



# DREAM TOO

## Infant & Toddler Development Center

### Parent Handbook

### **Our Mission Statement**

Our mission is to provide opportunities that build on the social, emotional, cognitive, and physical development of infants and toddlers ages 6 weeks – 24 months. We are committed to making this first transition away from home easy and natural for you and your child. In addition to caring for your young child, everything we do is designed for learning and teaching your baby the necessary skills to transition to the toddler level.

### **WHO WE ARE ...?**

DREAM TOO is a non-profit (501c3) Infant & Toddler Developmental Center designed to offer a safe and nurturing “Home Away from Home” environment that supports your babies’ developmental milestones and exposes the whole family to a foundation for future learning.

Our center is small and intimate for parents who desire for their child to receive more personalized care.

Our program is open to the public and available to all students regardless of race, religion, gender, social status, disabilities, or academic level.

### **Eligibility**

#### **Tuition Paying Students**

- Eligible children must be 6 weeks to enroll.
- There are no income guidelines for this program.

### **Enrollment**

The following forms must be completed and signed by the parent/guardian and returned to the center before the child will be able to attend:

- Enrollment Application
- Immunization Records/Emergency Release
- Birth Certificate
- Signed Parent Handbook forms
- USDA Child Care Food Program Enrollment Form
- Tuition Agreement

### **Infant & Toddler Environment**

Our environment is set up to meet the needs of each individual child as much as possible in a group setting. Infants are fed, diapered and napped according to their needs. As you can imagine, in a room of 8 children there will inevitably be times the teachers are faced with multiple needs at the same time. We fully recognize this potential and tackle this challenge in many creative ways. We ask parents to provide us with information

about your child's routines, before their first day, to help us become familiar with your child's schedule. We are aware that children's schedules change as they grow and we make adjustments as needed. Please feel free to discuss with teachers any questions you may have.

### **Hours of Operation**

Hours of operation are 6:00 pm to 6:00 pm, Monday-Friday, according to the DREAM TOO Center Calendar. If your child is not picked up by 6:00 pm, the following policy will be in effect.

1<sup>st</sup> Offense: Verbal Warning and documentation to file.

2<sup>nd</sup> Offense: Payment of \$5.00 per minute after 6:00 p.m. according to our time.

3<sup>rd</sup> Offense: Dismissal for one-week plus payment of late pick-up fee.

4<sup>th</sup> Offense: Cancellation of enrollment in addition to payment of late pick-up fee.

### **Feedings**

We have found that babies begin their day best with a full stomach. We ask that parents feed their child breakfast before they arrive. For safety reasons, as babies grow older, we encourage them to sit in a high chair while drinking their bottle. It is our request that each infant has a bottle, pacifier, blanket and formula to be kept at the center.

***Please do not send in any glass containers!***

After 12 months of age, DREAM TOO will provide breakfast, lunch, and snacks to the children at the center. The menus follow the guidelines of the United States Department of Agriculture for healthy foods. Those children who have special dietary needs must provide a written notice to the director of the center from the child's physician regarding the special requirements. All children that attend our program are required to complete a USDA Child Care Food Program Enrollment Form.

As children are beginning to master their self-help skills, we encourage them to use sippy cups and utensils. As children progress and prepare for their next group teachers will work with the children and help them be more prepared for any meal time routines prior to transitioning to the next class. For example, when moving from Infants to Toddlers to have children drinking from sippy cups when possible rather than bottles.

### **Diapering**

**Diapers must be provided by parents.** Children's diapers are changed every 2 – 3 hours and after every bowel movement. Staff, at every diaper change, uses disposable gloves. We also use disposable paper on the changing table that gets thrown out after each change. Furthermore, the changing pad is sanitized with a bleach and water solution after every change.

### **Potty Training**

Potty training shouldn't be rushed; it is important that your child is psychologically and physically ready for training. Pull Ups must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your

child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step.

### **Naptime**

Infants each have their own crib, toddlers will have their own cot. Crib sheets will be provided by the center and laundered daily. Parents are required to bring a blanket for their child.

### **Ages & Stages...**

#### **Infants (Ages 6 weeks – 13 months)**

Our Infant Program is a safe and nurturing "home away from home" where infants can explore and make new discoveries. Young children learn through play, and our program is designed to provide infants with the skills that serve as building blocks for a lifetime of learning. We're committed to making this first transition away from home easy and natural for you and your child. In addition to caring for your infant, everything we do is designed for learning and teaching your baby the necessary skills to transition to the Toddler classroom.

#### **Toddlers (ages 14-24 months)**

Our Toddler Classroom provides an individualized curriculum for all students, recognizing that each child is unique and special with differing talents and gifts. Our classroom setup is cheerful and nurturing, with hands-on activities that encourage creativity, exploration and learning.

The theme-based curriculum for toddlers focuses on providing opportunities for children to explore and discover their surroundings through hands-on activities. Children in the Toddler Class will stay busy with experiences that build on their social, emotional, cognitive, language and physical development. All skills learned in the Toddler class will assist in positively transitioning students to preschool.

#### **Health Policies:**

All centers follow the guidelines for ensuring the health and safety of the children in the centers as required by state law and by the accrediting body the National Association for the Education of Young Children. They must have a recent history & physical screening on file according to DHS guidelines.

#### **Guidance/Discipline:**

DREAM TOO has established clear, consistent and simple expectations that will attempt to meet the diverse needs of the children. Every attempt will be taken to avoid conflict between a child and caregiver. All children will be approached in a calm, respectful manner. They will be given reminders, in a positive way, of the behavior that is expected. The center will be set-up so that there are a number of visible areas that children can go to have a quiet play space if needed. Time-out appropriate to the age of the child will be used as a last resort.

**Calendar:**

DREAM TOO hours of operation are 6:00 am – 6:00 pm Monday – Friday. A calendar displaying days closed and holidays will be provided to every parent upon enrollment.

In the event of special events or holidays, DREAM TOO reserves the right to close early with written notification to the parents of the center at least one week in advance.

**Inclement Weather Policy:**

- Early Morning Closing – DREAM TOO will be closed due to inclement weather. All DREAM TOO scheduled activities will be cancelled in case of inclement weather. Parents will be notified through our Text Message Group, our Facebook Page, our Website and local media stations regarding school closings. Also, if in doubt please note that we follow the same inclement weather procedures as PCSSD, you may call us or log onto our website [www.dreamarkansas.org](http://www.dreamarkansas.org) for information about center operations during inclement weather days.
- Mid -Day Dismissal – In the event schools are closed during school hours, the DREAM staff will notify parents/guardians of early dismissal through our subscribed text messaging system. Upon receipt of this call or email, parents have one hour to pick up their child from the center.

**Illness:** Any child showing signs of illness (vomiting, diarrhea, undiagnosed rash, flu or fever) will not be able to attend the center. This is to ensure that the best care can be given to the child and other children. Also, this minimizes the infecting of others who are working or attending the center. If a child becomes ill while at the center the child will be kept comfortable until the parent makes alternate arrangements. After any illness, a child must be symptom free for a minimum of 24 hours before returning to this facility.

**Medications:** Medications will not be administered without written authorization of the parent or guardian nor will it be administered without a labeled container with appropriate dosage on it. Medication must be prescribed by a physician and must be within 30 days of seeing physician.

**Emergency Situations:** During emergency situations, DREAM TOO will make arrangements for a replacement caregiver to come to the daycare, so that he/she can accompany the child, with the emergency team, to the hospital. The parents will be informed immediately of the situation.

**Fire and Tornado:** Monthly practices will occur to help prepare in case of an emergency. Fire escape plans are posted in areas throughout the center. In the case of a

fire/tornado, staff and children will go to a designated area and parents/emergency contacts will be advised.

**Cancellation Policy:** The parent or caregiver is required to give two weeks' notice for cancellation of services. Parents going on holidays with their registered child, for 5 days or more must notify the director at least two weeks in advance.

## **Tuition & Fees**

### **FULL DAY PROGRAM INCLUDES BREAKFAST, LUNCH, SNACK**

Enrollment Fee \$50.00

Infant Care Ages 6 weeks – 14 months (Full-time Only) \$145 weekly

Toddler Care Ages 14-24 months (Full-time Only) \$130 weekly

Fees are based on a weekly rate of service. All fees are due on Monday or Friday, weekly or biweekly and can be paid in cash, check or money order at the front Check-In Desk, through the MyProcure Link at on our webpage at [www.dreamarkansas.org](http://www.dreamarkansas.org) or in the office by debit or credit card. State Childcare Vouchers are also accepted.

### **Late Fees:**

DREAM TOO will not accept past due balances beyond 11 days. We offer excellent services to our families and have the most affordable rates in our area. **Past due balances will result in cancellation of services after the 12<sup>th</sup> day of non-payment.** Hardships and Payment Arrangements for past due balances will be at the discretion of the program director and/or DREAM TOO Advisory Board.

### **Service Charge:**

For all participants, there will be a **\$30** service charge on all returned checks. The returned check and service charge **MUST** be paid in **CASH** in order to clear the debt.

### **Rate Changes:**

Parents/Guardians will be notified ON OR BY August 1 of any rate changes that will be effective the following August.

### **Employees:**

All employees of DREAM TOO must submit to an FBI Check, a criminal background check, and a child maltreatment check.

### **Volunteers:**

All DREAM TOO volunteers must submit to a criminal background check. If a child becomes upset or misbehaves, the teacher/assistant will follow the Guidance/ Discipline Policy procedures. **Under no circumstance is the volunteer permitted to discipline any child in care at DREAM TOO.**

### **Child Maltreatment:**

All caregivers are responsible for reporting, to the appropriate authorities, any concerns about the occurrence of abuse towards a child in our care. Child Maltreatment Hotline 1-800-482-5964

### **Suspected Child Abuse & Neglect**

Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent. Children enrolled at DREAM/DREAM TOO are subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental consent or notice).

### **Written procedure for reporting suspected maltreatment**

Every employee is mandated by state statute to report any cases of suspected child abuse or neglect. Such a report is not a statement of blame; it is simply a statement that will result in an investigation by the proper authorities. In the event that the Department of Human Services carries out an investigation of child abuse, DREAM/DREAM TOO and its staff will cooperate fully with investigators. All workers must be and are screened by the State of Arkansas for abuse and criminal records. The child maltreatment hotline number is 1-800-482-5964. Children may be subject to interviews by licensing staff, child maltreatment investigators or law enforcement officials to determine licensing compliance or for investigative purposes without parental notice or consent. Children enrolled at DREAM/DREAM TOO are subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental consent or notice.)

### **Custodial Dispute Policy:**

DREAM TOO will only release children to authorized persons listed by the parent(s)/legal guardian. It is the parent's / legal guardian's responsibility to inform us of any and all changes to this list. DREAM TOO reserves the right to exclude our company from being involved any custodial disputes that do not have a court order with specific instructions regarding us releasing a child to a non-custodial parent.

# Please Sign and Return this Page

## **Parent/Child Handbook Agreement**

With my signature below, I am stating that, I have read, agree, and understand the DREAM TOO Infant & Toddler Parent/Child Handbook. I understand that it is my responsibility to comply with the policies and procedures of the handbook. I have been given a copy of the handbook for reference of all policies and procedures of the DREAM TOO Infant & Toddler Developmental Center.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Payment Policy**

DREAM TOO will not accept past due balances beyond 11 days. We offer excellent services to our families and have the most affordable rates in our area. **Past due balances will result in cancellation of services after the 12<sup>th</sup> day of non-payment.** Hardships and Payment Arrangements for past due balances will be at the discretion of the program director and/or DREAM TOO Advisory Board.

With my signature I agree to pay my child's tuition within the required 11 days.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **MEDIA RELEASE**

With my signature below, I give permission for DREAM TOO to photograph my child for the purpose program advertisement for the DREAM TOO website and program bulletins recruitment, newsletters and media that promote student and program success.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Parent Signature:

Date: