



# Celebree

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S C H O O L

## Family Handbook





# Celebree School of Tysons-Jones Branch and National Landing Family Handbook

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# Welcome to Celebree

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## Our History

Since 1994, Celebree School has been caring for and positively impacting the lives of children in Maryland and Delaware. Today, our day care history is taking a big next step to supporting children and their parents in more locations and in more states.

### ***Celebree School Historical Timeline***

**1994** – Richard Huffman opens his first childcare location in Ellicott City, Maryland. He names the center Enchanted Child Care and employs a staff of 25 people.

**2002** – With 11 locations in operation, Enchanted Child Care is re-branded as Celebree Learning Centers®. The company's core values to "Protect, Educate & Nurture" are defined.

**2008** – The Celebree team continues to focus on rapid expansion, and opens its 19th location. Celebree now provides care for nearly 1,800 children.

**2012** – The Celebree corporate infrastructure has really taken shape. A call center has been established on behalf of the Celebree locations. A sales touch point process is established, and CRM tools are enabled. Most importantly, employee development methodologies are beginning to have a big impact on employee satisfaction and the quality of care. At this point, Celebree Learning Centers is caring for over 2,100 children.

**2018** – Celebree opens its 26th location. Celebree is rebranded to "Celebree School®" and brings the Celebree franchise offering to market.

**2019** – With like-minded professionals plugged into their neighborhoods, Celebree continues to celebrate the education of children as they expand the franchise model into additional states.

**2021** – Celebree School's first three franchisee locations open in Maryland and Virginia.

**2022** – Celebree School expands its footprint across the East Coast by opening 11 new schools.

**2023** – Celebree School of National Landing opens their doors.

## Philosophy and Mission

### ***The Celebree Values***

We Protect, Educate, and Nurture children in a stimulating and positive environment.

### ***Mission Statement***

Celebree's team of educated, well-trained, and experienced professionals provides a safe, developmentally appropriate environment for infants, preschool and school age children. Our programs are open and welcoming to children of all abilities and cultural backgrounds. We strive to ensure that our activities, lesson plans and interest area enhancements are designed to support and reflect the cultural, language, and unique interests of each child. We provide children a stimulating early care and educational experience that promotes each child's language, social, emotional, physical and cognitive development. Celebree programs are designed to help give children the foundation they need to build self-esteem, to encourage exploration, and to reach higher levels of learning.

We are invested in providing our team of educators with ongoing support through continuing educational opportunities, ongoing formal and informal coaching, professional development, and training. As our children's first teachers the role of parent partnership is not overlooked within our programs. Our dedicated team of educators maintains partnerships with our families through ongoing communication, family teacher conferences, and consistent family involvement opportunities through our School Family Committee (SFC).

Celebree programs reflect our genuine desire to protect, educate, and nurture those in our school families while providing care which significantly exceeds state requirements and is responsive to the needs of our team of educators, the families we serve, and our community at large.

### ***Celebree's Vision***

Our vision is to be the recognized leader in providing the best care for infants, preschool, and school age children. Known for our exceptional educational programs, talented teams, and community relationships, we pride ourselves on our unique blend of fun and learning in a safe and nurturing environment.

## Philosophy on Education and Guiding Children's Behavior

### ***Educational Philosophy***

At Celebree School we Protect, Educate, and Nurture children in a stimulating and positive environment. Our professional and dedicated team supports children in developing positive social skills through purposeful play. Because research supports that 90% of a child's brain develops before the age of 5, we believe our role during these formative years is to build the foundation for a promising life-long relationship with learning and social emotional growth.

Celebree School is dedicated to the Whole Child. We believe uninterrupted time in purposefully designed play spaces that are reflective of all learners, family units, cultures and languages present in the School Family creates an atmosphere of awareness, independence, and self-regulation. Our teachers enhance and scaffold child-led explorations and investigations in safe and nurturing environments while concurrently assessing each child's developmental milestones with the overall goal of a successful transition into Kindergarten.

Celebree School is dedicated to the Whole Family. We believe a reflection of the varied family units inside our School creates an environment reflective of acceptance without bias. Celebree believes in meeting families where they are and through our thought leadership and expertise guide them towards a successful union between home and school that creates a foundation for continual learning and growth.

### **INFANT CURRICULUM**

Our teachers provide individualized daily activities to meet each child's unique development. Through additions to the environment, exploration extensions, daily read aloud, and a language building words, infants are engaged in experiences that support their physical and motor development, language and literacy, social foundations, arts and mathematical foundation. Sign language is also introduced, as teachers implement a monthly focus to their plans.

### **TODDLER CURRICULUM**

The curriculum for toddlers is designed to provide hands-on experiences for the young learner. Using monthly themes, teachers provide language building opportunities, and begin to introduce shape and color recognition. Through the insertion of classroom interest areas, changes to the environment, large and small group play, and reading and storytelling, the curriculum is balanced to provide occasions for physical well-being and motor development, language and literacy, mathematics, science, art, dramatic play, music and movement, and social development.

### **TWOS CURRICULUM**

The curriculum for two's (children 24 to 36 months old) takes a deeper look at each monthly focus, as the young learner's attention span and independence increases. This is also the time where we introduce letters, numbers, self-help skills, social emotional focuses, and fine motor development.

### **PRESCHOOL CURRICULUM**

For the preschool curriculum, Celebree utilizes monthly teaching guides. Each monthly study incorporates all areas of development. There are also monthly focuses for math, writing, science, physical development, social studies, language and literacy and social emotional development. Each skill introduced builds on the previous unit's skills. The classroom is set in learning/interest areas, where provocations are added to encourage purposeful play and skill building. Assessments, an integral part of the curriculum cycle, are completed on an on-going basis and are used to ensure that teaching is well rounded, and each child is prepared to work on achieving the next developmental skill.

### **PRE-K CURRICULUM**

The Pre-K curriculum uses monthly teaching guides to expand learning in all areas of development. Children are assessed to ensure that they will be fully prepared and ready to enter Kindergarten with the skills needed for success.

## **SCHOOL-AGE CURRICULUM FOR BEFORE AND AFTER THE ELEMENTARY SCHOOL DAY**

The school-age curriculum is designed to enhance (not extend the traditional school day). Children attend before school and/or after school. We offer 8 spots (interest areas) with materials and activities that meet the needs of the school-age child's interests. Our classroom connections reinforce the skills that the child's elementary school teachers recommend practicing. Through engaging games and exercises, the children can practice math facts, emerging writing skills and other skills recommended by our survey results from the public-school teachers. Long term project-based lessons are also offered surrounding a monthly theme. Student led clubs are held twice a week and based on the interests of the children. Spot challenges are activities that students can do independently or work together to solve. There is also time for physical activity (games) indoors and outdoors (weather permitting) and teacher assistance with homework. Each morning program ends with a 15-minute read aloud to prepare children as they transition into the school day.

### ***Classroom Learning Materials***

Developmentally appropriate classroom materials and toys are selected to enhance and add to the educational environment. Materials are selected based on the developmental levels of the children, their interests, cultures, home languages, along with information from IEPs (Individualized Education Plan) and IFSPs (Individualized Family Service Plan) provided by families to support and align with Celebree's educational philosophy, the learning domains, the National Association for the Education of Young Children (NAEYC) accreditation guidelines and ERS (Environmental Rating Scales), a nationwide tool used to measure quality classroom environments.

Our indoor and outdoor classroom materials help children learn how to engage with their environments and reflect the children's interests. Celebree recognizes that when classroom materials mimic student interest's engagement will deepen and as a result language and reasoning skills become more meaningful. Therefore, Celebree School creates each classroom with age-appropriate real-world experiences in mind. Teachers create thought provoking interest area enhancements, both indoors and outdoors. This is an invitation for children to explore a play space from a different lens, one that is purposefully created with a knowledge of children's interests in order to capture the attention and expand a concept through age-appropriate play.

Celebree believes that classroom materials should represent the various cultures and languages present in the School family from books in the library, menus and recipes in dramatic play and visual cues in the bathroom. Cultures are represented, with family input, through textiles and art materials, pictures on walls at eye level, clothing, and play food in dramatic play and books in the library.

Materials in the classroom and in outdoor spaces are rotated based on monthly studies, seasons, and children's interests. Materials that are worn are replaced as needed and periodically environments will be rearranged to keep play spaces fresh and interesting.

Celebree believes the ability to make independent decisions about the materials and toys with which they interact fosters a child's imagination and creativity and increases cooperation with others. This makes children feel safe, valued, adventurous, competent, and confident to take initiative. Toys and materials that promote active learning motivate children to pursue their own ideas and interests enthusiastically. Toys are stored in open containers and at a child's level in child sized furniture for ease of accessibility. To make sure all children can participate, materials for all ranges of development are infused into the classroom experience, for example adapted outdoor equipment, different types of scissors as well as cups and utensils.

### ***Lesson Plans***

Lesson plans are developed by our teachers to ensure they capture the interests, skills, and abilities of the children enrolled in the classroom. Plans are based on everyday classroom observations and assessments, as well as informed by IEPs and IFSPs provided by families. All lesson plans are created to support learning through the seven learning domains: social-emotional, language and literacy, mathematics, science and technology, cognitive, social studies, the arts, and physical development. Teachers develop objective-based activities and experiences that are implemented in diverse ways to address the various learning styles (Auditory / Visual / Kinesthetic).



In addition to the focus on learning styles, the lesson plan also addresses the various settings in which each objective-based activity will occur – Large Group, Small Group and Individual. The individual planning component allows teachers to create learning opportunities that enhance and reinforce specific areas where a child may need additional support. The individual needs of families and children who are supported by an IFSP or IEP are considered in the weekly planning process.

Lesson plans are reviewed and approved by our School Director before they are implemented in the classrooms to ensure each room has a comprehensive and developmentally appropriate learning experience. Completed plans are also available for families to review via Celebree Tweet, powered by HiMama. By planning and having structured objectives that support well-rounded learning, teachers are free to focus on educating children, assessing development, incorporating fun and focusing on individual interests.

Celebree believes that children deserve an education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. For young children to develop and learn optimally Celebree works to meet their diverse developmental, cultural, linguistic and educational needs by creating culturally competent lessons that are informed by families in order to reinforce home languages, cultures, traditions, and respect all family units.

## **Assessments**

Celebree School utilizes both formal and informal approaches to assessing the learning and development of all children. The results of these assessments are used to improve teaching practices and drive program improvement. Celebree School teachers use the knowledge gleaned from assessments to plan appropriately challenging curriculum and tailor learning to individual strengths and opportunities.

Celebree School teachers are trained in a formal setting on collecting meaningful and accurate assessment data that is sensitive to, and informed by, family culture and experiences, and children's abilities. These assessments are conducted in a familiar classroom setting either individually or in a group.

Informal assessments occur daily and include checklists, work samples and observational notes. These informal assessments align with curriculum goals and assist the teacher in providing an accurate picture of the students' abilities and progress. Informal assessments are collected and stored in a confidential portfolio and shared with families as well as assist in making referrals to the appropriate professional in the event a special need arises.

Celebree School's formal assessment process includes the use of nationally recognized or state approved continuums where teachers continually assess emerging skills and development across all learning domains; fine arts, language and literacy, mathematics, science, social studies, physical wellbeing and motor development. Teachers document skills or activities demonstrated during curriculum activities as "not yet observed", "emerging" or "proficient" through our online platform, Celebree Tweet powered by HiMama. These assessments travel with the child throughout their time with Celebree School.

Celebree School provides families with two formal family teacher conferences annually to share the written results of classroom observations, progress, accomplishments, and difficulties. In addition, space is provided for families to raise questions or concerns about how the assessment methods will meet their child's needs. In turn, Celebree provides families with on-going opportunities to share home observations with the goal of planning further appropriate learning activities. Communications with families about progress and observations is sensitive to family values, culture, identity, and home language. In the event of a dual language household, Celebree will assist in making plans for a translator to make conversation meaningful and relevant.

## **Transitions**

Prior to admission acceptance families are encouraged to tour the School and visit with the School management and teachers. This will help families understand the Celebree culture and the importance of School family. Families are encouraged to speak with their children about the positive transition into a new school. Children will be at ease when they feel their families' comfort level. Collaboration between the family and teacher is encouraged, particularly in the sharing of information and care expectations as children begin their Celebree experience; specifically, home experiences, schedules,

preferences and any IFSP or IEP support services that have been assigned to a child with disabilities and special health care needs.

Upon acceptance, families will receive a welcome packet with School information and expectations as well as an invitation to join the School Family Committee (SFC), our collaborative family and teacher committee committed to assisting the School in raising and maintaining quality.

As children grow, Celebree will plan your child's transition to the next classroom based on developmental readiness, age, and availability. Transition meetings between the current teacher and the upcoming teacher will occur. Teachers will share developmental milestones, checklists, assessments, observations, and preferences of each child. In addition, IFSPs or IEPs and any special services the child receives to ensure a seamless transition for those children with disabilities and special health care needs will also be discussed in transition meetings. Celebree will work to incorporate families in the process by scheduling meetings with the new teacher in order to discuss classroom expectations, the developmental milestones that will occur and address any questions the family may have regarding the transition. Families will be made aware of the physical transition schedule as their child will gradually spend more and more time in their new classroom, learning the new schedules, procedures, and getting to know new friends.

Ensuring your child has the school readiness skills to successfully enter Kindergarten is our goal. Celebree is committed to supporting your family and your child as they prepare for this transition. When the time comes for Kindergarten transition, you will be provided with a copy of your child's classroom portfolio that will contain developmental milestones, work samples, observations, and assessments. Also, if requested, Celebree will provide these materials to your child's elementary school. Celebree teachers will also complete any documentation provided by your local school regarding your child's development, experiences, and any needed support services for those with disabilities and special health care needs while enrolled at Celebree. Along with documentation, Celebree will work with your child to make sure this transition is successful. The summer before transitioning into Kindergarten teachers will reduce the nap time schedule. School Directors will keep parents abreast of local school Kindergarten registrations, open houses and will have Kindergarten materials, i.e. summer reading lists, readily available.

As stated in our assessment policy, children's portfolios contain developmental milestones, work samples, assessments, checklists and observations. These portfolios are kept private and are shared with families during conferences and with the child's previous and current teachers during transitions. Portfolios may be shared with a child's upcoming Kindergarten teacher and/or any special needs resources with the expressed permission of the family.

Celebree reflects its wider community and promotes a positive attitude that celebrates the similarities as well as the differences in each other. In this way, Celebree will make reasonable accommodations to those with special needs who are transitioning to our School. This includes, but is not limited to children with physical, developmental, emotional, and educational needs. Celebree will actively engage with children, families, and outside resources to ensure each child develops meaningful friendships and creates a solid foundation for lifelong learning. Prior to the child's transition into our School, the School Director and applicable teachers will review the child's documented history and IFSPs or IEPs for those with disabilities and special health care needs to establish if the teachers need additional training.

## **Guiding Children's Behavior**

Celebree believes that a child's feelings about themselves and their self-worth reflect adult expectations, attitudes, and feelings towards children. In response, Celebree believes in teachers providing a caring, supportive, and structured environment that allows for autonomy. Children participate in the creation of establishing rules and expectations for the classroom.

Celebree's goal of positive reinforcement of positive behavior is supported by providing children clear ways to be helpful and meet classroom expectations, which include verbal and visual cues. Celebree forbids the use of physical punishment, psychological abuse or coercion when managing behavior.

Celebree understands that there may be times when behaviors arise that are not helpful to the School family. These behaviors will be addressed by using redirection, reflection, problem solving and providing choices, such as the option to utilize the classroom safe place, a space designated to assist the child in self-regulation. Families will be informed of any persistent behaviors that are detrimental to the child or their peers. Families and teachers or School management may initiate a conference or formal discussion to address documented concerns and work together to create an individualized plan to manage the behaviors successfully.

Celebree limits the use of suspensions or expulsions until all the above measures have been exhausted or the child is harming others. Celebree is committed to aiding the family in assessing services and alternative placement.

Upon acceptance of employment with Celebree School, teachers and management attend positive behavior training that includes written policies and practices.

### ***Inclusion of All Children***

It is the Celebree vision to be the recognized leaders in the communities served. The aim is to reflect our wider community and promote positive attitudes to both the similarities and differences in one another. In this way, our programs are open to children, families, and staff without consideration to cultural background, religion, gender, or economic circumstances. Celebree makes needed reasonable accommodations for those with disabilities and special health care needs. Disability care needs include developmental delays linked to but not limited to birth defects, genetic disorders, and hearing loss that require early intervention specialists including but not limited to speech and/or physical therapists. Special health care needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, health care intervention, and/or use of specialized services or programs. In order to achieve this, we actively engage with children, parents, and outside organizations as appropriate.

We believe a diverse and inclusive environment benefits those with and without special needs as it allows children to develop meaningful friendships and instills an appreciation and acceptance of individual differences. Providing an inclusive environment at the pre-school level increases understanding and acceptance of diversity and helps children develop a respect for all people. As we strive to prepare children for their future, a diverse environment allows children exposure to the social expectations of an inclusive society.

In order to meet the specific disability and health care needs of the children we serve, Celebree's curriculum, activities, books, materials and environment reflect the diversity of all children, families and the wider community. Where possible, these will be adapted to facilitate the inclusion of all children within the daily routine and activities of our programs. Our teachers and staff actively discourage stereotyping of gender, culture, background or ability by facilitating non- stereotypical play and through the use of non-stereotypical resources and classroom images. Celebree strives to provide learning experiences that are meaningful to each child by recognizing variations in learning style and ability.

In order to appropriately meet the needs of all children, we request families' share a copy of the child's IFSP (Individualized Family Service Plan) or IEP (Individualized Education Program) at the time of enrollment and maintain a current copy on file with School management.

# Policies and Practices

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## Health and Safety

Celebree School promotes the nutrition and health of its children and staff and strives to protect them from illness. The World Health Organization defines health as, "...a state of complete physical, oral, mental, and social well-being and not merely the absence of disease or infirmity." At Celebree School we believe healthy risk taking is desirable for learning, but we also make sure to take measures to protect our children from hazardous practices and environments that are likely to result in adverse consequences.

Our Health and Safety Policy is broken into three sections:

### I. PROMOTING AND PROTECTING CHILDREN'S HEALTH AND CONTROLLING INFECTIOUS DISEASE

- Health Records including those who are under immunized
- Illness Policy
- CPR and First Aid Training
- Diapering Procedures
- Handwashing
- Medication Administration
- Child Abuse and Neglect Policy
- SIDS Policy
- Cleaning Policy

### II. NUTRITIONAL WELLBEING

- Infant Feeding
- Breastfeeding Policy
- Snacks and Meals
- Birthdays and Celebrations

### III. HEALTHFUL ENVIRONMENTS

- Arrival and Departure Procedures
- Parking
- Release of Children
- Supervision
- Non-Smoking Schools
- Pets
- Accident or Injury Procedures
- Outdoor Activities
- Screen time

## Promoting and Protecting Children's Health and Controlling Infectious Diseases

### Health Records

In accordance with your state licensing regulations Celebree School maintains current health records for each child that shows that the child is current for routine screenings and immunizations according to the recommended schedule. When a child is overdue for any routine health services, legal guardians must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for any immunization for which parents are using a religious exemption. Health records include:

- Results of health examinations on state approved forms
- Up-to-date immunizations and screenings; unless documented family beliefs conflict
- Current emergency information
- Instructions for special needs
- Sunscreen Permission Form

### Illness Policy

Celebree School carefully follows all health guidelines to ensure the healthiest environment possible. We hope that you will work with us as much as possible to limit exposure by keeping your children home when necessary. We wash the children's hands often during classroom activity participation, including but not limited to before and after meal times, and after diapering or toileting.

To stop the spread of communicable diseases, Celebree School has an illness policy that we expect each family to agree to uphold at the time of registration. Depending on state regulations, the School may be required to post an information sheet from the CDC (Center for Disease Control) regarding any communicable diseases diagnosed in the School. Instructions on this information sheet may differ slightly from the Celebree illness policy; in this event, the Celebree illness policy is to be followed.

Children who exhibit the following signs or symptoms of illness are required to be picked up within an hour of notification or remain home until they are symptom free for twenty-four hours unless a licensed physician has cleared your child of being contagious:

- Diarrhea and/or vomiting one or more times in the same day
- Temperature of 101 degrees or higher
- Skin rash other than a localized diaper rash
- Evidence of lice infestation
- Evidence or suspicion of any communicable disease

When a child becomes ill in the School, they are brought to the main office for isolation and prevention of the spread of any communicable illness. Parents, guardians, or an authorized individual is notified of the child's illness and required to pick up the child from the School within the hour.

In the event of illness or injury that needs immediate medical attention, an ambulance may be called. If an ambulance is called, you will be notified immediately and asked to meet the ambulance at the closest local emergency room to the School. To ensure your child's comfort and safety, a member of management or your child's teacher will travel in the ambulance with your child and your child's entire file containing all medical information and or allergy alerts. This file will be transferred to the attending medical staff.

Prior to bringing your child back to the School please ensure;

- your child is free of fever, vomiting, diarrhea, or other related symptoms of illness for a full 24 hours without the use of symptom reducing medications.
- In the event that an antibiotic treatment is required, the child must have received the antibiotic treatment for 24 hours prior to returning to the School.
- Celebree requires a doctor's written statement releasing the child and verifying that the child is no longer contagious for

- all communicable diseases or illnesses causing the child to miss three or more consecutive days of care.
- For non-contagious infections / illnesses / complaints (such as ear infections, teething etc.) the child may return to care without the 24 hour waiting period only if the child is fever free and has been diagnosed by a doctor and is accompanied by a doctor's written statement deeming the child able to fully participate in scheduled School activities.

### ***CPR and First Aid Training***

At least one staff member who has a current certificate showing satisfactory completion of First Aid training and CPR training will be present in each classroom during School hours in accordance with state regulations. A full list of those who are CPR and First Aid trained is posted in the food prep area of each classroom.

### ***Diapering Procedures***

Celebree School is equipped with the facilities to change diapers and soiled clothes in a safe and sanitary fashion. Teachers check the children's diapers every two hours when children are awake and change soiled diapers in designated areas every time diapers, underwear and other clothing are wet or soiled. Teachers check for and change wet or soiled diapers or training pants when a child wakes up. Soiled diapers are changed immediately regardless of the last time the child was changed. Diapering and changing procedures are posted in designated areas. Parents provide diapers, wipes and extra clothes when needed.

For those children changed on an elevated surface a teacher's hand is always on the child. Diaper bins have hands-free lids that open and close tightly. Each classroom that requires a diaper table is furnished with a table that is the exclusive use of that classroom. For children who require cloth diapers, the diaper should have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the outer cover and the lining are changed as a unit, placed in a parent provided sealed container and sent home that day for laundering.

### ***Handwashing***

Celebree School follows consistent practices regarding handwashing and teaches these practices to our children by assisting as needed, specifically infants, to successfully complete the task. Children and adults wash their hands upon arrival for the day; after diapering or using the toilet; after handling body fluids; before and after handling meals and snacks and before preparing food; before and after administering medications; after handling garbage; after cleaning; after playing in sensory materials i.e. water, dirt, sand; after handling animals; and when moving from one classroom to another.

Proper handwashing includes using liquid soap and running water; rubbing hands vigorously for at least 20 seconds, including backs of hands, wrists, between fingers, and under fingernails; rinsing well; drying hands with paper towels and avoiding touching the faucet with just washed hands.

### ***Medication***

To protect your child, Celebree will only administer medication that is properly dated and labeled for your child. The following is a list of medication requirements that need to be checked before bringing medication into the School office for your child:

- The medication is prescribed for your child in their name
- The medication is in the original container with a prescription label in place
- The medication was prescribed and dated for this specific illness
- The dosage and frequency and expiration date are listed on the prescription label
- A proper medication measuring tool is provided

A medication authorization form may be obtained from the School Director. This form must be completed for each medication the child will need. A new medication authorization form must be completed with each arising illness. Please give this completed and signed form and medication to the School Director.

- Your child must receive at least one dose of the medication at home at least 24 hours prior to being administered at the School.
- Medication brought in a baggie or in an already measured syringe will not be distributed to a child under any circumstances. Pharmacies will provide parents with two medication bottles if it is explained that the child will need an additional prescription labeled bottle for school.
- Over-the-counter medications will be administered in accordance with the labeled instructions unless otherwise authorized in writing by a licensed physician. One dose of over-the-counter medications may be given per illness.
- All medications except for epi-pens are kept in a locked container housed in the main office.
- Medications that require refrigeration will be kept in a locked container housed in the staff refrigerator
- Diaper rash creams, sunscreen and insect repellents will be applied with a medication authorization form completed by the parent/guardian and will be documented at each application.

Medication authorization procedures are subject to change in accordance with state specific childcare licensing regulations.

Celebree School will provide a staff member who has completed specific training to administer medication. Only staff specifically trained in medication administration will be allowed to administer medication with the exception of topical creams.

Celebree management team, on a monthly basis, will review all dated medication and first aid kits, to ensure that they are not expired. All outdated medication will be sent back to parents for a proper disposal. We will not administer any out dated medication to children. .

Parent authorization only lasts for only 10 days before expiration requiring renewal or return, long term medications are allowed with both physician and parent authorization.

Should a child have an adverse reaction, to a sunscreen, diaper ointment or insect repellent, the product will be removed and the area cleaned. The parent will be contacted immediately to make them aware and any further action necessary will be taken.

### ***Child Abuse and Neglect Policies and Procedure***

Celebree is committed to providing a safe and nurturing environment where children are educated in a fun and relaxing atmosphere. All staff are mandated reporters and are required by law to report any suspicion of physical, emotional, or sexual child abuse or neglect to law enforcement or social services. Those who fail to report according to individual state child care licensing regulations can be held accountable under the law. It is also prohibited by law for anyone to interfere with an individual's attempt to report child abuse or neglect.

Be assured that your child's safety and well-being are of top priority to Celebree's management and teachers.

### ***SIDs Policy***

To reduce the risk of sudden infant death syndrome (SIDS), infants 12 months and younger, unless otherwise ordered by a physician, are placed on their backs to sleep on a infant mattress that meets the standards of the United States Consumer Product Safety Commission. Pillows, quilts, comforters, blankets, stuffed toys, and other soft items are not allowed in cribs. The mattress can be fitted with a secure and appropriately sized crib sheet. Infants that fall asleep in equipment not designed for sleeping (i.e. car seats, bouncers) are promptly removed from the equipment and placed on their backs in their designated crib.

### ***Cleaning Policy***

Celebree School selects and uses fragrance-free and non-toxic cleaning products to sanitize the School. Soap and water spray bottles and hand sanitizer are available in each classroom.

Celebree School has procedures in place to assure that the cleaning, disinfecting, and sanitizing of the School is carried out as recommended by NAEYC, (National Association for the Education of Young Children's) "Cleaning, Sanitizing, and

Disinfecting Frequency Table” guidelines. Copies of the frequency table can be found in the office.

## Nutritional Wellbeing

### Infant Feeding

Older children who can safely hold their bottle may remain in feeding chairs and supervised by the classroom teacher. Younger infants who cannot hold their bottle are held for bottle feedings. Teachers do not feed infants in place of other forms of comfort.

Parents who choose to formula feed are required to provide pre-made bottles that are labeled with their child’s full name and the date. Teachers will not mix powdered formula. Bottles can be warmed in a bottle warmer in the classroom.

### Breastfeeding

Breastfeeding families and employees need ongoing support from childcare providers to provide their milk for their babies; Celebree School subscribes to the following policy:

- Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.
- A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the classroom refrigerator. Mothers should provide their own containers, clearly labeled with their child’s full name and the date the milk was expressed.
- Teachers will discard any unfinished and unrefrigerated formula or breast milk after 1 hour.
- Sensitivity will be shown to breastfeeding mothers and their babies. Celebree School is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the parent or guardian has requested and provided such foods. Babies will be held closely when feeding and bottles will never be propped.
- Teachers shall be trained in handling human milk. All School teachers are trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The School will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly handled to avoid waste.
  - Storage Guidelines for Human Milk
    - [http://www.cdc.gov/breastfeeding/recommendations/handling\\_breastmilk.htm](http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm)

### Snacks and Meals

Celebree recognizes good nutrition is vital to children’s physical and mental development. We encourage the development of good eating habits that will last a lifetime. Our snack menu meets both the state department of education and FDA nutritional requirements. This means fruits and/or vegetables will be served at least four times per week, along with daily whole grain options as part of the snack menu.

At this time, Celebree does not provide lunch. Lunches will be provided by parents from home and should consist of a balanced nutritious meal. To ensure children are in alignment with our nutrition policy, Celebree will monitor children through 4 years old, record, and report their daily consumption.

Foods we recommend that parents pack for lunch:

- Fruits
- Vegetables
- Lean meats
- High fiber, whole grain foods

Please keep to a minimum:



- High sugar snacks
- Processed foods
- Foods that are high in fats, sugar and salt

Please avoid sending:

- Candy
- Gum
- Energy drinks

Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners and develop sound nutritional habits. Teachers will eat with the children to model the behavior that is desired. Children will be encouraged to try new things and to clean up after themselves. Meals will not be withheld as a form of punishment.

- Celebree provides a morning and afternoon snack daily
- The morning snack tends to be more breakfast oriented and is offered at approximately 9:00 am. The afternoon snack is offered at approximately 3:00 p.m. For specific timing refer to the class schedule posted in the classroom.
- You are welcome to bring a breakfast item if you feel your child needs a snack earlier than the AM snack time
- Menus are posted in the School on the family information board in the main hallway, in each classroom by the food prep station and will be sent virtually through Celebree Tweet
- All food and drink items must be labeled with your child's first and last name in addition to the full date (month, day and year). Most parents label directly on food bags with a permanent marker. Others write on a sticky label/tape or use printed name labels and write in the date each day
- Careful attention is paid to any food allergies your child may have and each classroom posts in a private location the full list of allergies for the entire School
- You will provide lunch from home for your child. Milk is provided by Celebree. We provide 1% milk.
- We have microwaves for the purposes of heating, not actually cooking an item. If an item requires heating, please send items that can be heated in approximately 1 minute. In addition, teachers never use plastic or Styrofoam containers, plates, bags or wraps when microwaving. Microwaves will not be used in infant classrooms other than for heating water which will then be used to warm bottles. Temperatures shall not exceed 120 degrees Fahrenheit. Food and bottles will never be warmed in a microwave.
- Refrigerators are available in every classroom. Please do not pack your child's lunch with an ice pack
- Place your child's labeled lunch in the proper bins, refrigerator or cubby upon arrival. Perishable items should be removed from a child's lunch box and placed in the refrigerator
- Teachers will dispose of any foods with expired dates
- Fresh fruits and vegetables will be thoroughly washed prior to eating AM and PM snacks
- Milk is not to be brought into the School. All children will be offered milk during lunch unless there is a noted milk allergy from a pediatrician. If a child has a milk allergy; a written doctor's note must be kept in the child's file with an explanation of the allergy.

### ***Birthdays and Celebrations***

- Celebree would feel privileged to be included in celebrating your child's birthday. Birthday and holiday store bought treats are allowed but please consider that we have some children with allergies in our School, therefore homemade treats will not be permitted. Consider providing nutritious choices low in fat and sugar and that do not contain nuts, peanuts, or nut by-products. Please make teachers aware when treats will be brought in and send enough for each child in your child's classroom. The School Director is available to provide the proper head count of children and any allergies that may exist. Please discuss your plans with the School Director and classroom teachers in advance.

## **Healthful Environments**

### ***Parking***

Parking for parents and visitors is permitted in designated areas. In cases in which parking is not designated, please ensure you do not park in fire lanes or any unauthorized areas.

Please do not leave children unaccompanied in vehicles or leave your vehicle running unattended while dropping-off or picking-up your child. Leaving children unattended is against the law and very dangerous. Should this occur the proper authorities will be notified immediately.

### ***Arrival Procedures***

Celebree requires parents, legal guardians, or any authorized individual over the age of eighteen to accompany a child into the building and properly sign in using the tablet located near the doors to the back of the School. Once signed in, the lobby doors will unlock, allowing access to the back of the School. Please be sure the doors close securely behind you and your child after signing in and refrain from holding the door open for others. For safety reasons, please do not allow your child to run in the hallways. You must personally take your child to the teacher in the classroom. This is a great time to communicate with the teacher about the evening before or the morning of drop off. Our teachers are prepared to make the transition during drop off a smooth and nurturing time for both you and your child. It is suggested that your child arrive before 9 a.m. for the day. This will ensure that your child reaps the benefit of the curriculum planned for the day and helps to ensure a successful routine. If you are changing your routine for the day, i.e. a late drop off, please call or contact your School management.

### ***Departure Procedures and Release of Children***

Children will only be released to the authorized individual specified on the child's emergency card or if proper documentation is provided by the legal parent or guardian at the time of departure. Celebree teachers and management have the duty and authority to ask for identification of any person entering the building with whom they are unfamiliar. During a situation when an unauthorized individual is picking up your child, written documentation from the parent must be received by the School management. Identification must be presented during pick-up and a photocopy will be made that will be maintained in the School's pick-up log. Any legal documents regarding custody or visitation must be provided to the School.

If the parent or authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent that person from leaving with the child, including offering to call another contact person. While we cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger. Any staff (persons) faced with this problem will report immediately to the Director, and the authorities will be phoned.

Same safety rules and routines from arrival procedures apply for departure procedures.

### ***Supervision***

Celebree School is committed to protect the children in our care. We believe children must be always supervised while in our care. Observing children's play and anticipating what may happen next will allow staff to anticipate children's needs, to identify risks (and therefore minimize injury), assist with difficulties which arise, and intervene where necessary. Careful planning of the environment, classroom resources, play experiences, routines, and staff movements are all also important elements of effective supervision. In addition, our teachers utilize Celebree Tweet powered by HiMama, our online child supervision tool to record face to name accounts for all the children in their care on thirty-minute intervals and during each transition. All children are always monitored by sight and sound. Celebree School is equipped with camera systems in the classrooms, hallways, and playgrounds.

### ***Non-Smoking Campus***

There is to be no smoking in or around any Celebree School property or in Celebree vehicles. Under no circumstances will there be smoking in the presence or eye view of children. Disregard for this policy could create serious health concerns for children with allergies or asthma.

## ***Pets on Site***

Some classrooms may have “classroom pets” present throughout the school year. To provide an environment that does not trigger potential allergic or asthmatic reactions in children these will be small non-dander producing animals (those without fur or feathers).

## ***Accident or Injury Procedures***

In the event a child is injured, the teacher will assess the physical area to ensure it is safe. Once the teacher has determined the area to be safe, a visual assessment of the child’s injury will be completed including the location of and severity of the injury. Basic first aid will be administered by the trained teacher in the classroom. After the assessment and initial treatment of the child, an accident report will be completed by the classroom teacher, this form will be reviewed and signed by a member of management and given to the parent the same day of the injury. Parents are to sign the report, a copy will be provided to the parent and a copy will be placed in the child’s file.

The teacher will notify School management immediately anytime a child is injured. Within School management’s discretion outside medical services may be contacted. Any time outside medical services are contacted the parent / guardian must be notified as well.

The parent / guardian will immediately be notified of their child’s injury if one of the following has occurred

- An injury above the neck with or without a visible mark. A few examples include but are not limited to: a bumped head, an eye injury, a tongue bite, bloody nose, loss of a tooth naturally or through trauma to the mouth, scratch to the face, etc.
- If the child was injured and the skin was broken regardless of where the injury is located.
- If the child was bitten by another child in our care

School management will notify their state licensing specialist/inspector within 24 hours of:

- Any injury to a child that requires treatment by a medical attendant
- Any child that is admitted to a hospital as a result of an injury in our care

## ***Outdoor Play***

As we consider the outdoors an extension of the indoor classroom outdoor play is an important part of a healthful environment and curriculum. Our outdoor playground, equipment, materials (wheeled toys, balls, hoops, ribbons), and activities are also available to enhance the children’s play experience. Children go outside twice each day, weather permitting.

Since outdoor play is a part of the curriculum and daily routine, and you feel your child is not well enough to play outdoors, then he or she should not attend school. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions.

In warmer weather parents are encouraged to provide sunscreen along with a medication form that must be signed in order to apply sunscreen, per the ‘Health Records’ section of this handbook. Children are also encouraged to consume water to replenish body fluids. Typically, the length of time spent outside is reduced and often the children wait to go outside until late in the day or early morning when the sun is less intense.

When appropriate, families are encouraged to apply sunscreen or insect repellent before coming to school in the morning.

During severe weather children will stay indoors and participate in a gross motor activity when any of the following conditions are present:

- Rain or snow

- Approaching severe weather – including the presence of lightning and/or thunder
- Temperature below 32 degrees

If playground equipment is unsafe due to snow or ice during the winter months accommodations will be made for limited outdoor time. Children may have snow “play days” if all parents are notified in advance and all children have adequate clothing, mittens, boots, etc.

During the summer months, Celebree will utilize following guidelines:

- On "Code Red" days, due to extreme heat and/or poor air quality all children will remain indoors to participate in gross motor activities.
- When temperatures are above 90 degrees, all outdoor activities should be limited to 10 minutes.
- Water will be always available to the children.  
Sunscreen will be applied before going outside during the summer months.  
Summer water activities - We do not take the children to swimming pools.

## Screen Time

Celebree provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Celebree follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children at Celebree under age two will not have access to television viewing, which includes watching videos, or DVDs, playing with video games, and using the computer.

For children age two and older screen time is limited to 30 minutes per week and no more than 15 minutes at a time. “Passive” screen time is not permitted within the School; all screen time is facilitated screen time and only used to support the lesson plan for all children of all ages. Teachers are actively engaged with children before, during and after facilitated screen time. Computer use is limited to 15 minute increments per child not to exceed 30 minutes daily, and for the purposes of enhancing educational experiences only. Parental controls are in place on all computers. Teachers will supervise the use of computers to protect from exposure to inappropriate websites.

We ask that all personal electronics and screen type devices not be brought to the School. This includes but is not limited to iPods, iPhones, iPads, and tablets of any kind. Celebree School is not responsible for the replacement or repair of any such personal devices in our School.

## Transportation Policy

- Celebree school of National Landing will be transporting children to and from the elementary schools, using Celebree approved vehicles only.
- All Celebree drivers will have completed driving safety course, have clean driving record, and all required background checks.
- To ensure we know where children are at all times, face to name check will be done at boarding the vehicle, leaving the vehicle, and entering the school.
- When picking up children from the elementary school, face to name checks will be done entering the vehicle, and coming back to the Celebree school of National Landing.
- The driver will do a visual walk to the back of the vehicle to ensure that the vehicle is empty.
- The driver will check to ensure all safety belts and boosters are secured.
- Child arriving late for a field trip
  - Parent will be responsible for dropping of their child to the field trip location, if they missed the deadline for drop off. Celebree may or may not be able to provide care for the child at school if the child arrives late. This will be based on staff to children ratios available for the day in the school. Once admitted to the school or the field trip, the child will join the class and participate in the remainder of pre-scheduled activities.

# Tuition / Enrollment

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## Enrollment Process

Once a family chooses to join the Celebree family they will be provided with an enrollment application. A child may not begin attending Celebree without the completion of all required paperwork, as this holds pertinent information and is important for your child's safety while in our care. Payment of the application fee and security deposit is also required to pre-enroll.

A non-refundable application fee and a security deposit, equal to one week of tuition, are due upon enrollment. Paying the above mentioned fees along with completing the enrollment application, parent agreement, medical forms and other forms required by the state are necessary to complete the enrollment process. If applicable, we ask that families provide any IFSP or IEP information at the time of enrollment to allow us to best meet your family and child's educational needs.

During your child's enrollment with Celebree, information provided at enrollment may change or be updated. It is the responsibility of the parent to report to the office any change of address, telephone numbers (home or work), employment, emergency contact person, special needs accommodations, and medical information to include immunizations. State licensing requires several forms to be updated annually.

An annual re-registration fee will be charged each year securing your child's space for the upcoming school year. Please refer to the financial responsibilities section of your enrollment agreement for further information.

Currently we offer programs from 6 weeks to Pre-Kindergarten age (up to six years old) for your child's enrollment.

## Hours of Operation

Celebree School is open Monday through Friday from 6:30 am to 6:30 pm. The building may not be entered until this time to ensure proper staffing and supervision of children.

## Calendar

Celebree School is officially closed or closes early in observance of the following holidays, including one day for Celebree's annual professional development day:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day (Training Day for Staff)
- Friday before Memorial Day (Teacher Work Day)
- Memorial Day
- Independence Day
- Juneteenth
- Friday before Labor Day (Teacher Work Day)
- Labor Day
- Columbus Day
- Veterans Day (Training Day for Staff)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve- Close at 12:30

When a holiday falls on a Saturday, the School will be closed the previous Friday and if a holiday falls on a Sunday, the School will be closed the following Monday. Your tuition rate remains the same during holiday weeks. There are no refunds or make-up days given for holidays.

## Absences and Attendance

In order to maintain state regulated teacher/child ratios and supervision, Celebree asks that you call the School when your child will not be attending for the day.

Tuition will not be prorated or reduced in the event of an absence. Children who attend a part time program will be asked to maintain a set standard schedule and may not exchange days if a scheduled day is missed. Upon approval, additional days may be added accompanied by a fee.

## Weather Policy and Emergency Closings

In order to best meet the needs of the working families, Celebree School will make every effort to remain open for our regular operating hours of 6:30 a.m.-6:30 p.m. Monday through Friday. Celebree recognizes that there may be times when the severity of the weather could create undue hardship on our employees and in those instances our regular operating hours may be adjusted. If a decision is made to adjust operating hours the communication outlets mentioned below will be notified. When an early closing is announced we will strive to provide a two hour time frame to parents to make arrangements for their child to be picked up. This time frame will depend on the situation.

- Celebree Tweet powered by HiMama message will be sent to parents.
- School delays or closings may also be announced on Facebook, local television and radio, and by text or email messages sent directly to parents

In the event of a School-based emergency (such as water main break, fire, or other structural issue) in which closing is necessary, we will make an effort to ensure every parent is notified. If the School Director is unable to contact each parent, phone calls will be placed to the emergency contacts listed on your child's emergency card. Tuition is not prorated or discounted if Celebree opens late, closes early, or is closed for the day.

## Financial Responsibilities

- Tuition will be collected via:
- ACH (electronic payment processing)
  - Recurring auto draft from bank checking or savings account (tuition is automatically withdrawn from your bank account every Monday)
    - Authorization forms are available from the School Director online (one-time draft from bank account)
- Cash, debit cards, and over-the-phone credit card payments are not acceptable forms of payment.
- If payment is not received by 6:30 pm on Wednesday evening, your account will accrue a late fee.
- Account statements and tax summaries are available upon request.
- Family discounts for full time enrolled siblings residing in the same household are available upon request.
- If you have difficulty making your payment, please contact the School Director. We will make every effort to be helpful and understanding. However, if your account is not paid in full by Friday the week of care, we may terminate care without further notice according to the enrollment agreement. If payments are not received within a reasonable time or you are consistently late with your tuition payment, it may be necessary to dis-enroll your child from care.

## Non-Sufficient Funds

Per the enrollment agreement, a fee will be debited from your account for each NSF occurrence. When more than one NSF occurrence is presented to your account in a six month period, payment must be made by money order or certified check for the next six months.

## Late Pick-Up Charge and Policy

We do understand that there may be occasions when an emergency arises causing you to be later than 6:30 p.m. picking your child up from the School. If you realize that you may be late, please give a courtesy call to management notifying them of the situation. There will be a charge of \$1.00 per minute, per child past School closing, which will be applied directly to your account.

Should the child still be in the school 60 minutes after closing and effort has been made to contact all emergency contacts authorized to pick child up, the authorities will be contacted. This will be the final action taken, as every possible contact method provided by the family was already attempted.

## Annual Re-Registration Fee

An annual non-refundable re-registration fee will be debited from your account on the first Monday of August each year per your enrollment agreement. If enrollment occurred between May 1st and August 1st, you will not be charged a re-registration fee for that year.

## Security Deposit

The security deposit is equal to one week of tuition. If tuition rates should increase the difference will be paid to equal the new tuition rate. If your tuition rate is decreased due to participation in any tuition assistance or childcare subsidy programs, the security deposit will equal any applicable weekly co-pays.

## Annual Tuition Increases

Our tuition structure and rates will be reviewed on an annual basis. Any change to tuition rates will be accompanied by a 30-day written notice per our enrollment agreement. Tuition rate increases are specifically earmarked to cover program expenses and annual teacher salary increases.

## Program Changes and Disenrollment

All program changes and enrollment withdrawals must be provided to management in writing.

- When there is a program change for your child that results in a different weekly tuition rate, a credit or debit to your account will be made accordingly.
- A 30 day written notice must be submitted to management for any program change or disenrollment.
- The security deposit acts as the final payment on your account when a 30 day written notice is received.
- If your child is dis-enrolled due to non-payment, the child will not be permitted to return until the balance due is paid in full including a new application fee.

## Termination of Services

Enrollment with Celebree can be terminated for voluntary or involuntary reasons.

- For voluntary withdrawal, families must provide a written intent to withdraw to management 30 days prior to their intended last day of care. Failure to submit a written notice of withdrawal will cause forfeiture of your deposit. Upon disenrollment from the School, with a proper 30 days written notice, the security deposit acts as the last week of payment. Should the deposit not cover the amount of tuition and fees due to the School, parents will be notified prior to the child's last day of attendance.

- The parents must pay all outstanding fees that are not covered by the deposit.

In all cases, families will be responsible for the weekly tuition for any reversal of dis-enrollment that happens within a two week period of the last day of care.

In some instances Celebree may need to initiate the withdrawal process. Enrollment can be terminated with or without notice for the following reasons:

- Behavior management- if a child's action or behavior is harmful to other children or staff in the School, termination may result (determined on a case by case basis). All efforts will be made through family partnership, team planning and intervention to keep children in care, but the safety of the group will be the priority. Some of these behaviors or actions may include but are not limited to excessive biting, injury to peers and staff, violent/aggressive behavior and intentional damages to School property.
- Financial obligations- repeated late payments, accounts that are more than two weeks in arrears, returned/uncollected checks, excessive fines/fees that become delinquent or failure to process state/county vouchers and maintain copays may result in termination of services.
- Required documentation- failure to submit required state and school related documentation may result in termination of services.
- In the situation of inappropriate parent behavior, Celebree reserves the right, at any time without prior notice to discharge, withdraw, or remove from the premises any child, parent, relative and/or individual that poses a threat or compromises the operations of Celebree.



# Communicating with Families

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## Open Door Policy

Celebree strives to provide the kind of care and education you want for your child. Since you should be involved every step of the way, families are welcome to visit at any time to observe or participate in special activities. It is our goal to provide open and frequent communication with you as we partner to ensure your child's success. School management is available at any time for questions, concerns, or to hear about how your family is enjoying the Celebree difference. A scheduled appointment with School management is an effective way to assure that you will have the management's undivided attention during your meeting.

A custodial parent or guardian shall be allowed to visit their child in school unless there is a written court order stating otherwise.

## Daily Communication

Teachers of all children in Celebree School maintain an online daily report to properly account for your child's day. The daily report contains age dependent information such as what and how much a child ate during snack and meal times, if a child napped and for how long, special notes to remind parents of upcoming events, what was taught in reference to the lesson plan, and what your child's experiences were throughout the day. It is our goal and responsibility to ensure consistency during the transition between Celebree and home. Upon enrollment at the School, families will receive information to set up Celebree Tweet powered by HiMama, our online parent communication tool.

Teachers are available during drop-off and pick-up to answer any questions or concerns that may arise. A scheduled parent, teacher, and Director meeting can be arranged if additional time is needed.

## Emergency Situation Communication

Should an emergency arise in the school, the school will contact first the family using the HiMama App, followed by a phone call, and if the family cannot be reached then emergency contacts on file. In a scenario where school cannot make these contacts, the authorities will be contacted. This will be the final action taken, as every possible contact method provided by the family was already attempted and proper authorities will be in charge.

## Family Teacher Conferences

Families are invited to participate in conferences with the classroom teachers to discuss their child's achievements and development. These conferences are held twice a year typically in the late fall (December) and late spring (June). During this time you will be able to:

- Share insights about your child
- Find out about your child's learning and progress through our online assessments
- Review your child's online portfolio
- Discuss any challenges your child is having or any of your own concerns
- Ask for extra help for your child such as potty training, etc.
- Discuss and plan future learning opportunities for your child

It is also important to note that a family may schedule a meeting at any time with their child's teacher. Likewise, a teacher may schedule a meeting with a family if they have concerns or issues. Teachers strive to keep open communication with all families.

## Family Information Board

The School's family information board is located in the main hallway of the School. It contains the following: illness policy, discipline policy, safety policy, monthly newsletter, upcoming SFC (School Family Committee) meeting information, and community events and resources.

- Each classroom also has an information board located on the outside of the classroom door which contains the weekly lesson plan and a bio for your child's teacher
- Inside each classroom there is a family board that contains the classroom daily schedule, newsletter, and snack menu.

## Community Resources

In order for Celebree School to achieve its program goals of diversity, inclusion, successful transitions, robust curriculum and socially/emotionally healthy children and families, we establish and maintain reciprocal relationships with community agencies and institutions that help us achieve our goal.

Celebree School believes its role is gathering information about community services and informing and assisting families in gaining access to these services. Celebree School will compile and maintain current local resources available to families in the community, particularly those with disabilities and special health care needs and based off the interests and needs of our School family. These resources include, but are not limited to:

- Local service providers for health, mental health, women services, and oral health
- Community providers of nutrition, child welfare, and parenting programs
- Basic needs, such as housing and childcare subsidies
- Cultural or linguistic services for dual language households
- Special family needs such as educational or behavioral supports
- Critical needs that includes local shelters and food pantries
- Hotlines and websites

A copy of the Community Resource Guide will be kept in close proximity to family information board and will be updated as new data becomes known to the Director and staff through continuing education and licensing partnerships, local Child Care Resources and Referral Centers. Monthly newsletters, on-line parent communication tools, bulletin boards, School Family Committee meetings and other such messaging are additional ways these resources will be communicated.

Celebree School is always seeking ways to break out of its four walls and enlarge the learning experiences of its children. School staff are constantly connecting with their community's cultural resources such as community colleges, local websites, and community centers as a source of curriculum enhancement that includes but is not limited to museum and library experiences, concerts, storytelling, zoo exhibits, nature center events, theater programs, festivals and historical observance events. Communication of these events will also occur through newsletters, on-line parent communication, bulletin boards, School Family Committee meetings and other such messaging.

## Monthly Newsletter

Celebree School management creates a monthly all School Newsletter to be distributed to all families on or before the first of each month. This newsletter will contain news, updates, upcoming School events, new additions to the School, birthdays of the children and staff, and a monthly snack menu. You can also find a copy of the newsletter on the family information board located in the main hallway of the School.

In addition, each classroom will provide its families with classroom newsletters that highlight that month's curriculum focus, age specific community events and resources, classroom reminders and a monthly developmental tidbit.

## School Family Committee (SFC)

Involving families in our School is a top priority. This helps children, families, and our teachers make a strong connection between home and school. We are an extension of the family. We strive to develop a partnership where sharing support, ideas, and genuine love for children is of the utmost importance. We encourage families to participate in our School Family Committee (SFC). The SFC is made up of families, teachers, and management of Celebree School. The goal of the committee is to meet the needs of the Celebree family to include children, families, teachers, and management. The SFC supports the School by welcoming new families, planning special events, supporting teachers, participating in fund raising events, and discussing the growth of the School, via accreditation expectations and program improvement plans. Please see the School Director to share your interest in being a part of the SFC.

In addition, there will be various opportunities for families to meet with and engage other Celebree families and community partners. These may include in-School activities, out of school family events, parent resource nights, and other activities that align with the Celebree mission and values.

## Lines of Authority

School Director is responsible to ensure that all licensing standards are met, policies are adhered to and the day-to-day operations of the school.

All staff reports to the School Director.

Every class room will have a lead teacher to ensure all policies are implemented in their respective classrooms. Depending on the number of students enrolled in a classroom, one or more assistant teachers will be appointed to support the lead teachers.

## Program Evaluation

We value your input regarding the care you and your child receive at Celebree School. In our effort to continually improve, we will conduct quarterly surveys as one of our means of evaluating our program. In addition to this survey we will solicit your feedback by way of informal conversations and family conferences.

## Satisfaction and Resolution

All concerns should be addressed as soon as possible. Often, a family's concern can be an opportunity for program improvement. It is usually best to discuss a concern directly with the person who can address the situation. In some cases, the teacher would be the person who can help find a resolution; in other cases, it may be the School Director or the Assistant Director. Families are encouraged to make an appointment with the School Director and to openly discuss the matter of concern so that we may work together toward resolution.

Any health and safety concerns should be brought to the attention of a member of the School management team immediately.

## Volunteering

Due to the highly secure facility that we offer, security background checks needed, and to protect the children in our care, we are unable to accept regularly scheduled volunteers into our School. We do encourage families to participate as field trip chaperones, help in the classroom during parties and holiday celebrations, as a guest speaker or reader, and/or to provide demonstrations of a skill.

# General Policies

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## Outside Employment of Celebree Teachers

Celebree does not condone or recommend any employee for private care. If a parent contracts an employee for private care, Celebree will not accept liability for care services provided outside of our standard business hours or off Celebree premises.

## Confidentiality Policy

To protect the rights of your child and your family, children's records are only available to School management and authorized staff, the state licensing branch, and the child's parent(s) or legal guardian(s). Confidential or sensitive information will only be shared with employees of Celebree who have a "need to know" in order to most appropriately and safely care for your child. Confidential or sensitive information about staff, other parents and/or children will not be shared with parents, as Celebree strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, custody agreements, and health related information of anyone associated with Celebree.

## Family Code of Conduct

One of our goals is to provide an appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Celebree, but also of each family member or adult who enters the School. We require all adults to conduct themselves in a manner that fosters this ideal environment.

The actions that hinder a positive environment are but are not limited to the following:

- Swearing or cursing
- Threatening of employees, children or other parents
- Physical or verbal punishment of your child or other children in the School
- Smoking
- Confrontational interactions at the School

The law authorizes Celebree to deny access to a parent or other adult if the behavior of that person poses a risk to the children or employees.

## Clothing

In order to foster independence and self-help skills, we ask that you send your child to the School in clothes that they can manage independently. Active indoor and outdoor play is a regular part of our day. Please dress your child in clothing that is suitable for running, climbing and other vigorous activity, and that is appropriate for the weather. Your children will work with paint, clay and other messy materials; they should wear clothes that can be laundered easily. We recommend that your child wear tennis shoes or shoes with rubber soles. For your child's safety, please do not send your child in flip flops or open toe shoes as we do not permit this type of shoe on the playground.

## Personal Property

All personal belongings must remain at home unless requested. My child's teacher may occasionally request show and tell items. Personal property must remain in children's cubbies or lockers and is not to be used unless specified by the teacher. Celebree school is not responsible for lost, stolen, or damage property and equipment that is brought to school. Material deemed inappropriate for a preschool audience should not be brought to Celebree school of Fort Mill-Patricia Lane. Celebree staff and administration reserve the right to search all personal belongings brought into the location and to seize and discard any food, drink, medication, or other contraband not allowed by school policy.

## Notice of Policy Changes

Celebree School provides a family handbook to uphold our promise to educate families on our unique program offering. This handbook is subject to change without notice. Updated policies will be distributed to families from the School management.

# Thank You!

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Thank you, our newest Celebree family member, for choosing us to protect, educate, and nurture your most precious gift...your child. We are committed to providing you and your child with the best family child experience. We will hold ourselves accountable to our commitments of upholding the Celebree brand. We hope that this is the start of a long relationship with your family and the Celebree family. The door is always open for your feedback and suggestions as to how we can improve your experience at Celebree.



# Handbook Acknowledgment

I have received a copy of the Celebree School of National Landing Family Handbook and by signing this I agree to the policies and procedures in the handbook.

Date \_\_\_\_\_

Parent Print Name \_\_\_\_\_

Parent Signature \_\_\_\_\_