Program Name

#### Linking Connections LLC.

#### Owner/Directors

#### Aleshea Harris & Tierre Ramsey & Michelle Ingram

Dear Parents,

Welcome to *Linking Connections Learning Center*

**Table of Contents**

###### Business Practices

* **Mission Statement**
* **Ages of the children served**
* **Days and hours of operation**
* **Rates**
* **Payment expectations**
* **Holidays**
* **Vacation**
* **Inclement Weather**
* **Substitute Arrangement**
* **Enrollment procedures**

**2. Meals and snacks**

* Infant Feeding schedules

**3. Daily Activities**

### 4. Parent Involvement

1. **Health and Safety Practices**

* Potty learning
* Safe Sleep Policy

**6. Infection Control/Ill Children Exclusion**

* Caring for children who are mildly ill
* Procedures for when the provider is sick

**7. Medication Policy**

**8. Discipline Policy**

**9. Abuse/Neglect**

**10. Items to be provided by Parents/Guardians**

**Forms:**

* Meal Guidelines
* Emergency Procedures Form
* Daily Schedule

I have read and received a copy of the following forms from ***Linking Connections LLC.***

* Discipline and Behavior Policy
* Summary: North Carolina Child Care Law and Rules
* Parent Handbook/Operational Policies
* SIDS Policy

The policies have been discussed with me. I understand the policies and agree with them.

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Enrollment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

To find out more information about the daycare please visit our website or call and ask for Aleshea Harris or Tierre Ramsey

Website:

Telephone #:

**Business Practices**

Mission Statement

Our primary goal at Linking Connections……

Linking Connections LLC. provides care for children 6 weeks –5 years old. Monday-Friday from 7:00AM to 6:00PM or 3:00PM to 11:00PM.

Weekly rates after January 1, 2019 for children are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Age Group | Weekly Rate | Bi-Weekly Rate | Monthly Rate ( 4 Weeks) |
| Infants(0-12mos) | $230.00 | $460.00 | $920.00 |
| 1 year olds(12-24mos) | $220.00 | $440.00 | $880.00 |
| 2 year olds(24-36mos) | $210.00 | $420.00 | $840.00 |
| 3 year olds | $205.00 | $410.00 | $820.00 |
| 4 & 5 year olds | $200.00 | $400.00 | $800.00 |

Other fees:

Enrollment Fee (non-refundable) $75.00 and completed enrollment packet must be returned before your child can be enrolled.

Withdrawal-You must submit a two week written notification before withdrawing your child. Your payment for the last two weeks of care will be expected on your child’s last day at Abundant Love.

**Rate Increase**: Linking Connections LLC rates will increase according to the rated star scale.

Sibling Discounts- 2nd Child 10% 3rd Child 15%

Payment for child care is due in advance; Payment is expected on Friday of each week for the following week. A $10.00 per day late charge will be assessed for any late payments. If full payment is not received by the 3rd day, your child will not be allowed to return to Linking Connections until fee has been paid.

If payment for the following week has not been paid and your child has been absent consecutively without explanation for 3 or more days the child’s space will not be held.

Payment can be made by (check/cash/money order). If bank rejects a check for insufficient funds, cash or money order **ONLY will be accepted for payment thereafter and client is responsible for any fees charged to Linking Connections LLC. during this transaction.**

Late Pickup

If parents/guardian is late picking up their child, a late fee of $10.00 will be assessed for the 10 minutes, and $ 15.00 for every 10 minutes after the first 10 minutes. Payment is due the day the parent is late.

Full-time fees are charged when your child is absent due to illness or vacation. This is to insure that your child’s space will be retained.

Receipts for payment of childcare shall be provided upon payment. It is the parent/guardian’s responsibilities to retain those receipts for tax purposes. The tax I.D. number for Linking Connections LLC. will be provided upon request.

**Linking Connections will be closed the following days and holidays**

## *New Year’s Eve New Year’s Day Memorial Day*



*Martin Luther King Day Independence Day Thanksgiving Day & Day After*

# *Good Friday Easter Monday Labor Day Christmas Break (24-31)*

# *Summer Vacation- 1 week in August*

In addition to the scheduled holiday/closings above all Linking Connections LLC. parents are allotted 1 week ( 5 days) per year of free tuition for their personal family vacation & our summer break vacation closing in August. A vacation request must be submitted 1 month before your vacation to receive that as a free week.

* Holidays/Closings & Christmas Break – **( Full Paid Tuition**) **Not to be used as a FREE personal vacation**
* Personal Family Vacation- ( **No Tuition)**
* Summer Vacation Break /August- ( **Paid Tuition)**

**Inclement Weather**

**On days when Durham Public Schools are closed due to bad weather, the Center will follow: Open at 9:00 am and close at 5:00 pm. If Durham Public Schools open late, we will open at 8:00 am and close at 6:00 pm. If Durham Public Schools close early, we will close at 5:00 pm** ( There is no discounted fees due to inclement weather)

**Enrollment Procedures**

* Parent and child will be given a tour of the daycare
* Parent and child will be introduced to teachers/staff
* Parent and Director will go over program operational policies
* Parent will complete, sign an application for enrollment.
* Parent will fill out and sign all required forms
* Parent will be given a summary of the NC Child Care rules and regulation
* Parent will be given a Parent Handbook

**Meals and Snacks**

A nutritious breakfast, lunch and afternoon snack shall be provided for each child attending child care.

All our meals are followed by the USDA guidelines. Meals are catered through CCSA catering services.

Breakfast will be served at 8:30am - 9:15am/ AM Snack 10:00-10:30am

Lunch 12:00pm-12:30

Afternoon snack 3:00pm-3:30 pm

Times may vary according to age group

If your child will be arriving later than these times, please make sure your child has eaten before arriving at daycare.

Parents are required to provide bottles and jars of baby food for children who are not eating table food. All bottles are to be prepared at home and the bottles and jars of food are to be labeled with the child’s name and the date on them. No bottles or jar food will be left in the daycare center.

Parents are asked not to bring food to the daycare for their child unless there is a special need such as a special diet due to allergies or a special occasion such as a birthday or holiday. Any baked goods brought to child care that are to be shared with other children will need to be purchased from a bakery that is inspected by health officials, (such as a grocery store bakery.) Pre-packaged goods are also acceptable*.*

Infant feeding schedules are to be completed by parents for children under 15 months old and are to be updated in writing as the child’s food habits change.

**Daily Activities**

Linking Connections LLC. provides a well-balanced, developmentally, appropriate program for every child in a loving, nurturing, safe and Christian environment. During the day children engage in group activities, music, language, art, sensory, dramatic play, science, block play and manipulatives. I will stress that attendance and late arrival such as arriving around 10:00am or after is dismissing the child from participating in vital learning activities such as circle time and the fundamental activities listed above. **Linking Connections LLC. cut-off time for morning drop-off is 10:00AM**. You may notify the Director/Teacher if your child has an appointment and he/she will arrive after the cut-off time. I will like to encourage parents to try to have your child at daycare early enough to partake in early morning activities

We ask that parents take an interest in what your child has accomplished at childcare each day. This will set the tone for the rest of the evening and a good and healthy long-term relationship with your child.

### Parent Involvement

Our mission is to teach children how to get along effectively with each other and to prepare them for school readiness. You are encouraged to participate in child care activities at Linking Connections. Some of the ways you may participate include volunteering during birthday celebrations, holiday or seasonal parties, reading a story to the children, or sharing a special talent. Linking Connections has a Parent’s Advisory Group that you can become a member of. We are a family oriented daycare center and family involvement is highly encouraged. You are always encouraged to discuss your child’s progress and/or any concerns with the Director/Teacher. Linking Connections LLC. has 2 Parent/Teacher conferences per year along with evaluations, assessments and portfolios that are reviewed. If you have questions, concerns or praises about the Linking Connections LLC. program, please feel free to share them with the Director.

**Health and Safety Practices**

All efforts are made to provide a safe indoor and outdoor environment for the children. Monthly fire drills are conducted with the children to insure that everyone knows the correct procedure to follow in case of a fire. All staff is certified in CPR and First Aid and theses certifications are kept current. First aid supplies are available at all times for use if necessary. Health and emergency information is kept on file for each child and is updated as necessary.Linking Connections LLC. conducts monthly playground inspections. Parents and children are expected to wash their hands upon entry to the daycare center.

General cleaning/sanitizing is done daily (Cleaning of toys, wiping table, chairs, and outdoor equipments.)

**Potty learning**:

We do provide potty learning; however, this can only be done with the parent’s cooperation. We ask that you recognize that this process is a part of your child’s physical growth and can only begin when a child shows signs of interest, has the ability to remove his/her clothes and can communicate with words. Rewards for success shall be emphasized rather than penalties for failure. Children will need pull-ups and clothes that are easy to pull down or snap leg pants.

Safe Sleep Policy:

* Infants under 12 months of age shall be placed on their backs on firm tight-fitting matters for sleep in a crib.
* Pillows and other soft surface shall be prohibited as infants sleeping surfaces.
* The Infants head shall remain uncovered during sleep.
* Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risks of Sudden Infant Death Syndrome (SIDS).
* When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allows adopting whatever position they prefer for sleep.
* Unless a doctor specifies the need for a positioning device that restricts movement within the child’s crib, such devices shall not be used.

**Infection Control/Ill Children Exclusion**

Linking Connections LLC. does not elect to care for children who are mildly ill. Children who become ill while at childcare will be separated from the other children and you will be called to pick up your child. A child may not attend child care if they:

* + 1. Are running a fever of 101 degrees or more. A child must be fever free for 24 hours before returning to child care;
    2. Have a sudden onset of diarrhea characterized by an increase number of bowel movements compared to a child’s normal pattern and with increased stool water;
    3. Have two or more episodes of vomiting within a 12 hour period;
    4. Have strep throat, until 24 hours after antibiotic treatment has begun;
    5. Have impetigo, until 24 hours after treatment



* + 1. Have a red eye with white or yellow discharge until 24 hours after treatment
    2. Have known chicken pox or a rash suggestive of chicken pox.

We know that it is difficult to be out of work when your child is sick. However, when your child is sick, they are more comfortable in their own homes and beds with you caring for them. If you are called to pick up your child because he/she is sick, your child has to be picked up within 30 minutes from the time you were called.

We want to keep all of the children and staff members as healthy as possible. If a child is brought to child care and is sick, they may infect theother children. Please contact the Director if you child has a contagious condition so that staff/ parents may be advised of the situation and be able to respond appropriately for the other children in care.

**Medication Policy**

Linking Connections LLC. does **NOT** administer any medications. The parent may come on his/her lunch break and administer medication as needed. No Linking Connections staff member shall be asked to administer medication to children under any circumstances.

In the case of an accidental injury, every attempt shall be made to contact you. Please be aware that if you or another emergency contact person is unavailable, your child will be referred for treatment at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discipline Policy**

The method of discipline used by Linking Connections LLC. includes praise; separation from group (time-out) or redirection. No form of corporal punishment will be used at any time on any child for any reason. No child will be punished in relation to food, rest or toileting accidents.

A copy of the discipline policy will be reviewed at the child’s time of enrollment and a copy of the signed policy will remain as a part of the child’s file. A copy shall also be

given to the parent for their reference.

Abuse /Neglect

At any time a child is suspected to be abused or neglected, Linking Connections LLC. is required by law to report our suspicions to the Department of Social Services in Durham County.

NC Law requires any person who has reason to suspect child abuse or neglect to report the case to the local county Department of Social Services (DSS). In addition to calling DSS, any person may call the Division of Child Development at (919)662-4499 or (800)859-0829 to make a report of suspected child abuse or neglect in a child care program.

# DISCIPLINE STATEMENT

**Dear Parent:**   
  
**The Linking Connections LLC. staff will work with parents/guardians of children in our program to determine the cause of misbehavior and deal with behavior positively.**  
  
**We use strategies that allow the child to take responsibility for his/her actions.  In addition, we focus on teaching children appropriate behavior.  We do use Time Out when we feel the child needs a break away from the group.  We focus on teaching children how to interact socially and continually reinforce the limits in the daycare center.**   
  
**We expect children in our care to respect others respect the environment and respect themselves.  Hitting, kicking, spitting, biting, hostile verbal behavior and other behaviors, which will hurt another child, are not permitted.**  
  
  
**If your child continually misbehaves, we will call you and discuss the incident by phone or make an appointment to discuss the incident with you.  We will document all incidents and they will be kept in your child’s file. We will keep you posted on all incidents involved in the daycare.**

**If we are experiencing behavior difficulties with your child, we will let you know as soon as possible.  We hope that together we can create a behavior management strategy, which will control the behavior.**  
  
**In those instances when a behavior is very disruptive or harmful to the child or other children, the Director will discuss the issue with you.  If an intervention can be made and will warrant success, the child can remain enrolled.  If you will not seek appropriate assistance or we cannot effectively meet the needs of your child, you will be asked to make other childcare arrangements.  We will assist you to the best of our ability to help you find other arrangements.  Thank you in advance for your assistance!**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   
**(Director’s Signature)**   
  
  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   
**(Parent's Signature)**

**Items to be provided by Parents/Guardians**

Sample: You are required to provide the following information and items on your child’s first day of attendance:

A signed Health and Emergency information form

* + A copy of the child’s health assessment, (medical), that is signed by a licensed physician or his designee
  + A copy of the child’s immunization record
  + A signed discipline policy
  + A signed statement that you received a copy of and an explanation of the Safe Sleep Policy
  + A safe sleep policy waiver / Feeding Schedule (if applicable)
  + A signed copy that they received a copy of the Summary of NC Child Care Rules and Law
  + A sheet or blanket for rest time
  + A change of clothes labeled with the child’s name
  + Diapers/Pull-ups

**Linking Connections LLC.** 

**Daily Schedule**

**7:00-8:00 Arrival/Greeting/ Free play in choice center**

**8:00-8:30 Clean -up/Bathroom/Hand washing/Prepare for Breakfast**

**8:30-9:15 Breakfast/Table Conversation/ Bathroom/Hand washing**

**9:15-9:30 A.M. Group Time**

**9:30-10:15 Teacher Directed Creative Activity/Centers**

**10:15-10:45 Outside explorations**

**10:45-11:15 Hand washing/story time**

**11:15-11:30 Bathroom/Hand washing /Prepare for lunch**

**11:30-12:00 Lunch/ Table Conversation**

**12:00-12:15 Bathroom/hand washing/ clean up from lunch/Prepare for nap**

**12:15-2:45 Nap Time**

**2:45-3:00 Bathroom/Hand washing/ Prepare for Snack**

**3:00-3:15 Afternoon Snack**

**3:15-3:30 P.M. Group Time**

**3:30-4:15 Creative Activity/Free play in choice centers**

**4:15-4:30 Clean-up/Bathroom/Hand washing/Prepare for Outside**

**4:30-5:30 Outside Time**

**5:30-6:00 Free play/Prepare for Home/Departure**