

*Parent Handbook
Infant through Prechool*



*All His Children
Development Center
700 South Sherman Blvd.
Sherman, Illinois 62684
217-496-2792*

Our Purpose and Goal

As a Christian based center, we approach our mission with an attitude of love and respect for each family. Our program incorporates the teachings of the Holy Bible without compromising the beliefs or practices of any faith.

Our Mission

To provide quality care for children age six weeks through age twelve years.

To help each child develop in age appropriate steps.

To partner with you, the parents, in your child's early learning process.

All His Children Development Center **Infant through Pre-School Handbook**

The name *All His Children* reflects our Christian statement and attitude. It is our mission to provide care for the children entrusted to us with the loving compassion of our Heavenly Father while also acting as assistants or partners with the parents in the growth and development of their most precious blessings – their children.

As adults, we must remember that there is no one fixed age when every child will develop and grow. No one can force growth, since that comes from within each child. However, adults can provide a setting that is congenial with this growth.

We, the staff at *All His Children Development Center*, have the following goals:

1. To create a cooperative and supportive partnership with our parents.
2. To provide an environment that recognizes, accepts, values and understands the individual differences in each child's development and interests.
3. To provide an environment that will stimulate the natural learning process inherent to each child.
4. To provide an environment where children are surrounded with language-rich experiences.
5. To strive to develop a positive self-concept and self-confidence, both of which are essential to the learning process.
6. To offer a program that shows that children learn through doing. There will be many hands-on experiences that will allow the child to experiment with different mediums.
7. To provide experiences for your child in the following areas; language, social/emotional, physical and aesthetic aspects of learning.
8. To promote your child's enthusiasm and love for learning.

The goals that we have listed above will provide the necessary elements to assist the child through his/her developmental stages. These early years are the critical years for venturing, exploring, playing, creating and building relationships with playmates. We are ready to take optimum advantage of your child's natural abilities, interests, and enthusiasm.

Religious Values:

The management at *All His Children* wants to emphasize that this is a Christian childcare center. We value the many varied religious and cultural backgrounds of our children and follow cultural and religious holidays. We, therefore, do not offer specific religious instruction. We do, however, teach love, caring and responsibility to and for others. Our teachers often read Bible stories and sing children's Bible songs. At naptime you may hear Christian music played quietly as the children rest.

You will see pictures of Jesus and the children in our main hallway. We pray before meals and snacks. The Ten Commandments, as well as The Golden Rule are displayed. The Pledge of Allegiance is taught and recited in the classrooms. These represent the Christian values on which *All His Children* was built.

Purpose and Goal:

It is our purpose to help children develop in age appropriate ways from 6 weeks through twelve years of age. Your participation as a partner in your child's early learning experiences is important to us. This handbook will give you information about what goes on at the exciting world of *All His Children*. We ask that you keep this handbook for reference purposes. We also ask that you feel free to talk with the Center Director regarding any information or concerns you have about the care of your child.

We believe that every child is unique and we are responsive to this by providing an atmosphere that is not only safe and secure, but one that offers experiences that match the child's developing abilities, interests and understanding. Learning in young children is the result of interaction between the child's thoughts and experience with materials, ideas and people.

Staff:

We consider our teachers and caregivers to be professionals and treat them as such. We encourage them to continue to reach their full potential by providing them with a supportive atmosphere and in-service educational programs. Our staff has child development education and training. At *All His Children* we are committed to our staff and we hope that you will also feel comfortable talking to the caregivers about any of the concerns that you have about your child.

State Licensed:

All His Children Development Center is licensed by the State of Illinois for 123 children. This license is displayed in the in the hallway near the front north classroom. We are inspected periodically to insure that we meet specific requirements and standards mandated by the State of Illinois.

Definitions of Care Provided:

Hours of Operation: 6:45 a.m. - 5:45 p.m. Monday through Friday

Full-Time: 3 to 5 days per calendar week.

Full-Time Fee:	Infant Room s	\$190.00 per week (6 wks. - 15 mos)
	Toddler Room	\$175.00 per week (15mos.-24mos)
	2's Room	\$170.00 per week
	3&5's Room	\$155.00 per week

Enrollees are responsible for the weekly fee regardless of attendance.

Holidays:

All His Children will close in observance of the following holidays. When a holiday falls on a Saturday or Sunday, it may be observed on a Friday or Monday. Your full weekly fee is due for the week that includes any holiday.

New Year's Day Memorial Day July 4th
Labor Day Thanksgiving Day The Day After Thanksgiving
Christmas Day

We will close early on Christmas Eve and New Year's Eve. We reserve the right to change this schedule.

Admission and Withdrawal:

Children must be between the ages of six (6) weeks and 12 years of age. The Department of Child and Family Services require the following information to be on file before a child can be enrolled:

1. Application for admittance.
2. Medical form with immunization record dated less than six months prior to the child's enrollment, or waiver. Any child 2 years of age or older entering a child care facility or school program under the kindergarten level for the first time on or after July 1, 2002 shall present evidence of having received one dose of varicella vaccine. The varicella vaccine must be received on or after the first birthday. DCFS approved medical forms are available in the office for your convenience. Please take one with you when going for childhood immunizations. If the child is in a high-risk group, a tuberculin skin test by the Mantoux method and the results of that test shall be included in the initial examination for all children who have attained one year of age, or at the age of one year for children who are enrolled before their first birthday. Children from the ages of one to six years shall be screened for lead poisoning or that a lead risk assessment has been completed and the child is not at risk.
3. Consent forms for emergency medical care or treatment. It is important that your physician and hospital of choice be listed at the Center. If there is an accident or injury that requires emergency medical treatment, we will refer to the information provided to us on your child's medical file and call to notify the parent immediately.
4. Consent forms for field trips, to have photographs taken and for topical lotions to be applied when necessary.

A two-week written notice is required prior to your child's withdrawal from the Center. For various reasons, some children have difficulty adjusting to the childcare environment. If this happens, a parent/teacher conference will be scheduled to discuss solutions. If no alternatives can be found, you will be given at least one weeks notice in order for you to make alternate child care arrangements. We may be able to help in this process.

Student records are open only to the Director, the child's teacher, an authorized employee of DCFS, and/or the child's legal parent/guardian.

Financial Policies:

Enrollment: Upon enrollment, we require one week's tuition which can be applied to your final week's attendance at All His Children Development Center.

Tuition Fees:

Tuition fees are due on the first day of the week. Should Monday be a holiday or you are absent on Monday, the weekly payment is due on the first day of attendance of each week. Any balance left on your account after closing on Monday will result in a late charge of \$25.00 which will be added to your account. Arrangements for other than weekly payments can be made with the Director. However, all payments must be paid in advance of care given.

Returned Checks:

There is a \$25.00 fee on all returned checks. The NSF check must be redeemed with cash. After a second "NSF" check, **cash** will be required for all future payments to the Center.

Overtime Charges:

There is a \$10.00 charge **per child per ten minutes late of any portion thereof.** Late is defined as being after 5:45pm. The late fee is **due when you pick up your** child - the same evening - or it will be added to your account. Full payment is then expected by Friday of that same week.

Example: Arrive at the Center 5:46pm. - \$10.00 late charge per child.

Arrive at the Center 5:56pm. - \$20.00 late charge per child.

Vacation or Absence:

One-week vacation is allowed at half tuition each year. Vacation time is per year; it does not carry over year-to-year.

Tax Records:

A receipt is given at the end of each year. If you need a monthly receipt, please submit the form enclosed with this handbook.

Insurance:

We carry comprehensive general liability along with accident/ medical coverage for the children and employees.

Security Measures:

Arrival and Departure: The main entrance to the Center is the door that parents are to use to enter and exit the building. **ALL** other doors are kept locked. The playground area is enclosed by a 4-foot fence and can only be entered through the Center. As an important security measure, please bring your child into the Center and see that he/she is under supervision before you leave the Center. Equally important is that you reenter the building when picking up your child at the end of the day. We also ask that **you** sign your child in and out upon arrival and departure. A book is provided for this purpose in the entry area of the Center. We ask that you **do not allow children to sign in or out for themselves.**

In your enrollment packet is a Department of Children and Family Services Authorization Form. The people that you, as parents, authorize to pick up your child will be listed on those forms. Your child can be released only to adults (18 and older) designated by you in writing. It is the parent's responsibility to notify the Center any time the child cannot be picked up prior to closing time, or if the child is to be picked up by a person not authorized on the Authorization Form. Identification will be requested from the designated person. Please be sure that people on your pick-up list bring a photo identification with them. It also helps if you let us know in advance the name of the individual who will be picking up your child on a specific day.

If there is a custody order preventing a parent from picking up your child, we must have a court order showing this in your child's file.

Visitors to the Center must always identify themselves and their reason for being there to the Director before proceeding.

We ask that you practice good safety habits when arriving and departing the Center (i.e. cars should not be left running. Do not leave children unattended in the car.). Car seat and seat belt requirements are to be adhered to by our parents. We have several approved car seats on hand if you should need one.

Severe Weather Disaster and Fire Drills:

All His Children staff and children participate in Fire and Disaster drills regularly. Floor evacuation plans are posted in each classroom. If it is necessary to close the Center due to severe weather, it will be announced on the local radio stations as well as Channel 20. Please call ahead to verify that the Center is open before you venture out. **No Refunds** are given for days missed due to inclement weather, electrical outages, etc.

Discipline and Guidance Statement:

Appropriate behavior is built upon mutual trust between the child and their teacher and/or caregiver. This does not happen overnight and requires effort from both, teacher and child. It also requires support from parents. We are partners in this process, and as partners, we have a responsibility to each other. We do our very best and we know that we can count on your support in this endeavor.

Discipline means teaching and training and is the key to the way children behave. Discipline is an ongoing process. It begins early in a child's life. It involves changes as a child matures and continues until the child is an adult. It then goes on as self-discipline. Guidance by our caregivers helps children to develop self-control; respect the rights of others; express their emotions appropriately; build self-esteem; become self-reliant and develop organizational skills.

At times children misbehave because they are tired, hungry or sick. They may also misbehave because they were never clearly told that a certain behavior was not appropriate. However, many times children misbehave because they are angry, jealous, afraid or have hurt feelings. Understanding the cause of a child's misbehavior can help us choose an effective method of changing the inappropriate behavior.

The **Goals** of good discipline and guidance are the following:

- * To encourage appropriate behavior;
- * To help prevent problems from arising as the child matures;
- * To instill a lifelong sense of self-discipline.

At *All His Children* we feel that appropriate behavior can be developed through these basic steps:

1. We set realistic limits necessary for the child's safety and well being that are developmentally appropriate.
2. We inform the children of our expectations. Each child will understand the limits beyond which he/she will not be allowed to go. He/she must also realize that there will be consequences to their actions. We promote independence by allowing the children to share in setting limits and rules where possible.
3. We encourage (depending on the child's age) the child to talk about their feelings instead of misbehaving.
4. We divert attention and/or remove the child from the area of conflict when possible to a more acceptable behavior or activity. Often, telling the child no, in a calm voice, when appropriate can often be effective.
5. We may use the Time-Out method to give the child a time to cool off. Removal from the group to help the child gain control shall not exceed one minute per year of age. Removal from the group shall not be used for children less than 24 months of age. When using this method the child will be told how long it will be. The child will also be in a safe place. The child may observe the group at this time, but not participate. If it is concluded that the child cannot remain in the group, he/she may be removed to the Director's office for further consult.
6. We provide encouragement when a child fails and value these mistakes as learning opportunities. Children shall not be disciplined for toilet accidents.
7. We are consistent. Children will test us to see if we are.
8. We enforce the limits that we have established in a firm, but fair manner. However, we will patiently remind children of the rules as needed.
9. We strive to be good role models by setting good examples as the adults who care for them.
10. **We will not use physical punishment of any kind.**

Effective discipline is a positive process. We make every effort to understand your child's needs. We reward positive behavior through the use of praise, smiles, hugs, and thank-you. We use material rewards sparingly.

We discourage misbehavior firmly, fairly and consistently. We adapt our methods of discipline and guidance as your child grows and matures. It is our responsibility to see that every child has an atmosphere in which they can learn and grow to the best of their ability. Whatever your child's age, love and understanding are the keys to more appropriate behavior and the steps to personal success.

* A child who, after a number of attempts have been made to meet the child's needs, continues to demonstrate the inability to benefit from the program offered, or whose presence is detrimental to the group, shall be discharged from the Center.

Sick Child Guidelines:

All His Children Development Center is licensed to care for "well" children. It is our policy to prevent entry of children who are potentially contagious to other children, and to have children who become ill while in attendance promptly removed.

We are asking that parents use the following guidelines to determine if their child is "sick" and should not be brought to the Center. These guidelines are also used by staff to determine whether a child may remain at the Center should symptoms suddenly occur:

- 1) Children with diarrhea and those with a rash combined with fever (oral temperature of 101°F or higher or under the arm temperature of 100°F or higher) shall not be admitted to the center while those symptoms persist and shall be removed as soon as possible should these symptoms develop while the child is in our care.
 - * Temperature - should not return until fever has been gone for 24 hours without fever medication.
 - * Rash - written verification signed by a physician indicating the child's condition is not contagious.
 - * Vomiting - should not return until symptoms have been gone for 24 hours.
 - * Diarrhea - should not return until symptoms have been gone for 24 hours.
 - * Drainage from eyes, and redness of eyes or throat should not return until symptoms have been gone for 24 hours (and treated if necessary).
 - * Head Lice - children may return to the Center with proof of treatment.
- 2) Further explanation can be found on page 77 of the Department of Children and Family Services Licensing Standard for Child Care Center 407.

We ask that the parent call if the child will not be in attendance by 9:00a.m. Childhood diseases and illnesses are part of growing up. In the instance of a communicable disease affecting children in our Center, we will notify you and you will be encouraged to consult your family physician. Children absent due to a contagious disease may not return without a signed statement from your doctor indicating that your child is no longer contagious and can return to Center activities.

Procedures below are followed if a child exhibits any of the above symptoms:

- * A parent is contacted to pick up their child immediately.
- * If staff is unable to reach a parent, the next person on the authorized pick up list will be contacted.
- * A child who is ill will be isolated for a SHORT period of time (60 minutes or less).
- * If a child leaves the Center due to illness, they may return if all symptoms are gone as indicated above; or if written verification signed by a physician or the Public Health Department indicates that the child's condition is not contagious.

We are required by law to report suspected child abuse or neglect to the proper authorities.

Medicine Policy:

We realize that there are times when your child may need medication. We administer only dated, labeled, prescribed medication. Please give the medication and dosage instructions to your child's teacher. We ask that you fill out the Medication Permission Form available in your child's classroom completely. Please indicate a telephone number where you can be reached in case further information is needed.

Prescription Medications:

Prescription medications must be labeled with the child's name, directions for administering the medication, the date, the physician's name, the prescription number, and drug store or pharmacy.

If a prescription medication is not labeled with your child's name, directions for administering the medication, the date and the physician's name, you must provide a physician's order that states the above information in order to give permission to administer the medication.

Non-Prescription Medications:

Non-prescription medication may be administered with written parental permission. Such medication shall only be administered in accordance with package instructions, and shall be labeled with the child's name. If the age of your child or the dosage is not indicated or contra indicated on the package instructions, you must have a physician's order to give permission to administer the medication.

All medications must be in original containers**Accident or Injury:**

In the event of a minor accident at the Center, first aid supplies are available and will be administered by the first-aid trained staff member. Scrapes and cuts will be washed and bandaged and ice will be applied to bumps. Parents will be notified by phone of bites, head injuries and other injuries that may require consultation with a physician. An Accident/illness Report is completed for any injury occurring at the Center, documenting the nature of the injury and the first aid action taken.

In the case of a serious injury or illness, standard first aid practices and procedures will be followed. A staff member will comfort the child, administering first aid, as indicated by the child's condition. In situations requiring emergency room treatment, another staff member will make phone calls in the following order: Rescue Squad and then the child's parent(s) or emergency contact person.

Parents of children who wish for their children to be exempt from medical care on the grounds of religious beliefs must provide the Center with a plan to acquire the services a certified practitioner at the time of registration.

Biting Policy:

Biting is often a natural phase in a child's growth and development. However, if a child's biting habit becomes too frequent and/or progressively serious in nature, the Center may ask that you find alternative childcare. This is a difficult decision and must be made at the digression of Management. Such a decision may be necessary to provide a safe atmosphere for all children involved.

Personal Health Habits:

We encourage and promote good health habits. We require hand washing before and after eating, after using the restroom and at other appropriate times.

Nutrition:

Breakfast: A light breakfast will be served at approximately 8:30a.m.daily.

Lunch: Each day a hot, nutritious lunch is served that meets the nutritional guidelines of the State.

Snack: We provide an afternoon snack served at 3:00p.m.

We encourage you to work with us by not allowing your child to bring food to the Center. Menu exceptions cannot be made except for medical or cultural reasons. Please advise us of any food allergies your child may have.

Infant Program:

An infant must be at least 6 weeks old at the time of enrollment. We follow a feeding plan that has been suggested by the parent for each infant or toddler until they are on table food. The child's in-room feeding schedule is updated as his/her diet changes.

You are required to provide the following:

- * A physical examination report prior to admission. This must have been made within 60 days of enrollment and renewed every two (2) years.
- * Formula.
- * Disposable diapers and baby wipes.
- * Baby food. Please put your child's name on the containers.
- * At least two complete changes of clothing that can be kept at the Center at all times. Seasonally appropriate and labeled with the child's name.

Infants are held during bottle feeding. When an infant or toddler indicates that they want to feed themselves, they are encouraged to do so.

Parents of toddlers not yet eating table food are asked to supply food until they make the transition to table food.

Learning Programs:

The daily activities and experiences are planned according to the developmental levels and interests of the child. These include the physical, intellectual, emotional and social areas of a child's development. As the children explore with materials in a variety of activities, their teachers listen, observe and interpret their behavior. They can then promote the child's learning by asking questions, making suggestions, adding more complex materials or ideas to the activities planned for them.

Through these learning programs we strive to help each child:

- * Develop a positive self-image.
- * Develop self-control and independence (self-help).
- * Develop respect for others.
- * Develop social skills.
- * Develop communication skills.
- * Develop self-expression through music, art, language, drama and play.
- * Develop gross and fine motor skills.
- * Learn good health habits.
- * Develop academically through teacher-directed and free choice activities.

Infants and Toddlers:

Infants and toddlers learn by experiencing the environment through the senses, by physically moving around and through social interaction. Our caregivers talk, sing and walk around with them and/or bring them objects to observe and manipulate. Infants are closely monitored and their day is planned to coincide with home schedules such as feeding and sleeping.

Toddlers participate in large group, small groups and individual activities that encourage development in important independence skills that are being acquired during these years. These skills may involve toilet training, feeding and dressing themselves.

Twos:

Two-year old children are learning language rapidly. They are provided with simple books, puzzles, music and time for active play. They are also beginning to learn their social skills. However, the concept of sharing is difficult for them and their favorite word is often MINE. Our Christian curriculum is incorporated into the weekly lesson plan and shares space through out the child's daily experience.

Three/Fours:

The three/four-year old program emphasizes language, activity and movement with major emphasis on large muscle activity that builds on the skills they learned as 2's. They have activities that encourage them to talk and listen. Our Three Year Old Room begins our Pre-School program. We encourage skill building in fine and gross motor areas, color, shape and number recognition, math concepts as well as opening their reasoning skills. As in the Two Year Old Room, our Christian curriculum is incorporated into the weekly lesson plan while maintaining a balance with the developmentally appropriate skills necessary at this level.

Four/Fives:

The Four/Five-year old program has a greater variety of experiences and more small motor activities such as scissors, art, manipulative. They begin to concentrate and remember as well as recognize objects by shape, color, or size. Through the Four/Five-year old program the children are developing basic math and problem solving skills. We also stress working cooperatively and following directions. We have a print-rich environment that encourages their language development. Some will begin to explore their writing skills. Of course our Christian curriculum is incorporated into the weekly lesson plans.

In Preparation for Kindergarten:

In addition to the above, the Four/Five-year old children begin to combine ideas into number relationships and have a growing interest in written language – reading and writing. Programs for the 3's, 4's and 5's go beyond the child's immediate experiences of self, home, and family to include special events and field trips.

Field Trips:

Field trips are an important part of learning about the world around us. They are often planned to go along with the weekly learning theme in your child's classroom. We require your permission for your child to attend a field trip. Occasionally, there will be fees related to the trips. The Center will notify

you in advance of such trips. Parents are welcomed and encouraged to accompany their child on the field trip.

Transportation:

A licensed, insured bus is used for transportation of children on field trips. We will not transport children under the age of three. *All His Children* will not be responsible for transportation of children other than to *All His Children* approved programs.

Birthdays:

Birthdays are a very special time for children and you are welcome to bring a prepackaged or unopened bakery boxed treat for this occasion. We do ask that you arrange a time and day with the child's teacher so that we do not have several treats at one time. We also ask that you keep them simple and easy for the children to handle. Food allergies are concerns in our classrooms. Please check with the classroom teacher about this possible situation and any adjustments that should be made. **Treat bags must not contain suckers or balloons.**

Nap Time:

Each child will have an individual crib or cot for naptime. The Center will provide and launder the sheets. The Center will also provide blankets for the infants. However, we ask that the parents of each toddler, two, three, four and/or five year old provide their own blanket. Blankets are to go home on Friday. Please limit the size of the pillow brought to the Center for use during naptime. Children may bring a favorite bedtime toy or stuffed animal, but it will be used only during naptime. Please mark these items with the child's name.

By the age of four years, some children do not require the usual nap. In such situations, the child is permitted to “rest” on his/her cot and can enjoy books, puzzles, or other quiet implements. The child is expected to respect the sleeping children during naptime by being quiet or at least soft spoken.

Toilet Training:

Toilet training is an area where it is extremely helpful if the home and Center work together. We will not begin toilet training until the parent agrees that the time is right to begin. We will need you provide us at least two complete changes of clothing (including socks), an adequate supply of disposable diapers and training pants each day for your child. If your child is just beginning toilet training, they may wear a diaper at naptime until better bladder control has been attained.

Clothing:

Children are encouraged to wear play clothes and tennis shoes. Sandals, clogs and flip-flops are a safety hazard particularly on the playground and when going up and down the stairs. Open toed shoes present a hazard for injury to the toes from objects being dropped, stubbed toes on the playground, wheels running over bare toes, etc. Fresh air and exercise are important to a child's good health, including outdoor play that is part of each day's schedule. During bad weather indoor activities are planned for the classroom or the large room downstairs. Daily activities include active and messy play

and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all of their possessions and clothes. We often engage in messy activities. Please keep this in mind and dress your child appropriately.

Toys:

The Center will provide a variety of games, toys, legos, etc. for you child's use. We therefore ask that your child refrain from bringing any personal toys or equipment to the Center without special permission from their teacher. We realize that children sometimes want to share special items with their class, and this can be done by checking with the teacher. There may also be times when the teacher will request things be brought from home. However, you will always receive a note concerning any special project being done by the class.

Children may still bring **one** soft toy or stuffed animal, but it will be used only during naptime. Please mark these items with the child's name. Guns, swords, or sharp objects of any kind are not allowed at the Center.

Final Thoughts:

In closing, the staff at *All His Children Development Center* believes that every child is unique. We will be responsive to this by providing an atmosphere that is not only safe and secure, but one that will offer experiences that match your child's developing abilities, interests and understanding.

Discipline and Guidance Statement

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10. **We will not use physical punishment of any kind.**

Effective discipline is a positive process. We make every effort to understand your child's needs. We reward positive behavior through the use of praise, smiles, hugs, and thank-you. We use material rewards sparingly.

Parent Signature

Date

I(We) give permission to the management and/or staff of All His Children Development Center to photograph my child(ren) while in their care. These photographs are to be used for classroom/center display and not for profit or publication.

Parent Signature

Date

I(We) give permission to the management and/or staff of All His Children Development Center to apply on my child(ren) when needed a topical product such as diaper ointment, sunscreen or insect repellent, whether supplied by the parent or the center.

Parent Signature

Date

My(Our) signature below indicates that I (we) read this handbook and agree to comply with its measures.

Parent Signature

Date