

**Colorful Apples Learning Center LLC** Manchester, NH # 603-623-0678 and Hooksett, NH  
#603-206-5420



**Dawn Curtis/ Owner/Director/Teacher**  
**Colorful Apples Learning Center LLC**  
91 Pennacook St.  
Manchester, NH 03104  
**603-623-0678**

**Nicole Darwish/ Owner/Director/Teacher**  
**Colorful Apples Learning Center LLC-Hooksett**  
1249 Hooksett Rd.  
Hooksett, NH 03106  
**603-206-5420**

[www.colorfulapples.com](http://www.colorfulapples.com)  
[colorfulapples91@yahoo.com](mailto:colorfulapples91@yahoo.com)

## Welcome

Colorful Apples Learning Center, LLC welcomes you, your child and your entire family into our facility. We look forward to providing your family with a safe, loving and nurturing environment in which your child can develop socially, cognitively, physically, and emotionally.

Nikki and I started this business in 2009 as a family owned business. We are sisters and we understand the importance of supporting families as children grow and we really take pride in providing quality childcare to all of our families as if you are really a part of our extended family. We are pleased to announce our youngest sister Desiree “Ms. Desi” has joined our team three years ago and will be graduating with a degree in ECE very shortly. We are excited to expand our business and we support her role as our Kindergarten teacher.

We have provided this parent handbook to clarify our center policies and address your questions but if you have any additional questions once you read this handbook please feel free to contact our Director Dawn Curtis with questions in regards to our Manchester location or call Nikki Darwish in regards to our Hooksett location. Of course any of our teachers can assist you with your questions as well and we really are proud of the great team of teachers we work with!

Here at Colorful Apples Learning Center LLC we have an open door policy. Please feel free to stop by our center and visit your child anytime. Our only requests are to have your child at our center by 9:00am for circle time when we kick off curriculum and please remember to pick up your child by 6:00pm. We are insured during our hours from 7:00am-6:00pm Monday through Friday. If at any time you would like to meet with your child’s teacher or your director call and we can accommodate an appointment to provide one on one time to address questions, concerns or to get feedback. We would love an open communication with all of our families and we love to work together with you on the success of your child’s development.

Thank you for taking the time to read through this handbook and we appreciate this opportunity to grow with you and your child.

Sincerely,

Dawn “Ms. Dawn” Curtis/ Owner, Teacher, Director

Nicole “Ms.Nikki” Darwish/ Owner, Teacher, Director

And the rest of the staff at Colorful Apples Learning Center

## *Parent and Teacher Partnership*

We here at Colorful Apples Learning Center, LLC would like to be considered an extension of your family. We strive on making a connection for children between home and school. We need your help in making their extended family the most comfortable transition for your child. The role of quality child care has expanded to include parent participation and to provide opportunities for quality involvement with children. Feel free to help your child celebrate their birthday at school with cupcakes or treats from home.

We maintain an open door policy and encourage you to set up a meeting with our Director or your child's teacher at any time. In addition to our parent bulletin board in the front of the building in the hallway and in each classroom, we try and celebrate interesting happening for the week, the month and include monthly newsletters.

All staff members participate in programs, webinars, workshops, staff meetings, college courses, independent studies, conferences, internships and externships for professional development and advancement. Our staff is certified in CPR every two years as directed, and American Red Cross First Aid trained for infant, child and adults.

We remain alert to the ever changing needs of today's families, and to the findings of current research programs. We look forward to working along with you to provide a warm, loving, exciting, and stable environment for your child.

## *Pre-Admission*

A pre-admission conference with parents and the Director or lead teachers is required. We would love for you to meet with the Director, and all of the teachers who work on our team. We also want you to meet with the other children and families we serve each day. Visiting the program allows both the parents and children to become comfortable with our environment, the staff and daily schedule. Please feel free to schedule the conference/ tour with our Director Nikki Darwish for our Hooksett location or Dawn Curtis for our Manchester location.

## *Policies and Procedures*

Colorful Apples Learning Center LLC opens at 7:00am and closes at 6:00pm every day Monday through Friday. Teachers arrive a few minutes early only to prepare their

activities and curriculum for the day. Therefore, children should arrive no earlier than 7:00am as the building is locked. Please see a teacher for our security code to gain access to the building during regularly scheduled times 7:00am-6:00pm. Upon arrival please check in with a teacher to verify your child is signed in for the day and that they receive breakfast which is provided and included with your child's tuition. Children must be accompanied by an adult at all times and only after the child has been signed in and left in the supervision of a staff member should the parent or guardian leave.

If you are experiencing difficulty with your drop off separation please know that your child rarely cries for more than a couple minutes after you leave. If you feel uncomfortable after departing please feel free to call us anytime to see how your child is doing or stand outside your child's classroom so that they can't see you but you can see or hear them. We want you to feel comfortable. Sometimes giving your child an article of clothing, a picture of you or something personal helps them with this separation anxiety.

Please note: Our center hours are from 7:00am-6:00pm Monday -Friday.

Please keep in mind that our school day promptly begins at 9:00am for circle time when we kick off curriculum. If you arrive later than 9:00am and you haven't called to alert us that you are running late or that you had an appointment your child may not stay with us. We have a lot planned to encourage and challenge your child's development and it is extremely rude to come to school late and interrupt the learning that is currently going on.

However, we understand that on occasion you may be late in dropping off a call is appreciated and recommended if you want your child to stay. We also understand that there will be emergencies when you will cut it close to the 6:00pm pick up. We require a phone call if you think you may be late. If you come into the center after 6:00pm you will be charged \$2.00 a minute per child for each minute you are late. You will be required to sign a late slip indicating the amount due at drop off the following morning in cash for our teacher. We are only insured as a school until we close at 6:00pm so if you pick up late the teacher is staying as a favor to you as a parent and will be paid directly. This fee is required to be paid within 24 hours. If you do not pay this late fee within the 24 hour period then a \$10.00 a day fee will be assessed as well until payment is received in full.

Please keep in mind if you are habitual in picking up your child late and we are clear here that means picking up 3 times after 6:00pm not necessarily in a row just in general then your new cost share for a late fee is moved from the \$2.00 a minute to \$4.00 a minute per child. This is also due within the 24 hour period.

If there are more than 4 times picking up your child later than 6:00pm occurs then it may be terms for immediate dismissal from our childcare center from Colorful Apples Learning Center.

## *Activity and Education Sheet*

Here is an outline sample of our school schedule and is stated as a guide that is to be used or referred to daily. We use the “teachable moment” theory in our classrooms and let the children’s interest guide the daily schedule along. As a member of our center, each child learns sharing, communication skills, self-help skills, cooperating, and a greater understanding and respect for themselves and others.

## *Educational Skills and Activities*

Pre-Reading: Learn about objects including the individual parts of an object and categorizing them. Learning to group similar objects and comparing those objects that differentiate from one another. Objects include but are not limited to: colors, foods, animals, objects, textures, and things that children use every day such as crayons, books, blocks etc. Students also sing and sound out their ABC’s and get familiar with our Alphabet.

Reading: Recognition of labels and getting familiar with words and titles they see every day. Students start to recognize their name, names on signs, and businesses such as Farm and Fresh, Fire Station, and McDonalds. We use books in class, story time in classroom as well as teacher made materials.

Writing: Students learn to recognize their name and then they learn how to write it. They learn to write upper and lower case manuscript letters through various ways and practicing in new and fun ways to encourage learning. They also practice writing days, and numerals. Students then learn to write simple sentences and group words together. We encourage reading and writing with fun of reading and encourage free reading all day in small groups, large groups and read individually one on one with each student. We also encourage writing sight words, and in our individual journals that we share with parents at the end of the year.

Math: We begin by getting familiar with numerals and the sentence of numerals 1 -20. Students start off counting and learning their sequences forwards and backwards until they are comfortable sounding it out by themselves. Students become familiar with the calendar, the days of the week, and clock/time skills too. We use blocks and familiar objects to be used to accelerate addition and subtraction as they develop.

We also use games and other various materials to keep learning fun and educational especially in math and science.

Science: Students learn the different weather conditions we have along with the different seasons we experience. They know and can identify the seasons and can tell the difference between sunny, rainy, snowy, cloudy, and windy. They learn about water and how it can come in a variety of different ways such as a liquid, solid, and gas. We will take a variety of field trips in the past this has included: The SEE Science Center, The Palace Theater, The Webster Street Fire Department, Manchester Library, Farm and Fresh, Mack's Apple Orchard, Canobie Lake Park, Kaleidoscope Children's Museum, and Charmingfare Farm.

Social Studies: They learn their teachers name, other students name and other staff names. They can identify members of their immediate and extended families. We also take field trips to explore different cultures and regions of the world (Such as the Currier Museum in Manchester).

Art: We use different learning materials for expression. Students use easel paints, marker boards, collage materials, sponges, race cars and paint, clay, play doh, finger painting materials, crayons, washable markers, stickers, glue, water color paints etc. Children are encouraged to experiment with all materials and enjoy the process.

Music: There is a circle time in each classroom with the agendas every day set aside with concepts the teachers and staff wish to share and contribute to the classroom time. We listen and appreciate different styles of music and we appreciate different songs and dance. We express ourselves through rhythm and body movements and we also use musical instruments and streamers to dance. Students are familiar with identifying different musical styles and they can identify different artists.

We also encourage members of our communities to visit us for in house field trips such as Mc Donny's Farm, Manchester Karate Studio, And a Dental Hygienist for dental week; Firefighters for our monthly fire drill tests, Kidsliketoparty.com bounce houses etc.

Days at Colorful Apples Learning Center, LLC are a time to be a child through exploring, experimenting, discovering and most of all playing, laughing and self-expression.

Four important areas of learning for children are knowledge, skills, feelings, and dispositions. At our center we recognize the importance of each area with a special value on feelings and dispositions. Children will gain the knowledge and attain the skills, but if they are learning about a topic they have vested interest in, then more

learning will take place. In depth research and exploration will take place on particular topics that both the teacher and children have chosen.

This curriculum will provide children with hands on experiences that are meaningful, as well as being topics that children can interact with and gather information. Our type of curriculum provides the child with real life experiences. Colorful Apples Learning Center, LLC classrooms create a learning environment where both words and print are valued. Our classrooms are designed to strengthen essential language skills such as listening, speaking, reading and writing. Each room has plenty of books with a wealth of children's literature to engage their interest and promote learning and literacy.

## *Sample of School Schedule*

### **Time and Activities**

**7:00AM-9:00AM:** Greeting children and parents, Breakfast and Free play. Examples of free play include: Gross motor activities, Blocks, Dramatic play etc. Bathroom time, wash hands, and hygiene.

**9:00AM-10:00AM:** Circle Time: Weather song, Calendar, ABC's, Counting, Songs, Music, Dance, Rhythm and Movement, Cardio, Poetry, Reading, Finger plays, Zumba, and Puppet play.

**10:00AM-11:30AM:** Puzzle Time, Center activities at tables, Nursery rhymes, Fine motor activities, Art time, Game Time, Gross motor time, Outside Time (weather permitting)..

**11:30AM-11:45AM:** Bathroom time, wash hands, and hygiene.

**11:45AM-12:30PM:** Lunch

**12:30PM-12:45PM:** Reading Time

**12:45PM-2:30PM:** Rest Time/ Nap Time

**2:30PM-3:00PM:** Snack Time

**3:00PM-3:15PM:** Classroom Clean up and Outside Time (weather permitting)

**3:15PM-6:00PM:** Free Play, Learning Centers, Outside Time (weather permitting) and preparation for departure.

## *Center Philosophy*

Colorful Apples Learning Center, LLC has a philosophy that each child is unique and learns through a variety of hands on experiences. We strongly believe in creativity, imagination, and activities that allow growth and expression of each young ones individuality. We encourage children to be creative, personable and work well with others and individually. We ask that parents play an active role in assisting children in self-help skills such as dressing, feeding, toileting and daily activities to aid in the child's independence. Our staff acts as role models and nurtures your child by contributing their own personalities and experiences to the center as a whole.

## *Program Description*

Colorful Apples Learning Center, LLC provides developmentally appropriate program for infant care, toddlers, pre-school, pre-K, before and After School programs and Kindergarten classes.

Our center and staff will serve a unique program that will enhance each individual child's development including physically, cognitively, socially, and intellectually. We offer a wide variety of developmentally appropriate hands on and sensory learning experiences. We provide and guarantee a clean, safe, caring and nurturing environment for your child. We will keep you informed and involved in daily and monthly written communication from teachers sharing insight into each child's day.

Colorful Apples Learning Center, LLC tries to promote healthy eating habits and has a no "junk food" policy. As a special treat, we do make arrangements for classroom party days, birthdays, and family gatherings. We are part of the Food Program and we are a proud supporter of providing a nutritious Breakfast, Lunch, PM Snacks and Milk, and Water daily. We promote hydration and really push children to drink water, exercise and maintain healthy lifestyles. If your child has food allergies please let our Director know and we will accommodate these restrictions and offer something else. In some instances we require a doctor's note and example of this would be when a child has a milk allergy and we are supposed to serve whole milk to a child under the age of 2 years old we will require a doctor's note stating the allergy and what you can use for the replacement such as soy milk etc. Please let us know if you have any questions and we can assist you.



## Staff Requirements

Colorful Apples Learning Center, LLC believes that each staff member brings their own individual and unique style of teaching and caring to the center. As early childhood educators; staff members are required to enhance and foster each child's individual growth and development, as well as fostering parents. Each individual classroom meets or exceeds the State Licensing Regulations. Each staff member is required to have their CPR and 1<sup>st</sup> Aid certification and also must complete a minimum of 18 hours of professional development training each year. Most of us are enrolled in Early Childhood Education classes in college and we really enjoy furthering our own professional development portfolios and learning new techniques or concepts to gain ideas for our individual classrooms.

## Registration and Tuition

In order to register at Colorful Apples Learning Center, LLC you must fill out the registration forms, and pay a one- time fee of \$50.00 (a non-refundable deposit) to secure your class placement. Additionally, you will be given a package of forms to complete and return as soon as possible. You need to complete the following forms:

- Child Health Form (Please get from your child's Doctor)
- Child Immunization Form (Please get from your child's Doctor)
- Registration Form
- Emergency Notification Form
- Child and Family Information Sheet
- Tuition Agreement
- Policy Awareness Statement
- Food Program Form
- General Parent Permission Slip
- Permission to Apply Sunblock and bug spray

Tuition is based on a weekly fee. The first and last week's tuition is due in advance. Please make it certain it is paid on time. Tuition is due on Monday for the current week's care. There is a late fee of \$10.00 for every day your child's tuition remains

unpaid, including weekends and holidays. A current rate sheet can be obtained for our Director. Rate increases are at the discretion of our Director. A \$25.00 fee will be charged for each returned check. If there are two weeks of unpaid tuition, your account will be considered delinquent and your child may be subject to dismissal from Colorful Apples Learning Center, LLC. Our program and State of New Hampshire Licensing requires the center to maintain a specified teacher to child ratio. Therefore we cannot refund tuition for days your child is absent, this includes sick days. Parents who receive State Scholarship Funding are responsible to stay current in payments regardless if you need to re certify, you forget to update the State of NH and you lose funding. There should be no delay in tuition and in most cases we can work out a payment plan but it is the parent's responsibility to request assistance from our Director.

## *Program Offerings:*

### *Infant Program*

- Approximately between the ages of 6 weeks- 24 months
- We provide caring and nurturing primary care givers
- Creative arts and crafts
- Language Development
- Diapering and individual feedings
- Tummy time
- Fine and large motor development
- Books and puzzle time
- Music, dance, rhythm and movement
- Outside exercise and play
- Enhancement of social skills
- Developmentally appropriate sensory experiences and much more...

### *Two year old and Toddler Program*

All of our program placements are based on when your child is developmentally ready to be in a certain class. Children have their own individual development and some children become mobile a lot sooner than some or they may have individual delays. We work with parents to determine where your child would benefit most by development and not so much by age restrictions.

- Approximately between the ages of 24 months to 36 months
- We provide caring and nurturing primary care givers
- Creative arts and crafts
- Language development
- Child initiated toilet training
- Books and puzzle time
- Games and Dramatic play
- Music, dance, rhythm and movement
- Fine and large motor development
- Outside exercise and play
- Cognitive development and problem solving
- Enhancement of social skills
- Developmentally appropriate sensory experiences and more....

## *Pre-school Program*

Children in this program have reached the approximate age of 36 months or older.  
We offer:

- Caring, certified teachers
- Monthly field trips
- An age appropriate curriculum, utilizing themes
- Outside exercise and play
- Comfortable child size furniture and equipment
- Dramatic play

- Social and emotional development
- Music, dance and movement
- Cooking, math and science
- A variety of language based activities, including books and reading
- Developmentally appropriate sensory experiences
- Designated areas for various learning centers and activities and more...

## *Pre-K Program*

Children enter this program the school year before they begin Kindergarten. The Pre-K program offers:

- Caring certified teachers
- Similar activities as preschool, however, individual skills are strengthened
- Field trips
- Journal and writing time
- Advanced activities in the skill areas of language, math, and science
- Peer mediation and problem solving
- Music, dance and movement
- Dramatic Play
- Outside exercise and play
- Cooking
- Increased opportunities for individual, independent learning
- Social/emotional development and problem solving
- Reading buddies with Kindergarten

## *Kindergarten Program*

Children enter this program if their 5<sup>th</sup> birthday is on or before October 1<sup>st</sup>.

This program offers:

- Caring, certified teachers
- Blended whole language and phonics based curriculum
- Learning centers
- Journal and writing time to develop and encourage language skills and greater vocabulary
- Sight words
- Outdoor exercise and play
- Child-oriented environment
- On-going and hands on activities
- Cooking, math and science
- Field Trips and guest speakers
- Peer mediation and problem solving
- Reading buddies
- Visits from community members
- Cooperative learning projects and more...

## *Before/ After School Program*

Children from five years old through twelve years may attend the before/ after school program or our summer school age program. Parents are responsible for transportation. The before/ after school program and the summer school age program offers both morning and afternoons:

- Weekly themes and activities, including cooking
- Arts and crafts activities
- Outside exercise and play time
- Quiet time for reading, writing and journal time
- Assistance with homework
- Field trips and guest speakers

## *Absence from our center*

We would appreciate being notified when your child will be absent from the center including any planned vacation time. When notifying us of your child's absence, please give us an approximate length of absence, as well as the reason and tuition is still expected to be paid. If your child is absent due to an illness and they were seen by doctors please bring in a copy of the doctor's note to update their file. If your child has an appointment (dentist, doctor etc. please notify your director so that we know

to expect them later that day or to have them ready for you to pick them up for their appointment.

## *Two week notice*

If there is any change to your child's enrollment at Colorful Apples Learning Center, LLC such as leaving and discontinuing or change of part time to full time or full time to part time please let us know and we require a 2 week notice for most situations and we do our best to accommodate all of our parents and their needs. Please inform your Director in writing two weeks prior to your child's last day or the first day of the requested change.

## *Inclement Weather*

In the event of severe weather conditions, the following policy goes into effect: Weather permitting; Colorful Apples Learning Center, LLC will remain open for parents but occasionally it will be an early release day for snow days or severe weather announcements or we may experience a delay in opening. If we close early we will call you to pick up your child and if you are unable to pick them up then parents are encouraged to make other pick up arrangements (using someone on your emergency pick up list).

Please understand that these decisions will be made to ensure the safety of the children and staff. Please watch WMUR for updated closures and delays we list our weather decisions by 6:00AM for our parents so that arrangements can be made. We may also post on our Facebook page of any closures, early dismissals and delays.

## *Positive Communication and Discipline*

Colorful Apples Learning Center, LLC philosophy consistently emphasizes basic respect for the individual child. It is the goal of our program to enable all teachers to use positive guidance and communication techniques to facilitate the development of self-control and self-esteem in young children. Our commitment is reflected in curriculum and program practices. Through positive guidance of behavior and modeling our faculty helps children feel good about themselves and to behave in responsible ways.

- An environment is created to encourage and enhance children's positive behaviors.

- Teachers model to the children in a way in which they would want them to act and speak toward one another.
- Expectations are limited to what is only realistic, and are clarified for children so that they understand what is expected of them.
- Teachers encourage children's efforts to build feelings of self-worth.
- Behaviors such as cooperating, helping, encouraging their own problem solving and this is encouraged in all classrooms at Colorful Apples Learning Center, LLC.
- The steps the program will take to assist the child in maintaining enrollment prior to expelling the child for challenging behaviors would be:
- Directors, Teachers and Families will work together to come up with a plan that will help support student/students with positive guidance and redirection. A plan will be put in place to observe and document any and all incidents and these incidents of challenging behavior will be documented by those that witness the behavior as well as requiring the parent to sign the notice within 24 hours of the incident. The responsibilities of the program if the challenging behavior results in a serious safety risk to the child or others within the program will be addressed. If no resolution of challenging behavior or if parents/ guardians and staff cannot come up with a plan and follow the plan all parties have put in place termination from our program may result.

## *Health and Safety Concerns*

Colorful Apples Learning Center, LLC has strict policies to control the spread of infections at school. Only children in good health should be brought to school. Parents are required to have a pre-admission physical exam form completed by the child's pediatrician and on file in our office no later than 7 days after commencement of attendance. We also require a list of immunizations for your child and this can be faxed to us at: 603-606-2837.

If your child develops signs of an illness during the day, parents will be called to pick up their child as soon as possible.

Children who have contagious conditions such as diarrhea, strep throat, conjunctivitis etc. must be kept at home until all symptoms have cleared or until indicated by the medication or doctor's note. We require a child to stay at home until they have had 24 hours fever free, vomiting, diarrhea, open sores from hand foot and mouth have cleared etc. Because of a contagious condition we will require a doctor's note before

the child is allowed back in attendance. We also alert all of our parents if we have an illness that we are subjected to so that everyone is aware in case symptoms appear at home and may be affected. Your child should be kept home to avoid exposing the classroom and to allow your child's much needed recuperation time.

A child may return to school when:

- They have been symptom free for no less than 24 hours.
- No vomiting or diarrhea for no less than 24 hours.
- Any rashes have been inspected by a doctor.
- Your child and family have been completely treated for head lice.
- Pink-eye conjunctivitis medication has been given for at least 24 hours.
- Fever free for 24 hours including Tylenol, Motrin free.
- A doctor's note is provided to us indicating treatment has been given and the child's health is cleared to return to school.

## *Emergency Plan*

There are emergency plans in place and posted in each room of our center. The emergency Incident Command System is written and available for anyone to review.

At our Manchester location: Our Emergency Binder is located adjacent to the printer in the kitchen on the desk. It is kept with our Family Community Resource Binder. All staff is required to participate in our Emergency Operations Plan and all staff is First Aid and CPR Certified.

We have three locations for first aid supplies. The location of the first medical supply kit is in the kitchen in a cabinet above the microwave. We also keep a first aid kit in our clipboard with students registration and emergency forms. Lastly we have an emergency supply kit on a shelf in the bathroom that will be used in the event we need to vacate the premises or secure our campus or have a shelter in place.

We have 2 locations child care registration and emergency information forms: The first location is our filing cabinet located in the kitchen. The second location is the clipboard we use inside and outside the center.

In our Hooksett location:

Our plan includes the following: Located in the kitchen adjacent to the phone and also located in the infant room downstairs adjacent to the filing baskets.

First Aid supplies are located on top of the fridge off of the infant classroom and second location second floor on the shelf in the kitchen. Both clipboards upstairs and



downstairs have registration and emergency student contact forms. They are also kept in a binder upstairs in the art closet for review and is labeled.

(3) The hospitals which children shall be taken in case of acute emergency for both locations when the parents cannot be contacted or delay appears dangerous will be:

**CMC**

100 McGregor St, Manchester, NH 03102

603-668-3545

or

**Elliot Hospital**

1 Elliot Way, Manchester, NH 03103

603-669-5300

(4) **Dial 911** to access emergency police, fire department, ambulance, or rescue squad services and the Northern New England Poison Center at **1-800-222-1222**; and

(5) The names and telephone numbers of Directors for emergency staff:

Dawn Curtis 603-623-0678

Nicole Darwish 603-206-5420

Programs shall develop an emergency operations plan (EOP) which shall:

Be modeled on the National Incident Management System (NIMS), which includes the “Incident Command System” (ICS), in coordination with local emergency response agencies in the community in which the program is located; Contain procedures for communication and reunification with families; and Include response actions, for natural, human-caused, or technological incidences including, but not limited to:

- a. Evacuation, both within the building and off-site, relocation;
- b. Secure campus;
- c. Drop, cover and hold;
- d. Lockdown;
- e. Reverse evacuation;
- f. Shelter-in-place; and
- g. Bomb threat, scan.

Programs shall develop a Continuity of Operations Plan (COOP) to ensure that essential functions continue to be performed during, or resumed rapidly after, a disruption of normal activities.

All response actions in (u)(3) above shall include accommodations for infants and toddlers, children with chronic medical conditions, and children with disabilities or with access and functional needs.

Programs shall practice no less than 2 components of their EOP as described in (u) above with all staff and children at least twice per year.

(al) Programs shall conduct at least one fire drill in each full month the program is in operation.

(am) Programs shall conduct fire drills at varying times during operating hours, including night time hours, if applicable, to ensure that each child attending the program experiences fire drills.

(an) Programs shall activate the actual fire alarm system for the building for at least 2 of the required monthly fire drills required each year and use a fire alarm or smoke detector to signal all other fire drills.

(ao) The only exception to (an) above shall be for school age programs operating in a public or private school, use of the actual fire alarm system for the building shall not be required for the monthly fire drills.

(ap) All children and child care personnel shall evacuate the building during each fire drill.

(ar) Programs shall complete a written record of fire drills which shall:

(1) Be maintained on file at the program for one year; and

(2) Be available for review by the fire inspector and the department.

(as) The written record of fire drills required under (ar) above shall include at least the following:

(1) The date and time the drill was conducted and if the actual fire alarm system was used; (2) The exits used;

(3) The number of children evacuated and total number of people in the building at the time of the drill;

(4) The amount of time taken to evacuate the building; and (5) The name of the person conducting drill.

(at) The center director, site director, or family child care provider or his or her designee shall conduct a fire drill in the presence of a representative of the department or the local fire department upon request by either of those entities.

## *Medication*

According to New Hampshire State Licensing rules, Colorful Apples Learning Center, LLC must have on file a form authorizing the administering of medication by the center to the child. Whether prescription or non-prescription medication, all medications must be in the original containers, labeled, and accompanied by a medical form that is filled out by a parent with the following information: the name of the medication, dosage, time to be administered must be clearly stated. Children will be given prescription and non-prescription medication only if the medication is in the original container, is within the expiration period, has the child's name on it and appropriate age or weight on the directions to the medication. If the medication to be administered is a prescription drug we require a doctor's note indicating the dosage, child's name, and times it is to be administered with a doctor's signature. In addition, Colorful Apples Learning Center, LLC requires a release form signed by the parent or guardian granting permission to the caretaker to dispense medication, with the following information listed on the medication form: the name of medication, dosage, times and dates to be administered. These guidelines are followed for the safety of your child.

Please do not leave medication in your child's cubby or hanging off their hook. All medication must be handed to a staff member and accompanied by the appropriate forms. Medication that is labeled 3-4 hours will be administered two times while in attendance at Colorful Apples Learning Center, LLC. Medication that is labeled 3 times will be administered once a day while in attendance at Colorful Apples Learning Center, LLC.

If at all possible please ask your child's pediatrician to prescribe your child's medication at times that you are able to administer the medication at home. We require two staff signatures for any medication that is given to a child. Medication is only given by staff members that are qualified. Over the counter medications such as cold/cough medicines, etc. will only be given if accompanied by a health practitioner's authorization. We do not provide any medication. Please provide Tylenol or Motrin for an emergency situation along with your child's name on the bottle and the medical authorization form and we will store the medication in the appropriate location away from other children.

The following are additional guidelines for illnesses requiring exclusion from the center:

- Signs of possible severe illness: including unusual lethargy, irritability, persistent crying, difficulty breathing, and uncontrollable coughing.
- Uncontrolled diarrhea: defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/ or decreased form that is not contained by the diaper or toilet use.
- Vomiting: two or more times in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores: with drooling unless the child's physician or local health department authority states the child is non-infectious.
- Rash: with fever or behavior change until a physician has determined the illness not to be a communicable disease.
- Tuberculosis: until the child's physician or local health department authority states the child is non-infectious.
- Impetigo: until 24 hours after treatment has begun.
- Streptococcal Pharyngitis: until 24 hours after treatment has been initiated, and until the child has been febrile for 24 hours.

- Ringworm infection: (tinea capitis, tinea corporis, and tinea pedis until 24 hours after treatment has begun.
- Varicella (chicken pox): until 6 days after onset of rash or until lesions have dried and crusted.
- Shingles: only if the sores cannot be covered by clothing or dressing, or until the sores have crusted.
- Pertussis: which is a laboratory confirmed, or suspected based on the symptoms of the illness, or suspected because of cough onset within 14 days after having face to face contact with a laboratory confirmed case of pertussis in a household or classroom, until 5 days of appropriate chemoprophylaxis (currently erythromycin) has been completed.
- Mumps: until 9 days after onset of parotid gland swelling.
- Hepatitis A (virus infection): until 1 week after onset of illness or until after immune serum globulin has been given to appropriate children and staff in the program as directed by the responsible health department.
- Measles: until 6 days after the rash appears
- Rubella: until 6 days after the rash appears

Source: American Academy of Pediatrics, & American Public Health Association (1992). "Caring for our children", National health and safety performance standards: guidelines for out of home child care programs.

Medication will only be administered in accordance with state licensing rules. Please see our Directors or teachers with any questions.

## *Nutrition and Health*

Colorful Apples Learning Center, LLC offers a nutritionally balanced, healthy food menu selection. Included in your weekly tuition rate, we offer all children fresh milk twice a day and water all day. We also provide a healthy breakfast, lunch and PM snacks. Please advise your child's teacher or Director of any food or drink allergies so that we are aware and we will post these on our allergy lists and we will accommodate these individual needs. We require parents to complete and sign a food

program form so that we have permission to serve your child meals that we offer. In addition to random State Licensing inspections we also receive random Food Program inspections to ensure that safety standards are being met by us and that we are abiding by the nutrition guidelines approved by the USDA.

## *Home Toys*

We ask that if children will be bringing in toys from home we require that the toy be labeled with your child's initials somewhere on the item. We have a lot of the same toys at our center and would not like the mixed up. Home toys are the responsibility of the parents and the child. If the toy is damaged Colorful Apples Learning Center, LLC is not responsible for the replacement of the toy. We also have a "sharing policy" if you bring a toy you need to share it. If your child does not feel like sharing their toy/ item will be placed in his/her cubby until pick up later that evening.

## *Special Events*

On occasion, we will incorporate field trips, walks or special visitors into our program. Advance notice will be sent home with your child. Please have your child here by 9:00am every day because this is our departure time for field trips too and we don't want you to show up and nobody is at the center to greet you because we all left for the day. If you would like to teach the children about a special holiday, cultural event in your heritage, we would love for you to join us! Please tell a teacher or a Director to make arrangements.

## *Field Trips*

Field trips will be arranged and parents will be notified ahead of time. Written permission will be obtained from each child's parent or guardian in advance. Teachers will provide t-shirts to all students for the field trips for safety reasons. This is a strict policy. If you would like to volunteer to chaperone a field trip, please let someone know. We always welcome and encourage parents and families to attend. Colorful Apples Learning Center, LLC does not offer alternative care on field trip days. Parents will be responsible to find alternate care if they choose for their child not to attend the field trip.

## Accidents

If any child receives an injury or any incident occurs which requires first aid treatment, medical treatment, or medical consultation, child care personnel shall inform the child's parents of the injury or illness on the date the child is injured or becomes ill.

(ah) If any child has a serious injury while in the care of the program, including fractures, dislocations, stitches, second or third degree burns, concussions, loss of consciousness, or requires emergency medical treatment or hospitalization, the family child care provider, center director, or site director shall:

- (1) Notify the child's parents immediately;
- (2) Notify the department within 48 hours; and
- (3) Within one week provide to the department a written report which details the nature and circumstances of the serious injury.

(ai) When an injury is more than a minor scrape or bruise, child care personnel shall:

- (1) Notify the parents of the injured child as soon as possible after the injury occurs; and
- (2) On the date the injury occurs, complete a written record of the injury and all first aid provided.

The injury record required under (ai)(2) above shall be:

- (1) Reviewed and signed by the family child care provider, center director, site director, or his or her designee;
- (2) Provided to the parents of the child who was injured and the department; and
- (3) Maintained in a separate file at the program, and available for review by the department for 3 years.

(ak) All records of injury required under (ai)(2) above shall include at least the following:

- (1) The name and date of birth of the child;
- (2) The date and time of the injury;
- (3) A description of where and how the injury occurred including what the child was doing at the time he or she was injured;
- (4) Identification of the injury including type of injury and body part injured, such as abrasion to left knee or bruise to left side of face;
- (5) A description of first aid provided and any other treatment required including the identity of the individual or medical facility which provided the treatment;
- (6) The names and dated signatures of child care personnel and others who witnessed the injury;
- (7) The name and dated signature of the staff person who was responsible for supervising the child when the injury occurred;
- (8) The time and method by which the child's parent(s) were notified;
- (9) The dated signature of the parent(s) or a notation by staff that parents refused to sign; and
- (10) The dated signature of the family child care provider, center director, site director, or his or her designee, indicating that he or she has reviewed the report.

## Signing in and out daily

To ensure that every child is safe and totally supervised at all times, and to foster a daily communication between parents and teachers, each parent/ guardian MUST accompany their child into the classroom and notify their teacher they have arrived or that they are leaving for the day so that their teacher has an updated roster of the attendance of children in their room at all times. Please remember to check your child's cubby at your departure for class work, daily reports, soiled clothes, home toys, arts and crafts etc. We have a strict policy about allowing a child to leave with anyone other than those listed in your child's file. The school will never release a child to anyone without them showing a clear photo ID that matches the name in our files. If the person picking up is not listed on your pick up list we will call the parent and ask for permission to release your child to this person and we will still ask the person for a picture ID.

## Diapering Procedures

Colorful Apples Learning Center, LLC follows a 3 step diapering procedure for the youngest of our children. Children are always changed on a diaper changing station. The table is cleaned with a disinfectant cleaner before each new child is changed. Teachers wear clean gloves while diapering and disposing. The gloves are disposed of after they have changed each child and the table is again cleaned and all teachers wash their hands between diapering children. We start the process of potty training whenever you are ready and we do what the parent is doing at home to stay consistent. We do not force parents or children to potty train it is an individual experience.

## Birthday Policy

If you would like us to celebrate your child's birthday, please let your child's teacher know. You are more than welcome to send cupcakes, cookies or any other type of treat to school for the celebration. If your child is having an outside birthday party please tell your teacher if you would like assistance handing out invitations.

## Confidentiality

Any information that is given to Colorful Apples Learning Center, LLC about staff, parents, guardians, or children either in writing or in person is considered

confidential. This includes but is not limited to employment; abilities and/ or disabilities; names; addresses; employment, incidents or accident reports etc.

Information that is confidential is not allowed to be given out verbally or written unless authorized in writing and approved by the center Director.

Staff, parents or guardians may not discuss children, staff, parents or guardians in the presence of children, other staff, or other parents/ guardians; in or out of Colorful Apples Learning Center, LLC. An appropriate time and location can always be coordinated in order to discuss confidential information appropriately. Please keep in mind that according to the State of NH Child Care Program Licensing rules; Colorful Apples Learning Center, LLC will not share or discuss confidential information about parents; guardians, staff or other children at any time in a manner that will degrade another person or child.

## *Outdoor Time*

Weather permitting; the children will spend time outside daily. Please dress your child according to weather conditions so as to avoid sunburns or temperature variations. It is extremely important that your child come prepared each and every day for outside play. This means hats, coats, mittens, boots, and snow pants for winter wear, and sunscreen, sun hats and shorts for summer wear. Please make sure ALL supplies for your child are labeled with his/ her name. On occasion, we will take the children on nature walks around the neighborhood. At all times the children are kept away from the traffic and are watched very carefully. We also ask all parents to provide a change of clothes for their child to be kept in their cubby and to switch these clothes out by seasons.

## *Sleep Policy*

All children are required to nap, or attempt to nap, if they are enrolled in a full day program. Preschoolers have a scheduled routine naptime immediately following lunch and reading time. Due to the busy day your child spends at our center, it is our policy that all children are offered a nap time or quiet time. After 20-30 minutes of quiet time then children will have a choice of quiet activities to choose from.

Please send in a sleeping bag and a small pillow to school for your child to use during nap time or quiet time. Parents should collect their sleeping bags every Friday to clean them. If your child is sent home sick please take the sleeping bag home to clean we appreciate it.



At rest time Colorful Apples Learning Center will decrease the size of teachers and lower our ratios to accommodate lunch breaks for staff. Please be sure that there will be appropriate coverage on the premises in case a staff member is needed in the event of an emergency or is needed in a classroom because of children waking early etc. We will return back to our normal classroom sized ratios per classroom needs as children wake from rest time.

## *Biting Policy*

Biting is a normal and common especially among toddlers (13 months to age three). It is especially common in group settings where young children have to share a space, toys, and the attention of adults. It may be easy to blame child care providers, but biting is hard to completely prevent. Some children get angry quicker than others. A child who is unable to express themselves verbally is more likely to take frustration out and bite others. Younger toddlers do not typically understand that biting is wrong and hurts. They are not looking to inflict pain on someone; rather this child has usually lost control and is frightened. Children may also bite to defend their territory. Biting gets a fast reaction, and for a toddler, this is better than waiting for another solution. At Colorful Apples Learning Center, LLC children who bite will be handled with tenderness and compassion. The child who received the bite will be comforted and given first aid treatment. If the skin is broken, the parent will be notified and it will be the parent's decision to seek additional medical treatment.

Because biting is such a common stage of development for toddlers, the staff of Colorful Apples Learning Center, LLC will work with the child and his/her family to learn alternatives. It may take a long time to work through this stage of development. During this time we ask that families be as supportive as possible. Please do not bite your child back. An adult biting a toddler sends a mixed and confusing message to your child. We will provide you with many suggestions in hopes of helping you and your child successfully work through this stage of development. At first, children who bite will not be asked to leave the center, however, if numerous attempts have been unsuccessful, the director may suggest that family find an alternate child care arrangement.

## Termination of Care

Colorful Apples Learning Center, LLC reserves the right to terminate care under the conditions as stated below:

1. Non-payment of tuition for child care services or lack of adherence to our tuition payment policies.
2. Lack of cooperation with Colorful Apples Learning Center, LLC efforts to resolve differences and/ or meet the child's needs through parent/staff meetings or conferences.
3. Abusive behavior and/ or verbal threats by parents towards staff or other parents.
4. Parents disciplining, in any manner, children (other than their own) while at our center. Please speak to your Director or Teachers if you have any issues and you would like to address them.
5. Child exhibits special needs or medical needs that cannot be met in our facility with existing staff. In this case, the staff and director will make every effort to make parents aware of alternative resources.

## Policy Awareness Statement:

Please sign and return this page

Child's Name:

---

If in the opinion of the Director or staff members, if you or any alternative pick up person; arrives unable to transport your child safely, we will urge you to make alternate arrangements.

Colorful Apples Learning Center, LLC will offer you the following options:

1. Call an alternate pick up person to transport you and your child safely.
2. Call a taxi to transport you and your child safely. Parents will be responsible to pay the taxi fare.

3. Another mutually agreed upon option that you would prefer in writing below

If you feel uncooperative with any of the policy listed above and Colorful Apples Learning Center, LLC feels that you are transporting your child unsafely, the staff at Colorful Apples will notify the local police and make a report.

Colorful Apples Learning Center, LLC wants to make sure that every child is safe and this is our priority. Thank you in advance for your cooperation.

Parent or Guardian

Signature: \_\_\_\_\_

Policy Statement: I/We have read, understand, and I am able to abide by the policies and procedures of Colorful Apples Learning Center, LLC as described in this Parent Handbook. I understand that I will be notified in writing of any changes to the Parent Handbook.

Parent or Guardian Signature, and date signed:

\_\_\_\_\_  
—

Director's Signature and date signed:

\_\_\_\_\_  
—

## *Tuition Agreement*

Child's Name and Date of Birth:

\_\_\_\_\_  
—

Parent's Name and Registration Date:

\_\_\_\_\_  
—

Name of party responsible for payment:

\_\_\_\_\_  
—

Starting Date:

---

---

Enrollment please circle:

Fulltime

or

Part time

Please circle days:

Monday

Tuesday

Wednesday

Thursday

Friday

Tuition Rate:

---

Director's signature and date:

---

Parent's signature and date:

---

## **Breastfeeding Friendly Policy**

Breastfeeding is widely acknowledged to be the best way to nourish infants and benefits babies, their mothers, and the community in many ways. Colorful Apples recognizes the role that child care providers play in helping mothers continue to breastfeed while their infants are in care and is committed to fully supporting breastfeeding mothers and their infants in the following ways:

- We welcome mothers to nurse their babies or express milk at our center at any time during the day and provide them with a private space to do so. Our nursing space is located in the infant/ carpet room and is equipped with a comfy chair, privacy to nurse or pump, an electrical outlet to plug pump into and please feel free to use the sink provided in this space for your needs. To label your milk please use the sharpies available in the kitchen area and please place your milk in your child's designated area that is labeled in the refrigerator with their name.
- We work with mothers to maximize opportunities for nursing babies at drop off and pick up times.
  - So that you have adequate time for end-of-day feedings with your baby, please plan to arrive by 5:00pm to ensure you have ample enough time to feed your baby or pump so that you have enough time before we close at 6:00pm.
- We provide refrigerator and freezer space for storing breast milk. We do label a space for your child so that we are organized and so you can visit this space at any time to see our current supply of milk.
- We educate families in the correct handling of human milk, including proper storage times and techniques, recommended containers, and labeling.

- We train all staff in the correct handling of human milk, including proper storage times, thawing and warming techniques, and food safety, using recommendations from the Academy of Breastfeeding Medicine.
- We train staff to feed breastfed babies appropriately—infants are held while fed and feedings are paced, led by the infant, and never rushed.
- We work with parents to create individual feeding plans for each infant, and continue to consult with parents to update feeding plans on a regular basis.
- We feed infants on demand based on their hunger and satiety cues.
- We support exclusively breastfed infants and will not offer any other foods without written permission from the parents. We provide parents with resources and information about breastfeeding and breastfeeding support organizations, including [list your resources]. You'll find this information in [list place in center where resources are located].
- We offer referrals to organizations or experts for breastfeeding support, if desired.
- We train staff to support breastfeeding mothers and encourage [or require] continuing education in breastfeeding-related topics. We strive to normalize breastfeeding for children and families through the use of pictures, books, toys, and educational materials.
- We promote breastfeeding as the optimal way to feed babies with all families and provide education on the benefits of breastfeeding and the importance of exclusive breastfeeding to parents. We support our breastfeeding employees by providing reasonable break times for nursing or expressing milk as well as a private space in which to do so.
- We communicate this breastfeeding friendly policy with all staff, enrolled families, and prospective families.

## **Emergency Notification Form**

Child's Name:

\_\_\_\_\_ DOB: \_\_\_\_\_

Parent/ Guardian's Name:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Home Telephone Number:

\_\_\_\_\_

Mom's Work and Telephone Number:

\_\_\_\_\_

Dad's Work and Telephone Number:

\_\_\_\_\_

Family Doctor and Telephone Number:

\_\_\_\_\_

List any allergies your child may have:

---

***In case of Emergency, if neither parent can be reached, please contact:***

Name and Telephone Number:

---

Relationship to Child:

---

Address:

---

## ***Child and Family Information Sheet***

Child's name and date:

---

Is child living with (please circle all that apply):

Mother

Father

Guardian

Home address and phone number:

---

Occupation of Mother or Guardian:

---

Where can Mother or Guardian be reached during the child's hours at center and phone number?:

---

Occupation of Father or Guardian:

---

Where can Father or Guardian be reached during the child's hours at center and phone number?:

---

Marital Status of Parents or Guardian (please circle):

Married                      Living Together

If Father or Mother remarried please list Stepmother or Stepfather or Partners Names:

\_\_\_\_\_

If divorced or separated for how long?

\_\_\_\_\_

Custody of visitation arrangements:

\_\_\_\_\_

What is your child's usual reaction to the behavioral discipline used at home?

\_\_\_\_\_

Does your child nap, and if so for how long?

\_\_\_\_\_

Does your child have any eating difficulties, restrictions or allergies or any other health needs we should be aware of?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any speech or hearing problems? If so please list details here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child have any special behavioral habits or/ fears (examples: nail biting, sucking their thumb/fingers, fear of the dark)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child see a pediatrician for regular checkups?

\_\_\_\_\_

Does your child see a dentist for regular checkups?

\_\_\_\_\_







I \_\_\_\_\_, (Parent/Guardian), hereby give my  
consent for

Colorful Apples Learning, LLC to apply sunblock to

(Child's Name) \_\_\_\_\_

exposed skin areas before going outside as directed by the sunblock manufacturer. I  
agree to provide the caregiver/daycare with a sun protection factor (SPF) of 15 or  
more, in its original container outlining full instructions and clearly marked with your  
child's name in permanent marker. Parent/ Guardian's Signature and date:

\_\_\_\_\_