



ROSE



Child Care, LLC

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

2012

“Learning through Planning and Play!”

1268-F Timberlane Rd.
Tallahassee, FL 32312
(850) 528-1037

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 is 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 the classroom of peers. Engaging in hands on learning activities and interacting with other children as well as adults forms the foundation for enhancing cognitive development. We provide a language-enriched environment throughout the day in our learning environment. 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 that we serve a small group of children, allowing us to provide an atmosphere of closeness and form bonds with each child. Smaller numbers enable us to give more individual attention to each student and work comfortably in a group setting. By nurturing a hands-on, exploratory learning environment, we also provide ample opportunity for language development. The children at Rose Child Care, LLC will be immersed in language rich surroundings. Use of language prepares the young child for communicating with others and enhances the 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 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

ROSE Child Care, LLC – Handbook

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 a personal space away from the other others. Time limits are imposed by the child. He/she may return to the group or activity when he/she is ready to make a choice and use 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 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.**

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 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.

ROSE Child Care, LLC – Handbook

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 by discussing the routine and activities observed. This open door policy is for parents of current students along with parents who have registered and paid tuition for 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. At this time it is within our right to obtain and photocopy the driver's license of the individual shadowing until the completion of the shadow that day.

We also open our door to DCF and Early Learning Coalition staff.

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	\$4.5 an hr
Caterpillar Program 12 months-23 months	\$750 a mth	\$4.5 an hr
Chrysalis Program 24 months-35 months	\$725 a mth	\$4.5 an hr
Butterfly Program 36 months and Up	\$700 a mth	\$4.5 an hr
VPK Wrap around fee (9mth school yr before Kindergarten)	\$450 a mth	\$4.5 an hr

- ✚ To Register and save your spot: Fill out and turn in Admissions Packet with \$100 registration fee.
- ✚ On Start Date pay \$120 annual supply fee along with 1st months tuition based on above chart.
- ✚ Before month 2 turn in "Blue and Gold forms" that you have requested from your Child's Pediatrician.

Drop off and pick up

For your child's safety, the Department of Children and Families requires parents or guardians to walk children into the Rose Child Care, LLC building and to give your child over to a teacher. As you bring your child into the building, please be sure to sign in at the computer using your assigned number. Also, please sign your child out when you leave in the afternoon. This is to ensure the safety of each child by keeping track of when they arrive and when they leave school.

ROSE Child Care, LLC – Handbook

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. All accidents will be recorded in the accident log kept next to the sign in book. 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.

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 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/opthalmic solution for 48 hours. A note from the doctor is required in the above listed cases to be considered an excused absence. 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 to the center for staff to administer.

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.

ROSE Child Care, LLC – Handbook

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 from the outside and only faculty of Rose will be able to open 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". Only immediate family members or people on permitted sign out sheet will be allowed in the building. It is the parent's responsibility to communicate this with persons designated to pick up children.

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 High Scope 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 we provide numerous guided play opportunities that are child centered within the areas of symbolic play, sensorimotor 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 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 COR assessment tool along with the curriculum goals that are appropriate for his/her current developmental level.

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.

ROSE Child Care, LLC – Handbook

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. We will remain indoors until it is safe to play outdoors. Sporadically we may show a movie that applies to the theme of the month.

Rose Child Care, LLC accepts students from birth until Kindergarten. 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.

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. We maintain an open door policy at Rose Child Care, LLC and parents are welcome to visit at any time.

Please refrain from bringing toys into the building Monday thru Thursday. Children are welcome to bring a show and tell toy every Friday. 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.
- 2) All children must have the State of Florida/Leon County Health requirements before entry into the program. Within 30 days of enrollment, each child must have a written statement from a licensed physician on file stating that:
 - a) The child is in good health, or that any known irregular condition is under treatment.

ROSE Child Care, LLC – Handbook

- b) The child is free of active tuberculosis as indicated by an approved skin test administered within the 12 preceding months or has been properly treated for this disease.
 - c) Immunizations appropriate to the child's age are up to date or in the process of being up to date.
- 3) The Health Department checks these records quarterly. Should the records be out of date, the parent has **10 days to update the records**. If the records are not up to date after the grace period the child must be removed from the program until records are brought to current status.
- 4) The following is a list of needed immunizations and tests:
- a) Hepatitis B shots are being given by some pediatricians (birth, 2 mos., and 6 mos.) and are mandatory to enter kindergarten...check with your doctor concerning this immunization. Also available at 1 year is the new chicken pox vaccine.
- 5) Allergies should be brought to the attention of the staff when a child is registered for the program by completing the medical information form.
- 6) A medical information sheet for Rose Child Care, LLC must be completed and signed by the Guardian.
- 7) 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 first of the month that the tuition is charged. A late fee of \$25.00 will be due after the first. 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 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 as we, at Rose, need constant fee structure to offer quality staff and a first rate environment. Please do not send the tuition payment with your child, as it could get lost. Tuition may be placed in tuition box or mailed to:

Rose Child Care, LLC
1268-F Timberlane Rd.
Tallahassee, FL 32312

- 8) 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

ROSE Child Care, LLC – Handbook

expected to financially fulfill their space agreement for the duration of the child's enrollment with Rose Child Care, LLC.

- 9) When you sign a space agreement with Rose Child Care, LLC you will be asked who is allowed to remove 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 us 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.
- 10) If you should decide to withdraw your child from Rose Child Care, LLC, a 30-day notice is required and that parents/guardians are responsible for full tuition for 30 days after the withdraw notice is given.
- 11) Rose Child Care, LLC has and reserves the right to send account information to collections 30 days after notification of a past due balance.

Closed Days

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

New Years Eve and New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and that Friday

Christmas Eve and Christmas Day

Additional Policies and Information

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 your child's special day, please check with the teacher to ensure enough is brought for everyone. Please only send in birthday party invitations if everyone in the class is invited.

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. Please bring a change of clothes to leave in your child's backpack. Include a clean pair of underwear/pull-up, and clean socks. Please also include a bath towel, bathing suit and/or swimmies during the summer.

Lunches - Rose Child Care, LLC does not prepare lunches and/or snacks. Each child will be expected to bring his/her own lunch and snacks everyday.

ROSE Child Care, LLC – Handbook

This consists of at least one healthy am snack, a main course with snack, and a pm snack. We have a refrigerator for keeping lunches in and a microwave for warming food.

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 that happen throughout the day.

Teacher Phone Numbers - Yes, we are living in a world where 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.

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.



*Joseph Rose
Owner/Director
850)528-1037*