



POLICIES AND REGULATIONS

Welcome to **Our Children Learning Center**, when your child or children are away from home, Come join us ***"Where a Home makes a World of Difference."*** These policies have been developed for the purpose of maintaining a safe, healthy, and happy environment for your child. Please read these carefully and return them signed. You will receive a copy for your records.

- **SECURITY:** Client records are safeguarded in a locked file cabinet in a secure area, to maintain confidentiality of names, address and other information, to include the identity of the child and family members. Only authorized personnel will have access to records, to include DSS, Parents, and Caregivers.
- **IMMUNIZATION:** A current shot record must accompany your child's registration form. This is in accordance with latest information from DHEC. Please provide a replacement copy every time the child's shots are updated. Failure to provide a current shot record in thirty (30) days may result in disenrollment.
- **ATTENDANCE TRACKING:** A parent or authorized person must sign the child in each day; drop-off and pick-up times must be documented. Appointment pick-up and return times must also be documented.
- **RELEASE OF CHILD:** Your child will only be released to you, or an authorized person that you have informed us about in writing. Their driver's license or other identification will be required as verification in order for your child/children to be released. So, please ensure the responsible person has these documents.
- **THE PARENT WHO HAS CONTRACTED WITH THE CENTER WILL TAKE PRECEDENT AS THE LEGAL GUARDIAN IN DECISION MAKING FOR THE CHILD WHILE AT THE CENTER.**
PLEASE NOTE: if a parent, not living with you, is on the authorized pick-up list, they are then authorized to pick the child up from the center. Update pickup records accordingly, because the center will not be held liable for the child's release.
- **PARENTAL FREE AND FULL ACCESS TO CHILDREN:** Parent(s) are permitted access to their child(ren) in our care without prior notice, unless there is a court order limiting parental access.
- **INCLEMENT WEATHER CLOSURES:** Generally, if the local schools are closed because of inclement conditions, the center will be closed also; or closing if local authorities call closure after childcare has begun.

OUR CHILDREN LEARNING CENTER

15 Stanley Road | Beaufort, SC 29906 | Phone: (843) 846-9676 | ourchildrenlearningcenter@gmail.com
www.ourchildrenlearningcenter.com



- **ADMINISTRATION OF MEDICATION:** The center does not administer medications. If medication is required for your child during the time he or she is at the center, a parent or guardian are welcome to the center to administer medication to their child.
- **MILDLY ILL CHILDREN:** Parents are required to pick up child if symptoms are:
 1. child's temperature reaches 100 degrees or above
 2. vomits two or more times
 3. frequent diarrhea
 4. excessive green/yellow mucus in nose/sneezing
 5. untreated ringworm
 6. or, any infectious illness/condition which poses harm to the child or others
 7. Child must be fever-free for twenty-four (24) hours without taking a fever reducer and have a doctor's clearance before returning to childcare center.
- **AS A FORM OF DISCIPLINE, WE USE THE TIME-OUT METHOD.** We prefer using verbal and example guidance techniques to redirect cognitive and behavioral choices. We believe children should be encouraged to want to do the right/appropriate thing, which becomes a life-long lesson.

We do not:

- Administer corporal punishment.
- Withhold food or snacks.

Parents are notified promptly if their assistance is needed.

- **WE OFFER A CURRICULUM FOR CHILDREN AGES 2-5.** Our curriculum is designed to allow for individual differences and does not put pressure on a child to learn. We offer encouragement and guidance, as well as demonstrate examples for learning. Play, creative activities, and music are a big part of our program.
- **EMERGENCY PLANS AND EVACUATION PLANS** are posted in the attendance log, on the wall by the door in the center, and included in enrollment packet. Please read and observe the procedures.
- **TRANSPORTATION IS NOT PROVIDED AT THIS TIME.**

I have read the Policies and Regulations of **Our Children Learning Center** and agree to the terms aforementioned.

Parent Signature: _____ Date: _____

Daycare Director: _____ Date: _____

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