



1400 E Moody Blvd, Bunnell FL 3110
386-313-6124
happystarspc@gmail.com

CHILD CARE APPLICATION FOR ENROLLMENT

Child information:

Date of Birth: _____ Sex: _____ Date of Enrollment: _____

Full Name: _____
Last First Middle Nickname

Address: _____ City _____ Zip Code _____

Primary Hours of Care: Full Day _____ Half Day _____

Days of the Week in Care: M T W Th F Sa

Family Information:

Mother's Name: _____ Cell: _____

Email: _____

Employer: _____ Work Phone: _____

Father's Name: _____ Cell: _____

Email: _____

Employer: _____ Work Phone: _____

PICK-UP PERMISSION & EMERGENCY CONTACTS

(please provide contact information at least two people who we may contact also)

I hereby give permission for my child to leave the center with the following persons named below. It is the responsibility of the parents to notify the center, in writing, of any change. Child will be released only to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason, the custodial parent or legal guardian cannot be reached:

Name _____ Phone# _____

Name _____ Phone# _____

Name _____ Phone# _____



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Additional information about your child:

Pls list allergies, special medical or dietary needs or other areas of concern

Any food preferences _____

Other comments (please add all information about your child that you wanted to inform us)

Potty trained: yes _____ no _____

Does the child have siblings? _____

Does the child have Pets? _____

Does the child have special toys? _____

Does the child have fears? _____

Medical Information:

I hereby grant permission for the staff of this facility to contact the following medical personnel to obtain emergency medical care if warranted.

Doctor: _____ Phone: _____

PHOTO PERMISSION

I give permission to Happy Stars Academy to take pictures and or videos of my child/children _____ . I understand that these photos may be posted in the daycare, on my website, facebook, instagram or in parent newsletters or in the paper.

- Sections 7.1 and 7.2, of the Child Care Facility Handbook, require a current physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment.
- Section 7.3, of the Child Care Facility Handbook, requires that parents receive a copy of the Child Care Facility Brochure, "Know Your Child Care Facility" (CF/PI 175-24)
- Section 2.8, of the Child Care Facility Handbook, requires that parents are notified in writing of the disciplinary and expulsion policies used by the child care facility

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Signature of Parent/Guardian _____ Date _____



WELCOME TO ALL PARENTS

Welcome to our center! We are excited to have you as a part of our family. At HAPPY STARS ACADEMY every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing HAPPY STARS ACADEMY for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at HAPPY STARS ACADEMY, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common and your child may resist being left at HAPPY STARS ACADEMY in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – Then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them.

During Parent Orientation you will be taken on a tour to meet your child's teachers and get a general idea of a day at our HAPPY STARS ACADEMY. You may also schedule a time to observe in the classroom. Please let us know of any area in which we can be of particular assistance to you. We are looking forward to getting to know you and your child and providing a rich leaning environment where all our children develop to their full potential.

Lastly, to ensure that your child's time at HAPPY STARS ACADEMY is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes (more than one set for infants)
- A child-sized blanket/sleeping bag/pillow for rest or nap
- A familiar cuddly toy to be used at nap time
- Diapers and wipes if needed.
- Changeable shoes for inside
- **Florida Certification and Immunization (Form 680)** and
- **School Entry Health Exam (Form DH 3040)**

Always label everything with your child's name.



EMERGENCY MEDICAL/DENTAL CONSENT FORM

I, _____ (Mother, Father or Guardian)
of _____, age _____, do hereby give my permission and such
emergency medical or dental care and/or treatment as my above named child might require while under
HAPPY STARS ACADEMY's supervision. Center team members may take steps including any or all of the
following if they believe an emergency situation exists:

1. Call an ambulance and have the child taken to the emergency unit of a hospital.
2. Call the child's physician or dentist.
3. Call another physician or dentist.

In the case of emergency, every effort will be made to notify parents and to contact the child's physician or
dentist immediately. If it is necessary to transport or to have the child transported to a hospital, we will take the
child to the nearest hospital or to the child's physician or parent. I agree to pay all of the costs and fees for any
emergency medical care or treatment for my child as secured or authorized under this consent.

The following will be called in case of an emergency:

Child's physician: Name _____

Address _____ Phone _____

Child's dentist: Name _____

Address _____ Phone _____

Child's Hospital: Name _____

Address _____ Phone _____

Mother/Guardian's Name _____ Phone _____

Father/Guardian's Name _____ Phone _____

Relatives or friends who may be contacted for assistance or information in case of emergency. (Should also be
listed on the pick-up permission form)

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Medical Insurance Carrier: _____

Allergies, medication, or other conditions pertinent to emergency care:

Other Medical Conditions: _____

Signature of Parent or Guardian

Date



The best way to make children good is to make them happy. Oscar Wilde

PICK-UP PERMISSION & EMERGENCY CONTACT FORM

Name of child: _____

I hereby give permission for my child to leave the center with the following persons named below. It is the responsibility of the parents to notify the center, in writing, of any change. (Even Mother and Father's name need to be listed!)

| <u>Date</u> | <u>Name</u> | <u>Relationship</u> | <u>Home/Cell phone</u> | <u>Work Phone</u> |
|-------------|-------------|---------------------|------------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

If there is a separation or divorce custody problem of which Happy Stars Academy should be aware, please explain. (attach custody documentation if necessary)

Names of persons who may not pick up the child:

I also give my permission for my child to leave the above named facility for trips in a center owned vehicle such as field trips or on walks.

Date _____

X _____
Signature of Parent or Guardian

Permission for Food-Related Activities and Special Occasion Food Consumption

Pursuant to 65C-22.005(1)(c)2. Licensed child care facilities must obtain written permission from parent/guardians regarding a child's participation in food related activities. These activities include such things as classroom cooking projects, gardening, school wide celebrations, and birthdays.

I, _____, give/decline permission for my child,
(Parent or Guardian) (circle one)

_____, to participate in food related activities and special
(Child's Name)

occasions wherein food is consumed.

Please provide the following information:

___My child DOES NOT have a food allergy or dietary restriction. He or she may participate in activities.

___My child DOES NOT have a food allergy or dietary restriction. He or she MAY NOT participate in activities.

My child DOES have a food allergy or dietary restriction. He or she may participate in activities, but may not eat or handle the following items as listed below:

___My child DOES have a food allergy or dietary restriction. He or she MAY NOT participate in activities.

I understand that it is my responsibility to update this form in the event that my decision for permission changes. I agree that this form will remain in effect during the term of child's enrollment.

(Parent/Guardian Signature)

(Date)

Sample Emergency Preparedness Template

Emergency Preparedness Plan

Happy Stars Academy
1400 E Moody Blvd, Bunnell, FL 32110
Phone Number: 386-313-6124

Street intersection: E Moody Blvd (Hwy 100, Between N Palmetto Street and Old Moody Blvd)
DCF (Daytona, FL): (866) 762-2237
For emergency assistance contact 911

Evacuation

1. The Director or designated person in charge will contact 911.
2. Children's emergency contact numbers will be taken to the evacuation area and parents will be notified of the situation.
3. Post a message on the front door of the facility or on the answering machine telling parents where the children have been relocated.
4. Use the nearest clear exit to evacuate the building during all continuous alarms.
5. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
6. Know two evacuation routes.
7. Calmly walk to the outside assembly area located at parking lot unless the wind is blowing smoke or other hazards in that direction. If so, assemble inside at BES (Bunnell Elementary School). Be cautious and yield the way for emergency vehicles entering the property.
8. At the assembly area, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
9. Do not re-enter the building until you are given the "ALL CLEAR" command. Many times the situation must be verified as safe, so be patient. Remember, this is for your protection.
10. DCF will be notified with-in 24 hours by the Director or designated person in charge.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.

Lockdown

1. Lock outside doors and windows.
2. Close and secure interior doors.
3. Close any curtains or blinds.
4. Turn off lights.
5. Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
6. Maintain calm atmosphere in room by reading or talking quietly to children.
7. If phone is available in classroom, Director or designated person in charge will call 911 to ensure emergency personnel have been notified.
8. Remain in lockdown until situation resolved and police give the all clear.
9. DCF will be notified with-in 24 hours by the Director or designated person in charge.
*Notify parents/guardians about any lockdown, whether practice or real.

Shelter-In Procedures (Tornado/Severe Weather i.e. thunderstorm, ice storm, etc.)

1. An emergency radio with extra batteries is located at office.
2. If a severe weather watch is issued staff will gather children at the shelter-in place located at: BES (Bunnell Elementary School).
3. Lead teachers will take a head count to ensure all children are accounted for. Names of any missing children or missing personnel must be given to the Director.
4. Children will sit with their backs to the wall and heads tucked between knees during a tornado warning.
5. Staff will keep children calm by reading books and singing songs.
6. Ensure the Director or designee has a fully charged, working cell phone. If possible, the Director will make contact with all parents to let them know of the situation.
7. No children are allowed to leave the Center while a severe weather watch is in effect without the legal parent or guardian.

Sample Emergency Preparedness Template

8. When the threat has passed, staff may continue with the daily schedule.

Lightning

1. If outside- move indoors immediately.
2. Avoid use of telephone, electrical appliances, and plumbing as much as possible. (Please note: wires and metal pipes can conduct electricity)
3. Move away from windows. Cover windows with shades or blinds, if available.

Fire

1. If heavy smoke or flames are seen or if the fire alarm is sounded staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.
3. Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: parking lot near playground.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Ensure the Director or designee has a fully charged, working cell phone to contact parents and/emergency personnel.
9. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
10. If the building cannot be reentered then all children will be taken to the designated evacuation area located at name: BES (Bunnell Elementary School). address: 305 N Palmetto St, Bunnell, FL 32110.
11. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
12. If the program will be closed for an extended time then DCF will be notified with-in 24 hours by the Director or designee in charge.

Carbon Monoxide Poisoning

Symptoms of carbon monoxide poisoning:

- Sudden flu-like illness
- Dizziness, headaches, sleepiness
- Nausea or vomiting
- Fluttering or throbbing heart beat
- Cherry-red lips, unusually pale complexion
- Unconsciousness

If you suspect carbon monoxide poisoning:

- Get the victim out and into fresh air immediately.
- Call **911** or emergency medical help at once.
- Get everyone else out.

- Open the windows.

To prevent carbon monoxide poisoning:

1. Be alert for the symptoms of carbon monoxide poisoning.
2. Install and maintain carbon monoxide detectors.
3. Never operate internal combustion engines indoors.
4. Never use a charcoal grill indoors.
5. Have all fuel-burning appliances, flues, vents, and chimneys checked regularly.

Communicable Disease

1. A child shall not be accepted nor allowed to remain at the Center if the child has the equivalent of a one hundred and one (101) degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.
2. Parents will be notified of a contagious illness by letter and email.
3. Other parents will be notified of a contagious illness by letter and email.
4. The health department will be notified on any communicable diseases as outlined on the communicable disease chart.

Structural Damage

1. Staff will line children up at the nearest exit door.
2. A head count will be conducted of all children.

Sample Emergency Preparedness Template

3. Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated.
4. Children will be escorted outside in a single file line.
5. Children will be taken to the designated assembly area located at: BES (Bunnell Elementary School). address: 305 N Palmetto St, Bunnell, FL 32110.
6. Emergency personnel (911) will be contacted by the Director after all persons have been evacuated.
7. At the assembly area, teachers will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
8. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
9. Building will only be reentered if emergency personnel gives the all clear.
10. If the building cannot be reentered then all children will be taken to the designated evacuation relocation site at name BES (Bunnell Elementary School). address: 305 N Palmetto St, Bunnell, FL 32110.
11. Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
12. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
13. DCF will be notified with-in 24 hours by the Director or designated person in charge.

***Loss of Water**

1. Bottled water will be provided for drinking
2. A supply of bottled water is kept: kitchen area.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
4. If the water will not be restored with-in 2 hours then all parents and emergency contacts, if necessary will be contacted via phone to arrange for pick up.
5. The program will remain closed until water is restored

***Loss of Electricity**

1. Flashlights are kept at office for emergency use.
2. Curtains and blinds will be opened to provide light.
3. The Director or designated person in charge will contact the power company for assistance. Number: FPL: **800-226-3545**
4. If the Center also losses the cooling system then see emergency plan below.
5. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
6. The Director will make a determination on if the Center can operate safely. If necessary, all parents and emergency contacts will be contacted via phone to arrange for pick up.
7. If the program will be closed for an extended time then DCF will be notified with-in 24 hours by the Director or designated person in charge.

***Loss of Heat**

1. Children will be made comfortable by putting on coats and outer garments.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation
4. If the temperature of the building drops to 65 degrees Fahrenheit or lower the program will then close. All parents and emergency contacts, if necessary will be contacted via phone to arrange pick up.

***Loss of Cooling System**

1. Children will be made comfortable by removing excess clothing and opening windows.
2. The Director or designated person in charge will contact a HVAC company for assistance.
3. Parents will be contacted (i.e. phone, email, text) to be made aware of the situation.
4. If the temperature of the building rises to 85 degrees Fahrenheit or higher the program will then close. All parents and emergency contacts, if necessary will be contacted via phone to arrange pick up.

* If the program will be closed for an extended amount of time do to the loss of any above utilities DCF will be notified.

Loss of a Child (i.e. loss on site or during a field trip)

1. Teacher should let the Director know immediately that a child is missing.

Sample Emergency Preparedness Template

2. The teacher will conduct a head count to ensure all children are accounted for.
3. Teacher will write down a description of what the child was wearing.
4. The playground, Center vehicles and bathrooms will be immediately checked.
5. The classroom cabinets and closets will be checked.
6. If child is not located call 911 or emergency personnel. Numbers posted next to: Front Desk.
7. The Director or designated person in charge will contact the child's parents.
8. Director will notify other parents regarding the incident as necessary.
9. DCF will be notified with-in 24 hours by the Director or designee in charge.

Death of a Child

If a child appears unresponsive:

1. Call for assistance from Director or other staff person.
2. Remove all children away from the child.
3. Do not move the child.
4. Call 911 or emergency personnel. Numbers posted next to: Front Desk
5. Contact parents and tell them only that the child is being transported to the hospital located at Hospital: AdventHealth Palm Coast address: 60 Memorial Medical Pkwy, Palm Coast, FL 32164.
6. Director will notify other parents regarding the incident.
7. DCF will be notified with-in 24 hours by the Director or designee in charge.

Serious Injury

1. Remove all children away from the injured child.
2. Do not move the child.
3. Provide first aid as trained in an approved First Aid training course until emergency personnel arrive. The first aid kit is located: Office/Front Desk.
4. Call for assistance as needed.
5. If necessary, Call 911 or emergency personnel. Numbers posted next to: Office/Front Desk.
8. Contact parents and tell them only that the child has been injured and is being transported to the hospital located at AdventHealth Palm Coast address: 60 Memorial Medical Pkwy, Palm Coast, FL 32164.
6. Take the child's emergency medical information form(s) with you to the hospital and remain with the child until a parent arrives.
7. Director will notify other parents regarding the incident as necessary.
8. DCF will be notified with-in 24 hours by the Director or designee in charge.

Bomb Threat

1. Check caller ID if available.
2. Signal to another staff member to call 911, if able. (Write "BOMB threat" on piece of paper, along with phone number on which call was received.)
3. **Before you hang up**, get as much information from caller as possible.

Ask caller:

- *Where is the bomb?*
- *When is it going to explode?*
- *What will cause the bomb to explode?*
- *What does the bomb look like?*
- *What kind of bomb is it?*
- *Why did you place the bomb?*
- *Exact words of caller*
- *Caller's voice characteristics (tone, male/female, young/old, etc.)*
- *Background noise*
- Do not touch any suspicious packages or objects
- Avoid running or anything that would cause vibrations in building. Avoid use of cell phones and 2-way radio

Note the following:

- *Exact time of call*
4. Confer with police regarding evacuation. If evacuation is required, follow **EVACUATION** procedures.

Chemical or Radiation Exposure

1. If emergency is widespread, monitor local radio for information and emergency instructions.
2. Prepare to **SHELTER-IN-PLACE** or **EVACUATE**, as per instructions.

Sample Emergency Preparedness Template

3. If inside, stay inside (unless directed otherwise).
4. If exposed to chemical or radiation outside:
 - Remove outer clothing, place in a plastic bag, and seal (Be sure to tell emergency responders about bag so it can be removed).
 - Take shelter indoors.
 - If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of water.

Dangerous Person

1. If a person at or near your program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.
2. Immediately let staff know of dangerous or potentially dangerous person.
3. Initiate **LOCKDOWN**. (See lockdown procedures)
4. Call 911 from a safe place.

If the person is in building:

- Try to isolate the person from children and staff.
- Do not try to physically restrain or block the person.
- Remain calm and polite; avoid direct confrontation.

If children are outside:

- And dangerous person is outside: Quickly gather children and return to classrooms and initiate lockdown procedures. If it is not safe to return to the classrooms, evacuate to designated evacuation site.
- And dangerous person is in the building: Quickly gather children and evacuate to designated evacuation site.

If children are inside:

- Keep children in classrooms and initiate **LOCKDOWN**

Reunification at facility/with family members

When returning children to the facility:

1. Calmly walk in a single file line. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. Once inside the facility, staff will immediately take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
3. Pick up routines of children by parent(s) should remain as close to normal as possible.
4. DCF will be notified with-in 24 hours by the Director or designated person in charge.

When returning children to families at evacuation site:

1. Children should be grouped together by classrooms. Be cautious and yield the way for emergency/parent vehicles entering the property.
2. The center will communicate its location to parents by: call/email/sms.
3. Staff will periodically take a head count of each classroom to ensure that everyone is present and accounted for. Lead teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director and emergency official.
4. When children are picked up, release signatures from parents should be recorded in a notebook/clip board.
5. DCF will be notified with-in 24 hours by the Director or designated person in charge.

Special Accommodations

- Medical supplies including children's medication and emergency contact information should be taken when facility relocates.
- The Director or designated staff person shall have a fully charged, working cell phone with them at all times.
- Keep a weather radio with extra batteries in a central location.
- Maintain an emergency or "ready-to-go" file which includes copies of sign-in/sign-out forms, medication administration forms, and incident/injury forms. The Director or designated staff should be responsible to take the emergency file. Additionally there must be a designated back-up staff person should they be off site or unable to fill this responsibility.
- Take and maintain a current digital photo of each child enrolled in the program that can be used if it is necessary to post the child's photo to aid in reunification.

Behavior Intervention Policy and Expulsion Policy at Happy Stars Academy

Child Care Rules

The following rules are to be followed by everyone at the daycare:

- Helping Hands
- Listening Ears
- Respectful Words
- Looking Eyes

- I will teach all of the children that we use our hands constructively to help each other and to use gentle touches. We listen to each other and respect personal space. We speak respectfully to one another and ask politely for things. We pay attention to our surroundings and to the childcare provider. And finally our feet are used for walking indoors, running is for the outdoors.

- I believe in positive guidance related to acceptable standards of behavior and courtesy.
- I will serve as a positive role model and offer acceptable alternatives for resolving conflicts.

Please keep in mind that there will be disagreements between children. Young children who are not adept at communication have a hard time expressing their feelings.

- Sometimes they hit, pinch, bite or throw toys etc. This is normal behavior in most cases; however this is still unacceptable behavior in group care.

Guidance (Discipline) Plan

To guide a child I will implement developmentally appropriate practices such as:

- Positive reinforcement
- Active listening
- Forestalling
- Redirection
- Reflection

Strategies that engage children in their own problem solving will be highlighted.

- Walking Feet

Basis of Rules

There are three principals that the daycare rules are based on:

- You may not hurt yourself
- You may not hurt others
- You may not hurt things

Children will be encouraged to use their words and express their feelings rather than use physical contact.

Discipline will be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior & self-control

Happy Stars Academy and all staff members will use only positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which includes at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirection of negative behavior using positive statements
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development

There will be NO harsh, cruel, or unusual treatment of any child.

The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps or toilet training
- Pinching, shaking or biting the child
- Hitting the child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring the child to remain silent or inactive for inappropriately long periods of time for the child's age

Repeated Challenging Behavior

- If challenging behavior becomes a consistent problem, the parent will be notified of the situation and a written plan of action will be created.
- If the child remains unruly, the parent may be called to remove the child for the remainder of the day.
- Please understand that the provider is responsible for the safety and well-being of ALL children present and at no time will one child's behavior be allowed to be a risk to others.
- If the problem continues without any improvement or cannot be resolved within a reasonable amount of time then arrangements may need to be made for the child to receive care elsewhere.

Verbal Altercations

If a child is involved in a verbal altercation with another child, both children will be encouraged to use their words and express their feelings and frustrations until a mutual resolution is reached. If necessary, both children will be re-directed.

Physical Altercations

- When a child physically hurts another person it is upsetting to all involved including the other children and the provider. Children who are aggressive are more likely to be rejected as playmates and will often continue to have problems getting along as they get older. Therefore, it is important to work with the child and to teach acceptable behavior as early as possible.
- It is not unusual for young children to push, hit or grab to get attention. They have not yet developed the skills to make their needs known. Children with limited motor control, verbal and social skills are more likely to experience frustration and may resort to physical means. Other reasons that may contribute to a child acting out may include boredom, over stimulation, tiredness, illness, hunger, transitions and major changes in the child's life that may cause stress (new sibling, new home, parent separation etc.). With consistent messages from adults at home and at daycare, young children will learn the skills they need to solve problems without hurting others.
- If a child is involved in a physical altercation an opportunity for the children to verbally express themselves will be made and they will be asked to reach a consensus.
- Clear limits will be set and the offending child will be told, "you are not allowed to hurt another child here, this is a safe place and I can't let you hurt others". A younger child with limited language skills will be told "no hit" or "no hurt".
- The childcare provider will try to help the child understand how the hurt child feels by discussing empathy. Both children will then be redirected to different activities.

Biting

- Biting causes more upset feelings than any other behavior in childcare programs. It is important for the childcare provider and parents to address this behavior when it occurs. Children may bite for many reasons therefore a child that has shown the desire to bite will be watched carefully to try and determine any "triggers".
- When a child bites (or intends to bite) another child the childcare provider will quickly but calmly intervene. The childcare provider will briefly talk to the offending child about how biting is not acceptable. For a child with limited language the child will simply be told "No bite".
- If the skin is broken, the wound will be washed with mild soap and water, bandaged and then an ice pack will be applied to prevent swelling. The parents of both children will be notified of the events.
- A plan of action will be created with the parents of the child that bit on how to prevent and handle future biting. If biting continues, a meeting with the parents of the aggressor will be held to plan a more concentrated plan of action with a deadline. The child who bit will be closely "shadowed".
- When the child bites, the child will be removed from the area or activity where the bite took place and the child will be redirected to another activity.
- If a child still continues to bite or does not seem affected by the consequences, the child may need an environment with fewer children or one with more one-on-one adult attention and may need to change childcare.

Damages

Please respect me, my profession, my home and my family. A certain amount of normal wear and tear is expected where children are concerned however certain situations do not fall into that category.

Intentional Damages

I believe children, just as adults, are responsible for their actions and we teach them to respect other people's property. If a child intentionally damages the home, toys, furnishings, equipment, or other property the parent will be responsible for paying for and replacing the damaged item(s).

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____

EXPULSION POLICY AT HAPPY STARS ACADEMY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
-

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____



The best way to make children good is to make them happy.
Oscar Wilde

Happy Stars Academy Policy Acknowledgement Sheet

As the parent/guardian of

- I acknowledge that I have read the parent handbook. I understand and agree the policy at Happy Stars Academy.
- I acknowledge that I have read the Behavior Intervention Policy and Expulsion Policy at Happy Stars Academy.
- I acknowledge that I have read the Emergency Preparedness Plan at Happy Stars Academy.

Name of Parent/Guardian _____

Signature of

Parent/Guardian _____ Date _____