

Welcome to Happy Place

Christian based

Early Learning Center

This Center has a commitment to the principle of equal opportunity and has adopted a policy of non-discrimination. No family/children shall be denied the option of enrollment based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran status, or any other category protected by state and/or federal laws.

Our goal is to provide the highest quality care for young children

The education of our young children is especially important in today's rapidly changing world. While many parents would like to be at home with their young children, enjoying each new discovery, it is often necessary for parents to seek childcare outside the home. Early childhood education is not to be confused with babysitting. Quality early childhood education is achieved through the combination of staff education, experience, and an enthusiastic attitude towards learning and a love of children.

At Happy Place Early Learning Center, we know that children feel more secure and gain more from their experiences when there is a strong connection between home and school. There is no replacement for the bond between parent and child; however, research shows the importance of building strong feelings of attachments between young children and their early childhood teachers. It is important that the lines of communication between the parent and the teacher be open. Our staff administrators are here to listen to your comments, compliments, and concerns. Our door is always open to you, whenever to visit with your child or to meet with us.

Every one of us at Happy Place wants to make sure that your child has the very best education and care. Thank you for choosing Happy Place to be your child's first school experience.

Our Philosophy and curriculum

Happy Place believes that each child is a unique individual. We provide a loving, nurturing and creative environment for children. We are sensitive to the social, emotional, intellectual, and physical needs of young children.

Parents are the most significant influence in a child's life. We strive for mutual respect between parents and teachers; a partnership for the benefit of the child. We encourage daily communication between parents and center staff. Our doors are open to parents at all times.

We provide a developmentally appropriate curriculum, Funshine Express, which focuses on the opportunities for children to explore their world, to discover, to practice social skills, to become problem solvers and to build a strong foundation for a lifetime of learning. We encourage not just learning, but the love of learning. We are a Christian based center that is why Christian activities are part of our daily curriculum. Activities include but are not limited to saying a prayer before food including "The Father's Prayer", singing Christian songs, daily reading from children's Bible, talking about Jesus, make Christian arts and crafts, and so on.

Happy Place conducts parent's conference twice a year: May and October. During that time parents are able to schedule a time and speak to the teachers about their child. In addition to that, it is required by the OCCL that parents complete ASQ and ASQSE (Ages and Stages developmental questioner) online within 2 week of enrollment and every consecutive year after that. The link for on-line questioners will be provided by the center.

Our classroom environment is clean, safe, and child friendly. Teachers provide centers for a variety of learning activities. Our staff is dedicated to improving the fitness and health awareness, not only for our children, but also for our families. With structured vigorous physical activity in addition to free play outside, and attention to health-conscious meals, we strive to teach our children the importance of healthy choices.

We believe in positive methods of discipline. We establish consistent and appropriate limits to help children as they learn both independence and responsibility. We strive to strengthen each child's own cultural identity while instilling respect for others. Children are taught to verbally express their feelings and are encouraged to take turns with their classmates. Occasionally, children need to have a "cooling off" period. The staff will review what happened and help the child (ren) to think of other ways to handle the situation. The child decides when he/she is ready to rejoin the group.

Happy Place values people: the children in our care, their parents and our employees. We continually work to maintain the trust in us.

Our Discipline Policy

One of our goals is to help your child to develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening, yet firm manner. We encourage children to be self-directed and to practice self-control. To achieve these goals we apply principles that build positive self-esteem, encourage self-control, self-directions, social responsibility and cooperation. Prevention, through close supervision, a variety of structured activities with a variation of active/quiet times, a clear explanation of expectation, gentle guidance and redirection is the foundation for our disciplinary policy. When all else fails, we may utilize a brief, quiet time to provide a less stressful surrounding for a child to regain control of his/her action's. Corporal punishment is against the law and has no place in the disciplining of young children.

When behavioral issues occur, our philosophy is to help children build problem-solving skills, to take responsibility for their actions, and to develop respect for basic human values. Happy Place uses the following positive guidance techniques:

- Encouragement, praise, and rewards are emphasized rather than punishment.
- Staff response to a child's misbehavior is appropriate to the child's developmental level.
- A child is not to be isolated without supervision
- A child is not punished, disciplined, humiliated or denied food or participation in activities for any of the following reasons:
 1. Toileting accidents
 2. Failure to eat any/or all of the food provided
 3. Failure to participate, or to complete an activity
 4. Not sleeping at rest time. (If a child is disturbing the rest of the others, he/she may be removed from the classroom for a short time.)

Age appropriate rules are an essential part of a quality Early Learning Center. Behavioral issues are a part of growing up. Learning to respect others, to live with prescribed limits and to express one's emotions are lessons of early childhood education. Our staff will try to define the cause of chronic misbehavior then teach acceptable ways of coping. It is always important for parents and teachers to maintain open lines of communication, but it is especially important when working to resolve behavior issues. Children need to know parents and teachers are working together. There may even be something that has, or will, happen at home that may be the root of behavior at the center. If a problem behavior is not under control or eliminated in a two week period, and if it causes an unsafe environment or continued disruption to the other children in the classroom, Happy Place reserves the right to dismiss the child from the center.

Happy Place open year-round, Monday through Friday, from 6:30AM to 6:00PM.

Non-discrimination policy

Happy Place does not discriminate based on age, sex, race, religion, cultural heritage, disability, marital status, economic status, and other protected class in any of its activities or operations.

Governing body and an owners:

Sam Tawfik – Owner/Curriculum coordinator.

Anna Tawfik – Administrator.

Contact: ph. 302-737-3603, fax 302-737-2726 (Newark)

Ph. 302-449-3311, fax 302-449-1211(Middletown)

Address: 4638 Ogletown-Stanton Rd, Newark DE 19713

100 Patriot Dr, Middletown DE 19709

Review of Delaware regulations. More information about current Delaware Regulations as well as a public record of Happy Place Child Care of Middletown can be found at OCCL website <https://kids.delaware.gov/occl/providers.shtml>

Compliant Policy. If an issue or concern arise from the parent/guarding regarding their child or any of the centers policies, we strongly encourage parents/guardians to bring it up right away to the Administrator or her assistant. We will investigate the complaint in a timely manner and will do our best to resolve the issue in a calm and professional manner (if proven to be accurate).

Photographing or videotaping children. Happy Place take pictures of children regularly. These pictures may be posted for room decoration, displayed on our web-site/Facebook page, or used to chronicle your child’s development or illustrate the daily curriculum. Parents will be asked to sign photo release permission for their children.

Transportation. Happy Place will not provide transportation to and from childcare or to and from public schools. Happy Place will take children (ages 4 and up) to field trips. Happy Place will use a registered bus company (such is Lehane’s bus services) for field trips. Parents will receive a permission slip prior to the trip which has to be signed and returned to the center. The slip will indicate the day, time, and the destination of the trip as well as special instructions (if needed) related to the trip. There may be an additional fee, depending on the trip, which will be parents/guardian’s responsibility to pay.

Transition plan.

Children are assigned to certain classrooms based on child's age and development. When the child is ready to be moved to different classroom, parents will be notified in advance. We allow children to transition gradually to the new classroom; thus, we will place the child in the new classroom for couple hours in the first couple of weeks. During this time, your child will get a chance to meet new friends, get familiar with teachers and the classroom schedule, and feel comfortable prior to be fully moved to the classroom.

Screen time

Periodically, children over two years of age may view an educational program on a TV with written parent/guardian permission. The program will be age-appropriate and limited to one hour or less. We do NOT permit gaming devices, tablets, smart phones, etc. to be used and are not responsible if they are lost or stolen

Enrollment

To enroll your child, you must complete the application form, a brief developmental history of your child, an emergency contact information paper, enrollment information for the Child and Adult Care Food Program, and sign the tuition/POC/POC plus agreement calculated for your child. These forms must be updated annually, and Happy Place reserves the right to suspend care in the absence of current data.

There is a one-time, non-refundable registration fee plus two weeks tuition required in advance of your child's start date (not applicable to POC). One week of tuition will be credited for your child's first week of attendance; the other will be applied to the child's last week of attendance, provided you have given two weeks written notification of withdrawal. POC customers are required to give 5 days withdrawal notice.

The cut off period for dropping off children is 10:00 AM. We do make exceptions for children who have doctor appointments when we have been notified in advance. Please bring a note from the doctor when bringing your child to school late. If your child will be arriving late for other reasons, e.g. traffic congestion; please call the office to let us know you are on the way. If constant late arrivals continue to happen, the parent will receive a written warning with reminding of the policy. If parents/legal guardians are still continuing to be late, Happy Place reserves the right not to accept the child for that day.

You will be given a copy of the child health appraisal form issued by the Office of Child Care Licensing that must be completed by a licensed physician and returned to the center within thirty days of enrollment. You are also required to provide shots record for your child. If you do not vaccinate your child, you have to submit notarized copy of affidavit of you refusing to do so. There must be a current, i.e. within the past year, health appraisal in file for your child. Children

one-year and older must have a lead screening. If you are notified that your child's health appraisal is no longer current, you will have two weeks to correct the issue. If after two weeks there is no current health appraisal, you will need to make other arrangements for the care of your child until a current health appraisal is on file.

Payment of Fees and Tuition

All tuition payments are due no later than 6:00PM on Friday before the new service week. All tuitions are paid a week in advance. If you are unable to pay on Friday you are allowed to drop the payment no later than 10:00AM or as soon as you bring the child to the facility on Monday of the service week. Please do not hand the payments to a teacher. Please wait until you have a receipt. Payments received after 10:00AM Monday will be assessed a late fee in the amount of \$30.00 (Not pertaining to POC). If the payment is not received by Tuesday morning Happy Place reserves the right to not accept the child in the Center until the payment and late fees are paid in full. See the annual payment agreement for the amount. There will be no exceptions! Arrangements can be made for bi-weekly or monthly payments. Happy Place accepts only cash payments at this time.

When two or more children from the same family are enrolled and full tuition is being paid, Happy Place will grant a 10% discount on the tuition of the oldest child. This discount cannot be combined with any other discounts or state subsidies. Happy Place uses sliding scale to determine the weekly fee for private pay customers.

Parents will be asked to sign a tuition agreement at the time of enrollment and each year thereafter.

Other Fees

Children who attend Gallaher Elementary School (Newark) or Bunker Hill Elementary (Middletown) or any other school that provides transportation to and from Happy Place will be welcomed at Happy Place when their school is closed with the following conditions:

- Parents must inform the office that their child will attend Happy Place. For safety reasons Happy Place reserves the right to refuse care for children whose parents have not informed the office of intention to attend.
- For any full or half day of attendance there will be an additional daily fee of \$20.00 due with the regular tuition for the week. (Not pertaining to POC)

Late Pick-Ups

Late Pick-Ups are difficult for Center staff and for children. If you know you will be late, please call the Center or try to make arrangements for someone on your authorized pick up

Be advised that the fee for the late pick-up shall be paid at the time of pick-up. The late fees are calculated as follows: \$15.00 from 1-15 minutes, an additional \$15.00 from 16-30 minutes late (total \$30.00), \$45.00 from 31-45 minutes, etc. The minimum fee for late pick-ups is \$15.00. This fee is per child and due upon arrival to pick up your child. All time is calculated by the time clock in the Happy Place office. (POC customers are charged late pick-ups fee after the end of authorization period). In case late pick-ups for POC customers occur more than two times, Happy Place reserves the rights to terminate the agreement in accordance to center's rules and regulations.

Vacation and/or Sick Time is available for all children who have been enrolled for 6 months or longer. Each child is allowed one full week of vacation/sick time during the year. No tuition will be charged. HOWEVER, should your child attend on any day during that week of vacation, then it is no longer considered to be a vacation/sick week, and tuition will be required for that week. Vacation credit will be granted only when written notice is given to the office at least two weeks in advance.

Suspension and Expulsion

We work hard to ensure that each child feels special and that each child gets along well with each other in the group. If your child is unable to control his/her behavior such as using disrespectful language, throwing objects, or hitting others, our staff members will work with you to help your child change his/her behavior and you may need to seek professional services for your child. We may be calling you during the day and ask you to speak to your child and help him/her to regain his/her control. After working with your child, if the child continues hurting others, disturbing the peace of the classroom and completely not following directions, the child will receive a behavior report which needs to be signed by the parent. If a child receives 4 behavioral reports, the child will be suspended for 1 (one) week (payment will remain the same). If after a week of suspension, child continues his behavior, the child will be expelled.

Notice of immediate termination may be implemented at any time by Happy Place with written notification delivered to the parent. Such notification will state the day and date for the final day of attendance. Termination may result when payment is a month or more in arrears, if a parent, guardian or other family member uses loud inappropriate language when addressing staff members, making negative statements about the facility on social media and in person, when a child's behavior consistently endangers others in the classroom, making complaint to OCCL other situations as may be determined by the owner(s) and/or administrator.

Notice of termination from a parent must be submitted in writing at least two (2) weeks in advance of the final day. Notice received less than two (2) weeks in advance will result in forfeit of deposit week. Notices delivered to the office during the middle of the week will not be calculated until the following Monday. Payment by the parent/guardian is due for the notice period whether or not the child is brought for care. POC customers must give five (5) days for withdrawal. The 5-day withdrawal/termination notice applies to both parents and the center.

In case POC customers withdraw without a notice and have any outstanding balance, Happy Place reserves the right to notify the Purchase of care case worker and it may lead to cancelation of parent's POC benefits, until the outstanding balance is paid in full.

Breastfeeding policy

Happy Place allows a mother to breastfeed her child at the center at any given time in the private room located on the second floor of the building (Newark location) or staff room (Middletown location)

Infant Feeding

Infants will be fed according to their own schedule to maintain consistency from home to our center. You must complete a feeding schedule that includes the formula, breastmilk, or foods and their portions before your infant begins care. If your child experiences any feeding problems throughout the day, we will discuss it with you before your child leaves for the day. All prepared bottles of formula and breastmilk from home must be capped and labeled with your child's name and placed in our refrigerator upon arrival. We recommend that you provide formula from a sealed container that is kept onsite and used exclusively for your child. Any prepared formula that is not used within 48 hours is discarded. Any unused breastmilk that was never frozen will be returned to you if not used within 48 hours. Microwave ovens are not used to heat infants' bottles or food because uneven heating may lead to the risk of your child being burned. Please note all meals and snacks served will follow the nutritional guidelines set forth by the CACFP. We will not add or mix cereal or anything else in your child's bottle without written permission from your child's doctor.

Confidentiality

We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff member who work with your child will only receive the necessary information regarding your child to insure your child's needs are met. Please note that employees of Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use.

Lost Items

Happy Place is not responsible for any items brought from home or from any public or private school. This includes but not limited to: all articles of clothing (these should have the child's name written inside), jewelry, eye glasses, hearing aids, toys, books, movies, phones, games, lunch boxes, etc. Sheets and blankets used during rest time should be labeled with the child's name. Any staff member working in any classroom needs to be able to identify your child's linens.

Snow/Emergency Closing

Snow/Emergency Closing will be announced by HIMama app.

Holiday Closing will include:

New Year Day	Thanksgiving
Good Friday	Black Friday (closes at noon)
Memorial Day	Christmas Eve (closes at noon)
4 th of July	Christmas day
Labor Day	New Year's Day (closes at noon)

When the traditional holiday falls on Saturday, we will be closed on Friday preceding the holiday. When the traditional holiday falls on a Sunday, we will be closed Monday following the holiday. Tuitions will not be prorated in these instances.

POC customers will not be charged for Good Friday

Happy Place is a Christian based Center that is why Christmas and Easter parties will be organized for children in care. Mini cupcakes and juice will be provided during these parties. Parents are welcomed to join the classrooms and take pictures of their children.

Birthdays are important days for young children. At Happy Place we share your wish to make each child's birthday a special one. However, birthday celebrations are often over stimulating for young children; therefore, some limitations must be respected. Birthdays will be celebrated during regular afternoon supper time. Parents may provide a special snack and party plate and/or hats. No latex balloons please. They are a safety hazard for young children. It is Delaware law that we serve only 100% juice, so, please do not bring Hawaiian Punch, Hi-C or any other juice drink. Parents are welcomed to join the celebration.

Safety and Security and release of children.

In addition to our security entry system, requiring buzz-in, we require all children to be signed in and out. Parents can do that on the tablet which is located in every classroom or on their own phone using Himama app. Also, Happy Place requires that an adult, 18 years or older,

sign a child in or out of our facility. There is no legal record of a child being in our care if he/she is not signed in. For the security of your child, we must insist on a legible signature for both sign in and out. Please, do not write “mommy” or “daddy”.

When it is necessary for someone other than the known parent or relative listed on the child’s Approved Pick-up List, our staff will refer the person to the office for identity confirmation.

A photo ID is the only acceptable identification. If you need a different person to pick your child up, rather than the ones mentioned on the authorized pick-up list, you have to personally call the office, tell your name and your child’s name and authorize a new pick up person. We will require to make a copy of that person’s photo ID

When there are custodian issues, there must be a copy of the court documentation on file in the office. If a parent does not have a court paper, he/she will be asked to provide child’s birth certificate. The child will be released only to a parent/parents listed on the birth certificate. Please inform the office staff of any legal proceedings regarding a child in your care.

If a person seems to be intoxicated or unable to bring the child home safely requests the release of a child, such request will be denied and the other parent/authorized emergency contact will be called

Our facility is video and audio monitored.

In an Emergency, we need to be able to contact you, or another responsible adult designated by you. You will be asked to up-date emergency phone numbers regularly. If you change jobs, move or wish to add or delete anyone from your child’s list you are responsible to notify the office.

If your child is involved in any accident involving first aid treatment you will be notified in writing and/or by phone. All reports need to be signed by the parent, or person picking up the child, as an acknowledgment that she has been informed of the occurrence. Happy Place will provide emergency treatment and will make every effort to contact the parent/guardian and/or the child’s doctor should further action be required. All head and face injuries will be reported to the parent right away by phone. An ambulance will be notified in event of a life-threatening accident, injury, or illness.

We will perform a health observation of your child upon arrival. If a child has a mark/bruise/scratch which happened at home, parents/guardians will be asked to fill out a body diagram with the description of the mark to ensure that the mark did not happen at Happy Place.

Authorization for emergency treatment is required to be on file no later than the first day of attendance.

Emergency drills are required by Delaware law and are executed monthly. Emergency routes are posted in each classroom. Each drill is a serious matter and is treated as though it were an actual emergency. Drills are conducted for fire, tornado, and alternate exit routes. Shelter-in-place drills are similar to tornado drills, with children being moved to the basement area. Emergency supplies and equipment for shelter-in-place conditions are in place.

Happy Place has a comprehensive plan for caring for children during any possible emergency. A copy of the detailed plans for emergency events is available upon request in the office.

Mandated reporters of Child Abuse and Neglect

We are required by law to report suspected child abuse and neglect to Division of Family Services in the Department of Services for children, Youth and Their Families. Our first priority is to make sure your child is safe and her/his needs are met. Our staff members have each been trained to recognized signs and symptoms of child abuse and neglect.

An Annual Health Appraisal is required. A current health appraisal and immunization record must be on file within 30 days of the first date of attendance. A licensed physician or a certified nurse practitioner must conduct health appraisals. Children enrolled in before-and-after school care program may use the copy of the health record from the public school to meet this requirement. If a child has not received adequate immunizations as required for the child's age, Happy Place will require a written plan for updating immunizations within a reasonable length of time. This plan must be on file within 14 days of the child's admission. If the required immunizations are not completed within the time specified in the plan, the child may be excluded from Happy Place until immunizations requirements have been met.

Health Policies

Daily Health Observations occur when you and your child arrive in the morning. Our staff observes the children when they arrive each day. They look, listen, and feel for symptoms of illness, congestion, fever, etc, staff may ask you about the symptoms before you leave. We do not provide "sick child care." Delaware law is very specific about the exclusion of children from group care when they are exhibiting symptoms of illness. Please read the following information carefully regarding exclusion from care.

A center shall not permit a child who has symptoms of illness specified below to be admitted at the center unless written documentation from a licensed physician, or verbal with written follow up, states the child's presence imposes no serious health risk to the child, other children or adults. Symptoms of illness for possible exclusion shall include, but not limited to any of the following.

- Severe pain or discomfort
- Acute diarrhea, characterized as two times the child's usual frequency of bowel movements with a loose consistency, in a period of 24 hours.
- Two or more episodes of acute vomiting in a period of 24 hours.
- Severe coughing or sore throat.
- Oral or auxiliary (under the arm) temperature of 100.5 degrees F or higher.
- Skin or eyes with a yellowish tinge.
- Red eyes may be accompanied with discharge or crustiness.
- Infected, untreated sores on the skin
- Difficult or rapid breathing
- Severe itching of the body or scalp
- Skin rashes, excluding diaper rash, lasting more than one day
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood or puss oozing from eyes, ears, urine or stool
- Unusual behavior for the child, such as: persistent, inconsolable crying, not playing or taking part in usual activities, confusion, and lethargy
- Loss of appetite, e.g. refusing all solid foods.
- Symptoms that might indicate any of the following communicable diseases:
 - *Strep throat *Chicken pox *Lice
 - *Conjunctivitis (pink eye) *Fifth's Disease
 - *Rosella *Impetigo *Scabies

It is the parent's responsibility to inform the center when a child has been diagnosed with any type of contagious virus or infection. A center shall not permit a child with a reportable communicable disease as specified in the table below to be admitted, or to remain at the center, unless:

- Written documentation from the child's licensed physician states that the child has been evaluated and presents no risk to the child or the others.

The following list of communicable diseases includes, but not limited to:

- Diphtheria -Rubella
- Pertussis -Hemophilus influenza Disease
- Mumps -German measles
- Bacterial meningitis -Shigellosis
- Hepatitis A -Salmonellas
- Giardiasis

For information regarding reportable communicable disease, please view DPH's website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child's doctor states your child may return but DPH states that your child may not, our staff will follow DPH's instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

Medications

There are staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on site at all times. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

To comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

Additionally, the following regulations will be followed:

- All prescription and over-the-counter medications must be in the original container and have the child's full name printed clearly on it.
- If two children in the same family are taking the same medication, each child must have his/her own container.
- We will not give medication if the instructions are not legible.
- The center's staff may not administer the first dose of any medication.

-All the medications are in a locked cabinet in each classroom. Please inform staff member if the medicine needs to be refrigerated.

-A parent/guardian must hand medication to a staff member. (Please, do not put medicine in diaper bags or lunch box. All medications must be kept out of the reach of children.)

Happy Place provides each classroom with a fresh solution of FDA approved sanitizer and soap and water solution daily that is used in the classroom for sanitizing tables, chairs, toys, cubbies and other hard surfaces. Hand washing is mandatory before and after diapering, wiping a child's nose, coughing or sneezing. Children are taught to sneeze or cough into the crook of their arm.

Sanitation

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling, and diapering procedures. Each classroom is thoroughly cleaned and disinfected according to licensing regulations. To prevent the spread of infections and viruses, equipment and toys used by infants and toddlers are to be cleaned and disinfected daily. The non-porous toys and play equipment in the other classrooms are cleaned with soap and water and then disinfected weekly or more frequently if needed. Our administrator routinely checks each classroom to ensure staff members are using the training that they received.

Safety Policies

Happy Place uses following safety check list on a daily basis

1. All electric outlets are covered
2. All strings from blinds are tighten up high, so children are not able to reach them
3. All items with label "Keep away from children" are kept in a locked cabinet.
4. Only age appropriate items and materials are used in each age group
5. Children should wear a closed toes shoos at all the time, including nap time.
6. No broken toys should be used inside or outside at any given time

Safe sleep policies

1. Infants will always be put to sleep on their backs.

2. If a parent/guardian requests that their child be put to sleep in a position other than on their back, the parent must provide a Physician's Signed Note that explains how the infant should be put to sleep and the medical reason for this position. This note will be kept in the child's medical file and all staff will be notified of the infant's prescribed sleep position.
3. Infants will be placed to sleep on a firm mattress that fits tightly in a crib that meets Consumer Product Safety Commission safety standards. The sheet will fit the mattress snugly.
4. No toys, stuffed animals, pillows, crib bumpers, positioning devices (unless ordered by a health care provider) or extra bedding will be in the crib.
5. Sleeping sacks are used for nap time for infants instead of blankets (parents should provide)
6. Overheating is one of the risk factors for SIDS; to avoid overheating:
 - a. Keep the room at a temperature that is comfortable for a lightly clothed adult.
 - b. Avoid excessive blankets and bedding.
 - c. Do not overdress infants when they sleep.
7. When an infant is able to roll from back to side or stomach, the infant will be placed to sleep on his back.
8. Sleeping infants will be visually checked every 15 minutes. This is especially important during the first weeks an infant is in child care. The infant will be observed to verify that the infant's skin color is normal, and the infant's chest is rising and falling as she breathes.
9. Infants will not share cribs.
10. Happy Place is a smoke-free childcare.

11. Awake infants will have supervised “Tummy Time” to allow for the development of strong back and neck muscles and prevent the development of flat areas on the head.

12. Pacifier use has been shown to decrease the risk for SIDS. Infants may be offered a pacifier when they are in the crib if parents offer a pacifier at home (delay introducing a pacifier to breastfeeding infants until one month). Pacifiers will not be attached by a string or to the infant’s clothing. Pacifiers will not be reinserted if they fall out after the infant is asleep.

Nutrition and Rest Time are important components of a healthy environment. Happy Place serves AM snack from 8:00-8:30 AM, lunch from 11:00-11:30AM and supper from 3:00-3:20PM. For children who return from school, supper will be served at 4:00PM. Parents are allowed to bring healthy food/snacks from home which will be served only during the meal times (exceptions are given to early morning arrivals before am snack) and after child is encouraged to try the centers food (exclusions applies to children with food allergies/cultural believes). Any open foods/drinks will be discarded after the meal times are over, unless the child has a lunch box. We are a peanut free facility.

Children with dietary restrictions **MUST HAVE** a note from a qualified health care professional, stating the reasons of exceptions. Happy Place will not provide any substitution and it is the family’s responsibility to provide the food for their child.

All meals and snacks are prepared on site. Food provided by Happy Place are based on the food groups as follows:

Milk is a fluid cow’s milk (not powdered)

-For children 12 to 24 months, whole pasteurized cow’s milk is served.

-For children older than 24 months, skim, pasteurized cow’s milk is served.

Proteins: meat, fish, poultry, eggs, yogurt, cheese, peanut butter, dried beans, and peas

Fruits and vegetables: Shall include a variety of fresh, frozen and/or canned

Grains: whole grain and enriched products such as breads, cereals, pastas, crackers and rice

Happy Place follows guidelines of Child and Adult Food Program under the supervision of the Delaware State Department of Education. Questions and concerns about the menus and/or portion must be addressed to either the administrator.

Weekly menus are posted in the classrooms, in the office, and in the kitchen.

Each child will need a few basic supplies from home: a crib-sized sheet for either crib or cot and a light weight blanket for the cover during rest times (except infants). Each child's belongings are kept in his/her cubby. Linens are to be taken home on Fridays to be washed.

Please be sure to label all clothing and bedding

Please do not send pillows, sleeping bags, or full or twin sized sheets or blankets. They are much too large for children to handle and too bulky for storage in our cubbies.

Each child will need to have a complete change of clothing, seasonally appropriate, that will be kept in his/her cubby.

Infants and Toddlers will need a few additional items: diapers, wipes, bottles, bibs and a pacifier. Used bottles are to be taken home daily, washed and returned in the morning. Happy Place offers iron fortified formula, baby food and iron fortified cereal for children 0-12 months of age.

Family involvement and communication are vital to a quality program. You will receive a daily report regarding your child's day by Himama app and e-mail by 6 pm of the day of attendance. Please take a moment to comment about your child's morning. It will help us to know if somebody had a grumpy morning or any other arguments. If you have specific concerns you wish to discuss with an Administrator, we are available to you at any time.

Twice during a year we will offer a conference time. This is a great time to chat with your child's teacher about your child's favorite activities at school. A copy of the assessment is kept in your child's file. This allows us to see growth and development through the year. Conferences may be scheduled at any time during the year by either the parent or the teacher. Since we do not close for conferences, it will be by appointment only.

Information on or about any family member is strictly confidential. No information may be released without express written authority from the parent or legal guardian. Happy Place may refer the parent/guardian for further testing or assessment if the staff feels a child would benefit from such a referral.

Field Trip opportunities offer children an exciting opportunity to visit local areas of interest. Happy Place uses only local, reputable bus companies for transportation and a center van. Parents will have to provide written permission for their children to ride the bus/van. There will be an additional fee for a field trip and you may be asked to provide lunch from home. One or two chaperones will be welcomed and may be required for the trip to take place. Chaperones may be asked to pay their own admission fee, if one is required.

A Typical Day of Activities

6:30 and 7:30 one early-arrival	Children (1 year- old-school age) who arrive during this time, gather in Classroom (with the blue door.)
7:30AM-8:00AM	Children separate into age groups.
8:00-8:30AM	AM Snack
8:30-9:00 AM	Diaper change for infants and toddlers, older children have Time to use the lavatory and wash their hands.
8:30AM	School age children take the bus.
9:00AM-11:00AM	Classroom age-appropriate activities begin. Happy Place follows FunShine Express curriculum. It covers all developmental areas, such as -Cognitive development (problem solving, spatial recognition, and thinking skills) -Language development and literacy (both receptive and expressive) -Social/emotional development (social skills like turn taking, asking for something, manners, showing sympathy or compassion, identifying emotions both the child's own and the emotions of others, acknowledging those emotions and beginning to grasp the concept that our social skills and interactions have a direct effect on not only other's emotions, but also on our own) -Physical development (both large motor, rolling over, standing, walking, running, hopping, throwing, catching, and fine motor, grasping, picking something up, eating, drinking, dressing, drawing, gluing, painting, etc.) -Each class has at least 15 minutes structured vigorous physical activity either in the classroom or outside and two half hour of outside play during morning and afternoon time, weather permitting. -Foundations for mathematics and science (identifying shapes, sizes, quantities, textures, colors, patterns, weather, cooking, etc.) -Opportunities for artistic expression in paint, play dough, music and more.
11:00AM-12:00PM	Lunch is served to each classroom during this time.
12:00PM-2:30pm	Nap Time
3:00-3:20PM	Supper is served!

3:20PM-5:00Pm Afternoon activities begin and may include, at least 30 minutes of structured vigorous physical activity and 30 minutes of free play, review of circle time, and individual workshop with individual children

5:00PM-6:00pm Departure

Physical Activity

Children are given multiple opportunities for physical activity each day. Weather permitting, each day all children will be taken outdoors to play, exercise, and to run around. Please ensure your child has outdoor clothing that is appropriate for the weather. 30 min. of moderate to vigorous physical activity indoors or outdoors are provided daily to children every 4 h of care. Such activities will be modified to a specific child if the child has disability.

Outside toys are not permitted to be brought to school unless for show and tell or an emotional support toy.

Access card agreement

1. The cost of the card is \$10.00 per card/ 2 per family. (Not applicable to POC)
2. If the card is stolen/lost you have to notify the center immediately and pay another \$10.00 for replacement.
3. Upon withdrawing from the center and returning the card in working condition (no cracks, colors, marks etc.), the credit of \$10.00 will be applied towards the last week of tuition/refunded.
4. The parent/legal guardian agrees not to share her/his card with any other family members/friend at any given time.
5. The parent/legal guardian agrees not to allow any other people/parents to enter the facility. They will have to use their own card/ring the bell.
6. The parent/legal guardian understands that her/his card may be deactivated and access will be denied if the payment is past due for more than 3 days (unless prior arrangements have been made)

Parent Signature page

I have received a copy of the Happy Place parent Handbook.

I understand that I am responsible for the information in the Parent Handbook and I agree to abide by the policies set forth in the Parent Handbook

My child _____ attends Happy Place and is enrolled in the _____ class.

Parent's signature

Date

Parent's Printed name

Administrator's signature

Date