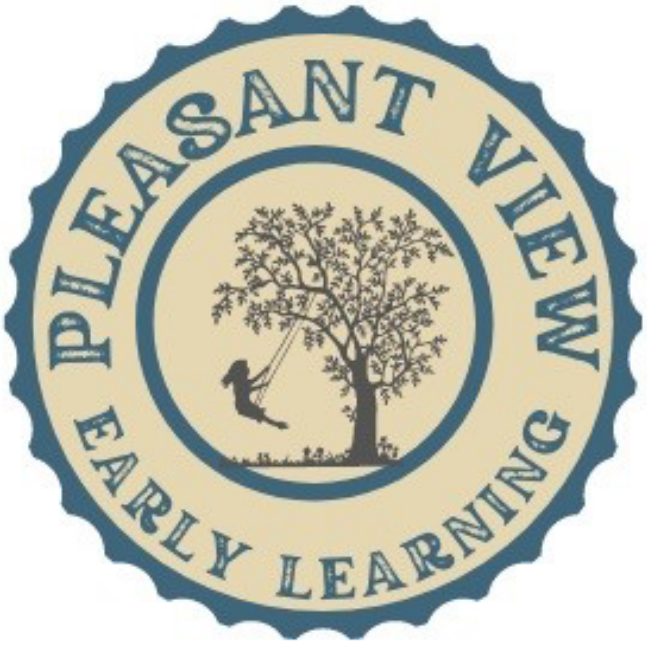

Pleasant View Early Learning
Family Handbook

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Dear Family

Welcome to Pleasant View Early Learning! We are excited to have your family as part of our early childhood family.

Pleasant View Early Learning is a registered, unlicensed childcare ministry.

We cherish the opportunity to be a part of your child's life during these precious early years and strive to partner with you in your child's faith journey by teaching bible stories, singing worship songs, and pointing to Christ while exploring creation in the beautiful countryside where we are located.

Let them play - We believe children grow and develop at their own pace and while it is important to ensure children are ready for kindergarten and life experiences, we also feel they should not be hurried through childhood. Kids should be kids! Play is an important aspect of children's lives. It enriches their well-being and development.

Explore - At Pleasant View Early Learning, our classroom areas offer challenging, interesting play and learning choices at a range of development levels. We will go outside and explore God's creation. We will bring inside leaves, sticks and pebbles to observe, measure, and manipulate. We will balance play with structured activities such as small group time, circle time, open-ended art activities, and movement.

Nurture – We will learn about God and His wonderful deeds. We will explore the Old and New Testament in the Bible and children's story books to learn about Him. We will talk about God the Father, Son, and Holy Spirit when we play, when we explore, when a child's upset, and when they are happy. We will make art with leaves and sticks, fruit, and many other items God created. We will talk about what it looks like to live a life pleasant to the Lord. "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control." Galatians 5:22 – 23.

Our doors are always open for any questions or concerns you may have. We would love to hear your suggestions on how to improve our service.

In Christ,

The Pleasant View Early Learning Team

Mission Statement

Pleasant View Early Learning is a faith-based early learning education.
We embrace nature and exploration of God's Creation in a caring, warm, and safe setting.
Pleasant View Early Learning will be an Unlicensed Registered Ministry certified by the State of Indiana.
We will go through rigorous inspection guidelines to ensure our building, staff, and curriculum meet the highest health and safety guidelines.

Our Qualifications

We are an Unlicensed Registered Ministry.
We are CCDF Certified.
We are Voluntary Certification Program – Certified.
We are working on being Paths to Quality Level 3 – Certified.

Hours of Operation

Pleasant View Early Learning is open year-round Monday – Friday from 6 a.m. to 5:30 p.m. We are closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

*If the holiday falls on a Saturday or Sunday, we will observe it on a Friday or Monday. There will be no reduction in your weekly tuition for holidays. However, your weekly tuition will be prorated for our two to three Professional Development Days.

Inservice/Training

We will be closed two (2) -three (3) days per year for required In-service training. We will be closing early (Noon) on Christmas Eve (no matter the day of the week). We will also be closed the week between Christmas Day and New Year's Day.

Enrollment

Enrollment and payment are easy with online enrollment through Early Learning Venture Parent. Prior to your child's first day, we need:

1. Registration fee - $50.00 per family that will be charged each year for curriculum and supplies.
2. Weekly tuition payment:
    - $295.00 / week > Infant / Toddler (6 weeks – 12 months)
    - $255.00 / week > 12 – 36 months
    - $199.00 / week > 36 months and up

A healthy breakfast, lunch and two snacks are included in tuition!
Please contact Director/Assistant Director for reimbursement voucher/scholarship information.

Information/Forms Needed

(Found on Early Learning Venture Parent App)

- Health Care Program for Child Care Health Record - Child (includes immunization requirement)
- Parent Notification
- Family Acknowledgment Form
- Pleasant View OTC Medicine Authorization Form
- Prescribed Medication Consent Form
- My Asthma Action Plan, if needed
- Child Care Food Program Infant Feeding Form (6 weeks – 12 months)
- We want your child to feel welcomed and excited to come to "school" each day.

We strongly encourage you and your child to visit your child's teacher and classroom. You can make an appointment by calling our office at 574.268.0117 or

contact us through PVEarlylerning@pvbcwarsaw.com. We will talk about what to expect and take a short tour of the building, then spend some time in your child's classroom. At that time, you will have the opportunity to talk with your child's teacher so we can learn more about their developmental and physical needs.
To maintain the high standard of quality education to which we are committed, and to adhere to state guidelines as to the number of children we can accommodate per class and teacher/child, a waiting list may be established for each age group.
When an opening occurs, parents with the earliest request date will be contacted about enrollment.
Children are accepted regardless of gender, race, color, sex, national origin, disability, or any other barriers to participation.
If it is determined that Pleasant View cannot make reasonable accommodations for your child, we provide parents/guardians information about this region's Resource & Referral program to assist you in finding a program to fit your needs.

Withdrawal Policy

To operate smoothly and efficiently, we ask parents/guardians to give two weeks' notice, in writing, stating the reason for withdrawal and the final date the child will attend.

Classes

- Cubs: 6 weeks – 12 Months
- Scouts: 1 / 2 years old
- Explorers: 1 / 2 years old
- Pioneers: 2 / 3 years old
- Troopers: 2 / 3 years old
- Rangers: 3 / 4 years old
- Trail Blazers: 4 / 5 years old

Class sizes are limited based on age group.
Once enrollment has reached its maximum per classroom, we will stop accepting registrations and will place requests for enrollment on a waiting list.

Classroom Transitions

When your child's age and stage of development indicates that it is appropriate for a move to another classroom, we will begin the process of transitioning your child. This includes a time for families to meet with the new teacher(s) to get to know one another and learn about the classroom. Your child will begin visiting the new classroom (with a teacher if needed) for short periods during several different parts of the day until she/he is comfortable. You will be informed when your child can be dropped off in the new classroom, completing the transition.

Parent App

Early Learning Ventures Parent app. It is our online platform that provides parent communication and is the most effective way to communicate between school, parents, and extended family. Their text option is a fantastic way to receive information. Please do not hesitate to contact us with any questions, concerns, or just to know how your child is doing!

Authorization

The enrollment form on Early Learning Ventures Parent app will include persons you authorize to pick up your child. In the case authorized persons cannot pick-up your child, if needed, you are able to add people to the list through the app.

Communication

Easily check in to see how your child's day is going, ask questions, and just stay connected through our app.

Updates

Through our app teachers can send pictures, videos, and messages to keep you updated on learned skills and even fun things that happen throughout the day.

Attendance

Our app is an effortless way to let us know if your child will be absent or late.

Cancellations

In our app we will inform you of weather-related delays and cancellations.

Ill child

We will inform you if you child is not feeling well and needs to be picked up.

Newsletter and Calendar

Find monthly events, activities, and vital information.

Vacation

Notify us when you will be taking vacation days (2 weeks allowed per year).

Locked doors

Our outside doors will remain locked throughout the day. Parents can call the number listed on the front door or press buzzer for one of our staff to open the door or wave issued key fob over black box on right side of door.

Open Door Policy

We are delighted to have family members participate in school and classroom events.
Parents/Guardians are welcome to visit any time during regular school hours.
The infant room welcomes parents/guardians to nurse and feed their infants any time.
Our team will always do their best to speak with families.
Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular hours.
If a situation requires a longer discussion, kindly arrange for an appointment.

Tuition Policy

A $50.00 non-refundable hold fee will be charged to hold a spot for your child(ren) while completing the registration process.
This fee will be used as your registration fee once enrollment is complete.
If registration is not complete within two (2) weeks and we have children on our wait list, your child(ren)'s spot and fee will be forfeited.
This fee is also charged each August to cover cost of books, curriculum, and supplies.
Tuition will be paid through the Early Learning Ventures Parent app for the upcoming week.
No refunds will be given in the event of weather-related delays or cancellations, family vacations, illnesses, or withdrawals.
If a family is unable to make timely payments, they are responsible for communicating with the Pleasant View Early Learning Director/Assistant Director to discuss an alternate payment plan, scholarship, or CCDF voucher program.
If the family does not communicate their circumstances to the Director/Assistant Director, and no alternative payment plan is made, their child will be unable to attend Pleasant View Early Learning until payment arrangements have been made.
Families who receive vouchers are responsible for documenting their child's time in and out via the tablet at the check in table.

Vacation

Families will receive 10 days of vacation per year to be used when their child(ren) are not in attendance.
Tuition will not be paid for these 10 days.
Pleasant View Early Learning will be closed between Christmas Day and New Year's Day. Families can use this week as one of their vacation weeks, if desired. Please notify us of vacation days through the Early Learning Venture Core app preferable a week in advance.

Arrival and Departure

Children CANNOT be dropped off and allowed to enter Pleasant View Early Learning alone.
When you arrive, ask your child to put their coat and belongings in their cubby located either in the hallway or classroom.
If your child(ren) is/are going to be late and need a lunch, please call Pleasant View Early Learning, or use the Early Learning Venture Core app so we can hold a lunch for your child(ren).

Authorization Person to Pick-up

Upon enrollment, parents are to provide Pleasant View Early Learning with a list of persons who are allowed to pick up their child(ren), in case of emergency or illness. Only those on the list will be granted permission to pick up your child.
Anyone picking up a child is required to have a photo ID until the teacher knows who the approved parent/caregiver is.
If your child is outside, when you arrive, please come to the playground to check them out.

Late Fee

Please make every effort to pick up your child on time. You will be charged $1 per minute late to cover the cost of payroll including overtime due to teachers staying late. If this does happen, please message us through our Early Learning Ventures Parent app so we can make accommodations for your child.
If your child is not picked up by 6:30 pm and we have not heard from you or a family member, we will contact the Warsaw Police Department.

Health and Safety

Staff Members are trained in CPR, and First Aid.
The State Board of Health requires all children to have a record of physical examination and record of completed immunization before attending Pleasant View Early Learning.
Please have your pediatrician complete the Health Care Program for Child Care Health Record and release a copy of current immunizations record and return via app or bring it into our office. This information is strictly confidential and will be in a locked file in the Director/Assistant Director office.
Your child's health is important to all of us. Please inform us of any special health precautions, medications, or other concerns you may have about your child.
If you choose to not immunize your child, we must have a written record of this on file.
A Child Emergency Contact Information and Consent Form must be completed and signed by a parent/guardian to be kept on file for each child enrolled in our program.
Our emergency medical facility is typically Kosciusko Community Hospital or MedStat Warsaw, depending on severity of illness or injury. If another facility is dictated by your insurance carrier, please let us know on your child's physical form.
In case of emergency, we will make every effort to contact the parent as soon as possible.
Children requiring emergency/medical treatment by EMS is dependent upon nature of injury or illness.
Pleasant View Early Learning is a smoke-free campus. No smoking is allowed anywhere on the property.

Emergency Closing Procedures

In the event of an emergency closure, we will make every effort to reach each family to make them aware of the situation. You will receive a text through the Early Learning Ventures app.
Please make sure to include your cell phone numbers on your enrollment form.
The child's emergency contacts will be called in the order they are listed.
The app will indicate if your child has been checked out. This will help to prevent families from arriving after we close, expecting childcare.
Please make sure that Pleasant View Early Learning has updated contact information.

Safety Lock Down Procedures

A lockdown is a precautionary measure in response to an alert from law enforcement that there is a threat in an area near or at the day care.
Pleasant View Early Learning staff is prepared to respond quickly in the rare event of a lockdown and will work with law enforcement to keep everyone safe.
For the safety of the children and staff, procedures during a lockdown include:

1. Prohibiting children and staff from using outside play areas.
2. Not allowing anyone to enter or to exit the building until an all-clear is given.

During the Lockdown

- Parents are encouraged NOT to call Pleasant View to check on a child; staff are busy maintaining a safe and calm environment.
- Parents should refrain from arriving at Pleasant View to take a child home; doors will be locked until an all-clear is given.
- Once a lockdown is in place, our priority is to ensure the safety of everyone in the building. Depending on the severity of the lockdown, families will be notified by text message, through our Early Learning Ventures app.
- To ensure every one's safety during a lockdown, no one is allowed to enter or exit the school.

If you arrive at the Center during a lockdown, you may not be able to enter the building, depending on the severity of the emergency.

Be sure Pleasant View Early Learning has your most up-to-date emergency contact information. In the event of a lockdown or other emergency, staff will use that information to contact you.
If you did not receive a message regarding the lockdown, check your contact information in the Early Learning Ventures app.

Fire Drill

A monthly fire dill will be held at various times of the day.
Children will be evacuated out the nearest exit.
In an event of an actual fire or emergency, parents will be contacted immediately and must pick up their children.
If possible, children and staff will go to the youth center on the east side of the church.
Pleasant View Early Learning has a fire detection system. Alarms will sound if smoke is detected.
We also have fire extinguishers in hallways outside classrooms. The fire extinguishers are inspected on a regular basis.

Tornado/Severe Weather

In the event of a tornado warning during school hours, all children will be evacuated from the classroom and proceed to the basement.
If children are outside, they will immediately return indoors, including if lightening or thunder is observed.
All doors will remain closed until staff receives the "all clear" from the Director/Assistant Director when weather conditions have improved.
At this time, children and staff will return to the classroom.

Food and Nutrition

All food served at the Pleasant View Early Learning is carefully planned to meet the nutritional requirements of young children.
Menus are posted in each room. We follow state guidelines.
We are also a nut-restricted facility. If your child has food allergies or other special dietary restrictions, we can make appropriate substitutions. Children requiring special diets (such as allergies, food sensitivities, supplements, or other changes outside state guidelines) must have an Allergy/Intolerance note from the physician on file. A note from a parent is also required.
Pleasant View Early Learning is unable to prepare bottles in the classroom. Parents should prepare and bring bottles each day. These bottles must be covered with a cap and labeled with your child's name, date, and time the bottle was made. Bottles will be heated in a safe warmer.
Families of infants need to fill out the Child Care Food Program Infant Feeding Form to their children's feeding plans as their child becomes developmentally ready for food.
A written order from your physician is needed to make these food substitutions and changes when they do not meet state guidelines, as well as to bring in formula from home. This note must be updated and signed each time dietary changes are made by the physician.
Each day children are served breakfast, AM snack, lunch, and PM snack at no additional charge.

Breakfast

Served to all children arriving before 8:30 am.
It consists of the following food group:

- Milk
- Fruit
- Enriched bread or equivalent – typically cereal, bagel, English muffin, French toast, pancakes, banana, or other homemade breads/muffins.

Snack

Served typically 10:00 am and 2:30 pm.
Snacks are simple and nourishing. They include food such as fruit, milk, crackers, breads, or muffins, etc.

Lunch

Served at approximately 12pm.
It consists of the following food group:

- Milk
- Two Fruits and/or vegetables
- Enriched bread or equivalent – pasta, rice, bread, etc.
- Meat, poultry, fish, cheese, or egg.

Please do not send other food with your child unless they are bringing enough to share with the class.

Birthdays and Special Occasions

You may arrange with your child's teacher to bring a snack approved treat and/or party favor.
You are invited to join the group at celebration time.
If there are other celebrations or special days throughout the year, see your child's teacher to sign up for items needed.
These foods need to be commercially prepared and must be kept in the original container when brought to school.
Other than special occasions, food may not be brought into school.

Special Dietary Needs

A doctor's note is required for any special diet to be administered.
If your child has any other dietary issues/sensitivities, please let the Director/Assistant Director know and we will attempt to make reasonable accommodations.

Special Needs

Pleasant View Early Learning welcomes children with special needs and will make adaptations to ensure full inclusion of the children in everyday routines and activities.
Guidance about recommended adaptations and any procedures necessary to ensure the children's health, safety, and inclusion will be solicited from the child's family and medical and/or educational service currently providing services to the child and their family.
A release of information must be signed by a parent before consultation with any services or individuals other than family occurs.
Within one week of enrollment, a special care plan and emergency information plan will be completed by the child's family.
All staff that has contact with the child with special needs will receive training to make children comfortable and able to thrive in our care.
Referrals to school and /or community programs that may provide additional support for children with special needs and their families may be made.

Family Involvement

We know parents are the first education in children's lives. We also know that it is best when parents engage in their child's education.
We strive to partner with you so together we can offer the best, growing environment for your child.
Pleasant View Early Learning recognizes the importance of building strong family / provider partnerships and will focus on strengthening, assisting, empowering, and supporting families.
We offer conferences upon request, during which the teachers share observations and assessments, and work with parents to set goals.

Family Traditions

We know family traditions are an important part of our child's lives and want to celebrate it throughout the year in our classrooms.
However, we cannot allow families to provide homemade meals and treats. In lieu of food, we encourage families to bring in items that represent your heritage, some ideas would be clothing, musical instruments, songs, household items, heirlooms.
Please contact your child's teacher or the Director/Assistant Director if you have questions.
Parent Helpers are welcomed!

Teachers

Our teachers are Christian early childhood educators who love children and Jesus!
Our classrooms include a lead teacher and assistant teacher, who are primarily responsible for the children's daily care and individualized planning.
Assistant teachers support the lead teachers in all aspects of the class and allow time for the lead teacher to prep for the day. All teachers in your child's classroom work together as a team and are available to meet the needs of all the children in their care.
Pleasant View Early Learning lead teachers have early childhood degree, a CDA, or are working towards one and/or have experience in early childhood education and participate in continued in-service training and professional development.
All teachers are required to have a minimum of twenty in-service training hours/professional development per year.

Early Learning Matters Curriculum

Purdue University developed the Early Learning Matters Curriculum. It promotes positive outcomes in all areas of development from birth to age five (5) years. It is based on the latest research on child development and best practices in early education and care. ELM offers a comprehensive, developmentally appropriate approach to meaningful learning for all children.

Our goal is to integrate faith in the learning environment, curriculum experiences, and care, which enable children to develop the knowledge and skills needed to reach their full potential.

Curriculum experiences offered in our classrooms enable children to develop competence, resourcefulness, critical thinking, creativity, and communication alongside a relationship with Jesus.

We will use intentional strategies such as modeling, co-construction, and pedagogy of listening. We will teach the Bible directly from the Bible and by use of Children's Bible Story Books.

Safe Sleep

As safe sleep ambassadors, providing your infant with a safe environment in which to grow and learn is a top priority for us. To that end, our childcare facility has implemented policies and procedures to create a safe sleep environment for your infant.

We follow the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS). SIDS is "the sudden death of an infant under 1 year of age, which remains unexplained after a thorough case investigation by law enforcement and medical examiner."

Our written policy is as follows:

- All infants will be placed on their backs in a safety-approved crib unless an alternate sleep position is needed for a medical reason documented by a written note from the infant's health professional.
    - This note needs to include the medical reason and to what degree the mattress needs to be inclined in centimeters/inches.
- Infants will not sleep on water beds, sofas, soft mattresses, or other soft surfaces.

- Soft materials, such as pillows, blankets, quilts, comforters, sheepskins, stuffed toys, and loose bedding, will not be placed in infants' sleep environments.
- Infants will not share a safety-approved crib with other children.
- Supervised "tummy time" will be observed while the infant is awake.

Since the start of the national Safe Sleep campaign, the number of infants dying of SIDS has decreased significantly.

Nap Time

Our facility temperature will stay at approximately 68 degrees throughout the year, for children's and staff's comfort.

- Children older than 12 months should bring a small blanket to use at nap time, and may bring a small comfort item, such as a stuffed animal.
- Children under 12 months should have two sleep sacks to wear during naptime.
- Blankets are not allowed in a crib for children under 12 months (see sleep practices).

Diaper Changing

Diapers will be changed and/or checked at least every 2 hours per state regulations.

Toilet Learning

Pleasant View Early Learning bases toilet learning practices on the following philosophy:

- Families must tell us when they would like to start the potty-training process.
- Learning to use the bathroom is an important self-help skill for children.
- Toilet learning is a process that will help children gradually master toileting as a self-help skill.

- The bathroom learning experience at Pleasant View Early Learning is stress-free, appropriate to each child's individual development, and involves the child, the family, and the classroom teachers.
- We believe when children are in group care, teachers and families must work as partners so children can be comfortable, confident, and successful while they learn toileting skills.
- Families will maintain communication about progress and will share any concerns or questions they have.
- We will never force a child to sit on the toilet.
- We do not bribe children to use the toilet.
- We cannot cooperate with families' attempts to promise children treats or rewards if they use the potty.
- We will not punish or shame children in any way for accidents. We recognize that accidents are part of the learning process and may be attributed to many factors.
- We will give grace to children during and after potty training.
- We will not allow children to remain in wet or soiled clothing following accidents. We will change them immediately into dry clothing. This demonstrates respect for the child, acceptance that accidents are inevitable and understanding that young children do not learn by intimidation, fear, or shame. We will need an adequate supply of clothes during the toilet learning process to keep your child dry all day, and we will give you clothing guidelines.
- We will not agree to practices that violate state regulations about toilet learning or that conflict with our philosophy and toilet learning practice.

Positive Guidance and Discipline Policy

We provide a positive, loving, nurturing environment in which children will know the love of Christ through biblical teaching.
Our early childhood educators will model Christ-like characteristics and use opportunities throughout the day to guide, equip, train, and apply God's word.
Our aim is to teach to the heart, as children are implored to trust, love, and follow Jesus.
We will promote joy as we play, build friendships, explore, create, and learn each day.
Pleasant View Early Learning staff will partner with families in the development of every child.
Our teachers will try determining the why behind the behavior. To do this, they will use a variety of strategies to support the individual needs of the children.
Such as:

- Observe the child and the behavior, before reacting and responding, when possible.
- Allow the child to make decisions and choices.
- Support the child in learning how to make a positive decision/choice.
- Provide age-appropriate language for the children to learn to solve problems independently.
- Provide loving, consistent rules and boundaries.
- Be firm, consistent, and calm in our response to the child and their behavior.
- Redirect the child's behavior.
- Allow the child to learn from the natural consequences of their actions when appropriate and safe.
- Acknowledge and encourage positive behavior.
- Model and support the child through steps to resolving conflicts.

The following actions are NOT allowed as guidance or discipline strategies:

- Corporal punishment (e.g., hitting, spanking, shaking, pinching, kicking, biting, etc.).
- Cruel, harsh, unusual, humiliating, or frightening methods.
- Removal or reward of food of any kind.
- Removal of a required part of the classroom's daily routine.
- Physically forcing a child to leave an area or room by dragging the child by the arm or other part of the body.

- Physically picking up a child to remove them from an area or room when the child is NOT an immediate danger to themselves, other children, or the teacher.
- Physical restraining a child through purposely limiting or obstructing the freedom of a person's bodily movement.

Biting Policy

Biting is a typical behavior often seen in infants, toddlers, and 2-year-olds.
As children mature, gain self-control, and develop critical thinking skills, they usually outgrow this behavior.
While common, biting can be an upsetting and potentially harmful behavior.
It is best to discourage it from the very first episode.
Our program does not focus on punishment for biting, but effective techniques that address the specific reason for biting.
When biting occurs, these are our three main responses:

- Care and help for the child who was bitten.
- Help for the child who bites so that they learn other behavior.
- Closer look at triggers that may lead to the biting and adaptations or removal of those triggers, when possible.

Our teachers express strong disapproval of biting.
They work to keep children safe and to help the child who bites learn different, more appropriate behavior.
When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it.
We do not use any response that harms a child or is known to be ineffective.
We follow the steps below with both toddlers and preschoolers.

- If you see the biting incident, move quickly to the scene, and get down to children's level. Respond to the child who did the biting. In a serious, firm tone make a strong statement: "No biting. Biting hurts. I cannot let you hurt Josie or anyone else." Next, offer a choice: "You can help make Josie feel better, or you can sit quietly until I can talk with you." Help the child follow through on the choice if necessary.
- Respond to the child who was hurt by offering comfort through words and actions: "I am sorry you are hurting. Let us get some ice." Perform first aid

if necessary. The child who did the biting can help comfort the bitten child—if both parties agree. Help the child who was hurt find something to do.

- Finally, talk to the child who did the biting. Maintain eye contact and speak in simple words using a calm, firm tone of voice. Try to find out what happened that led to the incident. Restate the rule, "Biting is not allowed." Model the use of words that describe feelings: "Kim took your ball. You felt angry. You bit Kim. I cannot let you hurt Kim. No biting." Discuss how the child can respond in similar situations in the future.
- We give immediate attention and, if necessary, first aid to children who are bitten.
- We offer to put an ice pack on the bite if the child is willing.
- If the skin is broken, we clean the wound with soap and water.
- When children bite, their family is informed personally and privately the same day.
- When children are bitten, their family is informed personally and given a copy of our incident report form.
- When we experience ongoing biting in a toddler room, we share the written plan we have developed with all families of children in the room.
- Biting is always documented on our standard incident report form, which is completed and signed by a teacher and the family.
- Copies will be made, one copy is given to the family, and the other copy is kept in the office incident file.
- We keep the name of the child who bites confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to stop the biting.

Expulsion Policy

As a last resort, exclusionary measures will be taken with a child when a serious safety threat exists and cannot be addressed with reasonable modifications and/or the use of positive behavioral supports.
A child cannot be expelled due to behavioral challenges unless the procedures outlined in the suspension and expulsion policy have not been followed.
The policy clearly defines the steps that must be followed when a child engages in challenging behaviors that cannot be resolved using ordinary classroom strategies.
Action steps are:

- A meeting is scheduled with the family, the Director/Assistant Director, and the child's teacher.
- The group sets up a child support plan that must be signed by all parties, specifically stating which parties are responsible for what and the specific dates that each party must accomplish the actions.
- Teachers will continue to document how the child is doing in the classroom.

Meetings will be held regularly until child is showing significant change in behavior.
If families do not follow through with their part of the plan or if the child still does not thrive in this learning environment, the child will be withdrawn from Pleasant View Early Learning.

Hand-Washing Practice

Hand washing is the most effective way to prevent the spread of illness and disease not only for children, but also families and caregivers.
At Pleasant View Early Learning, hand washing is an important activity to teach and model. Regulations include hand washing information for staff and children to follow. These also serve as good guidelines for families.
Hand washing is required before and/or after preparing meals/snacks; feeding children; eating; bathing children; wiping noses; diapering and assisting with toileting; handling bodily fluids; coughing into hands, and after giving medications.
It is also important after taking out the trash and coming in from outside.
The most effective hand washing procedure includes making a good soap lather under running water, scrubbing for 20 seconds on both sides and around fingernails and rings, and drying with a clean disposable towel or wall-mounted drying device.

Medication

If your child is on medication, you must complete a Prescribed Medication Consent Form along with a written prescription.
Medications must be prescribed by a physician and be brought to Pleasant View in pharmacy-labeled containers.
Non-prescription medications can be given only if child's parents/guardians provide unopened packages of medicine which will be kept locked medicine cabinet in the Director/Assistant Director office.
Sunscreen and insect repellent requires a Pleasant View (OTC) Over-the-Counter Medicine Consent Forms to be completed by the parent/guardian.
Any other topical ointments require a signed doctors note.
Please give all medications including cough drops to a staff member. These will be kept in a locked medicine cabinet in the Director/Assistant Director office.

Illness

Parental cooperation is necessary to promote a healthy environment for all children attending our program.
Please do not send your child to Pleasant View Early Learning if they show signs of illness in the morning.
Your child may attend if they have regular cold symptoms, mild coughing, or runny nose.
Parents need to have an alternative plan for illness of the child(ren) arranged in advance.
If we call/text to inform you that your child is sick and needs to be picked up, we expect you or someone on your emergency contact list to pick up your child within one hour.
Your child will be isolated in the Director/Assistant Director's office until you or your emergency contact arrives.
Children should not return to Pleasant View Early Learning until a full 24 hours after a fever has ceased (without the use of a fever reducer), any diarrhea or vomiting has stopped.
In addition, children must be on medication for any communicable disease for 24 hours before returning to daycare.

We understand this is a hardship for working parents, but we need to think about other working parents and children's health.
For your child's well-being and the protection of other children, keep your child at home when they have any of the following symptoms:

- Fever of 100.4 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness
- Diarrhea
- Vomiting
- Blood in Stool
- Persistent Abdominal Pain
- Mouth sores, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until the treatment has been initiated for 24 hours
- Head lice until two (2) treatments have been administered
- Hand foot and mouth until sores have dried and crusted (usually 6 days)
- Strep throat until 24 hours after initial antibiotic treatment and fever free
- COVID symptoms:
    - Has a fever of 100.4 degrees or above
    - Begins to exhibit shallow breathing and/or shortness of breath
    - Persistent cough
    - Chills or muscle pain
    - Sore throat
    - New loss of taste and/or smell

If a parent cannot be reached, the individuals listed as the emergency contact/authorized persons on the Child Emergency Contact Information and Consent Form will be called.
Pleasant View Early Learning reserves the right to make the final determination of exclusion due to illness.
Please notify us when your child will not be in attendance due to illness or for another reason.
If your child's regular teacher is unavailable or becomes ill during the day, a qualified substitute teacher will be available.

If your child has asthma or any underlying health condition, complete a My Asthma Action Plan Form from your child's doctor that we can implement at school, if needed.

Conditions which cause children to temporarily not be able to attend Pleasant View Early Learning:

- All Children with a fever if it exceeds 100.4 degrees.
- Vomiting is not usually a normal response of healthy children. Children will be sent home and cannot return until vomiting has stopped.
- Diarrhea in children of all ages that occurs three times within one hour will be required to be picked up and stay home from Pleasant View Early Learning till diarrhea has stopped. (Diarrhea consists of excessive liquid in the stool that cannot be contained in the diaper or underwear).
- Children with blood in the stools, not explained by dietary changes or medications, will also be required to be picked up and not return to Pleasant View Early Learning till it has stopped or a doctor's note stating the cause of the condition is not contagious.
- Conjunctivitis/Pink Eye is defined as pink or red conjunctiva (i.e., whites of the eyes) with white or yellow eye mucus drainage (signs of bacterial infection), often with matted eyelids or skin around the eye. Children must be restricted until treatment has started. (Viral conjunctivitis usually has a clear, water discharge that may not require exclusion).
- Children with lice will be sent home until after two (2) treatments.

Notify us when you are keeping your child at home because of a contagious illness. This allows us to post a notice for other parents to watch for symptoms in their children should the illness happen to spread.

Also, notify us whenever your child is on any medications or has had any immunizations so we can provide appropriate care for your child.

When symptoms are present that cause us to be concerned about the health of your child or other children in their class, Pleasant View Early Learning may restrict the child from coming. If your child becomes ill at school, you will be notified.

* If a parent/guardian is unable to come within an hour, other arrangements must be made with someone else to pick up the child. You may authorize a person not on your emergency list through the Early Learning Venture parent app. Please let us know there is a new authorized person (even if it is just for this day).

Remember, driver's license is required to release your child to someone we are unfamiliar with.

Injury

In the event of a minor accident, your child will be given first aid, and the family will be informed via the Early Learning Venture Parent App. Further medical treatment is your responsibility. In the event of a medical emergency, the EMS will be called, and the family will be contacted immediately at the number listed on your Early Learning Venture Child Enrollment / Emergency Contact form.

Child Abuse and Neglect

Pleasant View Early Learning is your partner in ensuring your child's safety.
Annual training is required for all staff.
Staff is required to report any suspicion of child abuse or neglect.
In the same way, if you suspect child abuse or neglect is happening to your child, it is important that you immediately report it to Pleasant View Early Learning Director/Assistant Director, local authorities, and to Child Protective Services (CPS). We are available to assist you with the reporting process if necessary.
You can also report directly to the Statewide Abuse hotline at 1-800-562-2407.

Grievance Procedures

Any parent/guardian who believes that they have a justifiable request, or complaint should discuss the concerns with the teacher caring for their child.
If the issue is not resolved, it should be discussed with the Director/Assistant Director.
Every effort will be made to reach a mutually satisfactory solution of the matter.
If the resolution is not reached through the above process, the lead pastor may be contacted.
It is the commitment of Pleasant View Early Learning to resolve conflicts in a timely manner.

What to Bring

Casual clothing is strongly recommended. Your child should be dressed for play; children can get dirty when actively involved in play.
We want to let them learn through exploration.
Although we try to be respectful of children's belongings, keeping clothes spotless is often difficult to do.
Your child wants to be independent, so please do not send your child to school with belts, or anything difficult for your child to take on or off by themselves.

Backpack

Please provide a backpack for your child to bring back and forth to school each day. This should include 1 – 2 complete changes of clothes (more for potty training). Dirty clothes will be sent home each day, please be sure to replace any missing items.
A complete change of clothing including shorts, long pants, t-shirt, long-sleeved shirts, socks, underwear, and sweatshirt or light jacket.
Security item such as stuffed animal or doll if your child needs it.
Light blanket for 12 month and older to use during naptime.
Sleep sack for children under 12 months Infant – pre-potty trained,
Diapers, wipes, pull-ups, training pants (when ready for potty training), along with several changes of clothes.
We recommend you bring a full package of diapers, so you will not have to bring diapers back and forth each day along with two (2) package of baby wipes.
We will send you a note home in your child's backpack along with in the app if you need to replace either of these.

Winter

Please always dress your child properly for the weather. We typically go outside when the weather is above 25 degrees unless there is freezing, rain, snow, or high wind.
Please label all winter clothing, particularly mittens, snow pants, and boots.
When purchasing outdoor wear for your child, please take into consideration that winter clothes must be waterproof. **If not, children get wet and very cold quickly.
We encourage two pairs of mittens because they get lost. Also, gloves are difficult for young children to put on by themselves!

Summer

One bottle of sunscreen per child. (Please print name on bottle).
Please always dress your child properly for the weather. We typically go outside when the weather is below 92 degrees.
A wide range of activities are planned each day, so it is recommended that children be dressed in appropriate clothing for the weather that is washable and comfortable.
To help your child play safely while outside, open-toed sandals, flip-flops, and strapless shoes are not allowed. Sneakers are the best option!

NO TOYS PLEASE!!!

Please do not allow your child to bring toys from home to Pleasant View Early Learning.
Toys brought to school cause added tension.
Toys can be easily lost or broken, and special toys are difficult to share.
All young children practice taking turns and sharing; however, it is much harder for your child to share a beloved toy.
The exceptions are naptime stuffed animal or doll.

Orientation and Separation Anxiety

Starting a new school can be exciting for a young child, however it can also be a difficult one, initially.

Even children who are excited may suddenly realize that you are not going to be there. The apprehension that accompanies that realization is very normal. We would like to offer several suggestions to help your child with the adjustment process.

- Relax! Children will sense your apprehension, so, it is important you feel comfortable with the routine. If you have questions or concerns, please ask!
- Visit with your child before the first day of attendance.
- Bring a picture of your family so we can display it on our "family wall" in their classroom.
- Learn the names of your child's future play mates and the teachers who will be caring for them.
- Listen to your child as they talk about their day. This will give insight to help the next day. If you know they like blocks, that might be a great redirection to get them thinking about the next morning.
- Establish a "goodbye routine" and even practice with grandparents or another family member or friend. Try using a phrase like "see you later alligator" or "one hug and two kisses."
- Figure out what works best for your child. For most children, a quick departure is best. It does not prolong you leaving. Usually by the time parents have pulled out of the driveway, a crying child has stopped and participates in play.

If you are wondering how they are doing, please call, or send a message through the app.

We do not want you worrying about them all day. We understand how difficult this transition is on parents as well as children.

Good Manners

Each classroom has expectations for behavior based on the age of the class.
We do not expect your child to come into our program knowing how to meet these expectations. It is a growing and learning process.
We will be loving and consistent when teaching these manners.
The general manners and expectations are:

- Children will learn to say "please" and "thank you" regularly.
- Children will learn to say, "excuse me," when appropriate.
- Children will learn to share and take turns as developmentally appropriate. (Preschoolers will not be able to do this at times, this is a goal to work towards).
- We will not allow children to exclude anyone who wants to play with them. They can have alone time, but we try to eliminate the "I only want to play with _____."
- Children are expected to use a gentle touch, we discourage rough play and pretend guns.
- Children are expected to be respectful of their teachers and other children.
- Children are expected to help clean the classroom at cleanup time.
- We also encourage children to get in the habit of putting things away when they are done playing with them.
- Children are expected to take care of their own things. They put their things away in cubbies and clean up their own mess.

Good Table Manners

Children wash their hands before and after each meal.
Children will learn to put their own drinks from small pitchers.
We do not use sippy cups for children 2 years old or older.
Children will pray together before each meal.
Children learn to use phrases such as "please pass the _____" or ask for things they need like "would you please refill the milk pitcher?" "Thank you."
Children are expected to remain seated during mealtimes.
They are expected to say, "May I please be excused?" when they are done eating.
With children serving themselves, spills are to be expected, they are told "it's okay, try to be more careful next time." They are responsible for cleaning their own spills – help is given as needed, but this is a great way to teach responsibility.
Our staff uses other guidelines and techniques to help children intrinsically make the best behavior choices.
A learning environment that promotes consistent routines and well-defined expectations.
Use of praise through kind words and actions such as hugs and smiles to reinforce desirable behaviors.
If a child cause physical or emotional harm to others, the child will be removed from the situation a brief time to calm down and will "take 5" in a calm down area. Time is provided to talk with the teacher about how the child is feeling and alternative, appropriate behaviors at time when the child has calmed down.
We believe the primary responsibility for raising young children rests with the parents. However, our staff strives to assist parents in the training and guidance of their children.
We will provide parents with positive and negative feedback about their children. If you desire help dealing with a specific behavior or issue, please discuss it with us.
Parent support is expected for any guidance techniques used by staff to resolve unwanted behaviors.
Our teachers and staff will only use approved discipline methods according to (ministry registration requirements) even at the request of a parent.

Questions?

Send us an email or give us a call:

574.268.0117

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Notes