also report such diseases to the local health authorities. Frequently, we distribute literature about children's health issues.

Medicine policy We know that there are times when your child may need medications during the day. We administer only dated, labeled, prescribed medicines or over-the-counter medication that is in its original container. This requirement is consistent with federal law.

The parent/guardian must sign the 'medicine authorization form' when you wish for us to dispense medication to your child. You must list a time we can not dose on "as needed" basis.

As per the States Rules & Regulations for Daycare, we must have a signed permission slip to apply either bug spray and or sunscreen on your child. If you would like bring it in we will apply it as needed during the school day. Parents must supply these items.

Health forms In the interest of the children's health, it is mandatory by the state for you to submit a current health form that is completed by your physician. Your child's immunization records must be on file with in 30 days of entering the day care. Immunizations and medical records must be updated as required by the state of Tennessee.

Visitation policy We have an open door policy for visits to the center during the day. However, we do ask that you take into consideration that your child has a schedule and there are certain times, such as nap time, that visitation can be detrimental to the child's daily routine as well as the remainder of the class.

Security precautions At the time of pickup, the caretaker will call for your child over the center's intercom so that their teacher can prepare them for departure. Your child can be released only to adults [ages 18 or older] who are designated by you in writing. Identification will be required from the designated person.

We must have a notarized court order on file regarding parental custody matters.

Outside play Fresh air and exercise are very important to a growing child. During in climate weather the children participate in indoor activities. If the weather is nice, children are allowed to play outside on the designated playground areas. Please be sure that your child has appropriate clothing for all kinds of weather, enclosed shoes with ties or sneakers are preferred to sandals.

Weather If snow or ice conditions become apparent, and public school closes than we will likely close also. A sign will be posted to verify this. Every effort will be made to open the Center, but we must maintain our ratios and the safety of our staff and your children. Please stay in touch with the Center / TV News for information.

In the event of severe weather or evacuation of the building due to fire, gas leak, or physical plant problems, the **protection of the children is our major concern**. Emergency plans are posted in each room and we run thru “drills” for each situation. Parents would be notified as soon as we are able of any closing or evacuation of the center. Please understand that it takes time for us to move the children in an emergency and that is the primary focus for us is not to answer the phones. Be patient and as soon as it is safe and the children are back in their rooms we will resume normal procedures.

Sickness Sick children may not be brought to the center. If child is running a temperature, having diarrhea, or vomiting, they should not be brought to the center. If your child becomes ill while they are at the center, you will be called to come and pick them up.

Accidents and emergency care It is required that we have the names, addresses and phone number of persons authorized to pickup your child, as well as the name and phone number of your child's physician and preferred hospital.

In the event of emergency or serious accident, an emergency vehicle will be called - if there is a less serious situation, you will be asked to transport your child. Please notify us of any changes regarding your listed emergency telephone numbers/contacts.

Clothing Your child will be active both indoors as well as outdoors. It is important for your child to be dressed in comfortable, washable, play clothes. Please label all jackets, sweaters and any other belongings that will be left in the child's cubby. Shoes must be worn at all times. In addition, the older children play hard and tend to get dirty; it would be beneficial if you send a change of clothing for them.

Toilet training During this crucial time in children's' development, it is important at the center and home worked closely together. This provides a consistent toilet training routine for the child.

If your child is in the process of being potty-trained, we asked that you provide us with multiple changes of clothing. We recommend that the clothes you include are easy for the child to remove – this teaches the child self-help skills and does not frustrate them in the process.

Rest time Your child's day at Ms. Aiesha's Learning Center provides many exciting, and sometimes physically tiring, activities. A rest time is scheduled each day to offset the activity time. We provide cribs for the infants, and the crib sheets are changed daily. For the older children, we provide cots, which are disinfected regularly.

During rest periods we play music, and encourage each child to sleep or rest. Younger children may bring a blanket to have during naptime.

Nutrition - Your child is served 3 nutritious meals and snacks daily. If your child requires a special diet, or has a specific religious belief that we can accommodate. Otherwise no outside food is allowed to be brought in. A menu will be posted weekly on the parent board.

Discipline At Ms. Aiesha's Learning Center we recognize that positive discipline teaches and encourages the healthy development of child self-esteem. Our caregivers praise and acknowledge appropriate behavior.

We set limits that are developmentally appropriate and consistently enforced. We use a "Thinking Chair" method (similar to time out with no negativity) to give the child an opportunity to regain /calm Themselves before rejoining the group. We stress "redirection" to our staff before tempers escalate.

Ms. Aiesha's learning center does not condone corporal or physical punishment. If a child is having consistent discipline problems, the Caregiver and the parent will be encouraged to work on a program appropriate for that child.

Field trips Your child will have numerous opportunities to take educational and entertaining field trips. These trips are an important part of learning about the world and community around us. Frequently, these trips are planned to coincide with the weekly learning seen in your child's classroom.

We must receive a permission-slip, which would authorize us to take your child on the field trip. There may be a fee related to a field trip activity. In these cases, we will notify you in advance of these trips.

If your child's class is scheduled for a field trip, you must have your child to the center prior to their departure or you must make arrangements to bring them after the class returns for the day.

Holidays

Ms. Aiesha's learning Center observes the following holidays. We will post a reminder notice on the front door in advance.

New Year's Day Martin Luther King's
Birthday Eid Muslims Holiday
Memorial Day Independence Day Labor
Day Thanksgiving Day and Friday
following Christmas Eve Christmas Day
New Year's Eve Columbus Day Good
Friday

If the holiday falls on a weekend we will observe the holiday in accordance with the national Monday holiday bill. Since our rates are figured on a weekly basis, a full week's tuition is charged during a holiday week if your child attends for any part of that week - unless vacation time is used.

School pictures

Each year your child will have one or more opportunities to have their picture taken. The purchase of these pictures is optional and is offered to you as a service.

Birthdays

Birthdays are very special in the life of a child. We welcome your involvement when arranging a party for your child. If you want to provide a treat for each of the children in your child's class, please contact the director to arrange the details.

Show and tell

Each class has a weekly "show and tell" which is on Friday's. Please restrain your children from bringing toys in everyday.

Age group overview Each child is uniquely with individual interests, abilities and needs. Our age appropriate programs are planned to be flexible and promote development of each child's physical and social needs. We accept children from 6 weeks old up to 12 years or 5th grade.

Infants receive individual care and attention. Their physical needs are monitored carefully, and their daily schedule is planned to coincide with their home schedule, specifically regarding sleeping and eating patterns.

Toddlers are more in gear with a schedule. They will eat at the table in the kitchen like the big kids do. We have high chairs and bouncy seats for those that need them. We plan activities for the toddlers but on a relaxed schedule.

The two-year olds develop social skills and learn how to interact with others as they explore their independence. Their daily activities are not highly structured - they are varied and fun filled.

Three-year-olds have a program that includes a wide variety of learning experiences, such as arts and crafts to painting, learning colors and shapes, counting and imaginative play.

Four-year-olds have a busy and varied curriculum designed to prepare them for their kindergarten experience. They are taught how to write their names and numbers, develop problem-solving skills, follow directions, and work cooperatively. Students are also exposed to basic math and science experiments. At the present time we have the Georgia Pre-k program.

Our school age children have a fun filled schedule on the days they are out of school. Field trips include many educational and entertaining places, such as, bowling, swimming, roller-skating and many other activities.

After care students are encouraged to do their homework and other related activities upon arrival at the school. They are also provided a snack and time to play outside.(weather permitting)

Our learning programs are geared for a specific age child and our equipment and furnishings are sized especially for children. We have different outside play areas that separate the various age groups. Age appropriate toys and activities are provided in each of the playground areas.

At Ms. Aiesha's Learning Center we believe that learning is accomplished through interesting, motivational activities and well-rounded programs that help children discover the fun of growing.

Again, we want to take this opportunity to thank you for the trust you have placed in us. We will strive to make your child's stay at Ms. Aiesha's Learning Center a positive experience.

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