L e a r n i n g A c a d e m y

Parent Handbook 2026

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TABLE OF CONTENTS

About Our Program

Center Mission & Purpose 1

Educational Philosophy 1

Better Beginnings 1

Curriculum 1

Developmental Wellness Assistance 2

Enrollment & Billing

Hours of Operation 2

Special Closings 2

Eligibility 2

Enrollment Policy 2

Withdrawal Policy 2

Registration Fee 3

Multi-child Discount 3

Supply Fee 3

Tuition 3

Form of Payment 3

Late Tuition Payment Fee 3

Late Pick Up 4

Return Check Fee 4

Start Date 4

Tuition Change 4

Vacation 4

Family-Staff Partnerships

Confidentiality 4
Communication 4
Orientation 4
Daily Arrivals & Departures 5
Drop-Off Time 5
Late Arrivals 5
Family-Teacher Conferences 5
Meetings & Special Events 5
Photographs & Video 5
Staff Training Days 5
Standards of Conduct 5
How To Address Concerns 6
Parent/Guardian/Guest Conduct on Company Grounds 6
Immunization 6
Medication Policy 6
How Medication Is Administered 7
Chapstick 7
Injuries 7
Child Nutrition 7
Breast Milk Policy 7
Rest Time 7
Outdoor Play 8

Security & Safety

Check In/Out Using ProCare 8
Release of Children 8
Child Release Procedures 8

Visitors 9

Emergency Health Procedures 9

Emergency Weather Procedures 9

Inclement Weather Policy 9

Reporting Child Abuse & Neglect 9

Interviews by DHS & Other Agencies 9

Children's Needs (Classrooms)

Clothing & Personal Items 9

Laundry 10

Cubbies 10

Toys 10

Birthdays 10

Behavior Guidance 10

Discipline Policy 10

Bitting 11

Transitioning 11

Important Times During The Day

Guidelines 11

Health

Illness 11

Child Health & Illness 11

Health Requirements

Guidelines 12 &13

Welcome to ABC Happy Kids Learning Academy, and to the partnership we will share during these early school years.

The need for good quality early education is important, and ABC Happy Kids strives to meet that need by providing nurturing educational experiences. Our goal is to help your child explore and begin to understand the world around us and to lay the foundation for future academic pursuits.

This handbook includes program policies and important information you will need as we share this year. We hope you will read the handbook carefully. If you have any questions, please let us know.

Thank you for choosing ABC Happy Kids Learning Academy. We're glad you are here!

Sincerely,
Administrative Team

ABOUT OUR PROGRAM

Center Mission Statement & Purpose

We are dedicated to providing a quality learning experience for all children by promoting a healthy child development. ABC Happy Kids Learning Academy strives to nurture each child's growth to their fullest potential by recognizing each stage of development as being unique and important. We have created a setting in which all children will find warmth, comfort, and gentleness. We will also provide an abundance of opportunities for movement, exploration, and self discovery according to individual needs, interests, and abilities. We emphasize assisting children achieve independence, self-discipline, social competence, self-knowledge, and the ability to problem solve. Finally, we are committed to helping parents understand the developmental stage of their child, thereby enabling the parents to contribute most effectively to the child's growth and development.

Orientation

New families will have an opportunity to discuss and review our program with our Learning Academy management team, in an effort to determine if our program is the right fit for your child.

Educational Philosophy

ABC Happy Kids Learning Academy firmly believes that the lives of young children and their families can be enriched and strengthened by the quality of the educational program provided to them. The quality of the program depends on several factors:

- Providing a safe and nurturing environment.
- Providing a developmentally appropriate curriculum that addresses all areas of development – including social, emotional, cognitive, physical, plus early literacy and language.
- Providing learning experiences within the context of children's culture and community.
- Partnering with parents to plan, implement, and evaluate the educational experiences provided for children and families.

Better Beginnings

Research over the years has shown us that high quality child care and early childhood education set the stage for how well our children learn, think for themselves, and interact with their world. With that knowledge, Arkansas established the Better Beginnings statewide initiative that sets new and improved, high quality guidelines for child care centers. The criteria and guidelines are an effort to improve opportunities for children's care, growth, and development. We at ABC Happy Kids believe we have a responsibility to make sure all children have the opportunities that the Better Beginnings initiative strives to bring to all children in Arkansas. It is that responsibility that led us at ABC Happy Kids to participate in the Better Beginnings initiative.

Curriculum

The objectives of our curriculum are based on proven child developmental principles regarding how children best grow and learn. We will provide children with a responsive learning environment with various experiences to help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development. We will assist parents to increase their knowledge, understanding, skills, and experience in child growth and develop to better support their children. For children in our older classrooms, the Kindergarten Readiness Indicator Checklist (KRIC) is an invaluable tool to help support our efforts.

Developmental Wellness Assistance

ABC Happy Kids has several resources available to help provide guidance with developmental wellness concerns. This includes physical and mental well-being. When possible and within our capability, we will work with other agencies to ensure that the child's needs are being met. For any concerns regarding developmental services speak to the Director or management team.

ENROLLMENT INFORMATION & BILLING

Hours of Operation

ABC Happy Kids Learning Academy is open from 7AM to 6PM, Monday through Friday. Our daily hours of operation are discussed with you at the time of enrollment.

Special Closings

ABC Happy Kids Learning Academy will also be closed 3 days out of the year for staff training. Dates will be announced.

ABC Happy Kids Learning Academy will be closed for the following Holidays:

- New Years Eve
- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Eligibility

We accept all eligible applications until our maximum enrollment is reached. To review eligibility requirements, contact the center director.

Enrollment Policy

ABC Happy Kids Learning Academy is required by State Minimum Licensing to have certain information about the child and family on file. Before a child is able to enroll in our program, an "Enrollment Packet" must be filled out and returned to the center no later than three (3) days before the child's first day of attendance. All necessary documents include immunization records.

Withdrawal Policy

It is mandatory and critically important that parents/guardians give a minimum two (2) weeks' notice upon deciding to withdraw their children from our program. This allows us adequate time to inform parents on the waiting list of openings. Families not giving a two week written notice shall be financially responsible for those two weeks. Please note: Once a child has withdrawn from our Center, re-enrollment will require a new registration fee.

ABC HappyKids
LearningAcademy

Effective December 1st, 2025	Bentonville/Rogers Full Time		Three-day (M-W-F)	Two-day (T-TH)
	Weekly	Monthly	Weekly	Weekly
Infant (6wks - 23mo)	$275.00	.$1191.67	N/A	N/A
Toddler (24mo - 35mo)	$265.00	$1148.34	$210.00	$200.00
Preschool (36mo - 72 mo)	$255.00	$1,105.00	$205.00	$190.00
Annual Supply Fee	$180.00			
Registration Fee	150 per child			
Registration Fee	200 Family			

Only 1 older child gets sibling discount for full time students

Effective December 1st, 2026	Bentonville/Rogers Center	
	Weekly	Monthly
Infant (6wks - 23mo)	$247.50	$1,115.84
Toddler (24mo - 35mo)	$238.50	$1033.50
Preschool (36mo - 72mo)	$229.50	$994.50

Registration Fee
ABC Happy Kids has a **non-refundable** registration fee of $150 for one child and $200 a family of more than one child at the time of enrollment. To be eligible for the family discount, all children must be siblings by birth. Siblings or children from the same family that are not enrolled at the same time will incur a discounted registration fee of $75

Multi-Child Tuition Discount
ABC Happy Kids offers a special discount for parents/guardians that are enrolling more than 1 child. To be eligible for this discount, siblings must be related by birth. Only 1 older child gets a sibling discount.

Form of Payment Automatic draft from your checking, savings, or credit card (VISA/MasterCard) account is the mandatory method of payment.

Late Tuition Payment Fee
A late fee of $20.00 will be assessed for each business day the payment is overdue. Late Payment starts on Wednesday. The late fee will apply to remaining balances on an account, including, but not limited to, partial payment balances and late fees.

Late Pick Up
Our building locks the doors at 6:00 p.m., children must be picked up no later than 6:00 p.m. Do not stay and chat or play with your child in the building, be considerate that the staff have families to go home to. If a child is still in the Center after 6:00 p.m. with or without the parent, a late fee of $25.00 is charged per child for every five minute increment after 6:00 p.m. (6:01 p.m. is considered the first 5 minute increment.) The fee is applied to your account. Excessive violation of this policy may lead to disenrollment of your child.

Returned Check Fee
A fee of $25.00 will be charged for insufficient funds and returned checks. The Center will have the option to refuse further payment by check and require payment by cash or money orders.

Start Date
All enrolled children are encouraged to start on a Monday of the week. However, if a child's start date is mid week, the tuition will be prorated on a five day sliding scale. *(Example: If a child's weekly tuition is $190.00 and the child only attended two days in the first week, the tuition will be $38/day or $76.)*

Tuition Change
Weekly tuition decreases at 24 months, 36 months and 48 months. **Please notify us one week before your child reaches these benchmarks so your account can be properly adjusted.** Our system does not automatically make these cost-saving adjustments.

Vacation
Families that have been in the program for one (1) year are eligible for a week vacation (5 days) at no cost. Enrollment must be full time for one year straight with no breaks in between. In order to adjust your account to reflect your vacation time, ABC Happy Kids requests that you give a written two week notice, prior to your requested time off. Vacation does not carry over to the next year and is forfeited if not used. A maximum of one week per year is allotted. Vacation time must be 5 consecutive days and cannot be broken up throughout the year.

FAMILY-STAFF PARTNERSHIPS

Confidentiality
All information about children and families is considered confidential. Staff members and volunteers will maintain the confidentiality of each family and of each child's educational records.

Communication
We use a number of methods to communicate between the center and your family.

Your child's teacher is available during drop off and pick up	Monthly newsletters are available
Weekly lesson plans & daily schedules are posted regularly	We have an annual open house
Information on the parent bulletin board is readily available	Phone us anytime
Activities are posted all over the classroom walls	Our website is full of helpful information
Your child's cubby will occasionally contain notices	ProCare messages may be used for communication
Parent-teacher conferences may be scheduled	Check our lobby monitor regularly
Share information in center-wide parent meetings	Suggestion/Comment/Concern Box (near front entrance)
Visit the center! You are welcome to drop by anytime!	Infant-30month Class Use Daily Connect

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Daily Arrivals and Departures

A parent or authorized adult must accompany children into and out of the center at all times, through the front door. Please remember to check your child in or out using the front lobby computer, as well as signing in and out of the attendance log found in each classroom. Arrival and departure times are very busy times of the day. For safety purposes, please hold your child's hand in the parking lot, and do not allow them to run or move away from you in the hallways. ***Do not enter the playground using the front or rear playground gates to pick up or drop off your child.***

Drop-Off Time

You may drop your child off at our center anytime between 7AM to 10:00 AM. If your child will have breakfast at school, they must be in before 8AM. Please do not drop your child off after 10:00AM. We ask that you adhere to this policy. If you have an appointment and will be in after 10AM please call the office.

Late Arrivals

To better assist us with staffing needs and lunch counts, we need you to call in by 8:30am if your child will be arriving at our center late.

Family-Teacher Conferences

Parent conferences are scheduled throughout the year. We look forward to these special opportunities to talk about your child's progress. Parents or teachers may wish to request additional conferences as needed.

Meetings and Special Events

Family events will be planned throughout the year. We encourage your family to participate in these special activities. Notice of these events may be posted in our newsletter and around the center.

Photographs and Video

Teachers use digital cameras and digital video to record children's activities. Documentation of children's activities is used for families to see what their children are doing in the center, and also for children to recall what they have been learning. You may see photographs throughout the center. Video may be used occasionally as well. Photos and video may also be submitted occasionally to the local newspaper to inform the community about our program. Our staff may also share photographs and videos with other teachers in professional meetings, classes, and workshops. *During the enrollment process, parents may sign a release for their children to be included in photographs and video.*

Staff Training Days

Professional training for our teachers is very important to us at ABC Happy Kids Learning Academy. Providing new tools and resources to help our teachers provide the best quality of care and teaching for all our children We schedule three (3) days within the calendar year for staff to receive professional training which we close all 3 locations. ABC Happy Kids Learning Academy reserves the right to add training days as is deemed necessary.

Standards of Conduct

All members of management at ABC Happy Kids Learning Academy will ensure that all staff, consultants, and volunteers abide by the program's strict standard of conduct. These standards must specify that:

- We will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of age, gender, race, ethnicity, culture, religion, or disability
- We will follow program confidentiality policies concerning information about children, families, and other staff members
- No child will be left alone or unsupervised while under their care
- We will use positive methods of child guidance and will not engage in corporal punishment, emotional or

physical abuse, or humiliation. In addition, we will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs

How to Address Concerns

If you are concerned things are not going as well as you would like in the program, please discuss the issue with the person/persons involved. If you feel that something is not right in the classroom, please talk to your classroom teachers. If they are unable to help you or you feel that the issue has not been resolved, please address your concerns to any member of management. Your opinion and viewpoint is important to us, and we would like to hear your suggestions that might be helpful in improving our program.

Parent/Guardian/Guest Conduct on Company Grounds

Parents, guardians, or guests exhibiting aggressive behavior, verbal profanity, or any other forms of inappropriate conduct on school grounds shall result in an immediate dismissal of your child from our program. Standing accounts shall be paid in full, or legal action will follow, and immediate dismissal of your child for non-payment.

Immunization

A photocopy of the child's current immunization record is required at the time of enrollment. A complete copy of all immunizations must be submitted to ABC Happy Kids Learning Academy at time of enrollment, no more than 10 days after your child's start date. Please remember to update your child's immunization records at least once a year, or preferably each time your child has been administered a new vaccine. Failure to comply with this requirement will result in suspension of your child's enrollment.

Medication Policy

Our medication policy is as follows:

→ ABC Happy Kids will not administer medications (prescription and over the counter) to children that are 2 years or younger within our Center.

→ For children that are over 2 years old, we will only administer prescription medications in the original, marked packaging. We will not administer over the counter medication of any kind.

→ All prescription medications will be administered only one time per day at 11am, and a medication consent form must be filled out for the week. Medication will only be given to a child if an authorization form has been filled out. Please see the front desk for this form.

→ All parents and guardians have the option of coming into our Center to administer medications (both prescription and OTC) to their children. To protect other children in our care, medication must be given outside the classroom.

→ ABC Happy Kids will not store medication on-site after our Center is closed. Please remember to take your child's medication home at the end of each day by asking the front desk for assistance.

Special conditions may apply for certain situations. For example, life saving drugs such as Epi-Pens would require special protocols outside our normal procedures. Please see a member of management for clarification.

How Medication Is Administered

Other than a member of management, all other employees are not allowed to administer any type of medication to children. Medication can be administered anywhere in the facility, except inside classrooms. Medication will only be stored in the Director's Office, or if it needs to be refrigerated, in the kitchen.

Chapstick

Parents may provide ChapStick for their children, to be administered as needed, see administration. A written request (with the parent's full name, signature, and date) must be submitted to the administration.

Chapstick shall be stored in a secured cabinet and out of reach of children. Once the product is no longer needed, we kindly ask our parents to take the ChapStick home.

Injuries
Minor injuries will be treated with appropriate first aid and you will be informed about them on an incident report. You will be called to the center immediately if your child sustains a more serious injury. In cases that we perceive to be potentially life threatening, we will call an ambulance to transport your child to a medical facility and will direct you to meet the ambulance. All costs for the ambulance and medical fees are the responsibility of the child's family.

Child Nutrition
ABC Happy Kids ensures that we meet each child's nutritional needs and aides in establishing good eating habits that nurture and promote a healthy development.

We also participate in the federal food program (CACFP). The CACFP forms must be filled out at the time of enrollment and a completed form is a mandatory requirement if your child is enrolled in our center. This form must be updated every 12 months.

All children enrolled at ABC Happy Kids Learning Academy are served breakfast, lunch, and a mid-afternoon snack. All meals are high in nutrients and USDA approved. All meals are served "family style" with children and a teacher sitting together at the table. Children are taught proper hand washing, participate in table setting, practice table manners, and they learn to clean up after themselves.

Our meals have set serving times.
Breakfast 8am to 8:20am
Lunch 11am to 11:20am
Snack 2pm to 2:20pm
We do not serve meals after our specified serving times to comply with safety food regulations (ie: foods must be warm).

We do not allow outside food into our Centers, and we require all children to participate in our meal program. However, if your child has a special dietary need, (e.g. food allergy, religious preference, etc.), a special dietary prescription must be filled out and signed by a physician before ABC Happy Kids Learning Academy can honor the request. Without the signed documentation, your child will receive the same food on the menu as the other children. Menu items with equivalent nutritional value will be substituted for allergy-causing foods.

Breast Milk Policy- Parents need to prepare all breast milk in individual feeding bottles at home. This will prevent employees from handling any bodily fluids, as well as minimize the exposure to bodily fluids.

All excess breast milk, after each feeding, shall be discarded from the bottle. At the end of the day, parents shall be instructed to take all milk bottles home. ABC Happy Kids will not store or keep in possession within the facility after hours.

Rest Time
Our children are offered an opportunity to rest after lunch. Children sleeping on mats or cots are required to bring a fitted crib sheet and blanket, per licensing regulations. Children may bring from home a small blanket and small travel sized pillow. Children are not required to go to sleep. Non-sleepers may rest quietly with a book, while laying on their cots/mats. Children will be offered alternate quiet activities if he or she chooses not to sleep. ***After alternatives have been offered and the child continuously disrupts the classroom environment and/or endangers other children or staff, A parent will be called to immediately pick up the child. The child will be excluded from our program for the remainder of the day. Continuous incidents can lead to permanent exclusion from our program. In the event of dismissal on these grounds, refunds will not be issued.*** Infants in our care can rest at any time, and clean sheets are provided daily, or more often, if needed.

Outdoor Play
Outdoor play is not just recess, but it is an extension of our indoor learning opportunities. Weather permitting; all children will be allotted 1 hour each day.

All children will play outdoors every day, weather permitting. The length of outdoor play time is adjusted according to the weather. Factors such as humidity, wind, and temperature are considered in determining whether children will be able to play outdoors and how long they will stay out.

- If children are healthy enough to be at the center, they are healthy enough to go outdoors

- Please dress your child for the weather, especially cool mornings in the fall and spring
- Sneakers with socks, or other similar shoes, are best for running, climbing, and enjoying the outdoors •

Sunscreen must be applied at home before children arrive at the center. Teachers of ABC Happy Kids do not apply sunscreen on children in the classrooms, see administration. Administration will apply before afternoon outside time **if needed** with a written request from parents.

SECURITY & SAFETY

Check In/Out Using ProCare

Parent/Guardian with authorization shall be the only one to operate the ProCare check-in/out security system. Please do not allow your child to operate the ProCare System, as this will allow us to better monitor exactly which parent is picking up the child. Each parent or guardian will have his/her own unique code. Do not share this code.

Release of Children

No child will be released to persons not authorized by a parent or guardian. If we have any doubt that the person picking up your child has not been authorized by a parent or guardian, we will not release the child until we contact you. Guests picking up children will need to show a picture ID.

Child Release Procedures

- Staff may release enrolled children only to parents, guardians, or those listed on ProCare to pick up the child.
- If a parent needs to authorize a person to temporarily pick up their child who is not on the pick-up list, the following procedure will be followed:
    1. The parent or guardian must give advance notice, in person, to an administrator. A request made by phone to our center may be acceptable, but that is at the discretion of the administrator.
    2. Person picking up the child will need photo identification.
    3. When the person arrives to pick-up the child, the ABC Happy Kids Learning Academy staff person must verify the person's photo identification, before the child will be released from the center.
    4. If at any time during the program year, the parent wishes to change the information on their pick-up list, they may do so by coming to the center and changing the information in their child's file.
- An outside agency representative will not remove a child from any ABC Happy Kids Learning Academy class without the written consent of that child's parent or guardian, except during a child abuse and neglect investigation. In such cases, staff may release a child to an authorized Child Protective Services worker or law enforcement representative with agency picture identification. An ABC Happy Kids staff member will be present during any Child Protective Services child interview.
- For children placed in foster care, ABC Happy Kids Learning Academy staff will receive a copy of the foster care paperwork. ABC Happy Kids Learning Academy will release the child only to the foster parents or to the child's Division of Child and Family Services Worker. The DCFS worker must verify any additions or changes in writing (letter or fax). This letter should be to the attention of the Program Director.
- ABC Happy Kids Learning Academy requires copies of all custodial agreements and visitation schedules for our enrolled children. By law, ABC Happy Kids Learning Academy is required to follow all existing court orders and court imposed visitation schedules. If no visitation schedule has been imposed by the court, ABC Happy Kids Learning Academy reserves the right to require the custodial and non-custodial parents to produce documents setting out their agreement regarding visitation. ABC Happy Kids Learning Academy reserves the right to contact the police if a non-custodial parent enters the facility outside of his/her normal visitation schedule and without prior written approval of the custodial parent.

• If ABC Happy Kids Learning Academy is in possession of a restraining order, order of protection, or a no-contact order against any person including a non-custodial parent and staff sees that person near the center, the management staff will call 911 or the local police immediately to report their presence. After calling 911, a staff member will record the license number and make/model of the vehicle, if possible, then call the parent/guardian.

Visitors
All visitors to our Center must sign in and out of our guest log located in the front lobby and include the purpose of their visit. Visitors must be able to present a picture ID if asked.

Emergency Health Procedures
Child health and safety are both equally important in the home and at ABC Happy Kids Learning Academy. We make every effort for teachers in each classroom to have a current First Aid and CPR certification in order to remain familiar with proper medical emergency procedures.

The center strives to provide a safe environment by conducting safety audits, monthly emergency storm/fire drills, and teaching children safety rules. If a child does experience an injury, an Incident Report will be completed by the staff and signed by the parent. In spite of our efforts, an emergency may arise. For this reason, ABC Happy Kids Learning Academy requires that parents complete emergency contact information and sign a release for emergency medical treatment

Emergency Weather Procedures (Fire Drills/Tornado Drills)
Evacuation procedures for fire and other emergencies are practiced monthly to ensure our children are readily prepared in case of an actual emergency. Severe weather drills are also conducted every month. When severe weather is in the area, the director monitors weather reports and alerts staff to be prepared to quickly move children to safety. Emergency procedures are posted in each classroom.

Inclement Weather Policy
We will make every effort to remain open on a regular basis. We are independent from the public school district. However, during severe weather conditions, we may close our center. Closings will be announced on the following news (television/online) networks: 40/29 News, Happy Kids website, Happy Kids Facebook, and mass texting if you sign-up. If the closing is announced in the middle of the day, please pick up your child immediately. Please note, refunds/credits will not be issued for days closed due to inclement weather.

Reporting Child Abuse and Neglect
Arkansas law 12-12-507 (b)-(c) and 12-12-518 (b) (1) requires that any individual working in a licensed childcare facility that suspects a child has been abused or neglected MUST REPORT to the proper authorities. ABC Happy Kids Learning Academy employees are required to obey that law by reporting suspected incidences of abuse or neglect. All reports are kept confidential.

Interviews by DHS and Other Agencies
Any staff member or children in attendance may be interviewed by Child Care Licensing, by the Division of Child and Family Services, and/or by law enforcement officers for the purpose of investigations or to determine compliance with licensing requirements. Child interviews do not require parental notice or consent, per DHS mandates.

CHILDREN'S NEEDS (CLASSROOMS)

Clothing & Personal Items
Children in our program are active and creative. So that your child can fully participate in all the activities, please follow these guidelines when dressing your child for school.

- Children can easily manage clothing for toileting: fasten and unfasten buttons, zippers, snaps, buckles
- Clothing is washable and durable enough to permit vigorous play

- Clothing is inexpensive so that soiling, damage, or loss will not cause great concern
- Cot sheets/bedding are required everyday
- Shoes are sturdy and protect the child's feet. Sneakers with socks are the best choice. Flip flops, sandals, and open toed shoes can be hazardous.

- Clothing is appropriate to the weather conditions. Children will spend time outdoors every day. Be sure to send jackets, sweaters, coats, gloves, and hats as needed.
- All clothing is labeled with the child's name before it is brought to school. The program is not responsible for lost clothing items.
- Leave at least two (2) set of extra clothing for your child in case your child needs to have a fresh change of clothes.
- Leave at least two (3) sets of extra clothing if your child is currently in a classroom that is toilet-training. • Leave an adequate supply of diapers and pull ups for your child. Teachers will communicate with parents regularly to ensure your child has all the items necessary.
- It is the parents' responsibility to check the cubby area or sign in/out book, for written notice of missing supplies your child will need. If parents' are not providing items that are asked to bring, they will be called to pick up the child immediately.

Laundry

Parents are responsible for taking home the child's cot sheets and all clothing every Friday to wash and bring back the following Monday. Soiled items will need to be taken home as needed for each day that accidents occur.

Cubbies

Children are provided with cubbies as a means of keeping their belongings together. Please check your child's cubby each day for notes, art projects, and other items that need to go home.

Toys

We have many materials for the children to explore. Please have your child leave his/her toys at home. It is often difficult to share a toy with a group and the toy may get broken. Toys that resemble weapons are not permitted. If your child has a special toy, expensive toy, or toy with many pieces, please keep it safely at home. ABC Happy Kids is not responsible for lost items.

Birthdays

Your child's birthday is a special occasion to share with friends. If you would like to provide a simple snack for the group, please plan the date in advance with your child's teacher. Also, please remember that all food items must be store-bought to ensure compliance with health codes and to prevent allergic reactions. Your child's teacher can suggest appropriate snacks that your child's friends will enjoy. For safety reasons, no latex balloons are allowed in the center.

Behavior Guidance

ABC Happy Kids' teachers understand that use of consistently applied positive techniques of guidance, redirection, and reinforcement help children develop self-esteem, confidence, and competence. In addition, ABC Happy Kids requires all staff to be positive models of acceptable behavior by treating children, parents, and one another with respect and courtesy. Behaviors in the classroom will be documented and available for parents to review. In the event of recurring behavior issues, teachers will work in partnership with the child's parents and outside services, to better understand the cause and to determine how to respond appropriately. ***A child's behavior that continuously disrupts the classroom environment and/or endangers other children or staff is a serious concern that our organization does not take lightly. For behaviors beyond our control, parents will be called to immediately pick up the child, and the child will be excluded from our program for the remainder of the day. Continuous incidents can lead to permanent exclusion from our program. In the event of dismissal on these grounds, refunds will not be issued.***

Discipline Policy

ABC Happy Kids teachers are instructed in positive behavior guidance practices which promote self-control, self-esteem, and respect for others. These practices include positive verbal interaction and recognition of positive behavior applied consistently over time. Teachers also apply indirect guidance through arrangement of the environment, scheduling of high and low activity time, development of classroom rules, and providing opportunities for children to make positive choices in their setting. When a child is unable to find a solution that is appropriate or controls their actions, the child may be sent to the "thinking chair", a quiet spot, or time out, after which they may return to the activity (not used for children under two years). Under **NO** circumstance will discipline be humiliating or frightening to a child, this includes any form of mental, emotional, or corporal punishment.

Biting

Biting is a normal part of early childhood development. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouth ("mouthing"). As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction. Biting also can be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions and toddlers lack the language skills to deal with them. So if they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I don't like that!" Biting tends to occur most often between the first and second
birthday. Biting is a normal part of early childhood development, however, biting that continues past 2½ to 3 years of age is not age appropriate. For children that exhibit this behavior past the age of 2 ½, parents will be called to pick up their child from school and be excluded for the day (no refunds). After being sent home three times, the child will be dismissed from the program.

Transitioning

As children grow, they will move to a different group within the center. Transition is dependent upon age and a child's overall development and social capacity. We will work with you to make the transition a positive experience.

IMPORTANT TIMES DURING THE DAY

8:00am – 8:20am Breakfast
11:00am – 11:20am Lunch
11:30am – 2:00pm Time allotted for nap time preparations & sleeping

Please note: There shall be no drop off of children, during the time shortly before and during naptime. Please do not drop off your children between 11:30am to 2pm, as it disrupts the other children that are sleeping. We ask that you adhere to this policy out of respect for other families in our school.

HEALTH

Illness

If your child is not well enough to participate in all activities, including outdoor play time, then your child should be home resting. If symptoms appear during the day, we will call you to pick up your child immediately.

If your child is exposed to a contagious illness, we will post a health alert notice on the classroom door. Please let us know if your child has been exposed to a disease away from school so that we can watch for symptoms.

Child Health & Illness

To protect our children and staff, we follow the DHS (Arkansas Department of Human Services) regulations regarding illness and other contagious conditions. These policies are in place to protect your child and comply with licensing regulations. Our daily health checks are performed every morning and throughout the day by our teachers to look for signs and symptoms of illness.

For cases of diarrhea, vomiting, and fevers, Childcare Licensing Guidelines will not allow the child back to the Center until 24 hours after the last episode. This is to protect the welfare of other children in our care. Please refer to the chart

on the last page of this parent handbook for more details about center specifics.

Health Requirements

Disease or Health Condition	Health Requirements by Department of Human Services	When Can My Child Return?
Fever	(101 degree/oral) (100 degree/axillary Infant younger than 6 months (100 degrees)	Must be fever free for 24 hours (24 hours from start of being fever free) **or a doctor's note stating when the child can return to school.**
Diarrhea	2 or more watery stools in a 24-hour period	Must be diarrhea free for 24 hours (24 hours from last diarrhea) **or a doctor's note stating when the child can return to school.**
Vomiting	2 or more occasions within the past 24-hour period	Must be free from vomiting for 24 hours (24 hours from last vomit **or a doctor's note stating when the child can return to school.**
Rash	Body rashes, not obviously associated with diapering, heat, or allergic reactions to medications	Rashes must be completely gone before returning or a doctor's note stating the condition is not contagious
Sore Throat	If associated with fever or swollen glands in the neck	Must be free from symptoms for 24 hours **or a doctor's note stating when the child can return to school.**
Severe Coughing	Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing	Conditions must be minimized significantly **or a doctor's note stating when the child can return to school.**
Pink Eye	Pink or red eye(s) which may be swollen which white or yellow discharge	Must be on antibiotics for a minimum of 24 hours. **A doctor's note is required before the child may return to our center.**
Head Lice, Nits	Tiny insects that live on human scalps and nits (eggs) are found on the hair shaft	May return after treatment and removal of ALL bugs and nits. Child's infected area must be checked and approved as clear by an administrator the morning the child returns to school.
Scabies	Tiny mites that burrow into the skin; causes severe itching and rash	The health care provider determines the condition is non-infectious. **or a doctor's note stating when the child can return to school.**
Mouth Sores	Multiple sores in mouth with drooling	The healthcare provider determines the condition is non-infectious. **or a doctor's note stating when the child can return to school.**
Ringworm & Molluscum	A fungal infection of the scalp or skin	After treatment by a health care provider has begun. The infected area must be covered at all times while at school. **or a doctor's note stating when the child can return to school.**

Impetigo	Skin infection mostly seen on face – bumps or large patchy areas	May return 24 hours after treatment has been initiated. The infected area must be covered at all times while at school. **or a doctor's note stating when the child can return to school.**
Other	Any contagious disease, illness, or health condition	May return based on doctor's recommendation
Hand, Foot, & Mouth Disease	Blisters around mouth, feet or hands, not obviously associated with heat, or allergic reactions to medications	He/she may return to school **when blisters are dry with no pus to avoid the spread of disease to other children.**

For more information you can see the website for Arkansas Department of Human Services licensing for child care centers. If a **doctor's note** is required, please make sure your doctor includes the following: (1) Child's name, (2) Date child may return, (3) Statement that the child is no longer contagious, (4) If a rash is not contagious but still visible, have the doctor notate the expected length of time it will be present.