

ABC Children's Academy and Developmental Center, Inc

Arkansas Better Chance for School Success

Pope, Yell and Johnson County

- Serving Russellville, Dover, Dardanelle and Clarksville

Parent Handbook



Dana & Kirk Warren --- Owners

Amanda Farmer – ABCCA Regional Director
479-967-0519
regionaldirector@myabcca.com

Shonda Gadberry --- Pope County Director
479-968-5048
Fax 479-968-1498
russellville@myabcca.com

Yolanda Segura --- Yell County Director
479-229-2000
Fax 479-229-2003
dardanelle@myabcca.com

Jessi Suastegui --- Johnson County Director
479-647-5080
Fax 479-647-5081
clarksville@myabcca.com



Welcome to ABC Children’s Academy and Developmental Center, Inc. We are happy to share with you and your child a positive learning experience. This handbook will provide you with a copy of our policies and procedures to help with a smooth transition into our center. Again, we say, “Welcome.”

MISSION STATEMENT

ABC Children’s Academy is committed to providing quality educational services to your children. With parents as partners, we can change the world one student at a time.

PURPOSE

Our purpose is to provide a safe, caring, healthy environment for young children with a balance of activities, which are conducive to the individual growth and needs of each child. The center will strive to promote the social, emotional and physical health and well-being of each child through our professional staff and our daily early educational programs.

Our curriculum is designed to:

- Enhance children’s healthy growth and development
- Strengthen families as the primary nurturer of their children.
- Provide children with educational, health and nutritional services, with emphasis on early literacy, math, and science.
- Link children and families to needed community services.
- Ensure a well-managed program that promotes the educational, physical, and social development of the child and involves parents in decision-making.

HOURS OF OPERATION: Our ABC classes begin at 7:45 am Monday through Friday. Classes end at 2:45 each day. If you require before and after school care, we offer this program at a fee for service. Please see the Director or the Parent Information Board for the listing of aftercare prices.

We also follow a calendar that is very similar to the school district calendar. Most holidays and conference days are the same as the school district. In some instances, however, the dates may vary somewhat. Classes will be offered no less than 178 per school year for your families.

ADMISSION/ENROLLMENT: The ABC program is a state funded preschool and is free to families that qualify. For qualifications, please refer to the parent board at your center.

If a family meets the income guidelines, then the child must be either 3 or 4 years of age by August 1st of the current year. We cannot make any exceptions in this rule: this is a state mandated rule. Other items that are required for enrollment are:

- A copy of the child’s birth certificate (hospital copy or original accepted)
- A copy of the child’s Social Security Card
- A current/up-to-date immunization record
- Proof of income: this can be a w-2 form, a copy of your income tax return, 4 current pay stubs, or a notarized letter stating that you have no income.
- Physical (must include hearing and vision)

ADVOCACY SERVICES: More information for Resources available for families on our parent Board but some of the networking options are: Co-operative Extensions, Chamber of Commerce, Event centers for graduation, Fire and Police stations, mental health agencies such as Counseling associates and CSI, School Districts and local temporary evacs centers such as local churches as well as funding partners such as local universities and hospitals to name a few.

ALLERGIES/FOOD SUBSTITUTIONS: A statement from a doctor on letterhead or prescription pad stating a child's allergies is required for our nutrition staff to alter servings.

- Our center makes every attempt to be peanut and tree nut free in that we do not serve products with actual chunks or pieces of nuts in them; however, some of our products are made in factories where other products containing nuts may be manufactured such that "traces" of nuts and or biproducts may be on the labels of our products as a disclaimer. It is important to ABCCA that our parents are aware of this disclaimer as well.

ALTERATIVE METHODS OF INSTRUCTION (AMI) PACKETS: AMI packets are packets that follow our high-quality curriculum, and the intent is to provide a continuum of learning for our staff, family and children 's quest for Kindergarten readiness. Standardly, Arkansas Better Chance Programs are allowed 2 AMI days per year. In the case of National emergencies accompanied with declaration from the State or Federal government, a grantee of additional AMI days may be allowed based on individual circumstances. An AMI day is strongly encouraged to bring families together for a fun study session and the paperwork will be required to be returned to school for credit for the school day. Alternative Methods of Instruction Packets (AMI) will be used only on emergency basis or inclement weather cases and teachers will be readily available for questions in some familiar mode such as on-site professional day via center phone; or in-person conference; or by email. Our goal is to provide the best high quality early educational experience for your child.

APPEALS: Please see the parent information section of each center for any appeal information needed for USDA, EIDT or OPTUM screening needs. Our friendly staff is always ready to help as well in any matter. The contact information for DCCECE licensing is 1-800-445-3316. The contact information for DPSQA (our EIDT program) is 501-682-1001. Patrons have the right to appeal any decision.

ARKIDS FIRST Information: ABC Children's Academy provides information and applications concerning the ARKIDS First Program. For your convenience, applications are located in the Parent Center.

ARRIVAL AND DEPARTURE: We provide families the convenience of a morning and afternoon car line. Teachers will greet each child and their parent each morning and will assist the child in getting out of the car. This helps prevent parking problems, creates less traffic through the classrooms and hopefully helps parents spend less time in getting their child to school. Parents must sign their child in and out every day. Please understand that you may be asked to show I.D. when picking up a child if we have not seen you or the person designated to pick up your child. Our facility however cannot deny access of any child to their biological parent unless a restraining order is presented to the facility. Access is defined as visiting the child at the center – not removing the child from the center. If Parents argue over who is allowed to pick up the child – our center will be forced to petition for dismissal from center to protect all staff and families, we serve.

- No registered sex offenders are permitted to be on your child's pick-up authorization list.
- Biological parents who are also registered sex offenders must notify administration and an arrangement shall be made if drop off and pick up is necessary. You will be required to wait outside of the classroom for our staff to bring your child to you. Thank you for understanding our policies.

Attendance: A child needs to be present 5 days a week. An average daily attendance of 85 percent is required. No child shall be at the center more than 10 hours a day. If your child will be absent, please notify the center. Children learn and thrive when well rested and well fed. When children arrive late, they have trouble sleeping or napping during the center's schedule nap time - anywhere from 11:30 - 2:00pm depending on your child's room. Please make plans to arrive to school prior to 9:00am so we can get an accurate lunch count and children will be able to rest and not disturb the rest of the class. All families will be required to provide a physical address and at least one emergency contact other than enrolling parent/caregiver.

- 10-hour Days: Children after 10 hours are more than ready to see their families. Our weekly charges are based on 10 hours a day. Please plan with County Directors if your circumstances are exceptional. We encourage families to place alternate loved ones and family members on their pickup lists for emergencies.
- Parent / Visitor Policy: We always encourage authorized Parents and extended family members to be interactive with their child's early education. With historical pandemics across the Nation, virtual meetings have become our new normal. However, our staff will be happy to connect face-to-face safely with scheduled visits or parent-teacher conferences. All visitors shall participate in a health screening prior to coming inside. Although, preschools and school districts have tightened up on open-door policies, all parent feedback and concerns can be addressed on an individual basis and a relationship of trust and safety to all children be established. Due to background check issues, the center cannot be used as a means for scheduled custodial visitations as this is not the intent of our educational program.
- Pandemic Situations: Should there be a Pandemic situation in the US or State of Arkansas— an alternate plan of operation will occur that limits parents and visitors and adjust operations with a heightened sense of safety. During Pandemic, ABCCA will follow guidance of the local and state authorities – see specific Pandemic procedures and Ready to Learn Plans.

Behavioral Guidance: Love and understanding are the best forms of Behavioral Guidance; however, the safety and wellbeing of each child requires a degree of order. A safety agreement signed upon enrollment by parents or caregivers is a requirement of participation in our program. When misbehavior occurs, we consider the social, emotional, and physical development of the child and use appropriate techniques that may include positive intervention, redirection, restriction from certain play areas, and/or moment of time to breath and gain the feeling of love and safety in hopes to manage and guide behaviors. Continued problems may require a conference with the parent to decide a course of action. Cooperation and a supportive attitude between parents and the Center can usually redirect behaviors not acceptable in group care.

- **Reminder that corporal punishment to include spanking the bottom region or spitting of hands is not allowed in a childcare center per State regulations. This action is prohibited by parent or staff.

Biting Policy: Biting is approached seriously by the center, but we understand that it is part of development of a Toddler as well. However, biting could be an anti-social behavior caused by reason such as 1) development stages 2) emotional difficulty 3) teething or 4) other illnesses. When a child bites, the reason for biting should be identified so that a behavioral plan can be created. (The co-op has a great model for intervention to go by). Possible corrective measures could be, but not limited to medication for teeth and gums, oral sensory input ideas needed from therapy services, moving the child up to a more age-appropriate group, physician check for illnesses or dental problems, or redirection to another activity. Employees shall document a child incident/accident form each time a child bites for all children involved (the biter and the one who was bitten) for each parent to sign respectively. We are careful not to disclose who bit or was bitten. We use phrases like..." was bitten by another child..." ("bit another child today, please talk with him/her about biting) After a child has bitten 3 occasions, a conference will be scheduled for the parent of the child that bit, for the teacher and director to discuss corrective measures to take which may include a recommendation for Doctor's visit to

rule out ear infection and/or a referral for special ideas from a Occupational Therapist. If approved by the Arkansas Better Chance Program, a child may be sent home not as punishment but to take a break from situation if biting is aggressive and severely injuring other children. The Co-op also has a Behavioral Therapist that may come into classroom and give ideas to Teachers and Parents about strategies to help with biting as well.

BIRTHDAYS: Parents may take birthday cake, cookies, etc. to the center to celebrate their child's birthday. Any food items used must be purchased and in its original container or purchased in a licensed facility such as a bakery. Celebrating birthdays is an option, not a requirement of parents.

CAMERAS: ABCCA does not utilize cameras directly in our classrooms as our team hires well qualified and trusted staff who are inspired to use their creativity and spontaneity for teaching. Our management team monitors classrooms daily and face to face monitoring allows our teachers coaching beyond what cameras can do. We want our staff up and in the classrooms for teaching support and not behind a desk watching cameras. ABCCA does support policy of cameras not directly viewing children for example on payment areas or entry and exit doors where affordable for additional risk prevention. ABCCA Admin facility is the only facility with external non-classroom-based cameras. We feel parents have the right to know if their child is being recorded or not. Our ABCCA policy is that we do not directly view or record children and feel this prevents the risk of hackers and privacy issues with cameras.

CARSEATS: All Children must be transported in appropriate car seats. Unfortunately, our ABCCA facilities are not able to store your family's car seats. Our lobbies and classrooms are too crowded, and the extra equipment become crowded. If left outside, the car seats become potentially mixed up and lost. More importantly, the time it takes the person picking up the child to remove and/or install a car seat backs up our drop off and pick-up line. Best practice would be for the family to work with whoever is picking up their child to have an appropriate car seat buckled in place ready when picking up your child.

CLOTHING/SHOES: Parents should send an extra change of seasonally appropriate clothing with the child's name in permanent marker to be kept at the center. Clothing should be easily managed by the child for their toileting needs. Overalls and one-piece jump suits are difficult for children to manage and not recommended. No belts unless your child can unfasten and fasten it without help. PLEASE MAKE SURE YOUR CHILD'S NAME IS ON ALL COATS AND SWEATERS WORN TO SCHOOL! Tennis shoes are the best. We are active and shoes are important. Comfortable shoes good for running, jumping, and climbing are necessary. Slick bottom shoes are dangerous. Sandals without a strap, flip-flops and cowboy boots are not allowed.

Communicable Disease Situations: ABCCA follows all Governmental Policies as related to any Local epidemic or National Pandemic situations. All precautions shall be posted for families which may include but not limited to a closed-door policy with utilization of a car rider drop off and pick-up line. Additional safety measures will be implemented in a specific plan which will be linked to our company website:

www.abcchildrensacademy.com. Alleviations of charges such as "after-care" may not apply unless a long-term closure greater than two weeks is ordered by the Arkansas Dept. of Health, local, State or Federal Authorities.

- **Infectious Disease Policies:** Our goal is to provide a safe, high quality learning environment that fosters growth and preparation for Kindergarten. The founding principle is safety from the spread of infectious disease. Please see our Health policy. Spitting and scratching can lead to the spread of infectious disease. Our infectious disease policy or safety agreement policy is such that scratching and spitting in others mouths or open areas will require a meeting with Parents or caregivers to discuss a behavior plan that is safe for the learning environment of all parties.

Community Involvement: ABCCA has a Community Involvement Plan posted on our Parent Board which incorporates at least one Activity per month that creates educational bonds between Children and their Community. Each Facility has the Community activity of the month posted on the front door of the center and encourages Parent and family participation. Exploring the world around us is a strong form of social acceptance and early education.

CONFIDENTIALTY: We uphold the respect for other's privacy with high regard. The hallways and classroom doorways are not always private but if you need to conference in a private area – one will be provided for you. ABCCA would like to disclose that your child's medical or confidential information will only be shared with relevant staff or contracted agencies for the purpose of safe programming operations, therapy services needed, increasing developmental and cognitive education and/ or payment of services if indicated. Due to the privacy of other families and laws around civil rights of others, there is absolutely no video or audio recordings of our children or staff or other family or associated partners without written authorization from the owner of ABC Children's Academy.

Diapering /Diaper Bags: Our center allows disposable diapers only. The use of disposable diapers instead of cloth diapers lends for a more efficient diapering process as well as the highest quality in sanitary conditions. Also, for safety reasons, Licensure has recommended we discontinue the use of Diaper Bags which could potential hide hazardous materials. Please bring enough diapers and wipes as well as a change of clothes for your child. Those items will be stored in a cubby or on a shelf designated for your child.

Drop Policy: Please review your financial contract which reminds our families that in order to drop our childcare services (for example – aftercare wrap around services), we must have a 1-week written notice in order to extend services to an alternate family. No Refunds for week/weeks charged without notice will be issued.

Emergencies: In the case of an Emergency or Accident, our Director's will call 911 if they feel your child is in danger. We will also call the parents immediately. If there is a question as to the severity of the Incident, our Directors are authorized to error on the side of your child's safety. If an Ambulance responds and the Paramedics do not feel it is an immediate crisis, they usually wait until parents arrive to transport the child. Our insurance will pick up additional coverage after the child's insurance is filed if the incident is a result of an accident on our premises only.

Enrollment: Each child must have one and only one enrolling parent or caregiver that is the foundation for decisions about the child's account and other related matters. Should the family be divorced, it is the responsibility of the enrolling individual to pay for childcare services and then in turn collect from the non-custodial individual. Children only have one financial account. Likewise, unless there is an exparte order in place restricting visitation from one biological parent to the specific child – each biological parent should not place restrictions on pick up and drop off. The daycare teachers cannot be mediators for children. Disgruntle domestic disputes involving the preschool and the children will be discussed with the Director to facilitate a peaceful and safe place for all involved.

Evacuations: In the case of an onsite emergency – your child will be transported to a safe location and you will be contacted on the numbers indicated on your application. A note will be posted on the door with the address and number of where your child was taken. If there is a risk of health concerns, your child will be transported in our staff's personal vehicles and may not have proper car seats based on urgency to evacuate. In these cases, the owner/director attempts to obtain a police escort for safety of transport.

Equal Rights and Opportunity Disclosure Statement: ABC Children’s Academy, and Developmental Center, Inc. does not discriminate (employee, child or family) against race, color, religious creed, sex, age, handicap, or other factors not related to enrollment or the needs of job performance. Each employee and family will be treated on his or her own merits.

FIELD TRIPS: Parents will be informed of all field trips. Each field trip will be posted indicating place, day, time, etc. Parents will be asked to sign a field trip permission slip for your child to attend the field trip. Children will be transported in the center’s vans in car seats buckled in a seat belt and accompanied by adequate staff. A roster of the children will be kept in each van, and each van is equipped with an alarm system. Due to seatbelt guidelines from the National Highway of Transportation and Safety Assoc. – a child must be 4 years of age to be transported by our booster seats. We will have in-house community activities for our children 3 years of age and younger.

- Fieldtrips require an added level of safety and supervision such that if a child needs extra supervision that is not available by Preschool staff, their parent or guardian will be asked to attend fieldtrip with the child to prevent any injury or incident from occurring and allowing the child to participate in the community outing as well. Some examples of safety concerns are running from the teacher trying to escape areas, unfastening seat belts, or making attempts to open van doors, unable to transition in line without leaving the line to hide or hitting and/or physical harm to teachers or peers when asked to follow safety directions to name a few examples. Should the extra staff or parent not be able to attend, unfortunately, the child for their own safety and wellbeing will have to remain at the center in an alternate classroom which usually is a fun and exciting treat as well.

FOOD: Children are served a nutritious breakfast, lunch, and afternoon snack daily. Please do not send any candy, gum, soda, or prepared fast food unless approved by the center for special occasions.

HAPPY TRASH: Happy trash, your throw away “junk”, can become a means of creative expression in the classroom. Check with your child’s teacher for special needs such as:

- *colorful scraps of fabric
- *tissue paper
- *magazines
- *brown paper bags
- *catalogs
- *clothes pins
- *newspapers
- *paper towel rolls
- *film canisters
- *items such as lace, tape, buttons, etc
- *empty containers-coffee cans, Pringles cans
- *thread spools
- *anything that you think we could use

HEALTH POLICY/ILLNESS: To control the spread of communicable illnesses among children and staff, health policies are necessary. A full health screening performed by a doctor or a doctor’s assistant is required before entering the ABC program.

- Immunization:** All children must be current on their immunizations prior to enrollment and must remain current to stay in the program.
- Daily Health Checks:** On arrival, your child will have a daily health check for obvious signs of illness. Please report any symptoms of illness your child may have had. Children displaying symptoms of contagious illness and children who are not well enough to participate in the daily activities will not be admitted.
- Communicable Illness:** Parents are also required to notify the staff if their child has been exposed to a communicable illness so that appropriate precautions to prevent the spread of the illness can be taken, and so that parents of children can be notified if the exposure will affect their children.

- d. **Notification of Illness:** Parents will be notified if their child becomes ill at the center and will be expected to pick the child up within **30 minutes**. Until the child is taken home, efforts will be made to isolate the sick child from the other children. PLEASE KEEP TELEPHONE NUMBERS CURRENT AND UPDATED DAILY SO THAT SOMEONE IS AVAILABLE EACH DAY TO PICK UP YOUR CHILD IN CASE OF ACCIDENTS OR ILLNESS.
- e. **Medications:** Medications can be given at the center only if ABSOLUTELY necessary. Please ask your doctor to prescribe once or twice daily treatments if possible. The medication must be in the original container with the prescription label. You must also complete a medication form. All medications must be prescribed by a doctor, no over the counter medication will be given unless at Nursing staff discretion after parent conference.
- f. **Illness criteria:** Children may be sent home or denied admission based on, but not limited to the following symptoms:
1. Temperature of 101° F or higher
 2. Impetigo – red, oozing, erosion capped with a golden yellow crust that appears “stuck on”
 3. Scabies – crusted wavy ridges and tunnels in the webs of the fingers, hand, wrist, and trunk.
 4. Ringworm – flat, spreading ring shaped lesions.
 5. Chicken Pox
 6. Head Lice
 7. Culture-Proven Strep Throat – that has not been treated for at least 24 hours.
 8. Conjunctivitis (pink eye) – red, watery eyes with thick yellowish discharge.
 9. Persistent Diarrhea – parents will be notified if a child has two watery or abnormal stools in one day and will be required to pick the child up immediately if the child has a third watery or abnormal stool in one day.
 10. Vomiting
 11. Unexplained or unusual skin rashes, skin eruptions, or discharges.
 12. Severe cold symptoms accompanied by persistent coughing, fever, sore throat, or yellow/green discharge from the nose or mouth.
 13. A child who does not feel well enough to participate in the usual daily activities, including going outside on the playground.

RETURNING FOLLOWING ILLNESS: A child may return to the school after an illness only when their presence will not endanger the health of the other children and when they are well enough to participate in the regularly scheduled daily activities. A child may return when:

- Fever free without fever reducing medications
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- If an antibiotic has been given over a 24-hour period for known strep-throat, pink-eye, impetigo, or ringworm
- Chicken pox lesions are crusted, usually five to ten days after onset
- Scabies is under treatment. Parent must bring bottle or doctor’s note for proof of treatment
- Lice are under treatment, nits are REMOVED, no live bugs or nits are present. Parent must bring bottle in for proof of treatment.
- Conjunctivitis treatment has occurred for 24 hours and the eyes are no longer discharging
- The child feels well enough to participate in the daily activities, including outdoor play.
- ABCCA as county nurses that may assess your child’s health care needs. A doctor’s note may be required to return to school should symptoms show contagious factors, or our staff need clarification on doctor’s orders.

Immunizations: Up –to-Date Immunizations records -or- your Doctor’s signature on a State approved Immunization waiver form is required within two weeks of enrollment to continue enrollment with ABCCA.

INCLEMENT WEATHER: If the public school closes due to hazardous road conditions in winter weather, our Arkansas Better Chance program will close as well.

Infectious Disease Policies: Our goal is to provide a safe, high quality learning environment that fosters growth and preparation for Kindergarten. The founding principle is safety from the spread of infectious disease. Please see our Health policy. Spitting and scratching can lead to the spread of infectious disease. Our infectious disease policy or safety agreement policy is such that scratching and spitting in others mouths or open areas will require a meeting with Parents or caregivers to discuss a behavior plan that is safe for the learning environment of all parties.

IN-KIND: The ABC program depends on local community and parent support for 40% of its operating costs. This simply means that parents help us meet this requirement by volunteering in the classroom, donating consumable and other supplies, and helping in other ways. However, in-kind donations are not a requirement for enrollment. We do encourage and appreciate any and all parental participation of any kind in our program.

Kindergarten Readiness and Transitions: Each center has a Kindergarten Readiness and Transition Plan posted on the Parent Board. At least four times a year, ABCCA presents our children and families with an activity that makes a smoother transition to Kindergarten. Activities include familiarizing children with actual experiences at a Kindergarten building including but not limited to: library, cafeteria trays, milk cartons, large hallways, standing in line or meeting the teachers.

Parent Advisory Board: Each County Director is responsible for locating, encouraging, and facilitating a Parent from their County that would meet at least twice a year and present the county Directors with ideas, theories or needs for training areas that ABCCA could sponsor for our Parents. A sign in sheet should be logged for parent meetings. WE LOVE OUR PARENTS and hope we can establish an Advisory Board that will use our facilities in the evenings so ABCCA can better serve your specific needs.

Parent Involvement: ABCCA has a Parent Involvement Plan posted on our Parent Board which incorporates at least one Activity per month that creates educational bonds between Children and their Parents and/or Extended Involvement. Each Facility has the parent activity of the month posted on the front door of the center.

Meals: This center participates in the Federally Funded Child Nutrition Program and we provide balanced meals and snacks for your child daily. No food may be brought to the center unless prior arrangements are made with the Director. This is to protect other children who have allergies and to maintain compliance with CACFP that all children receive a well-balanced meal. Enrollment into this facility is agreement of this meal policy.

Allergies: A list of your child’s allergies shall be kept in the classroom as well as with the Nutrition staff, under a cover sheet. We make sure outside food is not accepted to protect those children with allergies. Exclusion or Segregation of Students shall not occur for children with allergies. A Medical Need must be described on Doctor’s Note to exclude foods from children’s meals.

Peanut Butter: Due to the large number of Peanut Allergies, we are not allowing Peanut Butter in the Buildings. However, Families should be aware that we may have products with Peanut oils in them.

Medical Equipment: Should your child have medically prescribed equipment for daily health routines, that equipment must be sent to center daily to meet the health plans of your child. Storing equipment at center

will be individually approved based on space and may be required to be transported home each day for skilled maintenance by family.

National or State Emergencies /Pandemics/Crisis: Should a national emergency, pandemic or any other crisis occur that closes the public school system, our Arkansas Better Chance program will more than likely close; however, we understand the need for childcare for working families such that we will attempt to keep our private tuition program open. Arkansas Better Chance program is a different program than our Tuition based program and is subject to charges.

OPEN HOUSE AND ORIENTATION PROCEDURES: Our ABC program has enhanced family orientation procedures that include a guided tour, introduction to teaching staff, opportunity to ask questions of the Administrator and information about family programming and family-friendly supports. Please feel free to always contact us and visit our parent pamphlets on community supports you may find helpful to you. You will receive information for time and date of open house via mail or by telephone.

Outdoor Play: The children will play outside morning and afternoon, weather permitting (36 degrees winter and 98 degrees summer). Please dress your child in play clothes and the appropriate outer wear. (Sweater, jacket, coat) Outdoor play consists of running, jumping, climbing, sweating, digging in the rocks, and many other creative things children think of to do outside. We do wash our hands and faces when we come in from recess and we wash many other times of the day. At times, a child may look a little grubby by the end of the day because they have played hard and had fun. Remember PLAY is a child's WORK. ABC places emphasis on keeping hands and faces washed to prevent the spread of germs. If your child is too sick to go outside, we do not have someone that would be able to stay inside with just one child. Therefore, we ask that if you do not want your child to go outside, then please keep them home that day.

PERSONAL ITEMS: Please be advised that ABC shall not be held responsible for children's or family's personal items lost at school. Valuables should not be sent to school because there are not locked areas for children's valuables. Medical Equipment shall be maintained to the best of our ability, but we are not a Medical facility. We shall not be responsible for replacement of Medical equipment or lost or stolen personal items. We ask that clothing be labeled and do our best to make sure that items are sent home with correct families.

PHONE CALLS: Phone calls may be recorded for quality purposes.

PHOTOS: Please be advised that only Photos of your child can be taken with your personal cameras. ABC cannot allow Parents to photograph other children at any time. Also, for privacy and security reasons pictures taken at the center cannot be posted on the internet.

PICKING UP CHILDREN: If a child is not picked up on time, the following steps will be taken:

The ABC program hours end at 2:45 - 3:00pm and for every child left after this time they will have to attend our "aftercare" program for additional charge, if and only if, Parent can be contacted for approval.

- a. The charges for aftercare will be posted on parent board which is also stated in the financial agreement in the enrollment packet.
- b. **LATE CHARGES:** A charge of \$5 of any part of 10 minutes after time your center closes will be added to your fee. We do not want to charge this fee so PLEASE do not be late.
- c. **METHOD OF PAYMENT: Direct Draft only through Tuition Express. Cash and Checks are not accepted.**

If an EMERGENCY situation prevents the parent from picking up the child on time, it is the parent's responsibility to contact the center prior to the close of the classroom hours to make the staff aware of the situation and the approximate time the child will be picked up.

- If parents or emergency contacts cannot be contacted to transport to After care, then we will have no other option than to call Police for assistance as our staff must be dismissed from work when their shift ends. It is the parent's responsibility to keep their phone numbers current within our records.
- A written note will need to be faxed to the center or sent with the person regarding permission for alternate person other than someone on the pick-up list to receive child. Likewise, the Parent must be available to be Called by the center when the person arrives to speak to the person for verification.
- ABC Children's Academy cannot deny access to a biological parent – such that both biological parents need to have permission to pick up the child unless there is an exparte or restraining order. If parents cause disputes over pick up related to custody, we will have to petition the Arkansas Better Chance Division for dismissal of your child's enrollment.

PLAYGROUNDS: At ABC Children's Academy, we strive to adhere to current trends in Playground safety and Play Areas that encourage Developmentally Appropriate Play. Our playgrounds have recently undertaken remodels that might leave some parents wondering about the absence of certain play equipment. Research shows that children learn best by being able to move and manipulate things in their environment, including outside spaces. For this reason, our newer and revamped "PlayScapes" will have more moving parts such as painted tires, tricycles, balls, outdoor blocks for building, water and sand play, ring toss, bean bags, pogo sticks, areas for jumping over things, dramatic play areas, and lots and lots of room to run! These activities allow children flexibility in play as opposed to a static piece of equipment such as a jungle gym or swing set. Research shows only about 18% of children play on large equipment and then get bored quickly. Imaginative play is the best for accelerated learning and what our teachers promote for our children during outdoor play. So, rest assured as parents, we are providing the best and safest activities to build gross motor, social, and imaginative skills on the playground!

PROGRAMS: The following high quality early childcare programs are available for our patrons: (1) Arkansas Better Chance (2) Blended Arkansas Better Chance / HeadStart (3) Tuition Based Program (4) Childcare Voucher and Foster Voucher Program (5) EIDT (Early Intervention Dayhab Treatment) program which is funded by ARKids A or Tefra. Please see our Director for any questions.

- We also offer therapy services through local co-ops or private therapy company's at parent choice. Payment of these services are through the family's insurance provider or local co-op extension.

RELIGIOUS PRACTICES: The US Constitution mandates a separation of Church and State. ABC Children's Academy assures parents that no religious activity is paid for by our State Arkansas Better Chance funds. Likewise, because we operate an Arkansas Better Chance State funded program in all of our facilities to some capacity – all religious teaching is prohibited regardless of the funding source. Our ABCSS program provides non-religious instruction and activities during the ABC day. Celebration of Holidays may occur at a secular level only and not teach or promote a religious theme as that is a protected right reserved for families outside of our facilities. ABC Children's Academy and Developmental Center, Inc. upholds the First Amendment to the US Constitution and instructs and implements non-religious educational programs.

REST TIME: All children are required to rest after lunch. Children are not forced to sleep or criticized for not sleeping. We do require the child rest quietly so other children can rest as well. We provide a state approved cot and sheet. Please do not bring bedding from home as the bulkiness is impossible to store and launder. For risk management purposes, children keep their shoes on at naptime in case of need for evacuation.

- Mid-Day Drop Off policy: We welcome all our Parents and Families. We do our utmost to make sure all children have the best day possible. We are having difficulties with children who are allowed to

sleep in late in the mornings and being dropped off in mid-day or mid-nap are disrupting the other children's naptime routine. If you choose to allow your child to sleep in past 9 am in the morning - Please respect our naptime and the other children's need for routing and structure by waiting to drop your child off after 1:30 pm when children start to arise from nap.

- **Safe Sleeping:** Your application for enrollment contains information regarding SIDS – Sudden Infant Death Syndrome. There are tips to reduce the risk of SIDS for your child. We are required to place children on their backs to sleep. Studies have shown that families that place children on their tummies to sleep in evenings but attend daycares that place children on their backs – are at a 18% higher risk for SIDS. Therefore, it is important that Childcare and families work together to be consistent with safe sleeping on backs.

Scissor Policy: The use of Scissors is an important piece of a child's development. We want Parents to be aware that although we will do our best to monitor safety with our blunt-nosed scissors that an inherent risk of hair cutting is possible. We ask that our teachers put scissors up and replace them with hole-punches during center time unless a controlled environment of scissor use is possible. However, even with a controlled situation, in an instance, a child may turn and cut hair of another child. We discuss scissor safety and monitor closely; however, we wanted to provide an extra reminder to parents that we use Scissors in our facility in our art centers and that hair cutting is a risk.

Screening: Our program screens all children and will send parents notification of any indicators suggesting developmental delays of any type. Referrals to our local coops for information about services and parent rights is required in our program. Parents are notified of results of any screenings from our Therapy Referral Coordinator. Special Services such as Physical Therapy, Occupational Therapy and Speech Therapy may be offered based on your child's results and Parents approval. If Behavioral Services through the County Co-op is recommended, your child's enrollment will be contingent on the child participating in Behavioral Services. PT, OT and Speech are not deemed Medical Necessary for the Safety of the child and thus can be refused by families; however, if Behavioral Services are needed, the Parent will be required to Participate in the implementation of a Behavioral Plan to protect child and others from harm.

Separation of Agreement: Reasons a child or person may be discharged from the center are; 1. ongoing breach of safety agreement plan that increase imminent danger to a child or staff member. 2. Non-payment of fees and program charges. 3. Family's refusal to follow Center Policies. 4. Legal or physical threats to center staff or program in attempt to bully or manipulate staff.

Social Media Policy: Our program is determined to keep family satisfaction at the center of our focus. Our managerial team will work hard to resolve any concern with quality and urgency. If families support or post negative feedback on any social media page regarding our program's integrity, unfortunately, we will assume you are withdrawing from any of our childcare services/programs and not accessing our resolution systems. Your enrollment to our center is contingent on your agreement with this policy; in other words, if you are attending any of our center's programs – this policy applies for enrollment.

Solicitation Policy: Our program focuses on daily children's curriculums and safety such that all solicitation for service bids shall be by appointment only through an email to regionaldirector@myabcca.com. No walk-in appointments are appropriate.

SPECIAL NEEDS: Our program accept all children. No child is denied enrollment due to special medical, health, or developmental needs. We will work with special services providers to ensure that your child has the supports needed to foster development. Your child will receive a developmental screening within 45 days of enrollment and if suspected delays are identified, you will be contacted by the local cooperative extensions as a parent service to discuss all your options and rights under the IDEA act of 1975.

TARDIES: Car-rider line and Arrival begins at 7:40am Monday through Friday. It is very important that your child is here by this time. Anyone coming in after 8:15am will be considered tardy. If a child is tardy 5 times this will count as one absence. 10 absences in a 5-month period can result in dismissal from the program. The ABC program is a very good program, and we have a long waiting list of children that would love to have a spot in the program.

TOILETING: We strive to progress children in all areas and potty-training is one of them no matter your child's age. For the health and sanitary reasons, if your child is not yet potty trained, Pull-ups that Velcro on the sides must be sent to school daily as a tool to help children in toileting in a safe and manageable way. Cloth diapers are disallowed due to sanitary and time conscious reasons. If a child has two or more accidents per day (not at naptime) related to urine, a pull up will be necessary during the day to keep room sanitary. Because of the time required to sanitize a room after an accident related to feces, a pull up with Velcro sides shall be used after 1 incident of which feces. Our teachers will attempt toileting every 45 minutes – 60 minutes throughout the day to assist with potty training reminders for your child when they are ready for potty training. If more frequent reminders than that are necessary – your child may not be quite ready for underwear, but it will happen when in time.

TOYS AND TREASURES: Children should not bring toys and treasures from home. Exception to this: if the child is asked by the teacher to bring something for “show and tell,” such as a book or an item for enrichment to a classroom activity.

Visitors / Volunteers: Visitors and Volunteers may be asked to fill out background checks depending on their need for frequencies of visits. ABC encourages parental and extended family support and interaction. We have an open-door policy and do not deny access parental access to children (unless epidemic/pandemic situations arise – see pandemic policy). However, Daycare is not a mode of regimented visiting for any family member as ABCCA has a responsibility to the others in our classrooms. Parents or Observers that wish to stay all day or lengths of time that impair daily routine is disallowed for risk management and program integrity. Please trust that we are regulating often by several governing bodies and our staff are well-trained in the care of your children. Feel free to come visit briefly as much as you need (provided America is not in a Pandemic situation); however, ABC Children's Academy and Developmental Center has a direct policy prohibiting all day observations.

- Should any individual such as a member on a pickup list, or an enrolling caregiver have criminal charges pending that involve crimes against children – our ABCCA policy will not allow those individuals to be on our premises, such that alternate drop off and pick up arrangements will have to be made. This policy is to protect all families we serve. We understand that in America, our justice system is “innocent until proven guilty” such that if charges are resolved, all regular operational policies apply; however, if charges are pending – disallowance from property is imposed to alleviate any risk to other families. Thank you for understanding.

Voucher Program: Arkansas Department of Human Services (DHS) has childcare assistance available for income eligible families for the Part of the Day ABC does not cover (before and after care). An application for childcare vouchers is included in the enrollment packet. We are available to give you information and assist you in any way possible at any time. Registration and field trip fees are charged to the parent even if they are on the 100% vouchers unless the funding is from the TEA program. Unless the family has 100% voucher pay the parent will be expected to pay their co-pay weekly. Vouchers pay for only a few absentee days per year such that families need to maintain their child's regular attendance throughout their enrollment. Parent will be charged and be required to pay for all absentee day not covered by the voucher program. There are cases of extenuating circumstances such as medical leave or summer visitation by which vouchers can be placed on

hold, but enrolling families must get this pre-approved with State Case Worker. Parent's who do not have 100% vouchers, will be charged the difference weekly.

Voucher cont...(Absenteeism) :

- The Voucher Program offers absentee days on a month-to-month basis not exceeding 40 days as outlined in our Financial Contract. PLEASE READ FINANCIAL CONTRACT CAREFULLY
- Families who have extenuating circumstances such as a medical need or possible summer visitation with non-custodial parent will be required to contact their voucher case worker to obtain approval from State Administrator to place childcare vouchers on hold. The center must have approval from State before this placing the vouchers "on hold" can occur.
- Enrolling families will be charged a \$30 / week holding fee for each week vouchers are on hold up to 6 weeks as this spot cannot be assigned to another family.

Weapons: No unauthorized personnel or student, or non-student, including adults and visitors, shall possess, use or distribute a weapon on our ABCCA preschool campus, at any location. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Please leave these weapons off our campus while visiting our business. This policy is for the protection of all and foremost the children we serve.

WELFARE OF ALL CHILDREN: Please be advised that state law mandates us to report suspected cases of child abuse and neglect. Children are subject to be interviewed by Child Care Licensing, DCFS Special Investigations, and Law Enforcement for investigative purposes at any time with or without notification to or from the Parents. These are State Laws in every school and preschool designed to protect children.

Listing of Facilities:

Regional Director – Amanda Farmer – regionaldirector@myabcca.com

1. ABC Children's Academy – Main Russellville site 1 (Pope County Director Located here)
 - a. Director = Shonda Gadberry (Asst. = Brittany Baker) (PIC AC – Arias Moreles)
 - b. 500 East 3rd, Russellville, AR 72801
 - c. Phone = 479-968-5048
 - d. Childcare license # = 23451
 - e. EIDT License: 34169
 - f. Email = russellville@myabcca.com

2. ABC Children's Academy – Russellville site 1 Annex
 - a. On site Lead = Destiny Drake (Asst.PIC = Ana Pyron)
 - b. 520 East 3rd, Russellville, AR 72801
 - c. Phone = 479-968-1663
 - d. Childcare License # = 31125
 - e. EIDT License: possible EIDT for summer only
 - f. Email = nutrition@myabcca.com

3. ABC Children's Academy – Russellville site 2
 - a. On site Lead = Amber Bogue (AC PIC. Kaylee Sinclair)
 - b. 308 East 11th Street, Russellville, AR 72801
 - c. Phone = 479-968-5084
 - d. Childcare License # = 24034
 - e. **EIDT License = 34171**
 - f. Email = russellville2@myabcca.com (Amber's email)

4. ABC Children's Academy – Russellville site 3
 - a. On site Person in Charge – Debra Hefner (Asst Nikki Cooper)
 - b. 1101 South Erie, Russellville, AR 72801
 - c. Phone = 479-968-5100
 - d. Childcare License # = 24543
 - e. NON – EIDT SITE
 - f. Email = r3.abcca@gmail.com

5. ABC Children's Academy – Russellville site 4
 - a. Onsite Person in Charge – Krystal Foulk (PIC Aftercare = Jessica Ray)
 - b. 2005 East Fairway Blvd. Russellville AR 72802
 - c. Phone # = 479-219-5204
 - d. Childcare License # = 30074
 - e. NON – EIDT site
 - f. Email = russellville4@myabcca.com

6. ABC Children's Academy – Dover Site 1
 - a. Onsite Lead = Marie Herdman – Asst . PIC Brianne Clover)
 - b. 110 Library Road, Dover AR 72837
 - c. Phone = 479-331-1325
 - d. Childcare License # = 28776
 - e. **EIDT License #: 34166**
 - f. Email = Dover@myabcca.com

7. ABC Children's Academy – Dover Site 2
 - a. Onsite Lead = Marie Herdman – Asst. PIC – Modesha Morris)
 - b. 105 Library Road, Dover AR 72837
 - c. Phone = 479-331-1450
 - d. Childcare License # =28777
 - e. **EIDT License #:34167**
 - f. Email = dover@myabcca.com
 - g.

8. ABC Children's Academy – Dover Campus – site 3 (school campus center)
 - a. Onsite Lead = Breanna Holstein - (PIC A/C: Olivia Johnson)
 - b. 75 Pine Hill Road, Dover AR 72837
 - c. Phone = 479 264-2775
 - d. Childcare License # 30075
 - e. NON – EIDT site
 - f. Email = dover3.abcca@gmail.com

9. ABC Children's Academy – Clarksville (Johnson County Director Located here)
 - a. Onsite Lead = Jessi Suastegui (Asst PIC. Adriana Delgado; AC Julieta Gamez)
 - b. 108 Cherokee Lane, Clarksville, AR 72830
 - c. Phone = 479-647-5080

- d. Childcare License # 30070
 - e. **EIDT** License: **34164**
 - f. Jessi Email = clarksville@myabcca.com
 - g. Adriana email = referrals.c1@myabcca.com
10. ABC Children's Academy – Clarksville Campus – site 2 (school campus center)
- a. Onsite Lead = Heaven Farmer (Asst. Andrea Vargus)
 - b. 2023 West Clark Road, Clarksville AR 72830
 - c. Phone = 479-979-5058
 - d. Childcare License # 30392
 - e. NON EIDT SITE
 - f. Email = ecds.johnson@myabcca.com (Heaven's email)
11. ABC Children's Academy – Clarksville site 3
- a. Onsite Lead = Adrianna Delgado (Asst PIC. Emily Floyd)
 - b. 105 Cherokee Lane, Clarksville, AR 72830
 - c. Phone = 479-647-5080
 - d. Childcare License #
 - e. **EIDT** License: **34162**
 - f. Email = referrals.c1@myabcca.com (Adriana's email)
12. ABC Children's Academy – Main Dardanelle site 1 (Yell County Director Located here)
- a. Director = Yolanda Segura (Asst. Amanda Simons)
 - b. 2106 State Hwy 22 W, Dardanelle, AR 72834
 - c. Phone = 479-229-2000
 - d. Childcare License # = 23429
 - e. **EIDT** = License = **34165**
 - f. Email = dardanelle@myabcca.com
13. ABC Children's Academy – Dardanelle site 2
- a. On site Lead = Kim Via Hughes (Asst. Cindy Jackson)
 - b. 1309 & 1315 North 2nd, Dardanelle, AR 72834
 - c. Phone = 479-229-4186
 - d. Childcare License # = 24854
 - e. NON EIDT Site
 - f. Email d2.abcca@gmail.com
14. ABC Children's Academy – Dardanelle site 2 Annex
- a. On site Lead = Kim Via Hughes (Asst. Cindy Jackson)
 - b. BLENDED BUILDING WITH ARVAC
 - c. 1315 North 2nd, Dardanelle, AR 72834
 - d. Phone = 479-229-4186
 - e. Childcare License # = 24854 (ARVAC will have their own lic #)
 - f. NON EIDT SITE
 - g. Email ecds.admin@myabcca.com

ASSOCIATED PARTNER – RZ :

16. Recovery Zone Pediatric Therapy Inc.
 - a. On Site Clinical Director = Dara Leavell
 - b. Asst Director : Naczaly Ramos – rz.office@myabcca.com
 - c. Billing Manager – Brianna Green (rz.billing@myabcca.com)
 - d. 1915 West Main, Russellville AR
 - e. Phone = 479-968-1198
 - f. ASSOCIATE PARTNER for ABCCA
 - g. NOT A CHILDCARE FACILITY
 - h. Email – rz.admin@myabcca.com

ABCCA - LIST OF BOARD OF DIRECTORS:

1. PRESIDENTDANA WARREN, 4800 South Frankfort, Russellville, AR 72802, 479-477-0385
2. VICE PRESIDENTKIRK WARREN, same address as above, 479-477-1121
3. TREASURER...BRITTANY BAKER, 500 East 3rd St. Russellville, AR 479-968-5048
4. SECRETARY.....BETTY HEFNER, 809 South Erie, Russellville AR, 72801, 479-970-0291
5. RESEARCH ADVISORMALINDA MCSPADDEN, PO Box 626, Alma AR 72921, 479-632-2003
6. COMMUNITY DEVELOPMENT ADVISOR... LADD SHANNON, Pottsville, AR : 479-886-1959
7. FINANCIAL ADVISOR... BILL LAWTON, Russellville AR: 479-968-2552
8. CURRICULUM SUPPORT...AMANDA FARMER, Clarksville AR 479-968-0519

9. DATA SPECIALIST... YOLANDA SEGURA, Pottsville, AR 968-229-2000

10. ESL SPECIALIST... JESSI SUASTEGUI, RUSSELLVILLE AR 479-647-5080