

# Milestones Learning Center

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1811 East Glenn  
Auburn, AL 36830  
Phone (334) 887-4391

## Parent Handbook (Revised January 2009)

**Statement of Mission:** Milestones is a learning center, licensed to serve children 6 weeks - 5 years of age. Our mission is to provide safe, quality care for children in a loving environment that allows parents to feel secure about leaving their children in our care. We strive to provide the best in early childhood education so that each child may develop to his or her highest potential physically, mentally, emotionally, socially, and spiritually.

**General Information:** Milestones Learning Center (MLC) is a fully licensed childcare facility and is subject to all rules and regulations set down in the Alabama Department of Human Resources policy book entitled Minimum Standards for Day Care Centers and Nighttime Centers: Regulations and Procedures (DHR Office of Daycare: 50 N. Ripley St, Montgomery, AL 36130, (334) 242-1425).

**Curriculum:** MLC teachers (except Infant teachers) build Weekly plans around units of study. Sample units are "My Family", "I'm Special", and "Colors". The MLC uses developmental thoughts and practices in the daily curriculum. The curriculum involves children's total experiences from the time they arrive at the MLC until they depart. Our program strives to provide a balance between group and individual activities, child-directed and teacher-directed activities, and more highly and more loosely structured activities. We believe that a child's "work" is play. Children are given many opportunities in art, music, science, home living, blocks, puzzles/other manipulative activities and large motor skill activities to encourage their growth.

Daily schedules and weekly plans are posted in each classroom.

From time to time, pictures are made of the children as they participate in the MLC's program. On occasions these pictures are posted in the classroom/the MLC or shared with parents.

**Enrollment:** Milestones Learning Center operates on a first-come, first-served basis. Children are placed from the waiting list according to the date of application; however, when a place becomes available, consideration is given to balancing class composition with regard to the age and sex of children.

Each child is placed in a class according to his or her age as of September 2.

Fall registration will be held annually in June. At that time, parents who wish to continue to have a place for their child must pay the registration fee and complete the registration form. We cannot hold places over the summer for a child. Enrollment is based on a 12 month policy. Subleasing places for the summer will not be allowed. Registration fees cover expendables, such as art supplies and equipment, as well as accident insurance for the children. A child's Preadmission Record, developmental/background information, and a current Blue Immunization card must be turned in to the office prior to first admission. These forms are to be kept current.

**Hours of Operation:** MLC is open from 7:00 a.m. to 5:30 p.m. Monday through Friday. No child will be accepted before 7:00 a.m. Each child must be picked up before 5:30 p.m. In the case of an emergency, when a child cannot be picked up before closing time, the parent should call and advise MLC, if possible. A late pick-up fee of 12.00 for the first five minutes and \$5.00 for each additional five minutes will be charged. Notice of late pick-up fees accrued will be sent out with each statement. Payment must be made with the next tuition payment. Continuous failure to adhere to closing time may result in dismissal.

**Holidays:** MLC is open each weekday of the year except the following days: Dr. Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thursday and Friday of Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve and New Year's Day. Full tuition for the week containing a holiday is to be paid. If one of the days falls on a weekend MLC will announce its closure date in the fall of the year. A calendar will be sent to parents in the fall of each year with specific closure dates listed when dates differ from above closings.

**Closing Due to Weather:** In the event of inclement weather, MLC will follow the schedule of the Auburn Public School System. If the public schools are closed for bad weather, MLC will also be closed. If the public schools reopen at a later time during the day, MLC will also reopen. If the Auburn Public Schools are not open (due to holidays) at the time that inclement weather occurs, a decision regarding closing will be made by MLC Director in consultation with the other area Child Care Directors. Closings will be announced on WKKR (97.7 FM) radio, and on Channel 12 (Montgomery) and/or Channel 9 (Columbus, GA) if possible.

**Arrival and Departure:** An adult must accompany each child to the classroom. Children are always to be left with a teacher. Each child must be signed in and out on the class sign-in sheet every day. The parents' full signature is required for sign-in and sign-out according to DHR policy. A parent is not to take a child from MLC without a teacher's knowledge. Children will not be allowed to leave MLC with anyone other than the persons designated on the approved list on file unless MLC is notified in writing by the parent or guardian. Picture identification will be required to sign children out unless the person is known by the teacher.

Children will not be released to other children (i.e., older brothers or sisters) unless specifically approved by MLC.

Parents are encouraged to keep their children's schedules flexible enough to spend free time with them at home. We do, however, encourage parents to drop off children by 9:30 a.m. so the children may participate in more of our planned learning activities.

Parents are requested not to drop off or pick up children between the hours of 11:30 and 2:00 p.m. ; these are rest hours at MLC. Arrival and departure of children interrupts other children's rest time.

All children are to be picked up by 5:30 p.m. For late pick-up fees see page#2 under Hours of Operation.

**Rest time:** All children will have a rest time after lunch. Each child sleeping on a cot should bring a small blanket from home to be taken home and washed on Friday. MLC will furnish cots and cot sheets.

**Illness:** Current emergency telephone numbers must be provided. Parents will be notified when children are ill and need to go home. Children need to be picked up immediately when sick in order to reduce health risks to the child, other children, and staff. If parents cannot be located, the person(s) listed as an Emergency Contact with daytime/work phone numbers will be notified.

Please notify MLC if a child contracts a communicable disease or has been exposed to such a disease outside the MLC. Parents of other children in the classroom will need to be notified by the MLC office.

Children will be sent home for and should be kept out of the center for the following reasons: (Adapted from the Center of Disease Control guidelines)

- Fever of 100 degrees and higher
- Vomiting
- Colds (breathing difficulties, heavy wheezing, yellow/green nasal discharge and/or prolonged cough)
- Sore throat (yellowish or white spots in back of mouth or throat)
- Rash (undiagnosed rash other than heat or diaper rash)
- Communicable diseases such as:  
Coxsackie virus, Measles, Mumps, Chickenpox, Pink Eye, Impetigo, Parasites, Head Lice, Diarrhea

In a situation where there is a suspected illness not covered under these guidelines, the Office Personnel may call, parents for a telephone conference and/or for parents to pick up the child.

Temperatures will be taken under the arm. When using this procedure and an oral thermometer, a degree must be added to the reading for accuracy. No temperature will be taken rectally.

Re-admittance to the center:

- Strep Throat - 24 hours after an injection or 48 hours after the start of oral medication.
- Chickenpox - all lesions are dry and crusted.
- Pink Eye - 24 hours after treatment begins.
- Impetigo (blisters with honey-colored crusts) - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by a physician.
- Parasites - bring the pediatrician's written negative results.
- Head Lice - after treatment has started and there are no nits (eggs) in hair.
- Diarrhea - after a firm bowel movement.
- Vomiting - 24 hours after vomiting has subsided.
- Fever - Temperature must be in normal range for 24 hours without fever reducing agents such as Tylenol, Advil, or Motrin.

Documentation verifying treatment should be brought to the MLC office. Parents are responsible for keeping up-to-date information regarding doctors and the name of an emergency contact person. A current Blue Immunization card must be on file for each child. An expired Blue Card is unacceptable.

**Emergency Plan:** In the event of an emergency requiring urgent medical attention, when the parent cannot be contacted, and in the judgment of MLC a physician is required, one may be called at the parent's expense. In all emergencies, MLC has permission to take such measures as are, in the judgment of the MLC, necessary to the welfare and safety of the child.

Minor Accidents: The MLC will administer first-aid including cleaning wounds and applying antiseptic unless parents advise otherwise in writing.

Minor accident reports will be filed for all minor accidents occurring while the child is at MLC. A parent will receive a copy of this form. A copy will also be placed in the child's file.

**Medication:** It is highly recommended when receiving medication from a pharmacist, that you request the medicine be divided into two bottles: one for daytime use at the Center and the other for home. All medicine given at MLC must be in the original container labeled with the child's name, date, and directions. Medicine cannot be given over the dosage listed on the container. No medicine will be given without the parent's written instructions on the DHR Medication Authorization form.

Medicine which needs to be measured will need to be brought with a measuring device (teaspoon, etc.) attached to the bottle with a rubber band.

Tylenol, Motrin, or Advil (or any fever reducing medication) cannot be given to a child for the purpose of keeping fever down while at the center. If a child is running a fever, the child must stay at home until normal temperature has returned for 24 hours.

All refrigerated medicine must be kept in a special red locked box labeled, "Medicine Box" that is kept in the refrigerator located near the MLC office. All non-refrigerated medicine must be locked in the Medicine Box located in each classroom. The container of medication is to be returned to the appropriate medicine box immediately following the administration of the dosage. Parents should take the medication home when the child no longer needs it. Please be sure to check the label to make certain you are picking up your child's medicine.

**Releases:** Parents will be asked to sign a medication form for the use of items such as sunblock/sunscreen, insect repellent, antibiotic ointment, diaper cream or baby powder (for infants).

**Tuition Payment:** All tuition and fees cover the cost of supplies, equipment, and salaries.

1. A registration fee of \$150 is payable at the time of enrollment and annually thereafter. A \$200.00 fee will be charged for families of 2 or more children. The registration fee will be prorated for children entering the center other than fall quarter. This fee covers teaching supplies and equipment. The registration fee is non-refundable.

2. Tuition is \$152 per week for the Infant and Toddler classes, \$147 per week for the Two Year Old class, and \$142 per week for the Three and Four Year Old classes. Tuition is due on Friday of each week. A late charge of \$25 per day is charged on Monday. All payments will be made in advance for the upcoming week. If desired, tuition payments may be made monthly or bi-monthly at the beginning of the current month of care. Statements will be given on Monday to parents with overdue accounts. The overdue amount on the statement and late fees should be paid in full by Friday. If payment of the overdue account and late fees are not received by Monday, the child may not return to the MLC on Wednesday. The child's space may be given to another child at that time. The overdue amount will be collected at an interest rate of 18% per year. Late fees apply to monthly/bi-monthly payments, as well as to weekly payments. Tuition payments are not prorated. Part time is offered for all ages. The tuition is \$125.00 per week which includes any 3 days of care.

3. If a check is returned for non-sufficient funds (NSF), \$25 will be charged to the parent. Payment for the returned check and the NSF charge should be made immediately by cash, cashier's check, or money order. After two NSF checks have been returned, payment for tuition and fees is required in cashier's check or money order.

4. There is no refund of tuition due to absences.

6. Payment for tuition and fees may be made by check, money order, or cashier's check. . Payment should be placed in the basket in the MLC office by the parent(s). Teachers and staff are not to accept payments. Receipts are available upon request.

7. Please include the child's name on the Memo, line of all checks. If checks include late fees, please note this information on the check.

8. There will be a 15% reduction of oldest child's weekly tuition for families with more than one child enrolled in the MLC.

9. Statements will be sent out upon request at the first of the year for tax purposes stating the amount of tuition paid during the previous year.

**Clothing:** When dressing your child for school, please remember that he/she will be using paint, glue, markers, playing in sand, etc. Please dress children in comfortable play clothes. For safety reasons, we request that only soft-soled shoes be worn to the MLC. Boots, open-toed or open heeled shoes, sandals, flip flops, or jellies are not acceptable. Please label all clothing and personal articles. An extra set of clothes and underwear appropriate for the weather are required to be kept at school. It is advisable also to keep an extra pair of old shoes and socks at the Center.

**Outdoor Play:** Children will spend some time outdoors each day, weather permitting. Please dress your child accordingly. Children who are too ill to go outside should not be in attendance.

**Lunch and Snacks:** Children are to be served breakfast before they arrive at the MLC. Each child will be provided a nutritious lunch and a morning and afternoon snack. If a child has special dietary needs, the child may bring a lunch from home. However, there will be no reduction in the cost of tuition. A weekly menu will be published and distributed at the beginning of each week. Occasionally the menu items may be changed without notice due to the availability of supplies or kitchen staff.

**Field Trips:** Children in the Three and Four Year Old class will be given the opportunity to participate in field trips both walking and riding during the year. Written permission must be given at the time of enrollment for children to participate. Teachers will notify parents before a field trip is scheduled to occur.

**Dismissal and Withdrawal of Children:** MLC must be given a two full week notice before a parent withdraws a child from the MLC or two weeks tuition will be charged. Monday through Friday constitutes a full week, therefore a withdrawal notice must be given no later than the Friday prior to the full two week notice or two weeks payment is required.

The MLC reserves the right to dismiss any child.