



welcome
packet



hello AND welcome

We are so blessed that you have chosen to trust Precious Angels to be a part of your family. We believe that young children start learning at birth. Their environment plays a large role in their effectiveness to learn and grow. We are committed to provide your child a safe, clean, and fun environment, while providing them with the proper resources to meet developmental milestones along the way. Education and play are essential to who we are and in how we provide you with the best possible care.

Every room follows a daily schedule and routine while encouraging your child's development in the following areas

- Sensory
- Music
- Movement
- Art
- Social-Emotional
- Fine and gross motor skills
- Language
- Independence
- Cognition
- Creativity

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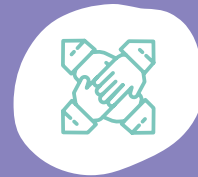
OUR MISSION

To provide an environment that is an extension of the home, put children first and build relationships with families to exceed their expectations and empower children to gain independence and social/emotional intelligence.

Our core values set us apart.



KIDS ARE OUR
TOP PRIORITY



TEAMWORK



SAFETY AND
CLEANLINESS



RESPECT AND
INTEGRITY



FAMILY



EDUCATION

Operating Hours



Monday-Friday
6:30am-6pm



CLOSED HOLIDAYS

- New Years Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
- Closed after 12:30 p.m. on Good Friday and Columbus Day for staff development.

If a holiday lands on Saturday, we will be closed on Friday. If the holiday falls on a Sunday, we will be closed on Monday.



In case of inclement weather, we strive to stay open as long as the safety of the staff, parents, and children are maintained. It is our intention to be open so that you can get to work and home again. For any weather closures please watch your email, Daily Connect, and our private Facebook group.

Arrival/Departure

We utilize a secure entry system to enter our building. Each family chooses an ID and password that is exclusive to their family. Children must be checked in and out by an authorized person. This person must take the child to their classroom in the morning and pick up their child from the classroom, outside, or the activity room. We must be notified of any changes in pickup or drop off. Authorized persons must be at least 18 years of age. Any first-time persons will be required to show a photo ID. If we are not notified of a change of pick up we will not be able to send your child with that person until we have received confirmation from the parent.

Please notify us as soon as possible if your child will not be attending the center on their scheduled days. This includes illnesses, vacations, appointments, etc.



Our hours are Monday-Friday 6:30am-6:00pm. There will be an additional charge of \$1.00 per minute past the 6:00pm closing time and \$5 per minute after 6:15pm. We are tolerant of occasional, unforeseen tardiness but we cannot be tolerant when parents are repeatedly late.



Tuition, Payments and Late Fees

Fees are determined on an age basis. The oldest child in a full-time status family will receive a 10% a week reduction.

BIRTH-2 YEARS	3-5 YEARS	PART TIME
\$278/Week	\$258/Week	0-2 year old \$240/Week 3-5 year old \$235/Week

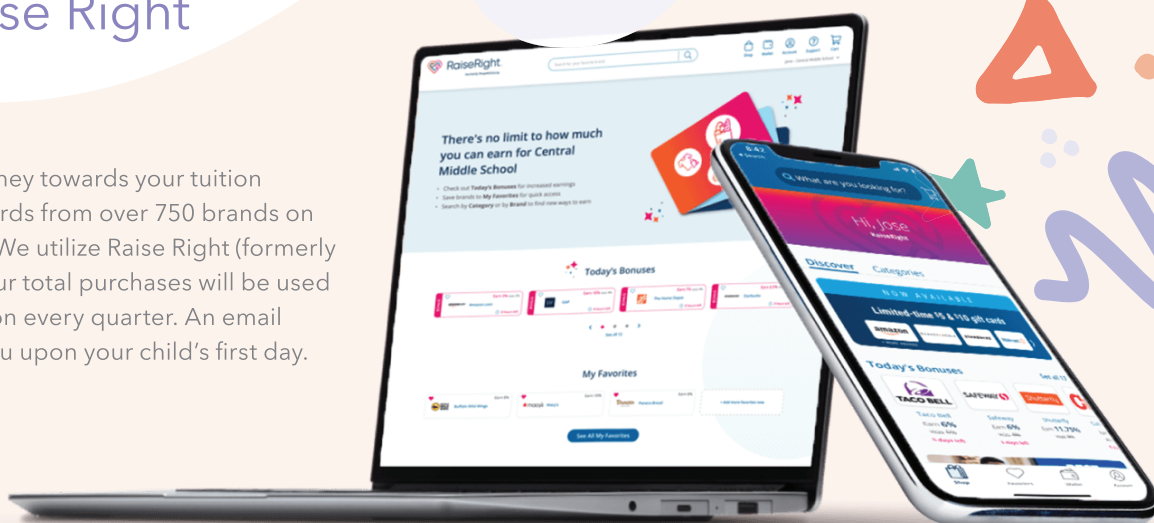
A minimum of 3 days a week will be required for a part time spot. Part time schedules must be given two weeks in advance of arrival so we can schedule staff accordingly. If you do not attend on the days scheduled, payment is still due because we have made staffing arrangements.

Payment is required via electronic payment. Debit Authorization forms must be submitted with the enrollment application. Payments can be paid weekly, biweekly, or on a monthly basis. A \$20 return fee is assessed to any returned payments. A \$10 late fee per week will be assessed on the following Monday until payment is received in full. All unpaid accounts will be turned over to a collection agency after 30 days. Refunds and credits will be made on an individual basis and only if you have paid ahead.



Raise Right

We offer a way to earn money towards your tuition through purchasing gift cards from over 750 brands on your everyday purchases. We utilize Raise Right (formerly ShopwithScrip). 90% of your total purchases will be used towards your families tuition every quarter. An email invitation will be sent to you upon your child's first day.





Communication

Will come in forms of email, messages through Daily Connect, phone, and in person. We recommend most communication especially regarding any changes to feedings or behaviors be with staff at drop off as that is when our lead teachers and full time teachers are available.

Any schedule changes must be communicated with the office staff.



Termination of Care

A written 2 week notice is required to terminate care.

Parent Communication App

Communication about your child and their day is very important to us, so much that it's one of our core values. We want you to be able to communicate with your child's teacher throughout the day and also see what activities your

child is doing daily. We use Daily Connect as our parent communication app. You will receive an email invite to download and join Daily Connect once enrollment paperwork has been completed and prior to your child's first day.



Social Media

Public facebook page. Private facebook group. To access our private group search for **Precious Angels Learning Center** and request to become a member.



Health

We want to keep children healthy, however; despite everyone's efforts children do get sick. A child may be too sick to attend and will need to be excluded if:

- The child does not feel well enough to participate comfortably in the normal daily routine and activities.
- The teachers cannot adequately care for the sick child without compromising the care of other children
- Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact.
- Fever of 100.4 or higher and accompanied by behavior change and other symptoms of illness
- Signs or symptoms of possibly severe illness (persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy)

For the protection and respect of all children and families, do not bring any sick children to the center. Please do not mask a fever with medication. Children exhibiting the following symptoms **WILL NOT** be allowed to come to Precious Angels:

- Vomiting
- Undiagnosed sore or rash
- Diarrhea
- Severe upper respiratory infection
- Temperature of 100.4 or higher

Child must be fever free for 24 hours without medication in order to return.

If a child becomes ill while at the center, a parent/guardian will be contacted immediately and required to find the appropriate care within 45 minutes of being notified. If a parent/guardian cannot be reached, the child's emergency contacts will be contacted. If a child is sent home with a fever or what is believed to be a contagious illness, a form is sent home with the child's soonest return date and reason for being sent home.



Dress Code

- Closed toe shoes.
- No strings on clothing.
- Diapers/underwear covered.
- Appropriate outside gear for each season.
- No jewelry.



Physical Activity & Outdoor Play

In our program we will develop ways to promote fine and gross motor development while limiting long periods of seated time and very little to no screen time.

We utilize our indoor activity room to foster physical activity on a daily basis along with outdoor play. We believe for children to be healthy, they need fresh air and exercise. Parents are advised to be aware of daily weather conditions so appropriate outdoor wear is sent with the child. We will be going outside both morning and afternoon, weather permitting. Teachers will monitor the conditions and limit the time children are outside to assure children are comfortable. It is our policy that if a child is too sick to go outdoors, the child is too sick to be at Precious Angels. Our mobile infants will participate in outdoor play by going on stroller rides and outside play in their designated area. The temperature has to be above 0 actual temperature or "feels like" 0 for us to go outside.



Education

Education is an integral part of Precious Angels. We believe that education begins at birth. 90% of the brain is developed by the age of 5. It is our passion to aid in each child's growth and development. Our classrooms are divided up by age.



CATERPILLARS
Non-Mobile Infants



BUTTERFLIES
Mobile Infants



PENGUINS
One Year Olds



MONKEYS
Two Year Olds



KANGAROOS
Three Year Olds



OWLS
Four-Five Year Olds

We utilize a mixture of a purchased curriculum and teacher's knowledge to create lesson plans for each classroom. We offer a 3 year old preschool program and a 4-5 year old pre-k program that includes Kindergarten Enrichment. By attending Precious Angels, your child will be well prepared for Kindergarten in all areas of development, including social/emotional skills, letter recognition, writing, number recognition, physical development, fine and gross motor skills.

Each of our classrooms follow a schedule and routine which provides consistency for the children. We have time allotted into our schedule for large group learning, small group learning, free play, outside/activity room time, nap time, and meal times. Please see each room's individual schedule via the app and in the classrooms for details regarding each age group.





Discipline

We believe in establishing consistent limits and boundaries and having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age appropriate limits and boundaries are present, children will be able to increase their ability to be responsible for themselves.

When inappropriate behaviors do occur, we believe it is important for children to understand why their behavior is inappropriate and what they could do instead of that behavior. We call this type of discipline, redirection. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions.

A time may come when Precious Angels staff is not able to meet the needs of a child. If this occurs, parents and staff will meet together to establish a plan on how we can work together to resolve any discipline issues. It is our top priority to have children remain in our care. We have outside resources available to accommodate any special discipline needs. Notice of termination will be our last resort.



Before Your First Day TO DO AT LEAST ONE WEEK PRIOR TO CHILD'S FIRST DAY

Complete and turn in all enrollment forms including:

- Enrollment application-medical history
- Automatic payment form
- Photo release
- Room Questionnaire
- Be sure to include ID and Password for secure entrance into the building
- Provide current and updated immunization records
- Provide custody papers if applicable
- Provide supplies needed for your child based on their classroom requirements
- Download Daily Connect app

All forms MUST be completely filled out.

On Your First Day TO DO ONCE YOUR CHILD BEGINS

- Join private FB group
- Read and sign the parent handbook



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