

ROSE

Child Care, LLC

*“Providing a safe, nurturing environment
where children can blossom”*



2018



“Learning through Planning and Play!”

License # C02LE0340

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Tallahassee, FL 32312
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ROSE Child Care, LLC – Handbook

Philosophy

Rose Child Care, LLC bases its program on the knowledge that all children can learn and grow to meet their individual potential when loved and nurtured in a safe environment and encouraged to explore the world around them.

Rose Child Care, LLC offers a positive, nurturing, and safe environment. We feel it is important that the children feel excited about coming to school at Rose, and parents feel comfortable that their children are well cared for throughout the day. To meet these needs, our staff members are carefully selected and our program is planned to satisfy the uniqueness that is inherent in every child.

Time is taken each day to work with each child on individual academic goals within their classroom of peers. Engaging in hands on learning activities and interacting with other children as well as adults helps to form the foundation for enhancing cognitive development in the early years. We provide a language-enriched environment throughout the day. It is our belief that an existing oral language base is a precursor to the development of academic skills.

Rose Child Care, LLC is unique in the way that we serve a small group of children, allowing us to provide an atmosphere of closeness so that we can form bonds with each child. Smaller numbers enable us to give more individual attention to each student and work more comfortably in a group setting. By nurturing a hands-on, exploratory learning environment, we also provide ample opportunities in language development. The children at Rose Child Care, LLC will be immersed in language rich surroundings. The use of language prepares the young child for communicating with others and enhances their development of problem-solving skills.

Our mission at Rose Child Care, LLC is to nurture every child who comes through our door. It is our belief that in order to make a difference in our education it is our responsibility to remain up to date on current research in the field. As part of our philosophy, we have adopted a policy of always searching for the best way to serve our children.

Discipline Policy

The environment of Rose Child Care, LLC is structured to enable children to make good choices concerning activities and materials. This ability to choose and plan gives the child power and prevents many conflicts during the school day.

Children are encouraged to develop language skills that help them to communicate their needs and wants. Language skills are continuously

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targeted and developed as children are encouraged to use language as a problem-solving tool.

If a child is experiencing difficulty using language to solve problems in one area of play, he/she is offered another play activity. In the event that the child is still unable to make appropriate choices, using language to have his/her needs met, he/she is removed from the problem area and given personal space away from others. He/she may return to the group or activity when he/she is ready to make a choice and use their language appropriately to deal with conflicts.

Guidelines for behavior are clearly explained to the children. Appropriate conflict resolution methods are modeled and continuously encouraged by the teachers in order to allow the children opportunities for decision making and self-direction. Rose Child Care, LLC strives to provide an environment that allows children and adults alike to function to their fullest potential in solitary and group activities. The goal of the program is to develop oral communication skills which help build an internal control system, enabling individuals to grow and function in society. Should a child continue aggressive behavior after parent conferences, we encourage the family to look for a setting that would further help the child with his/her needs. **Corporal punishment is never appropriate and never used.** All child care personnel must comply with the facility's written disciplinary policy. Such policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited for all child care personnel.

Open Door Policy

At Rose Child Care, LLC we believe that children should be kept safe from physical and emotional harm. We provide a safe environment for children to learn in along with positive guidance, proactive support, and inviting surroundings that encourage learning and communication among peers and teachers.

Children must feel safe when planning their day, choosing an activity, and review the activities with teachers and peers. Activities are made inviting for children to feel confident when engaged in and to stimulate the brain in autonomy and further exploration. We encourage higher thinking by asking questions about the choices and actions of both the children and the teachers.

Parents should feel confident that their children will be kept within the boundaries of Rose Child Care, LLC and in the care of the lead and assistant teachers, but ultimately in the care of the director who ensures

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the hiring of safe and responsible staff. If/when children are within harms way of another child, the inflicting child is removed and placed in the care of the director, administrator, or a lead staff member. This may be in or out of another classroom. If needed the parent will be called to speak to or pick up their child for the rest of the day.

We at Rose Child Care, LLC have an open door policy and invite parents to stop by and observe the children engaged in activities to have a better opportunity to bond with their child and the teachers by discussing the routine and activities observed. This open door policy is for the parents of the current students along with the parents who have registered and paid tuition for their children to attend in the near future. All parents of children attending Rose Child Care, LLC have a personal identification code to enter the building and may enter at any time during business hours.

Parents who choose to shadow will be invited to do so under direct supervision of the teacher within the classroom of the future child. We will make a photocopy of the driver's license of the individual shadowing to be sure that we are meeting State requirements and to have for your file.

We also open our door to DCF and Early Learning Coalition staff, as these are representatives of the State here to help us in our mission.

Tuition and Registration

Hours	Full Time 7am-6pm, m-f	Part Time Pre-set Monthly Fee
Larvae Program 0 months-11 months	\$825 a mth	\$6 an hr
Caterpillar Program 12 months-23 months	\$750 a mth	\$6 an hr
Chrysalis Program 24 months-35 months	\$725 a mth	\$6 an hr
Butterfly Program 36 months and Up	\$700 a mth	\$6 an hr
VPK Wrap around fee (9mth school yr before Kindergarten)	\$450 a mth	\$6 an hr

- To Register and save your spot: Fill out and turn in your Admissions Packet with the \$100 registration fee.
- On Start Date pay pro-rated \$120 annual supply fee along with the 1st months tuition based on the above chart or if you are unscheduled you will pay tuition at the end of each week.

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- With-in 30 days of your start date you must turn in your Child's "Blue and Gold forms" that you have requested from your Pediatrician.

Drop off and pick up

For your child's safety, the Department of Children and Families requires parents or guardians to walk their children into the Rose Child Care, LLC building and to give their child over to a teacher. As you are dropping off/picking up your child, please be sure to sign in/out on the computer using your assigned pass codes. This is to ensure the safety of each child by keeping track of when they arrive and when they leave school on a daily basis.

Accidents/Illnesses

In the event of an emergency, parents will be contacted and necessary steps will be taken to ensure the safety of the child/children. If a child should become sick during the school day, he/she must be isolated and will need to leave the school. Parents will be contacted immediately. Please be prepared to pick up your child if he/she becomes ill at school. We are bound by our health regulation to remove children who are ill or suspected to be ill from our school.

A fever of 101 or more, vomiting, diarrhea, lice, body/face rash, croup cough, or conjunctivitis is considered to be an illness. Children should not return to ROSE until all symptoms have been absent for 24 hours. We must protect ourselves and the other children by strictly adhering to this policy. The only allowable exceptions are if the child has been seen by a physician who has determined (via official note) that the illness is not contagious or if the child has been on antibiotics/ophthalmic solution for 48 hours. A note from the doctor is required in the above listed cases to be considered an excused absence and must be turned in upon arrival during the child's drop off. Rose Child Care, LLC does not provide medication.

Allergy Policy

Any history of allergies will be specified on the child's medical form and the parents must review this with a ROSE Child Care staff member. If there is a special medical need a health plan will be developed with written instructions from the physician. All room staff will be familiar with the plan which will be kept in the class clipboard. All food served to children must be from their guardian with the exclusion of special events. For special event food staff must consult all paperwork on their children to be sure that food is allowed. Each child has a permissible food form in their file that a guardian has filled out. All medicine is to be administered by the guardians unless they give written instructions from the child's physician in order for

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the staff to administer. Along with physician instructions there must be a medication form filled out by the Guardian as well.

Latex Free

We are a latex free environment due to a high number of latex allergies through out the center. Items include: Balloons, Rubber-bands, Gloves, Band-aids, some bottle parts and sucking toys, etc. Please be mindful of this and do not bring these items to the center. Please ask us about latex free versions of these products. For example: Mylar Balloons.

Bad Weather

When conditions occur that are dangerous enough to close the public schools, Rose Child Care, LLC will also be closed. This way instead of trying to reach us after hours, you can just watch the news to find out if we are open. If it is unsafe for the county it will be unsafe for our little ones.

Lockdown Procedures

When necessary, Rose Child Care, LLC will be in a lockdown status to protect all students and staff. When this occurs all doors will be locked and only faculty of Rose will be able to open the doors. The students will be required to stay inside until the center receives an "all clear" message from local authorities. A sign will be placed on the outside door stating "No Team Practice Today".

Curriculum and The Classroom

At Rose Child Care, LLC we believe that every child can learn when provided with a safe, nurturing environment, and the opportunity to explore their world. We want children to enjoy coming to school and be excited about learning. We work toward encouraging children to be life-long learners and strive to prepare our children for the next step by giving them the skills they need to be successful.

We work in accordance to the Creative Curriculum allowing children to plan their day, work at centers, and review their day. We focus on a series of goals for our students to achieve within our small groups and activities through out the day. We provide numerous guided play opportunities that are child centered within the areas of symbolic play, sensory play, motor play, and constructive play. We believe play is an appropriate means in which each child can experience the world at his/her developmental level.

The curriculum is designed with a strong emphasis on the skills needed for beginning reading and math. Some of the goals are tasks that can be tested and others are observable behaviors. Each child will be assessed using the ASQ and COR assessment tools along with the curriculum goals that are appropriate for his/her current developmental level.

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Rose Child Care, LLC is a language based center emphasizing development of language skills by way of conversation to a great extent with each individual child. We provide a language-enriched environment throughout the day in our learning environment. Teachers at Rose Child Care, LLC are encouraged to engage each child during class activities and play. It is our belief that an existing oral language base is a precursor to the development of academic skills.

One of our goals at Rose is to encourage a love of reading. Children of all ages will be read to several times a day. Books are available around the child care center and children are welcome to read them at anytime. Reading is a gift and should be a positive, fun experience for our young learners.

When the weather is wet, hot, or cold enough to keep us inside, we will plan developmentally appropriate activities for indoors. Temperatures below 40 and above 90 will shorten or suspend outside time. We will remain indoors until it is safe to play outdoors. Sporadically we may show an age appropriate video.

Rose Child Care, LLC accepts students from birth until Kindergarten and even has a small afterschool program which is great for alumni. If a child is not potty trained or still experiencing the occasional accident, yet developmentally at that level, please let the teacher know and provide the necessary supplies. Rose Child Care, LLC does not provide diapers, diaper ointment, powder, or extra clothing. But we do provide wipes and a sleeping mat.

If you feel the need for a conference, or have a special situation, please let us know and we will be happy to schedule something with you.

Please refrain from bringing toys into the building except for "Show and Tell Thursdays". The children are also welcome to bring something special that will give them comfort during naptime. Please do not send in "noisemakers" or other distracting toys that may keep others awake.

- If the toy is an antique or cherished item, please keep it at home
- Small cars and other small toys, make-up, gum, or candies are not allowed at school.
- No guns or weapons of any kind...please

Admissions Policy

- 1) All children, regardless of race or religious affiliation will be considered for admission.

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- 2) All children must have the State of Florida/Leon County Health requirements within 30 days of enrollment. Current requirements are an up to date shot record and a physical that is no older than 2 years.
- 3) The Health Department checks these records randomly. Should the records be out of date, the parent is fined by the State \$60 a day for everyday the child attended with out of date records.
- 4) Allergies should be brought to the attention of the staff when a child is registered for the program by completing the medical information form.
- 5) A medical form must be completed and signed by the Guardian. Some medication may require a note on the pediatrician's letterhead.
- 6) **Monthly payer** tuition is due in advance by the 25th of the previous month. For example, August tuition is due by July 25th. Tuition is late if it is received after the current month has already begun. In this event a payment extension fee of \$25.00 will be owed. On the 10th if there is still an outstanding balance for the current month, service will be suspended until the full balance is paid. Tuition is billed at a flat, monthly rate regardless of number of days the center is open in a particular month, student illness, or vacation. Billing is based on 20 work days. Several months are more than 20 days, but some are less. Tuition is not reduced for December or February. Tuition is also not increased for months that are longer than 20 days such as October, June, and July. Adjustments are not made for this as we, at Rose, need a consistent fee structure to offer quality staff and a first rate environment. **Unscheduled payers** pay after each week before the following week ends. 7 days after that if payment has still not been made a payment extension fee of \$15 will be applied for late weeks. If clients need to come for more hours than scheduled, a bill for unscheduled hours will be generated for payment. Please do not send the tuition payment with your child, as it could get lost. Tuition may be placed in the tuition box or mailed. Be sure cash is labeled.
- 7) Each family is expected to sign a tuition agreement with Rose Child Care, LLC. Care is provided for a specific number of children. In order to maintain a child's program space, an agreement must be signed and paid for each month, regardless of vacations and illnesses. Families are expected to financially fulfill their space agreement for the duration of the child's enrollment with Rose Child Care, LLC. To keep us on budget, if a guardian needs to terminate services a 30 day email notice must be given. If a guardian needs to reduce services a schedule change form needs to be submitted 30 days ahead of time.

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- 8) When you sign a space agreement with Rose Child Care, LLC you will be asked who is allowed to pick up your child from school. Please list the person or persons who will be responsible for picking up your child on a daily basis. Each person picking up a child must sign that child out for the day. If your child will be picked up by someone who usually does not pick them up, please send a note to the teacher and alert management of the change. Children will not be released to persons who are not on the pick-up list or do not have written permission to pick them up along with a valid picture ID.

Exit Policy

We do not believe in annual contracts with clients. We want everyone to be free to leave ROSE Child Care, LLC for whatever life changes that may occur. **If you should decide to withdraw your child from Rose Child Care, LLC, or reduce your students time at the center a 30-day email notice is required and parents/guardians are responsible for full tuition for 30 days after the withdraw notice is given.** Since we do not require contracts this policy is required to maintain a healthy budget.

Schedule Change Forms are in the lobby if you ever need to change your hours. Again if the schedule change calls for a reduction in hours it must be submitted 30 days prior to the change.

Rose Child Care, LLC has and reserves the right to send account information to collections if bills are past due.

Closed Days

Rose Child Care, LLC will be closed for these holidays and breaks:

2 days for New Years

Memorial Day

2 days for Independence

Labor Day

2 days for Thanksgiving Day

2 days for Christmas

Final Notes

Birthdays - We feel that birthdays are an important time to celebrate life. We love sharing birthdays with our children. If you choose to send a treat to school for you child's special day, please check with the teacher to ensure enough is brought in for everyone. Store bought items are best. **Please make note that some children and staff in the building have a serious Latex Allergy so only Mylar balloons are allowed.** Only send in birthday party invitations if everyone in the class is invited, please.

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Clothing - Please send your children to school in clothes for playing. They will be engaged in all kinds of play throughout the school day, including sand, paint, and water. Bring a change of clothes to leave in your child's backpack. Please include a clean pair of underwear/pull-up, and clean socks. Please also include a bath towel, bathing suit and/or swimmyies during the summer.

Lunches - Rose Child Care, LLC does not provide lunches and/or snacks. Each child will be expected to bring his/her own lunch and snacks everyday. This consists of at least one healthy am snack, a main course with snack, and two pm snacks. We have a refrigerator for keeping food items in and a microwave for warming food.

Nap Time - We provide vinyl mats or a 'pack and play crib'. Parents provide any additional sleeping materials which will need to go home to be cleaned regularly. Example: fitted crib sheet, blanket, pillow, comfort item.

Daily Logs - We will use daily reports, which will be a line of communication between the teachers and parents. This will also be where teachers record activities and behavioral notes that happen throughout the day.

Teacher Phone Numbers - Yes, we are living in a world where we all have cell phones and if this technology needs to be used please do so, but please keep this in mind: Our teachers at Rose are dedicated professionals. We appreciate your refrain from contacting the teachers via cell phone unless it is a timely matter, as their attention must be dedicated to all the children in their care. Therefore, teacher cell phone numbers should be used sparingly. For after hours, we feel family time is important, for our students as well as for our teachers.

Photos - With Guardian permission any photography we do at the center will be for the center only and can only go home with the child that is in the photo. With Guardian permission photos will only be used for parents, students, activities, class sites and/or promotions.

Thank you for your interest in Rose Child Care, LLC. We are pleased to offer a quality program to young children and look forward to making a difference in their lives. If there is anything you have questions or concerns about please let us know and we will be happy to help you in any way we can.



(pictured: Aurora Rose)