

ROSE

Child Care, LLC

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



“2023/2024”
School Year



“Learning through Planning and Play!”

License # C02LE0340

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ROSE Child Care, LLC - Handbook

Philosophy

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

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

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

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

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

Discipline Policy

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

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Children are encouraged to develop language skills that help them to communicate their needs and wants. Language skills are continuously targeted and developed as children are encouraged to use language as a problem-solving tool.

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

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

If a child is harming themselves, another student or a Teacher, the child's parents will be called to talk to the child. After speaking to the child, if the behavior continues, the child will need to be picked up for the day. Upon returning to school, if the aggressive behavior and/or biting continues, we will provide a referral to the ELC - Warmline Service, Suspend or Expel the Student.

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

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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 child(ren) 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 the front office or another classroom. ***If needed the parent will be called to speak to or to pick up their child for the rest of the day.***

We at Rose Child Care, LLC have an open-door policy and invite parents to stop by and observe the children engaged in activities to have a better opportunity to bond with their child and the teachers by discussing the routine and activities observed.

**This open-door policy is for the parents of the current students along with the parents who have registered and paid tuition for their children to attend in the near future.*

**All parents of children attending Rose Child Care, LLC have a personal identification code to enter the building and may enter at any time during business hours.*

Parents who choose to shadow will be invited to do so under direct supervision of the teacher within the classroom of the future child.

**We will need a Volunteer Form filled out and we will make a photocopy of the driver's license of the individual shadowing, to be sure that we are meeting State requirements and to have for your file.*

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

****Due to the Covid-19 Pandemic, the center has chosen Not to have Applicants or Touring Families Enter the Center Classrooms. (We are offering Virtual Tours instead.)***

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~Once a Family has Enrolled into the center, they are Welcome to come in, in person, and Tour their Child's Classroom, meet their Child's Teacher and drop off Supplies in order to get ready for their 1st day.



(Pictured – Lola & Lilly Sutherland)

Drop off and pick up

For your child's safety, the Department of Children and Families requires **parents or guardians to walk their children into the Rose Child Care, LLC building and classroom in order to give their child over to a teacher.**

As you are dropping off/picking up your child, please be sure to sign in/out on the lobby computer using your assigned pass codes and/or Fingerprint. This is required by the state for VPK and SR Services as well as to ensure the safety of each child by keeping track of when they arrive and when they leave school on a daily basis. **Please do Not hold or Open the door for another Person.**

**Our Codes are set in order to protect everyone in the building.*

**If the person does not have a code to get in, then they should not be able to get in to the building without proper approval.*

***Please help us maintain the safety of our students and staff.**

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Tuition and Registration

| Hours | Full Time 7am-6pm, m-f | Part Time Pre-set Monthly Fee |
|---|---------------------------|----------------------------------|
| Infant Program 0 months-11 months | \$1,175 a mth | \$11 an hr |
| Wobbler Program 12 months-23 months | \$1,100 a mth | \$11 an hr |
| Toddler Program 24 months-35 months | \$1,075 a mth | \$11 an hr |
| Pre-K Program 36 months and Up | \$1,050 a mth | \$11 an hr |
| VPK Wrap around fee (9mth school yr before Kindergarten) | \$800 a mth | \$11 an hr |

- *To Register and save your spot: Fill out and turn in your Admissions Packet with the \$100 registration fee.*
- On your Start Date pay the pro-rated \$120 annual supply fee along with the 1st months tuition based on the above chart or if you are unscheduled, you will pay tuition at the end of each week.
- With-in 30 days of your start date you must turn in your Child's "Blue and Gold forms" that you have requested from your Pediatrician.



(Pictured - DeLauren & Lilly Sutherland)

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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(ren). If a child should become sick during the school day, he/she must be isolated and will need to leave the school **within an hour of parental contact**. **Parents will be contacted immediately in the case of a head injury, a bloody nose or any other signs of an illness**. 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 **in a timely manner**.

A fever of **101** or more, **Vomiting, Diarrhea, Lice, Body/Face Rash, Hand/Foot/Mouth, Croup Cough, Colic, RSV, Thick or Discolored Nasal or Ear Drainage or Conjunctivitis (Pink Eye)** is considered to be an illness. ***Children should not return to ROSE until all symptoms have been absent for 24 hours.** We must protect ourselves and the other children by strictly adhering to this policy. If a child has a **bloody, grey or white colored bowel movement**, the parents will be notified so they can contact their pediatrician, if needed. The only allowable exceptions are if the child has been seen by a physician who has determined (**via official Doctors note with a Return date listed**) that the **illness is not contagious** and/or if the child has been on antibiotics/ophthalmic solution for **48 hours**.

***"Symptom Free" along with a note from the doctor is required to return to RCC in the above listed cases and to be considered an excused absence. This must be turned in upon arrival during the child's drop off.**

***Rose Child Care, LLC does not provide medication & CAN NOT administer any medication without a written Doctor note on Co. letter head. (This includes but is not limited to: Diaper Rash Creams, Fever Reducing Medications, Antibiotics, Eye Drops, Ear Drops, Allergy Medications, Teething Tablets/Gel, Bug Spray, Sun Screen, Etc...)**

Biting/Aggressive Behavior

Biting is a common behavior with children from 1 - 4 years of age. Children will bite for various reasons and many of them go through a **biting phase** early on, which they will eventually outgrow. Even though most children stop **biting** on their own, it is a normal process of a child's growth and development. However, **biting** is still something a parent wants to discourage both at home and in the preschool setting. Unfortunately, many

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children will go through a **biting phase** at some point in their early childhood. Our Teachers are here to provide you with any assistance needed to help guide your child out of a biting phase. However, we must still keep everyone in our care safe in the meantime. If a child bites **3 times** or **3 different children** or **Causes the skin to break/bleed** then the child's Parent or Emergency Contact will be called to Pick the child up for the day. **Pick up time must be under 1 Hour.** If biting continues, we may suggest additional services through the ELC - Warm Line Services or Expel the Student.

The same standards are upheld for Aggressive Behavior. If a child is Aggressive toward or hits a Teacher or another Student on purpose or with an object, hits another Student on 3 different occasions in 1 day or hits 3 separate Students in 1 day, then that child will need to be picked up for the day. **For Aggressive Behavior the child will need to be Picked up within 30 minutes.** If the Behavior continues or begins to worsen, we may suggest Additional services through the ELC - Warm Line Services or Expel the Student.

***We do Not Have Corporal Punishment or Time Out's so the child will need to be picked up in a timely manner in order to keep others safe while in our care.**

Allergy Policy

Any history of allergies will need to be specified on the child's medical form and the parents must review this with a ROSE Child Care staff member. If there are any special medical needs, a health plan will be developed with written instructions from the physician. All staff will be familiar with the plan which will be Posted in the classroom and 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 the food is allowed. Each child has a permissible food form in their file that a guardian has filled out. All medicine is to be administered by the guardians unless they give written instructions from the child's physician in order for the staff to administer. Along with physician instructions there must be a RCC Medication form filled out by the Guardian as well.

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Latex/Nut Free

We are a **Latex Free Environment** due to a high number of Latex Allergies throughout the center. Here is a list of some common Latex Items that should **not** be brought to the center: Latex Balloons, Rubber-bands, Latex Gloves, Latex Band-aids, some bottle parts and sucking toys, etc. Please be mindful of this and **do not** bring these items into the center. Please ask us about a **latex free** version of these products. For example: Mylar Balloons or Silicone bottle nipples.

If your child's Classroom is specified as a "**Nut Free**" Classroom, please do Not send in any items that contain nuts. This helps us to be sure that a child with the Nut allergy is not exposed to nuts throughout the day and will help to reduce the risk of the child having a life-threatening reaction. (Children enjoy communicating with peers and a simple hug could cause a life-threatening reaction if peanut residue is on a child.)

If the Classroom has a Nut Allergy, but it is not life threatening the classroom may be deemed a "**Nut Aware**" Classroom and we will sit the child at a **Nut Free Table** during meal times in order to reduce exposure.

Bad/Severe Weather

When conditions occur that are dangerous enough to close the public schools, Rose Child Care, LLC will also be closed. We will Call, send a Message through the ProCare Messaging Portal/App or we will send out a Parent email informing all families on file about the closure. This way instead of trying to reach us after hours, you can check your email or 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.

**Some situations may allow us to remain open or Partially Close, like the Covid-19 Pandemic. **

Lockdown Procedures

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

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The procedure will be the same During a monthly drill. However, if it is just a Drill, the sign posted will also state that it is a drill. **As soon as the Drill is over the doors will be unlocked and the entry codes will resume with normal function.**

(Drills are required Monthly for: Fire, Emergency/Lockdown, Severe Weather)

Curriculum and The Classroom

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

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

The curriculum is designed with a strong emphasis on the skills needed for beginning reading and math. Some of the goals are tasks that can be tested and others are observable behaviors. Each child will be assessed using the ASQ and Creative assessment tools 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. The Teachers here at Rose Child Care, LLC are encouraged to engage each child during class activities and play. It is our belief that an existing oral language base is a precursor to the development of academic skills.

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

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When the weather is wet, hot, or cold enough to keep us inside, we will plan developmentally appropriate activities for indoors.

*Temperatures below 40 and above 90 will have shortened or suspend outside time.

*We will remain indoors until it is safe to play outdoors. **For children 24 months and older**, Sporadically, we may show an age-appropriate video.

Rose Child Care, LLC accepts students between **6 and 8 weeks old** until they start Kindergarten. RCC can even except a small group of after school age children, which is great for alumni.

*For those that qualify and have the proper registration form, we offer the VPK Program 9am - 12pm, Monday - Friday during the School Year.

*If a child is not potty trained or is still experiencing the occasional accident, yet developmentally at that level, please let the teacher know. Parents will provide the necessary supplies.

*Rose Child Care, LLC does not provide food, diapers, diaper ointment, powder, or extra clothing. But we do provide wipes and a sleeping mat.

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

*Please refrain from bringing toys or electronics into the building except for "Show and Tell Thursdays".

*The children are welcome to bring something special that will give them comfort during nap time. However, please do not send in "noisemakers", electronics 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, electronics, make-up, gum, sodas or candies are not allowed at school.***
- ***No guns or weapons of any kind...please***

(RCC is Not responsible for Any Lost or Broken items brought into the Center.)

Admissions Policy

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

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- 2) All children must meet the State of Florida/Leon County Health requirements within 30 days of enrollment. Current requirements are an up to date shot record and a physical that is no older than 2 years.
- 3) The Health Department checks these records randomly. Should the records be found out of date, the State fine is \$60 a day for every day the child attended with out-of-date records. Due to this and/or religious exemptions it is possible that not all children in the building will be up to date on their vaccinations at all times.
- 4) Allergies should be brought to the attention of the staff when a child is registered for the program by completing the medical information form.
- 5) A RCC Medical Form must be completed and signed by the Guardian. All Medication requires a note on the pediatrician's letterhead.
- 6) The Photo and Video Surveillance Form must be completed and signed by the Guardian. Photos taken on RCC Property may be used for Class/Art projects, Parent Gifts, Portfolios, Promotions, Class share sites and/or Advertisements. *We have a 24-hour surveillance system and the video will ONLY be Viewed by the RCC Director and/or the Proper Authorities if/when needed.*
- 7) **Monthly payer** tuition is due in advance by the 25th of the previous month. For example, August tuition is due by July 25th. Tuition is late if it is received after the current month has already begun. In this event a payment extension fee of \$25.00 will be owed. *On the 10th if there is still an outstanding balance for the current month, service will be suspended until the full balance is paid. Tuition is billed at a flat, monthly rate regardless of number of days the center is open in a particular month, student illness, or vacation.* Billing is based on 20 work days. Several months are more than 20 days, but some are less. *Tuition is not reduced for December or February.* Tuition is also not increased for months that are longer than 20 days such as October, June, and July. Adjustments are not made for this as we, at Rose, need a consistent fee structure to offer quality staff and a first-rate environment. **Unscheduled payers** pay after each week before the following week ends. 7 days after that if payment has still not been made a payment extension fee of \$15 will be applied

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for late weeks. If clients need to come for more hours than scheduled, a bill for unscheduled hours will be generated for payment. Please do not send the tuition payment with your child, as it could get lost. Tuition may be placed in the tuition lock box or mailed. Be sure cash is labeled with the child's 1st & Last Name. We accept: Cash, Check, Money Order, Debit/Credit Cards, PayPal & Payments through MyProcare.com

- 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 expected to financially fulfill their space agreement for the duration of the child's enrollment with Rose Child Care, LLC. *To keep us on budget, if a guardian needs to terminate services a 30-day email notice must be given. If a guardian needs to reduce services a schedule change form needs to be submitted 30 days ahead of time.*
- 9) When you sign a space agreement with Rose Child Care, LLC you will be asked who is allowed to pick up your child from school. Please list the person or persons who will be responsible for picking up your child on a daily basis. *All Adults picking up an enrolled child, must be "18" years Old or Older.* Each person picking up a child must sign that child out, on the computer, for the day. If your child will be picked up by someone who usually does not pick them up, please call, text, email or send a note to the child's teacher and alert management of the change. Children will not be released to persons who are not on the pick-up list or do not have confirmed permission to pick them up along with a valid picture ID.

Exit Policy

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

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not require contracts, this policy is required to maintain a healthy budget.

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

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

RCC Dates of Closure

For the 2023/2024 School year Rose Child Care, LLC will be closed for the following holidays and breaks:

- *Independence – July 3rd & 4th, 2023*
- *Labor Day – September 4, 2023*
- *Veterans Day – November 10, 2023*
- *Thanksgiving – November 23rd & 24th, 2023*
- *Christmas – December 25th & 26th, 2023*
- *New Year – January 1st & 2nd, 2024*
- *Martin Luther King Jr. Day – January 15, 2024*
- *Presidents Day – February 19, 2024*
- *Good Friday – March 29, 2024*
- *Memorial Day – May 27, 2024*
- *Juneteenth – June 19, 2024*



(Pictured – Cody Sutherland)

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Final Notes

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

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, ink pads and water so Expensive ***clothing may get too messy***. Please bring a change of clothes to leave in your child's backpack or cubby. Please include a clean pair of underwear/pull-up, and clean socks. You may also include a change of clothes and a towel during the summer for various water activities. Please Label your belongings or RCC will Label them with a Sharpie or Labeling Tape. (Any outdoor water activities will be pre-planned.)

Lunches - Rose Child Care, LLC does not provide lunches and/or snacks. Each child will be expected to bring his/her own lunch and snacks every day. This consists of at least one healthy am snack, a main course with snack for lunch, and two pm snacks. We have a refrigerator for keeping food items fresh and a microwave for warming food. ***Don't forget to send in an age appropriate sippy-cup/water bottle for your child's daily hydration needs.***

Bottles - There must be a Clean bottle per each feeding for the day. Bottles can be sent in empty and we can make them or they can be Sent in Pre-made. We also have space in the Freezer to store Extra frozen Breast Milk. (The Child's 1st and Last name, Date/Time Pumped will need to be Labeled on the Storage bag.) We will let them thaw out before we put it in the bottle for warming in the bottle warmer.

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

Daily Logs -We use the ProCare App for our daily reports and Parent Communication needs. This is a direct, open line of communication between the teachers and the parents. If your child is running low or is out of an item, it will be marked in the ProCare App. This will also be where teachers record activities and behavioral notes that happen throughout the day.

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Teacher Phone Numbers - Yes, we are living in a world where we all have cell phones and if this technology needs to be used, please do so, but please keep this in mind: Our teachers here 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 of the children in their care. Therefore, teacher cell phone numbers should be used sparingly. *For after-hours/weekends, we feel family time is important, for our students as well as for our teachers.*

Please use the ProCare App with your Teacher Communication needs.

Photos & Video Surveillance - With Guardian permission any photography we do at the center will be for the center only and can only go home with the child that is in the photo. With Guardian permission photos will only be used for parents, students, activities, class sites and/or promotions. Guardian Permission is required for each child to participate in photo activities or School Picture Days. *We have a 24-hour surveillance system and the video will ONLY be Viewed by the RCC Director and/or the Proper Authorities if/when needed.*



(Pictured - Aurora Rose)

~Thank you for your interest in Rose Child Care, LLC. We are pleased to offer a quality program to young children and we 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.