



Nursing Hearts, Building Minds

TCOTLG's
JOYFUL NOISE
CHILD CARE

PARENT HANDBOOK

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Welcome Message

Dear Parents and Guardians,

Welcome to TCOTLG's Joyful Noise Child Care! We are delighted to have you join our community and are excited to partner with you in providing a nurturing, engaging, and enriching environment for your child. At TCOTLG's Joyful Noise Child Care, we believe that every child is unique and full of potential. Our dedicated team is committed to fostering your child's growth, happiness, and success through a holistic approach to early childhood education.

We understand that choosing the right childcare program is a significant decision, and we are honored that you have entrusted us with your child's care and development. Our goal is to create a supportive and inclusive community where children feel valued, safe, and inspired to learn and explore.

We look forward to getting to know you and your family and working together to ensure a joyful and rewarding experience for your child.

Warm regards,

Rita D. & Jasmine S. Styles
Owners, TCOTLG's Joyful Noise Child Care

Overview of the Program

At TCOTLG's Joyful Noise Child Care, located in the heart of Leland, we are dedicated to fostering holistic development through a nurturing and engaging atmosphere. Our program is designed to support the social-emotional, cognitive, and physical growth of each child, ensuring they are well-prepared for their educational journey.

Key Features of Our Program:

- **Holistic Development:** We focus on the whole child, emphasizing not only academic readiness but also emotional and social well-being.
- **Creative and Imaginative Play:** Our curriculum prioritizes creativity and imagination, encouraging children to explore, experiment, and express themselves.
- **Play-Based Learning and STEAM Activities:** We integrate play-based learning with activities in Science, Technology, Engineering, Arts, and Mathematics to inspire curiosity and critical thinking.
- **Community and Compassion:** Rooted in the principles of TCOTLG Community Outreach & Services, we foster a sense of community, compassion, and respect for all individuals.
- **Extracurricular Activities:** Our program includes a unique blend of music, arts, sports, and agriculture, enriching the learning experience and sparking creativity in our young learners.
- **Family-Friendly Environment:** We strive to create a welcoming and supportive environment for families, recognizing the importance of strong partnerships between parents and educators.

Our location is nestled in a vibrant and family-friendly neighborhood, offering convenience and accessibility for parents. With nearby schools, playgrounds, and a community garden, our setting provides ample opportunities for outdoor play and learning about sustainability and healthy living.

At TCOTLG's Joyful Noise Child Care, we are committed to nurturing each child's potential and preparing them for a bright and successful future.

PART ONE: ABOUT THE PROGRAM

Mission/Philosophy

Our Mission:

At TCOTLG's Joyful Noise Child Care, our mission is to provide a nurturing, educational, and inclusive environment where children can thrive. We are dedicated to fostering the holistic development of each child, ensuring they are well-prepared for their educational journey and future success.

Our Philosophy

At TCOTLG's Joyful Noise Child Care, we believe in a holistic approach to early childhood education that prioritizes creativity, imagination, and holistic development. Our program is designed to foster a love for learning through hands-on experiences, imaginative play, and exploration. Education is at the forefront of our programs, and we strive to create a dynamic and enriching learning environment.

Key elements of our philosophy include:

- **Creativity and Imagination:** We create an environment where children are encouraged to explore their creativity, express themselves artistically, and engage in imaginative play. Through storytelling, artistic expression, and open-ended activities, we inspire children to think critically and problem-solve creatively.
- **Play-Based Learning and STEAM Activities:** We recognize the importance of play as a natural form of learning. Our curriculum integrates play-based learning with activities in Science, Technology, Engineering, Arts, and Mathematics (STEAM) to stimulate curiosity, critical thinking, and a passion for discovery.
- **Community and Compassion:** Rooted in the principles of TCOTLG Community Outreach & Services, we believe in fostering a sense of community, compassion, and respect for all individuals. Our program strives to create a nurturing and inclusive environment where every child feels valued and supported.

Hours/Days of Operation

At TCOTLG's Joyful Noise Child Care, we strive to accommodate the diverse needs of our families by offering extended hours and holiday care. Below are the details of our operating hours and holiday schedule:

Operating Hours:

- **Monday through Friday:** 6:00 AM to 6:00 PM
- **Saturday and Sunday:** Closed

Holiday Schedule:

We understand that many families require child care even when schools are closed for holidays. Therefore, we are open on specified holidays, with the exception of the following days:

- New Year's Day
- Thanksgiving Day
- Christmas Day

On these specific holidays and weekends, TCOTLG's Joyful Noise Child Care will be closed. However, please note that holiday care is subject to an additional holiday fee. A detailed holiday fee schedule will be provided upon enrollment and is available upon request.

Holiday Care Includes:

- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day

Important Notes:

- **Additional Holiday Fee:** An additional fee will be charged for care provided on holidays other than New Year's Day, Thanksgiving Day, and Christmas Day. Please refer to the holiday fee schedule for specific rates.
- **Scheduled Closures:** A yearly calendar outlining specific closure dates and holiday care days will be provided at the beginning of each year.

- **Weather-Related Closures:** We follow the local school district's schedule for weather-related closures. Notifications will be sent out promptly via email and posted on our website.

We are committed to providing reliable and flexible childcare services to support our families' needs. If you have any questions or require additional information regarding our hours and days of operation, please do not hesitate to contact us.

Hiring Policy

At TCOTLG's Joyful Noise Child Care, we are committed to maintaining the highest standards in hiring practices to ensure the safety, well-being, and educational growth of the children in our care. Our hiring policies comply with the State of Mississippi Child Care Regulations and reflect our dedication to providing a nurturing and enriching environment.

Educational Requirements:

- **Lead Teachers:** Must possess at least an Associate's Degree in Early Childhood Education or a related field. A Bachelor's Degree is preferred.
- **Assistant Teachers:** Must have a High School Diploma or GED, with preference given to candidates pursuing higher education in early childhood or related fields.
- **Staff Development:** All staff must complete a minimum of 15 credit hours of continuing education annually to stay current with best practices in early childhood education.

Certifications:

- **CPR and First Aid:** All staff members are required to maintain up-to-date infant and child CPR and First Aid certifications. Training is provided as part of our onboarding process and must be renewed according to the certification requirements.
- **Additional Certifications:** Depending on their role, staff may be required to obtain additional certifications relevant to early childhood education and care.

Reference and Employment History:

- **Background Checks:** All prospective employees undergo thorough background checks, including criminal history, child abuse and neglect registry checks, and fingerprinting, as mandated by the State of Mississippi.
- **Reference Checks:** We obtain at least three professional references for each candidate, focusing on previous experience in childcare or related fields.
- **Employment History Verification:** We verify the employment history of all candidates to ensure their qualifications and experience align with our standards.

Supervision of Staff Under 18:

- **Minor Employees:** Staff members under the age of 18 will not be left alone with children at any time. They must always be supervised by a qualified adult staff member.

- **Mentorship:** Younger staff members are paired with experienced mentors to guide their professional development and ensure they adhere to our high standards of care.

Continuing Education:

- **Annual Training:** Each staff member is required to complete a minimum of 15 credit hours of continuing education annually. This includes workshops, seminars, and online courses focused on early childhood education, health, safety, and developmental best practices.
- **Professional Development:** We provide opportunities for staff to attend conferences and training sessions to further their knowledge and skills.

Hiring Process:

1. **Application Review:** We carefully review all applications to ensure candidates meet our educational and experience requirements.
2. **Initial Interview:** Qualified candidates are invited for an initial interview to discuss their background, experience, and philosophy of early childhood education.
3. **Reference Checks:** Professional references are contacted to verify the candidate's previous employment and qualifications.
4. **Background Checks:** Comprehensive background checks are conducted in accordance with state regulations.
5. **Second Interview:** Selected candidates participate in a second interview, which may include a practical assessment or observation period.
6. **Final Decision:** Successful candidates are offered a position and provided with a detailed orientation and training program.

Ongoing Support and Evaluation:

- **Orientation Program:** New hires participate in a comprehensive orientation program covering our policies, procedures, and educational philosophy.
- **Mentorship and Support:** Each new staff member is paired with an experienced mentor to provide guidance and support.
- **Performance Evaluations:** Regular performance evaluations are conducted to ensure staff members meet our standards and to provide opportunities for professional growth.

Caregiver Requirements

Caregivers at TCOTLG's Joyful Noise Child Care play a vital role in fostering the growth, development, and well-being of the children in our care. To ensure the highest quality of care and education, we have established the following requirements for all caregivers:

Educational Requirements:

- **Lead Caregivers:**
 - Must possess at least an Associate's Degree in Early Childhood Education or a related field. A Bachelor's Degree in Early Childhood Education is preferred.
 - Must have completed coursework in child development, early childhood education, or a related area.
- **Assistant Caregivers:**
 - Must have a High School Diploma or GED.
 - Preference is given to candidates who are pursuing higher education in early childhood education or a related field.

Certifications and Training:

- **CPR and First Aid Certification:**
 - All caregivers must maintain up-to-date CPR and First Aid certifications. Training is provided upon hiring and must be renewed as required by the certification bodies.
- **Continuing Education:**
 - Caregivers are required to complete a minimum of 15 credit hours of continuing education annually. This includes attending workshops, seminars, and online courses focused on early childhood education, health, safety, and developmental best practices.

Background Checks and References:

- **Criminal Background Checks:**
 - All prospective caregivers must undergo a comprehensive background check, including a criminal history check and fingerprinting, as mandated by the State of Mississippi.
- **Child Abuse and Neglect Registry Checks:**
 - Caregivers must be cleared through the Mississippi child abuse and neglect registry.
- **Reference Checks:**

- At least three professional references are required. These references must verify the candidate's experience and qualifications in childcare or related fields.
- **Employment History Verification:**
 - Previous employment history is verified to ensure alignment with our standards and requirements.

Professional Experience:

- **Lead Caregivers:**
 - Must have a minimum of two years of experience working in a licensed childcare facility or early childhood education program.
- **Assistant Caregivers:**
 - Preference is given to candidates with prior experience in childcare or early childhood education settings.

Personal Qualities:

- **Passion for Early Childhood Education:**
 - Caregivers must demonstrate a genuine passion for working with young children and a commitment to fostering their growth and development.
- **Communication Skills:**
 - Strong communication skills are essential for interacting with children, parents, and colleagues effectively.
- **Compassion and Patience:**
 - Caregivers must exhibit compassion, patience, and understanding in their interactions with children and their families.

Supervision and Mentorship:

- **Supervision of Minors:**
 - Caregivers under the age of 18 will not be left alone with children at any time. They must always be supervised by a qualified adult caregiver.
- **Mentorship Program:**
 - New caregivers are paired with experienced mentors who provide guidance, support, and training during the initial employment period.

Ongoing Support and Evaluation:

- **Orientation Program:**

- New caregivers participate in a comprehensive orientation program that covers our policies, procedures, and educational philosophy.
- **Regular Performance Evaluations:**
 - Caregivers undergo regular performance evaluations to ensure they meet our standards and to identify opportunities for professional growth and development.

At TCOTLG's Joyful Noise Child Care, we are committed to hiring dedicated and well-trained staff who not only meet these stringent requirements but also share our passion for providing high-quality care and education. By maintaining these standards, we ensure a safe, nurturing, and enriching environment for every child in our program.

Grievance Procedures

At TCOTLG's Joyful Noise Child Care, we prioritize open communication and aim to resolve any concerns promptly and effectively. Our grievance procedure is designed to ensure that any issues or complaints are addressed in a fair and transparent manner.

1. Discuss with Teacher:

- If you have a concern or grievance, please begin by discussing it directly with your child's teacher. Many issues can be resolved through direct communication.

2. Escalate to Director:

- If the issue is not resolved after speaking with the teacher, please bring it to the attention of the Director. You can schedule a meeting or submit a written statement outlining your concerns.

3. Formal Complaint:

- If the issue remains unresolved, you may file a formal written complaint with the Director. The complaint should include detailed information about the concern and any previous attempts to resolve it.

4. Review and Resolution:

- The Director will review the formal complaint, conduct any necessary investigations, and take appropriate action to address the concern. You will be informed of the steps taken and the resolution.

5. Follow-Up:

- We will follow up with you to ensure that the resolution is satisfactory and that the issue has been fully addressed.

We are committed to maintaining a positive and supportive environment for both children and families. Your feedback is essential in helping us achieve this goal.

Mandated Reporter

All staff members at TCOTLG's Joyful Noise Child Care are mandated reporters, meaning they are legally required to report any suspected child abuse or neglect to the appropriate authorities. Our primary responsibility is to ensure the safety and well-being of all children in our care.

- **Training:**
 - Staff receive training on recognizing the signs of abuse and neglect and the proper procedures for reporting.
- **Reporting Procedure:**
 - If a staff member suspects that a child is being abused or neglected, they must report it immediately to the Director, who will then contact the appropriate child protective services agency.
- **Confidentiality:**
 - All reports are confidential, and the identity of the reporter is protected by law.

Our commitment to being mandated reporters underscores our dedication to safeguarding the welfare of every child in our care.

Liability

TCOTLG's Joyful Noise Child Care carries comprehensive liability insurance to protect the children, staff, and the center. Our insurance coverage includes:

- **General Liability Insurance:**
 - Covers incidents of bodily injury and property damage that may occur on our premises.
- **Professional Liability Insurance:**
 - Provides coverage for claims of negligence or failure to perform professional duties.
- **Accident Insurance:**
 - Additional coverage for accidents that may happen during the course of care.

Details of our insurance coverage are available upon request. Our insurance policies ensure that we are prepared to handle any unexpected incidents and provide a safe environment for your child.

Media Release

We frequently take photos and videos of children engaged in various activities to share with families and for promotional purposes. To respect the privacy and preferences of all families, we have established the following media release policy:

- **Consent Form:**
 - A media release form will be provided upon enrollment, giving parents the option to consent or decline the use of their child's images for specific purposes.
- **Usage:**
 - Photos and videos may be used in newsletters, on our website, social media, and other promotional materials. We will never use a child's image for commercial purposes without explicit consent.
- **Opt-Out Option:**
 - Parents who choose not to have their child's images used can indicate their preference on the media release form. We will ensure that their wishes are respected.

We value your privacy and will always seek your permission before using any media featuring your child.

Visitors

We welcome parents and guardians to visit our center at any time. To ensure the safety and security of the children, we have established the following visitor policy:

- **Sign-In Procedure:**
 - All visitors must sign in at the front desk upon arrival and sign out upon departure.
- **Identification:**
 - Visitors may be asked to present identification to verify their identity.
- **Supervision:**
 - Visitors must be accompanied by a staff member while in the facility and are not permitted to be alone with any children other than their own.
- **Scheduled Visits:**
 - While unscheduled visits are welcome, we encourage parents to schedule visits or participation in classroom activities in advance to ensure a smooth experience.
- **Health and Safety Protocols:**
 - Visitors are expected to follow all health and safety protocols, including hygiene practices and any specific measures in place (e.g., wearing masks during a health crisis).

Our visitor policy is designed to create a safe, secure, and welcoming environment for all children and families.

PART TWO: ENROLLMENT

Eligibility

At TCOTLG's Joyful Noise Child Care, we welcome children from diverse backgrounds and strive to create an inclusive and supportive environment for all. Our eligibility criteria and non-discrimination policy are as follows:

Age Range:

- We accept children ages 1 year to 12 years.

Non-Discrimination Policy:

- TCOTLG's Joyful Noise Child Care does not deny enrollment based on race, creed, color, national origin, gender, age, disability, or religious belief. We are committed to providing equal opportunities for all children and families.

Enrollment Requirements:

- **Completed Enrollment Form:** All families must complete and submit an enrollment form.
- **Immunization Records:** Up-to-date immunization records must be provided for each child, in accordance with state regulations.
- **Emergency Contact Information:** Parents must provide current emergency contact information.
- **Medical Information:** Any relevant medical information, including allergies, medications, and special needs, must be disclosed to ensure proper care.
- **Consent Forms:** Signed consent forms for medical treatment, media release, and field trips are required.

Special Needs:

- We welcome children with special needs and are committed to providing appropriate accommodations and support. Parents are encouraged to discuss their child's specific needs with the Director to ensure we can provide the best possible care.

Trial Period:

We offer a trial period for new enrollments to ensure that our program is a good fit for the child and family. During this time, parents and staff will work together to assess the child's adjustment and make any necessary accommodations.

- **Duration and Cost:**
 - The trial period lasts no longer than 5 days.
 - Trial periods are one (1) per household.
 - The cost for the trial period is 80% of the regular tuition fee per child.
- **Rules and Regulations:**
 - All rules and policies set for current children and families apply during the trial period. This includes behavior expectations, attendance policies, and participation in activities.
- **Assessment and Feedback:**
 - At the end of the trial period, parents and staff will discuss the child's adjustment and determine if our program meets the child's and family's needs.

Re-Enrollment:

Re-enrollment for the next academic year is an important process to ensure continuity in your child's education and care.

- **Priority and Process:**
 - Families wishing to re-enroll their child must complete a re-enrollment form and submit it by the specified deadline.
 - Priority is given to currently enrolled families.

Eligibility:

- Re-enrollment is not an option for children (and their families) who have had three or more serious violations of our facility's policies.
- Serious violations may include, but are not limited to, repeated behavioral issues, non-compliance with health and safety protocols, or failure to meet financial obligations.

Withdrawal Policy:

- If you need to withdraw your child from our program, please provide a written notice at least two weeks in advance. This allows us to make necessary adjustments and offer the spot to another child.

Enrollment Requirements

At TCOTLG's Joyful Noise Child Care, we strive to make the enrollment process as smooth and transparent as possible for families. Our comprehensive enrollment requirements ensure that we have all the necessary information to provide high-quality care and education for your child. Below are the steps and requirements for enrolling your child in our program:

Pre-Admission Visits:

- **Facility Tour and Policy Discussion:**
 - We encourage all prospective families to schedule a pre-admission visit. During this visit, parents/guardians will have the opportunity to tour our facility, meet our staff, observe our programs, and discuss our policies.
 - This visit allows parents/guardians to ask questions and understand our educational philosophy and operational procedures.

Notification of Policy Changes:

- **Written Notice:**
 - Parents/guardians will be provided with written notice of any significant changes in services or policies. This ensures that families are always informed about important updates that may affect their child's care.

Probationary Period:

- **Evaluation Period:**
 - We begin each enrollment with a probationary period of 30 days. During this time, both the family and our staff can evaluate if our program is the best fit for the child and family.
 - At the end of the probationary period, a meeting will be held to discuss the child's adjustment and to determine whether to continue with the enrollment.

Required Forms:

Prior to attendance, the following forms must be completed and submitted. These forms must be updated annually to ensure the accuracy of our records. All records are kept confidential and are only accessible to authorized personnel.

- **Immunization Records:**
 - Up-to-date immunization records must be provided in accordance with state regulations to ensure the health and safety of all children.
- **Child Information Sheet:**

- This sheet collects essential information about the child, including emergency contacts, allergies, dietary restrictions, and any special needs.
- **Birth Certificate/Passport:**
 - A copy of the child's birth certificate or passport must be provided to verify the identification of children in our care.
- **Parent Statement of Health:**
 - A form where parents/guardians provide information about the child's health, including medical conditions, medications, and physician contact information.
- **Enrollment Form:**
 - The enrollment form gathers comprehensive information about the child and family, including contact details, authorized pick-up persons, and any pertinent background information.
- **Parent Consent Forms:**
 - Various consent forms must be completed to ensure that we have parental permission for specific activities and procedures. These include:
 - Water Activity Permission Form
 - Field Trip Form
 - Medication Administration Form
 - Media Release Form

Confidentiality:

- **Record Keeping:**
 - All records and information regarding children, families, and staff are maintained with the utmost confidentiality. Access to these records is restricted to authorized personnel who need the information to provide care and support to the children.
- **Privacy Assurance:**
 - We ensure that all personal information is securely stored and handled in accordance with privacy laws and best practices. Parents/guardians can be confident that their family's information is protected.

Responsibilities of Parents/Guardians

At TCOTLG's Joyful Noise Child Care, we believe that a successful childcare experience is built on a strong partnership between parents/guardians and our staff. To ensure the safety, well-being, and optimal development of your child, we ask parents/guardians to adhere to the following responsibilities and procedures:

Children's Arrival and Parent/Guardian Departure

Arrival and Departure Procedures:

- **Arrival:**
 - Parent/guardian or an approved adult must walk the child to the program upon arrival.
 - Ensure that the child is signed in at the front.
 - Help the child with their coat and assist them in sanitizing their hands.
 - Engage in a verbal exchange with a staff member to confirm the child's arrival.
- **Departure:**
 - Parent/guardian or an approved adult must pick up the child from the program.
 - Ensure that the child is signed out at the front.
 - Engage in a verbal exchange with a staff member to confirm the child's departure.
 - Place the child in the car seat and secure the car seat safety straps.

Parking:

- Parents/guardians should park in the designated parking area to ensure the safety of all children and families.
- Avoid parking in front of the entrance or in restricted areas.

Changes in Schedule:

- Notify the program of any changes in your child's schedule as soon as possible. This helps us plan and provide the best care for your child.

Drop-off and Pick-up Tips:

- Establish a consistent routine to help your child feel secure.
- Be positive and calm during drop-off to ease any separation anxiety.
- Allow extra time for drop-off and pick-up to ensure a smooth transition.

Sign In/Out Procedures:

- It is essential to sign your child in and out each day. This ensures accurate and consistent attendance records.
- Signing in and out is also crucial for the safety and security of your child.

Authorization to Pick Up Child(ren):

- Only authorized individuals listed on your Child Information Sheet may pick up the child(ren) from the program.
- Notify us of any changes to the contact information for authorized individuals.
 - Changes to the pick up list can only be changed every 90 days.
- To release the child(ren) to an adult not on the authorized list, parents/guardians must provide written consent with a signature, and the individual must present a photo ID.
- A court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents must be provided to the program.
- Individuals picking up the child(ren) must be at least 18 years old.

Safety Concerns:

- If we suspect that the person picking up the child is under the influence, we will call one of the alternative authorized individuals to transport the child.

Parent/Guardian and Staff Communication

Communication Methods:

- **Information Boards:**
 - We have a parent/guardian information board located near the entrance with important announcements, updates, and program information.
- **Newsletters and Emails:**
 - Regular newsletters and emails will be sent to keep parents/guardians informed about upcoming events, important dates, and program news.
- **Text Messaging:**
 - We may use text messaging for urgent communications and reminders.

Required Supplies:

- **Clothing:**
 - Parents/guardians are responsible for providing extra clothing (appropriate size and for the season) for each child in case they become soiled.
- **Infant Supplies:**
 - Diapers, wipes, bottles, formula, and any special items your infant requires.

- **Personal Items:**

- Each child should have a labeled bag with personal items such as a blanket, comfort item, or any specific care items needed throughout the day.

By adhering to these responsibilities and procedures, parents/guardians help create a safe, supportive, and enriching environment for all children at TCOTLG's Joyful Noise Child Care. We appreciate your cooperation and partnership in ensuring the best experience for your child.

Fees and Payment Policies

At TCOTLG's Joyful Noise Child Care, we strive to provide high-quality childcare services at competitive rates. Below you will find detailed information regarding our fees, payment policies, and other related financial procedures.

Rates and Applicable Fees

Full-Time Care (4-5 days):

- **Infants (1-2 years):** \$234 per week
- **Toddlers (3-4 years):** \$208 per week
- **Preschool (5-6 years):** \$182 per week
- **School Age (7-12 years):** \$156 per week

Part-Time Care (1-3 days):

- **Infants (1-2 years):** \$68 per day
- **Toddlers (3-4 years):** \$63 per day
- **Preschool (5-6 years):** \$58 per day
- **School Age (7-13 years):** \$52 per day

Drop-In Care:

- **All Ages:** \$65 per day (subject to availability)

Discount Fees

- **Employee:** 20% off weekly rate for first child and an additional 25% for additional children.
- **Multiple Children:** 10% off for every additional child after the first child.

Advance Payment:

- An advance payment for the last two weeks of care is required upon enrollment.

Additional Fees:

- **Late Pick-Up:** \$1 per minute after 6:00 PM.
- **Late Payment:** \$25 if payment is not received by the due date.
- **NSF (Non-Sufficient Funds) Fee:** \$35 for any returned checks.

Supplemental Fees:

- **Transportation Fee:** \$25 per week (if transportation services are utilized).

- **Deposits:** A deposit equal to one week's tuition is required to hold a spot.
- **Holding Fee:** \$50 per month to hold a spot if a child temporarily withdraws from the program.
- **Field Trips:** Costs will vary based on the trip and will be communicated in advance.
- **Curriculum Fee:** \$50 per semester.
- **Registration Fee:** \$75 per child, non-refundable.

Payment Policy

- **Tuition Fees:**
 - Tuition fees are due every Friday for the upcoming week.
 - Payments must be made prior to receiving care to secure your child's spot.
- **Accepted Payment Methods:**
 - We accept payments via our website or the Procure app, which supports various payment methods including credit/debit cards and electronic transfers.
 - Money orders, cash, and checks are accepted.

Sick and Vacation Allowance

- **Sick Days:**
 - Parents/guardians are responsible for paying for all scheduled days regardless of whether the child attends due to illness.
- **Vacation Days:**
 - Each child is allowed two weeks of vacation per year without tuition charge, provided that a one-month notice is given in writing.

Waiting List

- **Procedure:**
 - A \$25 non-refundable fee is required to place a child on the waiting list.
 - Currently enrolled families receive priority on the waiting list for any new spots that become available.

Late Pick-Up / Early Arrival

- **Policy:**
 - A late pick-up fee of \$1 per minute is charged for any pick-ups after 6:00 PM.
 - Early arrivals before 6:00 AM are not permitted, unless specifically specified.
 - If late pick-ups occur frequently, we will arrange a meeting to discuss potential solutions. Continuous late pick-ups may result in termination of care.

Termination Policy

Client-Initiated Termination:

- Parents/guardians have the right to terminate care with a two-week written notice.
- Payment is due for the notice period whether the child attends or not.
- If a parent/guardian feels their child's safety is in jeopardy, they may terminate care immediately without providing a two-week notice, but with proof of compromised safety, and the advance payment will be refunded.

Program-Initiated Termination:

- The program reserves the right to terminate the contract at will. If the two-week payment was collected in advance, the program must either offer care for the notice period or refund the payment.
- Immediate termination may occur if the client fails to meet contract and policy obligations.

Schedules

At TCOTLG's Joyful Noise Child Care, we provide a structured yet flexible daily schedule to ensure that each child has a balanced and enriching day. Our schedule includes a variety of activities that promote learning, creativity, physical activity, and social development. Below is our typical daily schedule, arranged by age group:

Babies and Toddlers (Ages 1-4)

6:00 AM - 8:00 AM: Early Arrival and Free Play

- Children arrive and engage in free play activities.
- Parents/guardians sign in.
- Quiet activities such as puzzles, books, and drawing are available.

8:00 AM - 8:30 AM: Breakfast

- Nutritious breakfast provided.
- Children are encouraged to practice self-help skills during meal times.

8:30 AM - 9:00 AM: Morning Circle Time

- Group gathering for songs, stories, and discussion of the day's activities.
- Calendar and weather discussions.
- Introduction to the day's theme or special activities.

9:00 AM - 10:00 AM: Learning Centers and Activities

- Rotating centers including art, sensory activities, and simple math/literacy games.
- Hands-on, play-based learning experiences.

10:00 AM - 10:30 AM: Morning Snack

- Healthy snack provided.
- Social interaction and conversation encouraged.

10:30 AM - 11:30 AM: Outdoor Play

- Physical activities and free play outside.
- Activities may include structured games, playground time, and nature exploration.

11:30 AM - 12:00 PM: Music and Movement

- Singing, dancing, and musical instrument exploration.

- Activities to promote gross motor skills and coordination.

12:00 PM - 12:30 PM: Lunch

- Nutritious lunch provided.
- Children practice table manners and social skills.

12:30 PM - 1:00 PM: Quiet Time/Story Time

- Children relax with a story or quiet activities.
- Preparation for nap/rest time.

1:00 PM - 3:00 PM: Nap/Rest Time

- Quiet rest period for all children.
- Non-sleepers may engage in quiet activities after a rest period.

3:00 PM - 3:30 PM: Afternoon Snack

- Healthy snack provided.
- Social interaction and conversation encouraged.

3:30 PM - 4:30 PM: Afternoon Learning Centers and Activities

- Continuation of morning centers or special projects.
- Focus on creative arts and sensory play.

4:30 PM - 5:00 PM: Outdoor Play

- Physical activities and free play outside.
- Activities may include structured games, playground time, and nature exploration.

5:00 PM - 6:00 PM: Group Activities and Clean-Up

- Children participate in clean-up and organization.
- Snack/light dinner provided.
- Free play activities until departure.
- Parents/guardians pick up
- Quiet activities such as puzzles, books, and drawings are available.

Preschool (Ages 5-6)

6:00 AM - 8:00 AM: Early Arrival and Free Play

- Children arrive and engage in free play activities.
- Parents/guardians sign in.
- Quiet activities such as puzzles, books, and drawing are available.

8:00 AM - 8:30 AM: Breakfast

- Nutritious breakfast provided.
- Children are encouraged to practice self-help skills during meal times.

8:30 AM - 9:00 AM: Morning Circle Time

- Group gathering for songs, stories, and discussion of the day's activities.
- Calendar and weather discussions.
- Introduction to the day's theme or special activities.

9:00 AM - 10:00 AM: Learning Centers and Activities

- Rotating centers including art, science, math, literacy, and sensory activities.
- Hands-on, play-based learning experiences.

10:00 AM - 10:30 AM: Morning Snack

- Healthy snack provided.
- Social interaction and conversation encouraged.

10:30 AM - 11:30 AM: Outdoor Play

- Physical activities and free play outside.
- Activities may include structured games, playground time, and nature exploration.

11:30 AM - 12:00 PM: STEAM Activities

- Engaging activities focused on Science, Technology, Engineering, Arts, and Mathematics.
- Encourages problem-solving and critical thinking skills.

12:00 PM - 12:30 PM: Lunch

- Nutritious lunch provided.
- Children practice table manners and social skills.

12:30 PM - 1:00 PM: Quiet Time/Story Time

- Children relax with a story or quiet activities.

- Preparation for nap/rest time.

1:00 PM - 2:00 PM: Nap/Rest Time

- Quiet rest period for all children.
- Non-sleepers may engage in quiet activities after a rest period.

2:00 PM - 3:00 PM: Afternoon Learning Centers and Activities

- Continuation of morning centers or special projects.
- Focus on creative arts, STEM activities, and thematic learning.

3:00 PM - 3:30 PM: Afternoon Snack

- Healthy snack provided.
- Social interaction and conversation encouraged.

3:30 PM - 4:30 PM: Outdoor Play

- Physical activities and free play outside.
- Activities may include structured games, playground time, and nature exploration.

4:30 PM - 5:00 PM: Group Activities

- Group games, storytelling, or cooperative activities.

5:00 PM - 6:00 PM: Free Play and Clean-up

- Children participate in clean-up and organization.
- Snack/light dinner provided.
- Free play activities until departure.
- Parents/guardians pick up
- Quiet activities such as puzzles, books, and drawings are available.

School-Aged Children (Ages 7-13)

6:00 AM - 8:00 AM: Early Arrival and Homework Help/Free Play

- Children arrive and engage in quiet activities or homework help.
- Parents/guardians sign in.
- Activities such as reading, puzzles, and board games are available.

8:00 AM - 8:30 AM: Breakfast

- Nutritious breakfast provided.
- Social interaction encouraged.

8:30 AM - 9:00 AM: Morning Meeting

- Group discussion about the day's activities.
- Planning and organizing daily tasks.

9:00 AM - 10:00 AM: Academic Enrichment

- Focus on homework help, tutoring, and academic projects.
- Subjects may include math, reading, science, and writing.

10:00 AM - 10:30 AM: Morning Snack

- Healthy snack provided.
- Social interaction and conversation encouraged.

10:30 AM - 11:30 AM: Outdoor Play

- Physical activities and free play outside.
- Activities may include structured games, playground time, garden upkeep and learning, and nature exploration.

11:30 AM - 12:30 PM: STEAM Activities

- Engaging activities focused on Science, Technology, Engineering, Arts, and Mathematics.
- Encourages problem-solving and critical thinking skills.

12:30 PM - 1:00 PM: Lunch

- Nutritious lunch provided.
- Children practice table manners and social skills.

1:00 PM - 2:00 PM: Quiet Time/Reading Time

- Quiet reading or independent study time.
- Relaxation and calm activities.

2:00 PM - 3:00 PM: Creative Arts and Crafts

- Engaging in various art projects and creative activities.
- Encourages self-expression and creativity.

3:00 PM - 3:30 PM: Afternoon Snack

- Healthy snack provided.
- Social interaction and conversation encouraged.

3:30 PM - 4:30 PM: Group Projects and Activities

- Collaborative projects and group activities.
- May include science experiments, building projects, or thematic learning.

4:30 PM - 5:00 PM: Outdoor Play

- Physical activities and free play outside.
- Activities may include structured games, playground time, and nature exploration.

5:00 PM - 6:00 PM: Group Activities and Clean-Up

- Children participate in clean-up and organization.
- Snack provides.
- Free play activities until departure.
- Parents/guardians pick up
- Quiet activities such as puzzles, books, and drawings are available.

Notes:

- Our schedule is flexible to meet the needs and interests of the children.
- Special events, field trips, and guest speakers may alter the daily schedule.
- Activities are designed to be developmentally appropriate and engaging for all age groups.

PART THREE: PROGRAM POLICIES AND PROCEDURES

Curriculum Overview

Our curriculum is thoughtfully designed to support and enhance the developmental needs of each child. We believe that a strong foundation in early education, coupled with social and emotional development, is essential for lifelong learning and success. Our comprehensive curriculum integrates various key areas of learning, including early educational development, social and emotional skills, reading comprehension, STEM (Science, Technology, Engineering, and Mathematics), community advocacy, and biblical teachings. Below is an overview of the core components of our curriculum:

Early Educational Development

We provide age-appropriate learning experiences that focus on fundamental skills such as:

- **Language and Literacy:** Activities that promote vocabulary development, phonemic awareness, and early writing skills.
- **Mathematics:** Introduction to basic math concepts including numbers, shapes, patterns, and problem-solving.
- **Fine and Gross Motor Skills:** Activities that enhance physical development through movement, coordination, and dexterity exercises.

Social and Emotional Skills

Developing strong social and emotional skills is critical for young children. Our program emphasizes:

- **Self-Regulation:** Helping children understand and manage their emotions and behaviors.
- **Social Interaction:** Encouraging positive interactions with peers and adults, fostering friendships, and teaching conflict resolution.
- **Empathy and Compassion:** Promoting kindness, respect, and understanding towards others.

Reading Comprehension

We aim to instill a love for reading and enhance reading comprehension through:

- **Storytime:** Daily read-aloud sessions with engaging books that promote listening and comprehension skills.

- **Literacy Activities:** Interactive activities such as storytelling, puppet shows, and book discussions.
- **Library Time:** Access to a diverse collection of books that cater to various interests and reading levels.

STEM (Science, Technology, Engineering, and Mathematics)

Our STEM activities are designed to ignite curiosity and develop critical thinking skills:

- **Science Exploration:** Hands-on experiments and nature exploration to foster a sense of wonder and inquiry.
- **Technology Integration:** Age-appropriate use of technology tools to enhance learning experiences.
- **Engineering Projects:** Building and construction activities that encourage creativity and problem-solving.
- **Mathematics:** Practical applications of math concepts through games, puzzles, and real-life scenarios.

Community Advocacy

We believe in nurturing responsible and active community members by:

- **Community Service Projects:** Involving children in age-appropriate community service activities to promote a sense of responsibility and citizenship.
- **Local Partnerships:** Collaborating with local organizations and community members to provide enriching experiences.
- **Environmental Awareness:** Teaching children about sustainability, recycling, and the importance of caring for the environment.

Biblical Teachings

Incorporating biblical stories and teachings into our curriculum helps instill moral values and a sense of spirituality:

- **Bible Stories:** Sharing stories from the Bible that teach important life lessons and moral values.
- **Christian Values:** Promoting values such as love, kindness, forgiveness, and gratitude.
- **Prayer and Worship:** Introducing children to simple prayers and songs of worship.

Integration and Implementation

Our curriculum is implemented through a blend of structured and unstructured activities that cater to the individual needs and interests of each child. We utilize a variety of teaching methods including:

- **Play-Based Learning:** Recognizing the importance of play in early childhood development, we create an environment that encourages exploration and discovery.
- **Thematic Units:** Organizing learning experiences around themes that integrate various subject areas and make learning more meaningful.
- **Assessment and Reflection:** Regular assessment of children's progress to tailor instruction and provide targeted support.

Rhythm of the Day

Our "Rhythm of the Day" is designed to promote good health habits, self-discipline, and provide a balanced mix of indoor and outdoor play, rest, sleep, and mealtimes. This routine ensures that children have ample opportunities for various enriching experiences while fostering their physical, intellectual, emotional, and social development.

Babies and Toddlers (1-4 Years)

Our daily schedule for babies and toddlers is highly flexible, allowing for individual needs and rhythms to guide the day. This ensures that each child receives personalized care and attention.

Morning:

- **6:00 AM - 8:00 AM:** Arrival and Free Play
- **8:00 AM - 8:30 AM:** Breakfast
- **8:30 AM - 9:00 AM:** Diaper Change and Potty Time
- **9:00 AM - 10:00 AM:** Morning Circle Time (Songs, Stories, and Rhymes)
- **10:00 AM - 11:00 AM:** Indoor Play and Exploration (Sensory Activities, Fine Motor Skills Development)
- **11:00 AM - 11:30 AM:** Outdoor Play (Weather Permitting)
- **11:30 AM - 12:00 PM:** Lunch

Afternoon:

- **12:00 PM - 2:00 PM:** Nap Time
- **2:00 PM - 2:30 PM:** Diaper Change and Potty Time
- **2:30 PM - 3:00 PM:** Snack Time
- **3:00 PM - 4:00 PM:** Indoor Play (Art, Music, and Movement Activities)
- **4:00 PM - 5:00 PM:** Outdoor Play (Weather Permitting)
- **5:00 PM - 5:30 PM:** Diaper Change and Potty Time
- **5:30 PM - 6:00 PM:** Dinner

Evening:

- **6:00 PM - 8:00 PM:** Quiet Time Activities (Books, Puzzles, Soft Music)
- **8:00 PM:** Departure

Preschool (5-6 Years)

Preschool children benefit from a more structured schedule that balances learning and play.

Morning:

- **6:00 AM - 8:00 AM:** Arrival and Free Play
- **8:00 AM - 8:30 AM:** Breakfast
- **8:30 AM - 9:00 AM:** Morning Circle Time (Calendar, Weather, Songs, and Stories)
- **9:00 AM - 10:00 AM:** Learning Centers (STEM Activities, Literacy, Art)
- **10:00 AM - 11:00 AM:** Outdoor Play (Weather Permitting)
- **11:00 AM - 11:30 AM:** Group Activity (Science Experiments, Craft Projects)
- **11:30 AM - 12:00 PM:** Lunch

Afternoon:

- **12:00 PM - 1:30 PM:** Nap/Quiet Time
- **1:30 PM - 2:00 PM:** Snack Time
- **2:00 PM - 3:00 PM:** Learning Centers (Math, Language Arts, Social Studies)
- **3:00 PM - 4:00 PM:** Outdoor Play (Weather Permitting)
- **4:00 PM - 4:30 PM:** Group Activity (Dramatic Play, Storytelling)
- **4:30 PM - 5:00 PM:** Snack Time

Evening:

- **5:00 PM - 6:00 PM:** Indoor Free Play and Clean-Up
- **6:00 PM - 8:00 PM:** Dinner and Quiet Time Activities (Books, Puzzles, Soft Music)
- **8:00 PM:** Departure

School-Aged Children (7-13 Years)

Our schedule for school-aged children is designed to complement their school day and provide a range of activities that support their development.

Morning:

- **6:00 AM - 8:00 AM:** Arrival and Quiet Activities (Homework Help, Reading, Puzzles)
- **8:00 AM - 8:30 AM:** Breakfast
- **8:30 AM - 9:00 AM:** Morning Meeting (Planning the Day, Setting Goals)
- **9:00 AM - 10:00 AM:** Learning Centers (STEM Projects, Arts and Crafts)
- **10:00 AM - 11:00 AM:** Outdoor Play (Weather Permitting)
- **11:00 AM - 11:30 AM:** Group Activity (Science Experiments, Creative Writing)
- **11:30 AM - 12:00 PM:** Lunch

Afternoon:

- **12:00 PM - 1:30 PM:** Quiet Time/Independent Reading
- **1:30 PM - 2:00 PM:** Snack Time
- **2:00 PM - 3:00 PM:** Learning Centers (History, Geography, Math Games)

- **3:00 PM - 4:00 PM:** Outdoor Play (Weather Permitting)
- **4:00 PM - 5:00 PM:** Group Activity (Drama, Music, Debate)
- **5:00 PM - 5:30 PM:** Snack Time

Evening:

- **5:30 PM - 6:00 PM:** Homework Help/Quiet Activities
- **6:00 PM - 8:00 PM:** Dinner and Quiet Time Activities (Board Games, Reading, Art Projects)
- **8:00 PM:** Departure

Environment and Interaction

Our environment is designed to protect children from physical harm without restricting their physical, intellectual, emotional, and social development. We regularly review and comply with environment and interaction requirements to ensure that our program provides a safe, nurturing, and stimulating space for all children.

Program Activities

At TCOTLG's Joyful Noise Child Care, we offer a variety of engaging and enriching activities designed to support the holistic development of each child. Our program includes:

- **Community Garden:** Located in our backyard, our community garden offers children the opportunity to learn about sustainability, healthy eating, and the natural world. Children participate in planting, tending, and harvesting the garden, fostering a sense of responsibility and connection to nature.
- **Field Trips:** We organize regular field trips to local and state-wide museums, parks, and community events, providing children with hands-on learning experiences and opportunities to explore their surroundings.
- **Extracurricular Activities:** Our program includes a range of extracurricular activities such as music, arts, sports, and language classes, which help spark curiosity and ignite creativity in our young learners.
- **Bible Stories:** We incorporate bible stories into our curriculum to provide moral and ethical guidance, helping children to develop strong values and a sense of community.
- **STEM Activities:** Science, Technology, Engineering, and Mathematics are integrated into our daily activities to promote critical thinking and problem-solving skills.
- **Reading Comprehension:** We focus on developing reading skills through storytelling, interactive reading sessions, and literacy games.
- **Social and Emotional Skills:** Our activities are designed to enhance children's social and emotional development, helping them to build strong relationships and self-awareness.

Supervision

Our supervision policies adhere to the Mississippi State Department of Health (MSDH) child care regulations to provide the highest standards of care.

Infants, Toddlers, and Preschoolers

Sight and Hearing Range: According to MSDH regulations, a staff member responsible for caring for or teaching children must be within sight or hearing range of infants, toddlers, or preschoolers at all times. This ensures that the staff member can intervene immediately if necessary to protect the child's health and safety.

Constant Monitoring: For infants and toddlers, constant and active monitoring is required. This includes visually checking on the children regularly, even when they are sleeping. For preschoolers, active engagement and supervision are necessary to ensure their safety during play and learning activities.

Ratio Requirements: We comply with MSDH's child-to-staff ratio requirements, ensuring that there are enough staff members present to provide adequate supervision at all times. The ratios are as follows:

- Infants (0-12 months): 1 staff member per 5 infants
- Toddlers (13-23 months): 1 staff member per 9 toddlers
- Preschoolers (24-47 months): 1 staff member per 12 children
- Older preschoolers (48 months and older): 1 staff member per 14 children

Safe Environment: Our facility is designed to provide a safe environment that protects children from physical harm without restricting their physical, intellectual, emotional, and social development. We regularly inspect our premises to ensure all safety standards are met, and we maintain a clean and hazard-free environment.

School-Aged Children

Availability of Staff: For school-aged children, MSDH regulations require that a staff member must be available for assistance and care to ensure the health and safety of the child. While school-aged children may have more independence, staff must remain accessible and aware of their activities.

Sight and Hearing Recommendation: It is recommended that school-aged children are within sight and hearing range whenever possible to ensure their safety. Staff should be able to respond quickly to any emergencies or issues that may arise.

Supervised Activities: School-aged children engage in various supervised activities, including homework assistance, outdoor play, and extracurricular programs. Staff members are present to guide and support the children, ensuring a structured and safe environment.

General Supervision Policies

Sign-In and Sign-Out Procedures: To ensure the safety and security of all children, we implement strict sign-in and sign-out procedures. Parents or authorized adults must accompany children to and from the program, checking in and out using the Wonderschool app. This helps us keep accurate attendance records and ensures that only authorized individuals pick up the children.

Emergency Procedures: Our staff is trained in emergency procedures, including first aid, CPR, and fire drills. We conduct regular drills to ensure that both staff and children are prepared in case of an emergency.

Background Checks: All staff members undergo comprehensive background checks and meet MSDH requirements for criminal background screenings. This ensures that all individuals working with children have been thoroughly vetted and are qualified to provide safe and nurturing care.

Training and Professional Development: Our staff participates in ongoing training and professional development to stay current with best practices in child supervision and early childhood education. This includes completing at least 15 credits of continuing education per year, as well as maintaining up-to-date CPR and First Aid certifications.

Guidance & Discipline Policy

At TCOTLG's Joyful Noise Child Care, we focus on positive guidance to help children develop self-discipline, responsibility, and respect for others. Our guidance and discipline policy includes the following:

- **Positive Reinforcement:** We encourage good behavior through praise and positive reinforcement, helping children to understand and follow rules.
- **Clear Expectations:** We set clear and consistent expectations for behavior, helping children to understand what is expected of them.
- **Redirection:** When necessary, we use redirection to guide children toward appropriate behavior, helping them to learn from their mistakes.
- **Problem-Solving:** We encourage children to solve conflicts and problems through discussion and compromise, fostering their social and emotional development.

Prohibited Discipline Practices:

- **Physical Punishment:** Any form of physical punishment, including spanking, hitting, or shaking, is strictly prohibited.
- **Time Outs:** We do not use time outs as a form of discipline. Instead, we focus on positive guidance and redirection.
- **Withholding Basic Needs:** Withholding food, water, rest, or other basic needs as a form of punishment is not allowed.
- **Physical Restraints:** Using physical restraints such as highchairs, pack and plays, or other restrictive environments for disciplinary purposes is strictly forbidden.
- **Shaming or Belittling:** We do not use shaming, belittling, or any form of emotional abuse to discipline children.

Our goal is to create a nurturing and supportive environment where children feel safe, respected, and valued. We believe that positive guidance helps children develop the skills they need to become confident, compassionate, and responsible individuals.

Personal Belongings

At TCOTLG's Joyful Noise Child Care, we strive to create a safe, organized, and nurturing environment for all children. To maintain this, we have established the following policy regarding personal possessions:

Storage of Personal Belongings

Labeled Storage:

- Each child will be assigned a designated storage space for their personal belongings, such as cubbies or lockers.
- All storage areas will be clearly labeled with the child's name to ensure that personal items are kept organized and easily accessible.
- Parents are encouraged to label all personal items, including clothing, backpacks, and lunchboxes, with their child's name to prevent mix-ups.

Storage of Special Items:

- Personal items such as nap blankets, comfort items, and extra clothing should be stored in the designated storage space.
- Items that are not labeled or do not have a specific storage area will be returned to parents at the end of the day.

Toys and Personal Items from Home

General Policy:

- To minimize the risk of toys being broken, misplaced, or causing disputes among children, we do not allow toys to be brought from home.
- The only exceptions to this rule are comfort items for naptime (such as a blanket or stuffed animal) and items specifically brought for show-and-share days.

Show and Share Days:

- On designated show-and-share days, children may bring one toy or special item from home to share with their peers.
- Parents will be notified in advance of show-and-share days, and all items must be labeled with the child's name.

Responsibility and Liability:

- While we take every precaution to safeguard personal belongings, TCOTLG's Joyful Noise Child Care is not responsible for any lost, damaged, or stolen items.

- We encourage parents to refrain from sending valuable or irreplaceable items with their children.

Nap and Comfort Items:

- Comfort items such as nap blankets or stuffed animals are allowed but must be stored in the child's designated storage space when not in use.
- These items should be clearly labeled with the child's name and taken home regularly for cleaning.

Attire Policy

At TCOTLG's Joyful Noise Child Care, we maintain a professional and respectful environment. To ensure this, we have established strict attire guidelines for staff, parents, and children. Adherence to these guidelines is mandatory to create a safe and conducive environment for all.

Staff Attire

Uniform Requirements:

- Employees must wear their designated uniform at all times while on the premises.
- Uniforms must be clean and presentable. Staff arriving with unclean uniforms will not be tolerated.
- The smell of nicotine, marijuana, or any other substances will not be tolerated.

Restrictions on Uniform Usage:

- Staff are not permitted to smoke or use any form of drugs in their uniform, especially before work.
- Staff are not allowed to be in their uniform after work hours while participating in activities that reflect negatively on our business.

Consequences:

- Staff who fail to adhere to the attire policy will face disciplinary action, which may include verbal warnings, written warnings, or termination depending on the frequency and severity of the offense.

Parent Attire

Pick-Up, Drop-Off, and Visitation:

- Parents must dress appropriately when dropping off, picking up, or visiting their children.
- Inappropriate attire includes bed clothes, pajamas, bonnets, horseshoes, or any unpresentable clothing.
- Parents who are not appropriately dressed will be asked to leave and return when appropriately attired.

Consequences:

- Failure to adhere to this policy may result in the child being unable to attend daycare until the parent complies with the dress code.

Child Attire

Appropriate Dress:

- Parents must ensure their children are appropriately dressed for the day.
- Inappropriate tops, bottoms, or shoes are not allowed.
- Acceptable footwear includes sandals and sneakers. Crocs are prohibited due to safety concerns.
- Girls are not allowed to wear clothing that shows excessive skin, such as crop tops, tank tops, or mini skirts.
- Dresses must be worn with shorts, tights, leggings, or stockings underneath for safe and appropriate playground time.
- Clothing with profanity or vain statements is prohibited.

Backup Clothes:

- Parents are required to leave backup clothes at the facility to ensure their child has appropriate attire available if needed.

Consequences:

- If a child arrives inappropriately dressed, parents will be contacted to bring suitable clothing.
- Continued non-compliance with the attire policy may result in the child being unable to attend daycare until appropriate clothing is provided.

Offense and Consequence Structure**First Offense:**

- Verbal warning and reminder of the attire policy.

Second Offense:

- Written warning and a mandatory meeting with the facility director to discuss the policy and the importance of compliance.

Third Offense:

- Final written warning and potential suspension of the child until compliance is assured.
- For staff, potential suspension or termination.

By adhering to these attire guidelines, we ensure that TCOTLG's Joyful Noise Child Care maintains a professional, respectful, and safe environment for all staff, parents, and children. Thank you for your cooperation and commitment to upholding our standards.

Transportation

At TCOTLG's Joyful Noise Child Care, we currently do not provide transportation services via a bus or van. Our transportation policy is outlined below:

No Transportation Services Provided

- **No Transportation Policy:**
 - At this time, TCOTLG's Joyful Noise Child Care does not offer transportation services for pick-up or drop-off. Parents and guardians are responsible for arranging transportation for their children to and from our facility.
- **Staff Availability:**
 - Limited drop-off options may be available subject to staff availability. Please inquire with the staff for further information. However, we do not offer any pick-up services.

General Transportation Guidelines (if applicable in the future)

- **Unattended Children:**
 - Children will never be left unattended in a vehicle under any circumstances. Safety is our top priority, and we ensure that all children are supervised at all times.
- **Child Safety Restraints:**
 - If transportation services are offered in the future, children will be placed in age-appropriate, compliant child safety restraints in accordance with state laws and regulations.
- **Insurance Coverage:**
 - Should transportation services become available, our program will carry the necessary insurance coverage to protect the safety and well-being of the children. All drivers will be required to be over the age of 18 and will have passed all necessary background checks and training requirements.
- **Emergency Relocation Sites**
 - In the event of an emergency that necessitates evacuation from our facility, children and staff will be relocated to one of the following sites based on the severity and nature of the emergency:
 - **1 Mile Relocation Site:**
 - i. **Leland's City Hall** | 206 North Broad Street, Leland, MS 38756
 - **5 Mile Relocation Site:**
 - i. **USDA** | 141 Experiment Station Road, Stoneville, MS 38776

Emergency Transportation Relocation Plan

Purpose: The purpose of this plan is to ensure the safe and efficient relocation of children and staff from TCOTLG's Joyful Noise Child Care Center to designated relocation sites in the event of an emergency that necessitates evacuation.

Designated Relocation Sites:

1. **Primary Relocation Site (1 Mile):**
 - **Leland's City Hall**
 - Address: 206 N Broad Street, Leland, MS
2. **Secondary Relocation Site (5 Miles):**
 - **USDA/ARS**
 - Address: 141 Experiment Station Road

Emergency Transportation Plan:

1. **Evacuation Procedures:**
 - In the event of an emergency requiring evacuation, staff will immediately begin the evacuation process following the established evacuation routes.
 - Children will be led to the designated assembly area outside the building.
 - Staff will conduct a headcount and ensure all children are accounted for.
2. **Transportation to Relocation Sites:**
 - If the situation requires relocation to a designated site, staff will load children into the center's and owner's vehicles. Each vehicle will have at least one staff member in addition to the driver to ensure children's safety during transportation.
 - Staff will follow the planned routes to the relocation sites to avoid traffic or hazards.
3. **Safety During Transportation:**
 - Children will be seated with appropriate safety restraints as required by law.
 - Staff will maintain supervision and ensure children's safety throughout the transportation process.
4. **Arrival at Relocation Sites:**
 - Upon arrival at the designated relocation site, staff will conduct another headcount to ensure all children are present.
 - Staff will lead children to a secure and designated area within the relocation site.
5. **Notification of Parents:**

- After ensuring all children are safe at the relocation site, staff will begin notifying parents.
- Parents will be informed of the emergency, the relocation, and the location where they can pick up their children.
- Communication will be made through phone calls, text messages, or any other previously agreed-upon method.

6. Parental Reunification:

- Parents will be instructed to pick up their children from the designated relocation site.
- Staff will verify the identity of individuals picking up children to ensure they are authorized.
- A sign-out sheet will be used to document the release of each child.

Staff Responsibilities:

- **Director/Director Designee:**
 - Coordinate the overall evacuation and relocation process.
 - Communicate with emergency services and authorities as needed.
 - Ensure all children and staff are accounted for at all times.
- **Teachers and Childcare Assistants:**
 - Lead children during evacuation and transportation.
 - Maintain supervision and ensure children's safety.
 - Assist in notifying parents and facilitating reunification.

Training and Drills:

- Regular training and drills will be conducted to ensure all staff are familiar with evacuation routes, transportation procedures, and their specific roles during an emergency.

Review and Updates:

- This plan will be reviewed annually or as needed to ensure its effectiveness and compliance with MDHS regulations.
- Updates will be made based on feedback from drills, actual incidents, and changes in regulations or facility layout.

Pick-up/Drop-off Policy

At TCOTLG's Joyful Noise Child Care, the safety and well-being of your children are our top priority. To ensure a smooth and secure pick-up and drop-off process, we have established the following policy:

Approved Pick-Up List

Authorization:

- Only individuals on the approved pick-up list are allowed to retrieve a child from our care.
- The approved pick-up list can be updated once every 90 days to accommodate custody agreements and other circumstances.
- In emergencies, a child will be released to an individual not on the list only with written approval, proof of identity, and verbal confirmation from the parent via the facility's phone.

Emergency Situations:

- If an emergency arises and a non-listed individual needs to pick up the child, the following steps must be taken:
 - The parent must provide written approval.
 - The individual must present a valid ID.
 - The parent must verbally communicate the approval to a staff member using the facility's phone.

Parking Lot Conduct

Music and Behavior:

- Parents are prohibited from playing loud or derogatory music when entering the facility's parking lot.
- Parents should maintain a positive and calm demeanor, especially if their child experiences separation anxiety.

Health and Safety

Substance Use:

- Parents and children must not enter the premises smelling of marijuana, nicotine, or any other substance. If this occurs, the child will not be permitted to attend child care that day.

- If a parent appears to be under the influence of any drug, the child will not be released into their custody. Another authorized individual will need to retrieve the child.

Child's Condition:

- All children must be awake and conscious upon drop-off to ensure they are in good health.
- Children who are sleeping and cannot be woken up by their parent will not be admitted.
- Children who have been given medication such as Tylenol or Motrin before arriving at daycare will not be permitted to attend for the day.

Arrival and Departure Procedures

Signing In/Out:

- Parents or authorized adults must walk the child to and from the program, helping with coats and washing hands as needed.
- Verbal communication with staff at both arrival and departure is required to ensure staff are aware the child has arrived or is departing.
- All children must be signed in and out to maintain accurate and consistent records.

Parking:

- Parents should park in designated areas and avoid blocking traffic or parking in restricted zones.

Infant Handling:

- Parents must remove the infant from the car seat and any outerwear upon arrival.
- Upon departure, parents should place their child in the car seat and secure the safety straps themselves.

Custody and Legal Issues

Court Orders:

- If a court order (e.g., divorce settlement or restraining order) limits the rights of a biological parent, a copy of the court order must be provided to the program.
- Only authorized individuals on the Child Information Sheet may pick up the child(ren). Changes to this list must be communicated promptly.

Photo ID:

- Individuals not on the authorized pick-up list must present a photo ID before the child(ren) are released to them.

Age Requirement:

- Authorized individuals must be 18 years or older to pick up the child(ren).

By adhering to this policy, we ensure the safety, security, and well-being of all children in our care. Thank you for your cooperation and understanding.

Accountability Policy

At TCOTLG's Joyful Noise Child Care, we are dedicated to maintaining the highest standards of accountability to ensure the safety, well-being, and development of every child in our care. Our accountability policy outlines the responsibilities and expectations of our staff, parents/guardians, and the program as a whole.

Staff Responsibilities

Attendance and Punctuality:

- Staff must adhere to their scheduled hours and promptly inform the administration of any absences or delays.
- Attendance is monitored and recorded daily.

Supervision:

- Staff are required to maintain constant supervision of children, ensuring they are within sight and hearing range at all times.
- Staff must follow all state regulations and program policies for child supervision and safety.

Training and Professional Development:

- All staff must meet the educational and training requirements set forth by the State of Mississippi Child Care regulations.
- Staff are required to complete 15 hours of continuing education annually, including up-to-date CPR and First Aid certifications.

Reporting and Documentation:

- Staff must accurately document attendance, incidents, and any changes in a child's routine or behavior.
- All records are maintained confidentially and securely.

Parent/Guardian Responsibilities

Communication:

- Parents/guardians are expected to communicate any changes in their child's schedule, health, or behavior to the staff promptly.

- If the child(ren) will not be attending or is going to be more than 15 minutes late, you must notify the program.
- Parents/guardians should provide updated contact information and emergency contacts.

Arrival and Departure:

- Parents/guardians must adhere to the program's arrival and departure procedures, including signing in and out.
- Parents/guardians should ensure their child is appropriately dressed and has necessary supplies.

Compliance with Policies:

- Parents/guardians are required to follow all program policies, including those related to attendance, fees, and health requirements.
- Parents/guardians must support the program's efforts in maintaining a safe and nurturing environment.

Program Accountability

Transparency:

- The program will provide clear and transparent communication regarding policies, changes, and important information.
- Parents/guardians will receive written notices of any significant changes in services or policies.

Quality Assurance:

- The program will regularly review and update policies and procedures to ensure compliance with state regulations and best practices.
- Regular inspections and evaluations will be conducted to maintain high standards of care and education.

Confidentiality:

- All personal records and information regarding children, families, and staff are kept confidential and are only accessible to authorized personnel.
- The program will safeguard the privacy of all individuals involved.

Incident Reporting:

- The program has a clear procedure for reporting and addressing any incidents or concerns.
- Parents/guardians will be promptly informed of any incidents involving their child and the actions taken to resolve them.

By adhering to this accountability policy, TCOTLG's Joyful Noise Child Care ensures a collaborative and responsible approach to providing high-quality care and education. We value the trust placed in us by parents/guardians and are committed to maintaining a safe, supportive, and enriching environment for all children.

Field Trips

At TCOTLG's Joyful Noise Child Care, field trips are an exciting and educational extension of our curriculum. We believe that these outings provide valuable learning experiences and opportunities for children to explore the world around them. To ensure the safety and well-being of all participants, the following field trip policy has been established.

Permission Slips and Fees

Permission Slips:

- Parents/guardians must complete and sign a field trip permission slip for each trip.
- Permission slips will include details about the destination, date, time, and any special instructions.
- Permission slips must be returned by the specified deadline to ensure your child's participation.

Field Trip Fees:

- Some field trips may require an additional fee to cover transportation, admission, or other related costs.
- Fees will be communicated in advance, and payment is due with the signed permission slip.

Transportation

Modes of Transportation:

- Children may be transported to and from field trips by walking or driving, depending on the destination.
- If driving, children will be transported in age-appropriate, compliant child safety restraints in a vehicle that is covered by the program's insurance and driven by a licensed adult over the age of 18.
- All drivers will adhere to safety regulations and ensure children are never left unattended in the vehicle.

Safety and Supervision

Staff Preparation:

- Staff and the director will bring a first aid kit, recent photos of each child, emergency contact information, and any emergency medications or care plans for children with special needs.

- Staff will review the safety procedures and expectations with children before departure.

Supervision:

- Staff-to-child ratios will be maintained according to state regulations to ensure adequate supervision at all times.
- Children will be assigned to a specific staff member who will be responsible for their supervision during the entire field trip.

During the Field Trip

Safety Protocols:

- Staff will perform regular headcounts to ensure all children are accounted for.
- Children will wear identifying tags with the program's contact information (excluding the child's name) for safety.
- Staff will use a buddy system to pair children, promoting accountability and safety.

Emergency Procedures:

- In the event of an emergency, staff will follow the program's emergency procedures, including contacting emergency services and notifying parents/guardians as soon as possible.
- Staff will carry mobile phones for emergency communication.

Returning from the Field Trip:

- Upon returning to the program, staff will conduct a final headcount to ensure all children have returned safely.
- Parents/guardians will be informed of any significant events or issues that occurred during the trip.

PART FOUR: HEALTH & SAFETY

Incident Policy

To ensure that any incidents are handled promptly and effectively, we have established the following incident policy.

First Aid Administration

- **Minor Injuries:**
 - If a child sustains a minor injury (such as a small cut, bruise, or scrape), staff will administer basic first aid, including cleaning the wound and applying a bandage if necessary.
 - An incident report will be completed, documenting the details of the injury and the first aid administered.
- **Serious Injuries:**
 - For more serious injuries (such as deep cuts, sprains, or suspected fractures), first aid will be administered to stabilize the child until further medical attention can be provided.
 - The parent/guardian will be notified immediately to inform them of the incident and discuss further steps.

Incident Reporting

- **Incident Reports:**
 - An incident report form will be completed for all injuries, whether minor or serious, as well as for any significant behavioral incidents or other noteworthy occurrences.
 - Incident reports will be completed within 24 hours of the incident.
 - Parents/guardians are required to review and sign the incident report. A copy will be provided to the parent/guardian, and the original will be placed in the child's file.
- **Notification of Parents/Guardians:**
 - Parents/guardians will be notified immediately by phone in the event of any serious injury or emergency situation.
 - For minor injuries or incidents, parents/guardians will be informed at pick-up time and provided with the incident report to review and sign.

Emergency Services

- **Calling Emergency Services:**

- In the event of a life-threatening injury or emergency, staff will call 911 immediately.
- Emergency services will be contacted for situations such as severe allergic reactions, unconsciousness, or any condition requiring immediate medical attention.
- Parents/guardians will be notified as soon as emergency services have been contacted.

- **Medical Transportation:**

- If a child needs to be transported to a medical facility, a staff member will accompany the child if the parent/guardian is not available to do so.
- The staff member will bring the child's emergency contact information and medical records to the facility.

Follow-Up

- **Post-Incident Review:**

- After any serious incident, the program director will review the circumstances and actions taken to ensure proper procedures were followed and to identify any areas for improvement.

- **Parent/Guardian Communication:**

- Parents/guardians are encouraged to discuss any concerns or questions regarding incidents with the program director.
- Regular communication between staff and parents/guardians helps ensure a safe and supportive environment for all children.

Emergency Procedures

We have established comprehensive emergency procedures to ensure the well-being of children, staff, and families in the event of an emergency. Our facility is equipped to shelter in place and has protocols for various emergency scenarios, including fire drills, tornadoes, and other situations requiring immediate action.

Emergency Drills

- **Fire Drills:**

- Fire drills will be conducted monthly to ensure all children and staff are familiar with evacuation routes and procedures.
- During a fire drill, children will be guided calmly and quickly to the designated safe area outside the building.
- A record of each fire drill, including date and time, will be maintained and available for parents/guardians to review.

- **Tornado Drills:**

- Tornado drills will be conducted quarterly to prepare for severe weather situations.
- In the event of a tornado warning, children and staff will move to the designated safe area within the building, away from windows and exterior walls.
- A record of each tornado drill will be maintained and available for parents/guardians to review.

- **Shelter-in-Place Drills:**

- Shelter-in-place drills will be conducted annually to prepare for emergencies where remaining inside the building is the safest option (e.g., severe weather, hazardous materials incidents).
- Children and staff will remain indoors, and windows and doors will be secured.

Emergency Response Procedures

- **Fire:**

- If a fire is detected, the fire alarm will be activated, and all children and staff will evacuate the building immediately following the designated evacuation routes.
- Staff will conduct a headcount to ensure all children are accounted for once safely outside.
- Emergency services will be contacted immediately.

- **Tornado/Severe Weather:**

- In the event of a tornado warning or other severe weather, children and staff will move to the designated safe area within the building.
- Staff will ensure all children are present and remain calm until the danger has passed.
- Parents/guardians will be notified of the situation as soon as it is safe to do so.

- **Shelter-in-Place:**

- If it is determined that sheltering in place is the safest option, children and staff will remain indoors, and windows and doors will be secured.
- Staff will ensure children are comfortable and safe while awaiting further instructions or until the emergency has passed.

Communication with Families

- **Notification:**

- In the event of an emergency, parents/guardians will be notified as soon as possible via phone, text message, or email, depending on the nature of the emergency.
- Updates will be provided regularly to keep parents/guardians informed of the situation and any changes.

- **Instructions for Parents/Guardians:**

- Parents/guardians will receive clear instructions on how to proceed, including whether to pick up their child from the facility or an alternate location.
- Information will be posted on the facility's notice board and website, if applicable.

State Guidelines and Recommendations

- **Compliance:**

- TCOTLG's Joyful Noise Child Care follows all state guidelines for emergency drills and procedures to ensure the safety and preparedness of our facility.
- Emergency drills and procedures are reviewed regularly to comply with state regulations and to incorporate best practices.

- **Footwear:**

- It is recommended that children keep their shoes on at all times while in care to ensure they are prepared for any emergency requiring immediate evacuation.

Children with Special Needs

We are committed to providing a safe, inclusive, and supportive environment for all children, including those with special health needs. We understand the importance of individualized care and are dedicated to meeting the unique needs of each child.

Health Care Plan

- **Written Health Care Plan:**
 - All children with diagnosed special health needs must have a current written health care plan on file.
 - The health care plan should be developed in collaboration with the child's parent/guardian and physician.
 - The plan should include detailed instructions on the child's specific health needs, required medications, emergency procedures, and any necessary accommodations.
 - The health care plan must be signed by the parent/guardian and the child's physician.
 - The health care plan should be updated annually or as the child's needs change.

Emergency Medication and Equipment

- **Provision by Parents/Guardians:**
 - Parents/guardians are responsible for providing any emergency medication and/or equipment specified in the child's health care plan.
 - All medication and equipment should be labeled with the child's name and clear instructions for use.
 - Medication and equipment must be stored securely and be readily accessible to staff members.
- **Emergency Response:**
 - In the event that the required emergency medication or equipment is not provided, the program will follow the emergency plan outlined in the child's health care plan.
 - If an emergency arises and the necessary medication or equipment is unavailable, staff will immediately call 911 or seek emergency medical assistance as needed.

Ongoing Communication and Support

- **Collaboration:**

- We encourage open communication between parents/guardians, healthcare providers, and our staff to ensure the best care for each child.
 - Regular meetings and discussions will be held to review and update the child's health care plan as necessary.
- **Training:**
 - Our staff receives ongoing training on how to support children with special health needs, including administering medication, using medical equipment, and responding to emergencies.
 - Staff members are also trained in recognizing and responding to signs of medical distress.

Immunization Policy

At TCOTLG's Joyful Noise Child Care, the health and safety of our children is our top priority. To ensure a safe environment, we require that all children be up-to-date with their immunizations, in accordance with state licensing regulations.

Immunization Requirements

- **Up-to-Date Immunizations:**
 - All children enrolled in our program must provide proof of up-to-date immunizations, as required by state law.
 - Immunization records must be submitted at the time of enrollment and updated annually or as new vaccinations are administered.

- **Valid Exemptions:**
 - We recognize that some children may have valid exemptions from immunizations due to medical, religious, or philosophical reasons.
 - Parents/guardians must provide appropriate documentation for any exemptions.
 - All exemption documentation must comply with state requirements and be submitted at the time of enrollment.

Policy for Unimmunized Children

- **Liability and Risk:**
 - The presence of unimmunized children in our program may pose a risk to the health and safety of other children and staff.
 - It is recommended to consult an attorney to discuss the liability risks associated with enrolling unimmunized children.

- **Exclusion During Outbreaks:**
 - If a vaccine-preventable disease to which children are susceptible occurs within our program, unimmunized children may be excluded for the duration of the possible exposure.
 - This policy is in place to protect the health of all children and staff members and to prevent the spread of infectious diseases.
 - Parents/guardians will be notified immediately if an outbreak occurs and if their child is subject to exclusion.

Ongoing Communication and Compliance

- **Record Keeping:**

- Immunization records and exemption documentation will be kept on file and updated regularly.
- All records are kept confidential and will only be shared with authorized personnel as required by law.
- **Notification of Changes:**
 - Parents/guardians are responsible for informing the program of any changes to their child's immunization status.
 - Any updates to immunization records must be provided promptly to ensure continued compliance with state regulations.
- **Consultation and Review:**
 - We will periodically review our immunization policy and consult with healthcare professionals and legal advisors to ensure that it meets current state regulations and best practices for child care settings.

Guidelines for Exclusion

To maintain a healthy environment and ensure the safety of all participants, we have established the following guidelines for the exclusion of ill children.

Exclusion Criteria

Children will be excluded from the program when they exhibit any of the following conditions:

- **Inability to Participate:**
 - The child is no longer able to comfortably participate in activities or requires more care than the staff can provide without compromising the health and safety of other children.
- **Fever:**
 - A fever of 100.4°F (38°C) or higher, accompanied by behavior changes or other signs of illness.
- **Diarrhea:**
 - Diarrhea that cannot be contained within the diaper or if the child has three or more loose stools in 24 hours.
- **Vomiting:**
 - Two or more episodes of vomiting within the last 24 hours.
- **Abdominal Pain:**
 - Abdominal pain that lasts more than 2 hours or intermittent pain associated with fever or other symptoms.
- **Other Symptoms:**
 - Any other symptoms that require more care than the staff can provide, thereby compromising the health and safety of other children.

Parental Notification and Responsibilities

- **Notification of Illness:**
 - Parents must notify the program immediately when their child is ill and will not be attending.
- **Pick-Up Procedure:**

- If a child becomes ill while at the program, the following procedure will be followed:
 1. The child will be separated from other children and made comfortable in a quiet area, supervised by a staff member.
 2. Parents/guardians will be contacted immediately and required to pick up their child as soon as possible.
 3. If the parents/guardians cannot be reached, the emergency contacts listed on the child's information sheet will be called.
 4. The child will remain under staff supervision until picked up.

- **Return to Program:**

- Children must be symptom-free for at least 24 hours before returning to the program, or provide a doctor's note confirming they are no longer contagious and can safely return to child care.

Illness Reporting and Documentation

- **Incident Reports:**

- An incident report will be completed for any child sent home due to illness.
- The report will include the symptoms observed, the time of notification to the parent/guardian, and any actions taken by staff.
- Parents/guardians will be required to sign the incident report, and a copy will be placed in the child's file.

Medication Policy

At TCOTLG's Joyful Noise Child Care, the health and safety of our children are our top priorities. To ensure the well-being of all children, we have established the following medication policy:

Medication Administration

1. Morning Medication:

- If a parent administers any medication to their child, such as Tylenol, Motrin, or similar over-the-counter medications, on the morning of drop-off, the child will not be permitted to attend child care for that day. This is to ensure that the child is not masking symptoms of an illness that could be contagious or require additional care.

2. Medication with Severe Side Effects:

- If a child is prescribed medication that may cause drowsiness, severe side effects, or any condition that could affect their participation in daily activities, the child will be prohibited from attending child care for that day.

3. Emergency Medications:

- Emergency medications (such as EpiPens or asthma inhalers) must be provided by the parent and accompanied by a current health care plan signed by a physician and parent/guardian. These medications must be available at the child care facility whenever the child is in attendance.

Medication Storage and Administration at the Facility

1. Prescription Medications:

- Prescription medications will only be administered with written authorization from a parent/guardian and must be in the original container with the child's name, dosage instructions, and physician's contact information.
- A medication administration form must be completed by the parent/guardian and signed before any medication can be given.

2. Non-Prescription Medications:

- Non-prescription medications will not be administered at the facility unless accompanied by written authorization from a physician and the parent/guardian.

3. Storage:

- All medications will be stored in a locked container, out of reach of children, and according to the medication's storage instructions (e.g., refrigeration if needed).

Documentation and Communication

1. Medication Log:

- A medication log will be maintained for each child requiring medication. This log will include:
 - The child's name
 - The name of the medication
 - Dosage instructions
 - Times and dates the medication was administered
 - The signature of the staff member who administered the medication

2. Communication with Parents/Guardians:

- Parents/guardians will be informed immediately if their child experiences any adverse reactions to medication or if there are any concerns regarding the medication's administration.

Parent/Guardian Responsibilities

1. Providing Medication:

- Parents/guardians are responsible for providing all necessary medications and ensuring they are labeled correctly and not expired.

2. Health Care Plans:

- Parents/guardians of children with special health needs must provide an up-to-date health care plan, signed by a physician, outlining any emergency medications and the procedures to follow in case of an emergency.

Outdoor Policy

We adhere to all Mississippi state childcare regulations to ensure a safe and enriching outdoor experience for our children. The following policy outlines our procedures and expectations for outdoor activities:

Compliance with MS Childcare Regulations

- **Safety Standards:**
 - We comply with all Mississippi state regulations regarding outdoor play areas, including fencing, equipment safety, and supervision ratios. Our outdoor space is designed to protect children from physical harm while allowing ample opportunities for play and exploration.

Visitor and Parent Access

- **Restricted Access:**
 - For the safety of our children, no visitors or parents are allowed to approach, pick up, or drop off children while they are outdoors. All pick-up and drop-off activities must occur within the designated indoor areas of the facility.

Behavior Expectations

- **Excellent Behavior:**
 - We expect all children to demonstrate excellent behavior during outdoor activities. This includes following instructions from staff, playing safely, and showing respect for peers and equipment.
- **Supervision:**
 - Children will be supervised at all times by our trained staff to ensure safety and appropriate behavior. Staff members will engage with children, facilitate play, and intervene when necessary to maintain a positive and safe environment.

Outdoor Activities

- **Daily Outdoor Play:**
 - Weather permitting, children will have the opportunity for outdoor play every day. Outdoor activities will include free play, organized games, and nature exploration.
- **Age-Appropriate Activities:**

- Outdoor activities will be tailored to the age and developmental level of the children. Babies and toddlers will have separate outdoor times and play areas from preschool and school-aged children to ensure safety and appropriate interaction.

Inclement Weather

- **Weather Conditions:**

- Outdoor play will be limited or canceled during inclement weather, such as extreme heat, cold, or storms. Alternative indoor activities will be provided to ensure children remain active and engaged.

Communication with Parents/Guardians

- **Outdoor Policy Awareness:**

- Parents/guardians will be informed of our outdoor policy upon enrollment and reminded periodically through newsletters and communications.

By adhering to these guidelines, TCOTLG's Joyful Noise Child Care ensures a safe, structured, and enjoyable outdoor experience for all children. We appreciate the cooperation and understanding of parents/guardians in maintaining these standards and promoting a positive outdoor environment.

Meals and Snack Policy

We prioritize the health and nutrition of every child in our care. Our meals and snack policy is designed to ensure that children receive balanced, nutritious meals and snacks throughout the day. We also have specific guidelines for parties and celebrations to maintain high standards of health and cleanliness.

Daily Meals and Snacks

1. Nutrition Standards:

- We provide nutritious meals and snacks that meet or exceed the USDA Child and Adult Care Food Program (CACFP) guidelines. Our menu includes a variety of fruits, vegetables, whole grains, proteins, and dairy products.

2. Meal Schedule:

- Breakfast, lunch, and two snacks (morning and afternoon) will be provided daily.
- Mealtimes are scheduled to ensure that children receive regular nourishment throughout the day. For those students who stay late, they are provided dinner.
- Infants will be fed on demand. A written order from the infant's physician is recommended for alternative feeding instructions.

3. Special Dietary Needs:

- Parents/guardians must inform us of any food allergies, intolerances, or dietary restrictions. We will make reasonable accommodations to meet these needs, ensuring all children can safely enjoy their meals and snacks.

4. Healthy Eating Habits:

- We encourage healthy eating habits by offering a variety of foods and encouraging children to try new foods. Mealtimes are also used as an opportunity to teach children about nutrition and proper table manners.

Parties and Celebrations

1. No Outside Food:

- To ensure the health and cleanliness of the food served at our facility, no outside food can be brought in for parties or celebrations unless it is prepackaged and from certified food sources such as Walmart, other grocery stores, or food restaurants. This policy helps us maintain high standards of food safety and hygiene.

2. Approved Food Items:

- Prepackaged food items must be unopened and clearly labeled with ingredients. This is particularly important for managing food allergies and dietary restrictions. Homemade food items are not allowed.

3. Celebration Coordination:

- Parents/guardians who wish to provide food for a celebration must coordinate with staff in advance. We will work together to ensure that all food items meet our health and safety standards and that there is enough food for all children to enjoy.

4. Healthy Celebrations:

- We encourage healthy choices for celebrations and suggest items such as fruit platters, vegetable trays, yogurt, or whole-grain snacks. Sugary treats like cakes and candies should be limited.

Hygiene and Safety

1. Food Handling:

- All meals and snacks are prepared and served following strict hygiene and safety protocols. Staff members are trained in safe food handling practices to prevent contamination and ensure food safety.

2. Cleanliness:

- Eating areas are thoroughly cleaned and sanitized before and after each meal or snack. Children are encouraged to wash their hands before and after eating to promote good hygiene practices.

Toilet Training

At TCOTLG's Joyful Noise Child Care, we understand that toilet training is a significant milestone in a child's development. We are committed to working closely with parents/guardians to ensure a positive and supportive toilet training experience. Our policy outlines the procedures and requirements for toilet training, as well as provisions for children who are not yet potty trained.

Acceptance of Non-Potty Trained Children

We accept children who are not potty trained and provide a nurturing environment to support them in reaching this developmental milestone. The following guidelines outline our toilet training policy:

1. Toilet Training Agreement:

- Before initiating toilet training, a conversation with the parent/guardian must take place. During this discussion, we will outline our toilet training procedures, expectations, and goals. An agreement must be signed by both the parent/guardian and the facility, ensuring that both parties are aligned and committed to the process.

2. Supplies for Non-Potty Trained Children:

- Parents/guardians must provide diapers, wipes, and pull-ups for children who are not potty trained.
- If parents/guardians prefer that the facility provides these items, an additional charge will apply to cover the cost of supplies. The specifics of these charges will be discussed and agreed upon in advance.

3. Financial Assistance:

- We understand that some families may face financial challenges that make it difficult to afford supplies such as diapers, wipes, and pull-ups. In such cases, we will refer the parents/guardians to our nonprofit organization, which can provide assistance and cover the cost of these supplies.

4. Toilet Training Process:

- Our staff will follow a consistent and positive approach to toilet training, encouraging children with praise and gentle reminders. We will work in partnership with parents/guardians to ensure consistency between home and the child care setting.

- Parents/guardians will be regularly updated on their child's progress and any challenges that may arise during the toilet training process.

5. Communication and Collaboration:

- Open communication between parents/guardians and staff is crucial for successful toilet training. We encourage parents/guardians to share any specific methods or routines they use at home, so we can maintain consistency and support the child's learning.

6. Health and Hygiene:

- Proper hygiene practices are followed at all times to ensure the health and safety of all children. Staff members are trained in safe diapering and toileting procedures to prevent the spread of germs and maintain a clean environment.

Nap & Rest Time Policy

We recognize the importance of rest and relaxation for children's overall development and well-being. Our nap and rest time policy is designed to provide a comfortable and safe environment where children can rest and recharge during the day.

Nap/Rest Time Schedule

- **Babies and Toddlers:**
 - Nap times are scheduled based on individual needs, typically in the mid-morning and mid-afternoon.
- **Preschool and School-Aged Children:**
 - Nap/rest time is scheduled from 1:00 PM to 2:30 PM daily.

Items Supplied by the Program

- Nap mats or cots
- Sheets and blankets
- A quiet and comfortable sleeping area

Items Families Are Responsible to Supply

- Personal comfort items such as a favorite blanket or stuffed animal, if desired by the child
- Additional nap items specific to the child's needs, if applicable

Storage and Maintenance of Nap Items

- Each child's nap items will be stored in a designated, labeled area to ensure they remain clean and are easily accessible.
- Families are responsible for taking nap items home to be washed at least weekly. If items become soiled before the weekly wash, parents/guardians are expected to take them home to clean as soon as possible.

Quiet Play Space

- For children who do not nap, a designated space for quiet play will be provided. Activities such as reading, drawing, or other calm, quiet play options will be available to ensure all children can have a restful period.

Back-Rubbing Permission

- To help children relax and fall asleep, staff may offer to gently rub a child's back during rest time.

- Parent/guardian permission will be obtained prior to implementing this practice. A consent form will be provided during the enrollment process for parents/guardians to approve or decline this option.

Infant Sleep Policy

The safety and well-being of infants in our care are our top priorities. Our infant sleep policy is designed to promote safe sleep practices in compliance with the latest recommendations and guidelines.

Safe Sleep Practices

- **Sleep Position:** All infants under the age of 12 months will be placed completely flat on their backs for sleep in a safety-approved crib or pack and play.
- **Face Uncovered:** The infant's face must remain uncovered when sleeping to ensure unobstructed breathing.
- **Alternate Sleep Position or Equipment:**
 - If parents request that their infant be placed in an alternate sleep position or in another device/equipment for sleep, parents must provide a written order from a health care provider stating the justification for the request.
 - This written order must specify the alternate sleep position or device and the medical reason for the request.

Sleep Environment

- **Approved Sleep Equipment:** Infants will only sleep in safety-approved cribs or pack and plays.
- **Movement to Crib/Pack and Play:** If an infant falls asleep while not in a crib or pack and play (e.g., while being held or in a bouncer), the infant will be moved immediately to their designated sleep equipment.

Parental Permissions

- **Blankets and Sleep Sacks:** Written parental permission is required for the use of blankets, sleep sacks, or any other sleep-related items.
- **Security Items and Pacifiers:** Written parental permission is also required for the use of security items or pacifiers during sleep.

Monitoring and Visual Checks

- **Regular Visual Checks:** Visual checks of sleeping infants will be conducted every 10-15 minutes to ensure their safety and well-being.
- **Monitoring:** A monitor will be used in the room with sleeping infants unless a staff member is present in the room to provide direct supervision.

TCOTLG’s Joyful Noise Child Care Handbook Acknowledgement

I/We, _____,
acknowledge that I/we have received, read, and understand the TCOTLG’s Joyful Noise Child Care Handbook. I/We agree to abide by all the policies, procedures, and guidelines outlined in the handbook.

I/We understand that TCOTLG’s Joyful Noise Child Care reserves the right to modify, amend, or revise any policy, procedure, or guideline at any time, with notice provided to parents/guardians.

By signing below, I/we acknowledge and agree to the terms and conditions set forth in the TCOTLG’s Joyful Noise Child Care Handbook.

Parent/Guardian Signature:

Date:

Print Name:

Parent/Guardian Signature:

Date:

Print Name:

Child Care Provider Signature:

Date:

Print Name