

Philosophy

We believe each child is unique and deserves a learning experience individual to his or her learning development and needs. The Giving Tree Daycare + Preschool offers a quality child care program for infants, toddlers and preschoolers that facilitates and nurtures the individual needs and abilities of each and every child.

Goals

TGT works to meet these goals for each child:

- Offer a curriculum which encourages social, emotional, physical and intellectual growth.
- Teach the child to relate to others, to value friendship, and to respect all people.
- Provide a safe, comfortable environment for these early learning and growth processes.
- Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.
- Provide a well-balanced schedule of activity and quiet times.
- Provide nutritious snacks contribute to the growth and development of a happy, healthy individual.

Curriculum

TGT students will take part in group activity, individual play, outdoor play, and quiet time each day. All activities are developmentally appropriate and meet each child's physical, emotional, social, and cognitive needs.

Child Staff Ratios

Age of Child	Ratio
6 weeks- 1 year	1 caregiver to 4 children
1 years – 2 years	1 caregiver to 5 children
2 years – 3 years	1 caregiver to 6 children
3 years – 4 Years	1 caregiver to 10 children
4 years – 5 years	1 caregiver to 10 children

Hours: The Center operates from 8am to 6pm, with an extended hour option of 7am -7pm on an occasional day if needed. The Center will be in operation year round. We will be closed for holidays, etc (see Holiday Schedule).

Holiday Schedule

TGT will be closed for the following holidays. This can change depending on when the holiday falls each year. Reminders will be posted before each holiday.

- 4th of July
- Friday, before Labor day – In-service
- Labor Day
- Columbus Day – in-service day
- Thanksgiving Day & Friday
- Christmas Eve
- Christmas Day
- The day after Christmas
- 3:00 New Year's Eve
- New Years Day
- Martin Luther King Day
- President's Day
- Friday before Easter
- Memorial day

*If a holiday falls the weekend we will be closed either the Friday or Monday.

Emergency Closing Procedure

In the event that the Center should have to close due to severe weather, we will update the schools website page www.thegivingtreedaycare.com, as well as changing the school's voicemail recording and sending an email.

Enrollment

TGT is licensed to accommodate 97 children. We accept children between the ages of 6 weeks and 5 years. TGT gives first priority to siblings and faculty/staff children.

Admission

TGT does not discriminate against children or parents for admission regardless of race, color, creed, sex, or religion. The Giving Tree is a group child care facility and does not have sufficient staff to provide **individualized (one on one)** care.

Before a child is enrolled in the Center the following **must** be received by the Director:

- Completed application
- Health Care Form / Up-to-Date Immunization Record
- Emergency Contact Form
- Enrollment Agreement
- Registration Fee \$100 registration * Non-refundable
- Security Deposit (one month's tuition – refundable with 90 days notice before start date)

- It is preferable that the child and parent(s) have had a tour of the facility, and prior meeting with the Director to answer any questions and explain material before attending.

Fee Schedule

Please see tuition schedule (and agreement form) for current school year.

A registration fee of \$100 with application is due upon enrollment and must be paid before child(ren) begin. We also require a security deposit which is equivalent to one month's tuition. Your rate is set at the time of enrollment, according to your schedule. It can be changed if needed with the director at the beginning or end of a month. At the time your child officially withdraws from TGT, you may apply this towards your final bill, or it will be refunded. If, at any time you withdraw without sufficient notice, the deposit will be forfeited. **Proper notice is 30 days.**

Additional Days

Each family's enrollment is based on their individual schedules. If you need to change your child's schedule, please discuss this with the Director. Switching of your scheduled days on an as needed basis will not be permitted. This also includes making up days due to Holiday closures. Additional days can be added to your child's weekly schedule for an additional "daily" rate and can only be accommodated based on the enrollment of the classroom.

Vacation Policy

The tuition paid each month reserves your child's placement at The Giving Tree. Children that dis-enroll for the summer or for family vacations, will be removed from the class schedule and placed on the waiting list. We cannot put your tuition charges on hold at any point.

Termination of Care

In the event that you find it necessary to cancel your child care, you must give a written and dated notice of cancellation to the Center Director **30 days** prior to such termination of services. You will be required to bring your account up to date. The security deposit may be applied to any unpaid balance or refunded if the account is current.

The Center reserves the right to dismiss any child for disruptive and/or damaging behavior. If, after a period of time and conferences between the parent and Director, a child is unable to adjust to the routine of the Center and is causing disruptive and/or damaging behavior to persons and/or property, the child will be asked to leave. This policy is without regard to race/sex/creed/color/religion and is instituted so that we can ensure the children attending the Center a safe and comfortable atmosphere in which to grow and develop.

We also reserve the right to terminate care due to parental issues. We will make every attempt to meet parent requests and address concerns. However, if the Director feels as though the child/family will be better served at another center, we will ask the family to find other care as soon as possible.

Health and Safety

When a child becomes ill, he/she will be isolated from the other children, and the parent will be notified to pick up the child **within an hour**. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form. If a child is excluded from child care because of illness the child cannot return to TGT for **24 hours**.

A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms at the Center:

Fever:	100.0 degrees F. or higher (auxiliary-earpit)
Diarrhea:	2 loose stools in 1hr (courtesy call) 3rd needs pick up
Vomiting:	2 episodes in one day
Rash:	Which is unexplained, except for diaper rash
Pink Eye:	Conjunctivitis -when the eye is red or pink with white or yellow eye discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.
Irritability:	Or listlessness which is not consistent with the child's temperament will be noted by the director who will call the parent. The child does not have to leave the Center.

If your child contracts any of the following infectious diseases he/she must be excluded until:

*Chicken Pox:	After all blisters have scabbed over.
Croup:	After the cough has subsided.
Fever:	24 hours after the fever has returned to normal without the aid of fever reducing medication.
*Head Lice:	After one complete treatment and removal of all nits.
*Impetigo:	After 24 hours of medication.
Pink Eye:	After the child has been on medication for 24 hours and (Conjunctivitis) has no matter in their eyes.
Ringworm:	After medical treatment with a fungicidal ointment.
Roto Virus:	After the child has had one formed stool.
*RSV:	After the wheezing and coughing have subsided.
*Shingles:	After all blisters have scabbed over (same as Chicken Pox).
Strep Throat:	After the child has been on medication for 24 hours.
Thrush:	After 24 hours on medication.
Hand, Foot & Mouth :	After blisters have scabbed over

If your child contracts any communicable disease, please inform the Center.

Medication

In order for a caregiver to administer a prescribed medication at the Center the parent must fill out a **Medication Permission** form and have a **prescription** with the medication (even over the counter med). All medications must be labeled with the child's name, pertain prescription amount and be in the original container. Only full-time staff is directed to administer medications.

Accidents

Whether indoors in the gym, on the playground, or on a walk outside the Center, the children are watched carefully. Accidents, though, occasionally occur. Any accident is reported to the parent. If emergency medical care is necessary the Director may take the following steps:

1. Attempt to contact parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form you complete upon admission.

If we cannot contact you or your child's physician, we will do any or all of the following:

1. Call another physician.
2. Call an ambulance.
3. Have the child taken to CHOP in the company of a staff member.

Any of the expenses incurred will be the responsibility of the child's parents or guardians.

Child Incident Form

TGT staff take every effort to ensure the safety of your child. Unfortunately accidents do occur. In case of that event, an accident form will be filled out by TGT staff for every detected injury that occurs. A copy with your signature will be retained for your child's file. A child coming into TGT with injuries may also require an incident form, so that both the parent and TGT staff are aware that it did not occur at the Center.

Parents will always be given a courtesy call for any injury to the face, neck or head.

Evacuations

The Center conducts monthly fire drills. The staff is instructed in procedures for exiting the building and insuring the children's safety. In case of severe weather, the children will be kept in the Center until all clear, and then released to the parent or guardian.

Nutrition

TGT provides your child with the following:

- Morning snack
- Afternoon snack

Lunches are provided by parents and stored in the refrigerator. The Center will accommodate any special dietary needs of the children enrolled. Please advise the Center if your child has food allergies.

We are a nut free center.

Meals, snacks, and formulas (which are prepared by the child's parents and served by the center) are stored at 40 degrees until consumed and disposed of.

Rest Period

A rest period is part of the daily schedule for each age group. The child is encouraged, but not forced, to sleep during this time. A mat is provided for each child. Cribs for infants are provided. Parents must provide sheets or a blanket.

Guidance and Discipline

When discipline is needed, we do not use any type of physical punishment. Discipline will be in the form of positive guidance, redirection, and limit setting. We prohibit the use of humiliating and frightening punishment.

We believe that:

- All children need limits which are consistently enforced.
- Positive behavior should be reinforced in order to redirect inappropriate behavior.
- Punishment is not to be used in connection with rest, food, or toilet training.

When a specific behavioral problem has been identified at the Center, the Director (and possibly primary teacher) will bring this to the attention of the child's parent(s) or guardian(s). Together they will work to correct such behaviors.

Items from Home

Our Center is equipped with appropriate toys; therefore, we request that playthings from home **only be brought for Show and Tell Events**. We also ask that children do **not** wear rings and necklaces. If such items are brought to the Center we cannot be responsible for them.

We do not allow the children to play with guns or violent toys of any kind.

Never send your child with **candy** or **gum** unless you have discussed a special event with your child's teacher.

Parents of Infants

Infants will be fed according to their individual schedule. A daily record of your infant's activity is kept on the chart in the infant room for your viewing at the end of the day.

There is a space on this sheet that will remind you of items you may need to replenish or if there was anything special or of concern that occurred with your child that day.

We have supplied each child with a storage bin under their crib for "extras". We encourage you to use the storage bin for back-up items such as changes of clothes, sheets and extra diapers.

Please remember to bring:

- The proper amount of Prepared bottles with the child's name. (breast milk needs to be labeled and dated)
- Diapers
- Wipes
- Extra sets of clothing
- Crib sheets
- Blankets
- Burp cloths & Bibs
- Written schedule outlining your child's typical day

Parents of Toddlers

Please remember to bring:

- Diapers
- Blanket/ sheet/sleeping bag
- Wipes
- An extra set of clothing (2)
- Sippy cup if necessary, labeled

We will follow the parent's lead with regard to toilet training. Most experts recommend that toilet training begin no earlier than 18 months, preferably 2 – 3yrs of age.

Clothing

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name.

Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing.

Checking In/Out:

Each family has a code to the front door. (Please see the security code agreement) No code is to be given to visitors or emergency contact persons. At Logan you also have a computer to manually check your child in and out of the center.

If your child will be absent or arriving late, notify the Center as soon as possible.

Authorized Individuals for pick up

On the enrollment form, you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish in writing on your form. You must notify staff in the morning or you can call/email administration during the day if someone other than yourself is picking up. We will not allow your child to leave with an unauthorized person; this is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone numbers and any address changes.

Child Abuse Reporting:

All staff who are employed at the Center are obligated under State Law to report all suspected child abuse directly to the Department of Social Services or Law Enforcement.

If there is an incident of suspected in-house child abuse/neglect we will fully investigate. Upon results of investigation, the employability of any staff member involved will be evaluated.

Conferences:

Parents are welcome to visit and discuss their child with the head teacher at any time.

Transportation:

We do not provide transportation for the children.

Birthdays:

Parents are welcome to provide treats (please, no candy) for their child's birthday. If you do not choose to do this, the staff will still make every effort to make your child's day special. If you bring treats, please do not bring any treats containing peanuts or any nuts as we have allergies in the Center.

All treats need to be purchased from a store and brought to the center in an unopened container. Please do not bring in any home made food.

Changes in circumstances:

Any changes of circumstances which may affect ability to comply with licensing rules i.e. new program location, building renovations/remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions, or new director will be reported to the Department of Public Welfare.

Family Involvement

The activity sheet and daily sheet will include information on upcoming events and information about activities. It may also include messages or requests for families.

Informal parent participation in the center is always welcome. Parents are invited to visit the center at any time. On some occasions, such as field trips, parent's help may be requested.

The Giving Tree Daycare + Preschool Parent Agreement

Please initial the following statements:

_____ I consent to the enrollment of my child(ren) at The Giving Tree Daycare + Preschool.

_____ I agree that the Center shall not be responsible in case of illness or injury of the child(ren) while in attendance at the Center or in transit to and from the facility.

_____ I realize that The Giving Tree has the following “special areas” and give my consent for my child to participate in the following:

- Indoor Mini Gym – which currently contains (more items may be added, please discuss with your child’s teacher if you have concern with any new items):
 - Trampoline
 - Balance Beam
 - Parallel Bar
 - Ball Pit
 - Bouncing Balls
- Library
 - Built-in tree house.
 - The house has 2 levels with steps
- Sand Room – which currently contains:
 - Indoor Sandbox
 - Shovel, trucks & sand toys

I agree to carry out the rules and regulations of the Center as set forth in the Parent Handbook and other accompanying material.

Signature

Date