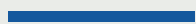




HIGHLAND
LEARNING CENTER

PARENT HANDBOOK



670 Highland Colony Parkway
Ridgeland, MS 39157
(601) 499- 1123

info@highlandlearningcenter.org



MISSION STATEMENT

Highland Learning Center
was established to provide
a creative, learning,
imaginative study and play
area for the parents in our
community.





Purpose and Philosophy

Young children are learning all the time!

At Highland Learning Center, each experience in the life of a child is seen as “curriculum” or an opportunity to learn new concepts and to gain new skills and ideas.

Daily experiences are tailored for each individual child to reach optimal development and success. **Through play, active participation and decision-making, and learning centers, young children:**

- Increase their awareness of the world around them.
- Build skills for positive and healthy interactions with peers and adults.
- Gain foundational skills in literacy and mathematics needed to be successful in school learn to care for and respect materials and property.
- Enhance their self-concept

Developmentally appropriate activities are designed to meet children’s **physical, social, cognitive, and emotional needs.**





PHYSICAL DEVELOPMENT

Highlights good health and hygiene practices and appropriate nutrition; activities that enhance each child's body coordination of large muscles through **running, jumping, climbing, dancing, bike riding, ball playing, etc.;** fine motor skills develop hand/eye coordination through such activities as block building, lacing, connecting and disconnecting interlocking blocks, and handling crayons, markers, scissors, and bean bags.

SOCIAL DEVELOPMENT

Highlights working and playing together through small and large group activities, as well as the **creation of friendships through effective dialogue and interactions,** negotiation and problem solving, appropriate turn-taking, role playing, and involvement in community life.

COGNITIVE (OR INTELLECTUAL) DEVELOPMENT

Highlights language and literacy activities, reading readiness, recalling events, processing information and following directions. Cognitive development also includes math readiness, sorting and classifying, comparing and counting; science, sensory, and carpentry activities **include using one's five senses to understand, explore, and investigate the environment, hypothesize, and draw conclusions.**

EMOTIONAL DEVELOPMENT

Highlights interactions with staff and children that build **self-confidence and self concept.** It includes the ability to identify and express one's needs appropriately and assist others, self reliance and trust in oneself and others; includes the ability to venture to try new experiences, separation, transition, flexibility, and adaptability to daily routines and schedule adjustments; **incorporates freedom of expression through dance, music and movement, creative art, and dramatic play.**

Goals of Highland Learning Center

GOALS RELATED TO STAFF

1. To provide adequate training and skills development.
2. To provide opportunities for continual training to enhance the skills and knowledge of the staff.
3. To involve staff in all aspects of the program.

GOALS RELATED TO CHILDREN

1. To provide a safe, healthy, and happy environment
2. To provide adequate stimulation for physical, mental, emotional, and social growth.
3. To help develop the child to become himself or herself
4. To give each child the opportunity for self-growth and happiness.

GOALS RELATED TO THE PROGRAM

1. To have a program led by qualified teachers.
2. To have a balanced curriculum that seeks to develop the total child
3. To have a program that meets the needs of each individual child.

GOALS RELATED TO THE COMMUNITY

1. To provide a service for families in need of child care.
2. To assist other child care providers in any way possible.

These are the goals of Highland Learning Center as related to the staff, children, program, and community. These goals are the end results desired for Highland Learning Center.







Organizational Chart

BOARD OF DIRECTORS:

Jim Best (Manager)

Sarah Roberts (Director)

Amanda Barnes (Assistant Director)

ADDRESS, PHONE NUMBER, EMAIL:

Highland Learning Center

Ridgeland, Mississippi 39157

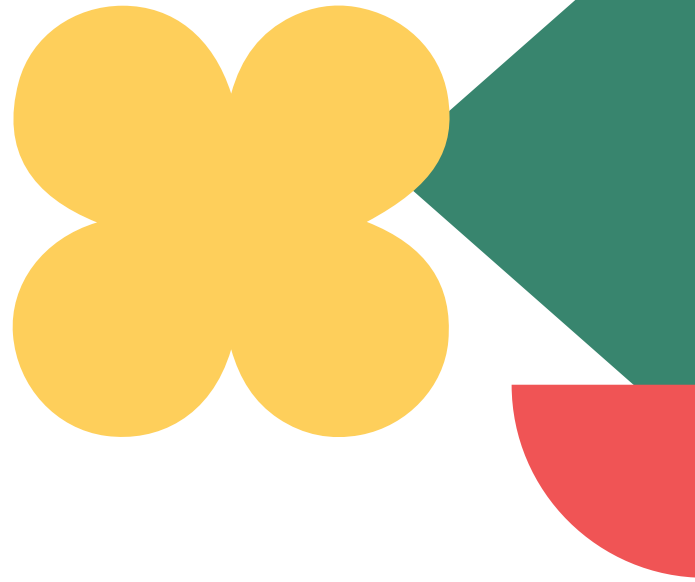
601-499-1123

Highland Learning info@highlandlearningcenter.org

HIGHLAND LEARNING CENTER

Highland Learning Center is licensed by the State of Mississippi. Each employee has been fingerprinted and checked for crimes against children by the State of Mississippi. Each employee maintains a minimum of 15 continuing education child care credit hours per year, along with monthly staff meetings that are geared towards the improvement of Highland Learning Center and the quality of care we provide.





Liability Insurance

Highland Learning Center does not offer liability insurance. All accidents will be handled on a case by case basis. We adhere to strict fire and safety procedures to ensure our building is safe and secure, including a doorbell/ code entrance and emergency monitoring system.

Hours Of Operation

7:00 a.m. until 6:00 p.m.

Age Requirements

Preschool: Six weeks to five years old (must have age appropriate shots to start)

School-Age: Five to twelve year olds

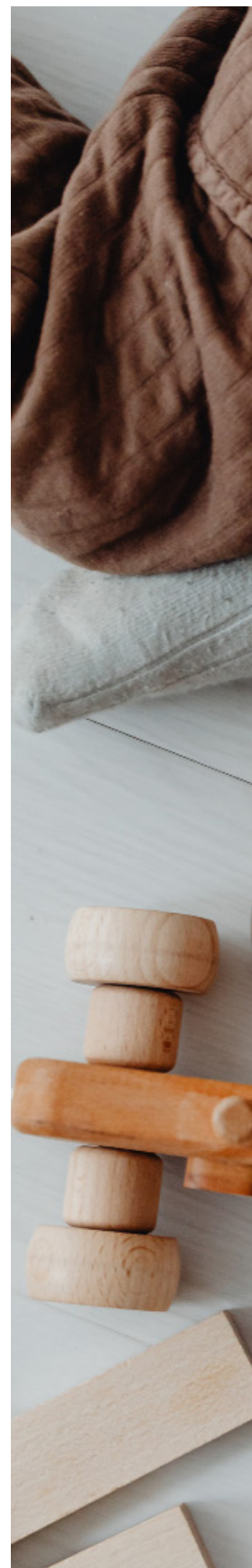
2022-2023 Highland Learning Center Preschool and Afterschool Calendar:

Closure Reminders

September 5	Labor Day
November 23-25	Thanksgiving
December 23 and 26	Christmas
January 16	Martin Luther King Day
April 7 and 10	Good Friday and Easter Monday
May 29	Memorial Day
July 4	Independence Day

Important Dates:

August 1	First Day of School
September 8	Grandparents Day
November 23	Thanksgiving Lunch (Ones, Twos, Threes and Fours)
December 22	Christmas Lunch and Program (Threes and Fours)
February 27	March 3 Dr Seuss Week
February 14	Valentines Day
March 13-17	Spring Break (Open for After School)
March 17 St.	Patrick's Day (Wear Green)
May 1-5	Teacher Appreciation Week
May 12	Mother's Day (Brunch with Mom)
May 29	First day of Summer (Bring your bike to school)
June 16	Father's Day (Brunch with Dad)
July 26	Open House/ Meet the Teacher





If the holiday falls on a **Saturday or Sunday, the closings will be observed on the preceding Friday or following Monday.** Parents will be notified in advance of which day the holiday will be observed. There are no adjustments in tuition for any of the above holidays/closings as they are taken into account at the time rates are established.

INCLEMENT WEATHER:

In case of inclement weather, we will follow the Madison County School closings. If the schools close during a school day, parents agree to make arrangements to pick their child up at Highland Learning Center as well within one (1) hour of notification. There is no refund or credit against tuition charges for such a closing.

COVID:

In case of direct exposure inside or outside of Highland Learning Center, your child **must quarantine for 10 days after last exposure before returning to school.** Highland Learning Center will notify parents immediately of direct exposure. There is no refund or credit against tuition charges for any quarantine.





Enrollment Requirements

No child will be denied enrollment on the basis of his/her race or religion. We do retain the right to deny enrollment if all spots for a particular child's age group are filled. We do not make it a policy to deny enrollment on the basis of a child with special needs; however, if after talking with the parents of such a child we realize that we do not have the training, equipment, facilities, etc. to handle their child, we will not accept the child. This is in the best interest of the child since our goal is to meet the needs of each child. If we are not sure whether or not we can handle a special needs child, we will be willing to try. The parents and we would have to evaluate whether or not this arrangement is working as we go along.

There are certain records we must have on file before your child can attend our center. They include the following:

1. Completed registration form with the following information:
 - Emergency contacts
 - Authorization for Pickup *
 - Medical Information
2. "Received Handbook" form, Photography Authorization, and Field Trip Permission
3. Form 121 Immunization Record

*Pursuant to State regulations, we are not allowed to release your child to anyone other than you and the persons listed on the Authorization for Pickup.

Verbal permission is not enough. Highland Learning Center must have written permission from you in order to release your child to anyone other than those listed.

These forms will be given to you before enrollment and must be returned before your child actually begins attendance at our center.

Tuition and Fees



Tuition is due the current week. It is to be paid weekly, being drafted every Monday. Weekly tuition is considered late if not paid by the close of business on Friday and a late fee of \$10 will be added to your account.

If your account becomes past due for two weeks, your child will be dropped from enrollment. Tuition must be paid whether your child is present or absent.

Yearly tax statements for tax purposes will be available by the end of January for the previous year.

Registration:

(PRESCHOOL)

\$200 for first child

\$125 for all remaining siblings

(AFTER SCHOOL)

\$150 for first child

\$125 for all remaining siblings

After-School tuition

2 Day \$65	3 Day \$75	5 Day \$95
------------	------------	------------

Pre-School Tuition:

INFANTS AND CRAWLERS	2 day \$95 per week	3 day \$125 per week	5 day \$175 per week
1 AND 2 YEAR OLD CLASS	2 day \$90 per week	3 day \$120 per week	5 day \$165 per week
3 AND 4 YEAR OLD CLASS	2 day \$85 per week	3 day \$115 per week	5 day \$155 per week

Pre-School students pay regardless of attending or not. Tuition will remain the same during the entire year regardless of child's birthday.

Fees in this handbook are subject to change at any time. Highland Learning Center will inform at least one month before enforcing any fee changes.





Immunizations

We must have a Form 121 Certificate of Immunization Compliance on each child before your child can attend the center. The following is a list of required immunizations. Each time your child receives shots, we must have an updated Form 121.

AGE REQUIREMENT	VACCINE				
2 MONTHS	DTaP #1	Hib #1	PCV7 #1	IPV #1	HepB #1
4 MONTHS	DTaP #2	Hib #2	PCV7 #2	IPV #2	HepB #2
6 MONTHS	DTaP #3	(Hib #3)*	PCV7 #3		
6-18 MONTHS	HepB #3	IPV #3			
12-18 MONTHS	DTaP #4	PCV7 #4	Varicella #1		
12-15 MONTHS	Hib #3 or #4*		MMR #1		
4-6 YEARS	IPV #4	DTaP #5	MMR #2	Varicella #2	

*The number of recommended doses of Hib vaccine will vary according to the age at which a child receives the first dose of Hib vaccine administered.

Health

You are urged to keep your child at home if there seems to be any signs of illness. **You may not give him/her Tylenol or Motrin** to mask a fever before bringing him/her to the center. **This is for your child's own good and the protection of the other children in the center.**

Parents will be called to pick their child up if they have any of the following:

- Fever of 100 degrees or up
- Two diarrhea bowel movements
- Severe coughing
- Labored or rapid breathing
- Vomiting
- Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge or oozing of the eye
- Head lice

You will be expected to come pick your child up immediately if he/she becomes sick while at the center. If you fail to pick your child up within one hour of the time you are called, **we will begin calling the persons on your emergency contact list.** If no one is available to pick your child up, the Madison County Sheriff's office will be called. If your child has a communicable disease, **the director should be notified as soon as possible.** When returning to the center, a statement from the doctor should state that the child is no longer contagious. **Your child must be fever/symptom free for 24 hours before he/she may return to the center.**

For cases of strep, your child must be out 24 hours after receiving a shot or 48 hours after starting oral antibiotics. For flu, your child must be out a minimum of 3 days before returning with a doctor's excuse. Head lice does not require a doctor's excuse. Head lice must be treated before the child can return to the center.





Administration of medication

Highland Learning Center **will not administer any medication** except for **life saving** or rescue medications such as: **EpiPen's and inhalers**. A plan of action from your child's pediatrician will be required.

Emergency procedures for injuries or illness

As a licensing requirement, every Highland Learning Center staff member is **certified each year in infant/child/adult CPR and basic first aid**. CPR/first aid by staff shall be limited to that necessary to preserve life or prevent further immediate damage and shall be administered within the boundaries of the approved training. In emergencies requiring immediate attention, EMS (911) will be called and thereafter the parents will be notified. We will have the child transported to the nearest hospital and the ER physician will be given the medical information contained on your child's registration form. If the injury is not life threatening, we will call the parents to pick the child up. If you fail to pick your child up within one hour of the time you are called, we will begin calling the persons on your emergency contact list. If no one is available to pick your child up, this is considered neglect by State regulations and the Madison County Sheriff's office will be called.





If your child is exempt from medical care on religious grounds, this information needs to be in writing and also specifically brought to the attention of the director and Board of Directors of Highland Learning Center prior to your child's first day of school. Enrollment will not be denied on this basis; however, the staff of Highland Learning Center **will need to know how you would like for us to proceed should an emergency situation occur where medical treatment is needed.**

In the case of an injury to the head, no matter how slight, a phone call to the parent will be made by the director. A determination by the parent can then be made about how to proceed.

Arrival and departure



For preschool our center opens at 7:00 a.m. Preschool children should not arrive before 7:00 a.m. During the summer, our center opens at 7:00 a.m. School-age children should not arrive before 7:00 a.m. Children are not to be dropped off after 10:00 a.m. **If your child has a doctors appointment, they must bring a doctors note stating that.** If your child is dropped off after 10:00 a.m. without a doctors excuse, then a \$10.00 late fee will be added to your account.

You are responsible for signing your child in and out each day.

Only adults will be allowed to pick up children. If someone else is picking your child up, you need to notify the office in writing. The person picking your child up must be listed on your pick-up permission list. The person picking up must stop at the front office and show proper identification before picking up the child.

Please monitor your children closely in the parking lot when entering and exiting the building. Fast-moving vehicles cannot always stop. Parents should always park in our parking lot or drive through the awning area to drop off or pick up your children. Also when leaving the center, parents are asked to properly buckle children in the back seat. Lastly, we will not release a child to an intoxicated parent.

Divorce/ Separation

Highland Learning Center wants to serve all our families in the best way possible, especially during difficult transitions. If shared custody agreements are in place, we would appreciate a written notice of your family's plan to make arrivals and departures for your child/ren an easy event. Unless we have a legal document, Highland Learning Center cannot presume one parent has more or less rights than another.

Late pick-up

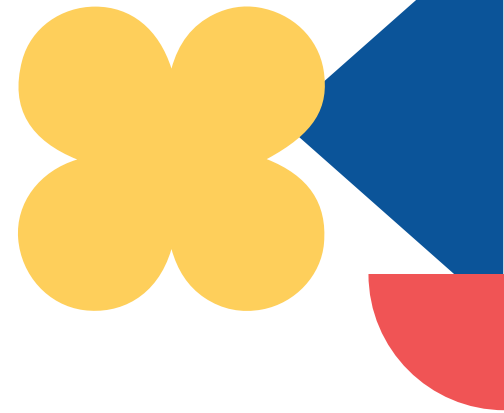
The center closes at 6:00 p.m. All teachers are ready to leave at 6:00 p.m. and should be able to leave at the predetermined time.

The following late fee will be assessed for late pick-up:

- After 6:00 p.m. \$5.00 (per child) for the first 5 minutes
- After 6:05 p.m. \$1.00 per minute (per child)

This late fee must be paid before your child is allowed to return for his/her next scheduled day. If you are late to pick up three times within a one-month period of time, your child will be dropped from enrollment from Highland Learning Center. Prior to dismissal, you will receive a third late notice with a warning attached thereto.

If you are more than 30 minutes late picking your child up, we will begin telephone calls to reach you or someone on your emergency contact list. If after one hour, we are unable to reach you or anyone provided on your registration form, the Madison County Sheriff's office will be notified.



Release of child to parent(s) under the influence

If you are under the influence of any intoxicant or medication upon arrival at Highland Learning Center, State regulations require that we contact someone on your emergency contact list to pick your child up. If no one from your emergency contact list is available to pick your child up, the Madison County Sheriff's office will be notified. **Under no circumstance will your child be released into your custody while you are under the influence.**



Absences



If your child is going to be absent, please notify the office by 8:30 a.m. This also applies to school age children.

Withdrawal information

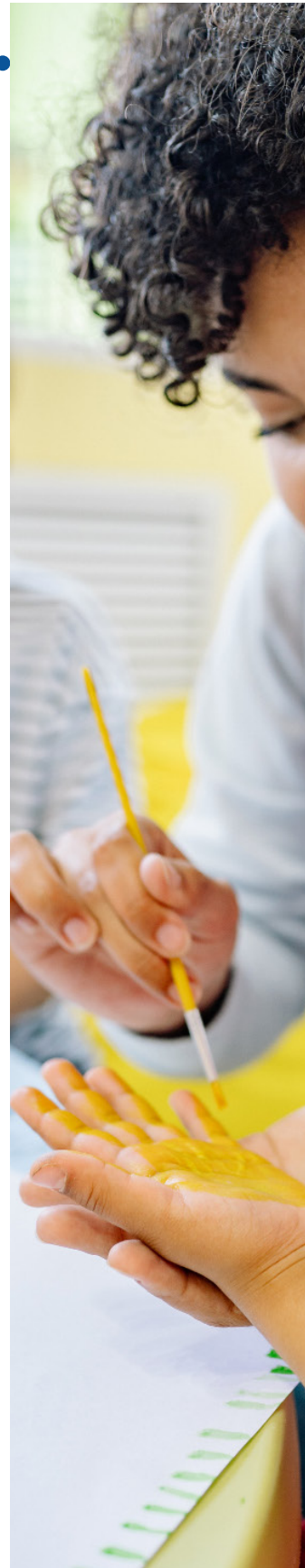
We require two weeks notice before withdrawing your child from Highland Learning Center Weekday Ministry. The two weeks must be paid before your child's last day. If you withdraw your child during the year, you are not guaranteed a space if you want to return.

Reasons for termination of enrollment of a child from highland learning center

IMMEDIATE TERMINATION

Highland Learning Center may terminate a child's enrollment effective immediately if any of the following conditions arise:

- 1.** If a child's misbehavior, in the judgment of the director, becomes threatening to the other children or staff.
 - 2.** If your tuition remains past due for two weeks.
 - 3.** If for some reason, all attempts have been made to prevent or stop biting and nothing seems to help, we may require the temporary removal of your child. This step will only be used if we cannot manage it in any other way.
 - 4.** If you are late picking your child up four times within a one-month period of time. A third late notice will be given with a warning attached thereto.
 - 5.** The child is ill when brought to Highland Learning Center more than three times within a month.
 - 6.** A parent fails to pick their child up when called and the Madison County Sheriff's office has to be called.
 - 7.** Physical or verbal abuse of staff or children by a parent or child.
- All complaints are to be discussed with the director in private.





TWO-WEEK NOTICE

Highland Learning Center may terminate a child's enrollment with a two-week notice if any of the following conditions arise:

1. The program does not meet the developmental needs or special needs of a child, or the special needs of a child cannot be adequately met with the current staffing patterns.
2. Such terms and conditions of this Parent Handbook are not abided by.

Communication

Close communication is important as we work together to provide the best possible experiences for your **child**. **Staff will be available for quick verbal updates about your child** at drop-off and pick-up times and the **director is available by phone or e-mail**. Please keep us informed of significant changes and events that might affect your child's typical behavior patterns. We encourage your questions and suggestions and hope you will share yourself and your talents with us. Other regular communication channels include:

- daily notes and/or periodic memos.
- bulletin board notices.

Parent participation

Parent participation is encouraged. **Children love for their parents to be involved in their group activities**. If you have time during the year to assist with an activity, please do so. Parents and resource materials are always appreciated. If you have any resources that relate to our units or any items you would like to share, please feel free to do so.







Behavior

Highland Learning Center is committed to creating a safe, nurturing, and caring environment. We speak with all children respectfully and never use any form of belittling, corporal punishment, or improper language. Highland Learning Center is a drug, alcohol, and smoke-free environment. Smoking is not permitted on the premises. We believe because you as parents/guardians have chosen Highland Learning Center, you are also committed to these same principles of childcare. Physical or verbal abuse of staff or children by a parent or child is grounds for **immediate termination of enrollment of a child from Highland Learning Center**. All complaints are to be discussed with the director in private.

What to bring to Highland Learning Center

Each preschool child will need to bring the following items from home:

- A complete change of clothes (pants, shirt, underpants, socks) in a backpack brought to Highland Learning Center daily for mishaps.
- If your child is potty-training, several pull-up type disposable diapers are also needed in his/her backpack.
- Children in the one-year-old room need to bring a sippy-cup.
- A nap mat for nap time. On the days that school-age children are at Highland Learning Center all day, they will need to bring a blanket and nap mat .

What not to bring to highland learning center

Please do not allow your child to bring to Highland Learning Center:

- Money or other small objects that can be a choking hazard;
- Special toys or other personal items; other than on show-n-tell

Highland Learning Center has an abundance of materials for children to use each day. Unless specifically requested by your child's teacher, **we ask you to leave all toys at home.** Conflicts over toys from home do not contribute to the peaceful atmosphere we try to create. Teachers will inform parents of special times when children may bring unit-related items from home. **We do not allow toy guns, knives, or other weapons in the center.** Cell phones will be taken up by the teacher and given to the director for safe-keeping until the end of the day at which time they will be returned to the person picking the child up.

Meals

We will provide a morning, after-noon, and late afternoon snack for preschool children. A hot nutritious lunch will be served to full-time preschool students. **All lunches must meet the MS State Board of Health's nutritional guidelines.**

Clothing and shoes

Children should be dressed comfortably for active play. Paint, dirt, and spilled juice can make school hard on clothes. Clothing should be easy for the child to manage him/herself and completely washable. Children are offered opportunities to use a wide range of materials including **paints, pastels, chalk, and other items that may stain.** Even though we have children push their sleeves up and wear art smocks to protect their clothing, stains are still common. This possibility needs to be considered when dressing your child for school. **Highland Learning Center will not be financially responsible for replacing children's clothing.**





A complete change of clothes for each child (shirt, pants, socks, underwear, and if needed disposable underwear) is to be brought in a backpack to Highland Learning Center daily.

Clothes must be appropriate to the weather. We go outside every day. Hats, mittens, scarves, sweaters, boots, coats, and other possessions must be clearly labeled with your child's name.

Shoes must be sturdy, with a closed heel and toe and a non-skid sole to allow for traction, mobility, and safety for all activities in all types of weather. Sneakers are ideal; slippery sole shoes and sandals are not allowed.

Inclement weather

In case of inclement weather, we will follow the Madison County School closings. If the schools close during a school day, parents agree to make arrangements to pick their child up at Highland Learning Center as well within one **(1) hour of notification. There is no refund or credit against tuition charges for such a closing.**

Emergency situations, natural disasters, loss of utilities, etc.

Parents will be notified to pick up children immediately when an emergency situation arises such as a natural disaster, loss of utilities, etc. This would be implemented when a hazardous condition or situation presents itself and hampers the welfare of the children and staff and/or hampers the implementation of proper health and safety regulations necessary for the correct care of children. **All closings not associated with the Madison County Schools are at the discretion of the directors at Highland Learning Center Weekday Ministry.**

Fire drills

Fire drills, both announced and unannounced, **are conducted a minimum of once a month.**

Release of personal information

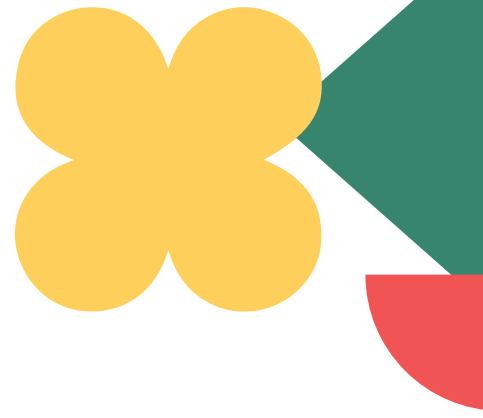
The center will not release names, addresses, telephone numbers, or any other personal information of a child, family, or staff member of the center.

Photography

Highland Learning Center may take pictures or videos of your child during center activities. These will be kept at the center and given to you or thrown away when we are finished with them. At times we may ask your permission to post them on social media

School pictures will also be taken at some point during the year by a professional photographer. **The photos will be taken here at the center and offered to you for purchase.**





Daily schedule...

class room instruction begins at 9:00 a.m.



Each classroom maintains its own schedule with a balance of:

- active and quiet activities; individual, small group, and large group activities; child initiated and teacher-directed experiences; and indoor and outdoor play.

Children feel most secure and are better behaved when they know what is going to happen next. The daily routine provides security and can flex to meet the needs and interests of the group. The daily schedule is posted on the parent information board in each classroom.

Outdoor play

Outdoor play is an important, integral part of our daily schedule. During time outdoors, children can actively **discover their environment, explore the natural elements, develop their gross motor skills and play freely with their peers.** All children are required by the MS State Board of Health to have a minimum of two hours of outdoor playtime each day. Children who are in attendance for 7 hours or less are required to have 30 minutes of outdoor playtime each day. Therefore, as a licensing requirement, **we go outdoors in the morning and afternoon sessions.** **Please dress your child appropriate to the weather.** Hats, mittens, boots, coats/raincoats need to be labeled. The delights of the outdoors are among the greatest experiences of children.

Field trip transportation policy

All children participating in field trips will be transported by the Highland Learning Center van . We have a bus driver that is over 21 years of age and who holds a valid commercial driver's license. All drivers of Highland Learning Center van are properly insured. Children must remain seated and in an orderly manner while riding in the van. **We will always maintain staff to child ratios on the bus and van during field trips.**



Transportation policy

Children will be transported by Highland Learning Center. We have a bus driver that is over 21 years of age and who holds a valid driver's license. All drivers of the Highland Learning Center van are properly insured. For the safety of all passengers, children must remain seated and in an orderly manner while riding in the bus and van. **Misbehavior by a child while riding on the Highland Learning Center van may result in termination of enrollment from Highland Learning Center.**

Lost or stolen items

Lost items should be reported as soon as possible to the office. Please do not allow your child to bring anything to Highland Learning Center that is valuable. Highland Learning Center is not responsible for replacing lost or broken items.

Videos

Videotapes will be shown periodically during extremely cold or hot weather or during rainy times. **All videos must be approved through the office before viewing.**

Birthday celebrations

We will be happy to help your child celebrate his or her birthday. **You may bring store-bought goodies; however, State guidelines prevent us from serving any homemade treats.**



Child abuse

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. **Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned.** Mississippi law requires any person who suspects child abuse or neglect to report the case to the Department of Human Services. The toll-free hotline number is 1-800-222-8000. Caregivers are to report any suspected child abuse immediately to the director. We also have specific guidelines to deter any child abuse at Highland Learning Center. They include the following:

- Avoid isolation of teachers and children.
- Teacher/child ratios maintained at all times.
- Children of widely different ages are not grouped together, without sufficient adult supervision.
- Daily visual checks are done to determine if there are any scratches, cuts, bruises, or other signs of abuse.
- Injuries occurring at Highland Learning Center are written and reported to the parent and filed at Highland Learning Center.
- No corporal punishment is allowed in the center or on the premises by staff or parents.

Preschool potty training readiness

Toilet learning is a process. Successful bowel and bladder control is an important (and exciting) developmental milestone. **It is important to be patient and follow the child's cues when supporting children in this process.** Forcing a child or rushing a child into potty training can seriously impact a child's self esteem, cause unnecessary power struggles and lead to undue stress on children and adults. When children





begin to show signs of readiness, Highland Learning Center staff will work with parents to help each child gain mastery over toileting functions.

Readiness for toilet learning is determined when a child:

- Stays dry for several hours;
- Has regular bowel movements;
- Asks to be changed when his/her diaper is wet or soiled;
- Shows awareness of his/her bodily functions; and communicates what he/she is doing either before or after urinating or passing a bowel movement.

Toilet learning includes a child's willingness to initiate and ability to:

- Tell an adult he/she has to go;
- Undress to use the toilet.
- Sit on the toilet and go.
- Wipe; dress; flush; and wash his/her hands.

When the above skills are not completed with minimal assistance from the teachers and within a three week period, a child's readiness may need to be re-evaluated.

A child in the toilet learning process should wear pull-up type disposable diapers and bring several extra, as well as a couple of changes of clothes. There is no "right age" to toilet train a child. Children begin to gain most of the skills they will need between the ages of 24 and 36 months, yet a child may not be ready to master toilet learning until the end of his/her third or even fourth year. **The more ready a child is when he/she begins the process, the quicker it will go.**

When a child shows readiness both at home and at Highland Learning Center, parents and teachers are able to work together toward **success for a child.**



Biting policy

The purpose of this biting policy is to inform you the parent of the reasons children bite and actions we will take at Highland Learning Center when biting occurs. It includes ways in which we will communicate with you about biting issues, ways to prevent biting, and actions staff members must refrain from using. **Keep in mind that biting is a normal age/stage development, but we will work diligently through this trying period.**

1. REASONS CHILDREN BITE

- Children bite mostly because they are very oral. They tend to put everything in their mouth.
- Biting is a basic response to undeveloped social skills in young children. They cannot express what they are feeling because their vocabulary is very limited.
- Young children may bite when other children get in their space or too close to them or their toys. Young children like their own space and feel threatened when other children get too close. Some children bite because they are teething.
- Biting is also a way for young children to get attention. Even if they receive negative attention, children will still bite in order to get some type of attention rather than no attention.

2. ACTIONS TAKEN BY THE TEACHER WHEN A CHILD BITES

When a child is bitten, the teacher should first console the child and then clean the wound with soap and water, apply antiseptic ointment, and cover it with a bandage. Ice may also be applied to prevent bruising. The teacher should then turn her attention to the biter, and show him/her appropriate ways to touch and play with other children.





Once both children are calm and playing, the teacher will fill out an accident report and make a copy for you the parent. If the bite breaks the skin or is in a very noticeable place, such as the face, the parent will be notified by a phone call.

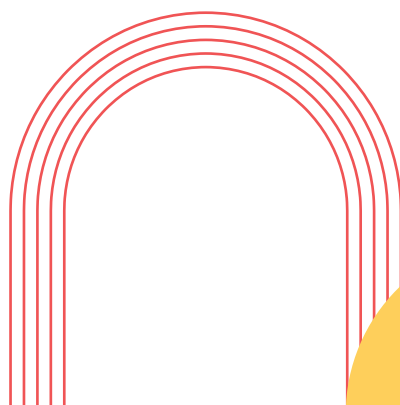
3. HOW WE COMMUNICATE WITH PARENTS ABOUT BITING ISSUES

First of all, you as parents need to understand that biting is an **emotional issue for everyone involved**. Your support through this trying period is very important. We as teachers will do our best to handle any biting issue that may arise.

Each time a child is bitten, we will fill out an accident report and have a copy for you to take home. **We will call you if the skin is broken or if it is on the face.** If the biting situation becomes constant, we will ask the parents of the biter to come in for a conference to discuss different ways to handle the problem.

We will never reveal who is doing the biting to any other parent. This is considered confidential information and under no circumstances will it be discussed with anyone other than the director.

We do ask that you as parents do not punish the child at home for biting accidents that occur at school. This punishment only confuses the child, because they do not remember biting earlier in the day.



4. WAYS WE WILL TRY TO PREVENT BITING

There are many ways that we will try to prevent biting. This does not mean that biting will not happen because more than likely it will. We will keep low ratios in the classroom, in order to give each child their space and to allow the teacher to be able to closely watch the children. **We will also help teach the children to use words instead of actions when they are upset or frustrated.** Another way we may try to prevent biting is to attach a teether to the biter's clothing and teach him/her to bite it instead of their friends. **We will keep a record on the biter to help us figure out when and why the biting is occurring.** Again, these records will not be revealed to you or anyone else for any reason. They are strictly to help prevent the biting from continuing.

If for some reason, all attempts have been made to prevent or stop the biting and nothing seems to help, **we may require the temporary removal of your child. This step will only be used if we cannot manage it in any other way.**

Discipline Policy

The purpose of this discipline policy is to inform you the parent of appropriate discipline actions to be taken by the staff at Highland Learning Center.

1. APPROPRIATE DISCIPLINE TECHNIQUES

- Separate the child from the inappropriate behavior (age appropriate length of time).
- Redirect behavior.
- Teach acceptable choices.
- Use positive language.
- Teachers will also look for deeper problems.
- Lonely chair (age appropriate length of time).

2. HOW WE COMMUNICATE WITH PARENTS ABOUT CHILDREN'S BEHAVIORS

We will consult with parents when all efforts have been exhausted concerning discipline. We will emphasize partnership between caregiver and parent in an attempt to defuse a tense situation involving a problem with the child's behavior.





3. PUNISHMENT NOT ALLOWED IN THE CENTER

- Corporal punishment or anything that causes physical pain.
- Withdrawal or the threat of withdrawal of food or love.
- Abusive or profane language.
- Humiliation.
- Emotional abuse.
- Using food or medication in any manner or for any purpose other than that for which it was intended.
- Isolation.
- Forcing children to sit at a table or in high chairs for long periods of time.

4. STAFF TRAINING

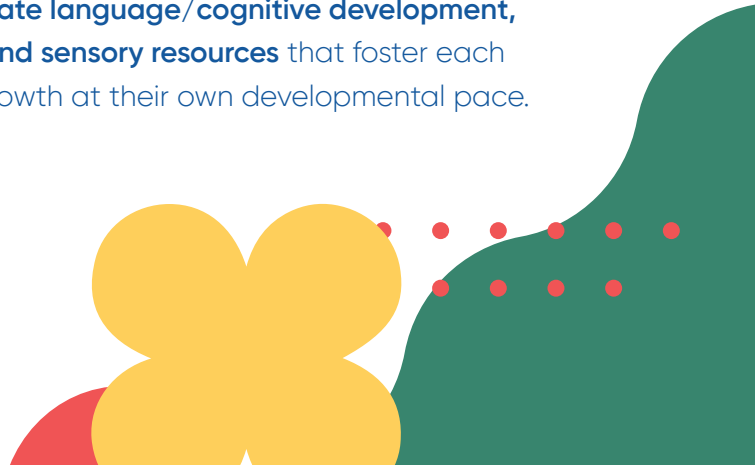
Staff will be required to attend periodic training on discipline issues. Workshops, staff meetings, and professional literature will be offered regularly to keep staff up to date on our discipline policy.

5. DISCIPLINE VS. PUNISHMENT

Discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his/her own and how to know the difference between right and wrong. Staff may not use punishment that is harsh, demeaning or abusive in the presence of children.

Curriculum

It is important that we value our children's eagerness to learn and prepare them for school success through developmentally appropriate materials. **Our teachers are excited to incorporate language/cognitive development, fine/gross motor, and sensory resources** that foster each child's individual growth at their own developmental pace.





670 Highland Colony Parkway
Ridgeland, MS 39157
(601) 499- 1123

INFO@HIGHLANDLEARNINGCENTER.ORG