

# **PARENT HANDBOOK**

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**Happy Days Child Care & Nursery  
A Ministry of  
Leesburg Missionary Baptist Church**

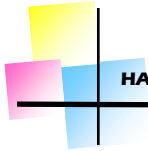


First let us take this opportunity to welcome you to Happy Days Child Care & Nursery. It is our desire to partner with parents to provide a loving and secure environment where children can develop socially, emotionally, physically, intellectually, and spiritually.

We have developed this handbook to help answer some of the questions you may have about Leesburg Missionary Baptist Church and Happy Days Child Care & Nursery. We invite you to visit us at any time.

Please read the entire handbook as it contains our policies and procedures as well as important information you may need during your child's enrollment.

Happy Days Child Care & Nursery  
Board of Directors



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## **MISSION STATEMENT**

It is our desire to provide a clean, safe, comfortable environment where children can play and learn with guidance and loving care.

It is our desire to instruct, guide, and nurture each child that they may develop into the special person God desires.

It is our desire that every child develop to their highest potential.

Children are a gift from God and we cherish every gift He has given.

Proverbs 22:6

Train up a child in the way he should go: and when he is old, he will not depart from it. -KJV



## **BOARD OF DIRECTORS**

James Argento  
Rickey Odom  
Lisa Odom  
William D. Reed  
Alvin Thomas

Happy Days Child Care & Nursery  
2340 South Street  
Leesburg, FL 34748  
Office: (352)787-5425

# Services

Happy Days Child Care & Nursery does not discriminate on the basis of race, color, religion, sex, or national origin. The center does, however, reserve the right to refuse or recall admission of any child who, in the opinion of the administration, will not profit from our environment or program.

## Services Offered:

- Child Care ( ages 4 weeks to 12 years )
- Preschool
- Before & After School Care

## Time and Days of Operation:

- Hours: 6:30 am to 6:00 pm
- Monday through Friday
- Year Round
- Center will be closed on the following days
  - Labor Day
  - Thanksgiving Day
  - Friday After Thanksgiving
  - Christmas Eve & Christmas Day
  - New Year's Eve & New Year's Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - \*Two Unspecified Professional Training Days

## Please Note:

**Staff is adjusted on a daily basis per number of children in attendance.**

## Admission Requirements



Our admission process begins with a tour of the facility and an opportunity to meet the staff. At that time, we will discuss the center's policies, give you an opportunity to ask any questions you may have about our programs, and complete all forms necessary for enrollment.

The following forms must be completed for enrollment:

- Child Enrollment Form
- Emergency Medical Release
- Parental Agreement
- Behavior Policy

At this time you will be given:

- A copy of the Parental Agreement
- Parent Handbook

*\*\* It is the responsibility of the parents to update all personal information with the front office when changes occur. This includes telephone numbers, work locations, emergency contacts, child's physician, child's health status, infant feeding plans, immunization records, etc.*



# FEES

## *Registration & Curriculum Fees.*

(Due Annually each August )

Registration for Child Care	\$ 100.00
Registration for Before/After School Care	\$ 60.00
K-4 Curriculum Fee	\$ 75.00
Pre-K 3yr old Curriculum Fee	\$ 45.00
Preschool 2/3 yr old Curriculum Fee	\$ 30.00
2 yr. old Curriculum Fee	\$ 15.00

## *Weekly Fees:*

Infants & Toddlers	\$ 145.00
Preschool 2 & 3	\$ 135.00
K-4	\$ 125.00
Before School Care	\$ 35.00
After School Care	\$ 35.00
Before & After School Care	\$ 70.00

## *Summer Fees:* (School Age Children)

Daily Rate	\$ 30.00
Weekly Rate	\$ 120.00

*2 OR MORE CHILDREN will receive a 10% discount for each additional child.*

## *Late Pickup Fees:*

There will be a late charge for any child left past 6:00 PM. \$1.00 per minute.





## *Financial Agreement*

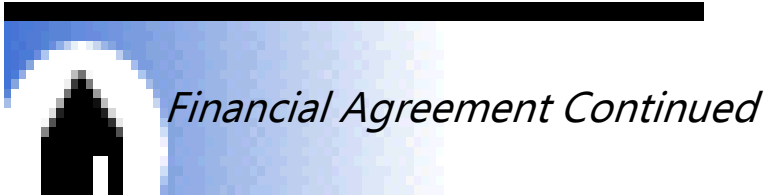
All fees are due on Monday morning for the current week.

A **late fee of \$30.00** will be assessed if account is not paid in full by the end of each month. We reserve the right to refuse attendance for non-payment of fees.

A copy of a drivers license will be required to be on file for all persons paying by check.

**Returned Check Fees** will be assessed at **\$ 30.00 per return.**

**\*\*NOTE: TWO (2) RETURNED CHECKS WITHIN A THREE (3) MONTH PERIOD WILL REQUIRE ALL PAYMENTS TO BE MADE IN CASH.**



There will be NO reduction in fees for holidays, sickness, or otherwise. **NO EXCEPTIONS!**

In the case of extended illness of two weeks or longer (certified by doctor), you will be responsible for paying half of your regular rate to hold your child's position.

Two weeks vacation will be available per child per calendar year. A full week must be taken to apply.

A two weeks notice is required when leaving enrollment at the learning center.

**NOTE:** No Vacation weeks are given if your child does not attend for the summer.



**Hospital to be used for serious injury or illness:**

**Leesburg Regional Medical Center  
600 East Dixie Ave.  
Leesburg, FL 34748**

### **Emergency Medical Procedure**

In the event that your child becomes seriously ill or suffers an accident requiring immediate First Aid, we will evaluate the child and proceed with proper treatment. One of our staff will call 911, if needed, and pull medical records from the child's file that will accompany them to the emergency room. Parents will be called immediately and informed when a child is taken to the hospital. Parents are expected to meet us there and assume responsibility for payment.

### **Administering Medication**

Before any medication is dispensed, **parents must complete the proper form**. This form provides the name of the medication, prescription number (if any), and time, date, and dosage to be given. For long-term medications, forms must be updated monthly. All medications must be in the original container.



### Illness/Absence

It is important to notify the center if your child is ill and plans to be absent. The child cannot attend the center when diarrhea, temperature elevation to 100 degrees, rash, suspected contagious disease, or vomiting is noted. If your child gets sick at school, the parent will be notified and expected to pick him/her up immediately.

The child will be able to return to the center only when his/her temperature has returned to normal, diarrhea or vomiting has subsided for at least 24 hours, or he/she is no longer contagious.

Children with contagious diseases cannot attend the center. Parents are required to report all communicable diseases to the center as soon as possible. The center will then notify you in writing within 24 hours if there is a contagious disease in our center.

### Physicals & Immunizations

To attend the center your child must have a current physical and updated immunization form within 30 days of enrollment. This form can be obtained from your doctor's office or the health department. Parents are responsible for bringing us updated forms as needed.



## **Plans for Emergencies**

In the event of extreme weather situations, Happy Days Child Care & Nursery will follow the recommendation of local emergency management. If the weather warrants the closure of Lake County Schools, Happy Days Child Care & Nursery will be closed.

### Severe Weather, Thunder, Lightning, Wind

Upon the threat of severe weather all children will be immediately taken inside. Staff will be required to take roll and make sure all children are accounted for.

### Hurricane Watch, Warning

In case of a hurricane watch we will stay in touch with the national hurricane center by way of the weather channel by internet and/or radio for current information. Should there be a hurricane warning posted, parents are expected to pick up their child as soon as possible.

### Tornado Watch, Warning

Children outside will be instructed to return to their rooms immediately upon the threat of severe weather. If the weather worsens, children will be taken to an interior hallway or room away from windows. We will continue to stay in touch with the local news channels for all weather updates.

## Emergencies Procedures Continued

### Loss of Power, Structural Damage

Emergency lighting will be used for short term power loss. If the local power company determines that the power loss will be for an extended amount of time parents will be called and asked to pick up their child.

If there is a fire, suspected fire, smell of smoke, or acrid odor of electrical wire our fire drill evacuation plan will be executed immediately and the fire department will be called. When all children are in a safe area, roll will be taken to ensure all children are accounted for.

### Loss of Child

The following procedures will be enforced if a child is lost on a field trip or wanders away from the group on the premises; 911 will be notified giving a complete description of the child. Parents will be notified immediately, and all available staff will assist in the search.

### Death of Child

In the extreme situation of the death of a child, 911 will be called first giving clear details, location, and the problem. Parents will be called immediately. A person certified in CPR and First Aid will evaluate the situation and stay with the child until emergency personnel arrive. Staff will remove all other children from the area.



## Behavior Policy

Happy Days Childcare & Nursery strives to nurture and foster an environment where children will learn the following:

- Safety of self and others
- Self-control
- Self-discipline
- Self-esteem
- Self-respect
- Sense of respect for others, property, and materials
- Sense of caring and cooperative relationships with children and adults

Students, who are responsible for their own actions and respect the rights of others exhibit great behavior and will be rewarded. We believe in a loving, caring, and positive reinforcement approach to behavior.

- verbal praise
- sticker on behavior chart
- tangible reward
- positive note home

## Behavior Policy

Your child is responsible for upholding these expectations at all times. In a case where behavior is not appropriate, a consequence will occur.

- verbal warning
- positive redirection
- modeling appropriate behavior
- limit setting
- structuring activities
- note home – must be signed by parents/caregivers
- time-out –
  - (used sparingly and only for children over the age of three) one minute per year of age of the child
- phone call home

We realize that children exhibit certain behaviors at various developmental stages. We will make every effort to provide an environment which is developmentally appropriate and stable.



## Behavior Policy

We realize that physically harming behaviors such as biting, hitting, kicking, pinching, scratching, and hair pulling are normal behaviors for young children, especially toddlers. We will emphasize that hurting is not an acceptable behavior.

The child who was hurting another will be separated from the group. The child who was hurt will be given appropriate first aid when necessary. Parents/caregivers of both children will be notified of the incident. No information about the child who did the hurting will be given to anyone other than the parents/caregivers of that child and the staff working with the child.

The safety and well-being of all children in our care must be protected. Behaviors which require a significant amount of one-on-one attention from the teachers puts the classroom out of ratio. We are not able to provide the other children with the attention that is essential for quality care.

## Behavior Policy

We will not tolerate continuous disruptive or aggressive behaviors by children of any age, such as the following:

Refusal to participate in activities such as resting or napping, meal time, hand washing, toileting, or staying within sight and sound of the teacher.

Inappropriate tantrums that last longer than twenty-minutes and/or occurs more than three times in one day

Continual teacher intervention

Recurring or ongoing pattern of serious hurtful behavior

If a child exhibits inappropriate behaviors over an extended period of time in a day and/or the intensity increases and/or the child's behavior continuously takes away from the care and safety of others, the following behavior plan will be implemented:

The parents/caregivers will be contacted to remove (within one hour) the child from the day-care for the remainder of the day.

## Behavior Policy

Within 48 business hours of being sent home, a parent/caregiver/teacher meeting with the administration to discuss a plan of action to increase positive behaviors for that child must be held. A child may not return until this meeting has taken place. If necessary, an evaluation will be recommended for the child. A parent/caregiver will be given one week for an evaluation to take place. All paperwork, letters, and documentation must be provided to the office. Failure to respond may result in the child's expulsion.

If aggressive or dangerous behavior occurs twice in one day, the child must be picked up immediately that day.

If behavior occurs a third time in the same week, the child must be picked up from school and will need to take the next day off.

If a child is sent home more than three times, the parent will be given two weeks to find alternate care.

**Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, or verbal abuse, withholding or forcing food or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the request of the parent.**



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# Daily Activities

## **ACTIVE TIME**

Age-appropriate activities, snacks, meal times, outside play, and rest periods will be scheduled daily. Other regularly scheduled activities will include quiet and active periods, teacher-directed activities, large and small muscle activities, language experiences, arts and crafts, dramatic play, rhythm and music, and nature and science experiences.

## **REST TIME**

A period of rest time will be included in the daily schedules immediately following lunch. We ask that a light blanket be provided and labeled with your child's name. This blanket will be kept at school and sent home once a week for washing.

## **MEAL TIME**

A hot lunch and two snacks, one in the morning and one in the afternoon, will be served daily.



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## General Information

- **Clothing**

*Dress your child suitably for the weather so that he/she can enjoy being outside. For the child's safety, they are required to wear shoes to the center (no clogs, cowboy boots, flip-flops, open-back shoes, bare feet, etc.). All children should provide a minimum of one extra change of clothing that must be labeled with their first and last name.*

- **Infant Care**

*Parents of infants will furnish disposable diapers, wipes (2 packs per month), formula, juice, baby food, bottles, and pacifiers [if needed] in individual diaper bags. Please mark everything with the child's first and last name.*

- **Toys**

*Our center is well-equipped with safe, appropriate toys. Therefore, no toys from home will be allowed unless specified by the teacher for curriculum purposes.*



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## General Information

- **Parties**

*Special holiday parties will be given by the center. Individual Birthday Parties may be celebrated provided that the teacher has been notified and all schedules have been decided upon. Parties should be kept short and simple. Cake/cupcakes and ice cream are appropriate and are the parents' responsibility. Balloons are not allowed in the center due to the choking hazard. Birthday refreshments will be served in addition to the regularly scheduled snack. Please do not open any presents received at the center. (Invitations to outside parties can be given out at school, provided each child in that particular class is included). Please check with your child's teacher concerning any food allergies of other children in the class.*

- **School Closing**

*When it becomes necessary to close the center, we will make that decision based on information that the Lake County School System provides.*



## Drop off/Pick Up Procedures

It is a Happy Days regulation that all children must be signed in and out every day.

### Sign In

Children are to be checked in on the computer upon arrival.

### Pick up

Children are to be picked up from the front office by authorized persons listed on the child's enrollment form, and signed out on the computer.

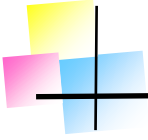
**EXCEPTION: ONLY WHEN RAINING WILL THE DRIVE THROUGH BE AVAILABLE FOR YOUR EXIT!**

### **\*\* Please Note:**

Before leaving the Happy Days grounds all children must be placed in a government regulation safety seat and seat belts as required by law.

### Parking

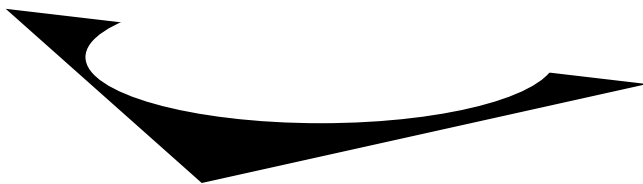
Parking is available in the church parking lot on the west side of the center. Please do not park in the small parking lot in front of the office or lunchroom/fellowship hall.



## Facility Evacuations

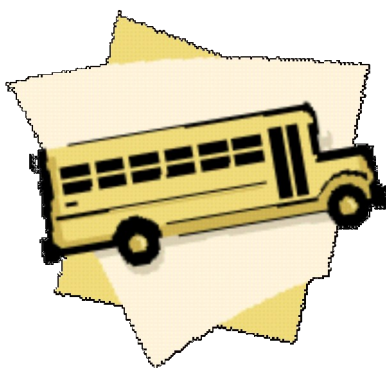
If an emergency situation arises, our fire alarm system will be activated. Caregivers in our infant room will place infants in evacuation cribs and evacuate the building. Toddler teachers will place students in a wagon and evacuate the building. This will complete the evacuation of building #1. Teachers in all other classrooms will promptly have students line up and exit through the emergency doors in each classroom. The director will check all bathrooms and other areas of the building making sure that no one is left in the building. Once outside, all classrooms will proceed to their designated areas. Teachers will then take roll and report to the director. The director will then verify that the evacuation is complete.





Happy Days Child Care & Nursery will provide transportation for the following: Fruitland Park and Leesburg Elementary.

- To and from assigned public schools





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## Posted Information

### Inside Front Office:

- *License Exemption Letter*
- *Current SSACS certificate*
- *Fire Inspection*
- *Fire Drills*
- *Proof of Insurance*
- *Copy of Vehicle inspection*
- *List of CPR/First Aid certified staff*
- *Director & Assistant Information*

### General Information Bulletin Board

- *Weekly Menu*
- *Special Announcements*

### Classroom Bulletin Board

- *Special Classroom Announcements*
- *Daily Schedule*
- *Weekly Activity Plan*
- *Monthly Class Calendar*



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## Items To Be Marked

*Diaper Bags*  
*Bottles*  
*Baby Food Jars*  
*Diapers*  
*Items of Clothing*  
*Formula*  
*Coats and Jackets*  
*Blankets*

*\*\* Items must be marked with the child's first and last name.*



To build a solid foundation, it is imperative to establish ongoing communication between our parents and our staff. We welcome your comments, concerns and suggestions. Throughout the year, we will hold a number of formal and informal opportunities for communication.

Open house will be held at the beginning of each school year , so that you can meet your child's teachers.

Please get to know your child's teacher and visit whenever you like. Take time to discuss the day with your child and talk about the work he/she has accomplished making sure he/she realizes that it is very important to you.

We look forward to a great relationship with you and your child. Please feel free to contact the office regarding any need or concern about our program.

# **Leesburg Missionary Baptist Church**

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**Leesburg Missionary Baptist Church is an independent, missionary, fundamental, soul winning, King James Bible, old time hymns, family oriented church. If you do not have a church home, we welcome you and your family to worship with us.**

## **Opportunities for Worship:**

<b>Sunday School</b>	<b>9:30 am</b>
<b>Sunday Morning Worship</b>	<b>10:30 am</b>
<b>Sunday Evening Worship</b>	<b>6:00 pm</b>
<b>Wednesday Evening</b>	<b>7:00 pm</b>

**We offer Sunday School classes for all ages. Children's Church is available during the morning services. A nursery is provided during every service.**



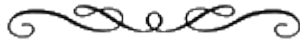
# Leesburg Missionary Baptist Church

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2340 South Street  
Leesburg, Florida  
34748

Pastor: Cecil L. Brown  
Church: (352)728-2438  
Pastor: (352)409-7508

*Notes:*



## Partnership

They bring their child to me  
and hope I'll come to know.  
How much the offspring means to them,  
their trust in me bestowed.  
They bring their child to me  
with love and hope and pride,  
looking for a helping hand,  
a teacher who will guide.  
They bring their child to me,  
and our partnership is clear:  
To nurture and allow to bloom  
a life we both hold dear.  
They bring their child to me,  
a step toward letting go  
and trusting in our special plan  
to help the child grow.

~ By Gloria Weber Henbesst ~