

*T & B's*

*Learning*

*Factory*



# *PARENT HANDBOOK*

*(Please make sure to keep this on hand in a safe place as every parent and child will be responsible for following the guidelines provided in this handbook.)*

*Preschool & Child Care Center*

*16032 Van Eaton Circle*

*Biloxi, MS 39532*

*Phone: 228-396-2183*

*Fax: 228-396-2189*

*Email: [tblearningfactory@yahoo.com](mailto:tblearningfactory@yahoo.com)*

*Website: [tblearningfactory.com](http://tblearningfactory.com)*

**T & B's Learning Factory**  
**16032 Van Eaton Circle, Biloxi, MS 39532**  
**228-396-2183**

Dear Parent,

Thank you for your commitment to **T & B's Learning Factory**. Welcome to our world of learning and fun! Enclosed you will find information about the services we offer. Please call if you have any additional questions.

At **T & B's Learning Factory**, we view each child as a unique and special person with his or her own pattern of timing of growth. We are devoted to providing a wealth of opportunities for discoveries, new experiences, problem solving, and accomplishments. We believe that all areas of a young child's development (social, emotional, physical, and cognitive) are integrated and that optimal development of these areas is derived from

positive and supportive relationships with adults. Our curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities, and pursue their own interests as unique individuals among their friends.

**T & B's Learning Factory** provides a safe, nurturing, and educational environment for children 6 weeks - 5 years of age. The full-day program at **T & B's Learning Factory** operates from 6:30 a.m. to 6:00 p.m., Monday through Friday, and includes one meal and two snacks.

We appreciate you considering us as the next step in your child's developmental journey. We look forward to the experience of caring for your most precious loved one(s).

Sincerely,

*Tiffany A. Blake*  
*Beverly B. Crocker*

Tiffany A. Blake, M.S. Ed.  
Beverly B. Crocker, M.S. Ed.  
Owners & Directors

## **BREAKFAST, LUNCH, & SNACKS**

T & B's Learning Factory does not provide breakfast. Each child will need to be fed breakfast at home before he or she arrives at the Center. T & B's Learning Factory will provide a morning snack at approximately 9:00, a hot lunch at approximately 11:30, and an afternoon snack at approximately 2:45. Parents are asked not to bring food into the Center, unless previously approved by the director(s) or your child's teacher. Exceptions will be made in the event of food allergies, for religious reasons, and for special occasions, such as birthday parties. Parents of children with special dietary needs will need to provide the Center with their daily meals. Otherwise, we encourage all children to try all foods that we serve, but we do not force children to eat.

If you wish to celebrate a holiday or birthday by bringing food as a treat for your child's class, please make sure of the following:

- a) The director(s) and/or your child's teacher is notified ahead of time.

- b) There will be plenty for everyone.
- c) Goodie bags must not include gum, sharp objects, toy guns, or swords.

## Sample Lunch Menu

Monday	red beans & rice, peas & carrots, pineapple tidbits, milk
Tuesday	turkey & cheese sandwich, peas, peaches, milk
Wednesday	creamy chicken & rice, green beans, fruit cocktail, milk
Thursday	macaroni & cheese w/ ham, mixed veggies, pears, milk
Friday	pepperoni pizza, corn, applesauce, milk

## Sample Snack Menu

Monday	blueberry muffins, sliced banana, water
Tuesday	fruit & grain bar, milk
Wednesday	cinnamon swirl bread, pineapple tidbits, water
Thursday	corn chex, fruit cocktail, water
Friday	ritz crackers, sliced cheese, water

## DISCIPLINE

Discipline at T & B's Learning Factory is designed and carried out to help each child:

- a) Learn self-control
- b) Choose healthier alternatives
- c) Develop an understanding and respect for others
- d) Identify his or her feelings

If and when discipline is needed, it is never the intent of the teacher to embarrass the child or in any way do damage to the child's self-image. The child being disciplined will

participate in resolving the conflict in which he or she is involved. **We do not condone or employ corporal punishment as a means of discipline.**

The following factors shall contribute to positive discipline:

- a) **Modeling Good Behavior** - Modeling by the teacher largely sets the mood of the classroom. Teachers will demonstrate a calm demeanor, politeness, gentleness, and respect for children.
- b) **Structured Activities** - careful planning by the staff will provide an optimal amount of activities to keep each child involved and stimulated at his or her developmental level.
- c) **Emphasis on Interpersonal Relationship Skills** - Lesson plans devised by staff will include developing the interpersonal relationships of children. Emphasis is placed on helping children build a positive self-image, develop self-esteem, demonstrate self-control, good manners, honesty, and the respect of others, identify and communicate their feelings, and learn how to forgive when their feelings are hurt.

**\*\*If a child continuously disrupts the class or exhibits other behavior problems, appropriate disciplinary action will be administered, such as removing the child from the immediate environment until he or she is able to return to the classroom appropriately. Parents will be notified if problems persist. If a child is unable to adjust to the classroom environment, or exhibits behaviors that are harmful to another individual, the child will have to be withdrawn from the program.**

## **TOYS**

T & B's Learning Factory has an abundant supply of toys and other play materials for the children to use. When toys are brought into the Center from home, they are difficult to keep track of and often cause problems of ownership and possessiveness among children. Therefore, we ask that you not bring toys from home except on "Show and Tell" days or on other days as requested by your child's teacher. All toys brought from home on any other day will be taken away from the child. Toy guns or potentially dangerous toys are prohibited at T & B's Learning Factory.

## **TOILET TRAINING**

Understanding that each child is unique in his/her timetable for development includes the development of the central nervous system which controls the functions related to

toileting. This also includes the development of hand and leg muscles, language and communication skills, and the understanding of toileting concepts. Most children are not ready to begin actual toilet training until two and a half years of age. Children who are forced to toilet train early by the use of unrealistic expectations or punishment usually have a lot of accidents and anxiety over using the toilet. Toilet learning should be a positive experience for a child and family. If a child is ready, it should only take a short period of time.

As teachers of young children, we take a matter of fact attitude to toilet education:

- Children will learn appropriate toileting practices in given time.
- Body parts are called by correct names.
- We do not over react to toileting accidents.
- Children are praised often.
- Child sized toilets are available for children.

Upon a parent's request, you will be asked to sign a consent form to allow the Center to begin potty training your child. The Center does not wash the child's clothing. We will clean the mess as good as we can and put them in a plastic bag for you at the end of the day. The staff will not wash out soiled garments in the toilet as per state regulations.

## TRANSPORTATION/FIELD TRIPS

Field trips are an important part of our program. Children will be allowed to go on a field trip **ON SITE** if their parent has signed a permission slip. **All field trips are ON SITE.** At no time will children be transported for field trips.

**\*\*Absolutely no transportation is provided by our center at any time.**

## NAPTIME

As required by the Minimum Licensing Standards of Mississippi for childcare providers, all T & B's Learning Factory kids through the age of five must have a designated naptime of at least one hour. After the first 30 minutes, children not sleeping may continue to lay

quietly and rest. One and two year olds will be permitted to have a pacifier as needed at the Center. Once a child graduates to the three year old classroom, a pacifier will not be permitted.

**NO PERSONAL BLANKETS** will be allowed in the Center. We will provide each child with a blanket at nap time.

## **OUTSIDE PLAY**

As required by the Minimum Licensing Standards of Mississippi for child care providers, all T & B's Learning Factory kids between the ages of 12 months and five years are required to have a minimum of two hours per day of outdoor activity, weather permitting. **Due to this requirement, if a child is not well enough to be outdoors, he or she is not well enough to be at school.** T & B's Learning Factory will **NOT** provide sunscreen or apply sunscreen on your child. If you wish for your child to wear sunscreen, it will need to be applied before arriving at the Center each day.

## **DROP OFF & PICK UP**

A) Parents are required to accompany their child into T & B's Learning Factory daily, sign him or her in, and escort him or her to a staff member. Each child's temperature will be checked by a staff member upon arrival. We will start "school" at 8:30 a.m., so each child must be at the Center by 8:30 a.m. **Children arriving after 8:30 a.m. will not be admitted to the center that day. If you arrive after 8:45, you will not be allowed in the building.** The only exception to this rule is for doctor's appointments. You **MUST** notify us the day before of your doctor's appointment, and provide us with a doctor's note upon arrival to the center. When you arrive that day, you should call the Center and someone will let you in. **If your child comes in late with a doctor's note, he/she MUST be at school NO LATER THAN 10:00 a.m. If you cannot make it here by 10:00 a.m., then your child WILL NOT be able to attend school that day.**



- B) Once drop off time ends, we will lock the door to the building. Anyone who comes to the center after that time will need to call us so that we can unlock the door.
- C) In the afternoons for pick up, parents will call when they are 5 minutes away. When you arrive, a staff member will walk your child out to you. This policy ensures that we are able to check any person's ID that we are not 100% familiar with.
- D) In the event that your child is unable to attend school, please call the Center no later than 8:00 a.m.
- E) Because our Center only provides one meal and two snacks, children are not permitted to stay longer than ten hours each day. (Ex: If your child is dropped off at 6:30 a.m., he or she must be picked up by 4:30 p.m.) If you are over your 10 hours on a particular day, you will be asked to sign a form. After three times, you will be charged \$2.00 for every minute that you are over your 10 hours.
- F) Once a child leaves the Center, he or she WILL NOT be allowed to return that day (this includes doctor's appointments). If your child needs to go to the doctor, please schedule the appointment for a time that will not disrupt your child's school day.

## **MEDICATION AT SCHOOL**

To avoid any mishaps, we will not administer any medication at school. If your child requires medication for any reason(s), you will need to work out a schedule for your child to take this medicine before and/or after school. If this is not possible, you may arrange for a parent or legal guardian to come to the Center to administer the medication during school hours.

## **CHILD SAFETY/EMERGENCY PROCEDURES AND INJURIES**

**Child Safety:**

If your child sustains a minor injury, he/she will be treated at the Center by the teacher and the parent/guardian will be notified when the child is picked up.

If your child is injured and needs prompt medical attention, you will be notified immediately regarding the situation.

### **Emergency Closing:**

Information regarding emergency closing can be obtained by calling T & B's Learning Factory at 228-396-2183. We will use the Remind App to send out a mass message to inform parents of an emergency closing. **Text @tblern to 81010 to receive messages.**

## **PHOTOGRAPHING**

From time to time, the children and staff will be photographed during school events. Parents are asked to complete a permission form for photographing. A Photography Permission Release Statement is located in your registration packet. If you have any questions regarding this policy, please see the director(s).

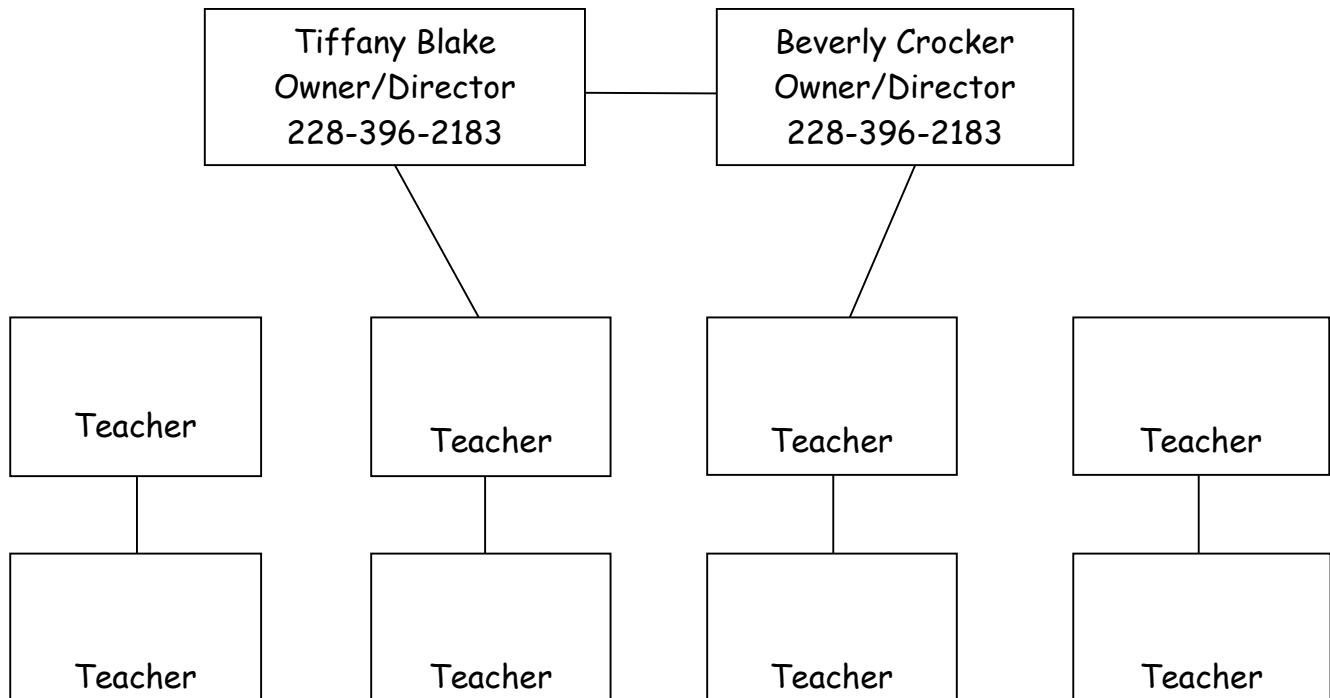
## **CONFERENCES, PARENT MEETINGS, & VISITS TO THE CENTER**

If a teacher/director feels a conference is necessary, the parent will be contacted to arrange a meeting at a suitable time. If you feel the need for a conference, please call to set up a time that is convenient for both you and the teacher. Special programs will be announced throughout the year. We encourage you to attend. Most children make a better adjustment during the first days of school if a parent brings them to the center, assures them of their return, and leaves the center promptly. Parents are welcome to visit the center at any time to view their child's classroom on the cameras; however, due to the open concept of our facility, parents are discouraged from visiting the classroom during the day. This interferes with the child's daily routine. Parents will be provided a weekly newsletter from the teacher. We appreciate your cooperation in sending items requested

and or participation in the activities (Ex. Wear red clothing for red day). Always feel free to contact the Director or your child's teacher. We are willing to assist you in any way.

## **AUTHORIZED LINES OF AUTHORITY**

The following individuals may be contacted any time during business hours if needed. The established lines of authority at T & B's Learning Factory are as follows:



## **T & B'S LEARNING FACTORY CHILD CARE PROGRAM (6 weeks - 5 years)**

### **PROGRAM OVERVIEW & PHILOSOPHY**

T & B's Learning Factory is committed to providing you with quality child care. Our child care program is designed to work with your child's individual needs, adapting to his or her physical, cognitive, and psychosocial stages of development. At T & B's Learning Factory, our caregivers provide an environment that will help your child build a sense of security and will lay a foundation for the development of confidence and trust. We will work closely

with you on a daily basis to ensure that we are meeting your child's evolving needs. Program goals and objectives have been designed in order to meet these needs, along with an educational curriculum, which together form the basis of our philosophy of a quality child care program. Christian love and Biblical principles are included in all aspects of our school program. They are not an isolated part of the curriculum. Through Bible stories, Bible verses, songs, and character studies, children learn the foundational truths of Christianity. We are committed to having this school serve as a safe place for children.

### **CURRICULUM and INSTRUCTION**

Our carefully selected staff of trained professionals will provide a caring and happy place for children to learn. Concepts and skills are introduced which are appropriate to each child's stage of development. They are designed to complement family training and facilitate spiritual, intellectual, physical, and social growth.

**SPIRITUALLY** the instruction encourages the student's awareness of God through daily Bible stories, prayer, and memorization of Bible verses.

**INTELLECTUALLY** students are encouraged by each teacher's enthusiasm for learning and exploration.

**PHYSICAL DEVELOPMENT** is facilitated by structuring exercises and activities which will involve large and small muscle coordination and motor skills.

**SOCIAL DEVELOPMENT** is very important in a young child's life. Activities which are both child-centered and teacher-directed will provide interaction with peers and adults. Conversation is encouraged which promotes confidence and acceptable social behavioral patterns.

## **DAILY SCHEDULE**

At T & B's Learning Factory there is a schedule of activities that occur daily such as arrivals, curriculum instruction, playtime, outdoor time, feeding, sleeping, and departures. However, the specific times that these activities occur vary for each age group to accommodate the needs of each group of students.

### **Sample**

#### **1 & 2 year olds**

6:30-7:30 Free Play

7:30-8:00 Diaper Change/Restroom

8:00-9:30 Learning Time

9:30-10:00 Morning Snack

10:00-10:45 Outside Play

10:45-11:15 Diaper Change/Restroom

11:15-12:00 Lunch

### **Sample**

#### **3 & 4 year olds**

6:30-7:30 Free Play

7:30-8:00 Restroom

8:00-9:00 Outside Play

9:00-9:30 Morning Snack

9:30-11:30 Learning Time

11:30-12:00 Restroom

12:00-12:45 Lunch

12:00-12:15 Diaper Change/Restroom  
12:15-2:15 Nap  
2:15-2:45 Diaper Change/Restroom  
2:45-3:15 Afternoon Snack  
3:15-4:30 Outside Play  
4:30-5:00 Diaper Change/Restroom  
5:00-6:00 Free Play/Clean Up

12:45-1:00 Restroom  
1:00-3:00 Nap  
3:00-3:30 Restroom  
3:30-4:00 Afternoon Snack  
4:00-5:00 Outside Play  
5:00-5:30 Restroom  
5:30-6:00 Free Play/Clean Up

## SANITATION

Classroom sanitation is a critical issue that our caregivers attend to daily. Health precautions include protection from illness, proper food preparation, cleanliness of the environment and equipment, and the personal hygiene of the caregivers. Maintaining a sanitary environment is mandatory in each classroom. This includes daily sanitizing of the toys and climbing equipment. Young children can be expected to develop colds and viruses until they develop stronger immune systems. It is our responsibility to maintain a sanitary environment to help reduce the number of illnesses they develop.

## PERSONAL BELONGINGS

Parents of all children in our Center should provide a change of clothing. Appropriate clothing should be provided as the seasons change. Please label all of your child's clothing to avoid confusion and dress children in play clothes suitable for the weather. Recognize that when children play they get dirty. Please provide us with one set of extra clothes in a gallon size ziploc bag in the event that a change is required. For their protection, kids need rubber soled shoes, sneakers or sandals with a back strap. Remember, they love to run, jump, and climb. This will reduce accidents while playing. We enjoy helping your child become independent. One training opportunity is potty time. If your child comes dressed in an outfit that zips or buttons down the back or with a belt, it can be frustrating. We enjoy seeing those big smiles and confident looks that say, "I did it by myself!" Parents of toddlers need to bring diapers and wipes for your child. The teacher will indicate on your child's daily report when additional supplies will be needed. Sippy cups will be provided by the Center. **Please do not bring in sippy cups from home.** In the event that another

family member/friend is picking up your child and you need to leave a bag, car seat, etc. for them, you may leave it at the front of the building. **Please no bags in the classrooms!**

## **CUBBIES**

A cubby is provided for each child at our center. The teacher will hang hats, coats, etc. there in the morning. When you pick up your child, all belongings will be hanging OUTSIDE the classroom on your child's clip. Please leave things such as their show and tell items, pacifiers, etc. in the cubby also. Again, please label all of your child's belongings. Parents are strongly discouraged from bringing in expensive or treasured toys from home. To avoid hurt feelings, breakage, or loss of children's treasures, we need your cooperation.

## **MEDICAL RECORDS**

Each child must be up-to-date on all immunizations required by the State Board of Health prior to enrollment. Updated information on additional immunizations shall be provided once every six months for children under the age of two.

## **SPECIAL WEEKLY EVENTS**

At T & B's Learning Factory, we try our best to allow each child to feel special in their own way. We also want to foster a sense of responsibility to prepare children for when they leave us and enter the big world of kindergarten. There are several ways we try to encourage these things:

**Book of the Week:** Every two weeks the teacher will pick a star student from her class to bring in their favorite book to share with their friends. Please make sure that your child's name is somewhere on the book. The teacher will return the book when she is finished sharing it with the class at the end of the week.

**Star of the Week:** Every two weeks the teacher will pick one student in her class to be Star of the Week. She will send home an information sheet on Friday for you and your child to fill out TOGETHER. Please feel free to decorate the sheet and include a picture of your child with it. These will be displayed in the classrooms for all to see.

**Classroom Jobs (2s, 3s, & 4s):** Each week the teacher will pick students to be the classroom helpers. These jobs are posted in the classroom, so that all students can see who is responsible for doing them. The jobs are **line leader, caboose, snack helper, weather helper, & calendar helper.**

**Show-N-Tell (3s & 4s):** Every two weeks the teacher will pick one student to be the Star Student. This student will be allowed to bring in a Show-N-Tell item on Friday to share with the class. We ask that the item be able to fit in a gallon size Ziploc bag. Please be sure to take the item with you at pick up that day to ensure that it doesn't get lost over the weekend/the next week.

## **BITING**

Be aware that biting, pulling hair, and pushing are common characteristics of children. However, this is not acceptable behavior of the Center. It is very possible that your child will bite or be bitten while at school. The center will take every possible measure to prevent this from happening, but sometimes this cannot be prevented. We will keep you informed if your child is bitten or bites another child. The Center will keep documentation of biting incidents for our records. The Center takes all steps possible to prevent your child from being harmed; however, accidents happen, so we need to be prepared.

## **CUSTODY ORDERS**

If any parent is prohibited from picking up their child, a custody order is required to be in your child's file. T & B's Learning Factory will abide by all legally served court orders and

will communicate with the custodial parent. If an incident occurs at the Center, law enforcement will be notified.

## **DRILLS**

Fire drills and emergency drills are practiced monthly. Disaster evacuation plans have been developed and are posted in each classroom. In the event of an emergency that requires evacuation, parents will be notified immediately.

## **BAD WEATHER**

T & B's Learning Factory follows the lead of the Jackson County Schools. If the school system is closed due to bad weather, the center will be closed. Please watch WLOX for weather warnings and school closings. If they say Jackson County Schools are closed, then the center is also closed.

## **HEAD LICE**

If head lice or nits are found on your child, your child must be picked up from school IMMEDIATELY. The children in your home must be treated with head lice products, and the empty box must be brought to school the next day with a dated receipt of purchase. The child cannot return to school until all nits have been removed from the hair. If a child gets head lice three or more times, the health department must be notified.

# **T & B'S LEARNING FACTORY PROGRAM GOALS AND OBJECTIVES**

## **Interaction Among Caregivers and Children**

- A. Our caregivers use the Center's daily routines as opportunities to interact with and provide stimulation for our students.
- B. Our caregivers respond to our children's needs immediately by using the most effective means of communication necessary.
- C. Our caregivers provide a rich environment of the English language for our children by talking, singing, and reading to them throughout the day.



- D. Our caregivers demonstrate respect for our children by communicating with them about daily events such as what actions they are doing, what has just happened, and what will happen next, and by making eye contact with them while they are speaking to them.

## **Classroom Environment & Curriculum**

- A. Our caregivers provide an environment which offers a structured routine with a variety of experiences. Additionally, our children are provided with a diversity of sensory and perceptual experiences. We provide continual auditory stimulation through a variety of music, including classical, lullabies, and children's songs. Our play areas provide equipment and toys that support both gross and fine motor development, as well as stimulate sensory and perceptual acuteness.
- B. Our caregivers provide daily opportunities for our children to explore their environment both indoors and outdoors (weather permitting).
- C. Our caregivers demonstrate knowledge of age-appropriate toys and toy safety guidelines for each age group.

## **Classroom Equipment**

- A. Our caregivers monitor the children's toys to assure that they are sanitary, safe, and age-appropriate.
- B. Our caregivers attractively display toys to allow opportunities for children to choose their own toys.
- C. Our caregivers provide stimulating equipment as seen from the children's viewpoint.

## **Safety, Sanitation, and Nutrition**

- A. Our caregivers practice diapering, feeding, and toy sanitation guidelines throughout the day.
- B. Our caregivers monitor the immunization, health, and medical needs of all children. If a child appears to be too sick to be at school, a parent or legal guardian will be contacted to pick up the child.
- C. Our caregivers demonstrate good personal health and hygiene practices.
- D. Supervision of the children includes observing for possible safety hazards within the classroom at all times.
- E. Our caregivers follow a regular schedule of sanitizing all toys, equipment, and surfaces of the classroom daily.

## **Staff and Parent Interaction**

- A. Our caregivers initiate warm and supportive daily communication with parents.
- B. We encourage daily communication from parents about any needs or concerns they may have regarding their child.
- C. So that the parent is as well informed as possible, we provide a daily report of each child's happenings during the day. This activity sheet includes such things as how the child performed at school that day and any other pertinent information that we would want you to know such as when you need to supply us with more diapers, a medical concern, etc.

## Bulletin Board

The parent's bulletin board is located in the front lobby. It contains important information and is continuously updated. As such, please refer to it often. If you ever need information or help with problems you may be having with your child, or if you would like to enhance what they are learning in school, please see your child's teacher for assistance.

## T & B'S LEARNING FACTORY WEEKLY TUITION AGREEMENT

<b>CURRICULUM FEE</b>	<b>\$40.00</b>
<b>WEEKLY TUITION</b>	<b>\$140.00 (infants)</b>
	<b>\$130.00 (one year olds)</b>
	<b>\$120.00 (two year olds &amp; up)</b>
<b>DISCOUNT</b>	<b>-\$10.00 (for each additional child)</b>

*Note: If there is more than one child, the youngest child will be considered the first child.*

**THERE WILL BE NO REDUCTION IN FEES OR REFUNDS GIVEN FOR ABSENCES FOR ANY REASON (weather, sickness, vacations, or holidays).**

1. Each week's fee is to be paid in full on Monday morning of each week, or you will not be able to drop off your child. **If your tuition is not paid by Monday, you will owe a \$30 LATE FEE.**

2. All payments should be made to “T & B’s Learning Factory” by check, money order, or cash.
3. A ten dollar discount applies to each additional child enrolled from the same family if no other tuition assistance applies.
4. There will be no reduction in fees for a child’s absence.
5. After six months of enrollment, each child will be given two weeks of tuition free vacation. The two weeks may not be taken consecutively. Written prior notice of at least two weeks must be provided to the director before vacation time will be granted.
6. A two week written notice is required prior to withdrawing your child from the Center. Parents will be responsible for payment of services to the date of cancellation.
7. An unpaid balance may result in termination of service.
8. If your account goes to collections, a service charge of 1.5 % per month (18% APR) will be added to all overdue accounts. You will also be liable for all legal and collection fees.
9. A late pick up fee of \$2.00 per minute will be charged for time beyond 6:00 p.m. (according to the caregiver’s watch or clock).
10. Late Parent/Emergency Contact Policy: T & B’s Learning Factory will start calling the telephone numbers on file at 6:00 p.m. If no parent/emergency contact can be reached before 7:00 p.m., Social Services will be called in to assist in the protection of your child.
11. No money will be refunded.
12. A \$30.00 bank fee will be charged for all returned checks.

## **T & B’S LEARNING FACTORY POLICIES**

- All parents must complete and/or provide the following information prior to enrollment:
  - Registration Packet, Weekly Tuition Agreement, Policy Agreement
  - Immunization record.
  - Proof of child’s identity, such as a birth certificate
  - Photography Permission Release Statement
- Operating hours: 6:30 a.m. – 6:00 p.m. Monday through Friday.
- Because our center only provides one meal and two snacks, children are not permitted to stay longer than ten hours each day. (Ex: If your child is dropped off at 6:30 a.m., he or she must be picked up by 4:30 p.m.) If you are over your 10 hours on a particular day, you will be asked to sign a form. After three times, you will be charged \$2.00 for every minute that you are over your 10 hours.
- T & B’s Learning Factory will be closed on New Year’s Day, MLK, Monday before & Fat Tuesday, Good Friday & Easter Monday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving and the Friday following, and the week of Christmas (This will be a tuition free week).
- Children **may not** be released to anyone except those persons with **specific written permission**. Teachers will release children to **ALL** parents unless a court order indicates sole custody has been awarded to one parent/guardian is provided to the office.

- Parents agree to support and reinforce T & B's Learning Factory's rules and procedures that concern the health and safety of the children.
- As required by Mississippi state law, all suspected child abuse will be reported by T & B's Learning Factory to Social Services without notification of the parents.
- Children may not attend T & B's Learning Factory with any illness that threatens the health of the other children. Health Department regulations governing periods of contagious infection will be enforced. **Any child with a temperature of over 100 degrees is not allowed in the Center and must be picked up immediately** upon notification by a staff person. A doctor's note may be required to return to the center at the director's discretion.
- Parents authorize that in the event of an emergency, medical services can be arranged for immediate medical attention.
- A child may be discharged for one of the following reasons:
  - The needs of the child cannot be served by the Center.
  - The parents do not comply with the policies, such as, but not limited to:
    - failure to pay weekly fees
    - failure to submit health forms
    - failure to comply with T & B's Learning Factory's rules related to arrival and departure schedules
    - behavior of child is deemed detrimental to the other children at the Center.
- Tuition payments may be paid by cash or check and are due on Monday when your child is dropped off (or the first day of the week that he or she attends). Cash payments are required following a returned check, along with a \$30.00 fee.
- All children are expected to participate in all outdoor activities. There will usually be time to play outside each day (weather permitting). Therefore, please anticipate weather conditions and dress your child accordingly.

## ADMISSION REQUIREMENTS FOR T & B'S LEARNING FACTORY (1-5 year olds)

- \_\_\_\_\_ 121 Immunization Compliance Form
- \_\_\_\_\_ Proof of Child's Identity (such as a birth certificate)
- \_\_\_\_\_ Registration Packet (yellow & orange)
- \_\_\_\_\_ Policy Agreement (pink)
- \_\_\_\_\_ Weekly Tuition Agreement (blue)
- \_\_\_\_\_ Photography Permission Release Statement (purple)
- \_\_\_\_\_ A complete change of clothing including a shirt, pants or shorts, socks,

and underwear in a gallon size ziploc bag. Please label each piece of clothing with your child's name in permanent marker. (Any item of clothing that is taken off is subject to being lost. T & B's Learning Factory is not responsible for items such as hats, mittens, gloves, coats, sweaters, etc.)

\_\_\_\_\_ For children who are not completely toilet trained, please provide an adequate supply of wipes, diapers or pull-ups, and extra clothing. When replenishing these items, please give them to your child's teacher as needed.

\_\_\_\_\_ For toddlers (12-24 months), please provide diapers, wipes, and ointment. Keep in mind that everything you bring must be labeled.

\_\_\_\_\_ For naptime, children will be sleeping on a cot provided by the Center. The Center will also provide each child with a blanket at nap time. **NO OUTSIDE BLANKETS ARE ALLOWED.** For children 12-24 mos., a pacifier is permitted at NAPTIME.

**\*\*T & B's Learning Factory does not discriminate on the basis of sex, race, religion, ethnicity, or national origin.**

**Parent Handbook is located at: [tblearningfactory.com](http://tblearningfactory.com)**

## **EMERGENCY PROCEDURES**

### **FIRE ESCAPE PLAN**

**\*\*Staff members will evacuate children using the nearest exit from the building and escort the children into the parking lot of the apartments across the street.**

### **SEVERE WEATHER PLAN**

**\*\*Staff members will direct children to the center of the building away from all windows and doors and instruct them to sit in a crouched position covering their heads.**

## **INTRUDER ON SITE**

**\*\*Staff members will locate and secure all children that they are responsible for. Building will be in lock down mode. No one will be allowed to enter, and no one will be allowed to leave.**

## **CHEMICAL SPILL EVACUATION**

**\*\*Children will be transported by and relocated to First Baptist Church of Biloxi.  
1560 Poppo's Ferry Rd.  
Biloxi, MS 39532  
228-354-8888**

# **INFANT PARENT HANDBOOK**

Our infant program provides a secure, nurturing environment where children can grow and learn. Please read the information in this handbook, as it will help you to become familiar with our policies and practices. We are so excited for you to be joining us in this adventure, and allowing us to be a part of your child's growth and development.

### **Philosophy and Goals:**

Our goal is to create a bond of consistency and continuity for the infants in our care. Our effort to establish a trusting relationship with the world around them is enhanced by creating significant relationships with parents. A safe, nurturing environment, with a carefully planned program, fosters the physical, cognitive, social, and emotional development of each child and family served.

### **Daily Schedule:**

The schedule for infants is a guide. Infants follow their own biological needs. They are fed, changed, and nap when they need it. Adjustments to the schedule are made as your child gets older and his/her needs change. The following schedule is an outline of a typical day with infants. Keep in mind that the schedule will be adjusted to the children's individual needs.

7:00-8:45: Teacher/parent hand off and saying *Good Morning* to friends

8:45-9:15: Hand washing/Morning Snack

9:15-9:45: Playing on the floor with favorite toys/bright baby activities/playing in a group to develop social skills

9:45-10:15: Outdoor play with friends/gross motor activities

10:15-11:15: hand washing/baby's choice of activity

11:15-12:00: hand washing/lunch

12:00-12:30: music & song time/baby's choice of activity

12:30-2:30: Baby nap time/quiet play time

2:30-3:45: hand washing/afternoon snack/story time/play on floor with friends

3:45-4:30: gross motor activity

4:30-5:30: group activities/bright baby activities

5:30-6:00: prepare for mom & dad/baby's choice of activity

### **Meal Times:**

Mealtime is an important part of an infant's day. Meals are learning experiences for children, a time for social interaction, fostering self-help skills, and good nutritional habits.

### **Formula & Milk:**

Parents are to provide formula for breast milk for their child. Bottles must be pre-made and labeled with the child's name and the date. You need to send the amount of bottles your infant takes each day ***plus one bottle***. This helps to prevent having to call parents during the work day to bring additional bottles if needed.

### **Breast-Feeding accommodations:**

Breast-feeding mothers are welcome to do so within the center's setting. We encourage the mothers to drop by for feedings by providing a comfortable place for mother and baby to sit and nurse in our breast-feeding room in the front of our facility. You would need to call the center when you are 5 minutes away. We will bring your child out to you in order for you to use the breast-feeding room. When you are finished, we will bring your child back to his/her classroom.

### **Baby Food:**

Parents will need to provide store bought jars of baby food for their child once he/she has started eating it. NO HOME MADE baby food may be served in our facility. You will need to label each jar with your child's name and the date.

### **Sleeping:**

Infants nap according to their own schedules. If infants fall asleep while being rocked, slightly bounced, or in a swing, they are to be put in their cribs to continue their sleep.

### **Safe Sleeping Practices:**

The infants will be provided with a firm tight-fitting mattress in a crib that meets current safety standards set by the MS Department of Health. There will not be pillows, blankets, quilts, bumpers, stuffed animals, or any other fluffy products in the crib. Parents may provide a sleep sack if desired. Infants will lay on their backs to sleep. A note from a child's medical doctor will be needed stating why an alternative sleep position is needed if families request other sleep positions.

### **Immunizations:**

The MS Department of Health requires that our center have an up to date MS 121 Immunization form for each child enrolled. Immunizations records must be provided before a child may start attending our center. Parents are responsible for providing current documentation each time their child completes a series of shots. Immunizations help protect all children and staff from severe diseases. Exemptions from any immunizations for personal and/or religious beliefs will not be accepted.

### **Illness Policies:**

Providing a healthy, safe environment for children is an important goal of our center. We understand that many of our parents have a real dilemma when a child is ill. We know that you do not want to, and in some cases, cannot miss school or work, but when children are brought back to school sick, it puts us all at risk. Infants, because of their developing immune systems, are especially vulnerable to illness. Our concern is for ALL the children in our care. Please keep your child home if:

- Your child has fever



- Symptoms or signs of possible illness (lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing)
- Diarrhea - defined by more watery stools, not associated with changes in diet or medicine
- Undiagnosed skin rash
- Vomiting
- Persistent abdominal pain
- Mouth sores with drooling
- Rash with fever or behavior change
- Head lice (child may not return until he/she is nit free)
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox
- Impetigo, until 24 hours after treatment
- Scabies, until treatment has been completed
- Any communicable illness

**Your child's fever needs to be controlled without the use of medicine (Tylenol, motrin, etc.) for 24 hours prior to returning to the center.**

### **Medications:**

We do NOT administer medication at the center. If your child needs medication during the day, you may come up and provide the pre-measured medicine to your child.

### **Biting:**

Children biting other children are unavoidable occurrences of group childcare. It is a common happening in any child care program. When it happens, and sometimes continues, it can be scary, very frustrating, and very stressful for children, parents, and staff. *Every child in the infant classroom is a potential biter and will potentially be bit.* It is important to understand that because of a child bites does not mean that the child is "mean" or "bad" or that the parents of the child who bites are "bad" parents so they are not doing their job as parents to make this stop happening. **Biting is purely a sign of the developmental age of the child.** Possible reasons a child may bite:

- Teething

- Impulsiveness and lack of control. Babies sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather exploring their world.
- Making an impact. Sometimes babies bite to see what reactions will happen.
- Excitement and overstimulation. Simply being very excited, even happily so, can be a reason a child may bite. Very young children don't have very good control over their emotions or behaviors.
- Frustration

## What to bring for your INFANT:

- \_\_\_\_\_ 121 Immunization Compliance Form
- \_\_\_\_\_ Proof of child's identity (such as a birth certificate)
- \_\_\_\_\_ Registration packet (yellow & orange)
- \_\_\_\_\_ Policy agreement (pink)
- \_\_\_\_\_ Weekly tuition agreement (blue)
- \_\_\_\_\_ Photography permission release statement (purple)
- \_\_\_\_\_ diapers

- \_\_\_\_\_ wipes
- \_\_\_\_\_ burp cloths & bibs (labeled with child's name)4
- \_\_\_\_\_ diaper rash ointment (labeled with child's name & date)
- \_\_\_\_\_ prepared bottles (each day labeled with child's name & date)
- \_\_\_\_\_ 3 changes of clothes (tops, bottoms, socks labeled with name)
- \_\_\_\_\_ pacifiers (if needed - labeled with child's name & with a clip)
- \_\_\_\_\_ jar food (if needed - each day labeled with child's name & date)